



# Department of Defense **INSTRUCTION**

**NUMBER** 1235.13

October 18, 2013

Incorporating Change 1, April 30, 2020

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USD(P&R)

**SUBJECT:** Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)

**References:** See Enclosure 1

1. **PURPOSE.** This instruction:

a. Reissues DoD Directive (DoDD) 1235.13 (Reference (a)) as a DoD instruction (DoDI) in accordance with the authority in DoDD 5124.02 (Reference (b)) to update policies and assign responsibilities for the administration and management of the IRR and the ING Programs.

b. Incorporates and cancels DoDI 1235.14 (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 to:

a. Place Service members in the IRR and ING in accordance with this instruction, DoDI 1215.06 (Reference (d)), sections 10144 and 10145 of Title 10, United States Code (U.S.C.) (Reference (e)), and section 303 of Title 32, U.S.C. (Reference (f)).

b. Continuously screen members of the Ready Reserve in accordance with section 10149 of Reference (e) and DoDD 1200.7 (Reference (g)). As a result of such screening, identify members of the Ready Reserve to be, as appropriate, transferred to the Standby Reserve, discharged, or transferred to the Retired Reserve.

c. Provide training to members of the IRR in accordance with this instruction and References (e) and (f).

d. Order to active duty (AD) members of the IRR and ING, as required, in support of military operations in accordance with the utilization authorities contained in Table 1 of Reference (d).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 1. The change to this issuance updates references and organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

8. EFFECTIVE DATE. This instruction is effective October 18, 2013.

  
Jessica L. Wright  
Acting Under Secretary of Defense for  
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1235.13, "Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," July 16, 2005 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Instruction 1235.14, "Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," October 31, 1997 (hereby cancelled)
- (d) DoD Instruction 1215.06, "Uniform Reserve, Training and Retirement Categories for the Reserve Components," March 11, 2014, as amended
- (e) Title 10, United States Code
- (f) Title 32, United States Code
- (g) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (h) DoD Instruction 1215.13, "Reserve Component (RC) Member Participation Policy," May 5, 2015
- (i) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," May 20, 2011
- (j) DoD Instruction 1304.25, "Fulfilling the Military Service Obligation (MSO)," October 31, 2013
- (k) DoD Instruction 1200.15, "Assignment to and Transfer Between Reserve Categories and Discharge From Reserve Status," November 7, 2019
- (l) Title 37, United States Code
- (m) Title 38, United States Code
- (n) Title 14, United States Code
- (o) DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures for Active Duty and Reserve Pay," current edition
- (p) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (q) DoD Instruction 1332.14, "Enlisted Administrative Separations," January 27, 2014, as amended
- (r) DoD Instruction 1332.30, "Commissioned Officer Administrative Separations," May 11, 2018, as amended
- (s) DoD Instruction 6025.13, "Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)," February 17, 2011, as amended
- (t) DoD Directive 1100.4, "Guidance for Manpower Management," February 12, 2005

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) develops and implements this instruction as required and in accordance with Reference (b).
  
2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):
  - a. Provides overall procedural guidance for the administration and management of the IRR and the ING.
  
  - b. Establishes procedures to screen members of the IRR and ING.
  
  - c. Processes requests from the Military Departments for exceptions to policies established in this instruction.
  
3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD (USCG). The Secretaries of the Military Departments and the Commandant of the USCG:
  - a. Ensure compliance with this instruction.
  
  - b. Ensure that there are sufficient numbers of trained members who possess the specific military qualifications required to immediately meet Service requirements.
  
  - c. Prepare plans and develop procedures for mobilization of the IRR and the ING.
  
  - d. Continuously screen Ready Reserve members in accordance with this instruction, section 10149 of Reference (e), Reference (g), and DoDI 1215.13 (Reference (h)). Report results to the Defense Manpower Data Center in accordance with DoDI 7730.54 (Reference (i)).
  
  - e. Determine appropriate refresher training requirements for IRR members.
  
  - f. Ensure that, on transfer to the IRR or the ING, Service members understand their obligations for satisfactory participation in the screening program.
  
