

READY RESERVISTS IN THE FEDERAL GOVERNMENT

ANNUAL REPORT
CONCERNING THE
MOBILIZATION
AVAILABILITY OF
READY RESERVISTS
EMPLOYED IN
THE FEDERAL
GOVERNMENT



2000 Calendar Year
The Assistant Secretary
Of Defense (Reserve Affairs)
December 2001



SPECIAL NOTICE

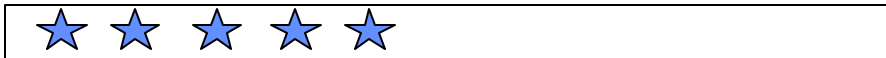
The events of September 11, 2001 and the resulting impacts of those events on all facets of the nation's workforce – federal, state, and local government agencies, as well as the civilian sector - have highlighted the criticality of the “screening” program. After September 11th, the Department of Defense received special requests for exceptions to policy to exempt from mobilization hundreds of military members who have military mobilization obligations. These military members include not only Ready Reservists but also retirees. Some of those special requests were able to be accommodated, due to the extreme criticality of certain civilian positions, but many were not, leaving some employers searching for ways to fill the shortfalls created when their employees were mobilized.

In accordance with Department of Defense policy, once the President of the United States signed Executive Order #13223 on September 14, 2001, authorizing the “Partial Mobilization” of the Reserve Components, all personnel actions relating to the screening program were held in abeyance. This will be the case until the Partial Mobilization is concluded. No military members will be processed as “key employees,” i.e., exempt from mobilization due to their civilian occupations. The only military members who may be exempted, or delayed, from mobilization due to civilian occupation duties will be special case exceptions to policy granted by the Under Secretary of Defense for Personnel and Readiness (delegated from the Secretary of Defense for this mobilization only).

Federal employers are strongly encouraged to use this time to review their manning requirements and to identify and document as “key positions” those positions that cannot be vacated during times of national emergency or war without seriously impairing the capability of the parent federal agency to function effectively. This definition of “key positions” may be employed by non-federal entities - but only when considered in terms of national security.

Working together, we must ensure that we preclude conflicts between military and civilian obligations at critical times to reduce uncertainty for the individual employee/reservist and the agencies for which they work.

The Department of Defense will not conduct another annual, federal government screening program review / data call until this Partial Mobilization is concluded.



DEPARTMENT OF DEFENSE SCREENING POLICY

Department of Defense screening policy is drawn from 10 U.S.C. 10149 and Executive Order 11190, as promulgated in Department of Defense Directive 1200.7 (also published as 32, Code of Federal Regulations (CFR), part 44). The law requires that there be a system of continuous screening of units and members of the Ready Reserve to ensure there will be no significant attrition during any mobilization of Reserve members or units. In support of this requirement, Department of Defense policy calls for the Ready Reserve to be continuously screened in peacetime to ensure that Reservists:

- Meet military service wartime standards of mental, moral, professional, and physical fitness.
- Possess military qualifications required in the various ranks, grades, ceilings, and specialties.
- Are available immediately for military service during any mobilization, including a Presidential order to augment active forces for an operational mission.
- Are not retained within the Ready Reserve if their activation during a mobilization would result in a community or personal hardship, or would seriously impair the capability of their employer to perform functions essential to the National Defense.
- Understand that the screening process stops upon mobilization, and that the needs of a member's civilian employer will not be reason for deferment from military service once a mobilization is ordered.

Ready Reservists who are determined to be unsuitable or unavailable for immediate mobilization will be transferred to the Standby or Retired Reserve, or discharged. Those who are removed from the Ready Reserve because they occupy a civilian position that is essential to the nation during a general mobilization (commonly called a key position) are usually transferred to the Standby Reserve for the duration of assignment to the essential civilian position. As members of the Standby Reserve, such individuals may not be paid for any voluntary participation in Inactive Duty Training, Active Duty for Training, or Active Duty other than for Training periods. They can, however, earn retirement point credit for participation in such activities.

It is important to recognize that employees determined to be occupying key positions will not necessarily be high-ranking senior management personnel. Many key positions are occupied by technicians and specialists. It will be just as difficult during a mobilization to effectively replace employees with unique skills with someone who possesses the highly specialized training and experience needed for continued performance of essential government and defense industry functions, as it will be to replace senior management personnel.

