

Defense Logistics Agency Instruction



DLAI 7601
Effective April 11, 2006
Last Review April 5, 2010
J-9

Management of the Joint Reserve Force

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** The purpose of this Instruction is to: delineate responsibility for management of the Military Services Reserve Force authorized and assigned to the Defense Logistics Agency (DLA), hereafter identified as Joint Reserve Force (JRF); provide policy guidance on the management of DLA's JRF; ensure trained and ready JRF to support DLA; maintain manning levels, by Service, at each Headquarters (HQ) Directorate/Primary Level Field Activity (PLFA), to include funded and filled billets; and, provide readiness levels by function and by service.
2. **APPLICABILITY.** This Instruction applies to HQ DLA, JRF, and all HQ DLA Directorates and DLA PLFAs.
3. **POLICY.** JRF management is conducted in consort with the DLA mission, goals, and Strategic Plan; and statutory, Office of the Secretary of Defense (OSD), and Service-specific reserve personnel policies. The JRF will be fully integrated into the DLA workforce as productive, valued team members. The Director, JRF is the principal staff advisor to the Director, DLA in the development and application of JRF support and readiness policies and programs.
4. **RESPONSIBILITIES.** Refer to [Enclosure 2](#).
5. **PROCEDURES.** Refer to [Enclosure 3](#). Additional information is located at [Enclosure 4](#).
6. **EFFECTIVE DATE.** 11 April 2006

Director, DLA Enterprise Support

4 Enclosures

- Enclosure 1 – References
- Enclosure 2 – Responsibilities
- Enclosure 3 – Procedures
- Enclosure 4 – Additional Information

Enclosure 1
References

1. Strategic Planning Guidance.
2. Joint Programming Guidance.
3. National Military Strategy.
4. Federal Acquisition Regulation, Subpart 9.5, Organizational and Consultant Conflicts of Interest.
5. HQ DLA General Order No. 2-01, dated March 26, 2001.
6. HQ DLA General Order No. 2-05, dated April 1, 2005.
7. HQ DLA General Order No. 6-05, dated July 12, 2005.
8. DLA One Book Chapter, Theater Deployment.
9. Defense Logistics Agency (DLA) Training and Guidance dated 14 August 2008.
10. DLA Joint Reserve Force Yearly Training Guidance (YTG) for Fiscal Year 2010 dated 7 October 2009.
11. Army Regulation 611-1, Military Occupational Classification Structure Development and Implementation
12. Department of the Army (DA) Pamphlet (PAM) 611-21, Military Occupational Classification Structure, SMARTBOOK; <https://perscomnd04.army.mil/MOSMARTBK.nsf>
13. Bureau of Naval Personnel Instruction 1001.39 series, Administrative Procedures for Navy Reservists.
14. Office of the Chief of Naval Operations Instruction 1000.16 series, Navy Total Force Manpower Policies Procedures.
15. Commander, Navy Reserve Forces Command Notice 5400, Fiscal Year 2010 (FY10) National Command and Senior Officer (O5/O6) Non-Command Billet Screening and Assignment Procedures.
16. Commander, Navy Reserve Forces Command Instruction 1001.5E CH-3, Administration Procedures for the Drilling Reserve and Participating Members of the Individual Ready Reserve (IRR).
17. Commander, Navy Personnel Command (NAVPERS) Manual 15839I, Navy Officer Manpower and Personnel Classifications (Volumes I and II).
18. Commander, Navy Personnel Command (NAVPERS) Manual 18068F, Navy Enlisted Manpower and Personnel Classification and Occupational Standards (Volumes I and II).
19. Marine Corps Order (MCO) P1200.16, Military Occupational Specialties Manual.
20. Air Force Instruction (AFI) 36-2101, Classifying Military Personnel (Officer and Enlisted).
21. AFI 36-2115, Assignments within the Reserve Components.
22. AFI 36-2201, Vol. 1-Vol. 6, Air Force Training Program.
23. AFI 36-2619, Military Personnel Appropriation (MPA) Man-Day Program.
24. AFI 36-2629, Individual Mobilization Augmentee Management.
25. AFI 36-2633, The Air Force Reserve Individual Ready Reserve Programs—Management and Mobilization.
26. AFI 38-204, Programming United States Air Force Manpower.
27. Air Force Manual 36-8001, Reserve Personnel Participation and Training Procedures.

