

Army Regulation 601-10

Personnel Procurement

Management and Mobilization of Retired Soldiers of the Army

**Headquarters
Department of the Army
Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 601-10

Management and Mobilization of Retired Soldiers of the Army

This revision--

- o Aligns with policy of DOD Directive 1352.1, Management and Mobilization of Regular and Reserve Retired Military Members, 2 March 1990.
- o Provides policy and procedures for the management and mobilization of retired soldiers of the Army.

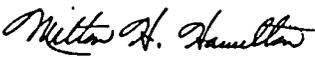
Personnel Procurement

Management and Mobilization of Retired Soldiers of the Army

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation covers the management and mobilization of retired soldiers of the Army during war, national emergency, or when otherwise authorized by law. It provides for peacetime management of retired military personnel in preparation for their use to meet national defense requirements. It sets policies and procedures for the voluntary and involuntary preassignment of retired soldiers; discusses the Secretary of the Army's authorization to order Regular and Reserve Army retired soldiers to active duty; contains the medical examination policy for

retired soldiers subject to recall; clarifies absentee processing; updates screening of retired soldiers who occupy key positions; and lists agencies having emergency functions. This regulation also gives guidance for determining the need for recalled retired soldier training; clarifies the statutory authority for retired soldiers mobilized under 10 USC 688 (a); updates the record keeping system; and adds policy for recalling retired soldiers during a partial mobilization.

Applicability. This regulation applies to commissioned officers, warrant officers, and enlisted soldiers retired from the Regular Army, the Army of the United States, the Army National Guard of the United States, and the U.S. Army Reserve.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for assessing management control reviews. Alternative

management control reviews are used to accomplish assessment of management controls.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of the Deputy Chief of Staff for Personnel, Policy Coordination Office, ATTN:ARPC-ZPO, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2224, intended for command levels D for Active Army and Army National Guard and C for U.S. Army Reserve.

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*This regulation supersedes AR 601-10, 6 March 1986.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy, responsibilities, and procedures for—

- a. Recalling retired military personnel in time of a national emergency, mobilization, or war when declared by the President or Congress, in the interest of national defense, or as otherwise authorized by law.
- b. Preassigning selected retired soldiers.
- c. Making training available to retired soldiers with preassignment orders.
- d. Peacetime management of retired military personnel in preparation for their use.

1-2. References

Required and related publications, and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The Deputy Chief of Staff for Personnel(DCSPER) will—
 - (1) Plan and issue policy on the use of retired soldiers for national emergencies, mobilization preassignment, and the recall of retired Army personnel.
 - (2) Supervise, coordinate, and monitor the recall and mobilization of retired Army military personnel.
 - (3) Establish procedures to order retired general officers to active duty (AD). Maintain records to support decisions to order such personnel to duty.
 - (4) Propose, on behalf of the Secretary of the Army, modifications to the Joint Federal Travel Regulations (JFTR) entitlement(s) during mobilization.
 - (5) Establish policy for the direct commissioning of recalled retired Army military personnel.
- b. The Deputy Chief of Staff for Operations and Plans (DCSOPS)will—
 - (1) Develop procedures to identify and validate in mobilization table of distribution and allowances (MOBTDA) position requirements appropriate for assignment of retired soldiers (AR 310-49 and AR 570-4).
 - (2) Provide the Mobilization Personnel Structure and Composition System(MOBPERSACS) to U.S. Total Army Personnel Command (PERSCOM) semiannually which identifies force structure positions which are suitable for fill by retired Army soldiers.
 - (3) Provide semiannual reports to U.S. Army Reserve Personnel Center(ARPERCEN) which detail the positions according to AR 310-49, in Tables of Distribution and Allowances (TDA) and mobilization TDAs (MOBTDA) which are suitable for fill by retired soldiers.
 - (4) Monitor position requirements designated for fill by retired Army soldiers according to AR 310-49 and Army Mobilization, Planning and Execution System (AMOPES).
- c. The Chief, Army Reserve will—
 - (1) Provide for the management of retired Army military personnel to ensure their availability to meet national emergencies or mobilization.
 - (2) Ensure the maintenance of information needed to determine eligibility for preassignment of retired soldiers for mobilization according to this regulation.
 - (3) Provide for the periodic screening of retired soldiers according to this regulation.
- d. Commanders of major Army commands (MACOMs)will—
 - (1) Implement plans and procedures to ensure the identification, accessioning, in-processing, and support of retired military personnel recalled to AD.

