



# Department of Defense INSTRUCTION

NUMBER 1235.12

June 7, 2016

*Incorporating Change 1, Effective February 28, 2017*

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USD(P&R)

SUBJECT: Accessing the Reserve Components (RC)

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this instruction:

a. Reissues DoD Instruction (DoDI) 1235.12 (Reference (b)) and incorporates and cancels DoDD 1235.10 (Reference (c)) to establish policy, assign responsibilities, and prescribe procedures for ordering units and members of the RC to active duty as an operational force to support the national defense strategy across the full spectrum of military functions. Such RC support includes, but is not limited to, sustained operational missions, emergent operations, contingency operations, and service during national emergencies or in time of war. Applicable access to the RC includes:

(1) Ordering units and members of the RC to active duty in accordance with sections 688, 12301(a), 12301(b), 12302, 12304, 12304a, 12304b, 12406, 331-333, or 335 of Title 10, United States Code (U.S.C.) (Reference (d)).

(2) Ordering members of the RC to active duty with the consent of that member in accordance with section 12301(d) of Reference (d).

b. Implements Secretary of Defense Memorandums (References (e) and (f)) with respect to sections 12304a and 12304b of Reference (d).

c. Incorporates and cancels Secretary of Defense Memorandums ~~and Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandums (References (g), (h), (i), and (j)) with respect to accessing, utilizing, and managing RC forces. (References (g) and (h)).~~

*(d) Supersedes in part, to the extent that they are inconsistent with this instruction, Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandums (Reference (i) and (j)), with respect to accessing, utilizing, and managing RC forces.*

2. APPLICABILITY. This instruction:

a. 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, except as noted in paragraph 2b of this section), the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands (CCMDs), 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 (referred to collectively in this instruction as the “DoD Components”).

b. Does not apply to:

(1) RC members ordered to initial active duty training (IADT).

(2) Coast Guard Reservists ordered to active duty by the Secretary of Homeland Security for emergency augmentation of regular Coast Guard forces during a serious natural or manmade disaster, accident, or catastrophe pursuant to section 712 of Title 14, U.S.C. (Reference (k)).

(3) National Guard members conducting Homeland Defense and Defense Support of Civil Authority operations pursuant to section 502(f) of Title 32, U.S.C. (Reference (l)). Such operations are addressed in DoDD 3160.01 and DoDI 3025.22 (References (m) and (n)).

3. POLICY. It is DoD policy that:

a. The RC provides an operational capability and strategic depth in support of the national defense strategy.

b. Units and members of the RC involuntarily ordered to active duty will be kept on active duty no longer than operationally necessary.

c. Mobilization exercises are conducted in conjunction with Military Service, joint, and CCMD exercises so that RC access policy and procedures are regularly exercised, practiced, and understood throughout the force. Pursuant to section 10208 of Reference (d), the Secretary of Defense will conduct at least one major mobilization exercise each year.

d. In crises, RC forces may be required immediately. Use the procedures in this instruction to determine if activation with less than 30 days’ notice is warranted.

e. Military Services will issue orders to RC members ordered to active duty in the most expeditious manner possible to facilitate members’ notification to employer and family, and other planning considerations.

f. RC forces are employed in a manner that maximizes the use of their core capabilities throughout the ordered duration of active duty.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3 and 4.

6. INFORMATION COLLECTIONS. *The Reserve Components Common Personnel Data System, referred to in Paragraph 9.n of Enclosure 2 of this instruction, has been assigned report control symbol DD-RA(D)2420 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (o)). The expiration date of this information collection is listed in the DoD Information Collections System at <https://apps.osd.mil/sites/DoDIIC/Pages/default.aspx>.*

7. RELEASABILITY. **Cleared for public release.** This instruction is available on ~~the Internet~~ **from** the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction is effective June 7, 2016.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal line extending to the right.

Peter Levine  
Acting Under Secretary of Defense  
for Personnel and Readiness

Enclosures

1. References
2. Responsibilities
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Glossary

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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 1235.12, “Accessing the Reserve Components (RC),” February 4, 2010, as amended (hereby cancelled)
- (c) DoD Directive 1235.10, “Activation, Mobilization, and Demobilization of the Ready Reserve,” November 26, 2008, as amended (hereby cancelled)
- (d) Title 10, United States Code
- (e) Secretary of Defense Memorandum, “Delegation of Authority under Title 10, U.S.C., Section 12304a,” March 7, 2013
- (f) Secretary of Defense Memorandum, “Approval of Policy and Procedures under Title 10 United States Code 12304a and 12304b,” February 12, 2013
- (g) Secretary of Defense Memorandum, “Force Allocation and Reserve Component Alert/Mobilization Decision Process,” May 3, 2007, as amended (hereby cancelled)
- (h) Secretary of Defense Memorandum, “Utilization of the Total Force,” January 19, 2007 (hereby cancelled)
- (i) Under Secretary of Defense for Personnel and Readiness Memorandum, “Change to Current Mobilization/Demobilization Personnel and Pay Policy,” December 1, 2011 ~~(hereby cancelled)~~*(hereby superseded in part)*
- (j) Under Secretary of Defense for Personnel and Readiness Memorandum, “Deployment to Dwell, Mobilization to Dwell Policy Revision,” November 1, 2013 ~~(hereby cancelled)~~ *(hereby superseded in part)*
- (k) Section 712 of Title 14, United States Code
- (l) Title 32, United States Code
- (m) DoD Directive 3160.01, “Homeland Defense Activities Conducted by the National Guard,” August 25, 2008, as amended
- (n) DoD Instruction 3025.22, “The Use of the National Guard for Defense Support of Civil Authorities,” July 26, 2013
- (o) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended*
- ~~(p)~~ DoD Directive 1404.10, “DoD Civilian Expeditionary Workforce,” January 23, 2009
- ~~(q)~~ DoD Directive 5125.01, “Assistant Secretary of Defense for Reserve Affairs (ASD(RA)),” December 27, 2006, as amended
- ~~(r)~~ DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013
- ~~(s)~~ DoD Directive 5111.1, “Under Secretary of Defense for Policy (USD(P)),” December 8, 1999
- ~~(t)~~ Title 50, United States Code
- ~~(u)~~ DoD Directive 5111.13, “Assistant Secretary of Defense for Homeland Defense and Americas’ Security Affairs (ASD(HD&ASA)),” January 16, 2009
- ~~(v)~~ DoD Directive 3025.18, “Defense Support of Civil Authorities (DCSA),” December 29, 2010, as amended

- (v)(w) DoD Instruction 3025.21, "Defense Support of Civilian Law Enforcement Agencies," February 27, 2013
- (w)(x) DoD Instruction 3025.20, "Defense Support of Special Events," April 6, 2012
- (x)(y) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," May 11, 2015
- (y)(z) Secretary of Defense Memorandum, "Global Force Management Implementation Guidance," current edition
- (z)(aa) Section 5122 of Title 42, United States Code
- (aa)(ab) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (ab)(ac) ~~DoD Directive 1352.1, "Management and Mobilization of Regular and Reserve Retired Military Members," July 16, 2005~~ *DoD Instruction 1352.01, "Management of Regular and Reserve Retired Military Members," December 8, 2016*
- (ae)(ad) Section 515 of Public Law 110-181, "National Defense Authorization Act for Fiscal Year 2008," January 28, 2008
- (ae)(ae) Executive Order 12728, "Delegating the President's Authority to Suspend any Provision of Law Relating to the Promotion, Retirement, or Separation of Members of the Armed Forces," August 22, 1990, as amended
- (ae)(af) DoD Directive 1400.31, "DoD Civilian Work Force Contingency and Emergency Planning and Execution," April 28, 1995
- (af)(ag) DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," October 28, 2015
- (ag)(ah) Section 513 of Public Law 113-66, "National Defense Authorization Act for Fiscal Year 2014," December 26, 2013
- (ah)(ai) DoD Instruction 1336.01, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)," August 20, 2009, as amended
- (ai)(aj) DoD Instruction 1327.06, "Leave and Liberty Policy and Procedures," June 16, 2009, as amended
- (aj)(ak) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," March 11, 2014, as amended
- (ak)(al) ~~Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition~~ *Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition*
- (al)(am) DoD Directive 1200.17, "Managing the Reserve Components as an Operational Force," October 29, 2008

ENCLOSURE 2  
RESPONSIBILITIES

1. USD(P&R). The USD(P&R):

a. Establishes and oversees policies, plans, and programs for total force personnel and their allocation among the Military Departments and between the Active Components (AC) and the RCs.

b. Analyzes total force structure as it relates to military and civilian requirements, utilization, readiness, and support in accordance with Reference (a) and DoDD 1404.10 (Reference ~~(a)~~(p)) to ensure an appropriate mixture of ready personnel to execute the national defense strategy.

c. Establishes policies concerning the alert, activation, and demobilization of RC members ordered to active duty.

d. Reviews all activation requests that are:

(1) Covered by the statutes listed in the involuntary activation category of Table 1 of Enclosure 3, referred to in this instruction as “involuntary activation authorities.”