  - g. Notify all IRR members of possible sanctions in accordance with Reference (h) for failure to report or respond when they are ordered to participate in IRR screening through muster duty, by mail (sent a questionnaire), or by other appropriate means.

h. Ensure that sufficient resources are programmed for the Ready Reserve screening program.

i. In the event of mobilization, ensure IRR and ING members and their families receive an orientation so they may fully understand their pay, entitlements, and benefits, and how, when, and where such payments and benefits will be delivered or provided. Require that orientations also include the process to initiate an inquiry when there is a perceived problem with pay, and what resources and services are available to the family members of mobilized Reserve Component members.

ENCLOSURE 3

PROCEDURES

1. PLACEMENT IN THE IRR OR ING

a. Reserve Component (RC) members not assigned to the Selected Reserve (Selected Reserve units, Individual Mobilization Augmentees positions, or on Active Guard and Reserve duty), the Standby Reserve, the Retired Reserve, or on extended AD, will be placed in the IRR or the ING. This includes:

(1) Members separating from AD with a remaining military service obligation (MSO), as defined in section 651 Reference (e) and DoDI 1304.25 (Reference (j)), or other commitment to serve in the Ready Reserve and not placed in the Selected Reserve.

(2) Members leaving the Selected Reserve with a remaining MSO, as defined in Reference (j), or other commitment to serve in the Ready Reserve and not designated as a member of the Selected Reserve.

(3) Members without prior service awaiting training before beginning service in a regular component or the Selected Reserve.

(4) Members in the delayed entry program in accordance with section 513 of Reference (e).

(5) Members awaiting basic military training before beginning service in the Selected Reserve who are not authorized to attend inactive duty training (IDT).

(6) Certain personnel participating in officer training programs, such as chaplain candidates and participants in the Armed Forces Health Professions Financial Assistance Programs.

(7) Members leaving Selected Reserve or AD status who are eligible for and desire to maintain or obtain status as a member of the Ready Reserve.

b. Transfer to the ING from active status is limited to those personnel who are temporarily unable to meet the training requirements of active status in the National Guard and who are expected to return to an active status of the National Guard, in accordance with Reference (h). The normal period of time that personnel are allowed to remain in the ING is 1 year or less. Service members with or without an MSO may remain assigned in the ING up to the maximum age requirement, provided they remain a deployable asset. Service members must execute an extension agreement at the end of their MSO, or contractual agreement, to remain in the ING.

c. Except for Service members awaiting initial AD for training or participating in an entry program, only those Service members whose prior service has been satisfactory will be retained in the IRR.

d. Service members may transfer from the IRR to the Standby Reserve, and from the Standby Reserve to the IRR, if qualified.

e. Specific exceptions for placement in the IRR or ING are in Reference (g).

(1) A Service member with an agreement to remain in the Ready Reserve for a stated period, but who has attained qualifying service for retired pay as specified in section 12731 Reference (e), on approval by the Secretary of the Military Department concerned or Commandant of the USCG, may be transferred to the Retired Reserve.

(2) IRR members who are qualified for retirement pursuant to section 12731 of Reference (e), except for having reached 60 years of age, are required to attain fifty points each anniversary year to be retained in the Ready Reserve unless waived as specified in DoDI 1200.15 (Reference (k)).

(3) Specific procedures about members of the IRR with over 20 years of qualifying service for retirement pursuant to chapter 1223 of Reference (e) are in References (h) and (k).

f. Officers who have fulfilled their MSO and have not taken action to elect to remain in the IRR must be advised of the requirement to remove them from the military. The Military Departments must remove those officers from the military within 2 years after fulfillment of the officer's MSO unless they positively elect to remain in the IRR past their MSO as allowed by the military departments.