Enclosure 2
Responsibilities

1. Director, DLA provides operational guidance and direction to the Director, JRF on the employment of the JRF to accomplish the DLA mission.
2. Director, JRF is responsible for the overarching program management of authorized, reserve billets and assigned personnel in accordance with DLA and Service policies.:
3. HQ DLA Directors/PLFA Commanders are responsible for:
 - a. Appointing, in writing, a senior reservist as the Joint Team Leader (JTL) to lead the organization's JRF as the command representative (FA Commanders only).
 - b. Assigning a full-time staff member to function as the Reserve Coordinator (RC) to provide day-to-day coordination with HQ DLA J-9. HQ DLA Directorates with three or more reservists assigned will assign a full-time staff member to function as RC. RCs must not be reservists assigned to the DLA JRF.
 - c. Notify in writing HQ DLA J-9 of assignment of RCs, and any subsequent changes and updates.
 - d. Ensuring reservists are included in all family-readiness and family-support programs.
4. JTLs are responsible for:
 - a. Serving as PLFA Commander's appointed agent to facilitate effective utilization of reservists assigned to the PLFA.
 - b. Representing the PLFA to HQ DLA J-9 on issues, as required.
5. RCs are responsible for serving as the full-time personnel support for HQ and PLFA reservists.
6. Reserve Unit Commanding Officers (Navy and Army) are responsible for the overall performance of assigned personnel in the execution of the PLFA's mission.
7. Reservists assigned to DLA are responsible for attaining and maintaining proficiency in the functional, technical, and military skills required for assigned billet and recall and maintaining mobilization readiness.

Enclosure 3
Procedures

1. Joint Reserve Personnel Administration.

a. HQ DLA J-91 will:

(1) Process personnel for vacant billets based on Service guidelines and manpower change requests, as required.

(2) Maintain current and relevant position descriptions (PDs) DLA Form 89, provided by HQ Directorates/PLFAs, as directed.

(3) Ensure that evaluations are completed on time and reported, as required, to the Director and Deputy Director, JRF.

(4) Update Measures of Performance with relevant data.

(5) Suspend annual awards and collect recommendation packages, conduct board selection as necessary.

(6) Coordinate with the RCs and JTLs.

(7) Monitor the assignment of DLA reservists to ensure that there are no conflicts of interest between civilian positions and military assignments, and/or personal and organizational conflicts of interest.

(8) Coordinate with Services assignment branch and PLFAs to maintain JRF official assignment rosters.

b. HQ Directorate Directors/PLFA Commanders will:

(1) Assist HQ DLA J-9 in the recruitment and retention of reservists.

(2) Ensure that performance evaluations are completed for all assigned reservists as suspended in accordance with Service specific requirements.

c. JTLs will:

(1) Ensure that performance evaluations meet specific Service requirements.

(2) Ensure that performance evaluation reports meet monthly suspenses.

(3) Conduct annual review of Reserve PDs for accuracy and mobilization suitability.

(4) Ensure that recall/alert rosters are current for assigned JRF. Exercise the recall/alert roster, as directed.

(5) Coordinate with the Reserve Coordinators.

(6) Monitor the assignment of DLA reservists to ensure that there are no conflicts of interests between civilian positions and military assignments or personal conflicts of interest.

(7) Monitor the timeliness of evaluations and awards.

(8) Provide mentoring and career counseling to assigned reservists.

d. Navy Unit Commanders/Army Reserve Element (ARE) Commanders will:

(1) Provide accurate recall/alert rosters for their assigned reservists to the RC and JTL.

(2) Monitor the assignment of DLA reservists to ensure that there are no conflicts of interest between civilian positions and military assignments, or personal or organizational conflicts of interest.

(3) Ensure the timeliness of evaluations.

(4) Ensure that the Joint Reserve Manning Roster is reviewed monthly, and updated, as required.

e. RC will:

(1) Maintain up-to-date personnel, assignment, and recall/alert rosters for all DLA reservists assigned or OPCON to their organization, ensuring changes are posted promptly and provided to J-91.

