

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1900.1C

11-7-72

SUBJECT: NATIONAL DEFENSE EXECUTIVE RESERVE

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1. PURPOSE. This order prescribes policy and procedures for the establishment and administration of the National Defense Executive Reserve (NDER) within the Department of Transportation (DOT).
 2. CANCELLATION. DOT 1900.1B, National Defense Executive Reserve of 2/27/70.
 3. AUTHORITIES.
 - a. Defense Production Act of 1950, as amended (authorizes the establishment and training of a NDER).
 - b. Executive Order 11179, September 24, 1964 (establishes the NDER and assigns administrative and coordination responsibilities to the Director, Office of Emergency Preparedness (OEP)).
 - c. OEP Circular 9700.2B, May 9, 1972. (Provides policies, standards, and procedures for carrying out the National Defense Executive Reserve program.)
 4. DEFINITIONS.
 - a. The NDER is an organization composed of executives with managerial, professional, and technical expertise selected from the civilian sector who can report for duty with the Federal Government on short notice.
 - b. An Executive Reservist is a person designated by proper authority as a member of the NDER.
 5. BACKGROUND.
 - a. History has recorded an urgent need during periods of major national emergencies for significant augmentation of the Federal capability to provide program and policy guidance in all facets of the national economy and to develop and administer controls over key resources in order to maximize their utilization in the overall national interest.

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|---------------|---|------|----------------|
| DISTRIBUTION: | All Secretarial Offices | OPI: | Office of |
| | All Operating Administrations | | Emergency |
| | National Transportation Safety Board (info) | | Transportation |
| | Regional Emergency Transportation Coordinators | | |
| | Director, Office of Emergency Preparedness (info) | | |

Much of the executive talent to direct and manage these emergency needs has traditionally been drawn from industry and other non-government sources. The processes of recruitment, training, and organization have been largely conducted after the emergency has been declared. Our relative isolation and freedom from direct war damage has heretofore permitted this approach. Modern nuclear and space technology, however, require a much higher degree of advance preparedness. Plans must be developed, refined, and kept updated for all agencies having emergency responsibilities. Organizations, procedures, staffing and training must be provided for in significant detail. Executives (and other personnel) must be recruited, oriented, and trained in advance to augment or to serve as replacements for permanent Federal Agency staff.

- b. In recognition of this need the Defense Production Act of 1950 has authorized "the establishment and training of a nucleus executive reserve for employment in executive positions in the Government during periods of emergency." The President, by his Executive Order 11179, directed that "there shall be in the Executive Branch of the Government a National Defense Executive Reserve composed of persons selected from various segments of the civilian economy and from government for training for employment in executive positions in the Federal Government in the event of the occurrence of an emergency that requires such employment." The Order further provides that the Director of OEP shall administer the program, coordinate its execution, establish standards, approve candidates, and issue necessary rules and regulations. It further authorizes the heads of departments or agencies of the Government to establish units of the NDER within their departments or agencies and prescribes certain conditions of appointment and service.
- c. Public Law 89-670 creating DOT provides, among other things, that "the Secretary ... shall ... exercise leadership ... in transportation matters affecting the national defense and those involving national or regional emergencies." The National Plan for Emergency Preparedness provides for major emergency transportation functions to be performed by various members of the staff and the operating administrations of the Department. Implementation of these emergency requirements requires certain standby augmentation of normal staffing capability. The NDER provides a vehicle for satisfying at least a part of this need. This order provides guidance and direction for a unit of the NDER within the Department.

6. GENERAL POLICIES.

- a. Under authority of Executive Order 11179 and in coordination with the Director of the Office of Emergency Preparedness, the Secretary has established a unit of the NDER to provide a reservoir of executive

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talent for Government service in the event of an emergency requiring their employment.

