



# Department of Defense DIRECTIVE

NUMBER 1200.7

November 18, 1999

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ASD(RA)

SUBJECT: Screening the Ready Reserve

- References:
- (a) DoD Directive 1200.7, "Screening the Ready Reserve," April 6, 1984 (hereby canceled)
  - (b) Chapters 1003, 1005, and 1209 of title 10, United States Code
  - (c) Executive Order 11190, "Providing for the Screening of the Ready Reserve of the Armed Forces," December 29, 1964, as modified by Executive Order 11382, "Amendment of Executive Orders Relating to Functions of the Department of Transportation," November 28, 1967
  - (d) [DoD Instruction 1200.15](#), "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay," September 18, 1997
  - (e) through (l), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update DoD policy and responsibilities for the screening of Ready Reservists under references (b) and (c).

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard, when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services" as used herein, refers to the Army, the Navy, the Air Force and the Marine Corps.

## 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

## 4. POLICY

It is DoD policy that:

4.1. Members of the Ready Reserve shall be screened (see enclosure 3 for specific screening guidance) at least annually to meet the provisions of Section 10149 of reference (b) and to provide a Ready Reserve force composed of members who:

4.1.1. Meet Military Service wartime standards of mental, moral, professional, and physical fitness.

4.1.2. Possess the military qualifications required in the various ranks, ratings, and specialties.

4.1.3. Are available immediately for active duty (AD) during a mobilization or as otherwise required by law.

4.2. On mobilization under 10 U.S.C. 12301(a) or 12302 (reference (b)), all personnel actions relating to the screening program shall be held in abeyance, and all members remaining in the Ready Reserve shall be considered immediately available for AD service. After such a mobilization is ordered, no deferment, delay, or exemption from mobilization shall be granted to Ready Reservists because of their civilian employment. On involuntary activation of Reserve members under Section 12304 of reference (b) (Presidential Reserve Call-Up Authority), the Secretary of Defense, or designee, shall make a determination regarding the continuation or cessation of personnel actions related to the screening program.

4.3. All Ready Reservists shall be retained in the Ready Reserve for the entire period of their statutory obligation or voluntary contract. Exceptions to that policy are made in paragraphs 4.6., 4.7., and 4.8., below, or may be made by the Secretaries concerned, in accordance with (IAW) Sections 10145 and 10146 of reference (b).

4.4. A member of the Army National Guard of the United States or the Air National Guard of the United States may be transferred to the Standby Reserve only with the consent of the governor or other applicable authority of the State, commonwealth, or territory concerned (including the District of Columbia) IAW Section 10146 of reference (b).

4.5. Any eligible member of the Standby Reserve may be transferred back to the Ready Reserve when the reason for the member's transfer to the Standby Reserve no longer exists IAW Section 10150 of reference (b) and DoD Instruction 1200.15 (reference (d)).

4.6. Ready Reservists whose immediate recall to AD during an emergency would create an extreme personal or community hardship shall be transferred to the Standby Reserve or the Retired Reserve, or shall be discharged, as applicable, except as specified in 4.2., above.

4.7. Ready Reservists who are designated key employees or who occupy key positions, as defined in this Directive, shall be transferred to the Standby Reserve or the Retired Reserve, or shall be discharged, as appropriate, except as specified in 4.2., above.

4.8. Ready Reservists who are also DoD civilian employees may not hold a mobilization assignment to the same positions that they fill as civilian employees. Those Ready Reservists shall be reassigned or transferred, as applicable. Reserve component military technicians (dual status), as members of Reserve units, are excluded from this provision.

4.9. Ready Reservists who are preparing for the ministry in an accredited theology or divinity school cannot be involuntarily called to AD or required to participate in inactive duty training (IDT) IAW 10 U.S.C. 12317 (reference (b)). Accordingly, such Ready Reservists (other than those participating in a military Chaplain Candidate or Theology Student Program) shall be transferred to the Standby Reserve (active status list) for the duration of their ministerial studies and duties at accredited theology or divinity schools. Ready Reservists participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation and engage in AD and IDT.

4.10. Ready Reservists may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the healthcare professions. On mobilization, they either shall be deferred or shall be mobilized in a student, intern, resident, or fellow status until qualified in the applicable medical specialty, as prescribed by the Secretaries of the Military Departments.

