



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

September 8, 2015

Change 1, August 11, 2016

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
ASSISTANT SECRETARIES OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DoD FIELD ACTIVITIES

SUBJECT: Directive-type Memorandum (DTM) 15-005 – Pilot Programs on Career Flexibility to Enhance Retention of Service Members

References: See Attachment 1

Purpose. This DTM:

- In accordance with the authority in DoD Directive 5124.02 (Reference (a)), establishes policy, assigns responsibilities, and provides procedures for implementation of section 533 of Public Law 110-417, also known as “the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009,” (Reference (b)), which authorizes the Secretary of each Military Department to implement a Career Intermission Pilot Program (CIPP) for members of the Regular Components and members on active Guard and Reserve duty. The CIPPs will determine if retention can be enhanced by permitting inactivation from active duty and providing greater flexibility in career paths of Service members. ~~This program is limited by statute to not more than 20 officers and 20 enlisted members of each Military Service during each calendar year from 2009 through 2019~~

- Cancels the Under Secretary of Defense for Personnel and Readiness Memorandum (Reference (c)).
- Is effective September 8, 2015; it will be converted into a new DoD instruction. This DTM will expire effective September 8, 20167.

Applicability. This DTM applies to OSD, the Military Departments, 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.

Policy

- The Military Departments have discretionary authority to conduct CIPPs. Should the Secretaries of the Military Departments choose to use this authority, the programs developed will have the appropriate oversight and analytical rigor and use an evaluation methodology to determine if the CIPP authority provides an effective means to enhance the retention of Service members as prescribed in Reference (b).
- CIPPs established by Military Departments will be in accordance with Reference (b) and this DTM.

Responsibilities

- Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs:
 - Monitors compliance with this issuance and provides implementing guidance, as appropriate.
 - Oversees the CIPPs.
 - Submits to the congressional defense committees a final report on the CIPPs conducted in accordance with this DTM by March 1, 2023. The report must be in accordance with Reference (b).
 - Ensures that any reports or follow-on policies are appropriately created, maintained, and disposed of in accordance with DoD Instruction 1336.08, DoD Instruction 5015.02, and Administrative Instruction 15 (References (d), (e), and (f)).
- The Secretary of each Military Department implementing a CIPP:

- Ensures that their Department's CIPP is in accordance with Reference (b) and this DTM.
- *Determines the number of Service members who may participate in the program.*
- Submits to the congressional defense committees a report on CIPP implementation and its current status by June 1, 2017 and June 1, 2019. The report must be in accordance with Reference (b).
- *Submits annual reports to Office of the Under Secretary of Defense Personnel and Readiness by June 1 of each year starting on June 1, 2016, through June 1, 2022.*
- Ensures that any reports or associated documents are maintained and disposed of in accordance with References (d), (e), and (f).

Procedures. See Attachment 2.

Information Collection Requirements. The CIPP annual report, referred to in Attachment 2 of this DTM, has been assigned report control symbol DD-P&R(A)2578 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (g)).

Releasability. **Cleared for public release.** This DTM is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.



Brad R. Carson
Acting Under Secretary of Defense
for Personnel and Readiness

Attachments:
As stated

ATTACHMENT 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), June 23, 2008
- (b) Section 533 of Public Law 110-417, "Duncan Hunter National Defense Authorization Act for Fiscal Year 2009," October 14, 2008, as amended
- (c) Under Secretary of Defense for Personnel and Readiness Memorandum, "Pilot Programs on Career Flexibility to Enhance Retention of Service Members," February 4, 2009 (hereby cancelled)
- (d) DoD Instruction 1336.08, "Military Human Resource Records Life Cycle Management," November 13, 2009
- (e) DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015
- (f) Administrative Instruction 15, "OSD Records and Information Management Program," May 3, 2013
- (g) DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, *as amended*
- ~~(h) Title 37, United States Code~~
- ~~(i) Title 10, United States Code~~
- ~~(j) Section 3319 of Title 38, United States Code~~
- ~~(j) Title 37, United States Code~~
- (k) DoD Instruction 1310.01, "Rank and Seniority of Commissioned Officers," August 23, 2013

ATTACHMENT 2

PROCEDURES

Each CIPP must include, at a minimum, these statutory and policy requirements.

