



# Department of Defense INSTRUCTION

**NUMBER** 1215.06

March 11, 2014

Incorporating Change 2, July 12, 2022

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USD(P&R)

**SUBJECT:** Uniform Reserve, Training, and Retirement Categories for the Reserve Components

**References:** See Enclosure 1

1. PURPOSE. This instruction reissues DoD Instruction (DoDI) 1215.06 (Reference (a)) in accordance with the authority of DoD Directive (DoDD) 5124.02 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures relating to categorizing, training, and reporting of Reserve Component (RC) Service members.

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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. OSD and DoD Component heads administer their Reserve, training, and retirement category programs according to the responsibilities in Enclosure 2 and the guidance in this instruction.

b. When performing training, support, mobilization, or other duty, all RC Service members, as part of the total force, will be in an inactive duty (ID), active duty (AD), or full-time National Guard duty (FTNGD) status as described in Enclosure 3.

c. RC Service members may be utilized for training, mobilization, support, and other purposes as necessary in accordance with the guidance in Enclosure 4.

d. Military Services will categorize, maintain, and report personnel data pursuant to DoD Manual 7730.54, Volume 1 (Reference (c)).

e. All RC Service members not counted in Active Component (AC) end strengths pursuant to Title 10, United States Code (U.S.C.) (Reference (d)), will be placed in one of the Reserve Component categories (RCCs) and training and retirement categories (TRCs) described in this instruction. Individuals will be assigned to RCCs and TRCs based on their obligations to meet mission and training requirements as described in Enclosure 5.

f. Ready and Standby Reserve Service members may participate in approved programs outside the DoD as indicated in Enclosure 6.

g. RC Service members will meet the minimum training criteria for each category of the RCs as prescribed in Enclosure 7.

h. Military Services use the uniform RCCs and TRCs for their Ready Reserve, Standby Reserve, and Retired Reserve as described in sections 10141, 10142, 10147, 10149, 10151, 10154, and 12774 of Reference (d).

i. RC Service members will be properly accounted for by annually authorized categories pursuant to section 115 of Reference (d). Additional strength accounting guidelines are included in Enclosure 8.

j. Terminology used in this instruction to describe RC training, retirement, and utilization categories will apply to all Military Services.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3-8.

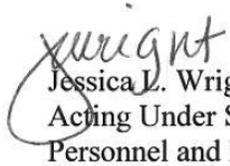
6. RELEASABILITY. **Cleared for public release.** This instruction is available on the DoD Issuances Website at <https://www.esd.whs.mil/DD>.

7. SUMMARY OF CHANGE 2. The changes to this issuance are administrative and:

a. Implement Section 415 of Public Law 117-81 (Reference (ac)), which increased the end strength accounting threshold for Reserve Component members performing active duty.

b. Update organizational titles and references.

8. EFFECTIVE DATE. This instruction is effective March 11, 2014.

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

Enclosures

1. References
2. Responsibilities
3. Guidelines for RC Duty
4. RC Utilization Categories
5. Uniform RCCs and TRCs
6. Members Participating In Approved Programs Outside the DoD
7. Training Requirements
8. Strength Accounting, Reporting, and Management

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1215.06, "Uniform Reserve, Training and Retirement Categories," February 7, 2007, as amended (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Manual 7730.54, Volume 1, "Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures," May 25, 2011, as amended
- (d) Title 10, United States Code
- (e) Title 5, United States Code
- (f) Title 32, United States Code
- (g) DoD Instruction 3025.16, "Defense Emergency Preparedness Liaison Officer (EPLO) Programs," September 8, 2011, as amended
- (h) DoD Instruction 3025.22, "The Use of the National Guard for Defense Support of Civil Authorities," July 26, 2013, as amended
- (i) Title 14, United States Code
- (j) Title 37, United States Code
- (k) DoD Instruction 1215.07, "Service Credit for Non-Regular Retirement," July 30, 2019, as amended
- (l) DoD 7000.14-R, Volume 7A, "Department of Defense Financial Management Regulation: Military Pay Policy - Active Duty and Reserve Pay," current edition
- (m) DoD Instruction 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," July 10, 2015
- (n) Joint Travel Regulations, "Uniformed Service Members and DoD Civilian Employees," current edition
- (o) Title 22, United States Code
- (p) Title 50 Appendix, United States Code
- (q) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (r) DoD Instruction 1235.09, "Management of the Standby Reserve," February 12, 2014, as amended
- (s) DoD Instruction 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," October 30, 2013, as amended
- (t) DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," December 29, 2010, as amended
- (u) DoD Instruction 1215.13, "Ready Reserve Member Participation Policy," May 5, 2015
- (v) DoD Directive 1352.1, "Management and Mobilization of Regular and Reserve Retired Military Members," July 16, 2005
- (w) DoD 7000.14-R, Volume 2A, "Department of Defense Financial Management Regulation: Budget Formulation and Presentation," current edition
- (x) DoD Instruction 1400.25, Volume 1100, "DoD Civilian Personnel Management System: Civilian Human Resources Management Information Technology Portfolio," January 3, 2014, as amended

- (y) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- (z) DoD Instruction 1235.13, “Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING),” October 18, 2013, as amended
- (aa) DoD Instruction 1205.18, “Full-Time Support (FTS) to the Reserve Components,” June 5, 2020
- (ab) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- (ac) Public Law 117-81, Section 415, “National Defense Authorization Act of Fiscal Year 2022,” December 27, 2022

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 categorizing, training, and reporting of RC Service members.
  
2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)). Under the authority, direction, and control of the USD(P&R), the ASD(R):
  - a. Establishes guidance for the minimum training criteria and the ID, AD, and FTNGD requirements associated with each category.
  
  - b. Establishes DoD guidance for RC utilization and associated RC TRCs.
  
3. 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. Maintains proper strength accounting for all RC civilian employees to include employees governed by Title 5, U.S.C. (Reference (e)) and Title 32, U.S.C. (Reference (f)). Also included in this responsibility are strength accounting for military technician (dual status) (MT) and non-dual status military technicians (NDST).
  
  - b. Maintains the authoritative data for the civilian employee categories in paragraph 3a.
  
4. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND HEMISPHERIC AFFAIRS (ASD(HD&HA)). Under the authority, direction, and control of the Under Secretary of Defense for Policy (USD(P)), the ASD(HD&HA):
  - a. Serves as the principal civilian advisor to the Secretary of Defense and the USD(P) for employment of emergency preparedness liaison officers (EPLOs) in support of civil authorities in accordance with DoDI 3025.16 (Reference (g)).
  
  - b. Exercises oversight of the Military Departments' EPLO programs, ensuring compliance with Reference (d) and DoDI 3025.22 (Reference (h)).
  
5. 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. Implement directives or regulations that are consistent with this instruction.

b. Establish necessary criteria and procedures to ensure:

(1) Trained and qualified RC units and individuals are available for AD throughout the entire spectrum of DoD requirements, including war or national emergency, contingency operations, military operations other than war, operational support (OS), humanitarian operations, homeland defense, defense support of civil authorities, and other national security requirements.

(2) Funding for RC training and operations is programmed and budgeted to adequately support the requirements in paragraph 5b(1). Duty authorities and utilization categories arrayed and defined in Enclosure 3, Enclosure 4, and the Appendix to Enclosure 4 will be utilized to facilitate this RC usage.

c. Approve any additional inactive duty training (IDT) periods, as necessary and consistent with law. Authorizing and using additional training is subject to the categories, limitations, and controls described in this instruction.

d. Establish minimum standards for satisfactory participation at required training periods, which will:

(1) Stipulate the number and percentages of training periods for meeting the minimum standards.

(2) Require individuals attending IDT periods to meet minimum training standards.

(3) Require that those standards contain procedures for accounting for absences and excused IDT periods, as necessary.

(4) Establish procedures to allow Service members to voluntarily perform special additional duties as IDT for retirement points only. This duty may be performed in connection with prescribed training or maintenance activities of the units to which they are assigned.

e. Include in the AC budget both military personnel and operations and maintenance funds to provide AD tours for RC Service members on AD in support of AC programs and OS.

f. In coordination with supported organizations, require that RC Service members who serve on AD tours funded by AC resources (i.e., active duty for operational support (ADOS) - AC funded) receive full pay, allowances, and entitlements appropriate for the length of the AD tour.

g. Establish criteria for combining AD training and IDT to achieve desired readiness levels and to meet training requirements, as necessary.

h. Designate all RC Service members in a RCC and TRC according to criteria established in Enclosure 5 and the Uniform Reserve, Training, and Retirement Category matrix located in the “Important Links” section at <http://ra.defense.gov/Programs/ManpowerPersonnel>. Ensure that RC Service members perform duty according to the minimum criteria established for each RCC in the matrix.

6. COMBATANT COMMANDERS. The Combatant Commanders:

a. Exercise command authority over RC forces when mobilized or ordered to active duty other than for training (ADOT). Command authority consists of the authority specified in section 164(c) of Reference (d), unless otherwise directed by the Secretary of Defense. Assigned RC forces on ADOT may not be deployed until validated by the parent Service for deployment.

b. Exercise training readiness oversight (TRO) over assigned RC forces not on AD, or on active duty for training (ADT) not provided in paragraph 3a of this enclosure. TRO includes specific authority to:

(1) Provide guidance to Service component commanders on operational requirements and priorities to be addressed in Military Department training and readiness programs.

(2) Comment on Service component program recommendations and budget requests.

(3) Coordinate and approve participation by assigned RC forces in joint exercises and other joint training when on ADT or performing IDT.

(4) Obtain and review readiness and inspection reports on assigned RC forces.

