

DEFENCE FORCE ORDER 09/2014

ESTABLISHMENT OF THE STANDBY RESERVE WITHIN THE ACTIVE RESERVE

Reference:

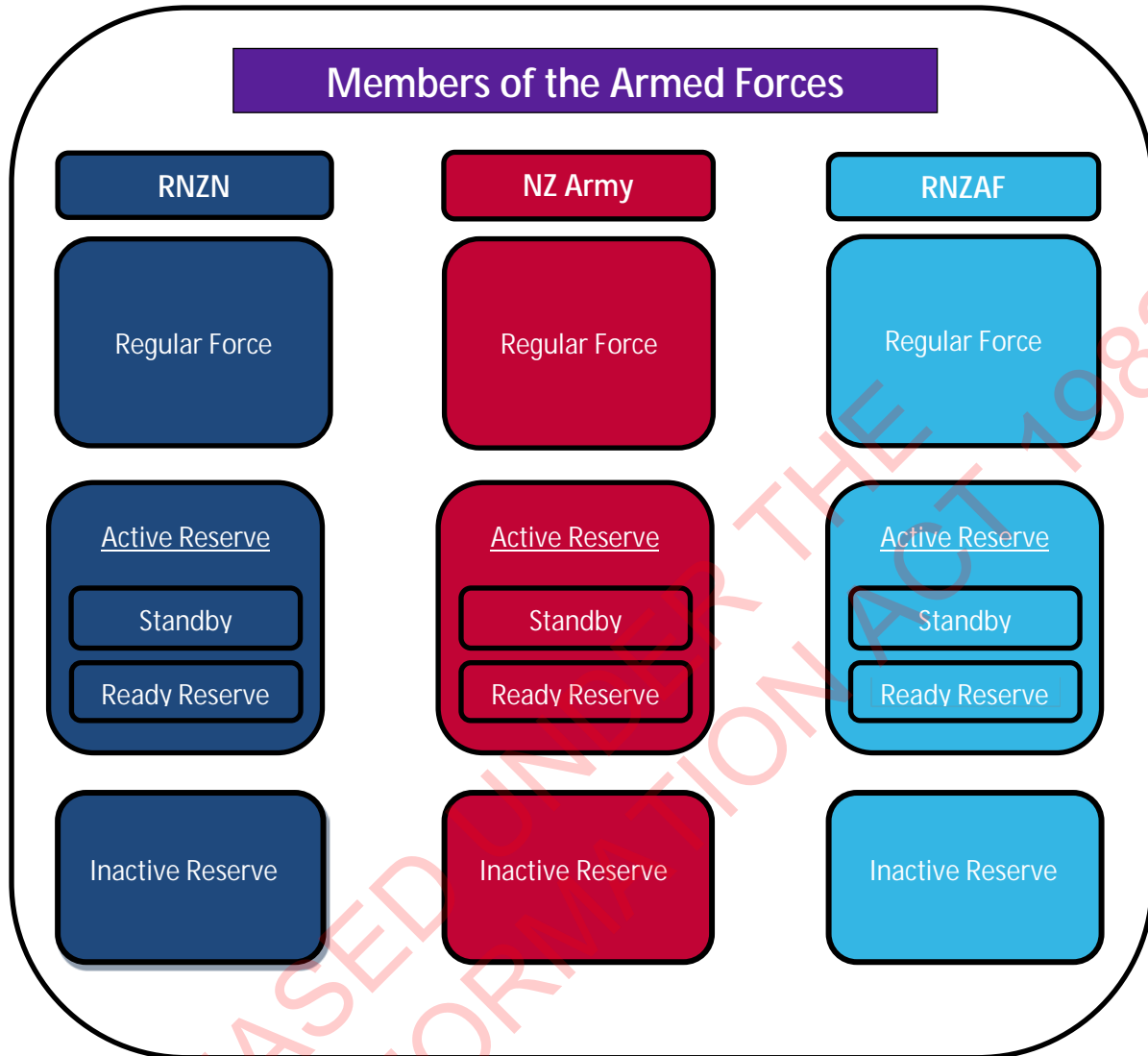
A. DFO 24/2007

Introduction

1. This Order directs the establishment of a Standby Reserve as a sub-category within the Active Reserve of each single Service. The concept of a Standby Reserve recognises that there is a significant outflow of skilled NZDF members who, on leaving the NZDF, sever their administrative links with the NZDF making re-engagement unnecessarily difficult and time-consuming. The Standby Reserve contributes towards the Total Defence Workforce within the NZDF as it facilitates flexible management of the NZDF workforce.
2. Standby Reserve conditions of enlistment and service will be the same as for members of the Active Reserve, except that they will not be required to undertake regular training or attendance.
3. The terminology used in this Order is as defined in DFO 24/2007 Strategic Intent for the Reserves. DFO 24/2007 allows the single Services to sub-categorise the Active Reserve for performance management purposes.

Intent

4. Currently, on leaving the NZDF a member's administrative links with the NZDF are severed. If an NZDF engagement opportunity arises, regardless of the length of that offer of service, the member must re-attest. This creates a significant administrative burden, particularly with regard to security clearances. The Standby Reserve will allow former Regular Force members to attest into the Active Reserve without having to commit to regular training. When the NZDF requires their skills, a Standby Reserve member may be made an offer of service and 'activated' with minimal administrative effort and delay.
5. The Standby Reserve provides a range of benefits to the NZDF. It allows the NZDF to stay connected with members who are trained and administratively ready to serve, thereby creating a pool of members who can be approached to provide subject matter expertise. It provides recruiters with a target audience, and allows the knowledge and experience of senior personnel to be retained. Furthermore, the NZDF will retain links with highly trained and experienced personnel who would historically take their NZDF gained skills to benefit civilian organisations.



