

**CIVILIAN EMPLOYEE'S MILITARY RESERVE, GUARD OR RETIREE DATA**

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**Agency Disclosure Notice**

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**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C., Armed Forces; 14 U.S.C., Coast Guard; and 32 U.S.C., National Guard.

**PRINCIPAL PURPOSE(S):** To enter civilian employee's military reserve, guard or retiree data into the Defense Civilian Personnel Data System (DCPDS).

**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To the Executive Office of the President and the Broadcasting Board of Governors for the purpose of reviewing the human resource information of their employees, Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Disclosure Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, Data Breach Remediation Purposes Routine Use. The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at: <http://dpclid.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>.

**DISCLOSURE:** Voluntary; however, if not furnished, mobilization planning is adversely affected

**SECTION I - PERSONAL INFORMATION**

1. **NAME** (Last, First, Middle)

2. **SOCIAL SECURITY NUMBER** (If applicable and available)

**SECTION II - MILITARY RESERVE, GUARD, OR RETIREE CATEGORY**

3. **CATEGORY CODE** (Enter the appropriate category code from below options)

**Code Category**

Y Not Applicable

**Air Force Service Component**

K Air National Guard - Air Force. Consists of Airmen who train one weekend per month and two weeks each year. They may be called to active duty by their State Governor or the President.

A Individual Mobilization Augmentee - Air Force. Consists of an individual filling a military billet identified as augmenting the active component structure of the Department of Defense or other departments or agencies of the U.S. Government.

M Individual Ready Reserve - Air Force. Trained Airmen who may be called upon, if needed, to replace Airmen in Active Duty and Air Force Reserve units.

F Selected Reserve - Air Force. Consists of those units and individuals within the Ready Reserve designated by their respective Services.

S Standby Reserve - Air Force. Comprised of Reserve members who have no military Reserve obligation, have been temporarily excused from Reserve participation, or have been designated as key or essential in their present civilian position.

**Army Service Component**

L Army National Guard (Active). Consists of Soldiers who train one weekend per month and two weeks each year. They may be called to Active Duty by their State Governor or the President.

R Army National Guard (Inactive). Consists of Enlisted National Guard personnel in an inactive status in the Ready Reserve, not in the Selected Reserve.

B Individual Mobilization Augmentee (IMA) - Army. Army Reserve's IMAs are assigned to high-level headquarters where they would serve if mobilized. Most IMAs train annually for two weeks.

N Individual Ready Reserve - Army. Trained Soldiers who may be called upon, if needed, to replace Soldiers in Active Duty and Army Reserve units.

G Selected Reserve - Army. Comprised of Troop Program Units (TPUs), Active Guard and Reserve (AGR) Soldiers and Individual Mobilization Augmentees (IMAs).

T Standby Reserve - Army. Consists of Soldiers who want to maintain their military affiliation without being in the Ready Reserve or Retired Reserve.

8 Reserve Tech/Non Dual Combat Related Injury. Former Dual Status Technician who lost Dual Status as a result of a combat related injury (as defined by 10 USC 1414a (10 USC 10216(g)).

7 Reserve Tech/Non Dual Status (post 18 Nov 97 hires - Army Only). Former Dual Status Technician first hired after November 18, 1997 who, after October 5, 1999, lost their Dual Status.

9 Reserve Technician/Non Dual Status (Army Only): Hired before November 18, 1997 and who, as of that date, were not members of the Selected Reserve or who, after that date, ceased to be a member of the Selected Reserve (10 USC 10217(c))

6 Reserve Tech/Selected Reserve (Dual Status)(Army Only). Must be a member of the Selected Reserve and assigned to the unit by which they are employed or to one they are employed to support (10 USC 0216(a)).

SECTION II - MILITARY RESERVE, GUARD, OR RETIREE CATEGORY (Continued)

**Code Category**

**Coast Guard Service Component**

- C Individual Mobilization Augmentee - Coast Guard. Individual Selected Reservists who receive training and are preassigned to an active component organization billet that must be filled to meet the requirements of the organization to support mobilization.
- O Individual Ready Reserve - Coast Guard. Comprised mainly of individuals who have had training, have previously served in the Active Component (AC) or in the Selected Reserve (SELRES), and have some period of their Military Service Obligation (MSO) or other contractual obligation remaining.
- H Selected Reserve - Coast Guard.
- U Standby Reserve - Coast Guard. Consists of reservists who may be ordered to active duty in a time of war, if it is determined not enough qualified Ready Reservists are available.

