

**DOD CIVILIAN EMPLOYEE OVERSEAS  
EMERGENCY - ESSENTIAL POSITION AGREEMENT**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 301; E.O. 9397; and DoDD1404.10, Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees.

**PRINCIPAL PURPOSE(S):** To establish emergency procedures to ensure that qualified personnel are identified to fill emergency-essential DoD civilian position overseas. The information is used to identify qualified personnel eligible to fill vacant emergency-essential DoD civilian positions overseas.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the information may be cause for reassignment or termination of the individual.

**SECTION A - EMPLOYEE IDENTIFICATION**

<b>1. TYPED NAME</b> ( <i>Last, First, Middle Initial</i> )	<b>2. SOCIAL SECURITY NUMBER</b>
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**SECTION B - POSITION IDENTIFICATION**

<b>1. ORGANIZATION NAME</b>		<b>2. POSITION NUMBER</b>	
<b>3. POSITION TITLE</b>	<b>4. PAY PLAN</b>	<b>5. SERIES</b>	<b>6. GRADE</b>

**SECTION C - SUPERVISOR'S STATEMENT**

<b>1.</b> The position identified above is emergency-essential. In the event of a crisis or war, performance of the duties of this position is essential to the support of assigned ( <i>Enter DoD Component</i> ) _____ missions.	
<b>2.</b> Performance of the duties of this position during a crisis situation or wartime will require that you ( <i>X one</i> )	
<input type="checkbox"/>	a. Relocate ( <i>TDY or PCS</i> ) to a duty station in an overseas area.
<input type="checkbox"/>	b. Continue to work in an overseas area after the evacuation of others who are not in civilian emergency-essential positions.
<b>3.</b> The incumbent of/designated alternate for ( <i>Line through one</i> ) this position may also be required to participate in emergency plans/exercises.	
<b>4.</b> As the incumbent of/designated alternate for ( <i>Line through one</i> ) this position, request you complete the agreement in SECTION D below.	
<b>5. SUPERVISOR</b>	
<b>a. TYPED NAME</b> ( <i>Last, First, Middle Initial</i> )	<b>b. TITLE</b>
<b>c. SIGNATURE</b>	
<b>d. DATE SIGNED</b> (YYYYMMDD)	

**SECTION D - EMPLOYEE'S AGREEMENT**

<b>1.</b> I agree:	
a. To perform the duties and requirements of the position identified above in the event of crisis situation or wartime.	
b. To participate in emergency plans exercises when required.	
<b>2.</b> I understand that:	
a. Failure to perform the duties of this position in an emergency may result in <u>appropriate action</u> - defined as separation for the efficiency of the Federal Service under the procedures contained in 5 CFR 752.	
b. Provisions have been made to evacuate my dependents from the hostile or potentially hostile zone with the same priority as other DoD sponsored dependents ( <i>DoD Directive 3025.14</i> ).	
c. Steps will be taken to authorize danger pay allowance for my post if it meets the criteria established by the Department of State ( <i>Title 5, United States Code, Section 5928 (Public Law 96-465, Section 2311) "Foreign Service Act of 1980"</i> ).	
d. I will be given a Geneva Convention Identity Card, DD Form 489 or DD Form 1934, as appropriate, to identify me as a non combatant. ( <i>DoD Instruction 1000.1</i> )	
<b>3. EMPLOYEE</b>	
<b>a. SIGNATURE</b>	<b>b. DATE SIGNED</b> (YYYYMMDD)