



Department of Defense INSTRUCTION

NUMBER 1235.12

February 4, 2010

Incorporating Change 1, April 4, 2012

USD(P&R)

SUBJECT: Accessing the Reserve Components (RC)

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)) and title 10, United States Code (U.S.C.) (Reference (b)), reissues DoD Instruction (DoDI) 1235.12 (Reference (c)) to establish policy, assign responsibilities, and prescribe procedures for ordering units and individual members of the RC to active duty as an operational force to support the national defense strategy across the full spectrum of military operations, including sustained operational missions, emergent contingency operations, and service during national emergencies or in time of war.

b. Incorporates and cancels Directive-Type Memorandum 08-047 (Reference (d)) *and Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum (Reference (e))*.

c. Implements Secretary of Defense Memorandum (Reference (ef)) and DoDD 1235.10 (Reference (fg)) for the RC alert/mobilization decision process in order to ensure a standardized approach that enhances the timely release of orders.

d. Implements Public Law 111-84 (Reference (h)) limitation on scheduling of mobilization or pre-mobilization training for reserve units at a temporary duty location that is outside the normal commuting distance of the unit when a suspension of training of at least 5 days is anticipated to occur or occurs.

2. APPLICABILITY. This Instruction:

a. 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, except as permitted in paragraph 2.f. of the front matter of this Instruction), 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 Department of Defense (hereinafter referred to collectively as the “DoD Components”).

b. Applies to the issuance of orders to active duty for the RC of the Military Services pursuant to sections 688, 12301(a), 12301(d), 12302, and 12304 of Reference (b). Additional policies and procedures governing the activation of the Standby Reserve and the Retired Reserve can be found in DoDI 1235.09 and DoDD 1352.1 (References (gi) and (hj)).

c. Applies to all actions taken within the two-step process of preparing the RC to execute contingency operations in support of national defense. Specifically:

(1) Activation procedures within the Department of Defense pursuant to Reference (b) by ordering RC members to active duty.

(2) Mobilizing actions taken after alert notification or order to active duty preparing RC units and individuals with the train-mobilize-deploy construct for sustained operational missions, emergent contingency operations, and service during national emergencies or in time of war.

d. Applies to mobilization for training pursuant to section 12302 of Reference (b).

e. Does not pertain to the order to initial active duty training (IADT) of members of the RC.

f. Does not apply to the order to active duty of Coast Guard Reservists by the Secretary of Homeland Security for emergency augmentation of regular Coast Guard forces during a serious natural or manmade disaster, accident, or catastrophe pursuant to section 712 of title 14, U.S.C. (Reference (ik)).

g. Applies to a call of the National Guard into Federal service in accordance with section 12406 ~~and~~ *or* chapter 15 of Reference (b).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. The RC provide an operational capability and strategic depth in support of the national defense strategy.

b. The decision to ~~activate~~ *utilize* RC forces, *entailing activation, employment, deactivation, and response to changes in operational requirements*, will adhere to the judicious and prudent use principles outlined in Reference (fg). In accordance with the guidelines, procedures, and exceptions of paragraph 4.d. of the front matter of this Instruction, Reference (fg), and Enclosures 2, 3, and 4 of this Instruction, the Department of Defense will maintain these standards for RC usage:

(1) Involuntary mobilization of RC forces for a maximum of 1 year at any one time. At Military Service discretion, this period may exclude individual skill training required for deployment and post mobilization leave.

(2) A dwell ratio of 1 to 5.

(3) The approval of a mobilization order 180 days prior to the mobilization date.

(4) The authorization of an alert notification up to 24 months prior to the mobilization date.

(5) A minimum of 30 days notification prior to involuntary mobilization to support emergent requirements.

(6) In crisis situations, some RC forces may be required immediately. The procedures in section 5 of Enclosure 4 of this Instruction will be used to determine if mobilization with less than 30 days notification is warranted. Most RC forces will be given 30 days advance notice to prepare to relieve and/or augment Active Component (AC) forces to sustain the response effort.

(7) The management of RC forces during changes to operational requirements will adhere to these principles:

(a) DoD Components will seek other missions for all RC units and members identified for mobilization.

(b) The Military Services will identify and make efforts to mitigate individual hardships for RC units and members who have mobilized or are within 90 days of mobilization.

(8) The Military Services shall avoid scheduling mobilization training or pre-mobilization training for a unit of the RC at a temporary duty location outside the normal commuting distance of the unit if a suspension of 5 calendar days or more of such training is anticipated to occur, pursuant to section 514 of Reference (h).

c. Each alert/mobilization requires four distinct actions: approval, coordination, notification, and release. Specific procedures and exceptions are outlined in Enclosure 4 of this Instruction.

(1) Except as authorized under paragraph 4.d. of the front matter of this Instruction, Secretary of Defense approval is required for all involuntary mobilizations with less than 180 days between mobilization order approval and the mobilization date, and for all mobilization requests when the unit or individual dwell ratio is less than 1 to 4.

(2) Coordination and notification of alert/mobilization requests occurs through the weekly Joint Mobilization Meeting, the Secretary of Defense Notification Matrix, or the Secretary of Defense Operations Book (SDOB).

(3) The Secretary of Defense, the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), or the Secretary concerned may approve alert/mobilization requests, depending on the nature of the request.

