**SECNAV INSTRUCTION 1001.32D**

From: Secretary of the Navy

Subj: MANAGEMENT AND MOBILIZATION OF THE STANDBY RESERVE

Ref: (a) 10 U.S.C. §§10151, 12301 and 12306
(b) DoD Instruction 1235.09 of 12 February 14
(c) SECNAVINST 1920.6C
(d) SECNAVINST 5200.35F
(e) SECNAV M-5214.1

Encl: (1) Definitions

1. **Purpose.** To provide policy and procedures for the management and mobilization of the Standby Reserve of the Navy and Marine Corps per references (a) and (b).

2. **Cancellation.** SECNAVINST 1001.32C.

3. **Definitions.** See enclosure (1).

4. **Applicability.** This instruction applies to all members of the Standby Reserve of the Navy and Marine Corps Reserve.

5. **Policy.** Service Members in the Standby Reserve are liable for active duty pursuant to reference (a) and will be managed pursuant to criteria prescribed in this instruction in accordance with reference (b).

6. **Mobilization.** Members of the Standby Reserve are subject to mobilization pursuant to reference (a).

7. **Standby Reserve Categories.** The Standby Reserve is comprised of two categories: Active Status List (ASL) of the Standby Reserve and Inactive Status List (ISL) of the Standby Reserve. Criteria and management of each category can be found in reference (b). In general, the ASL is comprised of Service members in an active status with potential for mobilization. The ISL is generally comprised of Service members in an inactive
status with no mobilization potential. Service members placed in the Standby Reserve will be actively managed within these categories.

8. Procedures. Transfers between Ready Reserve and Standby Reserve as well as transfers between the ASL and ISL may be authorized by Chief of Naval Personnel (CHNAVPERS) or Deputy Commandant, Manpower and Reserve Affairs (DC (M&RA)).

   a. A Service member may be transferred back to the Ready Reserve when the member’s reason for transfer to the Standby Reserve no longer exists.

   b. A Service member with a Military Service Obligation will be subject to conditions defined in reference (b).

   c. Officers on the ISL may be screened for retention after one year. Those with critical skills may be retained, while all others must either return to the Ready Reserve, if eligible, or be separated pursuant to reference (c).

   d. Enlisted members on the ISL must be discharged or retired, as appropriate, upon completion of their obligated service.

9. Responsibilities. CHNAVPERS and DC (M&RA), acting for the Secretary in matters pertaining to the Navy and Marine Corps Reserve, respectively, shall:

   a. Ensure widest dissemination of and compliance with the provisions of this instruction.

   b. Develop and enforce policies and procedures for the management and mobilization of the Standby Reserve in accordance with references (a) and (b) and this instruction. Include procedures for maintaining personnel data and addresses for members of the Standby Reserve.

   c. Notify members of the Standby Reserve of their service obligation in the event of mobilization.
d. Manage transfers of members of the Navy and Marine Corps Reserve between Reserve categories in accordance with reference (b) and this instruction.

e. Compile and maintain a current inventory of reservists with critical skills needed in a time of war or Congressionally declared national emergency but not readily available in the Ready Reserve.

10. In accordance with reference (d), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager’s Internal Control Program report, the Navy and Marine Corps will provide the Assistant Secretary of the Navy for Manpower and Reserve Affairs with copies of the sections of their reports that are relevant to this program.

11. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

12. Reports. The requirement contained in paragraph 10 is exempt from information collection control per part IV, paragraph 7n of reference (e).

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DEFINITIONS

1. **Critical Skill.** A job specialty considered essential to the capability of the parent organization.

2. **Military Service Obligation.** The total required service, as prescribed by section 651 or reference (a), that each person who becomes a member of a Military Service serves in a Military Service unless discharged in accordance with regulations prescribed by the Secretary of Defense and the Service Secretary concerned.

3. **Ready Reserve.** Includes officers and enlisted members of the Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by reference (a).

4. **Standby Reserve.** Includes officers and enlisted members of the Reserve components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty only as provided in reference (a). Consists of both the ASL and the ISL.