- b. The DOT unit of the NDER consists of sub-units of the NDER established as authorized by the Secretary upon the recommendation of a Secretarial Officer or the head of an operating administration.
- c. Each NDER sub-unit within DOT shall be described by an approved emergency organization chart, functional descriptions, and manning tables related, as appropriate, to the existing sponsoring element organization and augmentation plans.
- d. All activities of the DOT Units of NDER, and the activities of individual Executive Reservists, shall be conducted in a manner to affirmatively assure equality of opportunity for all persons and avoid even the appearance of discrimination because of race, color, religion, sex or national origin.
- e. A senior official of each proponent element of the Department shall be designated to direct its NDER activities.
- f. The number of Executive Reservists shall be limited to those for which mobilization requirements have been established and approved under the procedures outlined in Attachment 1 to this order. In determining the size of each complement consideration shall be given to:
 - (1) other personnel resources expected to be available;
 - (2) staffing in depth for each key mobilization billet or area; and,
 - (3) geographic dispersion of Executive Reservists selected.
- g. All designations or redesignations of members to the National Defense Executive Reserve within the Department shall be made by the sponsoring Administrator or Secretarial Officer in the name of the Secretary and shall be for a specific term not to exceed three years unless sooner terminated by the individual or the Department.
- h. Transfer of an Executive Reservist may be effected from one NDER unit to another if the Secretarial Officer and/or operating head concerned have jointly determined that such action is in the best interests of the Government and if the Executive Reservist concurs in the transfer.
- i. Termination of an Executive Reservist's designation shall occur when he has indicated he no longer desires to serve, when his services are no longer required, or when his term expires (unless redesignated in accordance with applicable procedures).

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7. RESPONSIBILITIES.

- a. The NDER program within the Department of Transportation shall be conducted under the general direction of the Assistant Secretary for Administration within policies, standards and procedures promulgated by the Office of Emergency Preparedness. Overall coordination will be effected by the Director of Emergency Transportation with administrative support from other staff offices of the Department as appropriate.
- b. Secretarial Officers and heads of operating administrations shall be responsible for:
 - (1) determining the need for an NDER unit in their respective organizations and for recommending the establishment of units determined to be necessary;
 - (2) establishing qualification standards for selection of Executive Reservists for their respective units; and
 - (3) recruitment, administration, and training within the guidelines of this order (Attachment 1) and other proper authority.

8. INTERAGENCY LIAISON.

- a. The Assistant Secretary for Administration shall be responsible for all liaison with the Office of Emergency Preparedness in connection with the NDER Program.
- b. The Assistant Secretary for Administration or his designee or designees, shall represent the Department on the Interagency NDER Committee. He may invite other Departmental representatives to assist him in liaison with the Committee.

9. ADMINISTRATIVE PROCEDURES are delineated in Attachment 1.

- 10. REPORTS. Departmental elements having NDER units will provide the Assistant Secretary for Administration with such reports as are required to fulfill responsibilities for coordinating the NDER Program within the Department.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration

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ATTACHMENT 1. ADMINISTRATIVE PROCEDURES

1. PURPOSE. This attachment sets forth the administrative procedures to implement the NDER Program of the Department.
2. ESTABLISHMENT OF UNIT. To establish a unit of the NDER, or to change the complement of an established unit, the proponent Secretarial Officer or head of an operating administration will prepare a memorandum to the Assistant Secretary for Administration stating the need for the unit and its projected size, utilization, and general organizational structure (National and field elements).
3. GENERAL ADMINISTRATION. In the interests of practical operation and economy, the program shall be organized to utilize existing procedures, materials, information channels and existing staff to the maximum extent practicable.
4. RECRUITMENT AND APPOINTMENT.
 - a. Recruitment Sources. Reservists must be American citizens and, to the extent practicable, should be drawn from all geographical areas, from industry and business, from private and public institutions, and from other segments of the economy concerned with the major mobilization responsibilities of the respective Secretarial Office or operating administration.
 - b. Membership Limitations. Individuals with military reserve obligations and Government officials having emergency assignment shall not be considered for NDER membership. Similarly, elected public officials and persons campaigning for elective public office shall not be considered because of the obligation they have (or would have if elected) to their constituencies.
 - c. Discussions with Prospective Candidates. The purpose, organization, and functions of the NDER may be discussed with prospective candidates of the NDER but no commitment as to membership shall be made until after preclearance procedures, defined in paragraph 4h below, have been satisfied.
 - d. Equal Opportunity. Affirmative action is required to assure that membership in NDER is open to all persons, otherwise qualified, regardless of race, color, religion, sex or national origin.
 - e. Age Restriction. In keeping with the mandatory age of Federal service retirement, persons who are age 70 or above are ineligible for NDER membership. In addition, membership shall not be offered when that

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age would be reached during any proposed term. In unusual circumstances, the Director of OEP may grant an exception to the age rule upon request of the sponsoring department or agency.