(4) The Secretary concerned may release alert/mobilization orders after Secretary of Defense approval ~~or notification of the SDOB or USD(P&R) approval of the Notification Matrix.~~

d. RC operational sustainment policies in paragraphs 4.b. and 4.c. of the front matter of this Instruction do not apply to executing a full or total mobilization under section 12301(a) of Reference (b).

e. The RC will be allocated resources in the form of manpower, training, equipment, and compensation to fulfill roles and missions as both a strategic and operational force that is a fully integrated part of the national defense strategy. Specifically:

(1) The RC will maintain, and incentivize when necessary, qualified Selected Reserve manpower to meet requirements generated by assigned roles and missions as subject to congressional end strength limitations.

(2) The Individual Ready Reserve (IRR) will be screened, maintained, and individually prepared for activation as a pre-trained manpower pool to ensure the total force is completely resourced in the event of a contingency operation, national emergency, or war.

(3) Ready Reserve units and personnel will be provided resources to execute the train-mobilize-deploy model in order to fulfill their assigned roles and missions in the national defense strategy.

(4) The Ready Reserve will be equipped to ensure full interoperability and unit effectiveness in accordance with DoDD 1225.6 (Reference (j)).

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION COLLECTION REQUIREMENTS. ~~The Military Services shall report unit and individual activation, mobilization, and demobilization information through the Defense Manpower Data Center and the Defense Readiness Reporting System (DRRS). This reporting requirement is exempt from licensing in accordance with paragraph C4.4.2. of DoD 8910.1 M (Reference (k)). The Military Services shall report exceptions to policy to the Office of the Assistant Secretary of Defense for Reserve Affairs, Mobilization Directorate. The report to Congress for a waiver in policy in reference to the monitoring of mobilization training or pre-mobilization training referred to in subparagraph 9.g of Enclosure 2 of this issuance is submitted to Congress in accordance with section 514 of Reference (h) and coordinated with the Office of the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoDI 5545.02 (Reference (m)).~~

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.



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Enclosures

1. References
2. Responsibilities
3. Guidelines
4. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) Title 10, United States Code
- (c) DoD Instruction 1235.12, "Accessing the Ready Reserves," January 19, 1996 (hereby canceled)
- (d) Directive-Type Memorandum 08-047, "Reserve Component Alert/Mobilization Decision Process Implementation," February 12, 2009 (hereby canceled)
- (e) *Under Secretary of Defense for Personnel and Readiness Memorandum, "Reserve Component Policy Options During Operational Force Reductions," June 19, 2006 (hereby canceled)*
- (ef) Secretary of Defense Memorandum, "Force Allocation and Reserve Component Alert/Mobilization Decision Process," May 3, 2007, as amended
- (fg) DoD Directive 1235.10, "Activation, Mobilization, and Demobilization of the Ready Reserve," November 26, 2008
- (h) *Section 514 of Public Law 111-84, "National Defense Authorization Act for Fiscal Year 2010," October 28, 2009*
- (gi) DoD Instruction 1235.09, "Management of the Standby Reserve," April 2, 2007
- (hj) DoD Directive 1352.1, "Management and Mobilization of Regular and Reserve Retired Military Members," July 16, 2005
- (ik) Section 712 of title 14, United States Code
- (jl) DoD Directive 1225.6, "Equipping the Reserve Forces," April 7, 2005
- (km) ~~DoD 8910.1 M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998~~ *DoD Instruction 5545.02, "DoD Policy for Congressional Authorization and Appropriations Reporting Requirements," December 19, 2008*
- (ln) DoD Directive 1404.10, "DoD Civilian Expeditionary Workforce," January 23, 2009
- (mo) DoD Directive 5125.01, "Assistant Secretary of Defense for Reserve Affairs (ASD(RA))," December 27, 2006
- (np) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," June 4, 2008
- (oq) DoD Directive 5111.1, "Under Secretary of Defense for Policy (USD(P))," December 8, 1999
- (pr) Title 50, United States Code
- (qs) DoD Directive 5111.13, "Assistant Secretary of Defense for Homeland Defense and America's Security Affairs (ASD(HD&ASA))," January 16, 2009
- (rt) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," June 3, 2002
- (su) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (tv) Executive Order 12728, "Delegating the President's Authority to Suspend any Provision of Law Relating to the Promotion, Retirement, or Separation of Members of the Armed Forces," August 22, 1990, as amended

- (~~hw~~) DoD Directive 1400.31, “DoD Civilian Work Force Contingency and Emergency Planning and Execution,” April 28, 1995
- (~~vx~~) DoD Instruction 1315.18, “Procedures for Military Personnel Assignments,” January 12, 2005
- (~~wy~~) DoD Instruction 1336.01, “Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series),” August 20, 2009
- (~~xz~~) Under Secretary of Defense for Personnel and Readiness Memorandum, “Revised Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks – section 1,” March 15, 2007¹
- (~~yaa~~) Public Law 110-181, “National Defense Authorization Act for Fiscal Year 2008,” January 28, 2008
- (~~zab~~) Secretary of Defense Memorandum, “Global Force Management Implementation Guidance,” June 4, 2008
- (~~aaac~~) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” as amended
- (~~ad~~) *Joint Federal Travel Regulations, Volume I, current edition*
- (~~abae~~) DoD Directive 1200.17, “Managing the Reserve Components as an Operational Force,” October 29, 2008

¹ Available at www.defenselink.mil/ra.

