



DoW INSTRUCTION 1235.13

ADMINISTRATION AND MANAGEMENT OF THE INDIVIDUAL READY RESERVE AND THE INACTIVE NATIONAL GUARD

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

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Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and provides procedures for the administration and management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING) programs.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSW, the Military Departments (including the United States Coast Guard (USCG) at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of War, the Defense Agencies, the DoW Field Activities, and all other organizational entities within the DoW (referred to collectively in this issuance as the “DoW Components”).

1.2. POLICY.

a. First and foremost, the IRR is a mobilization asset. Deliberative plans will be in place that account for the use of the IRR, especially in plans for full mobilization.

b. Service members will be placed in the IRR and ING in accordance with this issuance, DoD Instruction (DoDI) 1215.06; Sections 10144 and 10145 of Title 10, United States Code (U.S.C.); and Section 303 of Title 32, U.S.C.

c. IRR and ING Service members will be continuously screened in accordance with Section 10149 of Title 10, U.S.C. and DoDIs 1200.07 and 1215.06. Screened Service members will be transferred to the Standby Reserve, discharged, or transferred to the Retired Reserve, as appropriate.

d. Service members of the IRR will be provided training in accordance with this issuance and Sections 10144 and 10145 of Title 10, U.S.C.

e. Service members of the IRR and ING, as required, will be ordered to active duty (AD) in support of military operations in accordance with the utilization authorities in DoDIs 1215.06 and 1235.12.

SECTION 2: RESPONSIBILITIES

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

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

- a. Provides overall policy and procedural guidance for the administration and management of the IRR and the ING.
- b. Establishes requirements to screen members of the IRR and ING.
- c. Adjudicates, as appropriate, requests from the Military Departments for exceptions to policies established in this issuance.
- d. Ensures records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoW Component records management disposition schedules.

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the Under Secretary of War for Personnel and Readiness, and through the Director, Defense Manpower Data Center, the Director, Department of Defense Human Resources Activity:

- a. Maintains IRR data provided by the Military Departments in accordance with DoDI 7730.68 and manages that information in accordance with Section 552a of Title 5, U.S.C. (also known and referred to in this issuance as the “Privacy Act of 1974,” as amended); DoDI 5400.11; and DoD 5400.11-R.
- b. Establishes quality assurance processes for IRR data and reports Service data discrepancies to the Military Department concerned for quality assurance.
- c. Ensures records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoW Component records management disposition schedules.

2.3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT, USCG.

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

- a. Ensure compliance by their respective Military Services with the requirements in this issuance by developing and maintaining appropriate Military Department and USCG regulations.

- b. Ensure that deliberative planning processes account for the use of the IRR for full mobilization and other contingencies as appropriate.
- c. Prepare, in accordance with DoDI 1235.12, plans and develop procedures for mobilization of the IRR and the ING.
- d. Review and determine the periods of Active and Reserve Component (RC) service that make up an individual Service member's military service obligation (MSO) in accordance with DoDI 1304.25. Such MSO requirements should account for and seek to maximize critical skill sets in the IRR.
- e. Ensure there are enough trained IRR members who possess the specific military qualifications required to immediately meet Service requirements.
- f. Continuously screen Ready Reserve members in accordance with this issuance; Section 10149 of Title 10, U.S.C.; and DoDIs 1200.07 and 1215.13 and manage screening information in accordance with the Privacy Act of 1974, as amended; DoDI 5400.11; and DoD 5400.11-R. Report results to the Defense Manpower Data Center in accordance with DoDI 7730.68.
- g. Determine appropriate refresher training requirements for IRR members.
- h. Ensure that, on transfer to the IRR or the ING, Service members understand their obligations for satisfactory participation in the screening and muster program.
- i. Notify all IRR members of possible sanctions in accordance with DoDI 1215.13 for failure to report or respond when they are ordered to participate in IRR screening through muster duty, by mail, or by other appropriate means.
- j. Ensure that sufficient resources are programmed for the Ready Reserve screening program.
- k. In the event of mobilization, access IRR and ING in accordance with DoDI 1235.12.
- l. Ensure records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoW Component records management disposition schedules.

2.4. CJCS.

The CJCS ensures that IRR use is accounted for during the deliberative planning process for full mobilization and other contingencies in accordance with Joint Publication 4-05, as appropriate.

SECTION 3: PROCEDURES

3.1. IRR OR ING PLACEMENT.

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

(1) Service members who are separating from AD with a remaining MSO (as prescribed by Section 651 of Title 10, U.S.C. and implemented in accordance with DoDI 1304.25) or other commitment to serve in the Ready Reserve and are not placed in the Selected Reserve.