- f. Experience Qualification. Each prospective Executive Reservist must possess the managerial experience of particular professional or technical qualification or skill required by the emergency assignment. A record of experience and qualifications shall be maintained in the Executive Reservist's personnel file.
- g. Manning Tables. Designation shall be made only against approved manning tables and functional descriptions which are in turn based on emergency functions.
- h. Preclearance. Before proceeding with actual recruitment of a nominee for the NDER certain preclearance actions are required. These shall consist of a telephone check with the OEP NDER Coordinator to determine whether the prospect may already be an Executive Reservist with another agency or is a candidate therefor; a security name check with the appropriate DOT personnel security office; and approval of the individual by OEP.
 - (1) Preclearance with the OEP NDER Coordinator and Office of Investigations and Security, OST (or the personnel security office of the appropriate operating administration) shall be obtained directly by the proponent Secretarial Office or Operating Administration. In requesting the security name check the following information will be provided:
 - (a) Full name (no initials) of nominee;
 - (b) Date and place of birth;
 - (c) Residence address;
 - (d) Company name and address;
 - (e) If retired, last business affiliation; and
 - (f) Any additional pertinent background information.
 - (2) Upon favorable responses to the foregoing preclearance actions, the proponent element concerned shall cause the candidate to execute Items 1 through 14 of Form OEP 127 (Attachment 2). Sponsoring agency will then complete the applicable sections of the form and submit three copies through the Office of Emergency Transportation, OST, for signature of the Director as concurring official and transmittal to OEP for approval. Upon approval, Form OEP 127 will be returned to the originator via the Office of Emergency Transportation, OST.

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- i. Processing. Upon receipt of OEP approval, processing for formal recruitment and designation may proceed as follows:
 - (1) Obtain the formal consent of the candidate to serve as a member of the NDER by his execution of a Statement of Understanding (Attachment 3) signed by him and his employer.
 - (2) Have the candidate cleared for access to secret information in accordance with procedures set forth in Chapter XI, Order DOT 1630.2, DOT Personnel Security Handbook. This will include submitting the following documents in the number of copies indicated.
 - (a) Three copies of DOT F 1600.8, Personnel Security Action Request, or the equivalent operating administration form;
 - (b) Original and two copies of SF-86, Security Investigation Data for Sensitive Position; and
 - (c) One copy of SF-87, Fingerprint Chart (or equivalent FBI fingerprint chart).
 - (3) When all preclearances and processing actions have been taken, request for formal designation of the candidate shall be prepared by the appropriate member of the office or administration staff and forwarded to the head of the proponent element for final action in behalf of the Secretary. The memorandum of transmittal shall contain a statement to the effect that "all of the clearances and approvals required by Order DOT 1900.1C have been obtained." A suggested format for the transmittal memorandum is attached (Attachment 4). Accompanying the memorandum should be:
 - (a) a copy of SF-86 or equivalent document summarizing the candidate's qualifications;
 - (b) the official designation certificate (Attachment 5) signed by the Secretary;
 - (c) an appropriate letter addressed to the individual for the signature of the sponsoring Administrator or Secretarial Officer advising the Reservist of his designation by the Secretary and welcoming him into association with the Department. An example of such a letter is provided at Attachment 6. It may be adapted as desired.
 - (4) Before dispatch the certificate should be dated and annotated to indicate the period for which the appointment is made (not to exceed three years).