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) shall:

a. Develop policies, plans, and programs for total force personnel and their allocation among the DoD Components and between the ~~Active Components (AC)~~ and the RC.

b. Analyze total force structure as it relates to military and civilian requirements, utilization, readiness, and support in accordance with Reference (a) and DoDD 1404.10 (Reference (~~h~~)) to ensure an appropriate mixture of ready personnel to execute the national defense strategy.

c. Establish policies concerning the alert/mobilization of the RC.

d. Coordinate all alert/mobilization actions with the Chairman of the Joint Chiefs of Staff and the Secretaries of the Military Departments through the weekly Joint Mobilization Meeting, Secretary of Defense Notification Matrix, and the SDOB. Specific actions include:

(1) Reviewing all alert/mobilization requests approved by the Secretaries of the Military Departments.

(2) Approving involuntary alert/mobilization requests for special operations forces (SOF) in accordance with the guidance for the USD(P&R) in Enclosure 4 of this Instruction.

(3) Forwarding involuntary alert/mobilization requests for Secretary of Defense decisions that do not meet approval criteria for the Secretaries of the Military Departments or the USD(P&R).

e. Advise the Secretary of Defense on all RC matters presented in the SDOB, Secretary of Defense Notification Matrix, and on all requests for exception to the policies established by the Secretary of Defense and disseminated in this Instruction.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

a. Provide overall supervision of RC affairs of the Department of Defense.

b. Develop and enforce implementing policy, programs, and guidance for the activation, mobilization, and demobilization of the RC during periods of national emergency, in time of war, or as otherwise authorized by law in accordance with DoDD 5125.01 (Reference (~~mo~~)).

c. Chair the weekly Joint Mobilization Meeting.

3. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). The ASD(HA), under the authority, direction, and control of the USD(P&R), shall, in coordination with the ASD(RA), prescribe policy, programs, and guidance for health issues and the management of DoD Ready Reserve health personnel and medical assets, in accordance with Reference (a) and DoDD 5136.01 (Reference (~~ap~~)).

4. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P) shall:

a. Advise the Secretary of Defense on RC forces necessary to implement national security and defense strategies.

b. Develop policy and provide oversight on defense mobilization in emergency situations, defense support of civil authorities, civil defense, and continuity of operations and government.

c. Develop plans and policies concerning the relative roles of the total force during operational and strategic mobilizations to properly support the national defense strategy in accordance with DoDD 5111.1 (Reference (~~eq~~)).

5. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND AMERICAS' SECURITY AFFAIRS (ASD(HD&ASA)). The ASD(HD&ASA), under the authority, direction, and control of the USD(P), shall:

a. Provide guidance and oversight of the homeland defense and defense support of civil authorities activities of the RC in accordance with Reference (b).

b. Develop and oversee implementation of plans and policies to ensure RC access to perform homeland defense and defense support of civil authorities.

c. Coordinate the use of the RC in DoD assistance to Federal, State, and local officials in responding to threats involving chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) weapons or related materials or technologies, including assistance in identifying, neutralizing, dismantling, and disposing of CBRNE weapons or related materials or technologies, pursuant to section 2313 of title 50, U.S.C. (Reference (~~pr~~)) and in accordance with DoDD 5111.13 (Reference (~~qs~~)).

6. ASSISTANT SECRETARY OF DEFENSE FOR SPECIAL OPERATIONS AND LOW INTENSITY CONFLICT AND INTERDEPENDENT CAPABILITIES (ASD(SO/LIC&IC)). The ASD(SO/LIC&IC), under the authority, direction, and control of the USD(P), shall, in coordination with the ASD(RA), prescribe policy, programs, and guidance concerning RC SOF.

7. ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ASD(PA)). The ASD(PA) shall ensure a free flow of information, subject to security constraints, to the news media, other appropriate forums, and the public addressing the activation, mobilization, and demobilization of the RC.

8. ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD(LA)). The ASD(LA) shall provide, consistent with subsection (f) of section 12304 of Reference (b), specific information on activation, mobilization, and demobilization matters to the appropriate congressional committees.

9. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE COAST GUARD. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

a. Prepare activation, mobilization, and demobilization plans and procedures in accordance with this Instruction to meet the operational, national emergency, or war-time requirements of the Combatant Commanders as validated by the Chairman of the Joint Chiefs of Staff. Specific actions required include:

- (1) Develop Service guidance to implement DoD alert/mobilization policy and guidance.
- (2) Staff all alert/mobilization actions for their respective Military Departments.
- (3) Approve alerts/mobilizations as authorized in Enclosure 4 of this Instruction.
- (4) Ensure compliance with these key considerations:

(a) For units with a mobilization-to-dwell ratio of less than 1 to 4, the first *general or* flag officer, or higher, in the chain of command is required to certify that qualified volunteers, individuals never mobilized, and those with at least a 1 to 4 mobilization-to-dwell ratio were considered for the mission prior to the involuntary mobilization of anyone with less than a 1 to 4 mobilization-to-dwell ratio.

(b) No individual with less than 12 months dwell shall be mobilized unless he or she has volunteered for the mobilization.

- (5) Provide representation to the Joint Mobilization Meeting.

(6) Coordinate with the USD(P&R) and the Chairman of the Joint Chiefs of Staff for all alert/mobilization actions.

(a) Forward involuntary alert/mobilization requests to the USD(P&R) that do not meet the approval criteria of the Secretaries of the Military Departments.

(b) Forward all Service-approved alert/mobilization orders to the Chairman of the Joint Chiefs of Staff for staffing and inclusion in the Secretary of Defense Notification Matrix.