**Marine Corps Service Component**

- D Individual Mobilization Augmentee - Marine Corps. Individual Selected Reservists who receive training and are preassigned to an active component organization billet that must be filled to meet the requirements of the organization to support mobilization.
- P Individual Ready Reserve - Marine Corps. Former active component Marines who have not completed their Military Service Obligation (MSO), yet have completed their initial contractual period of active duty.
- I Selected Reserve - Marine Corps. The Selected Reserve is that part of the Ready Reserve consisting of members of Selected Marine Corps Reserve (SMCR) units, Individual Mobilization Augmentees (IMAs), and members serving on the Active Reserve (AR) program.
- V Standby Reserve - Marine Corps. Consists of Marines who are unable to meet participation requirements of the Ready Reserve and desire to maintain their affiliation, are bound by contractual obligation, or are officers who have failed to resign their commission.

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**Navy Service Component**

- E Individual Mobilization Augmentee - Navy. Individual Selected Reservists who receive training and are preassigned to an active component organization billet that must be filled to meet the requirements of the organization to support mobilization.
- Q Individual Ready Reserve - Navy. The Navy Individual Ready Reserve (IRR) is a force that consists of personnel who must fulfill their Military Service Obligation (MSO) and members fulfilling a service obligation incurred via contract.
- X Navy Reserve - Merchant Marine.
- J Selected Reserve - Navy. These are designated Reservists who are available for recall to Active Duty status and designated Reservists who perform full time Active Duty service that relates to the training and administration of the Navy Reserve program.
- W Standby Reserve - Navy. The Standby Reserve is made up of Reservists who have transferred from the Ready Reserve after fulfilling certain requirements established by law. Most common are those who have been deemed key civilian employees by the government or those suffering through personal adversity or disability.

**Retired - All Service Components**

- 2 Active Duty Regular Retirement (Under Age 60, Not For Disability)
- 3 Active Duty Reserve Retired (20 Years Plus Active Duty/Fleet Reserve Under 60)
- 4 Category III (Reserve/Regular/Retired, Either Over Age 60 And/Or 30% Disabled)
- 0 Retired Reserve (Retired On Points, Under Age 60) Paid
- 1 Retired Reserve (Retired On Points, Under Age 60) Nonpaid
- Z Temporary Disability Retired List (Retired Waiting On Final Disposition)

**SECTION III - MILITARY RETIREMENT GRADE AND DATE** *(If retired military)*

**4. RETIREMENT GRADE CODE** *(Enter the appropriate code from below options)*

- 01 - 2LT/ENS
- 02 - 1LT/LJG
- 03 - CPT/LT(NV)
- 04 - MAJ/LCDR
- 05 - LTC/CMD
- 06 - COL/CPT(NV)
- 07 - B-G/RADM/COMO
- 08 - M-G/RADM
- 09 - LTG/VADM
- 10 - GEN/ADM
  
- 21 - WO1
- 22 - WO2
- 23 - WO3
- 24 - WO4
- 25 - WO5

- 31 - AB/PVT/SR
- 32 - AMN/SA/PFC(MC)/PVT(AR)
- 33 - A1C(SM/LC(MC)PFC(AR)
- 34 - SGT(AF)CPL/PO3
- 35 - SGT/SSG(AF)PO2
- 36 - TSG(AF)SSG/PO1
- 37 - MSG(AF)SFC(AR)GSG/CPO
- 38 - SMS(AF)MSG(MC/AR)SCPO
- 39 - CMS(AF)SMAJ/MCPO
  
- 51 - AVC
- 52 - AFC
- 53 - ARC
- 61 - STO
- 62 - STA
- 63 - SRG
- 99 - JNK

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**5. MILITARY RETIREMENT DATE** *(YYYYMMDD)*

**SECTION IV - CERTIFICATION**

I certify that the information provided above is complete and accurate to the best of my knowledge.

**6. SIGNATURE OF EMPLOYEE**

**7. DATE SIGNED**