## 2. TRAINING THE IRR

a. All members of the IRR may be required to serve on active duty for training (ADT) up to 30 days a year pursuant to section 10147 of Reference (e).

b. ADT is authorized for IRR members to allow full-time attendance at organized and planned specialized skill, professional development, refresher, and proficiency trainings. Authorization for ADT will be managed pursuant to regulations established by the Secretaries of the Military Departments and Commandant of the USCG. IRR training funds may only be used to enhance or refresh existing skills that will be required for support of military operations or mobilization. Emphasis will be placed on training those most likely to be needed during the first 30 days after mobilization.

c. Active duty for operational support (ADOS) is authorized for IRR members for projects or operations supporting Active Component or Reserve Component programs, when such duties are essential to the Military Services. ADOS will be managed in accordance with Reference (d).



d. IRR members may participate voluntarily in AD or IDT for pay or points only pursuant to regulations established by the Secretaries of the Military Departments and Commandant of the USCG.

### 3. SCREENING THE IRR

a. As members of the Ready Reserve, all members of the IRR and the ING will be continuously screened to meet the requirements of section 10149 of Reference (e) and to ensure that the Ready Reserve force is composed of members who:

(1) Meet the standards of mental, moral, professional, and physical fitness established by their Military Service.

(2) Possess the military qualifications required in the various ranks, grades, ratings, and specialties.

(3) Are immediately available for mobilization, as specified in sections 12301(a) and 12302 of Reference (e), or as may be required by other provisions of law.

b. The Secretaries of the Military Departments and Commandant of the USCG will establish procedures to ensure the continuous screening of the IRR. Acceptable screening methods are:

(1) A member may be screened while on AD, ADT, or full-time training duty in pursuit of another purpose.

(2) A member may be ordered to muster duty, with or without the member's consent, in accordance with section 12319 of Reference (e).

(3) Members not screened during any annual period on AD, ADT, or other full-time training duty, or who are exempted from muster duty, will be screened by mail or other methods as appropriate.

c. Circumstance for exemptions from an in-person IRR or ING screening (muster) are:

(1) Members identified under the process described as not required in terms of skill or grade category.

(2) Members of the IRR or ING during the fiscal year (FY) in which they are scheduled for discharge from military service.

(3) The Secretaries of the Military Departments and Commandant of the USCG may establish specific geographical limitations on travel to IRR muster duty.

(4) The Secretaries of the Military Departments and Commandant of the USCG may exempt officer personnel in pay grade O-4 and higher; warrant officers; and, senior

noncommissioned officers in pay grade E-8 and higher, if they have no remaining MSO and if other methods exist for ensuring that the requirements in Reference (j) are met.

(5) The Secretaries of the Military Departments and Commandant of the USCG may establish a policy to exempt IRR or ING members from muster duty if those members were successfully screened in person during the FY immediately preceding the current FY.

(6) Personnel participating in officer training programs.

(7) Members in the Armed Forces Health Professions Financial Assistance Programs.

(8) Members in training, or awaiting training, in a Delayed Entry Program or Delayed Entry Training program for Active or RC service.

(9) Personnel gained to the IRR or ING during the current FY.

d. The procedures for using muster duty for screening are:

(1) A member on such muster duty will be engaged for at least 2 hours on the day of muster in the performance of that duty.

(2) The period allowed for muster duty, including round-trip travel, will total not more than 1 day each calendar year.

(3) In accordance with section 12319 of Reference (e), muster duty will be treated as the equivalent of IDT (and travel directly to and from that training) for purposes of Reference (e) and the provisions of Title 37, U.S.C. (Reference (l)) (other than section 206(a)), and Title 38, U.S.C. (Reference (m)), including provisions relating to the determination of eligibility for and the receipt of benefits provided under those titles for Reserve Component members performing IDT and for their dependents and survivors.

(4) Muster duty will not be credited in determining entitlement to, or in computing, retired pay as a Military Service member in accordance with chapter 1223 of Reference (e) or Title 14, U.S.C. (Reference (n)). No contribution to the DoD Military Retirement Fund is required in association with the payment of the muster allowance.