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- (5) Express appreciation by separate letter to the Executive Reservist's employer for making the employee available. A copy of the Executive Reservist's designation certificate should be included.
 - (6) Furnish information copies of the letter of designation to the OEP NDER Coordinator and to the Director of Emergency Transportation.
5. REDESIGNATION. Executive Reservists may, subject to the recommendation of the head of the proponent Secretarial Office or operating administration and the approval of the Director of OEP, be reappointed for succeeding terms in the following manner:
- a. Update all pertinent background information including business and home address and telephone, position title, name and address of employer, and organizations to which he belongs.
 - b. Obtain updated security name check.
 - c. Prepare and submit to the OEP Director, through the Director of Emergency Transportation, three copies of OEP Form 147, Notification of Redesignation of an Executive Reservist (Attachment 7).
 - d. When OEP approval has been received, certificate and letter of redesignation should be prepared in manner similar to original appointment; copies of the letter of redesignation should be furnished to the OEP NDER Coordinator and the Director of Emergency Transportation. An appropriate letter should also be sent to the Reservist's employer expressing appreciation for his continued support of the Reservist's activity in furtherance of the Department's preparedness program.
6. TRANSFER. An Executive Reservist may be transferred from one department or agency to another, subject to advance agreement between the department or agency and the concurrence of the member and his employer. The transferring department or agency shall notify OEP by memorandum in order that the Central NDER Register may be kept current.
7. TERMINATION. Membership in the NDER may be terminated at the discretion of the individual or of the proponent element. Such action requires written notice by the individual or the official terminating the service. A copy of the letter effecting termination will be furnished to OEP and OET.
8. EMERITUS. An Executive Reservist who has served with distinction and who is not redesignated because of the age rule or who resigns for that or some other compelling reason may be placed in an honorary, inactive membership. He shall be referred to as an "Executive Reservist Emeritus."

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The Emeritus title should be used with discretion and granted only to those who have actively participated in and contributed to the Department's preparedness program. Special Emeritus certificates (Attachment 8) are available from the Office of Emergency Transportation.

9. ASSIGNMENT AND TRAINING.

- a. Proponent elements should in all practicable cases give Executive Reservists specific relocation assignments.
- b. At the time of designation each Executive Reservist shall be issued a Federal Emergency Assignee Identification Card (SF-138 Rev.) by the sponsoring Secretarial Office or operating administration concerned. The card shall be recalled and cancelled if membership is terminated or transferred to another NDER unit. Security indoctrination and debriefing shall be accomplished as required by paragraph 9, Chapter XI, Order DOT 1630.2, Personnel Security Handbook.
- c. To keep their Executive Reservists fully informed on the mobilization plans affecting their emergency assignment, each element authorized a unit of the NDER shall conduct periodic orientation and workshop conferences both at the national and field levels, as appropriate, and supply the Executive Reservists with current information on the emergency plans of the departmental element to which he is assigned. Annual training programs of each sub-unit of the NDER within the Department shall be submitted to the Assistant Secretary for Administration for coordination and concurrence.
- d. Executive Reservists' non-emergency activities are limited to orientation and training for possible emergency assignment. Such training does not include advising, consulting, or acting in any matter pending before an operating administration, representing the Department in any capacity, or making any public appearance as an individual associated with the Department. Executive Reservists to be engaged in these latter activities should be appointed as temporary or intermittent employees under appropriate statutory authority. Under such employment, a Federal employee is subject to the conflict of interest statutes.
- e. To the extent that funds have been budgeted and are available, members of the NDER who are not full-time Government employees may be authorized transportation and per diem in lieu of subsistence while away from their homes or regular places of business for the purpose of participating in the NDER training program.

10. ACTIVATION AND APPOINTMENT. Each Executive Reservist will be provided with written instructions including information on his emergency assignment and how, when and where to report for duty. Executive Reservists

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shall not be called to active duty until the President has declared an emergency. However, sponsoring elements may issue standby orders authorizing all or selected Executive Reservists to report automatically for duty in the event of a surprise attack. Until the Executive Reservist reports to his duty station he shall not be considered an officer or employee of DOT with authority to act for the Department. Upon being called to duty, he will be appointed noncompetitively at the salary rate applicable at the time of appointment or under alternative compensation arrangements.