- (2) Coordinate with Commanding General (CG), ARPERCEN to integrate preassignment of retired military personnel who volunteer to fill specific retiree requirements.

- (3) Additionally, FORSCOM as executing agent will—

- (a) Ensure mobilization guidance includes plans and procedures to coordinate recall of retirees as part of the overall mobilization process.

- (b) Monitor retiree recall strength for all MACOMs for strength ceilings.

- (c) Develop procedures to support rapid demobilization of retirees.

- e. Army Component Commanders to Combatant Commands will—

- (1) Develop plans and procedures for using retired Army military personnel living within the theater.

- (2) Direct coordination with ARPERCEN is authorized for commanders to obtain information relating to retired Army personnel living within their geographic areas. This information may be obtained from Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200.

- f. CG, PERSCOM, will—

- (1) Provide a single requirement file to ARPERCEN, semi-annually, which identifies requirements suitable for fill by retired soldiers.

- (2) On declaration of a mobilization or national emergency, provide requirements for retired soldier fill identified by MACOMs and Army component commanders to ARPERCEN.

- (3) Monitor and account for retired soldiers ordered to AD.

- g. CG, ARPERCEN, will—

- (1) Provide a military retired soldier management system that provides for the rapid identification of the retired soldier's location and military skills to expedite the reporting of retired soldiers to a wide range of assignments and geographic locations in mobilization or crisis. Maintain current personnel records and other necessary records (including a computer master file record)for all Category I and II retired soldiers, including retired soldiers who are key employees; maintain personnel records for all Category III retired soldiers (not to include a current computer master file record).The minimum information in personnel records will include the information stated in paragraph 2-6. Personnel records of deceased retired soldiers will be transferred to the National Archives and Records Administration for storage.

- (2) Develop procedures to screen, identify, and reclassify, as necessary, retired soldiers who have documented disabilities which would hinder their performance on AD, or who have newly acquired or obsolete skills. ARPERCEN is the Army agent for ensuring that Category I and II retired soldiers are screened annually according to procedures found in this regulation.

- (3) Under guidance of Headquarters, Department of the Army (HQDA), DCSPER, manage the preassignment program for mobilization and recall of retired Army personnel.

- (4) Provide newly retired soldiers the opportunity to volunteer for specific assignments in the preassignment program.

- (5) Provide mobilization preassignment information to retired soldiers.

- (6) Provide assistance to MACOMs in developing plans to use retired soldiers in their geographic areas of responsibility.

- (7) Plan and conduct in coordination with HQDA and MACOMs a public affairs program to inform retired soldiers about mobilization programs and their individual mobilization responsibilities.

- (8) Within 48 hours of issuing an order recalling a retired soldier to active duty, provide the data required to access the soldier to active duty to the appropriate installation/activity commander and PERSCOM.

- (9) Provide annually, or on request of the commander, retired soldier preassignment reports to installation or activity commanders, continental United States (CONUS) Armies, MACOMs, and HQDA.

- (10) Issue military identification cards (DD Form 2A (Reserve) (Red))to Reserve Component soldiers transferred to the Retired Reserve as necessary.

h. Retired soldiers subject to recall during mobilization or national emergency will—

(1) Review annually a data printout (furnished by ARPERCEN) from the personnel master file (PMF) and return any updated information to Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200, or telephone toll free 1-800-325-2660.

(2) Report any address change promptly to CG, ARPERCEN, as shown in paragraph (1) above.

(3) Report any condition (medical, loss of professional licenses, and so forth) which could possibly affect their ability to perform or hinder their performance while on AD to the CG, ARPERCEN, as shown in paragraph (1) above.

(4) Be advised to inform their employer(s) concerning their liability for recall to AD in a mobilization or national emergency.

1-5. Statutory authority

a. The Secretary of the Army may order the following retired soldiers to AD at any time in the interest of national defense under section 688(a), title 10, United States Code (10 USC 688(a)):

(1) Regular Army (RA) retired soldiers.

(2) Reserve retired soldiers who have completed at least 20 years of active service.

b. Sections 672(a) and 675, title 10, USC also govern the conditions under which retirees may be called to active duty. Under 10 USC 672(a), retired soldiers can be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law. This is only when the Secretary of the Army, with Secretary of Defense approval, determines that there are not enough readily available and qualified Reserves in the required category who are in—

(1) An active status.