(2) Approved by the Secretaries of the Military Departments via the Secretary of Defense Notification Matrix of Service Secretary Approved Actions, referred to in this instruction as the “Notification Matrix.”

e. Approves certain activation requests under involuntary activation authorities in accordance with paragraph 7d of Enclosure 3 of this instruction.

f. Reviews and forwards activation requests under involuntary activation authorities for Secretary of Defense decision via the Secretary of Defense Orders Book (SDOB) that do not meet approval criteria for the Secretaries of the Military Departments or the USD(P&R).

g. Advises the Secretary of Defense on all RC matters presented in the SDOB, the Notification Matrix, and on all requests for exception to the policies established by the Secretary of Defense or prescribed in this instruction.

h. Develops personnel and pay policies for RC members ordered to active duty in support of contingency operations, as defined in section 101(a) (13) of Reference (d).

2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):



a. Provides overall supervision of DoD RC affairs as the principal advisor to the Secretary of Defense, Deputy Secretary of Defense, and the USD(P&R) for all RC matters.

b. Develops and oversees implementing policy, programs, and guidance for the activation, employment, and demobilization of the RC during periods of active duty in support of Military Service functions, operational missions, contingency operations, national emergency, times of war, or as otherwise authorized by law in accordance with DoDD 5125.01 (Reference ~~(p)~~(q)).

c. Chairs the regularly scheduled Joint Mobilization Meeting (JMM), as described in section 1 of Enclosure 3.

d. When directed, prepares any necessary documents for the Secretary of Defense to request additional RC access authority from the President or Congress.

3. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)). Under the authority, direction, and control of the USD(P&R), and in coordination with the ASD(M&RA), the ASD(R):

a. Coordinates, compiles, and reviews all Military Department actions under involuntary activation authorities with the CJCS and the Secretaries of the Military Departments, through the JMM (described in section 1 of Enclosure 3), Notification Matrix, and SDOB.

b. Reviews and advises the USD(P&R) on actions under involuntary activation authorities submitted by the Military Services to the Notification Matrix or SDOB.

c. Informs the Secretaries of the Military Departments and Commandant of the U.S. Coast Guard of USD(P&R) approval of Notification Matrix actions.

d. Provides representation to the JMM.

4. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS. Under the authority, direction, and control of the USD(P&R), and in coordination with the ASD(M&RA), the Assistant Secretary of Defense for Health Affairs develops policy, programs, and guidance for the health of DoD RC personnel, including, but not limited to, the establishment health assessment criteria, in accordance with Reference (a) and DoDD 5136.01 (Reference ~~(q)~~(r)).

5. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P):

a. Advises the Secretary of Defense and the CJCS on RC forces necessary to implement national security and defense strategies.

b. Establishes policy and provides oversight on defense mobilization in emergencies, defense support of civil authorities, civil defense, and continuity of operations and government.

c. Establishes plans and policies concerning the relative roles of the total force during operational and strategic activations to properly support the national defense strategy in accordance with DoDD 5111.1 (Reference ~~(s)~~).

d. Provides representation to the JMM.

6. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND GLOBAL SECURITY. Under the authority, direction, and control of the USD(P), the Assistant Secretary of Defense for Homeland Defense and Global Security:

a. Provides guidance and oversight regarding homeland defense and defense support of civil authorities activities of the RC in accordance with Reference (d).

b. Develops and oversees implementation of plans and policies to ensure the DoD is prepared to perform homeland defense and defense support of civil authorities.

c. Coordinates the use of DoD assistance to federal, State, and local officials in responding to threats involving chemical, biological, radiological, nuclear, and high-yield explosives weapons or related materials or technologies. This includes assistance in identifying, neutralizing, dismantling, and disposing of chemical, biological, radiological, nuclear, and high-yield explosives weapons or related materials or technologies, pursuant to section 2313 of Title 50, U.S.C. (Reference ~~(s)~~(t)) and in accordance with DoDD 5111.13 (Reference ~~(u)~~).

d. Coordinates DoD assistance to lead federal departments and agencies in support of federal, State, and local officials in response to major disasters or emergencies in accordance with DoDD 3025.18 (Reference ~~(v)~~ and DoDI 3025.21 (Reference ~~(w)~~). Coordinates DoD planning and assistance to lead federal departments and agencies for National Special Security Events, in accordance with DoDI 3025.20 (Reference ~~(x)~~).

7. ASSISTANT SECRETARY OF DEFENSE FOR SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT. Under the authority, direction, and control of the USD(P) and in coordination with the ASD(M&RA), the Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict develops policy, programs, and guidance concerning RC special operations forces and activities.

8. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS. The Assistant to the Secretary of Defense for Public Affairs ensures a free flow of information, subject to security constraints, to the news media, other appropriate forums, and the public addressing the activation, employment, and demobilization of the RC.

9. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard:

- a. Develop activation, employment, force rotation, and demobilization plans and procedures for alerting, ordering, or recalling RC units, detachments, and members to active duty in accordance with this instruction to meet pre-planned, rotational, and emergent requirements. Such requirements include, but are not limited to, operational, national emergency, or war-time requirements of the Combatant Commanders (CCDRs), including missions involving homeland defense and defense support of civil authorities, as validated by the CJCS.
- b. Review and test these plans to ensure that a capability exists to activate RC forces in a timely manner to meet operational requirements.
- c. Provide resources to bring RC members and organizations to required readiness levels before activation. Approval of the Secretary of the Military Department concerned is required to allow units to deploy by exception.
- d. Train and equip RC units and members to meet the operational requirements of the CCDRs, as validated by the CJCS. Report readiness through the Defense Readiness Reporting System in accordance with DoDD 7730.65 (Reference ~~(x)~~(y)).
- e. Advise the CJCS of declines in readiness, or when capabilities are exceeded, along with actions necessary to mitigate such declines.
- f. Develop and publish guidelines for advance notification of pending activation of their RC for their respective Departments.
- g. Activate RC forces while maintaining the unit's collective training readiness and cohesion.
- h. Provide representation to the JMM for their respective Departments.
- i. Forward applicable Service-approved RC activation requests to the USD(P&R) and CJCS for inclusion in the Notification Matrix or SDOB, as described in Enclosure 3 of this instruction.
- j. Promptly publish and issue RC activation orders after Secretary of Defense approval of the SDOB or USD(P&R) approval of the Notification Matrix.
- k. Submit to the Secretary of Defense, through the USD(P&R) and CJCS, all requests for additional RC access authority, or amendments to current authorities, to order RC units and members to active duty.
- l. Ensure RC forces identified for activation are considered for other missions during changes in operational requirements using the guidelines in section 13 of Enclosure 3.

m. Develop procedures to identify, validate, and mitigate hardship claims resulting from off-ramp, curtailment, or decrement of RC units and members 90 days before or after activation date because of changes in operational requirements.

n. Report unit and individual activation, mobilization, and demobilization information through the Reserve Components Common Personnel Data System, the Defense Manpower Data Center, and the Defense Readiness Reporting System. Report exceptions to policy to the Office of the ASD(M&RA), Mobilization Directorate.

o. Prepare a quarterly report on 12304b RC utilization, provide USD(P&R) and ASD(M&RA) an advance copy, and send the report directly to the congressional defense committees per paragraph 12 of Enclosure 3 of this instruction.

