



Department of Defense **INSTRUCTION**

NUMBER 1205.18
May 12, 2014

USD(P&R)

SUBJECT: Full-Time Support (FTS) to the Reserve Components

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 1205.18 (Reference (b)) to establish uniform policies, assign responsibilities, and establish procedures for managing the FTS program in the Reserve Components (RCs).

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **POLICY.** It is DoD policy that:

a. The RCs maintain a cadre of FTS personnel who are primarily responsible for assisting in the organization, administration, recruitment, instruction, training, maintenance, and supply support to the RCs. When authorized, RC FTS may complement their primary responsibility outlined above by providing support to active duty members of the Military Services, members of foreign military forces, DoD contractor personnel, and DoD civilian employees.

b. The mix of FTS personnel, which consists of Active Component (AC) personnel, Active Guard and Reserve (AGR) personnel, military technicians (MTs) (dual status), non-dual status technicians (NDSTs); and other federal civilian employees (CIV), is determined by the Secretary concerned to optimize consistency and stability for each RC to achieve its assigned missions.

4. **RESPONSIBILITIES.** See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

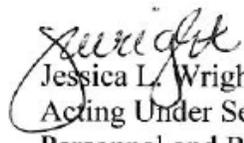
6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

a. Is effective May 12, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (c)).

c. Will expire effective May 12, 2024 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (c).


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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1205.18, "Full-Time Support (FTS) to the Reserve Components," May 4, 2007 (hereby cancelled)
- (c) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (d) Title 10, United States Code
- (e) Title 5, United States Code
- (f) Title 32, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) provides policy, guidance, procedures, and objectives for the management of the RC FTS program.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA):
 - a. Provides implementing guidance for the management of the RC FTS program.
 - b. Monitors compliance with this instruction, and develops procedures, as necessary, to ensure an effective FTS program.
 - c. Coordinates FTS reporting requirements in accordance with sections 115a and 10216(c) of Title 10, United States Code (U.S.C.) (Reference (d)).
 - d. Adjudicates requests for exception to policy established in this instruction.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD (USCG). The Secretaries of the Military Departments and the Commandant of the USCG:
 - a. Develop FTS programs and structures, to be managed by the chiefs of their respective RCs, which support mission requirements and provide the applicable allocation and mix of FTS categories to achieve readiness and deployability requirements of RC forces.
 - b. Implement this instruction for the management and employment of FTS personnel, and define and require the periodic collection and monitoring of data needed for effective FTS program oversight.
 - c. Provide FTS personnel career opportunities, applicable to the category of employment, for promotion, career progression, retention, education, and professional development consistent with this instruction and end strength limitations as described in paragraph 3c of Enclosure 3 of this issuance. The Secretary concerned establishes specific criteria for retention of AGR personnel on completion of any probationary period that has been established.
 - d. Assign AGR members to validated RC Selected Reserve positions that are compatible with their military grades and skill codes.

- e. Conduct an annual review of the number and category of FTS members to fulfill the reporting requirements established in section 10216(c) of Reference (d).
- f. Fill all FTS positions that do not require military FTS personnel only with CIV personnel or NDSTs.
- g. Establish policy for implementing MT military leave in accordance with section 6323(d) of Title 5, U.S.C. (Reference (e)), ensuring that such policy applies equally to all MTs.
- h. Implement the technician retirement and separation provisions of section 10218 of Reference (d) and section 709 of Title 32, U.S.C. (Reference (f)).
- i. Establish policy to limit the number of NDSTs in accordance with section 10217 of Reference (d).

ENCLOSURE 3

PROCEDURES

1. FTS PROGRAM GOALS. An FTS force will be established that is capable of ensuring the accomplishment of these RC readiness goals:

- a. Mobilizing and enhancing the deployability of RC units and personnel.
- b. Achieving established unit readiness and deployability standards.
- c. Training Selected Reserve personnel in their military occupations to ensure their skill qualification and readiness.
- d. Recruiting and manning RC units.
- e. Maintaining unit equipment, facilities, supplies, and records.
- f. Providing RC advice, expertise, and liaison to AC activities, the Secretaries of the Military Departments, the Joint Chiefs of Staff, the Combatant Commanders, the Secretary of Defense, and the Secretary of Homeland Security; and, assisting in the development of policy and procedures affecting the RCs.
- g. Providing AC experience, advice, doctrinal expertise, and liaison to RC units.
- h. Supporting Total Force integration initiatives and RC missions.

2. FTS MANAGEMENT

a. Centralized administrative and operational headquarters and support functions will employ FTS personnel consistent with RC readiness requirements, DoD manpower requirements determinations, applicable laws, and fiscal and manpower constraints in order to:

(1) Structure organization to function efficiently and at the most cost-effective manning level.

(2) Maximize the readiness of the units they support.

b. AGR, MT, and AC personnel will be assigned or attached to designated FTS billets. Personnel so assigned or attached will meet mobilization and deployment standards, and will mobilize and deploy according to the procedures in paragraphs 4c and 4d of this enclosure.

c. FTS positions requiring current military expertise, as determined by the Secretary concerned, will be filled by AGR, MT, or AC personnel. Other FTS positions not requiring current military expertise will be filled by CIV personnel or NDST personnel.

d. Supervisory authority for FTS members will correspond to military operational lines of authority.

e. AC personnel, who are assigned to support RC units, must possess expertise and recent experience in AC training and doctrine prior to providing advice, liaison, management, administration, training, and support to the RC.