(2) The Inactive National Guard.

c. RA and Reserve retired soldiers who have completed at least 20 years of active service may volunteer to be called to active duty under 10 USC 688(a). However, a retiree's consent to be called to active duty is not required under 10 USC 688(a). Other members of the Retired Reserve may, subject to the provisions of applicable Army regulations, volunteer under 10 USC 672(d). Such requests, however, must be approved by the Secretary of the Army or his designee.

1-6. Status of recalled retired soldiers

A recalled retiree is a retired soldier who is ordered to active duty from the Retired Reserve or the Retired List under 10 USC 672(a), 688(a), or 672(d) serves in his or her retired status. A Retired Reserve soldier who is qualified for and transfers to the Ready Reserve (AR 140-10, chap 6) may volunteer under 10 USC 672(d) and applicable Army regulations and be ordered to active duty in an active status.

1-7. Pay of retired soldiers ordered to AD

a. Retired pay will automatically be suspended for retired soldiers ordered to AD under one of the circumstances listed in paragraph (1) or (2) below. On being ordered to AD, these retired soldiers are entitled to receive AD pay and allowances based on their grade and length of service.

(1) RA retired soldiers ordered to AD at any time.

(2) Retired Reserve soldiers who are ordered to AD for more than 30 days in time of war or national emergency declared by Congress or the President.

b. Retired pay being paid through the Joint Uniform Military Pay System (JUMPS), will be suspended for all retired soldiers ordered to AD for over 30 days and they will be managed as AD personnel in JUMPS. When retired soldiers are ordered to AD for 30 days or less, retired pay will continue and a manual adjustment will be made for the period of AD.

c. Retired Reserve soldiers entitled to receive retired pay who are ordered to AD for 30 days or less must make a written election of option as indicated in (1) or (2) below. (Examples of this type of

AD are participation in retiree mobilization exercises and pre-mobilization orientation.)

(1) Receive retired pay.

(2) Waive retired pay and receive AD pay and allowances based on grade and length of service during the period they serve on AD.

d. On release from AD, other than for training, retired soldiers are entitled to credit the additional time served on AD for computation of retired pay. Retired pay will be recalculated according to the Department of Defense (DOD) Military Retired Pay Manual. A retired soldier may be eligible for recomputation of retired pay based on a—

(1) Higher grade to which appointed while on AD.

(2) Disability incurred or aggravated while serving on AD.

(3) Length of service on AD, other than for training.

1-8. Condition MINIMIZE

When condition MINIMIZE (see glossary) is in effect, data will continue to be transmitted by the automatic digital network (AUTODIN).

1-9. Reports (Wartime Requirements for Retired Mobilization Preassignment, RCS CSGPA-1555)

The Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) will provide semiannual reports to PERSCOM identifying requirements. PERSCOM, in turn, will provide to ARPERCEN a single requirements file of all requirements that will consist of unit positions as shown below that are suitable for preassignment fill by retired soldiers.

a. Active Army (AA) and Reserve Component (RC) positions of deployed or deploying units tables of organization and equipment (TOE), TDA, or MOB TDA.

b. AA and RC supporting units and activities in CONUS, Alaska, and Hawaii (nondeploying modification TOE, TDA, or MOB TDA units, limited to shortages (DELTA) position only).

c. Selected AD and RC MOB TDA units reflecting mobilization augmentation requirements (not individual mobilization augmentees (IMAs)) coded as suitable for fill by retired soldiers.

Chapter 2 Recall and Selection Criteria

2-1. General

Soldiers listed on the RA, Army of the United States, and U.S. Army Reserve retired lists who meet the criteria in this chapter may be involuntarily recalled to AD during mobilization.

2-2. Criteria for recall

a. To be eligible for involuntary recall to AD, a retired soldier must—

(1) Meet medical fitness standards of AR 40-501.

(2) Meet grade and skill requirements.

(3) Retired soldiers must not be filling one of the following positions:

(a) *Key position.* A Federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. (See AR 690-11.)