RESERVE SCREENING GUIDANCE FOR THE FEDERAL SECTOR

The policy and procedures for screening federal employees who have a military mobilization obligation are provided in 32 CFR 44. Heads of Federal Departments and Agencies are to identify all employees who are Reservists and military retirees, assess the impact of a mobilization of these employees on their organization, and as appropriate:

- Prepare other employees to assume the essential functions of personnel liable for mobilization;
- Prepare a plan to transfer essential functions to other employees;
- Develop plans to fill positions vacated by mobilized personnel; or
- Make other arrangements to have the essential functions performed during a mobilization.

In the event these alternatives do not alleviate the conflict, federal employees are to use the procedures specified in 32 CFR 44 to request (on a case by case basis) that key employees be removed from the Ready Reserve. In the case of Standby Reservists or military retirees, they may request that these members not be issued military mobilization assignments.



THE ANNUAL SCREENING PROCESS

Screening of the Ready Reserve is conducted in two ways:

- **CONTINUOUS SCREENING BY THE MILITARY SERVICES.** Each of the Military Services continuously screens its Ready Reserve to meet the objectives of the Department of Defense Screening Policy, as stated in this Report. The military services require their Reservists to complete a detailed screening questionnaire near the anniversary of their entrance into military service. Service personnel administrators carefully review the information provided and certified by the Reservists.
- **SCREENING BY EMPLOYERS OF RESERVISTS.** The policy and procedures for peacetime screening of Ready Reservists who are non-federal employees are the same as for federal employees, and published in 32 CFR 44. This Rule encourages non-federal employers to identify key positions in their organization that are occupied by Ready Reservists, and develop a contingency plan for the performance of their key duties in the event those Reservists are ordered to active military duty in a mobilization. If such a remedy is inappropriate, the employer may request, under the procedures set forth in 32 CFR 44, that the employee be removed from the Ready Reserve.

This Report summarizes only the employer screening conducted within the Federal sector. The screening process for the Federal sector begins each year with a cross-match of computer personnel listings maintained in the Defense Manpower Data Center (DMDC) file of Reservists and military retirees with the 4 databases of Federal Employees: (1) the Office of Personnel Management (OPM), (2) the U.S. Postal Service, (3) the Executive Office of the President, and (4) the Administrative Office of the U.S. Courts. From this cross-match, a composite personnel roster is developed that lists, by Department and Agency, federal employees who have a military mobilization obligation.

These listings are mailed each year by the Department of Defense to appropriate personnel administrators under cover of a letter requesting they screen the listings for personnel that occupy key positions which could not be vacated during a mobilization. For those Federal agencies and offices that do not list their personnel with OPM, the DoD does not provide a listing of employees who are Reservists or military retirees. These non-OPM listed organizations are requested to determine how many of their employees have a military mobilization obligation and of those, how many are key employees. Each of these organizations is offered DMDC assistance in matching their personnel files against DoD's files to determine which employees have a military mobilization liability.

All personnel administrators are provided additional guidance on reporting the results of their screening action to the DoD and, if appropriate, requesting the removal of key employees from the military mobilization manpower pool. Finally, the individual reports of all federal organizations are consolidated by the DoD and published in this Report.

READY RESERVISTS IN THE FEDERAL GOVERNMENT: CALENDAR YEARS 1979-2000 (Including Military Technicians)

Year	SELECTED RESERVE (000's)			INDIVIDUAL READY RESERVE (000's)			TOTAL READY RESERVE (000's)		
	Officer	Enlisted	Total	Officer	Enlisted	Total	Officer	Enlisted	Total
2000	21.7	85.7	107.4	3.7	8.8	12.6	25.4	94.6	120.0
1999	22.1	85.4	107.6	3.9	9.5	13.4	26.0	94.9	120.9
1998	22.0	85.7	107.8	5.0	12.1	17.1	27.0	97.8	124.9
1997	22.8	87.4	110.2	5.6	12.9	18.5	28.3	100.4	128.7
1996	23.4	88.2	111.6	6.4	13.3	19.7	29.8	101.5	131.4
1995	24.9	90.1	115.0	7.4	14.8	22.2	32.3	104.9	137.2
1994	25.8	97.7	123.5	8.4	22.8	31.2	34.2	120.5	154.7
1991	28.6	108.1	136.7	7.0	14.6	21.6	35.6	122.7	158.3
1989	26.3	105.8	132.1	6.1	13.8	19.9	32.4	119.6	152.0
1988	25.0	100.6	125.6	5.8	13.1	18.9	30.8	113.7	144.5
1987	24.9	101.2	126.1	5.8	13.4	19.2	30.7	114.6	145.3
1986	24.9	101.2	126.1	6.3	14.1	20.4	31.2	115.3	146.5
1985	26.3	95.8	126.1	5.7	9.1	14.8	32.0	104.9	136.9
1984	25.3	95.6	120.9	6.0	11.5	17.5	31.3	107.1	138.4
1983	26.2	89.3	115.5	6.8	9.0	15.8	33.0	98.3	131.3

