



DEPARTMENT OF THE ARMY
PROGRAM EXECUTIVE OFFICE
COMMAND, CONTROL, AND COMMUNICATIONS TACTICAL
FORT MONMOUTH, NEW JERSEY 07703-5401



REPLY TO
ATTENTION OF:

SFAE-C3T

18 Nov 02

PEO C3T LOGISTICS POLICY MEMORANDUM NUMBER FY 03-01

SUBJECT: Personnel Deploying Outside the Continental United States (OCONUS) to Support Operation Enduring Freedom (OEF)

1. **PURPOSE:** This is the first in a series of logistics policy memorandums from the PEO C3T Special Projects Office (SPO) Logistics Team. This policy establishes a process for maintaining centralized control of personnel into and out of theater.
2. **APPLICABILITY:** This policy applies to all members of PEO C3T and the Army Battle Command System (ABCS) extended community who may deploy contractors, Department of the Army (DA) civilians, or military personnel in support of OCONUS operations for OEF.
3. **POLICY:** In order to control and facilitate contractor accountability and support during OCONUS deployments, the SPO must be contacted no later than 30 days prior to actual deployment or immediately upon receiving requirement. All organizations assigned to or supporting PEO C3T will follow the guidance contained in this memorandum when deploying contractors OCONUS to support OEF.
 - a. Notify SPO of requirement to deploy individuals to theater via email address: SPO-Tracker@c3smail.monmouth.army.mil.
 - b. This email will contain the following critical information:
 - (1) Submitter's Name (responsible for person deploying)
 - (2) Submitter's Organization
 - (3) Submitter's Office Phone
 - (4) Submitter's Home Phone
 - (5) Submitter's Cell Phone / Beeper #
 - (6) Submitter's Email Address
 - (7) Deployee's Name
 - (8) Deployee's Title (military rank, GS level, or contractor)
 - (9) Deployee's Office Phone
 - (10) Deployee's Home Phone
 - (11) Deployee's Email Address

PEO C3T LOGISTICS POLICY MEMORANDUM NUMBER FY 03-01

SUBJECT: Contractors Deploying OCONUS to Support Operation Enduring Freedom (OEF)

(12) Deployee's Position Designation (Field Engineer, Software Engineer, Network Engineer, Logistician, Operations, Power Engineer, Trainer, Technician, Liaison Representative, Manager)

(13) Deployee's System(s) Supported / Mission

(14) Deployee's Current Location

(15) Deployee's Desired CONUS Replacement Center (CRC) Report Date (Sunday – Thursday cycle)

(16) Deployee's Passport/Visa Status

(17) Deployee's Desired OCONUS Report Date

(18) Deployee's Planned CONUS Return Date

(19) Travel Itinerary (dates, airline, flight #s and times - as soon as available to ensure coordination with destination is in place)

(20) Social Security Number

c. Submitter must ensure that the deploying personnel complete as many deployment requirements as possible prior to reporting to CRC. Incomplete items will be addressed at the CRC. Status on these items and copies of required documentation are also to be submitted to: SPO-Tracker@c3smail.monmouth.army.mil.

d. Enclosed data sheet (to be a web-enabled database at future date) identifies the deployment requirements to expedite preparation of personnel for overseas movement.

4. REFERENCES:

a. AR 715-9, Contractors Accompanying the Force, 29 Oct 99

b. DA PAM 715-16, Contractor Deployment Guide, 27 Feb 98

c. CRC URL: <http://www.benning.army.mil/crc/>

5. EFFECTIVE DATE: This policy is in effect until rescinded.

Encl

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MICHAEL R. MAZZUCCHI
Brigadier General, USA
Program Executive Officer