



EXTENDED MILITARY DEPLOYMENT

Directive: 4-117

Date of Issue: May 2014

Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish guidelines to assist all Department of General Services Maryland Capitol Police (DGS-MCP) employees who are preparing for, and returning from, extended active duty military deployment.

II. POLICY

DGS-MCP will provide all employees who are called to extended active duty by the military with the support they need to make the transition to active duty and the return home from active duty as seamless as possible.

III. PROCEDURES

A. Applicability

1. The policies contained in this Directive apply to long-term training that lasts at least 30 days.

B. Pre-Deployment

1. Upon receipt of orders which place an employee on extended active duty military deployment, the activated employee will:
 - a. immediately notify his/her commander and provide a copy of his/her military orders;
 - b. turn in their DGS-MCP identification cards, 2 issued Badges, MPCTC card, issued firearm, 3 magazines, and issued weapon carrying case;
 - c. those deployed overseas for over 90 days may be asked to return all DGS-MCP issued equipment and uniforms;
 - d. meet with the Department of General Services Health Benefits Coordinator to ensure his/her dependents have health insurance coverage while they are deployed (if applicable);
 - e. coordinate with the DGS-MCP Administrative staff member responsible for Human Resources to confirm that;

- (1) leave/duty status are correct;
 - (2) dates of deployment and return are accurate;
 - (3) deployment contact information is recorded and is accurate; and
 - (4) current home mailing address of spouse or family member is recorded and accurate.
- f. meet with DGS-MCP Retirement Coordinator to ensure retention of retirement benefits
2. The employee's commander will:
 - a. allow the employee a period of time prior to the deployment to begin the temporary separation process;
 - b. forward a copy of the employee's military orders to DGS-MCP Headquarters;
 - c. notify all district and circuit courts that employee will be unavailable;
 - d. ensure the deployed employee's time sheet is completed and submitted every two weeks;
 - e. ensure the deployed employee's mail is forwarded to the employee's residence during deployment.
3. Headquarters will ensure that:
 - a. the employee has a copy of this Directive;
 - b. a personnel order is issued denoting the employee's interrupted leave and duty status ;
 - c. a copy of the employee's military orders are forwarded to the Director of DGS Personnel;
 - d. a copy of the military orders are filed in the employee's personnel file.

C. Post-Deployment

1. Immediately upon the conclusion of their active military duty assignments, employees will:
 - a. contact their commander to establish or estimate a date they will return to duty with DGS-MCP; and

2. Upon returning to duty with DGS-MCP, an employee will be given ample time to conduct in-processing during which time he/she will:
 - a. obtain all DGS-MCP issued equipment and uniforms;
 - b. contact the DGS Health Benefits Coordinator to ensure that his/her health insurance benefits are active;
 - c. contact the DGS Retirement Coordinator to ensure retirement benefits are active;
 - d. contact the DGS-MCP Education and Training Division to schedule any necessary in-service and firearms training required;
 - e. review all active special orders and Directive manual revisions issued during his/her deployment;
 - f. obtain an updated ID card, if required;
 - g. meet with his/her commander to ensure all aspects of the post-deployment reintegration process have been completed and that training requirements have been met prior to returning to performing full-duty functions.

3. The DGS-MCP Administrative staff member responsible for Human Resources will coordinate with the DGS Personnel Division to ensure all requirements of The Uniformed Services Employment Reemployment Rights Act (USERRA) have been met (if applicable).