

COMSCINST <b>1001.2A</b>	COG CODE <b>N12</b>	DATE <b>12 OCT 93</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 1001.2A  
N1  
12 October 1993

COMSC INSTRUCTION 1001.2A

Subj: SCREENING OF FEDERAL EMPLOYEES IN THE READY RESERVE, STANDBY RESERVE AND RETIRED MILITARY

Ref: (a) OPNAVINST 12910.2  
(b) DOD Directive 1200.7 (NOTAL)  
(c) SECNAVINST 12910.3 (NOTAL)

Encl: (1) Loss Impact Analysis Format  
(2) List of Military Personnel Centers  
(3) Sample request for exemption from military service  
(4) Federal Employee Screening Questionnaire

1. Purpose. To provide policies and procedures for screening members of the Ready Reserve, Standby Reserve and retired military of the Military Services of the United States for mobilization planning. References (a), (b) and (c) provided guidance for this instruction. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 1001.2.

3. Applicability. This instruction applies to civilian employees including civilian mariners of MSC who are members in the Ready Reserve, Standby Reserve and retired military of the Military Services of the United States. This instruction does not apply to members of the Merchant Marine Individual Ready Reserve, U.S. Naval Reserve.

4. Definitions

a. Ready Reserve. Consists of units or individuals with reserve components liable for recall to active duty to augment the active forces in time of war or national emergency. The Ready Reserve consists of the Selected Reserve, the Individual Ready Reserve and Inactive National Guard.

b. Standby Reserve. Consists of individuals who maintain their military affiliation without requirement to be in the Ready Reserve, to perform training or to join a military reserve unit and who may be involuntarily mobilized upon determination that there is a lack of qualified Reservists to meet requirements in time of war or national emergency.

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c. Retired Military. Consists of individuals who have completed 20 years of satisfactory service in an active force or reserve component, have been transferred to a retired status, are not physically disabled and are under the age of 60.

d. Reserve Component. Includes Air National Guard, Army National Guard, Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve and Naval Reserve.

e. Military Services. Include the Army, Navy, Air Force, Marine Corps and Coast Guard.

f. Key Position. A direct hire or statutory civilian position which requires a minimum of 90 days of specialized training or experience is considered to be a key position, given that there is a shortage of qualified personnel for such a job and that the position is essential to the Department of the Navy's mobilization effort or to the continuity of operations or leadership of the department. All of the preceding qualifiers must be present for the position to be considered key. In determining whether or not a position should be designated as a key position, the following questions should be considered:

(1) Can the position be filled in a reasonable time after mobilization?

(2) Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?

(3) Is the position associated directly with defense mobilization?

(4) Does the position include a mobilization or relocation assignment?

(5) Is the position directly associated with manpower mobilization?

(6) Are there other factors related to national defense, health or safety that would make the incumbent of the position unavailable for mobilization?

g. Emergency Essential 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. A crisis situation is any 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. In determining whether or not a position should be designated as an emergency essential position the following questions should be considered:

(1) Does the position provide essential combat support or combat systems support?

(2) Does the position require special skill, long position- specific training or skills not usually found among the military?

(3) Does the position include a mobilization or relocation assignment?

5. Policy. A civilian personnel mobilization planning and preparedness program will be maintained in MSC.

6. Responsibilities

a. Area Commanders will:

(1) Conduct an annual analysis and identify key and emergency essential positions by 31 July each year in accordance with reference (a). Results will be forwarded to the servicing Human Resources Office (HRO) or Civilian Personnel Office (CPO) for input into the Defense Civilian Personnel Data System (DCPDS). A copy will also be forwarded to COMSC (N1).

(2) Screen a DCPDS-generated listing against the report provided by Bureau of Personnel (PERS-00C).

(3) Advise employees who occupy key or emergency essential positions that should they acquire reserve status at any time during their employment they should immediately notify their HRO or CPO so an exemption from a mobilization assignment can be requested.

