



# Department of Defense **INSTRUCTION**

**NUMBER** 1235.09

February 12, 2014

Incorporating Change 1, Effective May 5, 2020

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USD(P&R)

**SUBJECT:** Management of the Standby Reserve

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 1235.09 (Reference (b)) to establish uniform policies, assign responsibilities, and prescribe procedures for the peacetime management and preparation for mobilization of the Standby Reserve.

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **POLICY.** It is DoD policy that Service members in the Standby Reserve are liable for active duty pursuant to sections 12301 and 12306 of Title 10, United States Code (Reference (c)), and will be managed pursuant to criteria prescribed in this instruction in accordance with sections 10150, 10151, 10152, 10153, and 12735 of Reference (c).

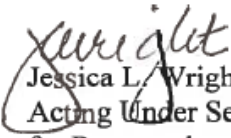
4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

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

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

8. EFFECTIVE DATE. This instruction is effective February 12, 2014.

  
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Acting Under Secretary of Defense  
for Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1235.09, “Management of the Standby Reserve,” April 2, 2007 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Instruction 7730.54, “Reserve Components Common Personnel Data System (RCCPDS),” May 20, 2011
- (e) DoD Instruction 6025.13, “Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS),” February 17, 2011, as amended
- (f) DoD Directive 1200.7, “Screening the Ready Reserve,” November 18, 1999
- (g) DoD Instruction 1215.06, “Uniform Reserve, Training and Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- (h) DoD Instruction 1304.25, “Fulfilling the Military Service Obligation (MSO),” October 31, 2013, as amended
- (i) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) provides policy, guidance, procedures, and objectives for the management of the Standby Reserve.
  
2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):
  - a. Develops procedures and guidance for the management of the Standby Reserve and monitors compliance with this instruction.
  
  - b. Adjudicates requests from the Military Services for exceptions to the policies established in this instruction.
  
3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD (USCG). The Secretaries of the Military Departments and the Commandant of the USCG:
  - a. Prepare plans, policies, and procedures for management and mobilization of the Standby Reserve in accordance with this instruction to include:
    - (1) Policies and procedures governing the transfer between active and inactive status in the Standby Reserve.
  
    - (2) Policies and procedures governing the transfer between the Ready Reserve and the Standby Reserve.
  
  - b. Report up-to-date personnel information for members of the Standby Reserve as required by DoDI 7730.54 (Reference (d)).
  
  - c. Maintain credentialing records, to include certification and licensure, for all healthcare professionals who possess critical wartime medical skills in accordance with DoDI 6025.13 (Reference (e)).
  
  - d. Inform members of the Standby Reserve of their service obligations including potential duty requirements in time of war or national emergency.
  
  - e. Develop and maintain a list of Reserve Component (RC) Service members assigned to the Standby Reserve who possess critical military skills that may be required in time of war or

national emergency and that will not be readily available from the Ready Reserve or the Retired Reserve.

ENCLOSURE 3

PROCEDURES

1. STANDBY RESERVE CATEGORIES. Service members placed into the Standby Reserve will be actively managed in one of two categories: the Active Status List (ASL) of the Standby Reserve or the Inactive Status List (ISL) of the Standby Reserve.

2. MANAGEMENT OF THE ASL

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

(1) The Service member who has been transferred from the Ready Reserve because of temporary hardship, disability, or other cogent reason with intent to return to the Ready Reserve.

(2) Key employee in federal government or designated as a key employee in non-federal public or private employment, who has been transferred from the Ready Reserve to ensure the continuity of the federal government or to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization in accordance with section 10149 of Reference (c) and implemented by DoDD 1200.7 (Reference (f)).

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

(4) An RC officer after completing at least 18 but fewer than 20 years of service in accordance with section 12646 of Reference (c).

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

b. A member of the ASL may perform military duty in accordance with sections 12301(b) or 12301(d) of Reference (c) for the purpose of individual skill training in an active duty training category as required by DoDI 1215.06 (Reference (g)).

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

(2) Duty performed other than that pursuant to section 12306 of Reference (c) will not be performed in an imminent danger area.

c. A member of the ASL may be ordered to active duty in time of war or national emergency pursuant to section 12306 of Reference (c).

d. A member of the ASL in receipt of separation pay (SP) in accordance with section 1174 of Reference (c) or the special separation benefits (SSB) or voluntary separation incentive (VSI) in accordance with sections 1174a and 1175 of Reference (c), will not have those benefits affected by their status in the Standby Reserve.

e. A Service member receiving SP, VSI, or SSB benefits and designated as a key employee who changes civilian employment status and is no longer designated as a key employee will be retained in the Standby Reserve or transferred to the Ready Reserve, as appropriate, to fulfill the service obligation incurred based on receipt of SSB, VSI, or SP.

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

### 3. MANAGEMENT OF THE ISL

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

(1) The Service member not required by law or regulation to remain in an active Reserve status who possesses requisite military skills as determined by the Secretary of the Military Department concerned or the Commandant of the USCG that may be required for active duty in accordance with section 12306 of Reference (c).

(2) An RC officer either not qualified for retention in the Ready Reserve or who fails to conform to prescribed standards and qualifications of section 12641 of Reference (c).

(3) The Service member who did not apply for transfer to the Retired Reserve after achieving 20 qualifying years of service for a non-regular retirement and fails to conform to prescribed standards and qualifications of section 12642 of Reference (c) and who requested transfer to the Standby Reserve in accordance with section 12735 of Reference (c).

(4) The Service member with at least 20 qualifying years of service for a non-regular retirement who has been determined to have a disability rated at less than 30 percent, and who has been transferred to the ISL instead of separated for that disability, pursuant to section 1209 of Reference (c).

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

b. A member of the ISL may not train for pay, receive retirement points, be eligible for promotion, nor accrue credit for years of service, pursuant to section 10153 of Reference (c).



c. A member of the ISL may be ordered to active duty in time of war or national emergency declared by Congress in accordance with section 12306 of Reference (c) only if the Secretary of the Military Department concerned or Commandant of the USCG, with the approval of the Secretary of Defense, determines that not enough qualified Service members in the Ready Reserve are available in the required reserve categories.

4. TRANSFER TO AND FROM THE STANDBY RESERVE. The following conditions regarding transfer to and from the Ready Reserve pertain to Service members of the Standby Reserve:

a. A member of the Standby Reserve may be transferred back to the Ready Reserve when the reason for transfer to the Standby Reserve no longer exists, provided the Service member is otherwise qualified.

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

5. MILITARY SERVICE OBLIGATION (MSO). The member of the Standby Reserve is subject to the following conditions regarding fulfillment of the MSO:

a. The Service member with an MSO, temporarily placed in the Standby Reserve, will be transferred back to the Ready Reserve at the earliest possible date if the reason for transfer to the Standby Reserve no longer exists before fulfillment of the MSO.

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

c. An enlisted member of the Standby Reserve will be discharged upon completion of his or her MSO unless the Service member elects to enter into a contractual agreement to remain in the Standby Reserve.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASL	Active Status List
DoDD	DoD directive
DoDI	DoD instruction
ISL	Inactive Status List
MSO	military service obligation
RC	Reserve Component
SP	separation pay
SSB	special separation benefits
VSI	voluntary separation incentive
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

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

key employee. Defined in Reference (f).

key position. Defined in Reference (f).

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

Ready Reserve. Defined in the DoD Dictionary of Military and Associated Terms (Reference (i)).