a. Conditions of Release. Each Service member participating in a CIPP must sign a written agreement with the Secretary of the Military Department concerned agreeing to accept an appointment or enlist, as applicable, and serve in the Ready Reserve during the period of inactivation from active duty. This document and other related documents must be included in the Service member's official military personnel file.

b. Procedures and Standards During Inactivation. The written agreement must include inactive duty training requirements, as determined by the Secretary of the Military Department concerned, in order to maintain the Service member's skills, professional qualifications, and physical readiness standards.

c. Obligation in Exchange for Program Participation. The written agreement must include the participant's legal obligation to serve 2 months as a member of the Military Service concerned on active duty for each month of inactivation as a participant in the CIPP. *For Service members approved for CIPP participation who are under an agreement upon entry onto active duty, their CIPP obligation will be served after they have completed the contractual active duty service obligation incurred as a result of their agreement to enter active duty service.*

d. Informed Decision to Participate. The Secretary of the Military Department concerned will establish procedures to ensure the Service member is thoroughly counseled on the changes required by Reference (b) to benefits, compensation, medical care, etc., associated with participation in any CIPP in accordance with this DTM. This counseling must be conducted and documented in the Service member's official military personnel file.

~~e. Limitations on Eligible Members. A Service member is not eligible to participate in a CIPP during any period of service required of the Service member:~~

~~(1) Under an agreement upon entry of the Service member on active duty; or~~

~~(2) Due to the Service member receiving a critical skills retention bonus pursuant to section 355 of Title 37, United States Code (Reference (h)), based on his or her qualification in a critical military skill or assignment to a high priority unit.~~

~~f. Effect of Inactivation.~~

~~(1) The Secretary of the Military Department concerned will specify in the CIPP agreement with the participating Service member the period of inactivation from active duty. The inactivation period must not exceed 3 years.~~

(2) The Secretary of the Military Department concerned will ensure participating members are properly accounted for with the Defense Manpower Data Center as a loss from active end strength and a gain to the Individual Ready Reserve end strength.

(3) The Secretary of the Military Department concerned will ensure an “on active duty” condition is added to the record in Defense Enrollment Eligibility Reporting System for all participating Service members.

(4) Any Service member’s period of CIPP participation will not count toward eligibility for retirement or transfer to the Ready Reserve in accordance with chapter 367, 571, 867, or 1223 of Title 10, United States Code (Reference (ih)).

(5) Any Service member’s period of CIPP participation will not count toward computation of retired or retainer pay under chapter 71 or 1223 of Reference (ih).

(6) A Service member in a joint duty assignment list position who separates from military service to participate in a CIPP before completing a full tour of duty as required by section 664 of Reference (ih) will be awarded accrued joint credit for time served in the joint duty assignment.

(7) Any service by a Reserve officer while participating in a CIPP will be excluded from computation of the officer’s total years of service pursuant to section 14706(a) of Reference (ih).

gf. Education Benefits. Service members are not eligible for tuition assistance while in the Individual Ready Reserve. Time in the Individual Ready Reserve does not count toward eligibility for benefits under section 3319 of Title 38, United States Code, also known as and referred to as the “Post 9-11 GI Bill,” (Reference (ji)) benefits; however, Service members already entitled to Post 9-11 GI Bill benefits may use them while in the Individual Ready Reserve.

hg. Pay and Allowances. Pay and allowances will be in accordance with Reference (b). Specifically:

(1) Service members are entitled to:

(a) Monthly basic pay in an amount equal to 2/30ths (or 1/15th) of the monthly basic pay to which the Service member would otherwise be entitled under section 204 of *Title 37, United States Code* (Reference (hj)) as a Service member on active duty in the grade and with the years of service the Service member²s had when participation in a CIPP commenced; and

(b) Travel and transportation allowances authorized by section 404 of Reference (hj) for travel from the Service member’s residence at the time of release from active duty (to participate in ~~the~~ CIPP program) to the location in the U.S. designated by the Service member as his or her residence during participation in a CIPP and for travel at the end of the

Service member's participation in a CIPP to the active duty assignment location designated for the member.

(2) Service members are not authorized special or incentive pay or bonus payments while participating in a CIPP. However, the inactivation of a Service member participating in a CIPP will not be treated as a failure of the Service member to perform any period of service required by a special incentive or bonus agreement.