(2) Exercise the recall/alert roster, as directed.

(3) Coordinate the validation of Reserve billet requirements annually with the activity directorates; submit to HQ DLA J-9 requests for manpower changes through the chain of command and meet assigned suspenses..

(4) Screen reservists performing training to ensure that no actual or apparent conflict exists between their private interests and duty assignment.

(5) Coordinate the review of all Reserve PDs through the supervisor.

(6) Support and assist with Reserve recruiting initiatives to fill vacancies.

(7) Provide administrative support and assistance with military orders.

(8) Monitor Reserve performance evaluations, awards, and promotion recommendations.

(9) Coordinate with the JTL and HQ DLA J-9 on all Reserve issues.

(10) Ensure that each reservist is assigned a rater, and provide rater information to HQ DLA J-9.

(11) Track changes of raters and notify HQ DLA J-9 to update Joint Reserve Personnel Database data.

f. Supervisor will:

(1) Ensure that PDs are prepared for all Reserve billets within their scope of supervision, and that they are reviewed annually; and provide updates to the RC.

(2) Ensure that reservists are not assigned duties in which they will obtain information that they or their private employers may use to gain unfair advantage over competitors.

(3) Prepare performance evaluations for assigned reservists.

(4) Notify the RC when there is a change in the rater of assigned reservists.

(5) Prepare award recommendations for assigned reservists.

(6) Coordinate with the RC on all reserve issues.

g. Reservists will:

(1) Ensure that recall/alert data is accurate and individual Service records are complete.

(2) Disclose to superiors and assignment personnel information necessary to ensure that no conflict exists between their duty assignment and their private interests.

2. Operations Management

a. HQ DLA J-94 will:

(1) Coordinate with PLFAs Force Providers to provide trained and ready reservists to the DLA Joint Logistics Operations Center (JLOC) Theater Deployment Manager (TDM) in response to exercises, worldwide contingency operations, and/or natural disasters.

(2) Coordinate requests to recall or mobilize JRF members.

(3) Provide monthly Situation Reports to the Deputy, JRF, and Director, JRF.

(4) Coordinate with Field Activities to obtain nominations of qualified reservists to fill exercise and mission requirements.

(5) Facilitate briefing and debriefing deploying and redeploying reservists.

(6) Coordinate with JLOC TDM on requirements.

b. JTLs will:

(1) Ensure that operational support is aligned with the DLA PLFA requirements.

(2) Prepare utilization reports, and submit to PLFA and J-9, as required.

(3) Coordinate with HQ DLA J-9, PLFA FP, and RCs in the development of fiscal year requirements for reserve participation in three year activation/employment/deployment cycles, Inactive Duty Training (IDT), Annual training (AT), exercises, and Navy Operational Support Plan (OSPLAN).

c. Navy Unit Commanders/ARE Commanders will:

(1) Coordinate with Joint Team Leader and various support networks to provide deployed ARE and unit support and unit appropriate support as identified by DLA and parent service.

(2) Participate with HQ DLA J-94 and unit commanders in prioritization of personnel for three year employment cycle.

d. Force Providers (FP) will coordinate with the JTL and RC to identify available reservists to support DLA's operational requirements.

e. RC will:

(1) Coordinate with HQ DLA J-94 for the recall of reservists to active duty for contingency and operational support missions.

(2) Coordinate with the JTL and FP to identify available reservists to support DLA's operational requirements.

(3) Maintain the three year employment/deployment cycle and JRF mobilization tracker for activity and coordinate with PLFA JTL, FP and J-94.

(4) Maintain Navy OSPLAN and Air Force MPA projections for PLFA and coordinate with PLFA JTL, FP and J-94.

(5) Assist the JTL in the preparation and submission of required reports.

(6) Participate in JRF-sponsored activities, as required.

(7) The supervisor will coordinate with various support networks to provide deployed IMAs with appropriate support as identified by DLA and parent service.

f. Reservists will:

(1) Integrate into assigned organization, establish ongoing, working relationships with active duty military/civilian supervisor, and communicate regularly with that supervisor.

(2) Perform all Battle Assemblies/drills and AT as directed by the DLA activity to which they are assigned.