4.11. The Secretaries concerned, or their designees, shall make determinations for mobilization availability on a case-by-case basis, consistent with this Directive, and not by class or group determinations.

## 5. RESPONSIBILITIES

5.1. The Deputy Secretary of Defense shall adjudicate, before mobilization, conflicts between the mobilization manpower needs of the civilian sector and the military that the Ready Reserve Screening process has identified, but has not resolved.

5.2. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.2.1. Provide oversight and policy support to the overall Ready Reserve screening program, and manage and control the Federal sector screening program IAW Section 10149 of reference (b), E.O. 11190, and pp. 63-66 of House Appropriations Committee Report 95-451 (references (c) and (e)).

5.2.2. Annually, provide Federal Agencies with a listing of all Federal employees who are also Ready Reservists to assist them in conducting employer screening activities.

5.2.3. Prepare an annual report on the status of Ready Reservists employed by the Federal Government.

5.2.4. Employ the guidance in enclosure 3 in coordinating the screening program with employers of Ready Reservists.

5.2.5. Coordinate conflicts between the mobilization manpower needs of the civilian sector and the military identified but not resolved through the Ready Reserve Screening process.

5.3. The Secretaries of the Military Departments shall:

5.3.1. Screen, at least annually, all Ready Reservists under their jurisdiction to ensure their immediate availability for AD and to ensure compliance with 10 U.S.C. 10149 (reference (b)).

5.3.2. Ensure coordination with the Assistant Secretary of Defense for Reserve Affairs to resolve conflicts (identified, but not resolved through the Ready Reserve screening process) between the mobilization manpower needs of the civilian sector and the military.

5.3.3. Review recommendations for removal of both Federal and other civilian employees from the Ready Reserve submitted by employers and take applicable action.

5.3.4. After making a removal determination in response to a petition for such action, promptly transmit the results of that determination to the Ready Reservist concerned and his/her employer.

5.3.5. Transfer Ready Reservists identified as occupying key positions to the Standby Reserve or the Retired Reserve, or discharge them, as applicable.

5.3.6. Ensure that Ready Reservists not on AD are examined as to physical fitness IAW DoD Directive 1332.18 (reference (f)).

5.3.7. Process members of the Ready Reserve who do not participate satisfactorily IAW DoD Instruction 1200.15 and DoD Directive 1215.13 (references (d) and (g)).

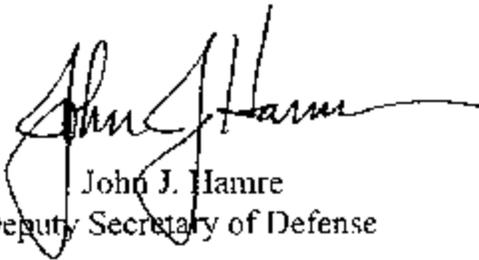
5.3.8. Ensure that all Ready Reservists have a favorably completed background check for Military Service suitability on file (e.g., Entrance National Agency Check (ENTNAC), NAC).

5.3.9. Ensure that personnel records systems incorporate information on any factors that limit the mobilization availability of a Ready Reservist.

5.3.10. Develop and maintain current information pertaining to the mobilization availability of Ready Reservists.

6. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre  
Deputy Secretary of Defense

Enclosures - 3

- E1. References, continued
- E2. Definitions
- E3. Guidance

E1. ENCLOSURE 1

REFERENCES, continued

- (e) House Appropriations Committee Report 95-451, June 21, 1977
- (f) [DoD Directive 1332.18](#), "Separation or Retirement for Physical Disability," November 4, 1996
- (g) [DoD Directive 1215.13](#), "Reserve Component Member Participation Policy," December 14, 1995
- (h) Title 3, United States Code
- (i) Title 32, United States Code
- (j) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements," June 1998, authorized by [DoD Directive 8910.1](#), "Management and Control of Information Requirements," June 1993
- (k) Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988
- (l) Executive Order 12919, "National Defense Industrial Resources Preparedness," June 3, 1994

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Extreme Community Hardship. A situation that, because of a Reservist's mobilization, may have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the Reservist and must be supported by documentation, as required by the Secretary concerned.

E2.1.2. Extreme Personal Hardship. An adverse impact on a Reservist's dependents resulting from his or her mobilization. Any request for a determination of such hardship shall be made by the Reservist and must be supported by documentation, as required by the Secretary concerned.