(5) Compensation for muster duty is as prescribed in section 433 of Reference (l) and in DoD 7000.14-R (Reference (o)) at the rate prescribed in the Joint Federal Travel Regulations, Volume 1 (Reference (p)).

e. All members of the IRR or ING will be screened by mail or other means as appropriate during those years in which they are exempt from in-person screening (muster duty). In accordance with Reference (h), muster notifications will include sanctions IRR members may face, if they fail to provide the data requested. Mail screening or electronic notifications will include the sanctions that IRR members may face, in accordance with Reference (h), if they fail to provide the data requested.

f. Failure to perform screening that the member has been ordered to perform will, barring unusual circumstances, be used as a basis for determining that the member has not participated satisfactorily in the Ready Reserve. Members whose participation has not been satisfactory may be processed for separation in accordance with Reference (h) and DoDI 1332.14 (Reference (q)) or DoDI 1332.30 (Reference (r)). IRR members may be retained in the IRR for the balance of their statutory MSO, current enlistment contract, or Service agreement only when the Secretary of the Military Department concerned or Commandant of the USCG has determined that the member still possesses the potential for useful service under conditions of full mobilization

g. The Military Services will maintain the current status of each member's physical condition, dependency status, military qualifications, civilian occupational skills, and availability for service. This information is critical for mobilization of the Reserve and must be kept current. Service regulations may expand what information is solicited, but at a minimum, the required critical information is:

- (1) Basic personnel identification data requirements:
  - (a) Name and social security number (SSN).
  - (b) Sex and date of birth.
  - (c) Pay grade, grade, and date of rank.
  - (d) Pay entry base date.
  - (e) RC and RC category.
- (2) Dependency statuses:
  - (a) Marital status and number of dependents.
  - (b) SSN of spouse (if both are Service members).
- (3) Military qualifications:
  - (a) Military aeronautical rating and flying status.
  - (b) Service occupation codes.
  - (c) Security clearance.
  - (d) Armed Forces Qualification Test score.
  - (e) Language proficiencies and cultural awareness.

(g) RC and RC category.

(4) Availability for service classifications:

(a) Current home address.

(b) Date of expiration of the statutory MSO.

(c) Date of expiration of current enlistment.

(d) Year and month of officer mandatory removal date.

(e) Civilian occupation.

(f) Medical and dental status.

(5) Credential records, including certification and licensure, will be reviewed for all healthcare practitioners who possess critical wartime medical skills as determined by the Secretaries of the Military Departments and the Commandant of the USCG in accordance with DoDI 6025.13 (Reference (s)) and DoDD 1100.4 (Reference (t)).

(6) As an adjunct to muster duty, the Military Services will also maintain a process for determination of skill proficiency degradation and, if necessary, identifying applicable refresher training needs by skill. A more extensive annual screen, including a detailed skill level assessment, is encouraged for members with critical skills.

(7) Upon Presidential or congressional authorization of mobilization, screening will be conducted in accordance with Reference (g).

(8) Unless exempted, all members in the categories established as most likely to be needed in conjunction with a contingency operation or mobilization will be screened in person (via muster) annually. Additionally, all members of the IRR who receive an IRR re-enlistment bonus will be screened in person annually.

h. Administration of Service members in receipt of Separation Pay (SP), the Special Separation Benefit (SSB), or the Voluntary Separation Incentive (VSI).

(1) The SP, SSB, and VSI programs provide periodic or lump sum payments for certain military members who are voluntarily or involuntarily separated from AD if they affiliate with the Reserve in accordance with sections 1174, 1174a, and 1175 of Reference (e).

(a) VSI payments are made on an annual basis for an established number of years subject to the member remaining in a RC. That service must be in the Ready Reserve unless the member is transferred from the Ready Reserve to the Standby Reserve (inactive status) or the Retired Reserve through no fault of the member concerned. Members who receive the VSI will

be retained in the Ready Reserve (the Selected Reserve or the IRR) as long as they qualify for service in the Ready Reserve.

(b) If a member who receives the VSI becomes disqualified for continued service in the Ready Reserve through no fault of the member, that member will be transferred to the Standby Reserve (Inactive Status List). However, if the member qualified for retired pay at age 60, pursuant to chapter 1223 of Reference (e), that member may be transferred, on application, to the Retired Reserve.

(c) VSI recipients who become ineligible for retention in an active or inactive status in a RC because of age, years of service, failure to select for promotion, or medical disability will be placed in the Retired Reserve, upon their request, using Training Readiness Code "V5." These individuals must be separately tracked by the appropriate Reserve personnel management office.