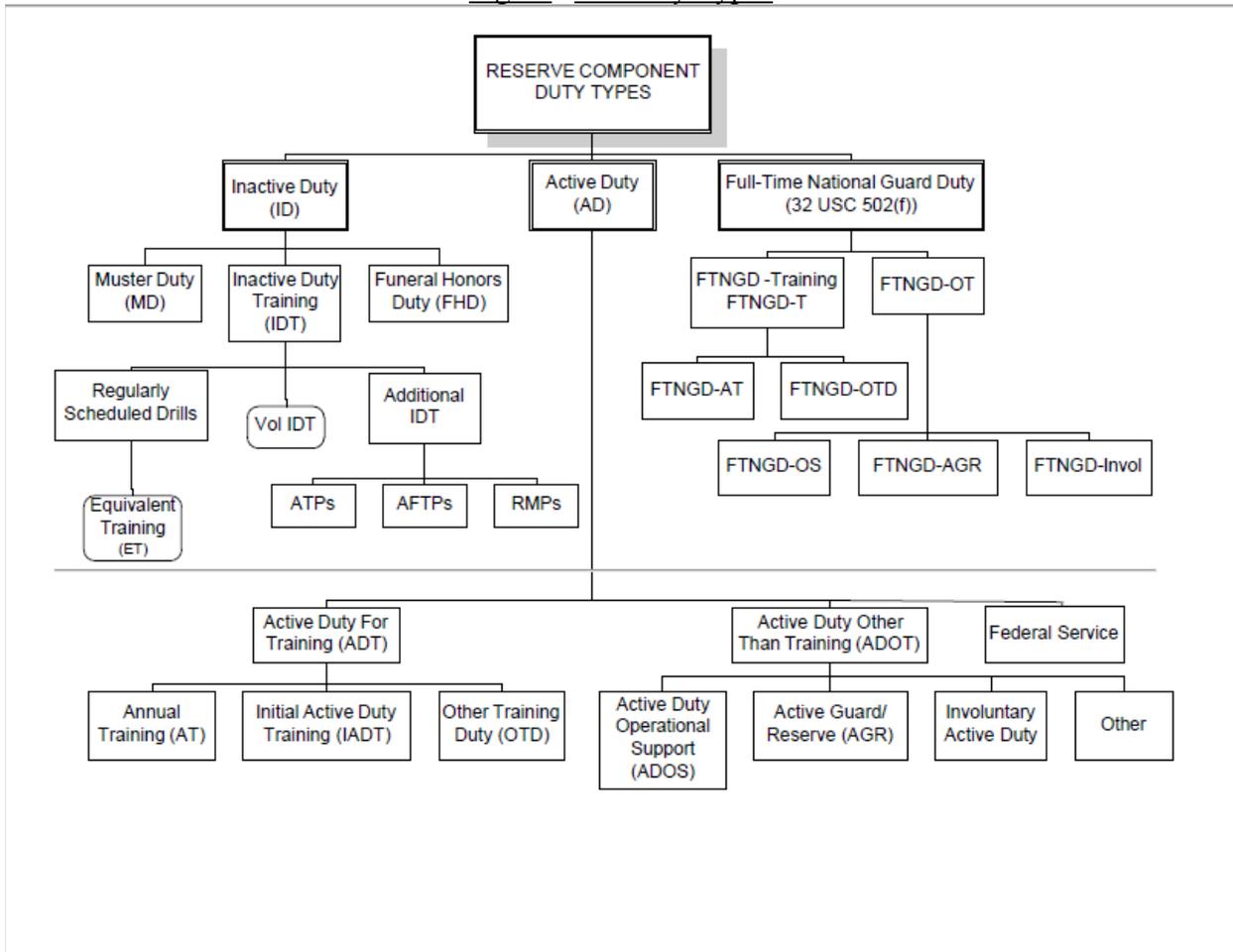
(5) Coordinate and review mobilization plans (including post-mobilization training activities and deployability validation procedures) developed for assigned RC forces.

ENCLOSURE 3

GUIDELINES FOR RC DUTY

1. TYPES OF DUTY. The legal authorities in References (d) and (f), and Title 14, U.S.C. (Reference (i)), establish which RC Service members may perform military duty and the types of duty that each member can perform. The main types of authorized RC duty depicted in the Figure include ID, AD, and FTNGD. Federal service performed in accordance with sections 331, 332, and 12406 of Reference (d) is an additional RC duty type that is treated as active duty.

Figure. RC Duty Types



2. ID. ID consists of IDT, muster duty (MD), and funeral honors duty (FHD).

a. IDT. IDT consists of attendance at regularly scheduled unit training periods (regularly scheduled drills), additional IDT periods, and voluntary IDT.

(1) General. IDT primarily provides individual or unit readiness training to RC Service members. IDT, or its equivalent training, may not be used for correspondence courses, to include electronic-based distributed learning, pursuant to section 101(22) of Title 37, U.S.C.

(Reference (j)). Correspondence courses meeting the criteria in section 206(d)(2) of Reference (j) will be paid compensation in a non-duty status pursuant to DoDI 1215.07 (Reference (k)). Units or individuals that participate in IDT may provide support to mission requirements (i.e., OS) as a result of the training.

(a) Paid IDT periods will not be less than 4 hours. No more than 2 IDT periods may be performed in any calendar day. Pursuant to section 206 of Reference (j) and within the guidelines prescribed in this enclosure, the Secretaries of the Military Departments and the Commandant of the USCG may prescribe additional standards for IDT.

(b) One retirement point in any 1 calendar day may be granted for attendance at a professional or trade convention, for a minimum of 4 hours, pursuant to Reference (k).

(c) Where practical, multiple IDT periods over consecutive days will be used to maximize training effectiveness.

(d) IDT will not be performed in a designated imminent danger area.

(e) RC Service members performing IDT are covered for an injury, illness, or disease incurred or aggravated in line of duty pursuant to section 1074 a of Reference (d).

(f) RC Service members performing IDT pursuant to Reference (d) are subject to chapter 47 of Reference (d), also known as the “Uniform Code of Military Justice.”

(g) RC Service members performing IDT pursuant to Reference (f) are subject to the applicable State code.

(2) Regularly Scheduled Drills. IDT periods that are pre-scheduled and used primarily for individual or unit readiness training to RC Service members.

(a) The 48 annual periods of IDT are the regularly scheduled IDT as authorized for members of the Ready Reserve pursuant to requirements in section 10147 of Reference (d) or section 502(a) of Reference (f).

(b) A regularly scheduled drill period must be at least 4 hours in length.

(c) Equivalent training (ET), as defined in the Glossary, is training conducted in lieu of a missed regularly scheduled drill. There is no obligation for an RC to authorize ET periods. When an ET period is authorized, the approving official will ensure that the training is of equivalent value to the regularly scheduled of that member and available on the date(s) scheduled. An RC Service member may not be paid for more than 4 periods of ET during any fiscal year (FY) pursuant to section 206 of Reference (j).

(3) Additional IDT Periods. Additional IDT periods are a sub-category of IDT that improve readiness by providing for individuals and units the required and necessary training to attain and maintain designated readiness levels. The Secretaries of the Military Departments and

the Commandant of the USCG concerned will establish guidance for and approve use of additional IDT periods pursuant to limits in paragraphs a(3)(b)1 through a(3)(b)3 of this section.

(a) The RC will identify additional IDT periods separately from normal unit or individual training periods in budget documents and in internal records so that training period costs and training support costs for each type of additional training may be clearly identified, justified, and audited.

(b) Three categories of additional IDT periods are:

1. Additional Training Periods (ATPs). ATPs for units, components of units, and individuals are for accomplishing additional required training, as defined by post-mobilization mission requirements. The number of those training periods will not exceed 36 each FY for any member.

2. Additional Flying and Flight Training Periods (AFTPs). AFTPs are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. These AFTPs will not be in addition to the ATPs described in paragraph a(3)(b)1 of this section. The number of AFTPs will not exceed 72 each FY for any aircrew member, unless specifically authorized by the Secretary concerned or the Commandant of the USCG, and subject to the limitations in paragraphs a(3)(c) through (e) of this section.

3. Readiness Management Periods (RMPs). RMPs are intended for use by drilling Reserve Service members who are not dual status military technicians to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

a. The number of RMPs performed in a FY by any member will not exceed 36, and not more than 1 RMP will be performed by an individual in 1 calendar day. These training periods will be used only where sufficient full-time support personnel are not available or specifically assigned to accomplish those duties.

b. Priority for the performance of RMPs will be given to unit members who are not dual status military technicians. A military technician may not be placed in a leave status to enable him or her to perform duty in an RMP status. Additionally, a military technician may not perform duty in an RMP status to accomplish activities that are within the normal requirements and workload of the military technician's job description.

(c) Except for aircrew members, the combination of ATPs and RMPs will not exceed 72 in each FY for each person.

(d) Combinations of ATPs, AFTPs, and RMPs for aircrew members will not exceed 84 in a FY, with the Secretary concerned or the Commandant of the USCG authorized to provide a waiver to permit a maximum of 96 additional IDT periods for an aircrew member in a FY.

(e) Training periods authorized in excess of the units presented in paragraph 2a(6)(b)2 of this enclosure will not be used for augmenting missions and must provide legitimate training opportunities required to meet readiness levels. This authority may not be delegated below the Secretaries of the Military Departments or the Commandant of the USCG.

(4) Voluntary IDT. RC Service members may voluntarily perform special additional duties as IDT periods for retirement points only. This voluntary IDT is designated by the Secretary concerned or the Commandant of the USCG and performed pursuant to section 101(22)(B) of Reference (j). In particular, if utilized, this voluntary IDT will be performed in connection with prescribed training or maintenance activities of the units to which they are assigned. These periods are performed for retirement points only (without pay) and will not be less than 2 hours, with a maximum of 2 points authorized in any 1 calendar day.

b. MD. A member of the Ready Reserve may be ordered without his consent to MD once a year by an authority designated by the Secretary concerned or the Commandant of the USCG pursuant to section 12319 of Reference (d).

(1) MD will be considered equivalent to IDT, except for pay and retirement points, and will include a minimum of 2 hours at the muster site. MD will not be performed for more than 1 day, including travel, each calendar year. An allowance for MD will be paid in accordance with section 433 of Reference (j) at the rate determined by the DoD Per Diem Committee and included in DoD 7000.14-R (Reference (l)).

(2) In cases where a total of more than 1 day is required to meet the MD requirement, or in other specific circumstances approved under regulations issued by the Secretary concerned or the Commandant of the USCG, ADT may be used in lieu of MD.

c. FHD. FHD includes both the preparation for and the actual performance of funeral honors functions at the funeral of a veteran as defined in section 1491 of Reference (d).

(1) Members of the Ready Reserve may perform FHD in a voluntary status pursuant to the provisions of section 12503 of Reference (d) or section 115 of Reference (i). No more than one FHD period will be performed in a day. FHD will include a minimum of 2 hours of duty during a day, including travel, for the performance of duty or preparation or training for duty. Service credit for this duty will be pursuant to section 12732(a)(2)(E) of Reference (d). This duty may be performed in either a pay or non-pay status. If in a pay status, the member will be paid either an allowance for FHD pursuant to section 495 of Reference (j) or compensation pursuant to section 206 of Reference (j), as authorized by the Secretary concerned or the Commandant of the USCG.

(2) Though other AD categories may be used to provide funeral honors support, the duty category in which funeral honors and the preparation for funeral honors are performed will be determined by the Secretary concerned or the Commandant of the USCG. In no case may the performance of funeral honors or the preparation for such honors be considered a period of IDT.

3. AD. At any time, an authority designated by the Secretary concerned or the Commandant of the USCG may order a member of the RC under his or her jurisdiction to AD or retain the member on AD with the consent of the member under the authority of sections 12301(d), 12301(h), 12402, 12322 or 12323 of Reference (d). However, a member of the Army National Guard of the United States (ARNGUS) or Air National Guard of the United States (ANGUS) may not be ordered to AD under the authority of sections 12301(d) and 12301(h) of Reference (d) without the consent of the Governor or other appropriate authority of the State concerned. For the RC, AD is comprised of the categories ADT, ADOT, and for other purposes. The respective authorities for AD for RC Service members are depicted at the Appendix to Enclosure 4.

a. ADT. The primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements (i.e., OS) may occur incidental to performing ADT. Included in the ADT category are initial active duty training (IADT), annual training (AT), and other training duty (OTD).