(b) *Emergency essential position.* A civilian position located overseas or that would be transferred overseas during a crisis situation, that is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization and/or an evacuation order. Normally, these positions are limited to overseas positions such as equipment specialist, ammunition specialist, intelligence specialist, and so forth, that directly support combat units. Included are the administrative or technical positions essential to the support of these combat units. Examples are personnel management specialist, budget officer, and facilities engineer.

b. Age or disability alone may not be the basis for excluding a retired soldier from AD service during mobilization.

c. Retired soldiers who volunteer for recall to AD are not subject to any age or grade limitation.

d. Involuntary preassignment orders automatically terminate when a retired soldier reaches age 60 before a mobilization is announced. The preassignment order does not terminate if a retired soldier reaches the age of 60 after the announcement of a mobilization.

e. Retired soldiers who report to AD as ordered and later reach age 60 during a time of war or national emergency declared by Congress may remain on active duty if laws relating to separation due to reaching mandatory removal date for age are suspended by the President, or his delegate (10 USC 673c).

2-3. Military retired soldier categories

Retired military personnel are identified by categories as shown below and will be ordered to AD or mobilized based on service needs.

a. *Category I.* Nondisability retired soldiers under age 60 and have been retired less than 5 years.

b. *Category II.* Retired soldiers who have the same qualification as those in Category I, but have been retired for 5 years or more.

c. *Category III.* Retired soldiers, including those retired for disability, who are not qualified for placement in either Category I or II (includes warrant officers and health care professionals who retire from AD after age 60).

2-4. Period of recall

Retired soldiers ordered to AD, voluntarily or involuntarily, will normally remain on AD for the duration of the order which brings them to AD. This can range from a few days, to the duration of a crisis or emergency and for 6 months thereafter, unless the soldier is released at an earlier date by the Secretary of the Army or other designated authority.

2-5. Active duty grade and promotion

a. Retired soldiers ordered to AD will be ordered to AD in their current grade on the retired list unless otherwise directed by HQDA. A retired soldier who previously served on AD satisfactorily, as determined by the Secretary of the Army, in a grade higher than that soldier's retired grade, may be ordered to AD in the highest grade held satisfactorily.

b. Dates of rank for recalled retired enlisted personnel may be adjusted according to AR 600-200.

c. A retired soldier when not on AD, while having the right to use his or her retired rank in title alone, has no right to command. When the retired soldier is ordered to AD, the soldier is reinstated only during that period of AD with all privileges associated with that rank on AD to include rank order (for example, an O4 is a higher grade than an O3, an E7 is a higher grade than an E5). Rank among officers of the same grade or of equivalent grades is determined by comparing the dates of rank.

d. Retired military personnel recalled to AD in retired status are not eligible for promotion.

2-6. Basic records maintenance

a. The PMF located at ARPERCEN is the basic personnel record used in the recall or mobilization of retired soldiers. The PMF system provides a method for assembling, verifying, and recording information about the retired soldier. The PMF also provides evidence of mobilization availability. The information in the PMF, at a minimum, will include the following data:

- (1) Basic identification to include the date of birth, date of retirement, current address.
- (2) Documented military occupational qualifications.
- (3) Physical condition (for example PULHES).
- (4) Dependency status.
- (5) Civilian employment.

b. The PMF is established from the retired soldier's military personnel records on receipt from the AA, Army National Guard(ARNG), or other Reserve organizations. Information files from

the Defense Finance and Accounting Service (DFAS) are used to create PMF information when applicable. A questionnaire, with a printout of information on the PMF, is sent to the individual concerned on his or her initial assignment to the Retired Reserve. Annually thereafter, the questionnaire is sent to each category I or II retired soldier for review. Retired category III soldiers who have volunteered for preassignment will also be sent the annual questionnaire. The retired soldier will make any corrections to the data and return the questionnaire to ARPERCEN.

c. DA Form 2 (Personnel Qualification Record—Part I) will be prepared from the PMF on recall or mobilization. The DA Form 2 will be sent to the designated duty station with copies of the recall or mobilization orders. The Military Personnel Records Jacket, U.S. Army will be shipped to the retired soldier's personnel officer on request.

2-7. Skill reclassification

a. Retired soldiers who have outdated military skills as shown by obsolete identification codes, or who have attained new skills may be reclassified to meet the needs of the Army. For reclassification purposes, the following guidance applies:

(1) New skills are those acquired after retirement that are more critical for mobilization than the currently assigned skill identification code.

(2) Obsolete skills or outdated skills are those no longer in the Army inventory, or those that have been superseded. Included in this group are retired soldiers who have lost their professional endorsement or certification.