11. RECORDS.

- a. Each proponent element shall maintain a complete official file for each member of its NDER. In addition, it shall:
 - (1) furnish directly to the OEP NDER Coordinator, the Director of Emergency Transportation, and the security office concerned, copies of all letters effecting designations, redesignations, transfers, or terminations of Executive Reservists;
 - (2) forward to the appropriate relocation site:
 - (a) a copy of each letter of designation, redesignation, transfer or termination.
 - (b) a signed copy of SF 86, Security Investigations Data for Sensitive Position; and,
 - (c) a facsimile copy of DOT F 1600.8, Personnel Security Action Request;

12. REPORTS.

- a. At the close of each quarter the Department must report by telephone to OEP the number of active Executive Reservists on its rolls. To this end proponents of sub-units within the Department will make telephonic feeder report to the Office of Emergency Transportation by COB on the first working day of each quarter.
- b. On or before the tenth working day of June and December the Department must submit to OEP the anticipated NDER unit training program for the ensuing six months. Proponents of subordinate units will provide feeder information to the Director of Emergency Transportation by the close of the fifth working day. Information provided shall include identification of NDER unit; date(s) of meeting; location; and type of training planned.

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- c. On or before July 31 each year a comprehensive written report will be submitted to the Director, Office of Emergency Preparedness on Departmental NDER unit activities for the preceding year. The report will be prepared in accordance with written instructions to be issued by OEP by June 15 of each year. Information that may be called for is identified at paragraph 13b of OEP Circular 9700.2B, May 9, 1972. Appropriate records should be kept accordingly.
- d. Proponents of subordinate units within DOT shall further provide annually as of January 1 to the Director of Emergency Transportation, a complete roster of Executive Reservists on its rolls. They shall additionally, on a current basis, furnish information copies of announcements, minutes and reports of meetings and other activities of their Executive Reserve units.
13. FORMS. Forms prescribed by this directive are available as follows:

| <u>Number</u> | <u>Source</u> |
|---|--|
| OEP 127 | OEP NDER Coordinator |
| OEP 147 | OEP NDER Coordinator |
| SF 86 | GSA Supply Store |
| SF 87 | GSA Supply Store |
| SF 138 | Office of Investigations and Security, OST |
| DOT F 1600.8 | Office of Investigations and Security, OST |
| OST F 3250.2 | Office of Emergency Transportation, OST |
| Executive Reserve and Emeritus Certificates | Office of Emergency Transportation, OST |

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O.M.B. No. 116-R0224
Approval Expires 7-31-77

| | | | | | | |
|--|--|---|----|---|-----------------|---------------|
| BACKGROUND INFORMATION FOR CONSIDERATION OF MEMBERSHIP IN THE NATIONAL DEFENSE EXECUTIVE RESERVE | | The information requested is for consideration in connection with the National Defense Executive Reserve Program. Designation as a Reservist is subject to (1) the needs of the agency (2) approval of your employer by endorsement of a "Statement of Understanding"; (3) Execution of Appointment Affidavits; (4) satisfactory security clearance; and (5) approval by the head of the sponsoring agency. | | | | |
| Return original and 1 copy to: <i>(Sponsoring Agency)</i> | | Social Security Number | | | | |
| 1. Name <i>(Last) (First) (Middle)</i> | | 2. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 3. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married | | |
| Home Address <i>(City & State)</i> <i>(Zip)</i> | | 4. Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | 5a. Birthdate <i>(Month, Day, Year)</i> | | | | |
| | | 5b. Birthplace | | | | |
| 6a. Home telephone: Area Code Number | | 6b. Business telephone: Area Code Number | | | | |
| 7. Do you have any physical handicap, chronic disease, or other disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes," please describe)</i> | | | | | | |
| TO BE TYPED IN BY SPONSORING AGENCY | | Date of Request | | FOR OEP USE ONLY | | |
| Last Name First Initial | | | | Date of Designation, Redesignation | | |
| 8. Would you serve anywhere in the United States if called to active duty as an Executive Reservist? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "No," specify acceptable geographic area(s) in which you would be willing to serve.)</i> | | | | | | |
| 9. Do you have any obligation <i>(military, civil defense, etc.)</i> that might interfere with an Executive Reserve call-up? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes," describe)</i> | | | | | | |
| 10. High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| 11. Name of College or University | | Dates attended | | Major and other principal subjects | Degree received | Year received |
| | | From | To | | | |
| | | | | | | |
| 12. List below any activities and memberships such as CPA, bar membership, professional and learned societies, trade associations, etc. | | | | | | |
| 13. Previous GOVERNMENT experience <i>(Federal, State, or local)</i> , if any. Include WOC <i>(without compensation)</i> positions, but exclude Committee memberships. | | | | | | |
| From | | To | | Agency | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Applicant's signature <i>(sign in ink)</i> | | | | | Date | |