(1) IADT. IADT is required for all enlisted non-prior service accessions. Paragraph 3a(4) of Enclosure 7 provides specific training guidance on IADT.

(2) AT. The minimum period of ADT that RC Service members must perform each year to satisfy the training requirements associated with their RC assignment. The primary purpose of AT is to provide individual or unit readiness training. AT may provide support to AC missions and requirements. AT may be required for all members of the Ready Reserve. Members of the Selected Reserve will perform AT. For all members of Selected Reserve units, except for those in the National Guard, AT will not be for less than 14 days (exclusive of travel time) each year pursuant to requirements in section 10147 of Reference (d), and not less than 12 days (exclusive of travel time) for the USCG Reserve. Paragraph 4a(1) of this enclosure contains guidance for the National Guard. Individual mobilization augmentees (IMAs) are required to perform a minimum of 12 days of AT each year in accordance with DoDI 1235.11 (Reference (m)). Support to mission requirements, (i.e., OS) may occur as a consequence of performing AT. Additional training guidance for AT is included in paragraph 3a(2) of Enclosure 7.

(3) OTD. OTD is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It will be used to support RC Service members in obtaining the necessary skills and disciplines to achieve required readiness standards. The primary purpose of OTD is to provide individual or unit readiness training. Authorization for ADT will be managed pursuant to policies established by the Secretaries of the Military Departments and the Commandant of the USCG. National Guard and Reserve Service members who are not employed as military technicians will receive priority consideration for such training. Support to DoD mission requirements, when it also provides individual or unit readiness training, may occur as a consequence of performing OTD.

b. ADOT. Training may occur incidental to performing ADOT.

(1) ADOS. ADOS tours are funded through applicable military or Reserve personnel appropriations (ADOS-AC funded or ADOS-RC funded) to support AC or RC programs, respectively. Guidelines regarding the payment of per diem to RC Service members performing OS duty will be based on adherence to the Joint Travel Regulations (Reference (n)). ADOS tours are performed pursuant to section 12301(d) of Reference (d) and performed as ADT at the request of an organizational or operational commander, or as a result of reimbursable funding. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. Authorization of ADOS will be managed pursuant to policies established by the Secretaries of the Military Departments and the Commandant of the USCG. To assist the Military Departments in managing ADOS tours, management and accountability guidance is provided in paragraph 5 of Enclosure 8.

(2) Active Guard and Reserve (AGR) Duty. Service members performing such duty are included in the full-time support (FTS) numbers for each RC under the collective title of AGR. Exclusions are specified in section 101(d)(6)(B) of Reference (d). AGR duty is performed for 180 consecutive days or more for the purposes of organizing, administering, recruiting, instructing, or training the RCs, or to perform other duties as prescribed in sections 10211 and 12310 of Reference (d).

(3) Involuntary AD

(a) Involuntary AD is provided for in:

1. Sections 12301(a) and 12302 of Reference (d) for full and partial mobilization, respectively.
2. Section 12304 of Reference (d) for Presidential Reserve Call-Up authority.
3. Section 12304a of Reference (d) for responses to major disasters or emergencies.
4. Section 12304b for pre-planned missions in support of the Combatant Commands.
5. Section 712 of Reference (i) under which the Secretary of Homeland Security may call up the Coast Guard Reserve for domestic emergencies.

(b) For other purposes, Secretaries concerned may order members involuntarily to AD pursuant to provisions of sections 688, 802(d), 10148, 12301(b), 12301(g), or 12303 of Reference (d).

(4) Other. This category includes AD for medical purposes pursuant to sections 12301(h) and 12322 of Reference (d). It also includes voluntary AD pending a line of duty determination for alleged sexual assault victims pursuant to section 12323 of Reference (d).

c. Federal Service. Under conditions of national rebellion or invasion, or if the President is unable to execute the laws of the United States with regular forces, the President may call into active military service members and units of the National Guard pursuant to sections 331, 332, and 12406 of Reference (d).

4. FTNGD. FTNGD is active service pursuant to sections 101(d)(3) and 101(d)(5) of Reference (d). FTNGD consists of full-time National Guard duty-training (FTNGD-T) and full-time National Guard duty-other than for training (FTNGD-OT).

a. FTNGD-T. FTNGD-T includes full-time National Guard duty-annual training (FTNGD-AT) and full-time National Guard duty-other training duty (FTNGD-OTD).

(1) FTNGD-AT. The primary purpose of AT is to provide individual or unit readiness training. Support to DoD mission requirements (i.e., OS) may occur incidental to performing AT. National Guard units are required to perform full-time military training (in FTNGD status) for at least 15 days and no more than 30 days each FY including travel time pursuant to section 502 of Reference (f). AT will not be performed in response to an emergency by order of the governor in support of civil authorities, including those emergencies when a presidentially declared disaster qualifies a State for reimbursement of associated preparation or recovery costs through a lead federal agency. By exception, AT may be used in response to a State or federal emergency that occurs during a pre-planned annual training event when, at the discretion of the Adjutant General, the work performed satisfies or complements the unit's wartime mission or annual training objectives.

(2) FTNGD-OTD. OTD is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It will be used to support RC Service members in obtaining the necessary skills and disciplines to achieve required readiness standards. National Guard Service members who are not employed as military technicians will receive priority consideration for such training.

b. FTNGD-OT. Training may occur incidental to performing FTNGD-OT.

(1) Full-Time National Guard Duty-Operational Support (FTNGD-OS). The purpose of FTNGD-OS is to provide the necessary skilled manpower assets to support existing or emerging requirements pursuant to section 502(f) of Reference (f). Authorization of FTNGD-OS will be managed pursuant to directives established by the Secretaries of the Army and Air Force. To assist the Military Departments in managing these tours, guidance is provided in section 3 of Enclosure 8.

(2) Full-Time National Guard Duty-Active Guard and Reserve (FTNGD-AGR). Active service performed by a member of the National Guard under an order to FTNGD under section 502(f)(1)(B) of Reference (f) for a period of 180 consecutive days or more for organizing, administering, recruiting, instructing, or training the RCs, or to perform other duties prescribed in section 328 of Reference (f). Service members performing such duty are included in the FTS

numbers for the National Guard component under the collective title of AGR. Exclusions are specified in section 101(d)(6)(B) of Reference (d).

(3) Full-Time National Guard Duty-Involuntary. Pursuant to section 502(f)(1)(A) of Reference (f), the Secretary of the Army or Secretary of the Air Force may prescribe regulations under which National Guard Service members may be ordered to perform other duties.

#### 5. ASSIGNMENT RESTRICTIONS OUTSIDE THE UNITED STATES

a. An RC Service member will not be assigned to AD on land outside the United States, its territories, and possessions until the member has completed the basic training requirements of his or her Military Service pursuant to section 671 of Reference (d).

b. FTNGD will not be performed on land outside the United States, its territories, and possessions, because an RC Service member must be in a status provided for in Reference (d) to be assigned outside the United States, its territories, and possessions.

ENCLOSURE 4

RC UTILIZATION CATEGORIES

1. GENERAL. The utilization categories provide the Secretaries of the Military Departments and the Commandant of the USCG the flexibility to develop policies to maximize RC utilization. In order to maximize RC utilization, all training duty planned and performed by RC Service members will capitalize on RC capabilities to accomplish operational requirements while maintaining their readiness for DoD missions. RC Service members may be employed to support AC mission requirements as part of conducting training duty. The appendix to this enclosure depicts the structure and relationships of RC utilization categories and duty types for ID, AD, and FTNGD under specific authorities. RC Service members may be utilized in one of the following four categories: training, support, mobilization, and other.

2. TRAINING. All RC Service members will receive training pursuant to assignments and required readiness levels. Required training will provide for the minimum training time or number of training periods required for attaining the prescribed unit readiness status and maintaining individual proficiency. The primary purpose of all training is the enhancement of individual skills and unit effectiveness. Mission support may be a key element in developing training programs, but training will be the paramount consideration and documented for budgetary allocations. DoD missions and OS may be accomplished incident to training. Required training parameters are further delineated in Enclosure 7.

a. Training may be conducted in an ID, AD, or FTNGD duty type.

b. The training utilization category consists of both voluntary and involuntary training duty. Involuntary training duty includes AT, IDT, and FTNGD-T (FTNGD-AT and FTNGD-OTD). Voluntary training duty includes ADT, IADT, OTD, and FTNGD-OTD.

c. Training may be conducted under the authority of 12301(b), 12301(d), and 10147 of Reference (d) or 502(f)(1)(A), 502(f)(1)(B), and 502(a) of Reference (f).

3. SUPPORT. Duty performed by a member of an RC under an order to AD or FTNGD for a period of 180 consecutive days or more for the purposes of organizing, administering, recruiting, instructing, or training the RCs, or to perform other duties. The support utilization category also includes AD performed at the request of an organizational or operational commander, or because of reimbursable funding in order to provide the necessary skilled manpower assets to support existing or emerging requirements.

a. Support duty may only be conducted as an AD or FTNGD duty type.

b. The support utilization category consists of voluntary and involuntary AD. The voluntary support duty includes AGR, FTNGD-AGR, ADOS, FTNGD-OS, and FTNGD. Involuntary support duty includes ADOT and involuntary FTNGD-OS.

c. Support utilization may be conducted under the authority of 12301(d) and 12304b of Reference (d) or 502(f)(1)(A) and 502(f)(1)(B) of Reference (f).

4. MOBILIZATION. AD is used in support of military operations when the President or the Congress determines that RC forces are required to augment the AC. Only in the case of section 12304a of Reference (d), may the Secretary of Defense order to active duty RC Service members in response to a Governor's request. Mobilization includes full and partial mobilization, the Presidential Reserve Call-Up authority, and call-ups for domestic emergencies. For other purposes, the Secretaries concerned may order RC Service members involuntarily to AD.

a. RC Service members may only be mobilized in an AD or FTNGD duty type.

b. The mobilization utilization category only consists of involuntary AD. The involuntary AD includes AT and ADOT.

c. Mobilizations may be conducted under the authority of:

(1) Section 12301(a) of Reference (d) for full mobilization;

(2) Section 12302 of Reference (d) for partial mobilization;

(3) Section 12304 of Reference (d) for Presidential Reserve Call-Up;

(4) Section 12304a of Reference (d) for major disasters or emergencies;

(5) Section 12301(b) of Reference (d) for short periods of active duty (no more than 15 days);

(6) Section 712 of Reference (i) for Secretary of Homeland Security Coast Guard Reserve call-ups for domestic emergencies, or;

(7) Section 502(f)(1)(A) of Reference (f) for involuntary FTNGD.

5. OTHER. Other utilization requirements not mentioned in sections 2, 3, or 4 of this enclosure are included in this section. Utilization under this category includes FHD, MD, members ordered to AD for medical reasons, captive status, and members ordered to AD for disciplinary purposes and federal service in support of an insurrection.

a. RC Service members may only be utilized in this category in an ID, AD, or FTNGD duty type.

b. This utilization category consists of voluntary and involuntary AD and ID. Voluntary AD under this utilization category includes ADOS and ADOT-other, involuntary AD includes ADOT, voluntary ID includes FHD, involuntary ID includes MD. Also included in this category is involuntary federal service.

c. Utilization under this category may be conducted under the following authorities.