(3) Document their operational support activities and regularly furnish this information to their active duty military or civilian supervisor, JTL, and RC.

(4) Support and assist with Reserve recruiting initiatives.

3. Plans and Policy Management.

a. HQ DLA J-95 will:

(1) Review National Military Strategy, Operational Plans (OPLANS), Annexes, and DLA support plans to ensure adequate reserve support for DLA's mission requirements.

(2) Coordinate with JLOC planners, attend planning meetings and conferences requiring reserve support for OPLANS, contingencies, and HQ DLA strategic plans development.

(3) Coordinate with JLOC planners to ensure that Time-Phased Force Deployment Data inputs for reserve support is in OPLANS for future reserve mobilization authorizations.

(4) Review mission, functions, and tasks of each PLFA.

(5) Ensure proper alignment of Reserve manpower billets for support of mission, functions, and tasks.

(6) Review and validate joint manpower requirements from HQ DLA Directorates/PLFAs.

(7) Develop and review mission capabilities in support of HQ DLA Directorates/PLFAs.

(8) Initiate force structure change requests, as required.

(9) Conduct reserve manpower review and validation, as required.

b. HQ Directorate Directors/PLFA Commanders will:

mission.

- (1) Determine changes in Reserve requirements and capabilities in support of the mission.

- (2) Support manpower validation data calls from HQ DLA J-95, as required.

- c. JTLs will coordinate with HQ DLA J-95 and PLFAs in the determination of Reserve requirements and capabilities.

- d. Navy Unit Commanders/ARE Commanders will review National Military Strategy, OPLANS, Annexes, and DLA support plans to ensure adequate reserve support to meet DLA's mission requirements.

4. Joint Reserve Training and Readiness Management.

- a. HQ DLA J-97 will:

- (1) Perform readiness evaluations IAW paragraph above.

- (2) Issue training guidance annually, consistent with DLA mission priorities.

- (3) Plan and coordinate an annual Joint, Reserve training event IAW Defense Logistics Agency (DLA) Training Guidance.

- (4) Disseminate training information to JTLs, RCs, Unit COs, as available.

- (5) Develop and maintain training readiness files IAW Defense Logistics Agency (DLA) Training Guidance. The J-97 will utilize service readiness reporting systems (Individual Training Readiness System (ITRS) for Army; Navy Reserve Readiness Module (NRRM); Reserve Net (RESNET) for Air Force; and Marine On-Line (MOL) for Marines; to monitor three key readiness criteria: medical readiness, physical fitness and security clearances.

- b. HQ Directorate Directors/PLFA Commanders will:

- (1) Integrate reservists into mission-related activities through deployment-focused training.

- (2) Provide resources and opportunities for reservists to receive required training.

- (3) Include the JTL in senior staff meetings to ensure that reservists are integrated into operational support priorities, exercises, and training (PLFA Commanders only).

- c. JTLs will:

- (1) Monitor annual Training Plan development for assigned reservists.

- (2) Oversee contingency and mobilization training and readiness.

(3) Coordinate with the RC on IDT, ADT, and AT schedules to support the requirements of the PLFA and HQ DLA J-9.

(4) Coordinate operational support for their DLA PLFA Commander.

(5) Report to HQ DLA J-97 all RC training opportunities that need emphasis/support from HQ DLA J-9.

(6) Ensure that ARE Troop Program Unit Soldiers strictly comply with ARE Master Training Schedule.

(7) Facilitate development of FY requirements for reserve participation in IDT, AT, exercises, and the activation/deployment cycle.

(8) Participate with HQ DLA J-9 and unit commanders in prioritization of personnel for three-year activation/deployment rotation cycle.

(9) Ensure Individual Training Plans (ITPs) include maximum attendance and participation in the annual joint training exercise planned by the J-9.

(10) Coordinate with RC on personnel matters affecting assigned reservists.

(11) Represent the PLFA at JRFLCs.

(12) Ensure training records are forwarded to J-97 for all ARE soldiers IAW Joint Reserve Force Yearly Training Guidance (YTG) for Fiscal Year 2010.

d. Navy Unit Commanders/ARE Commanders will:

(1) Coordinate with HQ DLA J-9, PLFA JTL, and RCs in the development of fiscal year requirements for reserve participation in IDTs, AT, exercises, Navy OSPLAN, and the activation/deployment cycle.