E2.1.3. Key Employee. Any Federal employee occupying a key position.

E2.1.4. Key Position. A Federal position that shall not be vacated during a national emergency or mobilization without SERIOUSLY impairing the capability of the parent Federal Agency or office to function effectively. The four categories of Federal key positions are set out below. The first three categories are, by definition, key positions. However, the third category, Article III Judges, provides for exceptions on a case-by-case basis. The fourth category requires a case-by-case determination and designation as described below.

E2.1.4.1. The Vice President of the United States or any official specified in the order of presidential succession as in 3 U.S.C. 19 (reference (h)).

E2.1.4.2. The members of the Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate. For this Directive, the term "the Heads of the Federal Agencies" does not include any person appointed by the President with the consent of the Senate to a Federal Agency as a member of a multimember board or commission. Such positions may be designated as key positions only IAW subparagraph E2.1.4.4., below.

E2.1.4.3. Article III Judges. However, each Article III Judge, who is a member of the Ready Reserve and desires to remain in the Ready Reserve, must have his or her position reviewed by the Chief Judge of the affected Judge's Circuit. If the Chief Judge determines that mobilization of the Article III Judge concerned will not seriously impair the capability of the Judge's court to function effectively, the Chief

Judge will provide a certification to that effect to the Secretary of the Military Department concerned. Concurrently, the affected Judge will provide a statement to the Secretary concerned requesting continued service in the Ready Reserve and acknowledging that he or she may be involuntarily called to AD under the laws of the United States and the Directives and Regulations of the Department of Defense and pledging not to seek to be excused from such orders based upon his or her judicial duties.

E2.1.4.4. Other Federal positions determined by the Federal Agency Heads, or their designees, to be key positions IAW the guidelines in enclosure 3.

E2.1.5. Mobilization. Involuntary call-up of Reserve component members IAW 10 U.S.C. 12301, 12302, or 12304 (reference (b)). That includes full mobilization, partial mobilization and, selective mobilization (Presidential Reserve Call-Up Authority).

E2.1.6. Ready Reserve. Reserve unit members or individual Reserve and National Guard members, or both, liable for AD, as provided in 10 U.S.C. 12301, 12302, and, for some members, 12304 (reference (b)). It consists of the Selected Reserve, the Individual Ready Reserve, and the Inactive National Guard.

E2.1.7. Selected Reserve. A category of the Ready Reserve in each of the Reserve components. The Selected Reserve consists of units, and, as designated by the Secretary concerned, of individual Reserve members, trained as prescribed in Section 10147(a)(1) of reference (b) or 32 U.S.C. 502(a) (reference (i)), as appropriate.

E2.1.8. Individual Ready Reserve. Within the Ready Reserve of each of the Reserve Components there is an Individual Ready Reserve. The Individual Ready Reserve consists of members of the Ready Reserve who are not in the Selected Reserve or the Inactive National Guard.

E2.1.9. Standby Reserve. The Standby Reserve consists of those units or members, or both, of the Reserve components, other than those in the Ready Reserve or the Retired Reserve, who are liable for active duty only as provided for in Sections 12301 and 12306 of reference (b). The Standby Reserve consists of personnel who are maintaining their military affiliation without being in the Ready Reserve, but have been designated "key civilian employees," or have a temporary hardship or disability. Those individuals are not required to perform training and are not part of the Ready Reserve. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the active status list and the inactive status list categories.

### E3. ENCLOSURE 3

#### GUIDANCE

##### E3.1. DEPUTY SECRETARY OF DEFENSE

The Deputy Secretary of Defense shall adjudicate, before mobilization, conflicts between the mobilization manpower needs of the civilian sector and the military that the Ready Reserve screening process has identified, but has not resolved.

##### E3.2. EMPLOYERS OF READY RESERVISTS

###### E3.2.1. Federal Employers

E3.2.1.1. To ensure that Federal employees essential to the continuity of the Federal Government are not retained as members of the Ready Reserve, the following guidance is provided:

E3.2.1.1.1. Conduct annual screening program as provided for by the Assistant Secretary of Defense for Reserve Affairs.

E3.2.1.1.2. Responses from Federal Agencies shall be reported under Interagency Report Control Number 0912-DoD-AN, "Ready Reservists in the Federal Government," in accordance with DoD 8910.1-M (reference (j)).

