



DoD INSTRUCTION 1235.09

MANAGEMENT OF THE STANDBY RESERVE

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

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Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance establishes uniform policies, assigns responsibilities, and prescribes procedures for the peacetime management and preparation for mobilization of the Standby Reserve.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments (including the United States Coast Guard (USCG) 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

1.2. POLICY.

Service members assigned to the Standby Reserve are liable for active duty pursuant to Sections 12301 and 12306 of Title 10, United States Code (U.S.C.), and will be managed pursuant to criteria prescribed in this issuance in accordance with Sections 10150, 10151, 10152, 10153, 12306, and 12735 of Title 10, U.S.C.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs:

- a. Develops policy, procedures, and guidance for the management of the Standby Reserve.
- b. Oversees DoD implementation of this issuance.
- c. Adjudicates requests from the Military Services for exceptions to the requirements in this issuance.

2.2. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE USCG.

The Secretaries of the Military Departments and the Commandant of the USCG:

- a. Prepare plans, policies, and procedures for management and mobilization of the Standby Reserve in accordance with this issuance, including policies and procedures governing the transfer between:
 - (1) Active and inactive status in the Standby Reserve.
 - (2) The Ready Reserve and the Standby Reserve.
 - (3) The Standby Reserve and the Retired Reserve.
- b. Report up-to-date personnel information for members of the Standby Reserve as required by DoD Instruction (DoDI) 7730.68, including ensuring members are classified with the correct Reserve Component (RC) training and retirement category codes.
- c. Maintain credentialing records, including certification and licensure, for all healthcare professionals who possess critical wartime medical skills in accordance with DoDI 6025.13 and Volume 4 of Defense Health Agency Procedures Manual 6025.13.
- d. Maintain an active status list (ASL) and inactive status list (ISL) on Service members assigned to the Standby Reserve.
- e. Inform members of the Standby Reserve of their service obligations, including potential duty requirements in time of war or national emergency.
- f. Develop and maintain a list of RC Service members assigned to the Standby Reserve who possess critical military 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.

SECTION 3: PROCEDURES

3.1. STANDBY RESERVE CATEGORIES.

The Standby Reserve is a category of the RC that consists of those individuals who have a temporary disability or hardship, individuals who hold key positions in their civilian jobs, and certain other Service members. While in the Standby Reserve, RC Service members are not required to participate in military training and are subject to involuntary activation pursuant to Sections 12301 and 12306 of Title 10, U.S.C. Service members placed into the Standby Reserve will be actively managed in one of two categories:

- a. The ASL of the Standby Reserve; or
- b. The ISL of the Standby Reserve.

3.2. ASL MANAGEMENT.

a. The ASL is composed of Service members in an active status with mobilization potential and includes:

(1) Service members who have been transferred from the Ready Reserve because of temporary hardship, disability, or other clear reason with intent to return to the Ready Reserve.

(2) Key employees in Federal Government or those designated as key employees in non-Federal public or private employment who have been transferred from the Ready Reserve to:

(a) Ensure the continuity of the Federal Government; or

(b) Prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization in accordance with Section 10149 of Title 10, U.S.C., Part 44 of Title 32, Code of Federal Regulations, and DoDI 1200.07.

(3) Pursuant to Section 12317 of Title 10, U.S.C., theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools.

(4) RC officers who have completed at least 18 but fewer than 20 years of service in accordance with Section 12646(a) and 12646(b) of Title 10, U.S.C.

(5) Service members not listed in Paragraphs 3.2.a.(1) through 3.2.a.(4) whose retention in the Standby Reserve is determined, by the Secretary of the Military Department concerned or Commandant of the USCG, to be in the best interest of their Military Service. Retention on the ASL for these Service members will be for no more than 2 years.

b. A member of the ASL may perform military duty in accordance with Sections 12301(b) or 12301(d) of Title 10, U.S.C., for the purpose of individual skill training in an active duty training category as required by DoDI 1215.06.

(1) When performing active duty for purposes of individual skill training, Service members are entitled to retirement points and are not authorized pay or allowances.

(2) Duties performed other than those pursuant to Section 12306 of Title 10, U.S.C., will not be performed in an imminent danger area.

c. A member of the ASL may be ordered to active duty in time of war or national emergency pursuant to Section 12306 of Title 10, U.S.C.

d. A member of the ASL in receipt of separation pay in accordance with Section 1174 of Title 10, U.S.C., or the special separation benefits or voluntary separation incentive in accordance with Sections 1174a and 1175 of Title 10, U.S.C., will not have those benefits affected by their status in the Standby Reserve.

e. A member of the ASL will not have their benefits affected by their status in the Standby Reserve if they are in receipt of:

(1) Involuntary separation pay in accordance with Section 1174 of Title 10, U.S.C., and DoDI 1332.29; or

(2) Voluntary separation pay in accordance with Section 1175a of Title 10, U.S.C., and DoDI 1332.43.

f. A key employee who is member of the ASL receiving separation pay, involuntary separation pay, special separation benefits, or voluntary separation incentive benefits who changes civilian employment status and is no longer designated as a key employee will be retained in the Standby Reserve or transferred to the Ready Reserve, as appropriate, to fulfill any remaining service obligation.

g. A member of the ASL may be considered for promotion and promoted if selected.

