



UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SUBJECT: Civilian Employment Information (CEI) Program

This directive-type memorandum requires each military department to implement a CEI Program for the Ready Reserve. Employment-related information should be readily available to mobilization planners of the Service concerned and to the Department on all members of the Ready Reserve subject to involuntary recall to active duty under 10 U.S.C. 12304, 10 U.S.C. 12302 or 10 U.S.C. 12301(a). The information should be readily available so that employment-related factors may be taken into consideration during pre-mobilization planning and continuous screening under 10 U.S.C. 10149(a). This information shall also be utilized on a recurring basis to assist the Department in accomplishing its employer outreach purposes under 38 U.S.C. 4333.

Statutory authorities. Under 10 U.S.C. 10204, the Secretary concerned has a duty to maintain "adequate and current" personnel records on members of its Reserve components under the Secretary's jurisdiction to include each member's "civilian occupational skills." 10 U.S.C. 10205 requires that each member of the Ready Reserve shall notify the Secretary concerned of "any change" in the member's "civilian employment." 10 U.S.C. 10149(a) requires that, unless an overriding military requirement exists, the Ready Reserve shall be screened to ensure that "members having critical civilian skills are not retained in numbers beyond the need for those skills." Compliance with 10 U.S.C. 10149 requires the Secretary of Defense to prescribe regulations that require a member who is not to be retained in the Ready Reserve as a result of screening to be transferred to the Standby Reserve or Retired Reserve, if applicable, or discharged.

The Secretary of Defense is required under 10 U.S.C. 12302 to prescribe policies and procedures necessary to achieve "fair treatment" among Ready Reservists being considered



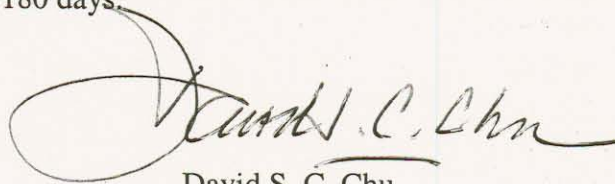
for recall to active duty without their consent, giving consideration to "employment necessary to maintain the national health, safety, or interest." The Secretary is also required, under 38 U.S.C. 4333, to take such actions as are appropriate to inform Reserve component members and their civilian employers of their rights and benefits under the Uniformed Services Employment and Reemployment Rights Act.

Policy. All members of the Reserve components of the Armed Forces shall provide the required employment-related information listed below upon assignment to the Ready Reserve and at such other times as determined by their respective military department. To ensure the Department has relevant and necessary employment-related information, each military department shall maintain current and accurate information on the below listed items in the Reserve Components Common Personnel Data System (RCCPDS) in accordance with DOD Instruction 7730.54, along with the information already required in DOD Instruction 7730.54 on each member of the Selected Reserve. For members assigned to the Selected Reserve, it is the responsibility of the unit commander to ensure that members of the unit are familiar with these requirements and are provided adequate time during training periods to comply. For other members of the Ready Reserve, the military departments will ensure compliance with these requirements.

- Employment status
- Employer's name
- Employer's complete mailing address
- Member's civilian job title
- Total years experience in current civilian occupation

Failure to comply. It is the duty of each individual member of the Ready Reserve to comply with the requirements set out in this directive-type memorandum. A member of the Ready Reserve who knowingly fails or refuses to provide required employment-related information or who knowingly provides false employment-related information may be subject to administrative action or punishment for dereliction of duty under Article 92, Uniform Code of Military Justice.

This memorandum is effective immediately. A DOD Instruction addressing this policy will be promulgated within 180 days.

A handwritten signature in black ink, appearing to read "David S. C. Chu". The signature is fluid and cursive, with a large loop at the beginning and a horizontal line at the end.

David S. C. Chu