

COMSCINST 3061.1B	COG CODE N12	DATE 26 MAY 92
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 3061.1B
N12
26 May 1992

COMSC INSTRUCTION 3061.1B

Subj: NATIONAL DEFENSE EXECUTIVE RESERVE (NDER)

Ref: (a) Defense Production Act of 1950, as amended, section 710(e)
(b) Executive Order 11179 of 22 Sept 1964, as amended
(c) Federal Preparedness Circular FPC-24
(d) MSC Logistic Support and Mobilization Plan

1. Purpose. To provide policies and procedures for the administration of the National Defense Executive Reserve (NDER) Unit of the Military Sealift Command.

2. Cancellation. COMSCINST 3061.1A.

3. Background. In response to a recommendation emanating from the Strategic Mobility Conference - May 1980, the Military Sealift Command re-established its National Defense Executive Reserve Unit. The National Defense Executive Reserve program provides a "reserve" of highly qualified individuals from industry and labor to serve in civilian executive positions in the federal government in times of national emergency. References (a) and (b) provide the legal authorities for the subject organization. Reference (c) prescribes government-wide policies and procedures for the program. Reference (d) prescribes the MSC NDER unit as a headquarters augmentation unit. The unit will consist of five groups: dry cargo, tanker, labor, legal and shipbuilding and repair. The unit will facilitate joint training in all aspects of MSC operations, but with particular emphasis on those areas of commercial maritime support of the command. Executive reservists will receive orientation and training on a regular basis.

4. Responsibilities

(R)

a. MSC NDER Coordinator. The MSC NDER Coordinator is the Deputy Commander.

(1) Maintains liaison with all industry members.

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(2) Coordinates all planning related to the program.

(3) Coordinates all staff activities related to the NDER program.

(4) Conducts liaison with the Federal Emergency Management Agency (FEMA) Coordinator.

(5) Represents COMSC at NDER activities.

b. Personnel, Manpower and Management Director

(1) Provides administrative support to the NDER Coordinator to ensure that all liaison and coordination actions are complete and proper.

(2) Processes and maintains records of security clearances for Executive Reservists.

(3) Maintains custody, accountability of and issues NDER identification cards.

(4) Provides administrative support relating to the recruitment, processing, designation, redesignation, training and resignation of Executive Reservists and maintains personnel records in accordance with reference (c).

(5) Upon Presidential decision to call up MSC Executive Reservists, takes appropriate action to effect their employment.

(6) Develops a program and trains those reservists assigned in accordance with reference (d) to the Labor Group. Develops a statement of duties and responsibilities for reservists assigned.

(7) Submits reports required per paragraph 5.

(8) Develops budget estimates and initiates requests for invitational travel orders.

c. Flag Secretary

(1) Arranges conference facilities in support of annual training duty or ad hoc meetings.

(2) Provides transportation, as required, in support of annual training duty or ad hoc meetings.

d. Public Affairs Office

(1) Provides appropriate material for periodic mailings to reservists to maintain their currency in national, defense and MSC policies and programs.

(2) Provides graphics support for training and conference sessions.

e. Office of Counsel. Develops a program and trains those reservists assigned in accordance with reference (d) to the Office of Counsel. Develops a statement of duties and responsibilities for reservists assigned.

f. Operations Director. Develops a program and trains those reservists assigned in accordance with reference (d). Develops a statement of duties and responsibilities for reservists assigned.

g. Engineering Director. Develops a program and trains those assigned in accordance with reference (d). Develops a statement of duties and responsibilities for reservists assigned.

h. Comptroller. Certifies availability of funds for invitational travel orders for annual training duty and other reserve functions.

i. Plans, Policy, and Program Director. Revises reference (d) to incorporate the NDER program.

5. Action

a. At the request of the FEMA Coordinator, a quarterly report will be submitted within 10 working days of the end of the quarter. The report will include the number of active, emeritus and pending members in the unit, training activity for the past quarter and plans for the coming quarter.

b. An annual report must be submitted by the last day in October to the Director of FEMA evaluating NDER activities during the past fiscal year. Annual guidance from FEMA for this report will be provided by September of each year.

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6. Reports. Report Control Symbol MSC 3061-1 is assigned to the reporting requirements described in paragraph 5a. Report Control Symbol MSC 3061-2 is assigned to the reporting requirement described in paragraph 5b.

Distribution:

COMSCINST 5000.19

List I (Case A)

List II (Case A)

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