

Civilian Tracking System (CIVTRACKS)

Step 1. Blocks 1 and 2 are self-explanatory. Enter the name (last, first and middle initial) and social security number of the deployed employee. Block 3 is designed to capture data on the type of deployed civilians. If the employee is an Army employee, Appropriated Funds or NonAppropriate Funds click the first button indicating that the deployed civilian is an Army employee. If the deployed civilian is not an Army, Defense contractor, Red Cross personnel or an AAFES employee click the button labeled as "other". Block 4 captures data on the place of employment. Enter the deployed civilian's place of employment. Enter either the name of the agency or company name for which the deployed civilian works. For example, if the employee works for the Department of The Navy, enter the word "Navy". If the deployed civilian is an employee of a Defense contractor, enter the name of the contractor, e.g., Smith Industries.

Step 2 is designed to capture data on the person entering the data into CIVTRACKS. Click the applicable button

Step 3 collects data on the home station or current duty location of the deployed civilian. Choose the state or country that represents the employee's home station or current duty location. Home station is defined as the state or country of the deployed employee's normal place of work.

Step 4 collects data on the contingency operation or mobilization exercise in which the deployed employee is participating. Select the applicable operation from the list on the drop-down menu. If the operation's name is unknown or not yet specified, select the unknown or not specified selection.

Step 5 indicates the type of move the deployed employee is making. If the employee is deploying into an operation, select "**inbound.**" If the employee is relocating from one location (either within the theater of operations or any location in conjunction with preparation for deployment), enter "**relocating.**" "**Outbound**" should be selected if the employee is returning from a contingency operation. "**Returned**" should be selected if the employee has returned to home station from a contingency.

Step 6 collects data on the movement locations. If an employee is deploying into a contingency area of operation, then enter the city of both the starting and ending location. If the location is not near a city or the name is unknown enter either the name of the nearest city or "unknown." Select the name of the state and country from the two drop-down menus. Enter the date of the departure.

Step 7 provides an opportunity to indicate any specific comments regarding the deployed employee. This is an optional entry and may be left blank.

Step 8 requires the entry of an email address of the individual that enters data into CIVTRACKS. The Army Knowledge Online (AKO) email address should be used, if at all possible. If the AKO email address is not available use an email address that the deployed employee or a designee will be able to access while deployed. This information will only be used if there is a need to clarify data entered into CIVTRACKS.

Step 9. Once all required data has been entered, click the submit button. If data is missing or incorrectly entered, the system will provide feedback to that effect. If this happens, enter the correct or missing data and again click the submit button. Once all data is properly submitted and accepted by the system, a message, "Your tracking data has been successfully submitted" will appear.

All questions pertaining to the operations of CIVTRACKS and suggestions for improvement should be emailed to CIVTRACKS@asamra.hoffman.army.mil. However, no tracking data should be submitted to this email address. All tracking data must be submitted via <https://CPOL.army.mil/civtracks>.