10. CJCS. The CJCS:

a. Reviews and forwards to the Secretary of Defense, via the USD(P&R), the recommendations of the Secretaries of the Military Departments and CCDRs regarding the organization and unit structure of the Selected Reserve, as required by section 10143 of Reference (d).

b. Ensures that operation, contingency, and force generation plans account for the personnel and duration limits to RC activations in Reference (d) and this instruction.

c. Advises the Secretary of Defense of the need for RC forces to meet CCDR requirements.

d. Ensures CCDR requests for capabilities are as detailed as possible without specifying which Military Service or unit must meet the requirement. When sourcing joint requirements, ensures the Services use all forces available that can provide the required capabilities.

e. Advises the Secretary of Defense and the USD(P&R) on the anticipated use of units and members of the RCs ordered to active duty, in coordination with the Secretaries of the Military Departments and the CCDRs via the established Global Force Management Allocation Plan (GFMAP) and the SDOB processes.

f. Recommends to the Secretary of Defense and the USD(P&R) the period of service for RC capabilities ordered to active duty.

g. Assists the Secretaries of the Military Departments in quickly approving activations under involuntary activation authorities for affected RC members by validating requirements as soon as possible.

h. Coordinates with the USD(P&R), the ASD(M&RA), the ASD(R), and the Military Service-designated mobilization offices for all activation actions in the SDOB or the Notification Matrix.

i. Notifies the USD(P&R), Secretaries of the Military Departments, and Commandant of the U.S. Coast Guard of Secretary of Defense approval of activation orders in the SDOB.

j. Provides representation to the JMM.

k. After coordination with the USD(P&R), the Secretaries of the Military Departments, the Commandant of the U.S. Coast Guard, and the CCDRs, recommends to the Secretary of Defense when guidelines regarding notification, duration, and frequency of RC active duty should be exceeded to properly respond to a crisis or other urgent situation. Includes the Assistant Secretary of Defense for Homeland Defense and Global Security in this coordination when the crisis or other urgent situation is occurring within the United States.

l. Coordinates with the Secretaries of the Military Departments and the CCDRs to manage personnel limitations, as outlined in sections 12302, 12304, and 12304b of Reference (d).

11. CCDRS. The CCDRs:

a. Ensure that contingency plans and force generation plans account for the limits in Reference (d) and this instruction. Develop requests for forces in support of rotational and cyclical operations to provide predictable activations for RC units and members.

b. With the CJCS, coordinate operational and contingency plans that require RC participation. Advise the CJCS when operational demands could exceed these guidelines.

c. Employ RC forces in a manner that maximizes their core capabilities.

d. Ensure that RC units, subunits, and members are returned to home station in sufficient time to execute accrued leave and accomplish release from active duty processing in accordance with DoD and Service-specific policies.

e. Submit requests to extend the operational employment of RC forces to the Secretaries of the Military Departments concerned no later than 30 days from the date the forces are scheduled to be redeployed in accordance with section 13 in Enclosure 3 of this instruction.

f. Provide timely notification to the Secretary of Defense, the CJCS, the Secretaries of the Military Departments, and the Commandant of the U.S. Coast Guard of changes to operational requirements that affect RC forces. Identify RC forces slated for off-ramp, curtailment, or decrement at least 90 days before the activation date or re-deployment, unless operational conditions do not permit. See section 13 of Enclosure 3 for more details.

(1) Evaluate RC units and members that are at risk of cancellation for re-allocation to other similar requirements within their area of responsibility.

(2) Follow the approval and notification timeline and actions for off-ramping RC units and members within 90 days of the activation date, pursuant to Secretary of Defense

Memorandum (Reference ~~(y)~~(z)), and subject to the requirements in paragraph 14 of Enclosure 3 of this instruction. For Secretary of Defense approval and CJCS notification the supported CCDR will submit required documentation to the Joint Staff Operations Directorate for inclusion into the SDOB, identifying off-ramped RC units.

ENCLOSURE 3

PROCEDURES TO ACCESS RC FORCES

1. JMM. The JMM is a regularly scheduled forum for all DoD RC access stakeholders to examine issues relevant to accessing and ordering the RC to active duty in order to ensure policy understanding and compliance, share information and best practices, and develop consensus recommendations on potential policy and legislative change proposals. JMM participants include, but are not limited to, representatives from OSD, Joint Staff, Service Secretariats, Service Staffs, and the National Guard Bureau.

2. RC ACTIVATION LIMITS. Activations of RC forces are limited in duration to current policy or the maximum allowable by law. Table 1 provides a brief summary of the most significant RC access authorities applicable to this instruction, and is intended to aid users of this instruction. However, this table is not a substitute for thorough review and understanding of the applicable Reference (d) RC access authorities. Please refer to the appropriate section of Reference (d) for complete citations. RC members activated under sections 688, 12301(a), 12301(b), 12302, 12304, 12304a, 12304b, 12406, or 331 through 333 of Reference (d) are performing involuntary active duty, as defined in the Glossary of this instruction.

a. The Secretary of Defense will approve, or be notified of, all RC activations under sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d) depending on the situation. Additionally, the Secretary of Defense:

(1) Will designate the effective date of any activation authority based on Presidential or congressional action.

(2) May designate a maximum number of RC members to be activated under each authority within the statutory limits of Reference (d).

b. Within the statutory limits of Reference (d), the Secretary of Defense may specify the maximum duration of RC service for operational activations or mobilization. The Secretaries of the Military Departments, in consultation with the CJCS, will determine the length of service for their RC members within those limits.

c. An order to active duty pursuant to section 12304a of Reference (d) will not exceed 30 days without Secretary of Defense approval, and will not exceed 120 days, including any training required for the anticipated mission duties and accrued leave.

d. An order to active duty pursuant to sections 12304 or 12304b of Reference (d) will not exceed 365 consecutive days, including any training required for the anticipated mission duties, accrued leave, and, if applicable, Post Deployment/Mobilization Respite Absence per paragraph 15.a.(5) of this enclosure.

Table 1. Reserve Access Authorities

Statute	Utilization Process	Intended Use	Requirements
<b>Involuntary</b>			
Section 12301(a) of Reference (d) Full Mobilization	Congressional Declaration of War or National Emergency	Rapid expansion of Military Services to meet an external threat to national security	-No personnel limitation -Duration of war or national emergency plus 6 months -Applicable to all reservists (including inactive and retired)
Section 12302 of Reference (d) Partial Mobilization	Presidential Declaration of National Emergency	Manpower required to meet external threat to national security or domestic emergency	-Maximum 1,000,000 Ready Reservists on active duty -Not more than 24 consecutive months
Section 12304 of Reference (d) Presidential Selected Reserve Call-Up	President determines RC augmentation is required other than during war or national emergency	Augment the active forces for any named operational mission, or to provide assistance for responding to an emergency involving the use or threatened use of a weapon of mass destruction, or a terrorist attack or threatened terrorist attack in the United States that could result in significant loss of life or property	-Maximum 200,000 members of Selected Reserve/Individual Ready Reserve on active duty -May include up to 30,000 Individual Ready Reserve -Limited to 365 consecutive days active duty -Prohibited for support of federal government or a State during a domestic serious natural or man-made disaster, accident or catastrophe -Prohibited for use in repelling invasions; suppressing insurrections, rebellions, domestic violence, unlawful combinations, or conspiracies; or executing U.S. laws
Section 12304a of Reference (d) Reserve Emergency Call-Up	Secretary of Defense authority in response to Governor's request for federal assistance in accordance with section 5121 <i>et seq.</i> of Title 42, U.S.C. (Reference <del>(z)</del> (aa)); Presidential determination of major disaster or emergency required	Manpower required for response to a major disaster or emergency in the United States and its territories	-No personnel limitation -Limited to continuous period of not more than 120 days -Does not apply to National Guard or Coast Guard Reserve - Secretaries of the Military Departments may approve 12304a activations provided the orders are 30 days or less in duration.
Section 12304b of Reference (d) Reserve Preplanned Call-Up	Secretary of Military Department authority to order any unit of the Selected Reserve to active duty for pre-planned and pre-budgeted missions	Augment AC for any preplanned missions in support of CCMD requirements	-Maximum 60,000 on active duty at any one time -Limited to 365 consecutive days -Manpower and costs are specifically included and identified in the submitted defense budget for anticipated demand -Budget information includes description of the mission and the anticipated length of time for involuntary order to active duty -Secretary invoking section 12304b of Reference (d) must submit to Congress a written report detailing circumstances of the call-up
Section 12301(b) of Reference (d) 15-Day Statute	Service Secretary authority to order to active duty without consent of persons affected	Annual training or operational mission	-15 days active duty once per year; Governor's consent required for National Guard
<b>Voluntary</b>			
Section 12301(d) of Reference (d)	An authority designated by a Service Secretary may order a RC member to active duty with consent of the member	Active duty in excess of annual training requirements. May be used for training, special work, operational support, etc.	-No set duration -Consent of the governor or other appropriate authority of the State concerned required for members of the National Guard