E3.2.1.1.3. Federal Agency Heads, or their designees, concerned shall designate those positions that are of essential nature to, and within, the organization as "key positions," and shall require that they shall NOT be filled by Ready Reservists to preclude such positions from being vacated during a mobilization. Upon request from Federal Agencies, Secretaries of the Military Departments shall verify the essential nature of the positions being designated as "key," and shall transfer Ready Reservists occupying key positions to the Standby Reserve or the Retired Reserve or shall discharge them, as applicable, under 10 U.S.C. 10149 (reference (b)), except as specified in 4.2. of this Directive.

E3.2.1.1.4. In determining whether or not a position should be designated as a "key position," the following questions should be considered by the Federal Agency concerned:

E3.2.1.1.4.1. Can the position be filled in a reasonable time after mobilization?

E3.2.1.1.4.2. Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?

E3.2.1.1.4.3. Is the position associated directly with defense mobilization?

E3.2.1.1.4.4. Does the position include a mobilization or relocation assignment in an Agency having emergency functions, as designated by E.O. 12656 (reference (k))?

E3.2.1.1.4.5. Is the position directly associated with industrial or manpower mobilization, as designated in E.O.s 12656 and 12919 (references (k) and (l))?

E3.2.1.1.4.6. Are there other factors related to the national defense, health, or safety that will make the incumbent of the position unavailable for mobilization?

E3.2.2. Non-Federal Employers of Ready Reservists. Non-Federal employers of Ready Reservists, particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers also are encouraged to use the Federal key position guidelines contained in this enclosure for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve.

E3.2.3. All employers who determine that a Ready Reservist is a key employee, IAW the guidelines in this Directive, should promptly report that determination, using the letter format in section E3.4., below, to the applicable Reserve personnel center, requesting the employee be removed from the Ready Reserve.

### E3.3. INDIVIDUAL READY RESERVISTS

E3.3.1. Each Ready Reservist who is not a member of the Selected Reserve is obligated to notify the Secretary concerned of any change of address, marital status, number of dependents, or civilian employment and any other change that would prevent a

member from meeting mobilization standards prescribed by the Military Service concerned (10 U.S.C. 10205, reference (b)).

E3.3.2. All Ready Reservists shall inform their employers of their Reserve military obligation.

E3.4. LETTER FORMAT TO RESERVE PERSONNEL CENTERS REQUESTING THAT EMPLOYEE BE REMOVED FROM THE READY RESERVE

From: (Employer-Agency or Company)

To: (Appropriate Reserve Personnel Center)

SUBJECT: Request for Employee to Be Removed from the Ready Reserve

This is to certify that the employee identified below is vital to the nation's defense efforts in (his or her) civilian job and can't be mobilized with the Military Services in an emergency for the following reasons:

Therefore, I request that (he or she) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

The employee is:

1. Name of employee (last, first, M.I.):
2. Military grade and Reserve component:
3. Social security number:
4. Current home address (street, city, State, and ZIP code):
5. Military unit to which assigned (location and unit number):
6. Title of employee's civilian position:
7. Grade or salary level of civilian position:
8. Date (YYMMDD) hired or assigned to position:

Signature and Title of Agency or  
Company Official

3.5. LIST OF RESERVE PERSONNEL CENTERS TO WHICH RESERVE SCREENING DETERMINATION AND REMOVAL REQUESTS SHALL BE FORWARDED

Army Reserve

Army Reserve Personnel Command  
1 Reserve Way  
ATTN: ARPC-PSP-T  
St. Louis, MO 63132

Naval Reserve

Commander  
Naval Military Personnel Command (Pers 91)  
5720 Integrity Drive  
Millington, TN 38055-9100

Marine Corps Reserve

Commanding General  
Marine Corps Reserve Support Command  
ATTN: IRR Division  
1503 Andrews Road  
Kansas City, MO 64147-1207

Air Force Reserve

Commander  
Air Reserve Personnel Center/DPAF  
6760 E. Irvington Pl. #2600  
Denver, CO 80280-2600

Army and Air National Guard

Submit requests to the Adjutant General of the appropriate State, Commonwealth, or Territory (including the District of Columbia).

Coast Guard Reserve

Commander (CGPC-RPM)  
U.S. Coast Guard Personnel Command  
2100 Second St., S.W.  
Washington, DC 20593