3. AGR MANAGEMENT

a. AGR personnel will be assigned duties as described in sections 101(d)(6), 10211, and 12310 of Reference (d) and section 328 of Reference (f). These assignments may include providing instruction or training to Service members on active duty, members of foreign military forces, DoD contractor personnel, and DoD civilian employees as long as such additional duties do not interfere with the performance of the duties as outlined in section 101(d)(6) of Reference (d).

b. AGR programs in each Military Service will be administered as career programs that may lead to a military retirement after attaining the required years of active federal service.

(1) Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Secretary concerned.

(2) A probationary period will not exceed 6 years. Continuation beyond the initial probationary period, or service in AGR status for more than 6 years, constitutes retention and will require subsequent management under a career program.

c. AGR personnel will be counted against authorized Selected Reserve end strength as authorized by the Congress each year for their respective RC, against the authorized end strengths for RC members on active duty or full-time National Guard duty in support of the RC; and, if applicable, against congressional authorizations for the grades of E-8, E-9, O-4, O-5, and O-6 in accordance with sections 12011 and 12012 of Reference (d).

4. MT MANAGEMENT

a. MTs will, as a condition of their civilian employment, maintain dual status as members of the Selected Reserve of the RC by which employed and will remain qualified in both their civilian and military positions. Pursuant to 10216 of Reference (d), MTs will:

(1) Maintain membership in the RC unit in which they are employed as an MT, or a RC unit in which they are employed as an MT to support. Army Reserve and Air Force Reserve

non-unit MTs must maintain membership in the Selected Reserve of the RC by which they are employed. Exceptions to the unit membership requirement may be granted pursuant to section 10216(d) of Reference (d).

(2) Be eligible for retention up to the age of 60, provided they continue to meet the requirements of dual status, so as to permit them to attain eligibility for an unreduced annuity.

b. Loss of Selected Reserve membership by an MT will result in removal from the MT program in accordance with section 10216 of Reference (d) and section 709 of Reference (f).

(1) If an MT loses dual status as the result of a combat-related disability, as defined in section 1413a of Reference (d), the MT may be retained as a NDST in accordance with section 10216(g) of Reference (d) so long as:

(a) The combat-related disability does not prevent the individual from performing the NDST functions or position.

(b) The individual, while a NDST, is not disqualified from performing the non-dual status functions or position because of performance, medical, or other reasons.

(2) A person so retained will be removed not later than 30 days after becoming eligible for an unreduced annuity and becoming 60 years of age.

c. MTs will be called or ordered to active duty with the unit to which they are assigned in a military capacity when such units are activated. During inactive duty training and annual training, MTs will perform training in their assigned military position. MTs will not perform their civilian duties during such training unless their civilian and military duties are identical.

d. MTs participating in unit deployments, in support of national emergency or in direct support of contingency operations, or operations support in hostile fire or imminent danger areas outside the United States, its territories, and possessions will perform those operations that provide support in a military status.

e. MTs will be used to maximize readiness, and priority for unit or organization resourcing will be given to high-priority units and early-deploying units in accordance with section 10216 of Reference (d).

f. In accordance with section 10216 of Reference (d), and except as otherwise required by law, MTs will be:

(1) Managed as a separate category of dual-status civilian personnel.

(2) Exempt from any requirement for reductions in force for DoD civilian personnel.

(3) Reduced only as a direct result of military force structure reductions.

5. NDST MANAGEMENT. NDSTs:

- a. Will be managed and accounted for as a separate category of FTS.
- b. Will not be identified and accounted for as MT positions requiring dual-status incumbents.
- c. Will be identified and accounted for by the Secretary concerned as NDST positions unless otherwise permitted in law. An NDST temporarily filling a vacancy created by a mobilized MT pursuant to section 10217(d) of Reference (d) does not count against congressionally mandated ceilings as established in section 10217(c) of Reference (d).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
AGR	Active Guard and Reserve
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CIV	federal civilian employee
DoDI	DoD Instruction
FTS	full-time support
MT	military technician
NDST	non-dual status technician
RC	Reserve Component
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

FTS personnel. Personnel assigned to organize; administer; instruct; recruit and train; maintain supplies, equipment, and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in References (d), (e), and (f). There are five categories:

AC personnel. AC members paid from AC military personnel appropriations assigned or attached to RC organizations or units by their respective Service to provide advice, liaison, management, administration, training, and support as a category of FTS. AC personnel who mobilize with the RC unit to which assigned are counted as part of the RC trained strength in units, but are not included in the Selected Reserve Strengths.

AGR. Defined section 101 of Reference (d).

CIV. A federal employee filling a position designated to provide administration, training, maintenance, and recruiting support to the RCs. Membership in the Selected Reserve is not a condition of CIV employment.

MT (dual status). A civilian employee who is employed in accordance with section 3101 of Reference (e) or sections 709(a) and (b) of Reference (f) and is assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the maintenance of equipment and supplies in support of the Selected Reserve. The civilian is also required to maintain membership in the Selected Reserve as a condition of employment.

NDST. A civilian employed as a technician before November 18, 1997, and not required to maintain membership in the Selective Reserve, pursuant to any of the authorities specified in section 10217 of Reference (d), or section 709 of Reference (f).

Secretary concerned. A Secretary of a Military Department (or the Secretary of Homeland Security with respect to the Coast Guard when it is not operating as a Service in the Navy).