(1) FHD is a voluntary status pursuant to section 12503 of Reference (d) or section 115 of Reference (f) that is considered a special category of ID.

(2) MD is conducted under the authority of section 12319 of Reference (d).

(3) This category also includes AD for the purposes of medical evaluation and treatment pursuant to sections 12301(h) and 12322 of Reference (d) and retiree recall under section 688 of Reference (d). It also includes AD pending a line of duty determination for alleged sexual assault victims pursuant to section 12323 of Reference (d).

(4) This category also includes special circumstances such as:

(a) Voluntary AD at the National Guard Bureau pursuant to section 12402 of Reference (d).

(b) Members ordered to AD for unsatisfactory participation pursuant to sections 10148 and 12303 of Reference (d).

(c) RC Service members in a captive status pursuant to section 12301(g) of Reference (d).

(d) Members ordered to AD for disciplinary purposes pursuant to section 802(d) of Reference (d) or for federal service due to insurrection pursuant to sections 331, 332, and 12406 of Reference (d).

APPENDIX TO ENCLOSURE 4RC UTILIZATION AUTHORITIESTable. RC Utilization Authorities

	<b>Legal Authority</b>	<b>Purpose of Duty</b>	<b>Applies To</b>	<b>Type of Duty</b>	
<b>Training</b>					
	10 USC 10147	Annual Training (AT)/Drill Requirement	Reserve Only	AD/IDT	Involuntary
	10 USC 12301(b)	Annual Training	Reserve & National Guard	AD	Involuntary
	10 USC 12301(d)	Additional/Other Training Duty	Reserve & National Guard	AD	Voluntary
	32 USC 502(a)	Annual Training (AT)/Drill Requirement	National Guard Only	FTNGD/IDT	Involuntary
	32 USC 502(f)(1)(A)	Additional Training Duty	National Guard Only	FTNGD	Involuntary
	32 USC 502(f)(1)(B)	Additional/Other Training Duty	National Guard Only	FTNGD	Voluntary
<b>Support</b>					
	10 USC 12301(d)	AGR Duty/Operational Support/Additional Duty	Reserve & National Guard	AD	Voluntary
	10 USC 12304b	Preplanned/Preprogrammed CDR Support	Reserve & National Guard	AD	Involuntary
	32 USC 502(f)(1)(B)	AGR Duty/Operational Support/Additional Duty	National Guard Only	FTNGD	Voluntary
	32 USC 502(f)(1)(A)	Other Duty	National Guard Only	FTNGD	Involuntary
<b>Mobilization</b>					
	10 USC 12301(a)	Full Mobilization	Reserve & National Guard	AD	Involuntary
	10 USC 12302	Partial Mobilization	Reserve & National Guard	AD	Involuntary
	10 USC 12304	PRC	Reserve & National Guard	AD	Involuntary
	10 USC 12304a	Emergencies and Natural Disasters	Reserve Only	AD	Involuntary
	14 USC 712	Emergencies and Natural Disasters	USCGR Only	AD	Involuntary
<b>Other</b>					
	10 USC 12503	Funeral Honors	Reserve & National Guard	ID	Voluntary
	32 USC 115	Funeral Honors	National Guard Only	ID	Voluntary
	10 USC 12319	Muster Duty	Reserve & National Guard	ID	Involuntary
	10 USC 12301(h)	Medical Care	Reserve & National Guard	AD	Voluntary
	10 USC 12322	Medical Evaluation and Treatment	Reserve & National Guard	AD	Voluntary
	10 USC 12323	Pending LOD for Response to Sexual Assault	Reserve & National Guard	AD	Voluntary
	10 USC 688	Retiree Recall	Reserve & National Guard	AD	Involuntary
	10 USC 802(d)	Disciplinary	Reserve & National Guard	AD	Involuntary
	10 USC 10148	Unsat Participation (up to 45 days)	Reserve & National Guard	AD	Involuntary
	10 USC 12301(g)	Captive Status	Reserve & National Guard	AD	Involuntary
	10 USC 12303	Unsat Participation (up to 24 months)	Reserve & National Guard	AD	Involuntary
	10 USC 12402	Duty at National Guard Bureau	National Guard Only	AD	Voluntary
	10 USC 331	Insurrection	National Guard Only	AD	Involuntary
	10 USC 332	Insurrection	National Guard Only	AD	Involuntary
	10 USC 12406	Insurrection	National Guard Only	AD	Involuntary

AD - Active Duty  
CCDR - Combatant Commander  
ID - Inactive Duty  
IDT - Inactive Duty Training  
FTNGD - Full Time National Guard Duty  
PRC - Presidential Reserve Call-up

ENCLOSURE 5

UNIFORM RCCs AND TRCs

1. GENERAL

a. This enclosure establishes authorized RCCs and TRCs in the RCs for training and accountability purposes. RCCs are categories identifying an individual's status in a RC. There are three RCCs: The Ready Reserve, the Standby Reserve, and the Retired Reserve. Each member of the National Guard and Reserve is assigned within one of those categories. All National Guard members, including those in the inactive National Guard (ING), are in the Ready Reserve.

b. To comply with section 115(e) of Reference (d), each unit and member of the RC not counted in the AD end strengths authorized pursuant to section 115(a)(1) of Reference (d) will be placed in one of the RCCs and TRCs identified and based on their RC obligations to meet mission requirements and training requirements. A Uniform Reserve, Training, and Retirement Category matrix also describes those categories in the "Important Links" section at <http://ra.defense.gov/Programs/ManpowerPersonnel>.

2. READY RESERVE CATEGORIES. The Ready Reserve is comprised of Service members of the Reserve and National Guard, organized in units or as individuals, or both. These Service members are accessible for involuntary order to AD in time of war or national emergency pursuant to sections 12301 and 12302 of Reference (d) and section 712 of Reference (i) in the case of members of the Coast Guard Reserve. The Ready Reserve consists of three sub-categories: the Selected Reserve, the Individual Ready Reserve (IRR), and the ING.

a. Selected Reserve. The Selected Reserve consists of those units and individuals in the Ready Reserve designated by their respective Service, and approved by the Chairman of the Joint Chiefs of Staff, as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. They are trained as prescribed in section 10147(a) of Reference (d) or section 502(a) of Reference (f), as appropriate. In addition to the involuntary call-up authorities described in this section, members of the Selected Reserve may also be involuntarily called to AD to augment the active forces for any operational mission pursuant to sections 12304, 12304a, and 12304b of Reference (d). The Selected Reserve includes:

(1) Selected Reserve Units. Units manned and equipped to serve or train either as operational or as augmentation units. Operational units train and serve as units. Augmentation units train together, but when mobilized, lose their unit identity and become part of an AC unit or activity. Selected Reserve units include:

(a) Drilling Unit Reservists. Trained unit members participating in unit training activities on a part-time basis will have the RCC and TRC designator of "SA."

(b) Unit FTS Service Members

1. AGR. National Guard or Reserve Service members of the Selected Reserve serving on AGR duty assigned or attached to Selected Reserve units (to include full-time National Guard duty), as defined in section 101 of Reference (d), for the purposes of organizing, administering, recruiting, instructing, or training the RCs, who may also perform other duties as prescribed in section 12310 of Reference (d). All such AGR members must be assigned against, or attached to, an authorized mobilization position in the unit they support. They will have the RCC and TRC designator of “SG.”

2. MT

a. The military and civilian position skills of MTs should be compatible. MTs are not accounted for separately in RCC and TRC categories. Accordingly, these MTs are accounted for in Reserve strengths as Drilling Unit Reservists (paragraph 1a(1) of this enclosure), and, as such, are accountable under the RCC and TRC designator of “SA.”

b. There are certain technicians providing unit FTS who are not required to maintain military membership (i.e., non-dual status technicians). For MTs who are not required to maintain membership in a unit of the Selected Reserve, in accordance with paragraphs (d)(2) and (d)(3) of section 10216 of Reference (d), and are assigned as IMAs, they will be accounted for under the RCC and TRC designator of “TB.”

3. Other FTS Service Members. The following categories of full time support to the RCs are not accounted for against Ready Reserve strength and do not receive an RCC and TRC code.

a. NDST. NDSTs are not accounted for in RCC and TRC categories. NDSTs include civilian employees employed as a technician before November 18, 1997, pursuant to any of the authorities specified in section 10217(b) of Reference (d) and are not members of the Selected Reserve. NDSTs also include those employed after November 18, 1997, and who have ceased to be members of the Selected Reserve or are employed pursuant to section 709 of Reference (f) in positions designated pursuant to subsection (c) of that section and when hired were not required to maintain membership in the Selected Reserve. NDSTs will encumber only those technician positions identified by the Secretary concerned as NDST positions.

b. AC. AC Service members are not accounted for in RCC and TRC categories. Service members of the active forces of the Military Services, paid from AC military personnel appropriations, are assigned or attached to National Guard or Reserve units to provide advice, liaison, management, administration, training, or maintenance support in the category of FTS pursuant to section 12501 of Reference (d). These members are not part of the Selected Reserve, but may deploy with their assigned unit, should it mobilize. AC members performing FTS are counted as part of trained strength in units, but not in the Selected Reserve strengths.

c. Civil Service Employees (CIVs). CIVs are not accounted for in RCC and TRC categories. Such personnel are hired pursuant to section 3101 of Reference (e) to provide administrative support to RC units. They are in the category of FTS to the RCs, but are not part of the Selected Reserve. This category is exclusive of MTs and NDSTs.

(2) Full-Time Members (Special Category). Specifically, this includes U.S. property and fiscal officers and Service members performing duty for the purpose of interdiction and counterdrug activities. Additionally, this category includes members performing duties in support of section 5952(b) of Title 22, U.S.C. (Reference (o)); members on AD in accordance with section 460(b)(2) of Title 50 Appendix, U.S.C. (Reference (p)) (sections 451 through 500 of Reference (p) are known and referred to in this instruction as the “Military Selective Service Act (MSSA)”); members on FTNGD providing authorized support to the National Guard Challenge Program; and members performing FTNGD in support of homeland defense activities in accordance with chapter 9 of Reference (f). These personnel will have the RCC and TRC of “SV.”

(3) IMAs. IMAs are trained individuals pre-assigned to an AC or a Selective Service System (SSS) billet that must be filled to support mobilization (pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs participate in training activities on a part-time basis with an AC unit or SSS billet preparing for active service, as required. The amount of training required may vary from 0 to 48 IDT periods per year. All IMAs must perform a minimum of 12 days of AT each year. They have the RCC and TRC designator of “TB.”