(2) Service members who are leaving the Selected Reserve with a remaining MSO or other commitment to serve in the Ready Reserve and are not designated as a member of the Selected Reserve.

(3) Service members without prior service awaiting training before beginning service in a Regular Component or the Selected Reserve.

(4) Service members in the Delayed Entry Program in accordance with Section 513 of Title 10, U.S.C.

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

(6) Certain personnel participating in officer training programs, such as chaplain candidates and participants in the Armed Forces Health Professions Financial Assistance Program in accordance with DoDI 6000.13.

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

(8) Selected members authorized by the Secretary of the Military Department concerned to be in a career intermission program in accordance with DoDI 1327.07.

b. Transfer to the ING from active status is limited to those enlisted personnel who are temporarily unable to meet the training requirements of active status in the National Guard and who are expected to return to an active status of the National Guard, in accordance with DoDI 1215.13. The normal period that enlisted personnel are allowed to remain in the ING is 1 year or less. Service members with or without an MSO may remain assigned in the ING up to the maximum age requirement, provided they remain a deployable asset. Service members must execute an extension agreement at the end of their MSO, or contractual agreement, to remain in the ING. This also includes:

(1) Service members without prior service awaiting training before beginning service in the National Guard.

(2) National Guard Service members in the Delayed Entry Program in accordance with Section 513 of Title 10, U.S.C.

(3) National Guard Service members awaiting basic military training before beginning service in the Selected Reserve who are not authorized to attend IDT.

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

d. Service members may transfer to and from the IRR in accordance with DoDI 1200.15.

e. Service Members who are screened out of the Ready Reserve pursuant to DoDI 1200.07 may not be placed in the IRR or ING. Exceptions for placement in the IRR or ING include:

(1) A Service member with an agreement to remain in the Ready Reserve for a stated period, but who has attained qualifying service for retired pay in accordance with Section 12731 of Title 10, U.S.C., may be transferred to the Retired Reserve on approval by the Secretary of the Military Department concerned or the Commandant, USCG.

(2) IRR members who are qualified for retirement pursuant to Section 12731 of Title 10, U.S.C., except for having reached 60 years of age, are required to attain 50 points each anniversary year to be retained in the Ready Reserve, unless waived in accordance with DoDI 1200.15.

(3) Members of the IRR with over 20 years of qualifying service for retirement may be retained in the IRR in accordance with Chapter 1223 of Title 10, U.S.C. and DoDIs 1200.15 and 1215.13.

f. The Secretary of the Military Department concerned or the Commandant, USCG must remove officers from military service within 2 years after fulfillment of the officer's MSO unless they elect to remain in the IRR past their MSO, as allowed by Military Department or USCG regulations. Officers who have fulfilled their MSO and have not elected to remain in the IRR must be advised of the requirement to remove them from military service.

3.2. IRR AND ING SCREENING.

a. All members of the IRR and the ING will be continuously screened in accordance with DoDI 1200.07 to meet the requirements of Section 10149 of Title 10, U.S.C., and to ensure that the Ready Reserve force is composed of Service members who:

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

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

(3) Are immediately available for mobilization, as specified in Sections 12301(a), 12302, and 12304 of Title 10, U.S.C., or as may be required by other provisions of law.

b. Military Department and USCG IRR members:

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

(2) May be ordered to muster duty for screening, with or without the member's consent, in accordance with Section 12319 of Title 10, U.S.C.

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

c. Circumstance for exemptions from an in-person IRR or ING screening (i.e., muster) include:

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

(2) Members scheduled for discharge from military service during the fiscal year of the screening.

(3) Personnel participating in officer training programs.

(4) Members in the Armed Forces Health Professions Financial Assistance Program.

(5) Members in training, or awaiting training, in a Delayed Entry Program or delayed entry training program for Active Component or RC service.

(6) Personnel added to the IRR or ING roster during the current fiscal year.

(7) Members authorized by the Secretary of their Military Departments to be in a career intermission program in accordance with DoDI 1327.07.

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

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

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

(3) In accordance with Section 12319 of Title 10, U.S.C., muster duty, and travel directly to and from muster duty, will be treated as the equivalent of IDT in accordance with Title 10, U.S.C.; the provisions of Title 37, U.S.C. (other than Section 206(a)); and Title 38, U.S.C. This includes provisions relating to the determination of eligibility for and the receipt of benefits

provided under those titles for RC members performing IDT and for their dependents and survivors.

(4) Muster duty will not be credited in determining entitlement to or in computing retired pay as a Service member in accordance with Chapter 1223 of Title 10, U.S.C. and Title 14, U.S.C. No contribution to the DoD Military Retirement Fund is required in association with the payment of the muster allowance.