(2) Maintain accurate training records for assigned personnel.

(3) Ensure that Individual Training Plans and Training Schedules for each reservist are completed in accordance with Service policy.

(4) Maintain and review the level of readiness of each reservist and the Reserve Unit as a whole.

(5) Assess readiness of personnel for recall to active duty in support of the DLA mission in accordance with DLA activation/deployment cycle and Service policies.

(6) Prioritize and schedule with support from component staffs, medical/dental examinations, security clearance updates, and all training requirements to ensure each JRF member is prepared to meet readiness and deployment requirements.

e. RC will:

(1) Ensure that the PLFA accomplishes all personnel actions required by DLA and by the Services relative to all assigned reservists.

(2) Coordinate the preparation of a PD for each mobilization billet, setting educational and technical requirements.

(3) Direct internal review of assigned PDs annually and submit updates to J-95 Plans & Policy, as required.

(4) Coordinate IDT, OTD, ADOT, AT, work projects, and administrative actions among the reservist, the reservist's Supervisor, and the JTLs, as required.

(5) Coordinate with HQ DLA J-9 staff for resolution of personnel matters.

(6) Coordinate with HQ DLA J-9 for reservist's orders to active duty status.

(7) Support the JTL in the development and maintenance of fiscal year requirements for reserve participation in IDT, AT, exercises, activation/deployment cycle, and operational support.

(8) Project, develop, and maintain the annual Navy OSPLAN, Air Force Man Power Appropriation requirements, and the three year employment/deployment/readiness matrix for the organization.

(9) Maintain reservists' training schedules approved by military or civilian supervisor, as applicable.

f. Supervisor will:

(1) Be the conduit for providing on-the-job training for reservists to perform mission and functions.

(2) Identify specific training courses required for technical performance.

(3) Coordinate with reservist on IDT and AT scheduling to support the Agency and PLFA mission, not the convenience of the reservist.

g. Reservist will:

(1) Coordinate IDT and AT schedules, in advance, with assigned military or civilian supervisor, as applicable.

(2) Schedule priorities that will support mission requirements first.

(3) Comply with requirements of DoD Civilian Employment Information Program by providing reserve component with civilian employment information.

(a) The reserve component is to be notified of changes in civilian employment.

(b) Not be assigned to the same DLA activity business area or directorate where they are employed as a DLA civilian or contractor in accordance with DoD and Service policy, to include:

(c) The same position filled as a civilian employee or contract employee.

(d) The same supervisor who is the rating, endorsing, or reviewing official on either the military or civilian appraisal.

(e) A reserve position where rank/position/authority conflicts with civilian authority.

(f) A reserve position which provides unfair advantage, undue influence, or inappropriate access to government-privileged/sensitive information.

(g) A reserve position which creates a financial or civilian employment conflict of interest situation.

(4) Ensuring readiness to activate in support of DLA's missions in peacetime, contingency operations, and wartime.

(5) Ensuring personal readiness to include but not limited to: training/qualifications, medical, dental, physical fitness, security clearance, legal preparations, and family care plan.

5. Budget Management.

a. HQ DLA J-9 will:

(1) Manage the financial resources allocated by each Service annually to meet PLFA Reserve requirements beyond the minimum training requirements of each Service for each reservist.

(2) Request additional financial resources from each Service, as needed.

(3) Financial resources for continued operational support will be managed by J-94 with Navy resources handled through the annual OSPLAN and Air Force resources through MPA.

(4) Financial resources for continued training support will be managed by J-97 with Navy resources handled through the annual OSPLAN and Air Force resources through RPA.

(5) Keep the HQ Directorates/PLFAs informed of Service-imposed financial constraints.

(6) Pursue funding and programs to meet HQ Directorate/PLFA Reserve requirements.

(7) Establish policy for use of the Personnel Force Innovation (PFI) Program.

b. HQ Directorates Directors/PLFA Commanders will:

(1) Ensure that Reserve requirements are planned for each fiscal year and provided to HQ DLA J-9.

(2) Determine requirements for HQ Directorate/PLFA funding to match each fiscal year's planned Reserve requirements.

c. JTLs will:

(1) Advise the PLFA Commander of Reserve capabilities that can support mission requirements.