3.3. ISL MANAGEMENT.

a. The ISL is composed of Service members in an inactive status with no current mobilization potential and includes:

(1) Service members not required by law or regulation to remain in an active Reserve status who possess requisite military skills as determined by the Secretary of the Military Department concerned or the Commandant of the USCG that may be required for active duty in accordance with Section 12306 of Title 10, U.S.C.

(2) RC officers either not qualified for retention in the Ready Reserve or who fail to conform to prescribed standards and qualifications of Section 12641 of Title 10, U.S.C.

(3) Service members who:

(a) Have failed to attain 50 points in any yearly period after achieving 20 qualifying years of service for a non-regular retirement and did not apply for transfer to the Retired Reserve.

(b) Fail to conform to prescribed standards and qualifications of Section 12642 of Title 10, U.S.C.

(c) Requested transfer to the Standby Reserve in accordance with Section 12735 of Title 10, U.S.C.

(4) Service members with at least 20 qualifying years of service for a non-regular retirement who have been determined to have a disability rated at less than 30 percent, and who have been transferred to the ISL instead of separated for that disability, pursuant to Section 1209 of Title 10, U.S.C.

(5) Service members moved from the ASL, or any Service member who is eligible for ASL transfer and placed on the ISL pursuant to regulations prescribed by the Secretary of the Military Department concerned or Commandant of the USCG when such action will prevent an inequity with regard to an individual's pay, promotion, or retirement points.

b. An ISL member may not train for pay, receive retirement points, be eligible for promotion, nor accrue credit for years of service, pursuant to Section 10153 of Title 10, U.S.C.

c. An ISL member may be ordered to active duty in time of war or national emergency declared by Congress in accordance with Section 12306 of Title 10, U.S.C., only if:

(1) The Secretary of the Military Department concerned or Commandant of the USCG determines that not enough qualified Service members in the Ready Reserve are available in the required reserve categories.

(2) The Secretary of Defense approves that determination.

3.4. STANDBY RESERVE TRANSFER.

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

(1) A Standby Reserve member may be transferred back to the Ready Reserve when the reason for transfer to the Standby Reserve no longer exists, and the Service member is otherwise qualified.

(2) A member of the Army National Guard of the United States or the Air National Guard of the United States 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 Title 10, U.S.C.

b. Additional transfer guidance for Standby Reserve members may be found in DoDI 1200.15.

3.5. MILITARY SERVICE OBLIGATION (MSO).

The Standby Reserve member is subject to the following conditions regarding fulfillment of the MSO.

a. In accordance with Section 10150 of Title 10, U.S.C., a Service member with an MSO, temporarily placed in the Standby Reserve, will be transferred back to the Ready Reserve as soon as possible if the reason for transfer to the Standby Reserve no longer exists before fulfillment of the MSO.

b. An RC officer assigned to the Standby Reserve who has fulfilled their MSO and has not taken action to remain in the Ready or Standby Reserve will be advised of the requirement to remove them from military service. The Secretary of the Military Department concerned or Commandant of the USCG must remove an officer from service within 2 years after fulfillment of the officer's MSO unless the officer elects to remain in the Ready Reserve or the Standby Reserve past their MSO.

c. An enlisted Standby Reserve member will be discharged upon completion of their MSO unless they elect to enter into a contractual agreement to remain in the Standby Reserve.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASL	active status list
DoDI	DoD instruction
ISL	inactive status list
MSO	military service obligation
RC	Reserve Component
U.S.C.	United States Code
USCG	United States Coast Guard

G.2. DEFINITIONS.

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

TERM	DEFINITION
key employee	Defined in DoDI 1200.07.
key position	Described in Paragraph 3.3.a. of DoDI 1200.07.
MSO	Defined in DoDI 1304.25.
Ready Reserve	Defined in the DoD Dictionary of Military and Associated Terms.

REFERENCES

- Code of Federal Regulations, Title 32, Part 44
- Defense Health Agency Procedures Manual 6025.13, Volume 4, “Clinical Quality Management in the Military Health System Volume 4: Credentialing and Privileging,” August 29, 2019
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1200.07, “Screening the Ready Reserve,” January 22, 2021
- DoD Instruction 1200.15, “Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status,” November 7, 2019
- DoD Instruction 1215.06, “Uniform Reserve, Training, and Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- DoD Instruction 1304.25, “Fulfilling the Military Service Obligation,” October 13, 2021
- DoD Instruction 1332.29, “Involuntary Separation Pay (Non-Disability),” March 3, 2017
- DoD Instruction 1332.43, “Voluntary Separation Pay (VSP) Program for Service Members,” November 28, 2017
- DoD Instruction 6025.13, “Medical Quality Assurance and Clinical Quality Management in the Military Health System,” July 26, 2023
- DoD Instruction 7730.68, “Uniformed Services Human Resources Information System,” September 1, 2023
- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- United States Code, Title 10