



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-8101

IN REPLY REFER TO
NAVSEAINST 1001.1B
OPR 09B23
19 MAY 92

NAVSEA INSTRUCTION 1001.1B

From: Commander, Naval Sea Systems Command

Subj: THE IDENTIFICATION OF KEY POSITIONS IN NAVSEA AND THE
SCREENING OF NAVSEA EMPLOYEES IN THE READY RESERVE,
STANDBY RESERVE AND RETIRED MILITARY

Ref: (a) OPNAVINST 12910.2
(b) SECNAVINST 1001.10F (NOTAL)

1. Purpose. To establish a procedure for determining whether there are any key positions in the Command within the meaning of the term and to establish responsibilities for screening those who are in the Ready Reserve, Standby Reserve and retired military.

2. Cancellation. NAVSEAINST 1001.1A of 9 August 1985

3. Applicability. These policies and procedures are applicable to all positions in the Naval Sea Systems Command and to all members of Reserve components of any of the armed forces, including the U.S. Coast Guard.

4. Policy

a. Reference (a) requires an annual review of all positions to identify those that meet the criteria for key and emergency-essential designation. The criteria are to be applied within the framework of NAVSEA's consistent policy that while there are many important positions in the Command, there are few key positions. This policy is based on past experience that, in spite of fluctuations of manpower in the Command, the talent pool has been there to fill our needs both from the inside and from the outside.

b. Reference (b) requires that:

(1) Members of the Ready Reserve, except those on active duty, other than active duty for training or temporary active duty, shall be continuously screened in order to provide a Ready Reserve composed of individuals who:

(a) Meet the wartime standards for mental, moral, professional, and physical fitness, and possess the required military qualifications in the various grades, ratings, and specialties;

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(b) Are immediately available for military service during a national emergency without seriously impairing production and research vital to the national defense effort, or activities necessary to the maintenance of the national health, safety, or interest, or with creating extreme personal or community hardship; and,

(c) Are immediately available for military service during national emergency, and whose absence will not impair the effective functioning and continuity of Federal Government agencies.

(2) Notwithstanding the policy of continuous screening of the Ready Reserve, each member of the Ready Reserve shall be screened at least annually.

(3) A continuous survey of Ready Reservists will be conducted to identify those occupying key positions, based on definitions contained in paragraph 5 below. The designation of an individual as a key employee will be reviewed at least annually to verify the necessity for continuance in that status or determination of eligibility for return to Ready Reserve status.

(4) Reserve personnel may be retained in the Ready Reserve if they possess a critical military skill as defined in reference (b), or are essential to the support of contingency or war plans, even though they normally would be screened and transferred to the Standby Reserve under the criteria prescribed in reference (c).

(5) Reserve personnel who possess a critical civilian skill will be retained in the Ready Reserve if they possess a critical military skill for which there is an overriding military requirement.

(6) It is the responsibility of every Ready Reservist to inform his or her employer of his or her reserve obligation.

(7) Members of the Reserve who have completed their statutory Ready Reserve military obligation and desire to remain in or become a member of the Ready Reserve will execute a written agreement to be a member of the Ready Reserve for a stated period of time, but not less than one year.

5. Definitions

a. Key Employee. Any federal employee occupying a key position.

b. Key Position. A federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. In determining whether or not a position should be designated as a key position, the following questions should be considered:

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

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

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

(d) Does the position include a mobilization or relocation assignment in an agency having emergency functions?

(e) Is the position directly associated with industrial or manpower mobilization?

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

c. Emergency-Essential Position. Civilian positions located overseas, or scheduled to deploy overseas, which require highly specialized skills, training or experience that prevent them from emergency-essential (E-E) civilian positions when they provide functions or services that must continue subsequent to the emergency evacuation of civilian employees of the DON from an overseas area.

d. Ready Reserve. Units and individual reservists liable for active duty as outlined in 10 U.S.C. 672 and 673.

e. Selected Reserve. Part of the Ready Reserve of each reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year.

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f. Standby Reserve. Units or members of the reserve components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 U.S.C 672 and 674.

6. Action

a. On 1 June annually SEA 09B2 will issue a call for Deputy Commanders to screen all of their positions to discern whether any fall within the definition of key or emergency-essential positions. This review must be completed by 31 July, with the results being turned in by SEA 09B2 to HRO-Crystal City for input into the Navy Civilian Personnel Data System (NCPDS).

b. On or about 1 July annually SEA 09B2 will issue a call for Deputy Commanders to screen all Ready Reservists to ensure their availability. (Upon mobilization, all screening activity ceases, and all those remaining in the Ready Reserve shall be considered immediately available for active duty service.) Deputy Commanders normally will not fill key positions with Ready Reservists.

c. The Commander or Vice Commander will be responsible for screening those Reservists in staff organizations reporting directly to them.

d. If Ready Reserve personnel are found to occupy key positions, action will be taken to request the cognizant Military Departments to remove key employees from the Ready Reserve.

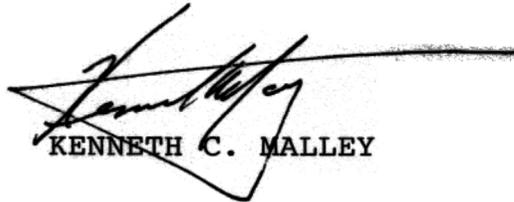
e. Deputy Commanders and Command Staff Offices will forward to SEA 09B by memorandum or route sheet the name of any Ready Reservist occupying a key position, along with the social security number, grade, position, and organizational title.

f. SEA 09B2 will forward any required data and reports to the Chief of Naval Operations (Civilian Personnel and Equal Employment Opportunity) or other activities concerned with the annual screening process.

g. NAVSEA shore activities are requested to establish local policy appropriate to maintain the continuity and effective functioning of the activity during mobilization and national emergencies, and to report accomplishment of required annual screening to the Commander, Naval Sea Systems Command (SEA 09B2), annually upon request by SEA 09B.

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7. Reports. Report control symbol 0192-DOD-AN(1001) is assigned to the reporting requirements described in paragraph 6 and is approved for two years from the date of this instruction.



KENNETH C. MALLEY

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