



# Department of Defense

## INSTRUCTION

NUMBER 1205.18

May 4, 2007

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USD(P&R)

SUBJECT: Full-Time Support (FTS) to the Reserve Components

- References:
- (a) DoD Directive 1205.18, subject as above, May 25, 2000 (hereby canceled)
  - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
  - (d) Sections 101, 115a, 10211, 10216-10218, 12301-12304, and 12310 of title 10, United States Code
  - (e) through (g), see Enclosure 1

### 1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).
- 1.2. Implements policy, assigns responsibilities, and establishes procedures for managing the FTS program in the Reserve components (RCs).

### 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense; the Military Departments (including the Coast Guard when it is not operating as a Service in the Navy, under agreement with the Department of Homeland Security), the Chairman of the Joint Chiefs of Staff; the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all organizational entities within the Department of Defense (hereafter collectively known as the "DoD Components").

### 3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 2.

#### 4. POLICY

It is DoD policy that:

4.1. The RCs will maintain a cadre of FTS personnel who are responsible for assisting in the organization, administration, recruitment, instruction, training, maintenance, and supply support to the RCs, Armed forces on active duty, members of foreign military forces, DoD contractor personnel, and DoD civilian employees.

4.2. The mix of FTS personnel, which consists of Active component (AC) personnel, Active Guard and Reserve (AGR) personnel, military technicians (dual-status) (MT), non-dual status technicians (NDST), and other Federal civilian (CIV) employees, shall be determined by the Secretary concerned to optimize consistency and stability for each RC to achieve its assigned missions.

#### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), shall:

5.1.1. Provide overall policy guidance for the management of the RC FTS program.

5.1.2. Monitor compliance with this Instruction, develop procedures, as necessary, to ensure an effective FTS program, and submit reports in accordance with title 10, United States Code (U.S.C.) sections 115a and 10216(c) (Reference (d)).

5.2. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall establish procedures to:

5.2.1. Develop FTS programs and structures, to be managed by the chiefs of their respective RCs, which support mission requirements and provide the applicable allocation and mix of FTS categories to achieve readiness and deployability requirements of RC forces.

5.2.2. Implement the policy and procedures in sections 4 and 6 for the management and employment of FTS personnel and define the data needed for effective FTS program oversight and require its periodic collection and monitoring.

5.2.3. Ensure that FTS personnel are provided career opportunities, applicable to the category of employment for promotion, career progression, retention, education, and professional development consistent with this Instruction and strength limitations as described in paragraph 6.7., Reference (d), and title 32 U.S.C. (Reference (e)). The Secretary concerned shall establish

specific criteria for retention of AGR personnel on completion of any probationary period that has been established.

5.2.4. Ensure that the skill requirements of the civilian and military positions of MTs (when MTs are assigned or attached) are compatible, and that AGR members are assigned to validated Reserve positions that are compatible with their military grade and skill codes.

5.2.5. Conduct an annual review of the utilization of FTS members and accomplish the reporting requirements established in section 10216 of Reference (d).

5.2.6. Ensure that all FTS positions that do not require military FTS personnel are filled only by NDST or CIV personnel, as appropriate, consistent with the definitions in Enclosure 2 and References (d) and (e).

5.2.7. Establish Military Service policy for implementing MT military leave under section 6323(d) of title 5 U.S.C. (Reference (f)), ensuring that such policy applies equally to all MTs.

5.2.8. Implement the technician retirement and separation provisions of section 10218 of Reference (d) and section 709 of Reference (e).

5.2.9. Establish policies to limit the number of NDST in accordance with section 10217 of Reference (d).

## 6. PROCEDURES

6.1. An FTS force shall be established that is capable of ensuring the accomplishment of the following RC readiness goals:

6.1.1. Mobilizing and enhancing the deployability of RC units and personnel.

6.1.2. Achieving established unit readiness and deployability standards.

6.1.3. Training Selected Reserve personnel in their military occupations to ensure their skill qualification and readiness.

6.1.4. Recruiting and manning RC units.

6.1.5. Maintaining unit equipment, facilities, supplies, and records.

6.1.6. Providing RC advice, expertise, and liaison to AC activities, the Secretary of Defense, the Secretary of Homeland Security, the Secretaries of the Military Departments, the Joint Chiefs of Staff, and the commanders of the Combatant Commands, and assisting in the development of policy and procedures affecting the RCs.