(4) Training Pipeline. An RCC designation “U” identifies Selected Reserve enlisted members who have not yet completed IADT as provided in section 671 of Reference (d) and officers who are in training for professional categories or in undergraduate flying training. All Ready Reservists will receive training commensurate with their intended wartime assignments, and pursuant to section 671 of Reference (d), must complete the basic training requirements of the member’s Military Service before assignment on land outside the United States, its territories, or possessions. Service members in the training pipeline may be mobilized, but may not always be available for deployment with their units. If otherwise eligible for mobilization and deployment, they will be considered as mobilization assets. Training pipeline Service members are accounted for separately in the following training categories:

(a) Members Currently Attending IADT. Enlisted Service members attending the second part of split IADT. These members have the RCC and TRC designator of “UF.”

(b) Enlisted Members Awaiting Second Part of Split Option IADT. Those members will have the RCC and TRC designator of “UQ.”

(c) Members Awaiting IADT. Those members in the Selected Reserve eligible to receive pay. Service performed by members while in IADT status is creditable toward computation of basic pay. Members in this category will have the RCC TRC designator of “UP.” This category also includes National Guard members awaiting IADT and not authorized to perform IDT. See paragraph 3a(4) of Enclosure 7 for specific criteria regarding this category.

(d) Other Selected Reserve Untrained Service Members in Training Programs. This category includes chaplain candidates, health profession students, and early commissioning program participants with the RCC and TRC designator of “UX.”

(e) AGR Enlisted Members Currently on, or Awaiting, IADT. Includes non-prior service (NPS) AGR Service members and has the RCC and TRC designator of “US.”

(f) Individuals in a Simultaneous Membership Program. Senior Reserve Officers’ Training Corps (ROTC) Cadets, Selected Reserve enlisted members in officer candidate programs pursuant to section 2107a of Reference (d), and Marine Corps Platoon Leader Class students who are also permitted to be members of a Selected Reserve unit pursuant to section 16401 of Reference (d). These members have the RCC and TRC designator of “UT.”

(5) AGRs not in Selected Reserve Units. National Guard or RC Service members of the Selected Reserve serving on AGR duty (to include full-time National Guard duty), as defined in section 101 of Reference (d). They occupy positions in organizations other than Selected Reserve units for the purposes of organizing, administering, recruiting, instructing, or training the RCs, and may also perform other duties as prescribed in section 10211 of Reference (d). They will have the same RCC and TRC designator as AGRs in units – “SG.”

(6) Reserve Program Administrators: USCG Reserve Program Administrators are not AGRs and they are not assigned or attached to Selected Reserve units. However, they will be assigned as the RCC and TRC designators of “SG.”

b. IRR. The IRR consists of Reservists in the following categories:

(1) The IRR is a manpower pool comprised primarily of individuals who have had training, have previously served in the AC or in the Selected Reserve, and have some period of their military service obligation (MSO) or other contractual obligation remaining. The IRR also includes individuals who volunteer to remain in the IRR beyond their MSO or contractual obligation and participate in programs providing a variety of professional assignments and opportunities for earning retirement points and military benefits. Members may voluntarily participate in training for retirement points and promotion, with or without pay. IRR members are not required to meet the same AT and IDT training requirements as Selected Reserve members. Exceptions to this training requirement restriction will be approved by the ASD(R). Required training (involuntary) may not exceed 30 days a year pursuant to section 10147 of Reference (d). IRR members may be required to perform MD as described in paragraph 2b(2) of Enclosure 3. Trained members of the IRR have the RCC and TRC designator of “RE,” with the exception of those members in the category described in paragraph 1b(2) of this enclosure.

(2) Within the IRR there is a category of Service members, as designated by the Secretary concerned, who have volunteered to be involuntarily called to AD pursuant to the provisions of section 12304 of Reference (d) when needed. IRR members in this category have the RCC and TRC designator of “RM.” This volunteer category of the IRR is provided for in section 10144(b) of Reference (d). Members in this mobilization category will be eligible for

benefits (other than pay) as normally available to members of the Selected Reserve, as determined by the Secretary of Defense.

(3) The IRR also includes some Service members participating in officer training programs or in the Armed Forces Health Professional Scholarship Program (AFHPSP). The RCC and TRC designator "PJ" is used for officers not in the Selected Reserve but participating in officer training programs.

(4) Included within this category are cadets of the Merchant Marine Academy. The RCC and TRC designator "PK" is used for officers not in the Selected Reserve, but participating in the AFHPSP or the Financial Assistance Program (FAP). Members in those stipend programs are required to perform 45 days or 14 days respectively of AD for training a year pursuant to section 2121(c) of Reference (d).

(5) Also included in this category of the IRR are members who are Reserve Officer Training Program cadets and midshipmen who enter a contract during the final 2 years of ROTC or who are on scholarship and are enlisted into the Ready Reserve. The RCC and TRC designator for these Service members is "PO."

(6) The IRR also includes enlisted members awaiting IADT (except for members of the National Guard), who are not authorized to perform IDT. These members are assigned to units and are serving without pay. Service performed by members in awaiting IADT status is not creditable toward computation of basic pay and will have the RCC and TRC designator of "RU." NPS enlistees between the ages of 18 1/2 and 26 years enlisting pursuant to section 12103 of Reference (d) will commence IADT, insofar as practicable, within 270 days after the date of that enlistment. All other enlisted members will perform IADT, insofar as practicable, within 360 days of their enlistment.

(7) The IRR also includes members of the Delayed Entry Program enlisted pursuant to section 513 of Reference (d). These Service members are not authorized to train. These IRR members will be coded with the RCC and TRC designator of "RH."

(8) The IRR includes a small number of Service members who are authorized to perform IDT pursuant to section 10147 of Reference (d). The RCC and TRC designator for these Service members is "RR."

c. ING. The ING consists of Reservists in the following categories:

(1) The ING consists of National Guard Service members in an inactive status in the Ready Reserve, not in the Selected Reserve, attached to a specific National Guard unit. To remain ING members, members must muster once a year with their assigned unit, but they do not participate in training activities. On mobilization, ING members may mobilize with their units. Similar to IRR members, some ING members have legal and contractual obligations. ING members may not train for points or pay and are not eligible for promotion. Currently, the ING category is used only by the Army National Guard (ARNG) and has the RCC and TRC designator of "II."

(2) The ING includes a special category of ARNG Service members who have contracted and have not yet been trained or transferred to the Selected Reserve. The RCC and TRC designator for this category of ING Service members is "IZ."

3. STANDBY RESERVE CATEGORIES. The Standby Reserve consists of those units or members, or both, of the RCs, other than those in the Ready Reserve or Retired Reserve, who are liable for AD only as provided for in sections 12301 and 12306 of Reference (d). The Standby Reserve consists of Service members who are maintaining their military affiliation without being in the Ready Reserve, but have been designated key civilian employees, or have a temporary hardship or disability. Those individuals are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the active status list (ASL) and the inactive status list (ISL).

a. ASL. The following members of the Standby Reserve are in an active status:

(1) Members designated as key employees in accordance with DoDD 1200.7 (Reference (q)) and transferred from the Ready Reserve to the Standby Reserve ASL for the period they remain designated as key employees. Key employees will have the RCC and TRC designator of "YC." Key employees may participate voluntarily without pay in RC training for retirement points only and may be considered for promotion. This voluntary training will not be performed in an imminent danger area. While there is no statutory prohibition against paying members of the active status Standby Reserve, members of the Standby Reserve who have been screened out of the Ready Reserve as key employees will not be paid for training.

(2) Additional Service members of the ASL of the Standby Reserve are listed in paragraphs a(2)(a) through a(2)(e) of this section. These members may perform voluntary training without pay and may receive credit for, and be considered for, promotion. They have the RCC and TRC designator of "YD."

(a) Service members who have not fulfilled their statutory MSO.

(b) Service members temporarily assigned to the Standby Reserve because of hardship, or other cogent reason, who intend to return to the Ready Reserve.

(c) Service members retained in an active RC status pursuant to section 12646 of Reference (d).

(d) 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).

(e) Members whose retention in the Standby Reserve ASL, for reasons other than those specified in paragraphs a(2)a through a(2)d of this section, is considered by the Secretary

concerned or the Commandant of the USCG to be in the best interest of the Military Service. These personnel may be retained in the Standby Reserve ASL for no more than 2 years.

b. ISL. The ISL includes Service members in the Standby Reserve who are not required to remain in an active program, but who retain Reserve affiliation in a non-participating status and whose skill may be of future use to the Military Departments or the Coast Guard concerned. These members cannot participate in prescribed training. While in an inactive status, RC Service members are not eligible for pay or promotion and do not accrue credit for years of service pursuant to provisions of chapter 1223 of Reference (d).

(1) Members transferred to the Standby Reserve ISL pursuant to section 1209 of Reference (d) instead of separating have the RCC TRC designator of “YL.”

(2) All other members transferred to the Standby Reserve ISL in accordance with DoDI 1235.09 (Reference (r)). They have the RCC TRC designator of “YN.”

#### 4. RETIRED RESERVE CATEGORIES

a. All RC Service Members Transferred to the Retired Reserve. Retired Reservists may voluntarily train with or without pay. The Retired Reserve consists of the following retired categories:

(1) RC Service members who have completed the requisite qualifying years creditable for non-regular retired pay pursuant to chapter 1223 of Reference (d) and who have reached the designated retirement age and are receiving retired pay. These members will be assigned the RCC and TRC designator of “V1.”

(2) RC Service members who have completed the requisite qualifying years creditable for non-regular retired pay but are either not yet eligible to receive retired pay, or are eligible to receive retired pay but have not applied for such pay. These members will be assigned the RCC and TRC designator of “V2.”

(3) RC Service members retired for physical disability pursuant to sections 1201, 1202, 1204, or 1205 of Reference (d) and members who have completed 20 years of service creditable for regular retired pay, or are 30-percent or more disabled and otherwise qualified pursuant to section 1201 of Reference (d). These members will be assigned the RCC and TRC designator of “V3.”

(4) RC Service members who have completed the requisite years of active service and are receiving regular retired or retainer pay. These members will be assigned the RCC and TRC designator of “V4.” Excluded from this category are Regular (not RC) enlisted Service members of the Navy and the Marine Corps with 20 or more, but less than 30, years of active military service who are transferred to the Fleet (Navy) Reserve or the Fleet Marine Corps Reserve upon retirement. They remain in the Fleet Reserve or Fleet Marine Corps Reserve until they have completed a combined total of 30 years of active and retired or retainer service.

(5) RC Service members drawing retired pay for a reason other than age, service requirements, or physical disability. This category is restricted to retirement under special conditions, as authorized by the ASD(RA) in accordance with legislation. These members will be assigned the RCC and TRC designator of "V5." Also included in this RCC and TRC will be voluntary separation incentive recipients who become ineligible for retention in an active or inactive status in an RC because of age, years of service, failure to select for promotion, or medical disability, and who request to be placed in this category. These individuals will be tracked separately by the appropriate Reserve personnel management office.

b. All members retired for having completed the requisite years of AD service (Regular or Reserve), regardless of the retired list to which assigned, may be ordered to AD when required by the Secretary concerned, pursuant to sections 688 and 12301(a) of Reference (d).

c. Retired Reserve Service members who are recalled to AD will remain in the Retired Reserve unless they are ordered to AD in the Selected Reserve. In such cases, conditions set forth in paragraph (d) of section 10145 of Reference (d) will apply.

d. Former Service members having completed 20 satisfactory years of service creditable for non-regular retirement, but electing to be discharged from the RCs, are not a part of the Retired Reserve and have no military status.

