



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 1250.2C  
N5/N1C4  
12 Jun 2017

COMNAVRESFOR INSTRUCTION 1250.2C

From: Commander, Navy Reserve Force

Subj: EMPLOYER SUPPORT OF THE GUARD AND RESERVE

Ref: (a) DoD Instruction 1205.22 of 17 February 2017  
(b) DoD Instruction 7730.54 of 20 May 2011  
(c) DoD Instruction 1205.12 of 24 February 2016

1. Purpose. To provide information on Employer Support of the Guard and Reserve (ESGR) as addressed in reference (a).
2. Cancellation. COMNAVRESFORINST 1250.2B
3. Background. The Department of Defense (DoD) relies heavily on its Reserve Components (RC) to provide trained military personnel as an efficient and effective means to provide for the common defense. Accordingly, just as the individual Guardsmen/Reserve Sailors' families are key to the success of the Service members and their respective units, so are the employers of those Service members. The cooperation of the employers of our RC members in supporting time off for training and/or other military duties is crucial to unit/personnel readiness and ultimately our national security. The DoD established the National Committee for Employer Support of the Guard and Reserve (NCESGR) in 1972 to act as the lead agency within DoD whose charter it is to "gain and maintain" employer support. The NCESGR has 56 Field Committees (FC) which reside in several states, territories, districts, and is comprised of approximately 4,500 volunteers from all walks of life. These members are all former executives, senior government representatives, educators, active and retired military, etc., and are the front-line personnel in this effort.
4. Discussion. Despite the tremendous strides gained by ESGR, an enormous task remains. The U.S. Census Bureau estimates the total employer population in the U.S. at 7.4 million. The estimated number of those employers who employ members of the Guard and Reserve is 115,000. The estimated number of workplaces (i.e. plants, offices, stores, etc.,) where RC members work is approximately 235,000. These numbers are in a constant state of flux due to labor mobility and a dynamic business environment. Reference (b) requires the service secretaries to ensure Civilian Employer Information (CEI) accuracy and reporting. Limited in personnel and resources, ESGR FCs use CEI data to reach out to employers in a targeted, more efficient, and effective manner. It is a near impossible proposition to expect 4,500 volunteers to be able to reach out to every employer of our RC members. Help from the Active Components (AC) and RC is paramount.

A proactive outreach program on the part of national/local ESGR representatives, in coordination with respective service leadership from the unit commanding officer (CO) on up in order to reach the employers of our RC members is imperative to the success of this program. To this end, ESGR maintains several resources available to RC personnel:

a. The ESGR web site <http://www.esgr.mil> allows RC commanders and members to gain information on ESGR programs, employer outreach initiatives, educational materials, and employer awards.

b. A well trained group of ombudsmen reside in the states, territories, and districts who can efficiently mediate Uniformed Services Employment and Reemployment Rights Act (USERRA) concerns between RC members and their employers. The National ESGR Ombudsman call center may be reached at 1-800-336-4590.

c. ESGR personnel train and educate volunteers in each of the states, territories, and districts. Volunteers will reach out to employers of RC members in order to gain and maintain their support. Additionally, volunteers will reach out to and/or respond to RC unit requests for employer outreach information and events.

#### 5. Responsibilities and Action

a. Commander, Navy Reserve Force will:

(1) Encourage an environment of employer outreach within all subordinate commands.

(2) Provide support to ESGR efforts at the national, state, territory, and district levels. This may be in the form of providing office space and equipment where it is operationally feasible and mutually beneficial to both ESGR and the Navy.

(3) Per reference (b) ensure CEI requirements are adhered to by COs for their unit members. Updates to member CEI data should be done each time a member changes units, occupations, and/or at periodic intervals such as when the member updates or provides "Page 2" verification.

b. Echelon 5 and 6 Commanders and COs will:

(1) Appoint an ESGR point of contact per reference (c).

(2) Actively engage their respective local community leaders through speaking engagements at national conferences, state and local chamber of commerce meetings, Rotary Club luncheons, etc., as frequently as possible but at a minimum of once every year. The effect of, and motivation for, shall be:

(a) A greater understanding and importance of current/future AC/RC efforts in our national defense and how that may affect them.

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(b) To encourage continued support of those employers in our collective efforts.

(c) To ensure employers know and fully appreciate that they are vital to those collective efforts.

(3) Reach out to and maintain contact with local ESGR representatives on an ongoing basis in order to take advantage of ESGR programs designed to gain/maintain employer support. These include but are not limited to briefings with the Boss, Bosslifts (do not always have to be airborne in nature), Yellow Ribbon Reintegration Program, and employer outreach events (family day type events). Where units are located in geographically remote areas, coordinating employer events with other units and/or units of other services is most beneficial.

(4) With the two primary issues concerning employers of our RC members being “predictability” and “periodicity” of routine drills, training, and deployments, COs will ensure communication channels remain open and sensitive to employer concerns. Additionally, COs will ensure their unit members deal ethically with their employers and in the spirit of USERRA. Employers will be notified as far in advance as possible of plans to place members on orders so that the impact to the employer will be the least felt. Frequent two-way communication between the employer and the unit CO will go a long way toward heading off conflicts. Employers should be encouraged to contact the unit leadership anytime with issues of concern in order to resolve them before they become impediments to unit readiness and employer business success.

(5) Encourage their unit members to familiarize themselves with the ESGR web site. This will allow members to receive up to date information on the most current USERRA issues, ESGR employer outreach initiatives, and awards programs. Unit training on ESGR and USERRA should be conducted on a yearly basis at a minimum.

c. Each RC member shall:

(1) Educate themselves with USERRA, both in the word of the law and in its spirit.

(2) Familiarize themselves with the ESGR web site and its various programs, initiatives, and employer awards.

(3) Ensure the timely notification to their employer of pending drills, training, and deployments in order to mediate the negative impact of the member's absence.

(4) Update CEI information upon changing units, employment, and when updating and/or verifying “Page 2” information. Update CEI data at the following web site:  
<https://nsips.nmci.navy.mil>.

(5) Where employers or supervisors are providing support above what USERRA requires put those employers or supervisors in for the one or more of the various awards that are available through the ESGR web site.

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(6) Where the member's drilling site and/or gaining command is an AC command, educate and encourage employer support from the AC CO and resident leadership.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
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Deputy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://navyreserve.navy.mil>