6.1.7. Providing AC experience, advice, doctrinal expertise, and liaison to RC units.

6.1.8. Supporting Total Force integration initiatives and RC missions.

6.2. Centralized administrative and operational headquarters and support functions shall use FTS personnel consistent with RC readiness requirements, DoD manpower determination requirements, applicable laws, and fiscal and manpower constraints to ensure that such organizations function at the most efficient and cost-effective manning level, thus maximizing the readiness of the units they support.

6.3. Assign or attach AGR, MT, and AC personnel to designated FTS billets in RC units and organizations. Personnel so assigned or attached shall meet mobilization and deployment standards, and shall mobilize and deploy according to the policy in this section.

6.4. FTS positions requiring current military expertise, as determined by the Secretary concerned, shall be filled by AGR, MT, or AC personnel. Other FTS positions not requiring current military expertise shall be filled by CIV personnel or NDST consistent with the definitions in Enclosure 2.

6.5. AGR personnel shall be assigned duties as described in sections 101, 10211, and 12310 of Reference (d) and sections 502(f) and 709(a) of Reference (e). These assignments may include providing instruction or training to members of the Armed Forces on active duty, members of foreign military forces, DoD contractor personnel, and DoD civilian employees.

6.6. AGR programs in each Military Service shall be administered as career programs that may lead to a military retirement after attaining the required years of active Federal service. Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Secretary concerned. A probationary period shall not exceed 6 years. Continuation beyond the initial probationary period, or service in AGR status for more than 6 years constitutes retention and shall require subsequent management under a career program.

6.7. AGR personnel, except Coast Guard Reserve Program Administrators shall be counted against authorized Selected Reserve end strengths as authorized by the Congress each year for their respective RC; against the authorized end strengths for RC members on active duty or full-time National Guard duty in support of the RC; and, if applicable, against congressional authorizations for the grades of E-8, E-9, O-4, O-5, and O-6.

6.8. Supervisory authority for FTS members shall correspond to military operational lines of authority.

6.9. AC personnel who possess expertise and recent experience in AC training and doctrine are to provide advice, liaison, management, administration, training, and support to the RC.

6.10. The military nature of the technician program is paramount over all other considerations, and the management of MT, NDST, and CIV personnel shall be as follows:

6.10.1. MTs shall, as a condition of their civilian employment, maintain dual status as members of the Selected Reserve of the RC by which employed and shall remain qualified in both their civilian and military positions. MTs shall maintain active status in the RC unit in which they are employed as a civilian, or one in which they are employed to support (Army Reserve non-unit MTs must maintain membership in the Selected Reserve of the RC by which employed). The skill requirements of the military and civilian positions for MTs shall be compatible.

6.10.2. Loss of Selected Reserve membership by an MT shall result in removal from the MT program in accordance with section 10216 of Reference (d) and section 709 of Reference (e). Department of the Army MT removal may be deferred until the age of 60, pursuant to section 10216 of Reference (d).

6.10.3. Applicable to the category of civilian personnel concerned, programs for civilian FTS personnel in each Service shall provide the opportunity for promotion, career progression, retention, education, and professional development, consistent with strength limitations, policy in this Instruction, and DoD civilian personnel policy. Career programs should be structured to provide for both the civilian and military career needs of FTS personnel, as applicable.

6.10.4. MTs shall be called or ordered to active duty with the unit to which they are assigned in a military capacity when such units are activated. During inactive duty training and annual training, MTs shall perform training in their assigned military position. MTs shall not perform their civilian duties during such training unless their civilian and military duties are identical.

6.10.5. MTs participating in unit deployments, direct support of contingency operations, or operations/support in hostile fire or imminent danger areas outside the United States, its territories, and possessions shall perform those operations that provide support in a military status under sections 12301, 12302, and 12304 of Reference (d). MTs performing other missions or support outside the United States and its territories and possessions shall be under section 12301 of Reference (d) according to policy established by the Secretary concerned.

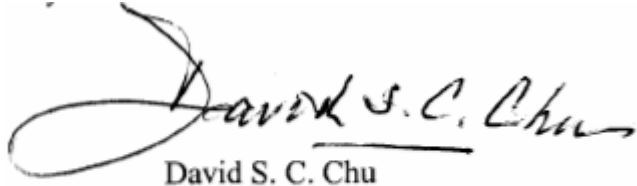
6.10.6. MTs shall be used to maximize readiness, and priority for unit/organization resourcing shall be given to high priority and early deploying units in accordance with section 10216 of Reference (d).

