



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
1500 DEFENSE PENTAGON
WASHINGTON, DC 20301-1500

06 NOV 2001

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
ASSISTANT SECRETARY OF THE NAVY FOR MANPOWER
AND RESERVE AFFAIRS
ASSISTANT SECRETARY OF THE AIR FORCE FOR
MANPOWER AND RESERVE AFFAIRS
DIRECTOR OF RESERVE AND TRAINING, USCG

SUBJECT: Employer Database

Employer support is critical to the Department's continued use of the Reserve components in our fight against terrorism and other ongoing military operations. When a Reservist-employee is absent from his or her civilian employment because of military duty, the employer must take steps to accommodate the absence of that employee. This may mean redistributing work among the remaining employees, hiring temporary employees, delaying some aspect of the work product, reducing services, or taking other actions to accommodate the employer's staffing situation.

To date, the Department's efforts to engage employers have been limited because we had minimal information about employers who employ Guard and Reserve members. Last year, we began to develop an employer database, which we plan to use to increase communications with employers whose employees participate in the National Guard or Reserve. This link will help the Department identify ways to minimize the impact of employees' Reserve service and focus our efforts to help meet the needs of employers. The employer database is now functional and can be accessed through the Internet at: <https://www.dmdc.osd.mil/udpdri/owa/rc.home>.

This site provides a means for Reserve component members to **voluntarily** supply information about their employer. We are particularly interested in obtaining employer data from Reservists mobilized in response to the World Trade Center and Pentagon attacks. This information will be used primarily by the National Committee for Employer Support of the Guard and Reserve (ESGR) to better target information on DoD policy, programs and mobilization at employers whom it knows employ mobilized Guard and Reserve members.

In the personnel and pay guidance issued by the Under Secretary of Defense for Personnel and Readiness, you were strongly encouraged to capture and store the employer information for all mobilized Reserve component members. Now that the site is fully functional, I am requesting that you enter the information that has been captured into the database. I am also



asking that you strongly encourage National Guard and Reserve members who are called to active duty or full-time National Guard duty in support of Operations NOBLE EAGLE or ENDURING FREEDOM to provide information about their civilian employer for entry into the database.

If you have any questions regarding employer database, please contact Ms. Virginia Hyland at (703) 693-2238.



Craig W. Duehring
Principal Deputy

Attachments:

As stated

cc:

Director, Army National Guard
Chief, Army Reserve
Director, Naval Reserve
Assistant Deputy Commandant,
Manpower and Reserve Affairs
Director, Air National Guard
Chief, Air Force Reserve
Director, Reserve and Training, USCG