(5) Compensation for muster duty is pursuant to Section 433 of Title 37, U.S.C. and Volume 7A of DoD 7000.14-R at the rate prescribed in Volume 1 of the Joint Travel Regulations.

e. All IRR or ING members will be screened by mail, electronic, or other means as appropriate during years in which Service members are exempt from in-person screening (i.e., muster duty). In accordance with DoDI 1215.13, muster notifications will include sanctions IRR members may face if they fail to provide the data requested.

f. Failure to perform IRR or ING screening that the Service member has been ordered to perform will, barring unusual circumstances, be used as a basis for determining that the member has not participated satisfactorily in the Ready Reserve.

(1) Service members whose participation has not been satisfactory may be processed for separation in accordance with DoDIs 1215.13, 1332.14, or 1332.30.

(2) IRR members may be retained in the IRR for the balance of their statutory MSO, current enlistment contract, or service agreement only when the Secretary of the Military Department concerned or the Commandant, USCG, has determined that the Service member still possesses the potential for useful service under conditions of full mobilization.

g. The Secretary of the Military Department concerned or the Commandant, USCG will maintain the status of each IRR or ING member's physical condition, dependency status, military qualifications, civilian occupational skills, and availability for service. This information is critical for RC mobilization and must be kept current.

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

(2) As a supplement to muster duty, the Secretary of the Military Department concerned or the Commandant, USCG will also maintain a process for determining skill proficiency degradation and, if necessary, identifying applicable refresher training needs by skill. A more extensive annual screening, including a detailed skill level assessment, is encouraged for Service members with critical skills.

(3) Upon Presidential or congressional authorization of mobilization, screening will be conducted in accordance with DoDI 1200.07.

(4) Unless exempted, all IRR and/or ING members identified most likely to be needed in contingency operations or mobilization will be screened annually. Additionally, all IRR members who receive an IRR re-enlistment bonus will be screened in person annually.

3.3. IRR TRAINING.

a. All IRR members may be required to serve on ADT up to 30 days a year, pursuant to Section 10147 of Title 10, U.S.C.

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

c. AD for operational support is authorized for IRR members for projects or operations supporting Active Component or RC programs when such duties are essential to the Military Services. AD for operational support will be managed in accordance DoDI 1215.06.

d. IRR members may participate voluntarily in AD or IDT for pay or points only, pursuant to Military Department or USCG regulations.

3.4. INVOLUNTARY SEPARATION PAY (ISP) OR VOLUNTARY SEPARATION PAY (VSP) ADMINISTRATION.

a. The ISP and VSP programs provide periodic or lump sum payments for certain Service members who are voluntarily or involuntarily separated from AD if they affiliate with the RC in accordance with Sections 1174 and 1175a of Title 10, U.S.C. and DoDIs 1332.29 and 1332.43.

(1) Specific administration of the VSP program procedures are detailed in DoDI 1332.43, including eligibility; ineligibility; application and approval; Ready Reserve obligations, benefits, and payment methods; repayment; deduction for disability compensation; and separation program designation codes and reentry codes.

(2) Specific administration of the ISP program procedures are detailed in DoDI 1332.29, including eligibility, computation, repayment, and sole survivorship discharge.

b. When a member of the Ready Reserve is also a civilian employee of the U.S. Government occupying a position designated as key in accordance with Paragraph 3.3.a. of DoDI 1200.07, that individual will be designated as a key employee and considered to be ineligible to serve in the Ready Reserve.

(1) The Secretary of the Military Department concerned or the Commandant, USCG will transfer that individual to the Standby Reserve, and they will remain in a key position. Benefits

received in accordance with Section 1174 or 1175a of Title 10, U.S.C. will not be affected by being in a Standby Reserve status.

(2) Once an individual who has received VSP or ISP benefits moves to a position not designated as a key position, they 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 VSP or ISP.

c. The Secretary of the Military Department concerned or the Commandant, USCG will ensure that automated pay and personnel systems and procedures are able to identify and report the VSP and ISP recipients who are required to affiliate with the RC. At a minimum, pay and personnel data will include the expiration date of the Reserve Service obligation of each member in receipt of VSP. For all members who receive the ISP, the Military Services will ensure that both the Ready Reserve obligation and the expiration date of the Ready Reserve obligation are captured and can be reported in automated systems.

3.5. DATABASE MANAGEMENT.

a. The Secretaries of the Military Departments and Commandant, USCG will develop policies and procedures to ensure that the databases of the appropriate manpower, personnel, and pay automated information systems contain complete and accurate data that is needed to recall an IRR or ING member, if necessary, to AD. The processes used to exchange data among information systems and to reconcile any data disparities will be documented and disseminated to all affected organizations. Data collected on individuals for the administration and management of the IRR and ING programs will be handled in accordance with DoDIs 5400.11 and 6025.18.

b. Each Military Service will:

(1) Maintain complete and accurate information for IRR members in automated databases as the source of statistical information provided to the Department of Defense Human Resources Activity and to respond to inquiries in accordance with DoDI 7730.68.

