Employment of Retired Members of the Armed Forces-Waiver Request

References: Refer to Enclosure.

1. PURPOSE.

   a. The purpose of this Instruction is to implement the requirements of DoD Instruction (DODI) 1402.1, dated September 9, 2007, when employing retired military personnel within 180 days following retirement from the Military Service.

   b. This Instruction implements DLA policy for Employment of Retired Members of the Armed Forces prior to 180 days post-separation and describes the process therein.

   c. A Retired Member of the Armed Forces is a member or former member of the Armed Forces who is entitled to retired, retirement, or retainer pay.

   d. The output of this policy and process is the approval/disapproval to employ retired military personnel within 180 days following retirement from the Military Service.

2. APPLICABILITY. This Instruction applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFAs), and other defense activities serviced by DLA Human Resource Services (DHRS) according to the terms and applicable support agreements.

3. POLICY.

   a. It is DLA policy that all Agency appointments or transfers of retired members of the Armed Forces to positions during the 180 days immediately following retirement may be made only as described in DODI 1402.1.

   b. The Director, DLA Human Resources Policy Office (J14), will provide program policy guidance and approve/disapprove recommendations for the appointment or transfer of retired military personnel within 180 days of military retirement.

   c. The Director, DLA Human Resources Services will provide technical advice and assistance to HQ DLA and the PLFAs, and other Defense activities serviced by DLA Human Resources Services and review waiver recommendations.

   d. The Heads of HQ DLA activities, PLFAs, and other defense activities serviced by a DLA Human Resources Services according to the terms and applicable support agreements must ensure compliance with the policies and procedures prescribed in this instruction.
4. **RESPONSIBILITIES.**

   a. J14 will provide policy guidance to HQ DLA activities, PLFAs, and other defense activities serviced by DLA Human Resources Services according to the terms and applicable support agreements on matters related to employment of retired members of the armed forces.

   b. The DLA Director has delegated authority to approve requests for waivers to the Director, Human Resources (J1).

   c. The Heads of HQ DLA activities, PLFAs and other defense activities serviced by DLA Human Resources Services according to the terms and applicable support agreements will ensure compliance with the policies and procedures prescribed in this instruction.

5. **PROCEDURES:**

   a. The assigned DLA Human Resources Services HR Specialist will review the request for waiver to ensure adequacy of format, content and proper signature as described in DODI 1402.1 Enclosure 1.

   b. The assigned DLA Human Resources Services HR Specialist will prepare the Memorandum for J14, Subject: Request for Approval of Appointment of Retired Military Member within 180 Days of Retirement.

   c. J14 will review the request to determine criteria as described in DODI 1402.1 is met and forward recommendation to J1.

   d. J1 approves/disapproves the request based upon supporting documentation provided and forwards to J14. The J14 then forwards to the assigned DLA Human Resources Services HR Specialist.

   e. If approved, the assigned DLA Human Resources Services HR Specialist advises management and proceeds with the hiring process.

   f. If disapproved, the assigned DLA Human Resources Services HR Specialist advises management/applicant and proceeds to hire from an alternate source.

6. **EFFECTIVE DATE.** This Instruction is effective immediately.

   Director, DLA Support Services   Deputy Director, Human Resources
   March 27, 2003   April 26, 2011

Enclosure - References
References