ENCLOSURE 6

MEMBERS PARTICIPATING IN APPROVED PROGRAMS  
OUTSIDE THE DOD

1. SSS

a. The SSS administers the MSSA. The MSSA authorizes the Director of Selective Service, by delegation from the President, to order to AD with their consent and to detail to the SSS such officers of the selective-service section of the State headquarters and headquarters detachments and such other officers of the federally recognized National Guard of the United States or other armed forces Service members (including Service members of the RCs thereof), as may be necessary for the administration of the national and of the several State headquarters of the SSS.

b. The DoD and the Office of the Director of Selective Service will determine the number of RC Service members detailed as IMAs to the SSS. The SSS will reimburse the DoD for total RC Service members costs for IDT and AT for those members.

c. Request for detail to the SSS in a full-time AD status must be approved in accordance with DoDI 1000.17 (Reference (s)). Costs for those members will be reimbursed to the DoD. Request for detail to the SSS in a full-time AD from the Coast Guard must be approved and reimbursed in accordance with the Memorandum of Agreement between the SSS and the Coast Guard.

d. Additionally, agreements between the DoD and the Office of the Director of Selective Service may provide for the use of IRR members of the RCs in an IDT or AD status; with or without pay. Per DoDD 3025.18 (Reference (t)), the SSS will reimburse the DoD for all associated costs, including IDT and AT pay, for those members.

2. SUPPORT OF THE EPLO PROGRAM AND DEFENSE SUPPORT OF CIVIL  
AUTHORITIES (DSCA)

a. DSCA may be provided through RC Service members participating with federal, State, and local civil agencies only when requested and approved by the Secretary of Defense or other designated official. Participation will be in an IDT, ADT, or FTNGD-OS status in accordance with Reference (h). The primary basis for RC participation is to meet DoD program requirements and therefore costs of the program are paid by the DoD Component, except when the RC Service members are supporting an approved request for assistance with reimbursement from the requesting department or agency, including Federal Emergency Management Agency (FEMA) mission assignments in support of a Presidentially declared emergency or disaster. In these cases, costs will be on a reimbursable basis in accordance with Reference (t). All DSCA provided by DoD Components will be in accordance with Reference (t). Defense planning and DSCA liaison may be provided by RC Service members at selected civil government and military headquarters.

b. Assigning EPLOs in a full-time AD (other than for training) or FTNGD status in support of emergency preparedness programs outside the DoD must be approved according to References (g) and (s). EPLOs may provide support at these levels of government, in coordination with the appropriate Combatant Commander and Military Service, based upon consent and release of RC Service members from existing RC assignments. Such assignments should be provided by the AC outside of RC manpower and budgetary authorizations:

(1) Federal EPLOs. Reserve officers performing planning and liaison responsibilities between DoD Components and federal agencies, including interface with civil authorities, as directed by their DoD Component through the Military Services planning agent and in support of requirements of the appropriate Combatant Commander. All costs are paid by the Military Departments or the Coast Guard. Each Military Department and the Coast Guard is authorized to assign one or more federal EPLOs (below general or flag officer grade) at FEMA national headquarters, at the DoD Joint Directorate of Military Support, and at military headquarters that serve as DoD, Military Service, or regional planning agents for DSCA. Federal EPLOs:

- (a) Provide Combatant Command and Service liaison with federal agencies and organizations.
- (b) Facilitate Combatant Command planning and coordination for DSCA.
- (c) Facilitate Military Service training for DSCA.
- (d) Advise federal agencies and organizations on DoD and Service capabilities and resources.
- (e) Advocate mutual support required by the DoD.
- (f) On order, augment DoD response to domestic emergency operations.

(2) Regional EPLOs

(a) Reserve officers performing planning and liaison responsibilities between Military Departments or the Coast Guard and the Combatant Commander, when appropriate, and federal regional headquarters, including interface with civil authorities.

(b) Regional EPLOs support of Military Service and Combatant Command DSCA requirements, when appropriate, for the FEMA region in accordance with Reference (g).

(c) Regional support is normally coordinated through the appropriate Defense Coordinating Officer (DCO). All costs are paid by the Military Departments or the Coast Guard unless support is provided pursuant to an approved request for assistance.

(d) Each Military Department and the Coast Guard is authorized to assign one or more EPLOs (below flag or general officer grade) at each FEMA region and at military

headquarters and locations that serve as DoD, Military Service, or regional planning agents for DSCA.

(e) Regional EPLOs perform the same functions described in paragraphs 1b(1)(a) through 1b(1)(f) of this enclosure only at the regional level or when otherwise directed by the Combatant Command, through the DCO.

(3) State EPLOs

(a) Reserve officers performing planning and liaison responsibilities between the Military Services and Combatant Commander, when appropriate, and State or U.S. territory headquarters.

(b) State EPLOs support Military Service and Combatant Commander DSCA requirements, when appropriate, in accordance with Reference (g). All costs are paid by the Military Departments or the Coast Guard, unless support is provided pursuant to an approved request for assistance.

(c) Each Military Department and the Coast Guard is authorized to assign one or more EPLOs (below general or flag officer grade) at each State or U.S. territorial headquarters and will assign such officers to functions supervised by the Joint Force Headquarters-State.

(d) State EPLOs provide Military Service or Combatant Command representation and liaison, as appropriate, to the military and civil authorities within the State, commonwealth, U.S. possession, or other eligible jurisdiction.

(e) State EPLOs perform the same functions described in paragraphs 1b(1)(a) and 1b(1)(f) of this enclosure at the State level.

c. All EPLOs should attend the DSCA course. This will help to ensure that DoD representatives performing these vital functions are properly trained in this complex environment.

3. VOLUNTARY PARTICIPATION IN PROGRAMS OUTSIDE THE DOD OR THE USCG. Members of the IRR may participate voluntarily in programs outside the DoD in an AD or IDT status, with pay or without pay. Any pay provided will be reimbursed to the DoD or the Coast Guard by the supported agency. Members of the Standby Reserve on the ASL may voluntarily participate, without pay, in approved civil defense activities and receive retirement points pursuant to Reference (k).

4. IRR MEMBERS PARTICIPATING IN DSCA. IRR members participating in DSCA training activities may request ADT to attend DSCA courses. If so ordered, those Reservists will be entitled to pay and allowances, including travel allowances, for such training.

ENCLOSURE 7

TRAINING REQUIREMENTS

1. GENERAL. This enclosure outlines the minimum training requirement by personnel category. Additional training guidance is also included in the Uniform Reserve, Training, and Retirement Category matrix. This matrix is located in the “Important Links” section at <http://ra.defense.gov/Programs/ManpowerPersonnel>.

2. TRAINING PARTICIPATION REQUIREMENTS

a. The Secretaries of the Military Departments and the Commandant of the USCG will establish standards for satisfactory participation at required training periods, which will include the number and percentages of training periods for meeting the minimum standards, pursuant to DoDI 1215.13 (Reference (u)). Individuals attending IDT periods are required to meet those minimum training standards. Those standards will contain procedures that account for absences and excused training periods, as necessary. If authorized by the Secretary concerned or the Commandant of the USCG, individuals may voluntarily perform additional IDT periods for retirement points only.

b. There is no statutory maximum annual limit on required training for members of the National Guard, however, consistent with Reference (d), DoD policy limits National Guard AT to 30 days each FY.

c. To ensure that trained and qualified RC units and individuals are available for AD throughout the entire spectrum of requirements, including war or national emergency, contingency operations, military operations other than war, OS, and at such other times as the national security may require, and that funds appropriated annually for RC training and operations are adequate for meeting these requirements, the Secretaries of the Military Departments and the Commandant of the USCG will establish necessary criteria and procedures to:

(1) Approve any additional IDT as necessary and consistent with law. Authorizing and utilizing additional training is subject to the categories, limitations, and controls in paragraph 2a(3) of Enclosure 3.

(2) Ensure that all RC Service members receive training according to assignments and required readiness levels. Minimum training requirements are in section 10147 of Reference (d) and section 502(a) of Reference (f), and further prescribed in sections 2 and 3 of Enclosure 3 and section 3 of this enclosure.

(3) Provide for training for the IRR, Standby Reserve, and Retired Reserve in a voluntary status according to the procedures described in section 3 of this enclosure.

### 3. TRAINING REQUIREMENTS BY PERSONNEL CATEGORY

#### a. Selected Reserve

##### (1) IDT

(a) Except as described in paragraph a(1)(b) of this section, members of the Selected Reserve, excluding AGRs, will participate in 48 scheduled drills or training periods each year. This requirement applies to all members of Selected Reserve units; however, the Secretary concerned or the Commandant of the USCG may, except in the case of the ARNGUS or the ANGUS, reallocate the number of scheduled drills within an RC where warranted to achieve readiness requirements.

(b) The Secretary concerned or the Commandant of the USCG may reduce the number of scheduled drills of selected lower priority units and increase the scheduled drills of higher priority units by not more than 10 percent, rounded to the nearest whole number. The aggregate number of scheduled drills within a component required by section 10147 of Reference (d) will not be reduced by this reallocation.

(c) IDT requirements for individual Selected Reserve members not assigned to a unit organized to serve as a unit, or IMAs, will be determined by the organization to which assigned and resourced by the appropriate Service component pursuant to Reference (m).

(2) AT. AT is required for all members of the Selected Reserve, excluding AGRs. For members of the Selected Reserve, ADT for purposes of AT will be for not less than 14 days each year, 12 days for the Coast Guard Reserve, (exclusive of travel time) each year, except as provided in paragraph 3a(2)(a) of this enclosure. Units of the National Guard are required to perform fulltime military training for at least 15 days each year (including travel) pursuant to section 502(a) of Reference (f).

(a) AT for IMAs or other Selected Reserve members not assigned to a unit organized to serve as a unit, and in training categories ordered to AD for AT at headquarters, support organizations, or to activities not operating on Saturday, Sunday, or federal holidays, normally is limited to 12 days excluding travel time (i.e., from Monday of the first week through Friday of the second week). Such training may begin on any day of the week to maximize training opportunities or to support a training event or activity.

(b) When required, members may be ordered to AT for longer periods than those minimum periods established in paragraphs 3a(2) and 3a(2)(a) of this enclosure up to a maximum of 30 days each FY, for activities that enhance readiness or provide support to DoD operational missions that are incidental to the required training. Training may begin on any day of the week to maximize training opportunities, or support a training event or activity.