(2) Maintain the automated capability to facilitate the transition of IRR members to the Selected Reserve of any RC, the Standby Reserve, or the Retired Reserve.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AD	active duty
ADT	active duty for training
CJCS	Chairman of the Joint Chiefs of Staff
DoDI	DoD instruction
DoW	Department of War
IDT	inactive duty training
ING	Inactive National Guard
IRR	Individual Ready Reserve
ISP	involuntary separation pay
MSO	military service obligation
OSW	Office of the Secretary of War
RC	Reserve Component
U.S.C.	United States Code
USCG	United States Coast Guard
VSP	voluntary separation pay

G.2. DEFINITIONS.

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

TERM	DEFINITION
full mobilization	Defined in the DoD Dictionary of Military and Associated Terms.

TERM	DEFINITION
ING	Service members of the National Guard who are in an inactive status in the Ready Reserve and attached to a specific National Guard unit. These Service members do not participate in training activities. They mobilize with their unit of assignment or with other units within their State on partial or full mobilization. They are not subject to a call-up pursuant to Section 12304 of Title 10, U.S.C. As of the publication of this issuance, the Air National Guard of the United States does not have an ING program.
IRR	A manpower pool consisting of individuals who have had training and have previously served in the Active Component or in the Selected Reserve. The IRR consists of people who must fulfill their MSO pursuant to Section 651 of Title 10, U.S.C.; members fulfilling a service obligation incurred via contract; and those who have fulfilled their MSO and who voluntarily remain in the IRR. IRR members are subject to involuntary ADT and fulfillment of mobilization requirements, in accordance with Sections 12301(a) and 12302 of Title 10, U.S.C. Additionally, the IRR also includes some personnel who are participating in officer training programs or in the Armed Forces Health Professions Financial Assistance program.
MSO	The total required service, as prescribed by Section 651 of Title 10, U.S.C., and implemented in accordance with DoDI 1304.25, that each person who becomes a member of the Military Services will serve unless discharged under regulations prescribed by the Secretary of War, the Secretary of Homeland Security, the Secretary of the Military Department concerned, or the Commandant, USCG.
Ready Reserve	Defined in the DoD Dictionary of Military and Associated Terms.

REFERENCES

- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD 7000.14-R, Volume 7A, “Department of Defense Financial Management Regulation: Military Pay Policy – Active Duty and Reserve Pay,” current edition
- DoD Directive 1100.4, “Guidance for Manpower Management,” February 12, 2005
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008, as amended
- DoD Instruction 1200.07, “Screening the Ready Reserve,” January 22, 2021
- DoD Instruction 1200.15, “Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status,” November 7, 2019
- DoD Instruction 1215.06, “Uniform Reserve, Training, and, Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- DoD Instruction 1215.13, “Ready Reserve Member Participation Policy,” May 5, 2015
- DoD Instruction 1235.12, “Accessing the Reserve Components (RC),” June 7, 2016, as amended
- DoD Instruction 1304.25, “Fulfilling the Military Service Obligation,” October 13, 2021
- DoD Instruction 1327.07, “Career Intermission Program for Service Members,” October 18, 2018, as amended
- DoD Instruction 1332.14, “Enlisted Administrative Separations,” August 1, 2024
- DoD Instruction 1332.29, “Involuntary Separation Pay (Non-Disability),” March 3, 2017
- DoD Instruction 1332.30, “Commissioned Officer Administrative Separations,” May 11, 2018, as amended
- DoD Instruction 1332.43, “Voluntary Separation Pay (VSP) Program for Service Members,” November 28, 2017
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy And Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 6000.13, “Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs),” December 30, 2015, as amended
- DoD Instruction 6025.13, “Medical Quality Assurance and Clinical Quality Management in the Military Health System,” July 26, 2023, as amended
- DoD Instruction 6025.18, “Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance In Dod Health Care Programs,” March 13, 2019
- DoD Instruction 7730.68, “Uniformed Services Human Resources Information System,” September 1, 2023
- Joint Publication 4-05, “Joint Mobilization Planning,” October 23, 2018
- Joint Travel Regulations, Volume 1, “Uniformed Service Members,” current edition
- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition”

United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974, as amended”)

United States Code, Title 10

United States Code, Title 14

United States Code, Title 32, Section 303

United States Code, Title 37

United States Code, Title 38