



Department of Defense

INSTRUCTION

NUMBER 1235.09
April 2, 2007

USD(P&R)

SUBJECT: Management of the Standby Reserve

- References:
- (a) DoD Directive 1235.9, subject as above, February 10, 1998 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (d) Sections 651, 1174, 1174(a), 1175, 1209, 10144(b), 10146, 10150-10153, 12301, 12301(a), 12302, 12304, 12306, 12317, 12641, 12642, 12646, 12732 and 12735 of title 10, United States Code
 - (e) through (k), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).

1.2. Establishes uniform policies and assigns responsibilities, as provided in Reference (d), for the peacetime management and preparation for mobilization of the Standby Reserve.

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments (including the Coast Guard when it is not operating as a Service in the Navy, under agreement with the Department of Homeland Security), the Chairman of the Joint Chiefs of 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. The term "Military Departments," as used herein, refers to the Departments of the Army, the Navy, and the Air Force. The term "Secretary concerned" refers to the Secretaries of the Military

Departments and the Secretary of Homeland Security for the Coast Guard when it is not operating as a Service in the Navy. The term “Military Services” refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

2.2. All members of the Standby Reserve.

3. DEFINITIONS

Terms used in this Instruction are defined in Joint Publication 1-02 (Reference (e)) and Enclosure 2.

4. POLICY

It is DoD policy that:

4.1. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential. Individuals with a military service obligation (MSO), temporarily placed in the Standby Reserve, shall be transferred back to the Ready Reserve at the earliest possible date. Volunteers in the Standby Reserve, unable to transfer to the Ready Reserve and possessing critical skills determined by the Secretary concerned to be mobilization assets, may be retained instead of being discharged.

4.2. Personnel with critical skills, who do not need training to maintain their skills and whose civilian jobs are essentially the same as their military jobs, may be retained in the Standby Reserve. Membership in the Standby Reserve may be authorized in accordance with this Instruction and regulations prescribed by the Secretary concerned.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.1.1. Provide overall policy guidance for the management of the Standby Reserve and monitor compliance with this Instruction.

5.1.2. Process requests from the Military Departments for exceptions to the policies established in this Instruction.

5.2. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

5.2.1. Prepare plans, policies, and procedures for management and mobilization of the Standby Reserve.

5.2.2. Prescribe regulations to transfer members to the Standby Reserve (Active Status List), if qualified, and to the Standby Reserve (Inactive Status List) if the members are qualified, are not required to remain in the Ready Reserve, comprised of the Selected Reserve, the Individual Ready Reserve (IRR), and the Inactive National Guard (ING), and they cannot participate in prescribed training.

5.2.3. Prescribe conditions and processes under which a member may be returned to the Ready Reserve from the Standby Reserve.

5.2.4. Prescribe conditions and processes under which a member is entitled to be returned to an active status from the inactive status list.

5.2.5. Ensure plans, policies, and procedures for the management and mobilization of the Standby Reserve are in compliance with this Instruction.

5.2.6. Maintain up-to-date information on Standby Reserve members as required by DoD Instruction 7730.54 (Reference (f)) and DoD Directive 1205.17 (Reference (g)), including addresses, personnel identification data, physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, and other information as prescribed by the Secretary concerned.

5.2.7. Maintain credentialing records, to include certification and licensure, for all healthcare professionals who possess critical wartime medical skills as determined by the Secretary concerned pursuant to DoD Directive 6025.13 (Reference (h)).

5.2.8. Ensure that databases of the appropriate military manpower, personnel, and automated pay information systems are capable of supporting the recall of a member of the Standby Reserve, if necessary, to active duty.

5.2.9. Ensure that all members of the Standby Reserve are made aware of their service obligations to include potential duty requirements in time of war or national emergency.

5.2.10. Develop and maintain a list of Reserve component members assigned to the Standby Reserve who possess critical skills that may be required in time of war or national emergency and that will not be readily available from the Ready Reserve or the Retired Reserve.

5.2.11. Transfer Reserve component officers to the inactive status list who are not qualified for retention in the Ready Reserve or do not apply for transfer to the Retired Reserve after achieving 20 qualifying years of service, and who fail to conform to prescribed standards and qualifications of sections 12641 and 12642 of Reference (d).

6. PROCEDURES

6.1. The Secretary concerned shall place Reserve component members in the Standby Reserve pursuant to criteria prescribed in this Instruction, DoD Instruction 1215.06 (Reference (i)), and sections 10150, 10151, 10152, 10153, 12641, 12642, and 12735 of Reference (d).