(c) Annual training is normally performed during one consecutive period. Split tours may be authorized for selected units or individuals if required to meet training missions or

enhance DoD mission support associated with required training. Any additional costs must be fully justified. Authorization for variations in AT lengths will be managed pursuant to policy established by the Secretaries of the Military Departments and the Commandant of the USCG.

(3) Periods of AD, FTNGD and Federal Service Performed by Members of the Selected Reserve. AD performed pursuant to sections 12301(d), 12302, 12304, 12304a, 12304b, or 12406 of Reference (d) or FTNGD performed pursuant to section 502(f) of Reference (f) may not be substituted for training required by section 10147 of Reference (d) or section 502(a) of Reference (f) and by paragraph 3a(2) of this enclosure unless in the judgment of the Secretary concerned or the Commandant of the USCG:

(a) AD performed pursuant to sections 12301(d), 12302, 12304, 12304a, 12304b, or 12406 of Reference (d) or FTNGD performed pursuant to section 502(f) of Reference (f) is equivalent to the training that might have been performed under the requirements of section 10147 of Reference (d) or section 502(a) of Reference (f) and paragraph 3a(2) of this enclosure. This determination will only take place after the AD or the FTNGD has been performed.

(b) AD performed pursuant to sections 12301(d), 12302, 12304, 12304a, 12304b, or 12406 of Reference (d) or FTNGD performed pursuant to section 502(f) of Reference (f) when combined with training required by section 10147 of Reference (d) or section 502(a) of Reference (f) and paragraph 3a(2) of this enclosure constitutes an undue personal hardship. This determination will only take place after the AD or the FTNGD has been performed.

(4) IADT

(a) For NPS persons who are qualified for induction for AD in a Military Service (generally male citizens and resident aliens between the ages of 18 1/2 and 26 years of age) and who are not under orders to report for induction under the MSSA, IADT will be for a period as provided in section 671 of Reference (d) to commence, insofar as practical, within 270 days after the date of enlistment pursuant to section 12103 of Reference (d).

(b) For all other enlistees and inductees, the period of IADT will be prescribed by the Secretary concerned or the Commandant of the USCG to commence, insofar as practical, within 360 days after entry into the Military Services, except that in time of war or national emergency declared by Congress or the President, basic training (or its equivalent) will be for a period of not less than 12 weeks pursuant to section 671(b) of Reference (d).

(c) Periods of basic training or equivalent training shorter than 12 weeks may also be established by the Secretary concerned or the Commandant of the USCG for members who have been credentialed in a medical profession or occupation and are serving in a healthcare occupational specialty pursuant to section 671(c) of Reference (d).

(d) Enlisted members receiving stipends under the AFHPSP or FAP for Reserve service are not required to participate in Ready Reserve training until they have completed their educational training pursuant to section 16201 of Reference (d).

(5) Pre-IADT. The Secretaries of the Military Departments and the Commandant of the USCG may require members enlisted for service in the Selected Reserve to participate in IDT periods before completing IADT. Those training periods will be with pay. Voluntary participation in IDT before completing IADT may be authorized in either a pay or non-pay status.

(6) ADT Activation Exclusion. Pursuant to section 10147(b) of Reference (d), an individual RC Service member who has served on AD for 1 year or longer may not be required to perform a period of ADT if the first day of that period falls during the last 120 days of the member's required membership in the Ready Reserve.

b. IRR

(1) Members of the IRR, not scheduled for voluntary training, IDT, and voluntary IDT required by participation in an approved program, may be required to serve 1 day of MD each year to accomplish continuous screening requirements pursuant to sections 10149, 10204, 10205, 10206, 12319, and 12644 of Reference (d). Exemptions from IRR screening during one FY are authorized for members who served on AD during the FY; who reside outside geographical limitations established by the Secretary concerned or the Commandant of the USCG; who are in the grade of O-4 or higher and have no remaining required period of membership in the Ready Reserve; or who were successfully screened in the preceding FY. Under no circumstances should a member serve an initial period in the IRR of more than 18 months without participating in a screening either during an annual muster day, during a period of training, or through some other means. The Secretaries of the Military Departments and the Commandant of the USCG are required to maintain records on the status of each member's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, present address, and other necessary information to facilitate a call-up to AD, as prescribed.

(2) Pursuant to the regulations of the Military Services, trained members of the IRR may participate in IDT, voluntary IDT, or voluntary training, for points only. Those IRR members participating in approved programs outside the DoD (Enclosure 6) may participate in IDT, with pay, if that pay is reimbursable from the supported non-DoD organization to the DoD.

(3) Members of the RCs not subject to mandatory training will be encouraged to perform voluntary training to maintain their mobilization readiness. However, the opportunity to participate in training, with or without pay, is subject to manpower and other resource limitations as determined by the Secretary concerned or the Commandant of the USCG.

c. ING. Members of the ING will muster with their assigned unit once a year to maintain their ING status and unit affiliation. They will not participate in any training activities in either a pay or points only status, and are not eligible for promotion.

d. Standby Reserve. The Standby Reserve consists of Service members who maintain their military affiliation without being in the Ready Reserve pursuant to sections 10141, 10150, 10151, 10152, and 10153 of Reference (d) and Reference (r).

(1) ASL. Members of the Standby Reserve in an active status may participate voluntarily without pay in RC training for retirement points only. This voluntary training will not be performed in an imminent danger area. These members may be considered for promotion and, if selected, be promoted. The members of the Standby Reserve who are in an active status are listed in paragraph 3a of Enclosure 5.

(2) ISL. Members of the Standby Reserve ISL have no training requirements. They may not participate for points, pay, or promotion credit and may not be considered for promotion, or be promoted. Service members of the Standby Reserve who are in an inactive status are listed in paragraph 3b of Enclosure 5. Service members enrolled in a military school course, including correspondence courses, when transferred from the Ready Reserve to the Standby Reserve ISL may continue voluntary participation in the course until completion. Those Service members will not be entitled to pay and allowances, travel and transportation, or earn retirement points for that training.

e. Retired Reserve. This category consists of all Service members transferred to the Retired Reserve and may be activated according to the guidelines set forth in DoDD 1352.1 (Reference (v)). Retired Reserve Service members have no training requirements. With the member's consent, retirees may train with organizations to which they are properly pre-assigned by orders for recall to AD in a national emergency or declaration of war. Such training will be limited to that training made available within the resources authorized by the Secretary concerned or the Commandant of the USCG. Retired Reserve Service members may train with or without pay. The Retired Reserve consists of the categories listed in section 4 of Enclosure 5.

4. VOLUNTARY TRAINING. Members of the RCs in an active status, not subject to mandatory ID training, will be encouraged to participate in voluntary training to maintain their mobilization readiness. The opportunity to participate in this training, in a non-pay status and for retirement points only, will be limited by the manpower and resources authorized by the Secretary concerned or the Commandant of the USCG.

5. FUNDS. Funding for Service members in uniform Reserve, training, and retirement categories will be pursuant to Volume 2A of DoD 7000.14-R (Reference (w)). The Secretaries of the Military Departments and the Commandant of the USCG will budget for AC funds in the military personnel and operations and maintenance budget materials. At a minimum, these funds will support AD tours for Reserves and temporary duty in support of AC and RC programs.

ENCLOSURE 8

STRENGTH ACCOUNTING, REPORTING, AND MANAGEMENT

1. GENERAL. This enclosure outlines procedures and establishes guidance for RC strength accounting and reporting. It provides additional guidance on the automated reporting procedures, ADOS and FTNGD-OS management and accounting, civilian strength accounting (to include military technicians) and required reporting and management of RCCs.

2. AUTOMATED MILITARY STRENGTH ACCOUNTING. At the DoD level, RC Service automated military personnel reporting and accounting is achieved through the Reserve Component Common Personnel Data System (RCCPDS). RCCPDS is the authoritative data source for all official military National Guard and Reserve personnel strength accounting. RCCPDS does not include civilian employees, including MTs and NDSTs, or contractors. Every effort must be made by the Military Departments to submit complete and accurate military personnel and pay data in a timely fashion.

3. AUTOMATED CIVILIAN EMPLOYEE STRENGTH ACCOUNTING. At the DoD level, RC Service automated civilian personnel reporting and accounting is achieved through the Defense Civilian Personnel Data System (DCPDS). DoDI 1400.25 (Reference (x)) establishes the reporting requirement for the DoD for civilian employees. DCPDS is the authoritative data source for all official RC civilian personnel strength accounting, to include MTs and NDSTs. Every effort must be made by the Military Departments to submit complete and accurate civilian manpower data in a timely fashion.

4. ADDITIONAL REPORTING REQUIREMENTS. The DoD routinely has to respond to inquiries from Congress, the Office of Management and Budget, the Government Accountability Office, the media, and from other sources. There will be occasions where necessary data to complete a reporting requirement is not available in RCCPDS. When such an occasion arises, the Military Departments will provide the necessary data in a timely and accurate manner in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (y)). This includes review of Congressional reporting requirements such as the Defense Manpower Requirements Report, the Quarterly End-strength Report to Congress, and manpower management and reporting associated with the annual personnel strength limitations of section 115 of Reference (d) and the annual National Defense Authorization Act.

5. OS MANAGEMENT AND ACCOUNTABILITY

a. OS Accounting

(1) ADOS includes all voluntary AD performed pursuant to section 12301(d) of Reference (d) other than AGR duty. This includes all 1-year or multi-year voluntary tours of AD service by RC Service members.

(2) FTNGD-OS includes voluntary FTNGD performed pursuant to section 502(f) of Reference (f) other than AGR duty.

(3) ADOS and FTNGD-OS includes full-time service for training performed as a result of a request of an operational commander to provide support.

(4) ADOS and FTNGD-OS includes all full-time service performed as a result of reimbursable funding.

(5) ADOS includes FHD performed not in an ID status and FTNGD-OS includes FHD performed not in an ID or AD status.

(6) ADOS and FTNGD-OS includes voluntary recall to full-time service performed by a Retired Reserve Service member who is not receiving regular retired pay.

(7) National Guard and RC Service members who are not employed as a military technician will receive priority consideration for ADOS and FTNGD-OS tours.

(8) The cumulative periods of ADOS and FTNGD-OS performed by the member exceeding 1,825 days in the previous 2,190 days are accountable against the AD strengths (AC or AGR strength, consistent with tour funding) authorized pursuant to section 115(a)(1) of Reference (d) when the 1,825 day threshold is crossed. A member whose OS order to AD or FTNGD that specifies a period of greater than 3 years will also be included in these authorized strengths commencing on the first day of the orders. Additionally, these members will continue to count against the ceilings prescribed in section 115(b) of Reference (d).

(9) Each RC is limited to a maximum number of Service members that may be performing OS duty at any given time pursuant to section 115 (b) of Reference (d).

(10) General and flag officers are included in OS accountability, but are further controlled by section 526 of Reference (d) regarding limitations and accountability.

b. OS Management. Controls ensuring the prudent and judicious use of RC Service members, as well as proper accountability, are the responsibility of the Military Departments and the Coast Guard. Neither law nor DoD policy requires any RC Service member to leave voluntary AD under section 12301(d) (OS duty) of Reference (d) after 1,825 days. However, consideration will be given to documenting long-term tours as full-time requirement billets (AC, AGR, or civilian). For accountability purposes:

(1) RC Service members performing OS duty will count against the OS ceilings, regardless of the duration of the duty.