(3) Skill reclassification will not include direct appointment to warrant officer (WO) or commissioned officer grades. Requests for direct appointment may be submitted to the gaining mobilization installation or activity after the soldier reports for AD under mobilization.

b. The CG, ARPERCEN makes all skill reclassification determinations prior to any mobilization or recall of retired soldiers. Retired soldiers of the special branches shown below will not be reclassified without approval from HQDA.

(1) The Surgeon General (TSG) is the proponent for classifying Army Medical Department (AMEDD) officers, WOs, and selected enlisted skills as well as the agent for confirmation of professional licenses. As an exception to this policy, the ARPERCEN Surgeon may reclassify retired AMEDD officers or WOs. CG, ARPERCEN may also reclassify retired enlisted soldiers into appropriate medical specialties per AR 611-201 on proof of training.

(2) The Judge Advocate General (TJAG) approves reclassification of judge advocates.

(3) The Chief of Chaplains (CCH) approves reclassification of chaplains.

2-8. Selection criteria

a. Retired soldiers will normally be ordered to AD in their retired rank and are eligible for assignment to positions identified with that rank. However, rank substitution for assignment of retired soldiers will be according to AR 600-200 (enlisted) or AR 614-100 (officer) when matching retired soldiers against selection requirements.

b. Area of concentration (AOC) for officers, military occupational specialty (MOS) for enlisted and warrant officers, and specialty skill identifier substitution is authorized as indicated below.

(1) AR 611-101, AR 611-112, or AR 611-201, as appropriate.

(2) A Mobilization Substitution and Specialty Skill Identifier (SSI)(AOC) Substitution Table. The table will be prepared from the Mobilization Personnel Processing System (MOBPERs).

2-9. Identification of requirements for assignment of recalled retired soldiers

a. All positions are assumed suitable for assignment of retired soldiers except as indicated in paragraph 2-9c.

b. Installation and activity commanders will designate which positions are not suitable for assignment of retired soldiers on mobilization or declaration of a national emergency per AR 310-49 and AR 570-4.

c. The following positions are not normally considered proper for assignment of a retired soldier:

- (1) Statutory tours.
- (2) Positions identified as Individual Mobilization Augmentation (IMA) positions.
- (3) Positions requiring a high level of physical conditioning.
- (4) Positions requiring an immediate high level security clearance.

2-10. Retired soldier assignments

Assignments will be made as follows:

a. *Category I.* Category I retired soldiers (nondisability retired soldiers under age 60 who have been retired less than 5 years) may be used to meet all duty assignments stated in paragraph 2-11a through e below.

b. *Category II.* Category II retired soldiers (nondisability military retired soldiers under age 60 who have been retired 5 years or more) will normally be used to meet only those duty assignments stated in paragraph 2-11b through e below. HQDA (DCSPER) may designate selected category II retired soldiers for assignment to meet requirements for deploying units.

c. *Category III.* Category III retired soldiers (all military retired soldiers not in Category I or II to include WOs and health care professionals who retire from AD after age 60) may be used to meet duty assignments stated in paragraph 2-11b through e below. Generally, Category III personnel should be assigned to civilian jobs, unless they have critical skills or volunteer for specific military jobs. Age or disability alone may not be the sole basis for excluding a retired soldier from active military service during mobilization.

d. *Assignment priority.* The priority for use of retired soldiers will be as follows:

- (1) Use by their own Service.
- (2) Use by another Service or a Defense agency.
- (3) Use by a civilian Federal department or agency.
- (4) Any other approved use.

2-11. Requirements for the retired soldier

The following guidance applies for use of retired soldiers:

a. To fill shortages in, or to augment, deployed or deploying units.

b. To fill shortages in, or to augment, supporting units and activities in the CONUS, Alaska and Hawaii.

c. To release other military soldiers for deployment overseas.

d. To fill Federal civilian work force shortages within the Department of Defense, the Coast Guard, or other Government entities, subject to the limitations of section 973, title 10, USC.

e. To meet national security needs in organizations outside the Department of Defense which have Defense-related missions.

2-12. Requisitioning for fill by retired soldiers

Once a mobilization or national emergency has been declared, MACOMs and Army component commanders will provide requirements not previously identified for recalled retired military personnel. Requirements will be identified by grade, AOC/MOS, additional skill identifier (ASI) and any additional special qualification(s) or restrictions. The requirements for AMEDD personnel will be sent to PERSCOM. PERSCOM will consolidate the requirements and provide them to ARPERCEN by the fastest means available.