(7) Release alert/mobilization orders after Secretary of Defense approval ~~or notification of alert/mobilization actions~~ *of the SDOB or USD(P&R) approval of the Notification Matrix.*

b. Train and equip RC units and members to meet the operational, national emergency, or war-time requirements of the Combatant Commanders as validated by the Chairman of the Joint Chiefs of Staff. Report readiness through the *Defense Readiness Reporting System (DRRS)* using DoDD 7730.65 (Reference ~~(f)~~) as a guide.

c. Ensure the readiness of the Selected Reserve for activation and for orderly demobilization. Screen the IRR and Inactive National Guard (ING) for mobilization readiness; catalog their military and civilian skills for possible employment during mobilization. In accordance with DoDD 1200.7 (Reference ~~(s)~~), ensure immediate availability of all Ready Reserve members for active duty in the event of full or total mobilization. Maintain ready access to their education, training, language capabilities, and other skills.

d. Advise the Chairman of the Joint Chiefs of Staff of declines in readiness with actions necessary to restore preparedness.

e. Plan for the activation of individuals and entire Reserve units, as well as the activation of selected functional capabilities or detachments of Reserve units as required.

f. Submit to the Secretary of Defense, through the Chairman of the Joint Chiefs of Staff and USD(P&R), all requests for additional authority, or amendments to current authorities, to order Selected Reserve units and individual members to active duty.

g. Monitor mobilization training or pre-mobilization training to ensure compliance with subparagraph 4.b.(8) above the signature of this Instruction. Waiver of this policy by the Secretary of the Military Department concerned is authorized only after determining that granting a waiver is in the interest of national security.

(1) A written notice to Congress is required when a waiver of the policy in subparagraph 4.b.(8) above the signature is issued or an unanticipated suspension of training of at least 5 days occurs. In accordance with Reference (h), this reporting requirement ends on December 31, 2014.

(2) The report to Congress is required at the time of occurrence and will be sent directly to the congressional defense committees by the Secretary of the Military Department concerned, with an advance copy furnished to the USD(P&R) via the ASD(RA). The report will include a letter explaining the waiver or the suspension of training and a list of all units affected.

h. Ensure RC forces identified for mobilization are considered for other missions during changes in operational requirements using the following guidelines:

(1) Attempt to redirect the RC unit or member to another requirement 90 days prior to the original mobilization date.

(a) Seek to align the RC unit against another like-requirement.

(b) Consider deploying an RC unit instead of an AC unit.

(c) De-alert the RC unit as soon as practical if another mission is not available.

(2) Consider RC forces for global reallocation if the supported Combatant Commander is unable to reallocate.

(3) Identify and mitigate individual hardships caused by changes to operational requirements.

i. Report unit and individual activation, mobilization, and demobilization information through the Reserve Components Common Personnel Data System, the Defense Manpower Data Center, and the DRRS. Report exceptions to policy to the Office of the Assistant Secretary of Defense for Reserve Affairs, Mobilization Directorate.

10. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:

a. Review and forward to the Secretary of Defense, via the USD(P&R), the recommendations of the Secretaries of the Military Departments and Combatant Commanders regarding the organization and unit structure of the Selected Reserve, as required by section 10143 of Reference (b).

b. Ensure that contingency and force generation plans account for the limits on frequency and duration of RC mobilizations in Reference (f&g).

c. Advise the Secretary of Defense when units and individuals of the RC will need to be alerted and mobilized. Specific actions required include:

(1) Recommend to the Secretary of Defense contingency operation designation when an RC mobilization is required for planned military operations.

(2) Provide representation to the Joint Mobilization Meeting.

(3) Coordinate with the USD(P&R) and the Military Service designated mobilization action offices for all alert/mobilization actions.

(4) Provide coordinating documentation for alert/mobilization actions in the SDOB or the Secretary of Defense Notification Matrix.

(5) Notify the USD(P&R) and the Secretaries of the Military Departments of Secretary of Defense approval or notification of alert/mobilization orders.

d. After coordination with the USD(P&R), the Secretaries of the Military Departments, and the Combatant Commanders, recommend to the Secretary of Defense when guidelines in Reference (¶g) regarding *notification*, duration, and frequency of RC active duty should be exceeded *in order to properly respond to a crisis or other exigent situation*.

11. COMMANDERS OF THE COMBATANT COMMANDS. The Commanders of the Combatant Commands shall:

a. Ensure that contingency and force generation plans account for the limits in Reference (¶g). Develop requests for forces during cyclical operations to provide predictable activations for RC units and members.

b. Coordinate, with the Chairman of the Joint Chiefs of Staff, operational and contingency plans that require RC participation. Advise the Chairman when national emergency or war-time operational demands could exceed the guidelines in Reference (¶g).

c. Provide timely notification to the Chairman of the Joint Chiefs of Staff and the Secretaries of the Military Departments of changes to operational requirements that affect RC forces. Identify requirements with RC forces for off ramp or curtailment 180 days prior to deployment or re-deployment, operational conditions permitting. Evaluate RC units and members for allocation to other requirements within their area of responsibility.

ENCLOSURE 3

GUIDELINES

1. MOBILIZING RC FORCES

a. Planning. Mobilization plans must account for the nature of RC usage, operational or strategic. Given operational usage, limits in Reference (~~fg~~) must be applied. General mobilization readiness will:

(1) Provide fully developed plans for ordering the RC to active duty, including each category in the Ready Reserve (Selected Reserve, IRR, and ING), the Standby Reserve, and the Retired Reserve.

(2) Encompass all actions necessary for alert notification and activation of the RC. The process must be designed to allow rapid and flexible execution of mobilization plans in response to emergent requirements.