6.2. All Reserve component members placed into the Standby Reserve shall be actively managed in one of two categories: Standby Reserve (Active Status List) or Standby Reserve (Inactive Status List).

6.3. Management of the Standby Reserve (Active Status List)

6.3.1. The Standby Reserve (Active Status List) includes:

6.3.1.1. Members who have been transferred from the Ready Reserve because of temporary hardship, disability, or other cogent reasons, as determined by the Secretary concerned, and who intend to return to the Ready Reserve.

6.3.1.2. Key employees, as defined in DoD Directive 1200.7 (Reference (j)), in public or private employment, who have been transferred from the Ready Reserve to ensure the continuity of the Federal government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization. When a member of the Ready Reserve is also a civilian employee of the Federal government occupying a position that is designated as a key position, as defined in Reference (j), that individual shall be designated as a key employee and is not eligible to serve in the Ready Reserve. The member shall be transferred to the Standby Reserve (Active Status List) where he or she shall remain for the period of employment while filling a key position.

6.3.1.3. Theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools pursuant to section 12317 of Reference (d).

6.3.1.4. Officers retained in a Reserve active status after completing 18 or more, but fewer than 20 years of service pursuant to section 12646 of Reference (d).

6.3.1.5. Members whose retention in the Standby Reserve (Active Status List) for reasons other than those specified in subparagraphs 6.3.1.1. through 6.3.1.4. is considered by the Secretary concerned as in the best interest of the Service. These personnel may be retained in the Standby Reserve (Active Status List) for no more than 2 years.

6.3.2. Standby Reserve (Active Status List) members may perform military duty (other than for training) only pursuant to section 12306 of Reference (d), or for purposes of individual skill training. Any duty performed other than pursuant to section 12306 of Reference (d) shall not be performed in an imminent danger area. When performing duty for purposes of individual skill training, members are entitled to retirement points only and are not authorized pay or

allowances. Standby Reserve (Active Status List) members may be considered for promotion and promoted if selected.

6.3.3. Standby Reserve (Active Status List) members may be ordered to active duty in time of war or national emergency pursuant to section 12306 of Reference (d) only if the Secretary concerned, with the approval of the Secretary of Defense in the case of a Secretary of a Military Department, determines not enough qualified Ready Reserve members are available in the categories required.

6.3.4. Standby Reserve (Active Status List) members who have received benefits pursuant to sections 1174, 1174a, and 1175 of Reference (d) shall not have those benefits affected because of their status in the Standby Reserve (Active Status List). Once an individual who has received Special Separation Benefits (SSB), Voluntary Separation Incentive (VSI) or Separation Pay (SP) benefits changes civilian status to a position not designated as a key position, he or she will be retained in the Standby Reserve or transferred to another Reserve category, as appropriate, to fulfill the service obligation incurred based on receipt of SSB, VSI, or SP.

6.4. Management of the Standby Reserve (Inactive Status List)

6.4.1. The Standby Reserve (Inactive Status List) includes:

6.4.1.1. Volunteers, not required by law or regulation to remain in an active status, who possess requisite skills that the Military Services may require in a mobilization.

6.4.1.2. Members with at least 20 years of service computed pursuant to section 12732 of Reference (d), who have been determined to have a disability rated at less than 30 percent, and who have been transferred to the Standby Reserve (Inactive Status List) instead of separated for that disability, pursuant to section 1209 of Reference (d).

6.4.2. Any member in the Standby Reserve (Active Status List) or anyone who is eligible for transfer to the Standby Reserve (Active Status List), may be placed in the Standby Reserve (Inactive Status List) pursuant to regulations prescribed by the Secretary concerned when such action will prevent an inequity with regard to an individual's pay, promotion, or retirement points.

6.4.3. Members in the Standby Reserve (Inactive Status List) may not train for pay or retirement points, are not eligible for promotion, and are not eligible to accrue credit for years of service, pursuant to Reference (f) and section 10153 of Reference (d).

6.4.4. Standby Reserve (Inactive Status List) members may be ordered to active duty in time of war or national emergency if the Secretary concerned, with the approval of the Secretary of Defense in the case of a Secretary of a Military Department, determines not enough qualified Reserve component members in an active status are available in the required categories.

6.5. The following conditions regarding transfer to and from the Ready Reserve pertain to members of the Standby Reserve:

6.5.1. Any member of the Standby Reserve may be transferred back to the Ready Reserve, if eligible, when the reason for the member's transfer to the Standby Reserve no longer exists as specified in DoD Directive 1200.15 (Reference (k)).