3. SCREENING. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard will continuously screen the Ready Reserve, pursuant to DoDD 1200.7 (Reference ~~(aa)~~(ab)) to ensure their immediate availability for active duty and compliance with section 10149 of Reference (d). The screening ensures that emergency-essential and key employees, pursuant to Reference ~~(y)~~(z) and ~~DoDD~~ DoDI 1352.01 (Reference ~~(ab)~~(ac)) are removed from the Ready Reserve.

4. UNIT INTEGRITY. In accordance with section 12301(c) of Reference (d), members of units organized and trained to serve as units will, so far as practicable, be ordered to active duty with their units. The headquarters elements of these units should keep administrative control of forces when it is not possible to employ units with their organic command and control intact. Unit members undergoing IADT will complete IADT before being activated with their units. Members on active duty for training at the time their unit is activated will be subsequently ordered to active duty with their assigned units. Unit members may be reassigned after being ordered to active duty, other than for training, to meet the requirements of the Military Service concerned.

a. Unit activation orders are applicable to all assigned members, unless the Secretary concerned grants a specific exemption.

b. Secretaries of the Military Departments will determine the best method to fill unit manning shortfalls.

5. ADVANCE NOTICE OF PENDING ACTIVATION. The Secretaries of the Military Departments and Commandant of the U.S. Coast Guard will publish guidelines for advance notice of pending activation of their RC, and are encouraged to provide such advance notification to their RC units and personnel whenever possible. Advance notification may occur up to 24 months in advance of activation and may encompass but is not limited to: an alert order, an official notification of sourcing message, ready mobilization pool list, verbal notification, or other verifiable communication to an RC unit or member that they have been identified for a potential order to active duty.

6. FORMAL ACTIVATION APPROVAL AND NOTIFICATION GUIDELINES. For activations under involuntary activation authorities, formal approval and notification occurs when the Secretary of Defense approves the SDOB or the USD(P&R) approves the Notification Matrix. The Joint Staff Directorate for Operations will notify stakeholders by publishing the approved SDOB. The ASD(M&RA) or ASD(R) will notify stakeholders of USD(P&R) approval of the Notification Matrix by distributing the approved Notification Matrix.

a. The Military Services will seek formal activation approval as early as operationally feasible and prudent to provide as much advance notice as possible to affected RC units, members, family, and employers. The Military Services will:

(1) Forward all Service-approved activation orders under involuntary activation authorities to the CJCS and ASD(R) for staffing and inclusion in the Secretary of Defense Notification Matrix of Service Secretary Approved Actions (e.g., Notification Matrix) or SDOB, as appropriate.

(2) Provide explanatory documentation for all RC activation actions in the SDOB or the Notification Matrix. Specific justification will be provided for all activation requests requiring Secretary of Defense approval.

b. The DoD standard for approval of an activation order under involuntary activation authorities is at least 180 days before the activation date in support of base GFMAP, rotational, and pre-planned requirements, and 120 days before the activation date for standard emergent requirements.

(1) Secretaries of the Military Departments may approve involuntary activations in support of base GFMAP, rotational, and pre-planned requirements and standard emergent requirements if the approval date is 120 or more days before the activation date.

(2) The Secretary of Defense must approve involuntary activations in support of base GFMAP, rotational, and pre-planned requirements, and routine emergent requirements if the approval date will occur less than 120 days before the activation date.

c. The DoD standard for approval of an activation order under involuntary activation authorities in support of time-critical emergent requirements is as soon as possible. In such cases, Secretaries of the Military Departments may approve the activation if the approval date is 30 or more days before the activation date. The Secretary of Defense must approve if the approval date is less than 30 days before the activation date.

(1) Section 12304a of Reference (d) is the only authority that, if invoked, does not require Secretary of Defense approval for the minimum 30-day notification or waiver, provided the activation is for a period less than 30 days, in accordance with Reference (e).

(2) In the event of an emergency or major disaster requiring immediate involuntary activations, Services will consider speed of deployment in conjunction with readiness when determining resourcing solutions.

d. In certain situations RC forces may be required immediately. Most RC forces will be given at least 30 days' formal notification to prepare for activation, pursuant to section 515 of Public Law 110-181 (Reference ~~(ae)~~(ad)). However, should the operational situation warrant it, and upon approval of the Secretary of Defense, an RC member may be ordered to active duty on the same day his or her orders are approved and issued.

7. MOBILIZATION-TO-DWELL RATIO. Secretary of Defense approval is required for activation requests pursuant to sections 12301(a), 12302, 12304, and 12304b of Reference (d) when the unit or member dwell ratio is less than 1 to 4. Mobilization-to-dwell ratio will not be used as a force structure shaping tool.

a. The mobilization period is calculated from the start date of involuntary activation to the date of demobilization. For example, 6 months of involuntary activation followed by 24 months dwell yields a mobilization-to-dwell ratio of 1 to 4.

b. For units with a mobilization-to-dwell ratio of less than 1 to 4, the first general or flag officer, or higher, in the chain of command is required to certify that qualified volunteers, members never involuntarily activated, and those with at least a 1 to 4 mobilization-to-dwell ratio were considered for the mission before the involuntary activation of anyone with less than a 1 to 4 mobilization-to-dwell ratio.

c. Unless waived by the individual concerned, no member with less than 12 months' dwell will be involuntarily activated except in the case of 12301(a), 12304a, or 12304 subsection (b) of Reference (d).

d. The USD(P&R) may approve activation requests for units with mobilization-to-dwell ratios of less than 1 to 4 when all the affected members are being involuntarily activated for the first time, provided that all other Secretary of Defense guidelines are met.

e. Activation pursuant to sections 12301(b) and 12301(d) of Reference (d) is considered dwell for the purpose of calculating a member or unit's mobilization-to-dwell ratio.

f. A mobilization-to-dwell ratio will not be considered for activations pursuant to sections 12304 subsection (b) and 12304a of Reference (b) in either pre-activation or post-activation decisions.

8. ACTIVATION APPROVAL CRITERIA. The Secretary of the Military Department concerned, the USD(P&R), or the Secretary of Defense may approve activation requests, depending on the nature of the request. Table 2 provides a summary of the activation approval criteria for involuntary activation authorities. Additionally:

a. The Secretaries of the Military Departments may approve activation requests for the following types of activations:

(1) All 12301(b) and 12301(d) activations.

(2) 12304a activations of 30 days or less.

(3) Unit and member activations under involuntary activation authorities for which the identified RC members have volunteered, consented, elected to waive notification or dwell requirements, or otherwise agreed to the activation in writing regardless of dwell or number of days between activation approval and activation date.

(4) Involuntary activations for fillers replacing a RC member from the same unit when that unit had previously been approved for activation in the Notification Matrix or

SDOB provided that approval occurs no less than 30 days before the activation date, and the criteria for Service Secretary approval delineated in Table 2 of this enclosure are met.

b. The USD(P&R) may approve involuntary activations, as described in paragraph 7.d. of this enclosure.

c. Secretary of Defense approval is required for:

(1) Major RC force flows, and high-visibility and nuclear force deployments.