(3) Include appropriate provisions for using RC units and members on a voluntary basis during all stages of a military operation.

b. Screening. The screening system is a continuous peacetime process to ensure that the Ready Reserve (pursuant to Reference (~~su~~)) and military retirees (pursuant to Reference (~~hj~~)) are properly classified so that their recall to military duty shall not impair essential functions. The screening shall ensure that emergency-essential and key employees, pursuant to References (~~ln~~), (~~hj~~), and (~~su~~), are exempted from recall to military duty as members of the Ready Reserve.

c. Unit Integrity. In accordance with section 12301(c) of Reference (b), members of units organized and trained to serve as units shall, so far as practicable, be ordered to active duty with their units. The headquarters elements of these units should retain administrative control of forces when it is not possible to employ units with their organic command and control intact. Unit members undergoing IADT will complete IADT before being activated or mobilized with their units. Members on active duty for training at the time their unit is activated or mobilized will be subsequently ordered to active duty with their assigned units. Unit members can be reassigned after being ordered to active duty (other than for training) to meet the requirements of the Military Service concerned.

d. Alert Notification. The Secretaries of the Military Departments are responsible for publishing guidelines for alert notification of pending mobilization of their RC in accordance with Reference (~~fg~~).

e. Orders. The Secretary of Defense will approve or be notified of all RC mobilizations, designate the effective date of the mobilization authority based on Presidential or congressional action, and designate the maximum number of RC members to be activated without their consent. The Secretaries of the Military Departments will issue orders to active duty only after Secretary

of Defense approval ~~or notification is complete~~ of the SDOB or USD(P&R) approval of the Notification Matrix.

f. RC Member Reporting. RC members shall report to active duty unless it is physically impossible or would clearly be a threat to the health, welfare, or safety of others to do so. The Military Department concerned shall verify the circumstances and issue instructions to the RC member, to include affirmation of original orders, deferment, delay, exemption, transfer to the Standby Reserve or the Retired Reserve, discharge, or other action as appropriate.

g. Execution of Orders. In the event of a full mobilization, Selected Reserve members of the Ready Reserve shall be prepared to execute activation or mobilization orders. IRR members should be granted at least 30 days advance notice. Subparagraphs 1.g.(1) through 1.g.(7) of this enclosure provide procedures for the terms of service, deferment, and special cases in the execution of RC mobilization orders. The procedures in Enclosure 4 shall also apply for all Presidential Reserve Call Up, partial mobilization, and volunteer mobilization orders.

(1) Specified Periods of Service. Reference (b) specifies the maximum period of service by statute. Within those statutory limits, the Secretary of Defense has specified the maximum duration of RC service for operational or rotational mobilizations in Reference (~~fg~~). The Secretaries of the Military Departments, in consultation with the Chairman of the Joint Chiefs of Staff, shall determine the length of service within those limits.

(2) Start of Service. The period of service for RC members ordered to active duty shall be measured from the date specified in the order to active duty.

(3) Extension of Service. At the discretion of the Secretary of Defense, units and individuals of the RC activated pursuant to sections 12302 or 12304 of Reference (b) may subsequently be extended on active duty pursuant to sections 12301(a) or 12302 of Reference (b), respectively, during or following their initial activation, subject to the legal constraints of Reference (b).

(4) Stop Loss. The Secretary of Defense, in accordance with section 12305 of Reference (b) and under a delegation of the President's authority in Executive Order 12728 (Reference (~~tw~~)), may suspend any law relating to promotions, retirement, or separation of any member of the Military Services deemed essential to the national security of the United States. RC members, including those on active duty pursuant to section 12301, 12302, or 12304 of Reference (b), may be subject to Stop Loss.

(5) Deferments. RC members may receive deferments from active duty issued by the Secretaries of the Military Departments if they are hospitalized, temporarily unqualified for medical reasons, experiencing an unexpected temporary hardship, or unqualified due to lack of prescribed training. The Secretaries of the Military Departments will take into account the length and nature of any previous mobilizations and the guidelines in Reference (~~su~~) and DoDD 1400.31 (Reference (~~tw~~)), while using their discretion to grant hardship deferments for financial, family, and civilian employment responsibilities, in order to maintain the national health, safety, or interest. The deferment will provide written authorization to remain in an inactive status. The

policies for assignment of military couples, single parents, and military mothers established in DoDI 1315.18 (Reference (~~vx~~)) will apply to involuntary activation of the Ready Reserve as set forth in subparagraphs 1.g.(5)(a) through 1.g.(5)(d) of this enclosure.

(a) Single parents and military couples shall have current and effective family care plans to provide care for their dependents.

(b) A single RC member, or one member of a military couple, shall be deferred for 4 months from the date an adopted child is placed in the home as part of the formal adoption process. The RC member may waive this requirement.

(c) A military mother shall be deferred for 4 months after the birth of a child.

(d) An RC member ordered to active duty who becomes a single parent as a result of unforeseen circumstances (e.g., the death of a spouse) may apply for a humanitarian or hardship deferment.

(6) Students in the Health Professions

(a) Involuntary activation of personnel in the Ready Reserve engaged as students in a full-time training program in the health professions shall be consistent with Military Service policies pertaining to active duty personnel in the same status. If the training cycle of active duty students will not be interrupted for a given contingency or operational mission, then the training programs of Ready Reserve students should not be interrupted by an involuntary call to active duty.

(b) Service policies pertaining to the assignment of Reserve students, interns, residents, or fellows in the health professions shall conform to Reference (*su*).

(7) Students in Theological or Divinity School. In accordance with section 12317 of Reference (b), RC members are not required to serve on active duty or to participate in IADT while preparing for the clergy at a recognized theological, divinity school, seminary, or similar institution of higher education.