| | | | | |
|---|------------------------------------|----|---|------------------------|
| 14. EMPLOYMENT Experience <i>(Start with your PRESENT position and work back at least 5 years.) If more space is required, continue on a separate sheet of paper with your name at the top and give similar information.</i> | | | | |
| a. | Name and location of establishment | | Nature of business | |
| | | | Number of employees | |
| | | | You supervise: | In your establishment: |
| | Dates of employment | | Approximate annual salary or earnings | |
| | From | To | <input type="checkbox"/> Under \$15,000 <input type="checkbox"/> \$15,000 - \$19,999 <input type="checkbox"/> \$20,000 - \$25,000 <input type="checkbox"/> Over \$25,000 | |
| | | | | |
| | Present | | | |
| | Title of your position | | Name and title of your supervisor | |
| Description of work | | | | |
| b. | Name and location of establishment | | Nature of business | |
| | | | Number of employees | |
| | | | You supervise: | In your establishment: |
| | Dates of employment | | Approximate annual salary or earnings | |
| | From | To | <input type="checkbox"/> Under \$15,000 <input type="checkbox"/> \$15,000 - \$19,999 <input type="checkbox"/> \$20,000 - \$25,000 <input type="checkbox"/> Over \$25,000 | |
| | | | | |
| | Present | | | |
| | Title of your position | | Name and title of your supervisor | |
| Description of work | | | | |
| Sponsoring Agency. <i>(Proposed NDER assignment including Position, Title, Dates and geographic location)</i> | | | | |
| ACTION BY OEP: Recruitment of candidate <input type="checkbox"/> approved <input type="checkbox"/> disapproved <input type="checkbox"/> <i>(See attached memo)</i> | | | | |
| Date of Preclearance Security Name Check | | | | |
| Requesting Official <i>(Name and title)</i> | | | | Date |
| Concurrence/Date | | | | |
| NDER Coordinator | | | | Date |



DEPARTMENT OF TRANSPORTATION
WASHINGTON, D. C. 20590
NATIONAL DEFENSE EXECUTIVE RESERVE

STATEMENT OF UNDERSTANDING

As an Executive Reservist in the Department of Transportation, I accept the following responsibilities:

I. In Time of Peace or International Tension

I agree to:

- (1) Maintain close liaison with the part of the Government to which I am assigned.
- (2) Attend called training meetings or courses whenever possible.
- (3) Attend war games or exercises where possible.
- (4) Participate in the review of mobilization plans and programs.
- (5) Give prompt advice of change at home address or employment.

II. In Time of Limited War

- a. I agree to be immediately available for full-time employment through the Department of Transportation unit of the National Defense Executive Reserve in the event of full mobilization without attack on the United States.

- (1) It is understood that as a Reservist I may not be able to accept a call for full-time employment under conditions such as:

- (a) Change in status within my own organization.
- (b) Change in personal conditions.
- (c) Overriding needs for my assignment to some other activity either within or without my own organization.

- b. I agree to be responsible for keeping the Department of Transportation informed whenever I foresee any reason for not being able to serve.

III. In Time of General War

I agree to be immediately available for full-time employment through the Department of Transportation unit of the National Defense Executive Reserve in the event of attack on the United States.