2-13. Mobilization resources

Mobilization planning will be based on periodic reports of the manpower resources availability as shown on the retired lists.

Chapter 3 Mobilization Preassignments

3-1. General

Army retired soldiers may be preassigned by the Retiree Mobilization Preassignment Management Information System to fill requirements at CONUS installations and agencies. Assignments will be based on total requirements by grade and skill and not to a specific unit paragraph and line number. Preassignment orders (Hip Pocket) will be issued according to AR 310-10, appendix A, format 120. To the extent possible, retired soldiers will be given the opportunity to volunteer for a specific assignment, however, should the situation warrant, involuntary assignments will be made based on Army requirements.

3-2. Criteria for mobilization preassignment

a. *Involuntary preassignment.* To be eligible for involuntary mobilization preassignment orders, a retired soldier must—

- (1) Be a category I or category II retired soldier.
- (2) Be in the grade of E5 or higher for enlisted personnel, O2 or higher for officers, or any warrant officer grade.
- (3) Not be filling one of the following positions:
 - (a) Key position.
 - (b) Emergency essential position.
- (4) Be qualified in military grade and skill or a critical skill.
- (5) Be medically qualified for mobilization preassignment (AR 40-501).

b. *Voluntary preassignment.* All retired soldiers who volunteer for mobilization preassignment will be removed from the program on reaching age 70. An exception has been granted, however, to physicians, JAG officers, and other retirees possessing critical short-age skills/specialties. Criteria are the same as for the involuntarily assigned soldiers, subject to any special limitations established by the Secretary of the Army.

c. *Retired military personnel.* Retired military personnel will be selected for preassignment by matching their qualifications against TDA/MOBTDA requirements identified as suitable for fill by retired soldiers. These may be mobilization augmentation positions or positions encumbered by AA personnel.

3-3. Regular Army and Reserve component 20-year active military service retired soldiers

a. Involuntary preassignment orders (Hip Pocket) may be issued in peacetime to RA and RC 20-year active military service retired soldiers who are eligible under paragraph 3-2a above. Orders will provide the time and place to report in the event of full mobilization or national emergency. Eligible retired soldiers will be preassigned to fill unit requirements identified as suitable for fill by retired military personnel. Preassignment orders take effect automatically when full mobilization is declared by Congress and implemented by the President or Secretary of Defense. Retired soldiers are required to report to their mobilization assignment within 7 days. The mobilization station commander or CG, ARPERCEN may delay the reporting date (paras 3-7 and 4-3).

b. Mobilization orders will be issued to RA and RC 20-year active military service retired soldiers (including those without preassignment orders) selected for AD to meet national defense requirements (for example crisis, national emergency, or partial mobilization). (See para 4-14 and AR 310-10, appendix A, format 196.) These orders will supersede any preassignment orders previously issued.

3-4. Retired soldiers who do not have 20 years of active military service

(This paragraph applies to those retired Reserve soldiers with 20 qualifying years of service toward retired pay (Active and Reserve)). Contingent preassignment orders may be issued in peacetime. Orders will give the place to report in case of a full mobilization, but will not show a reporting date. When full mobilization is announced, a reporting date is provided for retired soldiers holding contingent preassignment orders. The reporting date is established

either by a news media announcement or by a follow-up mobilization order according to AR 310-10, appendix A, format 196.

3-5. Procedures to volunteer for preassignment

a. Retired soldiers may volunteer during peacetime for mobilization preassignment at the installation of their choice. Retired soldiers will be encouraged to volunteer for preassignment to installations within 300 miles of their residence. On reaching age 70, their orders will be canceled, except as provided in paragraph 3-2b. Volunteers will complete DA Form 5137-R (Application for Voluntary Mobilization Preassignment). The form may also be used by retired soldiers requesting change in involuntary preassignment. DA Form 5137-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Send request to Commander, ARPERCEN, ATTN: ARPC-MOP-MM, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. All preassigned retired soldiers who were involuntarily assigned may request a change in their involuntary assignment. Requests should be provided in writing to Commander, ARPERCEN, ATTN: ARPC-MOP-MM, 9700 Page Boulevard, St. Louis, MO 63132-5200. This request does not affect a soldier's involuntary preassignment status until a formal release has been received by the soldier.

c. Installation or activity commanders may—

(1) Recruit eligible retired soldiers to volunteer to fill vacant TDA/MOBTDA positions or to fill positions that may become vacant during mobilization.