(3) Upon the return of a Service member to active duty after completion of participation in a CIPP:

(a) Any agreement entered into by the Service member under chapter 5 of Reference (~~h~~*j*), for the payment of a special or incentive pay or a bonus that was in force when the Service member commenced participation in the CIPP will be revived, with the term of such agreement being the period of the agreement remaining when the Service member commenced participation in the CIPP, unless the special or incentive pay or bonus is no longer authorized by law or the Service member does not satisfy the eligibility criteria for the special or incentive pay or bonus in effect at the time the Service member returns to active duty.

1. Any service required of a Service member for the payment of a special or incentive pay or a bonus after CIPP participation will be in addition to the legal obligation to serve 2 months as a member of the Military Service concerned on active duty for each month of inactivation as a participant in the CIPP.

2. Any service required of a Service member for the payment of a special or incentive pay or a bonus after CIPP participation will be performed prior to performing the additional obligated service incurred as a participant in the CIPP.

(b) Any special or incentive pay or bonus will be payable to the Service member in accordance with the terms of the agreement concerned for the period of time remaining when the Service member commenced participation in the CIPP unless:

1. The special or incentive pay or bonus is no longer authorized by law at the time the Service member returns to active duty.

2. The Service member no longer satisfies the eligibility criteria for the special or incentive pay or bonus. In such cases, the Service member will be subject to the requirements for repayment of the unearned portion of the special or incentive pay or bonus in accordance with the terms of the Service member's special or incentive pay or bonus agreement.

3. The special or incentive pay or bonus ceases being authorized by law during the term of the revived agreement.

ih. Medical and Dental. Medical and dental care will be in accordance with Reference (b). Specifically, a Service member, while participating in a CIPP, will be treated as a

member of a Military Service on active duty for a period of more than 30 days for purposes of the entitlement of the Service member and the Service member's dependents to medical and dental care under the provisions of chapter 55 of Reference (ih).

ji. Funding. Pay and allowances authorized under Reference (b) for Service members participating in a CIPP will be budgeted and funded in the active component military personnel appropriations or, in the case of Active Guard Reserve members, from reserve component military personnel appropriations of the Military Department conducting the CIPP. Medical and dental care authorized in Reference (b) will be funded in the Defense Health Program appropriation.

kj. Entitlements. Participating Service members will maintain commissary; morale, welfare, and recreation; and exchange benefits.

hk. Promotion. Service members participating in a CIPP are not eligible for consideration for promotion.

(1) The Secretary of the Military Department concerned will adjust the date of rank of an officer returning to active duty following CIPP participation in accordance with section 4 of DoD Instruction 1310.01 (Reference (k)).

(2) An officer returning to active duty will be eligible for consideration for promotion when officers with the same adjusted date of rank and of the same competitive category, grade, and seniority are eligible.

(3) Eligibility for consideration for promotion of an enlisted Service member returning to active duty following CIPP participation will be based on time in grade and any other requirements prescribed by the Secretary of the Military Department concerned in that Department's CIPP regulation.

ml. Program Progression. In order to monitor this program's progression, each Military Department implementing a CIPP is required to submit to the Office of the Under Secretary of Defense for Personnel and Readiness by June 1 of each year a report including, at a minimum:

(1) The number of CIPP applicants (current year and total since program inception).

(2) The number of applicants approved for participation in the CIPP (current year and total since program inception).

(3) The demographics of applicants (i.e., male or female; officer or enlisted).

(4) The career fields of applicants.

(5) The applicant's reasons for requesting CIPP participation.

- (6) The length of inactivation requested.
- (7) The length of inactivation approved.
- (8) The number of participating members returned to active duty during the calendar year (current year and total since program inception).
- (9) The criteria used to select individuals for participation in CIPP.
- (10) An assessment of the CIPP, including an evaluation of whether:
 - (a) The authorities for the CIPP provide an effective means to enhance the retention of participant Service members possessing critical skills, talents, and leadership.
 - (b) The career progression of participant Service members has been or will be adversely affected.
 - (c) The CIPP is useful in responding to the personal and professional needs of individual Service members.
- (11) Recommendations for legislative or administrative actions for the modification or continuation of the CIPP.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CIPP Career Intermission Pilot Program

DTM Directive-type Memorandum