



Department of Defense **INSTRUCTION**

NUMBER 1200.15

March 13, 2014

USD(P&R)

SUBJECT: Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay

References: See Enclosure 1

1. **PURPOSE.** This instruction reissues DoD Instruction (DoDI) 1200.15 (Reference (a)) in accordance with the authority of DoD Directive (DoDD) 5124.02 (Reference (b)) to establish policy, assign responsibilities, and provide procedures for:

a. Assignment of a member of a Military Service to, and transfer between, Reserve categories and discharge from Reserve status.

b. Transfer of an officer or enlisted Service member who has completed the service required for a non-regular retirement to the Retired Reserve.

c. Notification of a person by the Secretary of the Military Department concerned or Commandant of the U.S. Coast Guard (USCG) when he or she has completed the years of service required for eligibility for retired pay pursuant to section 12731 of Title 10, United States Code (U.S.C.) (Reference (c)).

2. **APPLICABILITY.** This instruction 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), 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 DoD.

3. **POLICY.** It is DoD policy that Service members be properly transferred between Reserve categories, discharged, retired, and notified of eligibility for retired pay in accordance with 12731 of Reference (c), if qualified.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

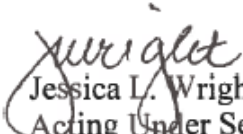
6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

a. Is effective March 13, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (d)).

c. Will expire effective March 13, 2024 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (d).


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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 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 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) Title 10, United States Code
- (d) DoD Instruction 5025.01 "DoD Directives Program," September 26, 2012, as amended
- (e) Appendix of Title 50, United States Code
- (f) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (g) DoD Instruction 1235.09, "Management of the Standby Reserve," February 12, 2014
- (h) Title 14, United States Code
- (i) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition
- (j) DoD Instruction 1304.25, "Fulfilling the Military Service Obligation (MSO)," October 31, 2013

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) develops and establishes policy and overall guidance on the assignment, transfer, and discharge of Reserve Component (RC) Service members.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA):
 - a. Establishes guidance and procedures to facilitate the transfer of an RC Service member between RC categories.

 - b. Monitors compliance with this instruction.

 - c. Is the adjudication authority on all requests for exception to the policy contained within this instruction.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE USCG. The Secretaries of the Military Departments and the Commandant of the USCG:
 - a. Develop and implement Departmental guidance to administer the transfer of RC Service members between RC categories in accordance with this instruction.

 - b. Establish procedures to transfer Service members to the Retired Reserve in accordance with section 6 of Enclosure 3 of this instruction.

 - c. Establish procedures to notify RC Service members of their eligibility for retired pay in accordance with section 7 of Enclosure 3 of this instruction.

ENCLOSURE 3

PROCEDURES

1. ACCESSION INTO THE READY RESERVE. Ready Reserve membership may be attained by:

a. Transfer as required on release from active duty under sections 651 and 10145 of Reference (c).

b. Appointment as a Reserve officer and assignment to the Ready Reserve in accordance with sections 456(d) of the Appendix to Title 50 U.S.C. (Reference (e)) and 10145 of Reference (c).

c. Appointment or enlistment into the Army National Guard of the United States (ARNGUS) or Air National Guard of the United States (ANGUS), in accordance with sections 12102, 12107, 12201, 12211, and 12212 of Reference (c).

d. Appointment or enlistment of an individual into the Ready Reserve in accordance with chapters 1205 and 1203 of Reference (c).

2. TRANSFER TO THE STANDBY RESERVE

a. Transfer to the Standby Reserve may be attained without prior membership in the Ready Reserve.

b. Transfer to the Standby Reserve from the Ready Reserve is authorized in accordance with section 10146(a) of Reference (c).

c. Transfer to the Standby Reserve in accordance with section 10149 of Reference (c) will be accomplished in accordance with DoDD 1200.7 (Reference (f)).

d. Transfer to the Standby Reserve of members of the ARNGUS or the ANGUS will be subject to section 10146(c) of Reference (c), which provides for the consent of the governor, or other appropriate authority of the State, to such a transfer.

e. The Secretaries of the Military Departments and the Commandant of the USCG will develop policies and procedures on the transfer of a member of the Ready Reserve to the Standby Reserve, in accordance with DoDI 1235.09 (Reference (g)).

f. Assignment to the Inactive Status List of the Standby Reserve and retention on that list is governed by Reference (g).

3. TRANSFER FROM THE STANDBY RESERVE. In accordance with section 10150 of Reference (c), any member of the Standby Reserve who has not completed his or her required period of military service in the Ready Reserve may be transferred to the Ready Reserve when the reason for transfer to the Standby Reserve no longer exists, provided the Service member is otherwise qualified and a requirement exists.

4. TRANSFER FROM THE RETIRED RESERVE TO THE READY RESERVE

a. Subject to such regulations as the Secretary of the Military Department concerned and Commandant of the USCG may prescribe, a member of the Retired Reserve may, on the member's request, be transferred to the Ready Reserve if qualified and a requirement exists.

b. A member of the Retired Reserve who is entitled to retired pay may not be transferred to the Ready Reserve unless the Secretary of the Military Department concerned or Commandant of the USCG makes a special finding that the member's services in the Ready Reserve are indispensable. Delegation of this "special finding" authority is limited by section 10145(d) of Reference (c).