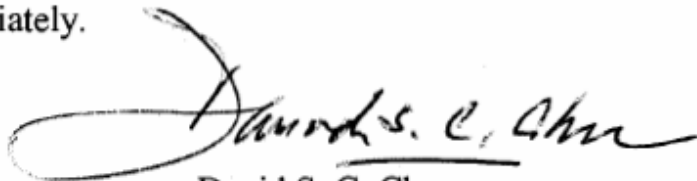
6.5.2. A member of the Army National Guard or the Air National Guard may be transferred to the Standby Reserve only with the consent of the governor or other appropriate authority of the State, commonwealth, or territory concerned including the District of Columbia pursuant to section 10146 of Reference (d).

6.6. Officers assigned to the Standby Reserve who have fulfilled their MSO and have not taken action to elect to remain in the Ready or Standby Reserve shall be advised of the requirement to remove them from the military. The Military Departments shall remove those officers from the military within 2 years after fulfillment of the officer's MSO unless the officer positively elects to remain in the Ready or Standby Reserve past his or her MSO and shall subsequently be managed in the Standby Reserve pursuant to policies prescribed in this Instruction and pursuant to Reference (k).

6.7. Enlisted members of the Standby Reserve shall be discharged upon completion of their military obligation, unless the member volunteers to remain in the Standby Reserve pursuant to Reference (k).

7. EFFECTIVE DATE

This Instruction is effective immediately.



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Under Secretary of Defense
for Personnel and Readiness

Enclosures – 2

E1. References, continued

E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Joint Publication 1-02, "DoD Dictionary of Military and Associated Terms," as amended
- (f) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," August 6, 2004
- (g) DoD Directive 1205.17, "Official National Guard and Reserve Component Personnel Data," April 30, 2004
- (h) DoD Directive 6025.13, "Medical Quality Assurance (MQA) in the Military Health System (MHS)," May 4, 2004
- (i) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," February 7, 2007
- (j) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (k) DoD Directive 1200.15, "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay," September 18, 1997

E2. ENCLOSURE 2

DEFINITIONS

E2.1. Inactive National Guard (ING). For the purpose of this Instruction, Inactive National Guard are personnel of the National Guard who are in an inactive status in the Ready Reserve, not in the Selected Reserve, and attached to a specific National Guard unit. They do not participate in training activities. On partial or full mobilization, but not a call-up pursuant to section 12304 of Reference (d), they may be mobilized with their unit of assignment. (Currently the Air National Guard does not have an ING program.)

E2.2. Individual Ready Reserve (IRR). For the purpose of the Instruction, the Individual Ready Reserve is a manpower pool principally consisting of individuals who have had training and have previously served in the active forces or in the Selected Reserve. The IRR consists of obligors who must fulfill their MSO pursuant to section 651 of Reference (d), and those who have fulfilled their MSO and who voluntarily remain in the IRR. IRR members are subject to involuntary active duty or training and fulfillment of mobilization requirements, pursuant to sections 12301(a), 12302, and, for those members designated under section 10144(b), 12304 of Reference (d). Additionally, the IRR also includes some personnel who are participating in officer training programs or in the Armed Forces Health Professions Financial Assistance Programs.

E2.3. Military Service Obligation (MSO). The total required service, as prescribed by section 651 of Reference (d), that each person who becomes a member of an Armed Force shall serve in an Armed Force unless discharged under regulations prescribed by the Secretary of Defense and the Secretary concerned.

E2.4. Ready Reserve. For the purpose of the Instruction, the Ready Reserve consists of Reserve and Guard units and individual members, or both, liable for active duty as provided in sections 12301, 12302 and 12304 of Reference (d). It consists of the Selected Reserve, the IRR, and the ING.

E2.5. Selected Reserve. See Reference (e) for definition.

E2.6. Standby Reserve. For the purpose of the Instruction, the Standby Reserve consists of units or members, or both, of the Reserve components, other than those in the Ready Reserve or the Retired Reserve, who are liable for active duty only as provided in section 12301 and 12306 of Reference (d).

E2.7. Standby Reserve (Active Status List). Members in the Standby Reserve who have either a remaining MSO, a temporary hardship, a key employee designation or, for other cogent reasons as determined by the Secretary concerned that prevents participation in training on a regular basis.

E2.8. Standby Reserve (Inactive Status List). Members in the Standby Reserve who are not required to remain a Ready Reservist and who cannot participate in prescribed training, fail to meet the standards prescribed in sections 12641 and 12642 of Reference (d), or volunteer in accordance with section 12735 of Reference (d).