(2) Involuntary activation requests that result in non-concurrences during the staffing process. All non-concurrences must be substantive in nature and signed by a general or flag officer or Senior Executive Service member stating the specifics of the non-concurrence, the reasons it could not be resolved, and the impact if overturned.

(3) All other activation requests under involuntary activation authorities that do not meet the criteria for Secretary of the Military Department-concerned or USD(P&R) approval, as outlined in this instruction.

Table 2. Involuntary Activation Request Approval Criteria

	Secretaries of the Military Departments <sup>1,3</sup>	Secretary of Defense
<b>Activation approval to activation date in support of time-critical emergent requirements:</b>		
≥ 30 days	X	
< 30 days		X
<b>Mobilization-to-dwell ratio:</b>		
≥ 1:4	X	
< 1:4 <sup>2</sup>		X
<b>Activation order approval to activation date in support of Base GFMAP/rotational/ pre-planned requirements and standard emergent requirements:</b>		
≥ 120 days	X	
< 120 days		X
<b>Capability:</b>		
Conventional/Special Operations Forces	X	
Nuclear, High Visibility or Major Forces (any force with strategic implications)		X
<sup>1</sup> The Commandant of the U.S. Coast Guard uses the same criteria for involuntary activation as the Secretaries of the Military Departments. <sup>2</sup> The USD(P&R) may approve activation requests for units with mobilization-to-dwell ratios less than 1 to 4 when all the members are being involuntarily activated for the first time, provided all other Secretary of Defense guidelines are met. <sup>3</sup> The Secretaries of the Military Departments may approve all 12304a activations provided the duration of orders are for no more than 30 days.		

9. ORDERS. The Secretaries of the Military Departments will issue orders to active duty to their affected RC members as soon as possible after Secretary of Defense approval of the SDOB or USD(P&R) approval of the Notification Matrix.

10. RC MEMBER REPORTING. RC members who consent to duty under section 12301(d) or who have been involuntary activated must report to active duty as ordered unless it is physically impossible or would clearly be a threat to the health, welfare, or safety of others to do so. The Military Department concerned will verify the circumstances and issue instructions to the RC member, including affirmation of original orders, deferment, delay, exemption, transfer to the Standby Reserve or the Retired Reserve, discharge, or other action, as appropriate.

11. EXECUTION OF ORDERS. In the event of activation, members of the Ready Reserve must be prepared to execute orders to active duty. Paragraphs 11.a.-f. provide procedures for the terms of service, deferment, extensions, and special cases in the execution of RC activation orders.

a. Start of Service. The period of service for RC members ordered to active duty will be measured from the date specified in the order to active duty.

b. Duty Location. RC unit and member duty locations will not be restricted to the location specified by the order to active duty. Members of the RC ordered to active duty to augment the AC are also active federal forces and may be reassigned, unless strictly prohibited by law or policy, once on active duty based on operational requirements.

c. Stop Loss. In accordance with section 12305 of Reference (d) and under a delegation of the President's authority in Executive Order 12728 (Reference ~~(ae)~~(ae)), the Secretary of Defense may suspend any law relating to promotions, retirement, or separation of any member of the Military Services deemed essential to the national security of the United States. RC members, including those on active duty pursuant to sections 12301(a), 12302, and 12304 of Reference (d), may be subject to stop loss.

d. Deferments. RC members may receive deferments from active duty issued by the Secretaries of the Military Departments if they are hospitalized, temporarily unqualified for medical reasons, experiencing an unexpected temporary hardship, or unqualified due to lack of prescribed training. The Secretaries of the Military Departments will take into account the length and nature of any previous involuntary activations and the guidelines in Reference ~~(aa)~~(ab) and DoDD 1400.31 (Reference ~~(ae)~~(af)), while using their discretion to grant hardship deferments. The policies for assignment of military couples, single parents, and military mothers established in DoDI 1315.18 (Reference ~~(af)~~(ag)) will apply to involuntary activation of the Ready Reserve, as established in paragraphs 10d(1) through 10d(4) of this enclosure.

(1) Single parents and military couples will have current and effective family care plans to provide care for their dependents.

(2) A single RC member, or one member of a military couple, will be deferred for 4 months from the date an adopted child is placed in the home as part of the formal adoption process. The RC member may waive this requirement.

(3) A military mother will be deferred for 4 months after the birth of a child.

(4) A RC member ordered to active duty who becomes a single parent because of unforeseen circumstances (e.g., the death of a spouse) may apply for a humanitarian or hardship deferment.

e. Students in the Health Professions

(1) Involuntary activation of personnel in the Ready Reserve engaged as students in a full-time accredited training program in the health professions must be consistent with Military Service policies pertaining to active duty personnel in the same status. If the training cycle of active duty students will not be interrupted for a given contingency operation or operational mission, then the training programs of Ready Reserve students should not be interrupted by an involuntary call to active duty.

(2) Service policies pertaining to the assignment of Reserve students, interns, residents, or fellows in the health professions must conform to Reference ~~(aa)~~(ab).

f. Students in Theological or Divinity School. In accordance with section 12317 of Reference (d), RC members are not required to serve on active duty or to participate in IADT while preparing for the clergy at a recognized theological, divinity school, seminary, or similar institution of higher education.

12. REPORTING REQUIREMENTS TO CONGRESS. A written notice to Congress is required when a Secretary of a Military Department orders any unit of the Selected Reserve to active duty pursuant to section 12304b of Reference (d). The Secretary of the Military Department concerned will send a report quarterly to the congressional defense committees, with an advance copy provided to the USD(P&R) via the ASD(M&RA). The report will include a letter setting forth the circumstances requiring the action taken, and describing the anticipated use of such unit(s).

13. EXTENDING AND MODIFYING PERIODS OF ACTIVATION

a. Stability. The DoD seeks to provide predictability and set expectations for RC members activated under involuntary activation authorities. One of those expectations has been that the period of activation will remain constant once approved and issued. This permits the RC member, their family, and their employer to plan accordingly for departure and return.

(1) Modification to, or extension of, an RC activation, after formal notification, will only be approved because of substantive changes that affect the mission requirements that necessitated the original RC activation order. Examples include such matters as pre-deployment

training changes or additions, or operational employment shifts due to CCDR requirements, as determined by the CCDR or Secretary of the Military Department concerned, and approved at the level specified in Tables 3 and 4.

(2) Such changes will be identified, approved, and passed to the unit or member(s) in question as soon as possible to provide the member, their family, and their employer with the appropriate advance notice.

b. Extension of Activation Units and members of the RC activated pursuant to section 688, 12301(a), 12302, 12304, 12304a, or 12304b of Reference (d) may subsequently be extended on active duty subject to the legal constraints of Reference (d), this instruction, and Service policies. Approval authority is assigned in Table 3.

Table 3. Activation Extension Approval Criteria

		Secretaries of the Military Departments	Secretary of Defense
Extension approval date to original redeployment date or end of operational mission	Length of Extension*		
≥ 30 days	≤ 30 days	X	
	> 30 days		X
< 30 days			X
*Subject to the legal limits of Reference (d).			

(1) To extend the activation of RC forces, CCDRs must coordinate as early as possible with the Joint Staff and the sourcing Military Service. CCDRs do not have the authority to unilaterally extend the deployment or operational mission length of an RC unit or member even if replacement forces for that unit or member have not arrived as scheduled. This authority remains exclusively with the Secretaries of the Military Departments and the Secretary of Defense.

(2) CCDRs will release a general administration message to request to adjust the operational employment dates or mission length of RC forces to the joint force coordinator and the affected Secretary of the Military Departments as soon as possible, and no later than 30 days from the date the forces are scheduled to be redeployed.

(3) The Secretaries of the Military Departments may approve requests for extensions to existing involuntary activation orders as long as the extension is approved 30 days before the affected members are scheduled to redeploy or complete their operational mission, provided that the extension is not more than 30 days beyond the Secretary of Defense's approved capability duration in the GFMAP, and the extension does not conflict with law or any other provision in this instruction.