1982	22.1	91.0	113.1	7.2	10.9	18.1	29.3	101.9	131.2
1981	21.9	91.4	113.3	6.2	12.1	18.3	28.1	103.5	131.6
1980	22.3	93.1	115.4	6.0	13.2	19.2	28.3	106.3	134.6
1979	22.1	93.6	115.7	6.2	12.8	19.0	28.3	106.4	134.7



During CY2000, approximately 120,000 Ready Reservists were employed as civilians in the Federal Government. Of those, about 62,800 would be required to leave their peacetime jobs and report for military duty in the event of a full mobilization. The remainder serve as Guard and Reserve Military Technicians. During a mobilization, Military Technicians would continue to serve the Guard and Reserve elements to which they are assigned, but would do so as military members. The data in this report is as of December 2000, as adjusted by the reporting agencies.

**READY RESERVISTS IN THE FEDERAL GOVERNMENT: CALENDAR YEARS 1982-2000
(Excluding Military Technicians)**

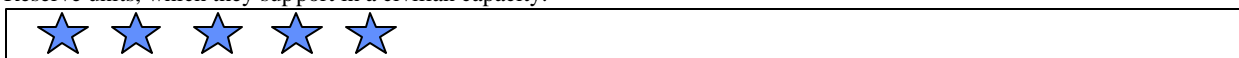
Year	SELECTED RESERVE (000's)			INDIVIDUAL READY RESERVE (000's)			TOTAL READY RESERVE (000's)		
	Officer	Enlisted	Total	Officer	Enlisted	Total	Officer	Enlisted	Total
2000	13.4	36.9	50.3	3.7	8.8	12.5	17.1	45.7	62.8
1999	13.9	37.7	51.6	3.9	9.5	13.3	17.7	47.2	64.9
1998	13.2	36.0	49.2	5.0	12.1	17.1	18.2	48.1	66.3
1997	14.7	39.7	54.4	5.6	12.9	18.5	20.3	52.6	72.9
1996	15.2	39.8	54.9	6.4	13.3	19.7	21.6	53.1	74.6
1995	16.4	40.9	57.4	7.4	14.8	22.2	23.9	55.7	79.6
1994	17.4	47.9	65.3	8.4	22.8	31.2	25.8	70.7	96.5
1991	20.3	57.6	77.9	7.0	14.6	21.6	27.3	72.2	99.5
1989	17.6	54.6	72.2	6.1	13.8	19.9	23.7	68.4	92.1
1988	15.8	48.3	64.1	5.8	13.1	18.9	21.6	61.4	83.0
1987	15.7	50.0	65.7	5.8	13.4	19.2	21.5	63.4	84.9
1986	15.9	53.1	69.0	6.3	14.1	20.4	22.2	67.2	89.4
1985	16.6	44.0	60.6	5.7	9.1	14.8	22.3	53.1	75.4
1984	15.8	51.3	67.1	6.0	11.5	17.5	21.8	62.8	84.6
1983	16.5	46.1	62.6	6.8	9.0	15.8	23.3	55.1	78.4
1982	12.2	47.8	60.0	7.2	10.9	18.1	19.4	58.7	78.1

**READY RESERVISTS IN THE FEDERAL GOVERNMENT IN 2000
(Including Military Technicians)**

AGENCY/DEPT	TOTAL (000's)	TOTAL WORK FORCE (000's)	PERCENT OF WORKFORCE
Defense*	81.3	673.6	12.07%
Postal Service	15.4	867.3	1.78%
Veterans Affairs	6.5	220.1	2.95%
Justice	5.3	126.3	4.20%
Treasury	2.4	143.7	1.67%
Transportation	1.7	63.8	2.66%
Agriculture	1.2	96.7	1.24%
Interior	.8	67.4	1.19%
Health and Human Services	.6	63.3	0.95%
Commerce	.5	40.1	1.25%
State	.4	28.0	1.43%
GSA	.3	14.1	2.13%
Energy	.3	15.6	1.92%
NASA	.3	18.8	1.60%
US Courts	.3	31.9	0.94%

