

§ 44.6

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change that would prevent the member from meeting mobilization standards prescribed by the Military Service concerned (10 U.S.C. 652).

(2) All Ready Reservists shall inform their employers of their Reserve military obligation.

§ 44.6 Responsibilities.

(a) The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) shall manage and control the overall Ready Reserve screening program in accordance with section 271 of title 10, U.S.C., E.O. 11190, and House Appropriations Committee Report 95-451.

(b) The Secretaries of the Military Departments shall:

(1) Screen, at least annually, all Ready Reservists under their jurisdiction to ensure their immediate availability for active duty.

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

(3) Ensure that all Ready Reservists have a favorably completed National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) on file.

(4) Ensure that Ready Reservists not on active duty are examined as to physical fitness in accordance with DoD Directive 1205.9.

(5) Process members of the Ready Reserve who do not participate satisfactorily in accordance with parts 100, 101, and 115 of this title.

(6) Transfer Ready Reservists identified as occupying key positions to the Standby Reserve or the Retired Reserve or discharge them, as appropriate.

(7) 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 or her employer.

§ 44.7 Information requirements.

The ASD(RA) shall provide:

(a) Federal agencies with a listing of all Federal employees who are also Ready Reservists to assist them in conducting employer screening activities required in FPC-9. Responses from Federal agencies shall be reported under Interagency Report Control Number

0912-DoD-AN. Standard data elements shall be used in the report in accordance with DoD Directive 5000.11.

(b) The House Appropriations Committee with an annual report on the status of Ready Reservists employed by the Federal government.

APPENDIX A TO PART 44—LETTER FORMAT TO COGNIZANT RESERVE PERSONNEL CENTER REQUESTING THAT EMPLOYEE BE REMOVED FROM THE READY RESERVE

(Date)

(YYMMDD)

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:

Name of employee (last, first, M.I.)

Military grade and reserve component

Social security number

Current home address (street, city, State, and ZIP code)

Military unit to which assigned (location and unit number)

Title of employee's civilian position

Grade or salary level of civilian position

Date (YYMMDD) hired or assigned to position.

Signature and title of agency or company official

APPENDIX B TO PART 44—LIST OF RESERVE PERSONNEL CENTERS TO WHICH RESERVE SCREENING DETERMINATION AND REMOVAL REQUESTS SHALL BE FORWARDED

ARMY NATIONAL GUARD AND ARMY RESERVE

Headquarters, Department of the Army, Attn: DAPE-PSM, Washington, DC 20310

NAVAL RESERVE

Officers: Commander, Naval Military Personnel Center, Attention: NMPC-911, Washington, DC 20370

Enlisted: Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149

Office of the Secretary of Defense

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MARINE CORPS RESERVE

Commandant (Code RES), Headquarters, U.S. Marine Corps, Washington, DC 20380

AIR FORCE RESERVE

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 RESERVE

Commandant (G-RA/55), U.S. Coast Guard Headquarters, 2100 Second Street SW., Washington, DC 20593.

PART 45—CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214/5 SERIES)

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APPENDIX A TO PART 45—DD FORM 214

APPENDIX B TO PART 45—DD FORM 214WS

APPENDIX C TO PART 45—DD FORM 215

APPENDIX D TO PART 45—STATE DIRECTORS OF VETERANS AFFAIRS

AUTHORITY: 10 U.S.C. 1168 and 972.

SOURCE: 54 FR 7409, Feb. 21, 1989, unless otherwise noted.

§ 45.1 Purpose.

(a) This document revises 32 CFR part 45.

(b) Prescribes procedures concerning the preparation and distribution of revised DD Form 214 to comport with the requirements of 10 U.S.C. 1168, 972, and 32 CFR part 41 and the control and publication of separation program designators (SPDs).

§ 45.2 Applicability and scope.

(a) The provisions of this part apply to the Office of the Secretary of Defense, the Military Services, the Joint Staff, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used here, refers to the Army, Navy, the Air Force, the Marine Corps and, by agreement with the Department of Transportation, to the Coast Guard.

(b) Its provisions include procedures on the preparation and distribution of DD Forms 214, 214WS, 215 (Appendices A, B, and C) which record and report the transfer or separation of military personnel from a period of active duty. (NOTE: Computer-generated formats are acceptable substitutes provided Assistant Secretary of Defense (Force Management and Personnel) approval is obtained.) DD Forms 214 and 215 (or their substitutes) will provide:

(1) *The Military Services* with a source of information relating to military personnel for administrative purposes, and for making determinations of eligibility for enlistment or reenlistment.

(2) *The Service member* with a brief, clear-cut record of the member's active service with the Armed Forces at the time of transfer, release, or discharge, or when the member changes status or component while on active duty.

(3) *Appropriate governmental agencies* with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged, otherwise released, or transferred to a Reserve component while on active duty.

(c) Its provisions include procedures on the control and distribution of all lists of SPDs.

§ 45.3 Policy and procedures.

(a) Administrative issuance or reissuance of DD Forms 214 and 215.

(1) The DD Form 214 will normally be issued by the command from which the member was separated. In those instances where a DD Form 214 was not issued, the Services concerned may establish procedures for administrative issuance.

(2) The DD Form 214, once issued, will not be reissued except:

(i) When directed by appropriate appellate authority, Executive Order, or by the Secretary concerned.

(ii) When it is determined by the Service concerned that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215 or if the correction would require issuance of more than two DD Forms 215.

(iii) When two DD Forms 215 have been issued and an additional correction is required.