(4) Secretary of Defense approval is required for any requests to extend involuntary activation orders if approval will occur less than 30 days before the date the affected Service members are scheduled to redeploy or complete their operational mission, or if the activation is extended more than 30 days beyond the approved capability duration in the GFMAP.

(5) Affected RC members may request an extension beyond the operational activation duration of service established by the Secretary of Defense, or the 30-day maximum extension by consenting in writing to the extension. Approval authority is the first general or flag officer in the chain of command of the Service member’s parent organization. The Secretary of the Military Department concerned must still extend activation orders for affected RC members.

c. Modification of Activation Start Date. Units and members of the RC ordered to involuntary active duty may subsequently have their delayed-effective-date activation orders modified before the original activation date subject to the legal constraints of Reference (d), this instruction, and Military Service policies. Table 4 depicts approval authority for such modifications to activation date.

Table 4. Changes to RC Activation Start Date Approval Criteria

		Secretaries of the Military Departments	Secretary of Defense
Approval date to Activation Date*	Activation Date Change Earlier/Later		
≥ 45 days	≤ 30 days	X	
	> 30 days		X
< 45 days			X
*The earlier of the original activation date or new activation date.			

(1) To adjust the activation or employment date of RC forces, CCDRs must coordinate as early as possible with the Joint Staff and the sourcing Military Service. CCDRs do not have unilateral authority to adjust the employment or operational mission start date of an RC unit or member earlier or later than the originally approved start date. This authority remains exclusively with the Secretaries of the Military Departments and the Secretary of Defense.

(2) CCDRs will submit requests to adjust the operational employment dates of RC forces ordered to involuntary active duty to the joint force coordinator and the affected Secretaries of the Military Departments as soon as possible, but no later than 60 days from the original RC activation date, or no later than 60 days from the new activation date if moving the activation date earlier than the original activation date.

(3) The Secretaries of the Military Departments may approve requests to modify the activation date of existing involuntary activation orders in cases when:



(a) The change is approved at least 45 days before either the original activation date or new activation date, whichever is earlier, provided that the new activation date is no more than 30 days earlier or later than original activation date; or

(b) The affected RC members consent to the change in writing.

(4) Secretary of Defense approval is required to modify the activation date of existing delayed-effective-date involuntary activation orders when any of the following conditions are met:

(a) Approval will occur less than 45 days before the original activation date.

(b) The new activation date is more than 30 days earlier or later than the original activation date.

(c) The change request is submitted less than 60 days from the original RC activation date, or less than 60 days from the new activation date if moving the activation date earlier than the original activation date.

14. OFF-RAMP, CURTAILMENT, OR DECREMENT. When changes in operational strategy or situations occur that affect RC forces identified for activation, the appropriate procedures are:

a. In accordance with section 513 of Public Law 113-66 (Reference ~~(ag)~~(ah)), Secretary of Defense approval, in writing, is required to cancel the deployment of an RC unit during the 180 day period preceding its scheduled deployment date when an AC unit will be sent to perform the same mission. Secretaries of the Military Departments will request such approval via the SDOB.

b. CCDRs will provide timely notification to the Secretary of Defense, CJCS, and the Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard of changes to operational requirements that affect RC forces (i.e., unit and members) identified for activation at least 90 days before the activation date or re-deployment, operational conditions permitting.

c. CCDRs, the Joint Staff, and the Military Services will evaluate RC units and members identified for activation that are at risk of off-ramp, decrement, or curtailment giving special consideration to those RC members who expressly desire to proceed with activation.

(1) Consider RC units and members for re-allocation to other similar requirements.

(2) Consider deploying or re-missioning an RC unit instead of an AC unit.

(3) CCDRs should attempt RC re-mission or reallocation efforts with sourcing service before releasing official redeployment orders.

d. CCDRs follow the approval and notification timeline and actions for off-ramping, curtailment or decrement of RC units and members within 90 days prior to the activation date, as delineated in Reference (y)(z).

(1) For CJCS notification, the supported CCDR will provide written notification, including, at a minimum, the affected unit, component (guard or reserve), number of RC members affected, number of days to activation, re-missioning or hardship mitigation measures taken and rationale for the action.

(2) For Secretary of Defense approval, the supported CCDR will submit required documentation to the Joint Staff Operations Directorate for inclusion in the SDOB identifying off-ramped or partial off-ramped RC units and members before release of any redeployment order.

e. When notified of hardship claims, the Military Services will make efforts to mitigate validated hardships for RC units and members who are within 90 days of activation.

f. Operational requirements permitting, the Military Services and CCMDs may keep RC members on active duty to mitigate any hardships caused by off-ramp, curtailment, or decrement.

g. Secretaries of the Military Departments will de-alert or demobilize the RC unit or member as soon as practical if another mission is not available.

## 15. DEMOBILIZATION AND RELEASE FROM ACTIVE DUTY

a. Personnel Separation Requirements. Before release from active duty, the RC member must meet the requirements for separation established by the applicable Military Department. Medical examinations will be conducted as required by law or DoD and Service-specific regulations.

(1) Certificate of Release or Discharge. An RC member will receive a DD Form 214, "Certificate of Release or Discharge from Active Duty," when:

(a) In accordance with DoDI 1336.01 (Reference (ah)(ai)), the RC member is separated from a period of active duty for training, full-time training duty, or active duty for special work when they have served 90 days or more, or when required by the Secretary of the Military Department concerned for shorter periods;

(b) He or she is separated for cause or for physical disability, regardless of the length of time served on active duty; or

(c) He or she was ordered to active duty in support of a contingency operation, as defined in section 101 (a) (13) of Reference (d), regardless of the number of days served on active duty.

(2) Disciplinary, Administrative, or Medical Action. RC members under investigation or pending disciplinary actions pursuant to chapter 47 of Reference (d), also known as the “Uniform Code of Military Justice,” or those pending administrative or medical actions, may be kept on active duty until resolution of their cases when retention is authorized under applicable law. Such cases may require a change in status or orders for the affected RC member.

(3) Enlistment Expiration. RC members whose enlistment would have expired during their active duty period, except that their enlistment was extended without their consent, will be expeditiously discharged unless they are qualified for and request reenlistment. Those members requesting to reenlist in the Ready Reserve, and who are otherwise eligible to reenlist, will be immediately reenlisted to prevent a break in service.

(4) Leave. RC members with accrued leave should be encouraged to take leave during the active duty period in which accrued, when possible. Before release from active duty, RC members with accrued leave must be given the option of receiving payment for such leave, carrying over accrued leave, or a combination thereof. Refer to DoDI 1327.06 (Reference ~~(ai)~~(aj)), for more information.

(5) Post Deployment/Mobilization Respite Absence. RC members mobilized pursuant to sections 12301(a), 12302, or 12304 of Reference (d) may qualify for post deployment or mobilization respite absence, as stipulated in Reference ~~(ai)~~(aj).

(6) Active Duty Protection (Sanctuary). Military Services must comply with section 12686 of Reference (d) regarding RC members ordered to active duty, other than for training, who, on the date they would otherwise be released from active duty, are within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system other than retired pay for non-regular service in accordance with chapter 1223 of Reference (d)

b. Demobilization Requirements. RC units and members ordered to active duty should be demobilized at the same mobilization station or site to which they were initially ordered to report on active duty. The Secretary of the Military Department concerned may change the demobilization site if demobilization at a different site or location proves more efficient. RC members activated with their parent unit will, so far as practical, be demobilized with their unit.