(4) Annotate the position descriptions of key positions with the following: "This is a KEY position. Incumbent must be removed from his/her military recall status if alternatives for filling the position during an emergency are not available."

(5) Annotate the position description of all emergency essential positions with the following: "This is an EMERGENCY ESSENTIAL position. In the event of a crisis situation or war, the incumbent must continue to perform assigned duties to support mission requirements until relieved by proper authority. Incumbent must sign DD 2365 and must be removed from his/her military recall status if alternatives for filling the position during an emergency are not available." Attach a brief statement of crisis situation duties to the position description, if materially different than peacetime duties.

(6) Survey annually emergency essential positions and assess the impact of unprogrammed and/or premature loss of personnel occupying those positions. The survey should assess how a loss might affect the capability and efficiency of deployed combat forces, combat essential systems or other aspects of national security. The survey should be completed in the format in enclosure (1) and a copy should be forwarded to COMSC (N1).

(7) Identify alternates who agree to perform the duties of emergency essential positions when:

(a) The incumbents of newly designated emergency essential positions elect not to sign an agreement.

(b) The emergency essential positions are vacant.

(c) The incumbents of the emergency essential positions must be evacuated because of illness or other compelling reasons, are casualties or are otherwise unable to perform the duties of the positions.

(8) 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:

(a) 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.

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

(c) Issuance of Geneva Convention Identity Cards, Forms DD 489 or DD 1934, as appropriate.

(d) Afforded a separate maintenance allowance when dependents are evacuated due to dangerous living conditions.

(e) Continuation of pay and allowances while in a missing status.

(f) 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

b. Civilian Personnel Officers will:

(1) Screen employees for military reserve/retired status at the time of appointment. Forward to the appropriate personnel center (enclosure (2)) a letter requesting release from their military recall status obligation. A sample format is found in enclosure (3).

(2) Coordinate the DON Annual Reserve/Retired Military screening of key and emergency essential Federal employees for serviced activities. Complete the Federal

Employment Screening Questionnaire (enclosure (4)) and forward to OP-14 with a copy to COMSC (N1) not later than 30 September of each year.

(3) Annotate vacancy announcements for key positions with the following: "This is a key position. An incumbent must be removed from his/her military recall status if alternatives for filling the position during an emergency are not available."

(4) Annotate vacancy announcements for emergency essential positions with the following: "This is an EMERGENCY ESSENTIAL position. If selected for this position, an incumbent must agree in writing to continue to perform the duties of the position in the event of an emergency, until relieved by proper authority and must be removed from his/her military recall status if alternatives for filling the position during an emergency are not available."

(5) Ensure key and emergency essential positions are identified in the DCPDS.

7. Action. COMSC and Area Commanders will ensure that the requirements outlined herein are accomplished.

8. Report. The reporting requirement prescribed by reference (b) is assigned Report Control Symbol 0192-DOD-AN and is approved for 3 years from the date of this instruction.

Distribution:  
COMSCINST 5000.19  
List I (Case A, B)  
SNDL 41B (MSC Area Commanders)

Copy to:  
SNDL 41C (MSC Subarea Commanders)  
41D3 (MSC Offices)  
41F (MSCCENTACT)  
41G (COMFSRON)  
41K (MSCUs)  
41M (MSC TAGOS Units)

### LOSS IMPACT ANALYSIS REPORT

<i>COUNTRY</i>	<i>DOD ORGANIZATION</i>	<i>FUNCTION</i>	<i>#</i>	<i>GRADE</i>	<i>CONVERSION POTENTIAL</i>	<i>LOSS IMPACT ANALYSIS</i>
<i>ENGLAND</i>	<i>Navy/COMSCEUR</i>	<i>Marine Transportation (Strategic Sealift)</i>	<i>2</i>	<i>GS-11</i>	<i>Low</i>	<i>75% loss of ship support operational capability</i>
<i>ENGLAND</i>	<i>Navy/COMSCEUR</i>	<i>Engineering Ship Repair</i>	<i>1</i>	<i>GM-13</i>	<i>Low</i>	<i>75% loss of engineering support/ship repair capability</i>
<i>ITALY</i>	<i>Navy/COMSCMED</i>	<i>Communications/Computer</i>	<i>1</i>	<i>GS-12</i>	<i>Medium</i>	<i>100% loss of communications/computer systems failure repair capability</i>