(2) RC Service members who cross either OS duty threshold (either the 1,825 days out of the previous 2,190 days or at the beginning of a tour when the orders specify a period of AD greater than 3 years) must be counted against the AD strengths (either AC or AGR – consistent with tour funding) authorized pursuant to section 115(a)(1) of Reference (d), and they also count against the OS ceilings.

(3) RC Service members performing OS duty will not count against AD-controlled grades (E8, E9, O4, O5, O6) at any time.

(4) RC Service members performing OS duty will continue to be managed as Guard and Reserve Service members while performing OS duty. They remain RC Service members who are performing AD under section 12301(d) of Reference (d) or full-time National Guard duty under section 502(f)(1)(B) of Reference (f).

(5) RC officers and warrant officers performing OS duty will not be placed on an AD list, regardless of the duration of the AD for OS. They will remain on the Reserve ASL and compete for promotion with other RC officers and warrant officers.

(6) RC enlisted members will continue to execute their RC enlistment or reenlistment contracts.

(7) Strength accounting against AD strengths is a Military Service personnel management function and should be transparent to both members and users.

(8) AD (AC or AGR) strengths that exceed authorizations are waivable pursuant to section 123a of Reference (d), when applicable, and section 115 of Reference (d). Active strength may be waived up to 3 percent for the AC and up to 2 percent for the AGR.

(9) RC Service members performing ADOS will not attend IDT or AT with their unit of assignment.

## 6. ADDITIONAL MANPOWER MANAGEMENT GUIDANCE FOR RCC

a. IMA. Guidance in Reference (l) will be used to assist the Military Departments in the management of their IMAs.

b. IRR and ING. Guidance in DoDI 1235.13 (Reference (z)) will be used to assist the Military Departments and the Coast Guard in the management of their IRR programs, and in the case of the Army National Guard, their ING program.

c. FTS. Guidance in DoDI 1205.18 (Reference (aa)) will be used to assist the Military Departments and the Coast Guard in the management of their RC Full Time Support programs.

d. Standby Reserve. Guidance in Reference (r) will be used to assist the Military Departments and the Coast Guard in the management of their Stand-by Reserve programs. Additional guidance pertaining to the transfer of key employees to the Stand-by Reserve is contained in Reference (q).

e. Retired. Guidance in Reference (v) will be used to assist the Military Departments in the management and mobilization of their Regular and Reserve Retired Service members.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
AD	active duty
ADOS	active duty operational support
ADOT	active duty other than training
ADT	active duty training
AFHPSP	Armed Forces Health Professions Scholarship Program
AFTP	additional flying and flight training period
AGR	active guard and reserve
ANGUS	Air National Guard of the United States
ARNG	Army National Guard
ARNGUS	Army National Guard of the United States
ASD(HD&HA)	Assistant Secretary of Defense for Homeland Defense and Hemispheric Affairs
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASD(R)	Assistant Secretary of Defense for Readiness
ASL	active status list
AT	annual training
ATP	additional training period
CIV	civil service employees
CONUS	continental United States
DCO	Defense Coordinating Officer
DoDI	DoD Instruction
DoDD	DoD Directive
DCPDS	Defense Civilian Personnel Data System
DSCA	defense support to civil authorities
EPLO	emergency preparedness liaison officer
ET	equivalent training
FAP	Financial Assistance Program

FEMA	Federal Emergency Management Agency
FHD	funeral honors duty
FTNGD	full-time National Guard duty
FTNGD-AGR	full-time National Guard duty-active guard and reserve
FTNGD-AT	full-time National Guard duty-annual training
FTNGD-OS	full-time National Guard duty-operational support
FTNGD-OT	full-time National Guard duty-other than for training
FTNGD-OTD	full-time National Guard duty-other training duty
FTNGD-T	full-time National Guard duty-training
FTS	full-time support
FY	fiscal year
IADT	initial active duty training
ID	inactive duty
ING	inactive National Guard
IDT	inactive duty training
IMA	individual mobilization augmentee
IRR	Individual Ready Reserve
ISL	inactive status list
JTR	Joint Travel Regulation
MD	muster duty
MSO	military service obligation
MSSA	Military Selective Service Act
MT	military technician (dual status)
NDST	non-dual status military technician
NPS	non-prior service
OS	operational support
OTD	other training duty
RC	Reserve Component
RCC	Reserve Component categories
RCCPDS	Reserve Component Common Personal Data System

RMP	readiness management period
ROTC	Reserve Officers' Training Corps
SSS	Selective Service System
TRC	training and retirement categories
TRO	training readiness oversight
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
U.S.C.	United States Code
USCG	United States Coast Guard

## PART II. DEFINITIONS

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

activation. Defined in the DoD Dictionary of Military and Associated Terms (Reference (ab)).

AC. That portion of the Military Services identified in annual authorization acts as “active forces” and in section 115 of Reference (d) as those AD Service members paid from funds appropriated for AD personnel.

AD. Defined in Reference (ab).

ADOS. All voluntary AD performed pursuant to section 12301(d) of Reference (d) other than AGR duty. ADOS also includes all 1-year or multi-year voluntary tours of active service by RC Service members.

ADT. Defined in Reference (ab).

ADOT. Includes the categories of ADOS, AGR duty, involuntary AD and AD for other purposes pursuant to sections 12301, 12302, 12304, 12304a and 12304b of Reference (d) and section 712 of Reference (i).

active service. Defined in Reference (d).

active status. All National Guard and RC Service members, except those members who are on an ISL, assigned to the ING, or in the Retired Reserve. RC Service members in an active status may train with or without pay, earn retirement points, and may earn credit and be considered for promotion, and promoted.

additional IDT periods. Training periods designed to improve readiness by providing for individuals and units the required and necessary training to attain and maintain designated readiness levels.

AGR. Defined in Reference (ab).

annual screening. One-day ADT or MD each year for certain IRR members that enables the Military Services to maintain the current status of each IRR member's physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, and other information pursuant to section 10149 of Reference (d).

deployment. Defined in Reference (ab).

end strength. The total number of Service members in a given category authorized by Congress (in the annual National Defense Authorization Act) on September 30th of a given FY.

ET. IDT performed in lieu of regularly scheduled IDT which may be used to make up an IDT period missed due to illness or emergency situations or other excused absence as determined by the local commander. ET is the same as equivalent instruction, equivalent duty, or equivalent appropriate duties as referred to in section 206 of Reference (j).

FHD. ID used to prepare for, and provide honors at funerals of military members and veterans.

FTNGD. Training or other duty, other than ID, performed by a member of the ARNGUS or the ANGUS in a member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia pursuant to sections 316, 502, 503, 504, or 505 of Reference (f) for which the member is entitled to pay from the United States, or for which the member has waived pay from the United States. FTNGD is active service pursuant to section 101(d)(3) of Reference (d).

FTNGD-AT. A category of FTNGD used for full time military training for National Guard Service members.

FTNGD-AGR. AD performed by a member of the National Guard under an order to FTNGD for a period of 180 consecutive days or more for organizing, administering, recruiting, instructing, or training the RC, or to perform other duties.

FTNGD-OS. A category of FTNGD that provides the necessary skilled manpower assets to support existing or emerging requirements pursuant to section 502(f) of Reference (f).

FTNGD-OT. A category of FTNGD, pursuant to section 502(f) of Reference (f), used to provide RC (National Guard) support to either AC or RC missions.

FTNGD-OTD. A category of FTNGC that is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs.

FTNGD-T. A category of FTNGD used for full time military training for National Guard Service members.

IADT. A category of ADT that includes basic military training and technical skill training.

IMA. Defined in Reference (ab).

ID. Authorized duty performed by members of an RC while not on AD. ID is duty consisting of IDT, MD, and FHD.

IDT. Defined in Reference (ab).

imminent danger area. An area in which a Service member performs duty and is in imminent danger of being exposed to hostile fire or explosion of hostile mines. Imminent danger areas are designated in chapter 10 of Reference (I).

inactive status. Defined in Reference (ab).

IRR. Defined in Reference (ab).

key employee. Defined in Reference (q).

key position. A civilian position, public or private (designated by the employer pursuant to Reference (q)) that cannot be vacated during war or national emergency without seriously impairing the capability of the parent organization to function effectively.

mobilization. Defined in Reference (ab).

MD. A special category of ID used to meet the continuous screening requirement established by section 10149 of Reference (d).

MT. Defined in Reference (ab).

NDST. A special category of MTs who do not have a requirement to maintain military membership in an RC.

NPS Service members. Individuals who have no prior military service, who have not completed IADT or its equivalent, and enlist directly into a Military Service.

OS duty. A category of voluntary duty used to provide RC support to DoD operations and mission requirements. It includes AD, other than Active Guard and Reserve duty, pursuant to section 12301(d) of Reference (d); full-time National Guard duty, other than Active Guard and Reserve duty, pursuant to section 502(f) of Reference (f); and AD for training performed at the request of an organizational or operational commander, or because of reimbursable funding. It

does not include AD performed as an AGR, FTNGD performed as an AGR, or FTNGD performed in support of counter-drug operations.

OTD. Authorized ADT, other than IADT or AT, that provides all other structured training, to include on the job training, for individuals or units to enhance proficiency.

qualifying years of creditable service for non-regular retired pay. The time National Guard or Reserve Service members must serve to be eligible for non-regular retired pay at age 60 years, or earlier if the member is credited with qualifying active service. Individuals must have at least 20 years of service, unless otherwise provided for in law, in which they received at least 50 retirement points.

RC. Defined in Reference (ab).

regular compensation. Defined in section 101 of Reference (j).

Retired Reserve. Defined in Reference (ab).

trained strength in units. A National Guard or Reserve unit that, in the case of its enlisted members, has completed IADT and is eligible for deployment overseas on land when mobilized under proper authority. Service members in non-deployable accounts or a training pipeline are not part of a unit's trained strength.

training period. An authorized and scheduled regular IDT period. A training period must be at least 4 hours. The term was previously used interchangeably with other common terms such as "drills," "drill period," "assemblies," "periods of instruction," etc.

TRO. The degree of authority Combatant Commanders have over assigned RC forces when not on AD, and when on ADT, unless provided pursuant to paragraph 3a of Enclosure 2 of this instruction.

unit. Defined in Reference (ab).

voluntary training. Training in a non-pay status for retirement points only. Voluntary training is applicable to RC Service members of the IRR and Standby Reserve ASL. Participation in voluntary training may be achieved by training with Selected Reserve unit or voluntary training units in the IRR; performing ADT; attending designated courses of instruction; participating in special military and professional events designated by the Military Department concerned. This definition does not include voluntary participation in programs outside the DoD as discussed in sections 3 and 4 of Enclosure 6 or voluntary IDT as referenced in paragraph 2a(4) of Enclosure 3.