2. DEMOBILIZATION AND RELEASE FROM ACTIVE DUTY

a. Planning. The Secretary of the Military Department concerned shall ensure that Military Service demobilization plans are flexible, consistent, responsive, and sufficiently comprehensive to meet all contingencies.

b. Personnel Separation Requirements. Before release from active duty, the RC member must meet the requirements for separation established by the applicable Military Department. Physical examinations will be provided when required by law or Service regulations.

(1) Certificate of Release or Discharge. RC members ordered to active duty shall be issued, upon release or discharge, a completed DD Form 214, "Certificate of Release or Discharge from Active Duty," in accordance with DoDI 1336.01 (Reference (~~wy~~)).

(2) Disciplinary, Administrative, or Medical Action. RC members under investigation or pending disciplinary actions pursuant to sections 801-940 of Reference (b) (the Uniform Code of Military Justice), or those pending administrative or medical actions, may be retained on active duty until resolution of their cases when retention is authorized under applicable law.

(3) Enlistment Expiration. RC members whose enlistment would have expired during their active duty period, except that their enlistment was extended without their consent, shall be expeditiously discharged or released from active duty as appropriate, unless they are qualified for and request reenlistment. Those members requesting to reenlist in the Ready Reserve, and who are otherwise eligible to reenlist, shall be immediately reenlisted to prevent a break in service.

(4) Leave. RC members with accrued leave shall be given the option of receiving payment for such leave, taking pre-separation leave, or a combination thereof. Reservists taking accrued leave past their specified release date shall be afforded the opportunity to be voluntarily retained on active duty.

(5) Active Duty Protection. In accordance with section 12686 of Reference (b), RC members ordered to active duty who, on the date they would otherwise be released from active duty, are within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system other than retired pay for non-regular service under chapter 1223 of Reference (b):

(a) Shall not be involuntarily released from active duty before they become eligible for that pay.

(b) Shall be absorbed in Service-authorized active end strengths, unless the release is approved by the Secretary of the Military Department concerned.

(c) May be required, at the discretion of the Secretary concerned, to sign a waiver of the protection afforded by section 12686(a) of Reference (b) as a condition for issuance of active duty orders that are of 180 days duration or less.

c. Unit Demobilization Requirements. Reserve units and individual Reservists ordered to active duty should be demobilized at the same mobilization station or site to which they were initially ordered to report on active duty. The Secretary of the Military Department concerned may change the demobilization site if demobilization at a different site or location proves more efficient. RC members activated with their parent unit shall, so far as practical, be demobilized with their unit.

ENCLOSURE 4

PROCEDURES

1. JOINT MOBILIZATION MEETING

a. Each Military Department alert/mobilization action will be coordinated with the ASD(RA) and the Chairman of the Joint Chiefs of Staff through the weekly Joint Mobilization Meeting.

b. Non-concurrences that cannot be adjudicated will be forwarded to the Secretary of Defense for decision. All non-concurrences must be substantive in nature and signed by a *general or* flag officer or Senior Executive Service member stating the specifics of the non-concurrence, the reasons it could not be adjudicated, and the impact if overturned.

2. SECRETARIES OF THE MILITARY DEPARTMENTS

a. The Secretaries of the Military Departments may approve alert/mobilization requests for involuntary mobilizations when these criteria are met:

(1) The mobilizations are of conventional forces (including conventional forces in support of SOF).

(2) The mobilization employment period (MEP) is less than or equal to 12 months. The MEP may exclude individual skill training required for deployment and post-mobilization leave at Service discretion pursuant to Reference (fg).

(3) The individual or unit mobilization-to-dwell ratio is greater than or equal to 1 to 4.

(4) The individual or unit has been given 180 or more days between mobilization order approval and the mobilization date.

(5) The unit is commanded by an officer in the grade of O-5 or below, or the deploying force consists of personnel not being deployed as part of a unit.

b. The Secretaries of the Military Departments may approve involuntary individual mobilization orders for emergent requirements and special capabilities provided that no less than 30 days' notification has been given in accordance with USD(P&R) Memorandum (Reference (xz)) and that all other Military Department criteria are met. Those personnel fulfilling emergent requirements and special capabilities in subparagraphs 2.b.(1) through 2.b.(5) of this enclosure may be excluded from the Secretary of Defense policy of a minimum of 180 days between mobilization order approval and the mobilization date.

(1) Individual augmentees.

(2) Individuals filling ad hoc requirements.

- (3) Individual fillers.
- (4) Individuals mobilized for training.
- (5) Medical professionals.

c. The Secretaries of the Military Departments may approve all voluntary mobilizations, including those exceeding 12 months, of individuals with a mobilization-to-dwell ratio less than 1 to 4, or of individuals with less than 180 days between mobilization order approval and the mobilization date.

d. Service members may waive the 30-day notification requirement as set forth in Public Law 110-181 (Reference ~~(yaa)~~).

e. All alert/mobilization packages approved by the Secretaries of the Military Departments will be forwarded to the Joint Staff (J-4) for inclusion in the Secretary of Defense Notification Matrix. The Secretaries of the Military Departments shall provide justification for alert/mobilization order approvals with less than 180 days between mobilization order approval and the mobilization date.

f. Alert/mobilization packages that the Secretaries of the Military Departments cannot approve will be submitted to the USD(P&R).