ENCLOSURE 4

PROCEDURES FOR RC ACCESS IN CRISIS RESPONSE

1. CRISIS RESPONSE. Three principles that underpin the decision-making process for accessing RC forces in an immediate crisis response scenario are:

a. AC forces are the core immediate reaction force for DoD international crisis response operations. RC forces may be accessed for domestic emergency response to national emergencies in accordance with sections 12301(a), 12302 of Reference (d), or actual or threatened weapons of mass destruction or terrorist attack in accordance with section 12304 subsection (b) of Reference (d). Forces of the Army Reserve, Navy Reserve, Air Force Reserve, and Marine Corps Reserve may be accessed for domestic emergency response to major disasters or emergencies in accordance with section 12304a of Reference (d).

b. RC forces may be part of the initial DoD response to a crisis. These will likely be RC forces with high operational readiness, low availability in AC, unique or special capabilities, or units assigned via the global force management process to a global or domestic response status, such as the global response force, Chemical, Biological, Radiological and Nuclear response enterprise, forces on prepare to deploy orders status, or other catastrophic consequence reaction forces. Such forces are expected to respond quickly and will be prepared to deploy in substantially less time than the DoD's normal notification standards.

c. RC forces may be used as a follow-on force to sustain operations and relieve early entry AC forces.

2. IMMEDIATE RC ACCESS AUTHORITIES

a. DoD will request any necessary authority from the President or Congress to order the RC to active duty at the onset of a crisis when DoD anticipates that RC capabilities or forces are required. RC forces may be required due to:

- (1) Size, scope, and anticipated duration of the crisis;
- (2) Proximity of RC units to operation areas;
- (3) Specialized capability resident in the RC required to mitigate the crisis;
- (4) Ongoing operations that limit availability of AC forces; or

(5) Any other compelling reason presented to the Secretary of Defense by the CJCS, Secretaries of the Military Departments, or the Under Secretaries of Defense.

b. Four primary authorities may be invoked to order the RC to active duty to respond to crisis situations. See Table 1 and Reference (d) for additional information.

(1) Section 12304a of Reference (d) for RC emergency call-up.

(a) Secretary of Defense's authority to order Federal Reserve forces (no access to National Guard and Coast Guard Reserve) to active duty in support of a governor's request for federal assistance in response to a major disaster or emergency.

(b) Requires the President to determine that a governor's request for federal assistance is in response to a major disaster or emergency, as defined by Reference ~~(z)~~(aa).

(c) The Secretary of Defense has delegated 12304a authority to the Secretaries of the Military Departments for activations of 30 days or less in Reference (e).

(2) Section 12304 of Reference (d) for Presidential Reserve Call-up.

(a) Primary authority to augment AC for all situations except a declared war or declared national emergency in support of named operational missions, or for domestic response to an actual or threatened weapons of mass destruction or terrorist attack.

(b) Requires the President's approval, and notice to Congress.

(3) Section 12302 of Reference (d) for partial mobilization. If the Presidential Reserve Call-up is deemed insufficient in force size or period of activation, or the crisis is significant enough for the President to declare a national emergency pursuant to section 1601 of Reference ~~(s)~~(t), the DoD will request partial mobilization.

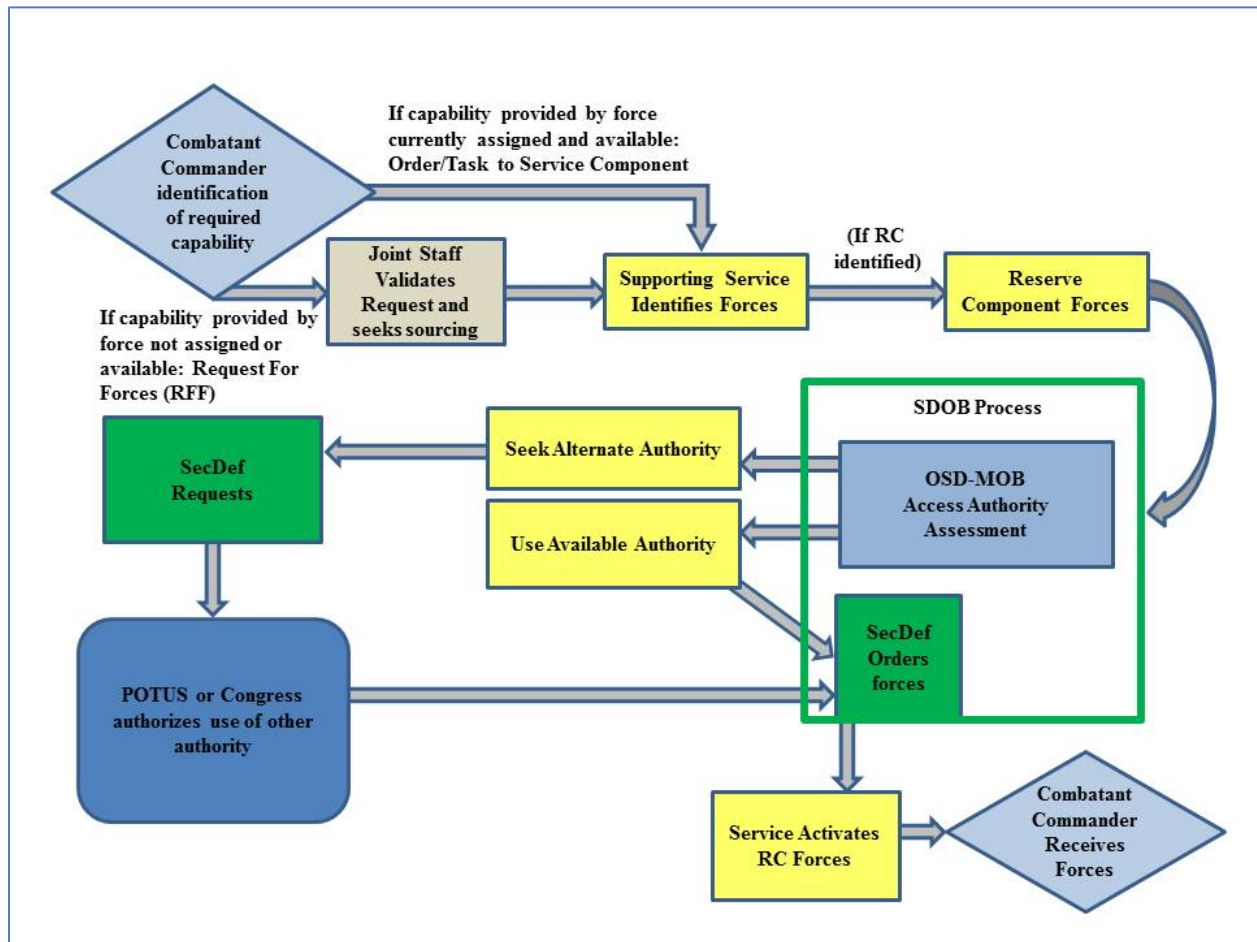
(4) Section 12301(a) of Reference (d) for full mobilization. If Congress declares war or a national emergency, a full mobilization authority will be used to mobilize the Military Services.

c. Military Services will use the special SDOB process to activate RC units and members, and may use verbal orders to speed response times. All verbal activation approvals must be followed up with appropriate written documentation, and RC members must be issued written orders as soon as possible.

d. Section 502(f) of Reference (l) authorizes National Guard members to conduct duties in support of federal operations undertaken at the request of the President or Secretary of Defense. The Secretaries of the Army and Air Force have the authority pursuant to section 12301(d) of Reference (d) to designate an authority to activate National Guard members to federal active duty with the consent of the Service member and the State governor. Activation in accordance with Reference (d) places those individuals executing such missions under the provisions and protection of federal law and the Uniform Code of Military Justice. On declaration of a triggering event identified in a standing order issued by a superior competent Title 10 authority, personnel supporting or performing certain federal missions may be automatically activated into Title 10 status through an established administrative process.

3. PROCESS. Specific procedures and responsibilities of the DoD regarding rapid access to RC forces during crisis response are identified in this section of this enclosure and are depicted in the Figure.

Figure. RC Access Flowchart



a. CCDRs will clearly articulate their need for capabilities and forces.

b. The Military Services will recommend the best total force solution to Joint Staff-validated CCDR requests for forces.

c. CJCS will advise the Secretary of Defense when RC forces may be required for crisis response operations and will provide sufficient additional justification for Secretary of Defense deliberation if RC personnel must be ordered to active duty with less than 30 days' formal notification. Secretary of Defense approval is not required for activations of 30 days or less under section 12304a of Reference (d), which have been delegated to the Secretaries of the Military Departments.