Labor	.2	16.2	1.23%
EPA	.1	18.0	0.56%
FEMA	.1	4.8	2.08%
Housing & Urban Development	.1	10.3	0.97%
Education	.1	4.8	2.08%
All Other Agencies	1.3	165.0	0.79%
Total	119.1	2,689.8	4.43%

* Defense Department total includes 57,200 Military Technicians who would mobilize as military members of the Guard and Reserve units, which they support in a civilian capacity.



**CIVILIAN GRADES (OR EQUIVALENT BASED ON INCOME)
OF READY RESERVISTS EMPLOYED BY THE FEDERAL GOVERNMENT
(Excluding Military Technicians)**

General Schedule Grade or Equivalent (based on income)	SELECTED RESERVE			INDIVIDUAL READY RESERVE			TOTAL READY RESERVE		
	Officer	Enliste d	Total	Officer	Enlisted	Total	Officer	Enlisted	Total
1 - 6	387	8,050	8,437	237	3,426	3,663	624	11,476	12,100
7 - 10	2,337	19,291	21,628	962	4,441	5,403	3,299	23,732	27,031
11 - 15	8,915	6,384	15,299	2,280	915	3,195	11,195	7,299	18,494
Greater than 15	927	38	965	209	8	217	1,136	46	1,182
Total	12,566	33,763	46,329	3,688	8,790	12,478	16,254	42,553	58,807

INDIVIDUALS REMOVED FROM THE READY RESERVE

Over the past two decades, the following numbers of Reservists were determined to be occupying key positions in the Federal Government, and were removed from the Ready Reserve

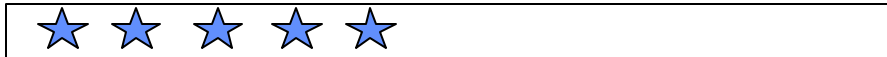
<u>Year</u>	<u>Number Removed From the Ready Reserve</u>
2000	246
1999	824
1998	198
1997	145
1996	167
1995	332
1994	392
1991	768
1989	612
1988	1,670
1987	2,673
1986	1,235
1985	1,821
1984	1,192
1983	248
1982	153
1981	62
1980	322

**RESERVISTS AND MILITARY RETIREES THAT ARE CIVILIAN EMPLOYEES OF THE
DEPARTMENT OF DEFENSE
(Excluding Military Technicians)**

DEPT	READY RESERVE			STANDBY RESERVE/ RETIRES			TOTAL			EMPLOYEES REMOVED FROM READY RESERVE STATUS	CIVILIAN WORKFORCE
	Office	Enliste	Total	Office	Enliste	Total	Office	Enliste	Total		
Army	2,976	4,200	7,176	4,530	13,903	18,433	7,506	18,103	25,609	14	228,475
Navy	1,885	3,740	5,625	2,293	12,553	14,846	4,178	16,293	20,471	14	183,647
Air Force	1,325	4,473	5,798	2,249	13,616	15,865	3,574	18,089	21,663	64	154,274
Other DoD	787	1,746	2,533	1,510	6,410	7,920	2,297	8,156	10,453	7	107,217
TOTALS	6,973	14,159	21,132	10,582	46,482	57,064	17,555	60,641	78,196	99	673,613

Note:

- Retirees include only those under age 60 who were not retired by reason of physical disability.



MECHANICS OF CONDUCTING THE ANNUAL SCREENING

Annually, the Office of the Assistant Secretary of Defense (Reserve Affairs) forwards a letter to all Federal Agencies. Each agency is furnished a listing of employees of the agency who have been identified as members of the Ready Reserve. Agencies then identify Ready Reservists who are more important to the defense effort in their civilian pursuit than on active military duty. When this is the case, the Ready Reservists are evaluated for removal from the Ready Reserve by the appropriate Reserve Personnel Center and are no longer eligible for a drill-pay billet or to perform two weeks of annual training duty with pay, until such time as they are reclassified as available for mobilization.