1. At the expiration of their VSI contract, officers who have been placed in the Retired Reserve to receive VSI payments because they were ineligible to remain in the Ready Reserve or Standby Reserve for reasons of age, years of service, failure of selection for promotion, or medical disability, will be separated from the military service. This separation is considered a voluntary action. The requirement in section 12683 of Reference (e) for a board of officers does not apply to this category.

2. The Secretaries of the Military Departments and the Commandant of the USCG are responsible for establishing procedures to separate VSI recipients at the expiration of their VSI contracts.

(d) The SSB and SP payments are subject to the member's written agreement to serve in the Ready Reserve for a period of not fewer than 3 years following separation from AD. If the member has an MSO that is not completed at the time the member is separated from AD, the 3-year obligation will begin the day after the member completes such MSO.

(2) When a member of the Ready Reserve is also a civilian employee of the U.S. Government occupying a position that is designated as a key position, as defined in Reference (g), that individual will be designated as a key employee and considered to be ineligible to serve in the Ready Reserve. The Military Service will transfer that individual to the Standby Reserve where he or she will remain for the period of employment while filling a key position. Benefits received in accordance with section 1174, 1174a, or 1175 of Reference (e) will not be affected. Once that individual, who has received SSB, VSI, or 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 RC category, as appropriate, to fulfill the service obligation incurred based on receipt of SSB, or VSI, or SP.

(3) Each Military Service will ensure that automated pay and personnel systems and procedures are in effect to identify and report the VSI, SSB, and SP recipients who are required to affiliate with the Reserve. As a minimum, that data will include the expiration date of the Reserve Service obligation of each member in receipt of the VSI. For all members who receive

the SSB or SP, the Military Services will ensure that both the Ready Reserve obligation and the expiration date of the Ready Reserve obligation are captured and can be reported in automated systems.

i. Each Military Service will develop policies and procedures to ensure that the databases of the appropriate military manpower, personnel, and pay automated information systems contain complete and accurate data that is needed to recall a member of the IRR or the ING, if necessary, to AD. Furthermore, the processes that will be used under these circumstances to exchange data among those systems and to reconcile any data disparities are to be documented and disseminated to all affected organizations.

j. Each Military Service will maintain complete and accurate information for members of the IRR in automated databases that are used as the source of statistical information provided to the Defense Manpower Data Center and to respond to inquiries in accordance with Reference (i). Further, each Military Service will maintain the automated capability to facilitate the transition of IRR members to the Selected Reserve of any RC, the Standby Reserve, or the Retired Reserve.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AD	active duty
ADOS	active duty for operational support
ADT	active duty for training
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DoDD	DoD directive
DoDI	DoD instruction
FY	fiscal year
IDT	inactive duty training
ING	Inactive National Guard
IRR	Individual Ready Reserve
MSO	military service obligation
RC	Reserve Component
SP	Separation Pay
SSB	Special Separation Benefits
SSN	social security number
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
VSI	Voluntary Separation Incentive

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

ING. Members of the National Guard who are in an inactive status in the Ready Reserve and attached to a specific National Guard unit. These members do not participate in training activities. They mobilize with their unit of assignment or with other units within their State on partial or full mobilization. They are not subject to a call-up pursuant to section 12304 of Reference (e). Currently the Air National Guard of the United States does not have an ING Program.

IRR. A manpower pool consisting of individuals who have had training and have previously served in the active forces or in the Selected Reserve. The IRR consists of people who must

fulfill their MSO pursuant to section 651 of Reference (e), members fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO and who voluntarily remain in the IRR. IRR members are subject to involuntary ADT and fulfillment of mobilization requirements, in accordance with sections 12301(a) and 12302 of Reference (e). Additionally, the IRR also includes some personnel who are participating in officer training programs or in the Armed Forces Health Professions Financial Assistance Programs.

MSO. The total required service, as prescribed by section 651 of Reference (e) and implemented in accordance with Reference (j), that each person who becomes a member of the Military Services will serve unless discharged under regulations prescribed by the Secretary of Defense, the Secretary of Homeland Security, the Secretary of the Military Department concerned, or the Commandant of the USCG.