3. USD(P&R)

a. The USD(P&R) may approve alert/mobilization requests for involuntary mobilizations for SOF when these criteria are met:

- (1) The MEP is less than or equal to 12 months.
- (2) The individual or unit mobilization-to-dwell ratio is greater than or equal to 1 to 4.
- (3) The individual or unit has been given 180 or more days between mobilization order approval and the mobilization date.
- (4) The unit is commanded by an officer in the grade of O-5 or below, or the deploying force consists of personnel not being deployed as part of a unit.

b. The USD(P&R) may approve alert/mobilization requests for units with mobilization-to-dwell ratios of less than 1 to 4 when all the individuals are volunteers and/or are being involuntarily mobilized for the first time, when all other Secretary of Defense guidelines are met. This includes conventional forces as well as SOF.

c. All alert/mobilization packages approved by the USD(P&R) will be forwarded to the Joint Staff (J-4) for inclusion in the Secretary of Defense Notification Matrix.

d. Alert/mobilization packages that the USD(P&R) cannot approve will be submitted to the Joint Staff (J-4) for Secretary of Defense decision.

e. Reviewed actions will be forwarded to the respective Services.

4. CHAIRMAN OF THE JOINT CHIEFS OF STAFF

a. The Joint Staff (J-4) will consolidate all alert/mobilization requests approved by the Secretaries of the Military Departments or the USD(P&R) in the weekly Secretary of Defense Notification Matrix and forward to the Secretary of Defense for notification.

b. The Joint Staff (J-4), in coordination with the Joint Staff (J-3), will include all alert/mobilization requests requiring Secretary of Defense decision in the SDOB.

5. SECRETARY OF DEFENSE

a. The Secretary of Defense approves major RC force flows, high-visibility and nuclear force deployments, or involuntary alert/mobilization requests if any of these criteria are met:

(1) The MEP is greater than 12 months.

(2) The individual or unit mobilization-to-dwell ratio is less than 1 to 4.

(3) The individual or unit has been given less than 180 days between mobilization order approval and the mobilization date for rotational requirements.

(4) The unit is commanded by an officer at or above the grade of O-6.

b. The Secretary of Defense approves involuntary alert/mobilization requests that result in non-concurrences during the staffing process.

c. Requests for ~~involuntary~~ mobilizations with less than 30 days between mobilization order approval and the mobilization date ~~shall specify why it is not practicable to provide longer notice consistent with Secretary of Defense Memorandum (Reference (z)). The Secretary of Defense will address such requests during the normal SDOB process on a case-by-case basis will be addressed, on a case by case basis, during the SDOB process.~~

(1) Crisis response is the most likely reason the Secretary of Defense would approve an involuntary mobilization with less than 30 days notification. The requests for short notice mobilizations shall specify why it is not practicable to provide longer notice consistent with Secretary of Defense Memorandum (Reference (ab)). Service members, including volunteers, may waive the 30-day notification requirement pursuant to paragraph 2.d. of this enclosure.

(2) RC forces likely to be mobilized for crisis response are: forces with high operational readiness, units with RC unique capabilities, personnel assigned to prepare to deploy status

units or personnel closest to the crisis, or RC personnel that are already on active duty at the time of the crisis.

d. The Secretary ~~ies of the Military Departments~~ concerned may release alert/mobilization orders after Secretary of Defense approval ~~or notification of the SDOB or USD(P&R) approval of the Notification Matrix.~~

e. A summary of the involuntary alert/mobilization approval criteria is provided in the Table.

Table. Involuntary Alert/Mobilization Request Approval Criteria

	SECRETARIES OF THE MILITARY DEPARTMENTS ¹	USD(P&R)	SECRETARY OF DEFENSE
MEP:			
MEP ≤ 12 months	X	X	
MEP > 12 months			X
Mobilization-to-dwell ratio:			
≥ 1:4 ²	X	X	
< 1:4			X
Mobilization order approval to mobilization date:			
≥ 180 days ³	X	X	
< 180 days			X
Unit commander:			
Commander ≤ O-5 ⁴	X	X	
Commander > O-5			X
Capability:			
Conventional	X		
SOF		X	
Nuclear, High Visibility, or Major Forces			X

¹ The Commandant of the Coast Guard utilizes the same criteria for involuntary mobilization as the Secretaries of the Military Departments.

² The USD(P&R) may approve alert/mobilization requests for units with mobilization-to-dwell ratios less than 1 to 4 when all the individuals are volunteers and/or are being involuntarily mobilized for the first time, when all other Secretary of Defense guidelines are met.

³ The Secretaries of the Military Departments may approve individual mobilization orders for emergent requirements and special capabilities provided no less than 30 days notification has been given.

⁴ The Secretaries of the Military Departments and the USD(P&R) may approve requests when the unit is commanded by an officer in the grade of O-5 or below, or the deploying force consists of personnel not being deployed as part of a unit.