Standby Reserve within the Active Reserve

Features of the Standby Reserve

6. The following are features of the Standby Reserve:
 - a. The NZDF retains a connection with qualified and experienced members. This is central to the success of the Standby Reserve.
 - b. The Standby Reserve is to be a standard sub-category of the Active Reserve for all Services. It does not preclude the single Services further sub-categorising the Active Reserve for management or control purposes.
 - c. The member remains enlisted in the NZDF on the Standby Reserve of the Active Reserve, thereby reducing the time and administrative effort required to 'activate' them when required.
 - d. The member is aware of work opportunities that arise for their skill set and experience, and will be readily visible to commanders and managers at all levels.

7. Members are held against Standby Reserve positions within SAP HCM. The posting of members between units for pay or administrative requirements is to be managed by single Services.
8. Single Service Chiefs or their delegate determines who is entitled to serve within the Standby Reserve of their Service. A single Service Chief or their delegate may decline an application to join the Standby Reserve of their Service.
9. A Standby Reserve member may be engaged for tasking by any NZDF unit or headquarters that requires his or her skills and experience, and has the necessary funds available to pay them.
10. Standby Reserve members should have no expectation of training, promotion or deployment.

Movement Into and Out of the Standby Reserve

11. Members may join the Standby Reserve as follows:
 - a. Reserve Force members currently posted to a different sub-category within the Active Reserve may be placed into the Standby Reserve by their service.
 - b. Reserve Force members currently posted to a different sub-category within the Active Reserve may request to join the Standby Reserve.
 - c. Regular Force members currently opt into the Active Reserve on release. Members under release action may be offered the opportunity to request a transfer to the Standby Reserve in preference to the Inactive Reserve.
 - d. A civilian may enlist into the Reserve Forces. After undergoing initial training they are posted to an appropriate Active Reserve position which may be in the Standby Reserve.
 - e. Former Regular Force members may join the Reserve Force and request to be posted to the Standby Reserve,
 - f. Former Reserve members may re-join the Reserve Force and request to be posted to the Standby Reserve.
 - g. Under certain circumstances, a member may be placed temporarily on the Standby Reserve, for example when on leave of absence or under release or discharge action.
12. Members may leave the Standby Reserve as follows:
 - a. on transfer to the Regular Force,
 - b. on transfer to a different sub-category of the Active Reserve,
 - c. on release at the member's request;

- d. on release at the end of the member's engagement with no further engagement being offered or accepted;
- e. on discharge, as initiated by the Service in accordance with DFO 4, Chapter 16; and
- f. on dismissal as a punishment imposed by a court-martial under Section 137 of the Armed Forces Discipline Act 1971.

Administration of the Standby Reserve

13. On engagement Standby Reserve members will be subject to the same conditions of service as other Active Reserve members.

14. As a sub-component of the Active Reserve, the Standby Reserve conditions of service common to all three services are:

- a. to be attested or remain attested and, therefore, subject to the Armed Forces Discipline Act 1971;
- b. to retain an ID card and uniform according to the appropriate single Service scale;
- c. to retain, maintain or gain an appropriate security clearance;
- d. to be prepared to undergo medical and physical clearances prior to engagement if required;
- e. to be held on the Standby Reserve in the substantive rank last held, pay remains in accordance with current Reserve remuneration policy;
- f. may remain on a Standby position in SAP HCM while undertaking employment within their parent unit, but if employed outside their parent unit a Standby Reserve member will be posted to an appropriate vacant position or temporary position as required;
- g. to receive medallic recognition for efficient service in accordance with current medallic regulations and warrants;
- h. performance reporting to be in accordance with the Active Reserve reporting requirements; and
- i. to have access to NZDF facilities, welfare opportunities and mess membership under single Service arrangements.

15. The Standby Reservist will:

- a. maintain up to date personal information within SAP HCM;
- b. maintain an appropriate security clearance through the NZDF at a level that will ensure utility at short notice;

- c. inform the NZDF of any changes to their personal circumstances that may affect their ability to be engaged; and
- d. register on the civil skills database, and maintain a current record of all relevant skills, trades, civilian qualifications and areas of expertise that may be of use to the NZDF.

16. Members will not normally be promoted; any promotion will be subject to performance and qualification. Efficient service for medallic recognition may only be considered for members who have completed NZDF official duty during the training year.

17. Single Service requirements and administrative procedures for Standby Reserve members are to be adjusted to enable them to be engaged anywhere in the NZDF if required.

Record of Engagement, Reporting and Review

18. Standby Reserve members will be used in a range of areas within the NZDF. It is important that a record of their engagement and effectiveness is maintained to ensure that their skills, experience and utility to the service can be tracked.

19. The completion of an Active Reserve or Regular Force engagement will give an opportunity to review and assess the skills, experience and utility to the service of each Standby Reservist.

Point of Contact

20. The point of contact for this Order is Director, Reserve Forces and Youth Development, HQ NZDF.

Staff Action

21. Single Services are to establish a Standby Reserve within their respective Active Reserve.

22. The Defence Personnel Executive is directed to establish Standby Reserve positions within SAP HCM as required by the single Services.

Dated at WELLINGTON this 5th day of November 2014.

Signed on original

T.J. KEATING

Lieutenant General

Chief of Defence Force