(1) The Military Services will provide justification for RC use. This rationale will include, as appropriate: readiness and dwell data, the unit's assignment to a CCDR or partnership with a nation under the State Partnership Program, ability to meet the requested latest arrival date, any previous or planned deployments, or other pertinent information.

(2) The USD(P&R), in consultation with the ASD(M&RA), will review this information and provide a concur or non-concur recommendation.

d. When directed by the Secretary of Defense, the ASD(M&RA), under the authority, direction and control of the USD(P&R), will prepare necessary documents for Secretary of Defense to request necessary RC access authority from the President or Congress. Additionally, the ASD(M&RA) will prepare any required pay and personnel guidance.

e. On the approval by the President or Congress of the Secretary of Defense's request for RC access authority pursuant to sections 12301(a), 12302, or 12304 of Reference (d), the Secretary of Defense will make the decision to proceed with any order to active duty for the RC with less than 30 days notification.

f. Sections 12301(b) and 12301(d) of Reference (d) may be used during the notification period preceding an order to active duty for crisis response missions to prepare RC forces for operational employment. In addition, these authorities may be used by the DoD Components to conduct and support crisis response operations domestically or overseas.

(1) The Secretaries of the Military Departments, through the ASD(M&RA), will inform the Secretary of Defense and CJCS of such use. Deployment of forces to the crisis response operational areas is authorized only in accordance with execute or deployment orders.

(2) The ASD(M&RA) will issue specific guidance to the Military Services to readjust dwell periods of members of the RC ordered to active duty to reflect the time spent on active duty in response to a crisis.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASD(R)	Assistant Secretary of Defense for Readiness
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
DoDD	DoD Directive
DoDI	DoD Instruction
GFMAP	Global Force Management Allocation Plan
IADT	initial active duty training
JMM	Joint Mobilization Meeting
RC	Reserve Component
SDOB	Secretary of Defense Orders Book
U.S.C.	United States Code
USD(P)	Under Secretary of Defense for Policy
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 purposes of this instruction.

activation. Order to active duty, other than for training, in the federal service. See also active duty; federal service.

active duty. Full-time duty in the active military service of the United States. This includes members of the RC serving on active duty or full-time training duty, but does not include full-time National Guard duty. For RC members it includes, but may not be limited to, all periods of service pursuant to sections 688, 12301(a), 12301(b), and 12301(d), 12302, 12304, 12304a, and 12304b of Reference (d).

contingency operation. A military operation, as defined in section 101(a)(13) of Reference (d).



curtailment. Cancellation of a RC unit or member mission due to change in strategy or situation after activation.

decrement. A reduction in the number of RC forces required to fulfill a requirement due to a change in situation or strategy after activation orders have been issued.

demobilization. The process necessary to release from active duty, or federal service, RC units and members who were ordered to active duty (other than for training), or called to federal service.

dwell. That period of time between the release from active duty pursuant to sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d) and the reporting date for a subsequent tour of such active duty. Such time includes any active duty performed in accordance with sections 12301(b) and 12301(d) of Reference (d) between such two periods of active duty pursuant to sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d).

emergent requirement. A request for forces submitted after the CCDRs' annual force requirements submission, or a modification to the original submission, and not identified in the rotational base GFMAR order. For the purposes of gaining approval of RC activation requests in support of emergent requirements, such requests are further classified as:

standard emergent. 120 days or greater from SDOB approval date of the emergent requirement to required RC activation date.

time-critical emergent. Less than 120 days from SDOB approval date of the emergent requirement to required RC activation date.

Federal Reserve forces. Those RC forces in the Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.

filler. An RC member selected to replace an originally authorized RC member when the original member is released from an involuntary activation.

IADT. Defined in DoDI 1215.06 (Reference ~~(aj)~~(ak)).

individual. A member of a reserve component who is not assigned to a unit organized to serve as a unit, a member who is to be mobilized apart from the member's unit.

Individual Ready Reserve. The IRR is a manpower pool comprised primarily of members who have had training, have previously served in the AC or in the Selected Reserve, and have some period of their military service obligation or other contractual obligation remaining. The IRR also includes members who volunteer to remain in the IRR beyond their military service obligation or contractual obligation and participate in programs providing a variety of professional assignments and opportunities for earning retirement points and military benefits.

involuntary active duty. Active duty performed by RC members, to include but necessarily limited to sections 12301(a), 12301(b), 12302, 12304, 12304a, 12304b, 12406, or 331-332 of Reference (d).

mobilization. The process by which the Military Services or part of them are brought to a heightened state of readiness for war or other national emergency. This includes activating all or part of the RC as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Military Services includes but is not limited to these categories:

full mobilization. Pursuant to section 12301(a) of Reference (d), mobilization in time of war or national emergency declared by the Congress of all RC units in the existing force structure; all individual, standby, and retired Reservists; retired AC military personnel; and the resources needed for their support. Congress directs full mobilization in those situations requiring the expansion of the AC to meet the requirements of a war or other national emergency involving an external threat to national security. RC units, members, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.

partial mobilization. Mobilization by the President of not more than 1 million Ready Reservists for no longer than 2 years, pursuant to section 12302 of Reference (b), and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security or of a domestic emergency.

Presidential Selected Reserve call-up. Ordering by the President of any unit and any member not assigned to a unit organized to serve as a unit of the Selected Reserve to active duty pursuant to section 12304 of Reference (d), for not more than 365 consecutive days, without consent of the Service member concerned, to augment the AC for an operational mission. Not more than 200,000 members of the Selected Reserve and Individual Ready Reserve may be on active duty under this authority at any one time, of which not more than 30,000 may be Individual Ready Reserve.

mobilization period. That period of time from the date of activation pursuant to sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d) to the date of release from active duty. The mobilization period dates will be used to calculate dwell and the mobilization-to-dwell ratio.

mobilization-to-dwell ratio. The ratio between the mobilization period and dwell. For example, 6 months of involuntary activation followed by 24 months dwell yields a mobilization-to-dwell ratio of 1 to 4.

national emergency. Defined in ~~Joint Publication 1-02~~ *the DoD Dictionary of Military and Associated Terms* (Reference ~~(ak)~~(al)).

#### notification

advance notification. When a RC unit or member is advised (e.g., verbally or in writing) of a pending activation in accordance with Military Service policy.

formal notification. When an activation or mobilization request is approved and published in the SDOB or Notification Matrix.

off-ramp or partial off-ramp. When an RC unit or member's mission is cancelled or decremented due to change in strategy or situation before activation.

operational mission. Any employment of military resources to accomplish a task other than administration or training.

pre-planned mission. A valid preplanned mission under section 12304b is a mission for which the Service has complied with the requirements set forth in section 12304b of Reference (d).

RC. The Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve.

Ready Reserve. 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 (k) 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 Inactive National Guard.

Reserve Preplanned Call-up. Pre-planned activation support, in accordance with section 12304b of Reference (d), gives the Secretaries of the Military Departments the authority to activate their Selected Reserves up to 365 consecutive days to augment the active Military Services for preplanned missions in support of a CCMD, thus utilizing the RC as an operational force with cyclical predictability.

RC as an operational force. Defined in DoDD 1200.17 (Reference ~~(a)~~(am)).

rotational requirement. Rotational requirements are those requirements identified in the CCDRs' annual force requirements submission, and validated in the global force management process. RC activations in support of rotational requirements, and other pre-planned missions, should be approved at least 180 days prior to the required activation date.

SDOB. A regularly scheduled presentation to Secretary of Defense and CJCS to gain approval for GFMAP and modifications, deployment orders, execute orders, prepare to deploy orders, alert orders, North Atlantic Treaty Organization Force Preparation, activation of RC forces, and modification of CCDR authorities or previous Secretary of Defense decisions.

Selected Reserve. Units and members in the Ready Reserve designated by their respective Service, and approved by the CJCS, 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 (l), as

appropriate. Members of the Selected Reserve may also be involuntarily called to active duty to augment the active forces for missions pursuant to sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d).

unit. Any identified and managed group or detachment of one or more RC members organized, equipped, and trained for activation to serve on active duty as a unit or to augment or be augmented by another unit, whether or not such a group is part of a larger group.