GLOSSARY

DEFINITIONS

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

activation. Defined in Joint Publication 1-02 (Reference (~~aaac~~)). .

active duty. Full-time duty in the active military service of the United States. For Reserve members, it includes all periods of service pursuant to sections 688; 12301 (a), (b), and (d); 12302; and 12304 of Reference (b).

ad hoc. Defined in Reference (~~zab~~).

between mobilization order approval and the mobilization date. The period of time between the mobilization date and Secretary of Defense approval of mobilization orders in the SDOB or Secretary of Defense notification of mobilization orders through the Secretary of Defense Notification Matrix. Time elapsed is calculated from the date the SDOB or the Secretary of Defense Notification Matrix is briefed to the Secretary of Defense, not from the date the orders are released by the Military Departments.

contingency operation. A military operation, as defined in section 101(a)(13) of Reference (b), that:

Is designated by the Secretary of Defense as an operation in which Service members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

Results in the call or order to, or retention on active duty of, Service members pursuant to section 688, 12301 (a), 12302, 12304, 12304a, 12305, 12306, 12406 and Chapter 15 of Reference (b) or any other provision of law during a war or during a national emergency declared by the President or the Congress.

demobilization. The process necessary to release from active duty, or Federal service, units and RC members who were ordered to active duty, or called to Federal service pursuant to sections 688, 12301(a) or (d), 12302, 12304, 12306, 12406 and Chapter 15 of Reference (b).

dwell. That period of time between the release from involuntary active duty pursuant to sections 12301(a), 12302, or 12304 Reference (b) and the reporting date for a subsequent tour of involuntary active duty described in Reference (~~ef~~). Such time includes any voluntary active duty performed between such two periods of involuntary active duty. “Dwell” also includes any individual skill training required for deployment and post mobilization leave that has been excluded by the Secretary of the Military Department concerned from counting against the mobilization period.

IADT. Defined in Reference (~~aaac~~).

individual mobilization augmentee (IMA). Defined in Reference (*ac*).

individual augmentee. Defined in Reference (*zab*).

individual fillers. Individuals who fill vacancies in a unit that were caused by manning shortages at the mobilization station or in theater.

ING. Consists of personnel of the Army National Guard Ready Reserve who are in an inactive status. The term is not applicable to the Air National Guard. ING members are assigned to National Guard units but do not participate in training activities. On partial or full mobilization, they mobilize with their unit of assignment.

IRR. Defined in Reference (~~aaac~~). Additionally, the IRR is subject to mobilization pursuant to sections 12301 and 12302 of Reference (b). Some members of the IRR are subject to mobilization under section 12304 of Reference (b).

mobilization. The process by which the Military Services or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the RC as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Military Services includes but is not limited to these categories:

full mobilization. Pursuant to Reference (b), mobilization in time of war or national emergency declared by the Congress of all RC units in the existing force structure; all individual, standby, and retired Reservists; retired AC military personnel; and the resources needed for their support. Full mobilization is directed by the Congress in those situations requiring the expansion of the AC to meet the requirements of a war or other national emergency involving an external threat to national security. Units, individual Reservists, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.

involuntary mobilization. Active duty performed by RC members without the consent of the units or individuals concerned.

Presidential Selected Reserve Call-Up. Ordering by the President of any unit and any member not assigned to a unit organized to serve as a unit of the Selected Reserve to active duty pursuant to section 12304 of Reference (b), for not more than 365 days, without consent of the member concerned, to augment the AC for an operational mission. Not more than 200,000 members of the Selected Reserve may be on active duty under this authority at any one time, of which not more than 30,000 may be IRR.

partial mobilization. Mobilization by the President of not more than 1 million Ready Reservists for no longer than 24 months, pursuant to section 12302 of Reference (b), and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security or of a domestic emergency.

total mobilization. Expansion of the active Military Services resulting from action by the Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support to meet the total requirement of a war or other national emergency involving an external threat to national security.

volunteer mobilization. An RC member who is ordered to active duty, under Reference (b), with his or her consent.

volunteer retiree mobilization. A retired Service member who is ordered to active duty with his or her consent pursuant to section 688 of Reference (b).

mobilization employment period (MEP). That period of time within the prescribed period of involuntary active duty pursuant to Reference (b), in support of contingency operations. This includes all pre-deployment collective, or unit, training, administrative, and transit time. At the discretion of the Military Services, this period may exclude individual skill training required for deployment and post-mobilization leave. The MEP dates shall be used to calculate dwell and the mobilization-to-dwell ratio.

mobilization-to-dwell ratio. The ratio between the MEP and dwell.

national emergency. Defined in Reference (aaac).

normal commuting distance. Has the same meaning as “local commuting area” as used in chapter 3, part F of the Joint Federal Travel Regulations, Volume I (Reference (ad)) and will be defined by the appropriate local area commander in accordance with the procedures in Reference (ad).

operational mission. Any employment of military resources to accomplish a task other than administration or training.

RC as an operational force. Refers to the construct in DoDD 1200.17 (Reference (abae)). Specifically, the RCs provide operational capabilities and strategic depth to meet U.S. defense requirements across the full spectrum of conflict. In their operational roles, RCs participate in a full range of missions according to their Services’ force generation plans. Units and individuals participate in missions in an established cyclic or periodic manner that provides predictability for the Combatant Commands, the Services, Service members, their families, and employers. In their strategic roles, RC units and individuals train or are available for missions in accordance with the national defense strategy. As such, the RCs provide strategic depth and are available to transition to operational roles as needed.

Ready Reserve. Defined in Reference (aaac).

Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Military Services to be trained and equipped to perform operational missions in support of the national defense strategy. They are required to participate in inactive duty training periods and/or annual training. The Selected Reserve also includes Reserve members awaiting

or performing IADT who are authorized to perform drills. The Selected Reserve consists of these subcategories:

Selected Reserve unit. Any group or detachment of one or more individuals organized to perform a particular function. Operational units train and normally serve as cohesive units. Augmentation units train together but lose their unit identity when activated or mobilized, normally to augment an AC unit.

suspension of training. Any time a unit's progress through a course of instruction, qualification course, or unit certification and validation training is stopped due to holiday leave or other circumstances that prevent the training cadre from providing instruction. Specifically does not include any time spent awaiting transportation to and from home station, training facilities, or deployment locations.