(2) Advise the PLFA Commander if Reserve capabilities change.

(3) Oversee requirements for PLFA funding to match each fiscal year's planned Reserve requirements.

d. Navy Unit Commanders/ARE Commanders will:

(1) Advise the HQ Directorates/JTLs of Reserve capabilities that can support mission requirements.

(2) Advise the HQ Directorates/JTL if Reserve capabilities change.

e. RC will:

(1) Provide HQ Directorate/PLFA Reserve mission requirements including Navy OSPLAN and USAF MPA/RPA, by July 1 each year to HQ DLA J-9.

(2) Provide quarterly update of changes to the Reserve mission requirements throughout the fiscal year.

(3) Assist J-9 in managing financial resources allotted by the Services.

Enclosure 4
Additional Information

1. Definitions.

a. Individual Mobilization Augmentees (IMAs):

(1) Reservists assigned to individual mobilization billets at DLA activities, usually in staff positions.

(2) Assigned and report to the active duty or civilian supervisors of the positions they fill in peacetime and upon mobilization.

b. All Air Force and Marine Corps reservists currently assigned to DLA are IMAs.

c. Troop Program Unit (TPU):

(1) An Army organization composed of a specific number of personnel, equipment, if required and/or authorized.

(2) Specific mission to perform a like function as identified by the Chief of Army Reserve and other Army agencies.

d. Army Reserve Element (ARE):

(1) An organization that is currently structured as the U.S. Army Reserve (USAR) slice of a combatant command or combat support agency.

(2) Provides USAR support for rapid expansion during crisis or contingency operations.

(3) Provides trained Army RC command and Agency staff.

e. Joint Reserve Force (JRF): Term used for all reservists assigned to DLA, regardless of the Service in which they are assigned.

f. Joint Reserve Force Leadership Council (JRFLC):

(1) Consists of senior reserve leaders of HQ DLA J-9 including the Director, JRF (J-9) and the other J-9 Flag/General officers.

(2) Performs the executive-level planning and oversight of the DLA JRF.

g. DLA Support Team (DST):

(1) Team of DLA liaison officers and functional experts under the command of a DST Commander. This team's commander is the principal representative of the Director, DLA

to the combatant commander for support within the Joint Operations Area, and provides a single point of contact.

(2) Can be rapidly deployed to provide support to a combatant commander, JTF, or subordinate unified commanders during regional conflicts, contingency operations, mobilization, emergencies, flexible deterrent options, peacetime disaster relief operations, exercises, or other DLA-supported missions.

(3) Reservists may be assigned to a DST.

(4) The team can provide liaison officers, materiel management representatives, distribution management representatives, disposal, reutilization, and marketing representatives, and fuels management representatives.

(5) While deployed, the DST is under the operational control (OPCON) of the DLA Regional Commander within that region.

(6) HQ DLA J-Codes and PLFAs are the major organizational components of DLA. The directors and commanders of these activities are responsible for the performance of operations within the scope of assigned missions and functions.

6. Reservist:

(1) Members of the selected reserve of the Army, Navy, Marine Corps, and Air Force.

(2) Includes both IMAs and unit reservists.

7. Unit reservists:

(1) Most Navy reservists are assigned to DLA mobilization billets within an administrative reserve unit in peacetime and report to their Unit Commanding Officer for IDT. Upon mobilization, Navy reservists report to the supervisor of their mobilization position at their assigned DLA activity.

(2) Upon mobilization, Army reservists, Air Force reservists, and Marine Corps reservists report to the supervisor of the mobilization troop unit or mobilization position at their assigned DLA activity.

j. Full Mobilization. Enacted by congressional declaration of national emergency. All reservists in the force structure are involuntarily mobilized for the duration of the crisis plus six months as prescribed in 10 United States Code (U.S.C.) 12301(a).

k. Partial Mobilization. Presidential declaration of national emergency. Authorization for involuntary recall of up to one million ready reservists for up to 24 months as prescribed in 10 U.S.C. 12302.

1. Presidential Reserve Call-Up: Authority provided to the President to mobilize up to 200,000 reservists for 270 days.