5. DISCHARGE

a. Enlisted members of the Ready Reserve or the Standby Reserve, not on active duty, who have completed their military service obligation, or who are not otherwise subject to a military obligation, will be discharged upon completion of their obligation or upon expiration of their enlistment, as the case may be, unless they:

(1) Voluntarily enlist to serve in the Ready Reserve or Standby Reserve;

(2) Where applicable, extend their enlistment to remain in the Ready Reserve or Standby Reserve;

(3) Transfer to the Inactive Status List of the Standby Reserve in accordance with Reference (g); or

(4) If applicable, request transfer to the Retired Reserve.

b. An RC Service member, on written application, may be discharged from a Military Service if the Service member has become a member of the clergy and establishes all of the following:

(1) The ministry is his or her primary vocation.

(2) His or her religious faith group is recognized substantially for religious purposes.

(3) His or her standing in the faith group is recognized as that of a minister or leader.

(4) He or she is certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

c. A commissioned officer of the Ready Reserve or Standby Reserve who has accepted an indefinite appointment in accordance with section 12203 of Reference (c) will not be subject to mandatory discharge upon completion of the military service obligation.

6. TRANSFER TO THE RETIRED RESERVE

a. The Secretary of the Military Department concerned or the Commandant of the USCG will:

(1) Assign or transfer to the Retired Reserve an RC Service member who is retired in accordance with section 3911, 6323, or 8911 of Reference (c), or section 291 of Title 14 U.S.C. (Reference (h)).

(2) Assign or transfer, on application, to the Retired Reserve a Service member who:

(a) Has completed the requisite qualifying years creditable for non-regular retired pay but is either not yet eligible to receive retired pay, or is eligible to receive retired pay but has not applied for such pay;

(b) Has completed the requisite qualifying years creditable for non-regular retired pay pursuant to section 12731 of Reference (c); or

(c) Is receiving retired pay pursuant to other than age, service requirements, or physical disability.

(3) Assign or transfer to the Retired Reserve, upon application, an RC Service member who has been found physically disqualified for active duty, not as a result of the member's misconduct, regardless of total years of service if more than 30 percent disabled in accordance with sections 1201, 1202, 1204, or 1205 of Reference (c).

(4) Transfer to the Retired Reserve an RC Service member who is qualified for transfer to the Retired Reserve, who provides written approval and whose removal from an active status or from a reserve active-status list is required by section 14504, 14505, or 14506 of Reference (c) for failure of selection for promotion unless the Service member is transferred to an inactive status in accordance with section 14513(1) of Reference (c).

b. A Service member who has qualified for retirement in accordance with chapter 1223 of Reference (c), except for having reached an age of entitlement for retired pay pursuant to section 12731 of Reference (c), is required to attain 50 points annually during his or her anniversary year to be retained in the Ready Reserve or on the active status list, Standby Reserve. Waiver of that

requirement on a one-time basis may be made under exceptional circumstances by the Secretary of the Military Department concerned or Commandant of the USCG.

7. NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY

a. The Secretary of the Military Department concerned or Commandant of the USCG will provide a notification to each person who has completed the years of service required for eligibility for retired pay in accordance with chapter 1223 of Reference (c).

b. The notification will be issued within one year of the person concerned having completed the years of service requirement in accordance with chapter 1223 of Reference (c).

c. If a person has been granted retired pay in accordance with chapter 1223 of Reference (c) or has been notified, in accordance with this instruction, that he or she has completed the years of service required for eligibility for retired pay in accordance with chapter 1223 of Reference (c), that eligibility may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of service performed. This condition does not apply if the error, miscalculation, or misinformation was a direct result of fraud or misrepresentation by the RC Service member concerned in accordance with section 12738(a) of Reference (c).

d. In accordance with section 12738(b) of Reference (c), the number of years of creditable service on which retired pay is computed may be adjusted to correct any error, miscalculation, misinformation, or administrative determination. When such a correction is made, the person is entitled to retired pay in accordance with the number of years of creditable service, as corrected, from the date that person was originally granted retired pay.

e. Due to the restrictions on denial or revocation of eligibility for retired pay, as stated in paragraph 7c of this enclosure, suitable controls and procedures will be established by the Secretaries of the Military Departments and Commandant of the USCG to avoid errors, miscalculations, misinformation, and erroneous administrative determinations.

f. The notification will be issued in the name of an official having general responsibility for administering the controls and procedures referred to in paragraph 7e of this enclosure, and will be authenticated by the handwritten signature of the officer or employee immediately responsible for the determination of the eligibility of the person being notified.

g. The granting of retired pay to a person in accordance with chapter 1223 of Reference (c) is conclusive as to that person's entitlement to such pay.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANGUS	Air National Guard of the United States
ARNGUS	Army National Guard of the United States
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
DoDD	DoD Directive
DoDI	DoD Instruction
RC	Reserve Component
USCG	United States Coast Guard
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this instruction.

inactive status list. Defined in Joint Publication 1-02 (Reference (i)).

ready reserve. Defined in Reference (i).

retired reserve. Defined in Reference (i).

standby reserve. Defined in Reference (i).

transfer. The movement of a Service member from an RC or regular component of a Military Service, by discharge and subsequent enlistment or appointment within 24 hours, to another RC or regular component of a Military Service.

military service obligation. The total required service, as prescribed by section 651 of Reference (c), that each person who becomes a member of a Military Service serves in a Military Service unless discharged in accordance with regulations prescribed by the Secretary of Defense and the Secretary of the Military Department concerned or Commandant of the USCG. Pursuant to DoDI 1304.25 (Reference (j)), the military service obligation is 8 years.