IV. Compensation

In time of peace or international tension, I agree to serve as an Executive Reservist and hereby agree to waive any and all pay or compensation for such service for myself, heirs, and assigns. In time of limited war, I shall have the option of serving with compensation from the Government or on an uncompensated basis (with continued receipt of compensation from my private employer) provided that legal authority for such service then exists. In the event of general war, I shall have the option of serving with compensation from the Government or on an uncompensated basis (with continued receipt of compensation from my private employer) pending the establishment of regular personnel procedures for the emergency.

Reservist _____ Title _____
Print or type

Signature _____ Date _____

Approved:

Company or Organization _____

By _____ Title _____
Print or type

Signature _____

MEMORANDUM

Date _____

SUBJECT: ACTION - Designation of Executive Reservists

FROM: (Appropriate Staff Member)

TO: (Head of proponent Element)

Pursuant to provisions of DOT Order 1900.1C it is recommended that the following named individuals be (designated) (redesignated) as members of the National Defense Executive Reserve, _____
Unit, Department of Transportation:

Names (in full)

All of the clearances and approvals required by DOT Order 1900.1C have been obtained. Copies of Standard Form 86* providing background information on each nominee are attached.

Letters to transmit their Certificates of Designation are attached for your signature.

*or other acceptable background format may be used at the discretion of the approving authority



United States of America

DEPARTMENT OF TRANSPORTATION



REPOSING special trust and confidence in the
patriotism, fidelity, and ability of

I do hereby designate him a member of the
National Defense Executive Reserve.

SECRETARY OF TRANSPORTATION

(Letter Head)

Dear Mr.

It is with much pleasure that the Secretary has designated you as a member of the National Defense Executive Reserve of the Department of Transportation. Your official certificate of designation, which is for a term of three years, is enclosed.

As you know the National Defense Executive Reserve is composed of selected leaders drawn from the various segments of the national economy. To be so designated is both an honor and a responsibility. I congratulate you upon your willingness to participate in this program and your readiness to enter into responsible public service if and when called upon to do so in an emergency.

You are assigned to the _____ Unit. You will subsequently receive separate instructions concerning orientation, training, and participation.

I welcome you to association and activity with the Department of Transportation in the furtherance of this important facet of its emergency readiness responsibilities - the effective coordination and control of the use of our nation's civil transportation resources in support of the national need. I am confident that this association will prove interesting and challenging to you as well as beneficial to the emergency readiness of our country.

Sincerely,

Enclosure

(Head of proponent element)

Sample letter transmitting Certificate of Designation

| NATIONAL DEFENSE EXECUTIVE RESERVE NOTIFICATION OF REDESIGNATION OF EXECUTIVE RESERVIST | |
|---|--|
| TO: COORDINATOR, NDER OFFICE OF EMERGENCY PREPAREDNESS EXECUTIVE OFFICE BUILDING ANNEX WASHINGTON, D. C. 20504 | FROM: (Department or Agency and NDER Unit) |
| NAME AND ADDRESS: (Number, street, city, state, zip, telephone number including area code: | NAME OF COMPANY OR OTHER AFFILIATION & ADDRESS: (Number, street, city, state, zip, telephone number including area code) |
| DATE OF BIRTH: Month Day Year | BUSINESS OR PROFESSIONAL TITLE |
| LIST ANY CHANGES IN ORGANIZATIONS IN WHICH THE EXECUTIVE RESERVIST HAS MEMBERSHIP (Use reverse of form if necessary) | |
| NUMBER OF TRAINING SESSIONS ATTENDED OR TANGIBLE DEMONSTRATED INTEREST IN PROGRAM | |
| DATE OF REDESIGNATION | |
| APPROVING OFFICIAL: (Name and Title) | |



United States of America
DEPARTMENT OF TRANSPORTATION

I **N** recognition of his past participation in the
National Defense Executive Reserve
and his contributions to
national transportation preparedness
I do hereby designate

an Emeritus Member of the
National Defense Executive Reserve.

SECRETARY OF TRANSPORTATION