



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000

SECNAVINST 12910.3  
Pers-00C  
27 May 1993

SECNAV INSTRUCTION 12910.3

From: Secretary of the Navy

Subj: EMERGENCY-ESSENTIAL (E-E) DEPARTMENT OF THE NAVY CIVILIAN  
EMPLOYEES

Ref: (a) DOD Directive 1404.10 of 10 Apr 92, Emergency-  
Essential (E-E) DOD U.S. Citizen Civilian Employees  
(NOTAL)

Encl: (1) Definitions

1. Purpose. To implement reference (a) within the Department of the Navy (DON) and establish policies and responsibilities for the planning and managing of employees in E-E civilian positions during crisis situations in which continued performance is deemed essential to support combat essential systems.

2. Cancellation. SECNAV Instruction 12301.2A

3. Policy. Effective civilian mobilization planning and management will be maintained throughout the DON to ensure maximum readiness in response to crisis situations.

4. Responsibilities

a. General. Officials identified in this directive are responsible for planning and managing an adequate E-E civilian work force as defined in enclosure (1).

b. Specific

(1) Chief of Naval Personnel. The Chief of Naval Personnel will provide direction and conduct the planning and management of the DON program, except for the Marine Corps, as follows:

(a) Ensure that civilian employee positions are carefully screened and designated E-E only when civilians are required for direct support to combat operations or to combat systems support functions that must be continued and that could not otherwise be immediately met by using deployed military possessing the skills in the number and in the functions expected to be needed to meet combat operations or systems support requirements in a crisis situation.



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(b) Ensure that E-E employees are identified and advised of the requirements of E-E positions, including the relocation to duty stations in overseas areas and signing written agreements (DD 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement).

(c) Ensure that a replacement process is established which is capable of providing qualified replacement personnel for all E-E positions during a crisis situation.

(d) Ensure that civilian employees who agree to remain in their E-E designated positions or who agree to serve as alternates in crisis situations, are provided the following assurances:

1. Dependents shall be evacuated from the crisis location with the same priority, and afforded the same services and assistance as family members of military personnel.

2. Payments of authorized allowances and differentials, as established by the Department of State, are paid commensurate with the situation.

3. Issuance of Geneva Convention Identity Cards, Forms DD 489 or DD 1934, as appropriate.

4. Afforded a separate maintenance allowance when dependents are evacuated due to dangerous living conditions.

5. Continuation of pay and allowances while in a missing status.

6. Treatment may be provided for disease and injury sustained overseas during hostilities at no cost under the DOD Military Health Services System. The scope of care shall be equivalent to that received by active duty military personnel. If feasible, the Military Department providing treatment shall seek reimbursement from third party payers.

7. Released from their agreement and permitted to leave the crisis area after the initial evacuation of noncombatants only when and if it is determined by appropriate management that they are no longer required or able to perform their assigned duties. In making that determination, the appropriate authority shall take into consideration any rotation policy and procedures established for military members during the specific contingency.

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(e) Ensure that E-E information is handled as sensitive information and released only to authorized personnel.

(f) Ensure that individuals selected for E-E positions are exempted from recall to the military reserves or recall to active duty as retired military.

8. Provided protective equipment, work-related training, law of war training and Uniform Code of Military Justice training commensurate with the anticipated threat and theater policy.

(2) Commandant of the Marine Corps. The Commandant of the Marine Corps will provide direction and conduct planning and management of E-E civilian employees during crisis situations for the Marine Corps as delineated in subparagraphs 4b(1) (a), (b), (c), and (d).

## 5. Action

Navy activities and Marine Corps installations with civilian employees shall implement the policies set forth in this instruction.

## 6. Report and Forms

a. Report Control Symbol DD-FM&P(Q)1458 has been assigned to the report in reference (a), and is approved for 3 years from the date of this directive.

b. DD 489 (7/74), Geneva Convention Identity Card for Civilians who accompany the Armed Forces, S/N 0102-LF-011-1600 and DD 1934 (7/74), Geneva Convention Identity Card for Medical and Religious Personnel who serve in or Accompany the Armed Forces, S/N 0102-LF-005-8700, may be obtained from the Navy supply system per NAVSUP P2002.



F. B. Kelso, II  
Acting

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DEFINITIONS

1. Civilian Employee. A direct hire U.S. employee who is appointed, either temporarily or permanently, to a position with the Department of the Navy.
2. Crisis Situation. Civilian insurrection, civil war, terrorism, wartime, or other hostile conditions that threaten physical harm or imminent danger to the health or well-being of the E-E civilian employee.
3. Emergency-Essential (E-E) Alternate Civilian Employee. A civilian employee, as defined in definition 1, whose position is not E-E, who agrees to perform the duties of another E-E civilian position in the absence of an E-E civilian employee during a crisis situation.
4. Emergency-Essential (E-E) Civilian Employee. A civilian employee, as defined in definition 1, who occupies an E-E civilian position and who is expected to sign a "DOD Civilian Employee Overseas Emergency-Essential Position Agreement."
5. Emergency-Essential (E-E) 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. That position is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. That position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.
6. Mobilization. The act of assembling and organizing national resources to support national objectives in time of war or other national defense emergencies.

The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national defense emergency. This includes assembling and organizing personnel, supplies, and material for active Military Service.

7. Overseas. All locations outside the continental United States (CONUS), Alaska, and Hawaii.