**LIST OF PERSONNEL CENTERS TO WHICH  
SCREENING DETERMINATIONS SHALL BE FORWARDED**

Army and Army National Guard

**HEADQUARTERS  
DEPARTMENT OF THE ARMY (DAPE-PSM)  
WASHINGTON DC 20310**

Navy

Officers: **COMMANDER  
BUREAU OF NAVAL PERSONNEL  
PERS-91  
WASHINGTON DC 20370**

Enlisted: **COMMANDER  
NAVAL RESERVE PERSONNEL CENTER  
NEW ORLEANS LA 70149**

Marine Corps

**COMMANDANT (CODE RES)  
HEADQUARTERS US MARINE CORPS  
WASHINGTON DC 20380**

Air Force

**COMMANDER (ARPC/DP)  
AIR RESERVE PERSONNEL CENTER  
7300 EAST FIRST AVENUE  
DENVER CO 80280**

Air National Guard

Submit requests to the adjutant general of the appropriate state, commonwealth or territory (including the District of Columbia).

Coast Guard

**COMMANDANT (G-RSA)  
US COAST GUARD HEADQUARTERS  
WASHINGTON DC 20593**

**SAMPLE REQUEST FOR EXEMPTION FROM MILITARY SERVICE**

12910  
Ser N12/1238

From: Commander, Military Sealift Command  
To: Commander, Naval Military Personnel Command

Subj: KEY EMPLOYEE DETERMINATION

1. This is to certify that the John Doe is vital to the nation's defense effort in his civilian job and can't be mobilized with the Military Services in an emergency for the following reasons:

Mr. Doe is responsible for developing and implementing mobilization planning and preparedness. Upon mobilization, Mr. Doe will oversee the execution of command mobilization plans. He will assist the Area Commanders by identifying high priority functions. Mrs. Doe is the Military Sealift Command's (MSC) authority on mobilization matters and is essential to MSC's effects to meet mobilization requirements and meet Navy's maritime strategy.

2. Therefore, I request Mr. Doe be removed from the Read Reserve, and that you advise me accordingly when the requested action has been completed. The employee is:

<b>Name of employee:</b>	Doe, John H.
<b>Military grade and component:</b>	O-6, Navy
<b>Social Security Number:</b>	000-11-2222
<b>Current home address:</b>	2592 Treehouse Drive Woodbridge, VA 22191
<b>Military unit to which assigned:</b>	NOP-106
<b>Title of employee's civilian position:</b>	Program Analyst, Program Manager for Mobilization
<b>Grade or salary level of civilian position:</b>	GM-13
<b>Date hired or assigned to position:</b>	07/30/91

R. M. SMITH  
By direction

**19\_\_ FEDERAL EMPLOYMENT SCREENING QUESTIONNAIRE FOR  
DEPARTMENTS AND AGENCIES EMPLOYING RESERVISTS  
AND MILITARY RETIREES**

SSIC  
Date

From: **(Department or Agency)**

1. Number of employees who have a military mobilization obligation in the following categories:

a. Ready Reservists: \_\_\_\_\_  
(Drilling+IRR+TECH)

b. Standby Reservists: \_\_\_\_\_

c. Military Retirees: \_\_\_\_\_

2. Number of employees we have determined are vital to the defense of the nation because they are occupying key positions, and for whom we have recommended to their military component:

a. They be removed from the Ready Reserve: \_\_\_\_\_

b. That, as Standby Reservists, they not be issued mobilization assignments: \_\_\_\_\_

c. That, as retired military members, they not be issued mobilization assignments: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed name and position

\_\_\_\_\_  
Telephone Number