6.10.7. In accordance with Reference (d), and except as otherwise required by law, MTs shall be managed as a separate category of dual-status civilian personnel; shall be exempt from any requirement for reductions in DoD civilian personnel; and shall be reduced only as a direct result of military force structure reductions.

6.10.8. In accordance with Reference (d) and section 709 of Reference (e), NDSTs shall be managed and accounted for as a separate category of FTS; shall not encumber positions identified as MT positions, requiring dual-status incumbents; and shall encumber only positions identified by the Secretary concerned as NDST positions unless otherwise permitted in law.

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense  
for Personnel and Readiness

Enclosures – 2

E1. References, continued

E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Sections 328, 502(f) and 709 of title 32, United States Code, “National Guard”
- (f) Sections 3101 and 6323(d) of title 5, United States Code, “Government Organization and Employees”
- (g) Title 14, United States Code, “Coast Guard”

E2. ENCLOSURE 2

DEFINITIONS

E2.1. Active Component (AC) FTS Personnel. AC members paid from AC military personnel appropriations assigned or attached to Reserve component organizations or units by their respective Service to provide advice, liaison, management, administration, training, and support as a category of FTS. Those personnel are not members of the Selected Reserve but may deploy with their assigned unit when mobilization occurs. AC personnel who shall mobilize with the Reserve component unit to which assigned are counted as part of the Reserve component trained strength in units, but are not included in the Selected Reserve strengths.

E2.2. Active Guard and Reserve (AGR). For the purpose of this Instruction, Active Guard and Reserve are members of a Reserve component on active duty under section 12301(d) of Reference (d), 14 U.S.C. (Reference (g)), or full-time National Guard duty under sections 328 and 502(f) of Reference (e) for a period of 180 consecutive days or more to perform duties as described in sections 101, 10211, and 12310 of Reference (d).

E2.3. Federal Civilian Employees (CIV) in FTS. Personnel hired under section 3101 of Reference (f) to provide administration, training, maintenance, and recruiting support to the Reserve components. Membership in the Selected Reserve is not a condition of CIV employment.

E2.4. Full-Time Support (FTS). Members of the Reserve components or AC, NDST, and CIV personnel, assigned to organize; administer; instruct; recruit and train; maintain supplies, equipment, and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in title 5, title 10, and title 32 (References (f), (d), and (e), respectively). Collectively, FTS personnel consist of five categories that are AGR, MTs, AC personnel, NDSTs, and CIV employees.

E2.5. Military Technician (Dual Status) (MT). For the purpose of this Instruction, Military Technician is a civilian employee of the Military Department concerned who is required, as a condition of employment, to maintain military membership in a Reserve component identified in Reference (d) or Reference (e) and who is assigned to a position as a technician in the organizing, administering, instructing and training of such Reserve component, or in the maintenance and repair of supplies or equipment issued to such Reserve component. These assignments may include providing instruction or training to members of the Armed Forces on active duty, members of foreign military forces, DoD contractor personnel, and DoD civilian employees. The military and civilian position skills of MTs must be compatible. MTs in the Reserve components other than the Army National Guard and Air National Guard are appointed to positions in the competitive service under Reference (f). National Guard MTs are appointed under section 709 of Reference (e) by the Adjutant General of the State or territory in whose National Guard they are employed. All MTs hired on or after February 10, 1996, are required to maintain military membership in the Selected Reserve so that the position skills of their military and civilian positions are compatible.



E2.6. Non-Dual Status Technician (NDST). A civilian employee employed as a technician before November 18, 1997, under any of the authorities specified in section 10217 of Reference (d) and is not a member of the Selected Reserve or after that date has ceased to be a member of the Selected Reserve or is employed under section 709 of Reference (e) as specified in subsection (c) of that section and when hired was not required to maintain membership in the Selected Reserve. NDST shall encumber only those technician positions identified by the Secretary concerned as NDST positions.

E2.7. Secretary Concerned. Refers to the Secretaries of the Military Departments and the Secretary of Homeland Defense with respect to the Coast Guard when it is not operating as a Service in the Navy.