

CHAPTER 40

CONTINGENCY AND EMERGENCY PLANNING

40-1. GENERAL.

There is a difference between "emergency essential" and "essential civilian personnel". Headquarters, Department of the Army, Policy and Program Development Division, defines both categories as follows.

a. Emergency essential employees and positions are ones designated mobilization purposes. Reference can be found in DODD 1404.10 and AR 690-11.

b. Essential employees are ones that have to come in or remain when installations are closed or have delayed openings/early dismissals for inclement weather, etc. Reference can be found in DODD 1400.15-M, Subchapter 610, Paragraph C.

40-2. CIVILIAN READINESS (MOBILIZATION AND DEPLOYMENT).

a. The objective of the Civilian Readiness program is to ensure that qualified Army civilian employees are available in adequate numbers and skills to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis, or other contingency.

b. Many civilian employees are members of the Reserve Components. Title 50 of the United States Code, National Security Act of 1947 provides the basis for mobilization management of Department of Defense civilian employees. The DOD civilian workforce must be prepared for and participate in support of humanitarian missions, disaster relief, restoring order in civil disorders, drug interdiction, operations, contingencies, emergencies, and war (collectively referred to as "contingencies and emergencies").

c. Information pertaining to mobilization and deployment of civilians can be found on the Web site <http://www.cpoc.army.mil>. Information may be accessed under the heading of "General Management Information" and/or in PERMISS "Master Index of Topics" by selecting the letter "M" and scrolling to "mobilization" or selecting the letter "E" and scrolling to "emergency essential employees".

d. Army regulations require the identification and designation of certain positions as Emergency Essential (E-E), Key and Cadre. These types of positions are defined below.

(1) Emergency Essential Civilian Position. A civilian position located overseas or that would be transferred overseas during a crisis situation, or which requires the incumbent to deploy or to perform temporary duty assignments overseas during a crisis in support of a military operation.

(2) Emergency Essential Civilian Employee. An U.S. citizen currently employed to occupy and discharge the duties of an emergency essential civilian position. The employee works in an overseas activity assigned a mobilization mission. As a condition of employment, the employee must sign a "DOD Civilian Employee Overseas Emergency-Essential Position Agreement".

(3) Key Civilian Position. Army positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function. Because of the essential nature of these positions, the Secretary of the Army, or his designee, shall designate such positions as key positions and shall require that they not be filled by Ready Reservists or military retirees with re-call obligations. All military retirees assigned to occupy key positions must be exempt from re-call to active duty or be removed from the key position.

(4) Key Civilian Employee. An U.S. citizen currently employed to occupy and discharge the duties of the key position. The individual works in a Continental United States (CONUS) sustaining base installation or activity that is assigned a mobilization mission. The position occupied by a key employee cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skilled required by the wartime mission.

(5) Cadre Civilian Position. Army positions that form the core of new or expanded functions at an existing installation or of functions at an installation(s) to be activated upon mobilization. This cadre is a nucleus of trained personnel capable of setting up new operations and training others.

(6) Cadre Civilian Employee. A currently employed U.S. Citizen designated to occupy and discharge the duties of a cadre position upon mobilization.

40-3. CRITERIA FOR ESTABLISHING POSITIONS.

a. Specific information regarding the identification and establishment of Key, Emergency Essential, and Cadre positions is found at Web site: http://books.army.mil/cgi-bin/bookmgr/BOOKS/R690_11/4.0.

b. Requests for Personnel Action, Position Descriptions and other documents are integral components to the overall installation management of the civilian work force in support of mobilization.