(2) Contact preassigned retired soldiers and discuss specific post mobilization assignments and duties at the installation. Retired soldiers not ordered to AD will not be authorized travel, meals, lodging, or per diem in connection with any such discussions.

3-6. Preassignment selection process

The selection process for the preassignment of retired soldiers will be based on skill and grade requirement, and the geographical location within CONUS. The first search phase will involve direct skill matching and grade substitution of qualified persons who reside within 300 miles of a designated mobilization station or activity. This phase will be followed by expanding the search to those residing within the same State, then within the same CONUS Army area, and finally to CONUS wide. Each succeeding search will use the MOS/SSI(AOC) and grade substitution, but will be processed through all geographic areas.

3-7. Use of retired soldiers

a. The following restrictions apply to use of retired soldiers preassigned to the following agencies:

(1) Participants in the Joint Augmentation Unit Program who are preassigned to the United States Military Entrance Processing Command (USMEPCOM), to include the Military Entrance Processing stations, will not be further assigned without the approval of the CG, USMEPCOM.

(2) Preassigned retired soldiers earmarked for inspector general (IG) positions will not be further assigned without approval of The Inspector General (TIG). These positions are identified by ASI 5N.

(3) Preassigned retired soldiers earmarked for Military Traffic Management Command (MTMC) will not be further assigned unless approved by the MTMC commander.

(4) Preassignments to U.S. Military Academy will be made according to AR 614-130.

(5) Special operations personnel will be assigned to special operations forces unless released by the Commander, 1st Special Operations Command (SOCOM).

(6) The assignment of AMEDD officers and enlisted soldiers will be determined and monitored by the CG, U.S. Army Health Services Command (HSC).

b. Installation or activity commanders will—

(1) Develop plans and procedures for the following actions to

process recalled retired soldiers on recall to active duty for contingency operations with or without RC Call-up or a level of mobilization.

(a) Accessioning.

(b) In-processing.

(c) Assignments and use.

(d) Time phasing.

(e) On-the-job training.

(f) Medical screen or examination as necessary.

(g) Screening and exemption.

(h) Support to include messing, billeting, and clothing.

(2) Further assign retired soldiers to positions within or at a supported installation or activity. Retired soldiers who are qualified and who meet the soldier readiness processing requirements of AR 600-8-101 may be assigned to deployed or deploying units.

(3) Approve delay dates for reporting to AD when necessary and requested by the retired soldier.

(4) Obtain any required technical or professional certification, licensing, or registration validation of recalled retired soldiers.

(5) Obtain security clearances as necessary. MACOMs and field operating agencies (FOAs) may develop programs to encourage participation of retired military intelligence or cryptologic personnel to maintain skills and eligibility for access to sensitive information.

c. MACOMs, FOAs, and installations may develop programs to encourage retired soldiers to maintain unique and critical skills.

d. When a partial mobilization has been announced by HQDA, MACOMs may delegate to installation commanders the authority to temporarily detail retired military personnel to cover vacant civilian positions. When implementation of MOBTDA has been announced by HQDA, MACOMs may delegate to installation commanders the authority to convert civilian positions to military and assign military personnel to these positions. (See AR 570-4 for details.)

3-8. Selection and review of professional positions

a. ARPERCEN will furnish the names of officers of the Judge Advocate General's Corps, Chaplains Corps, and Army Medical Department to TJAG, CCH, or to HSC, as appropriate, for review of preassignment selections. Any changes based on loss of professional qualifications of individuals or adjusted priorities will be submitted by the agency or command to ARPERCEN for appropriate action. Send to Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200. U.S. Army Military Academy assistant professors (SSI-00F) will be selected according to AR 614-130.

b. The commander of the medical treatment facility (MTF) or dental treatment facility (DTF) to which the retired military medical person is preassigned will determine the credential requirement for performance of duties and what clinical privileges will be granted. This determination will be made according to quality assurance guidelines in AR 40-68. To preclude delays in the utilization of retired Medical Department soldiers recalled for a national emergency or mobilization, quality assurance data should be obtained from each preassigned retired medical professional and maintained with the MTF or DTF. Mobilization MTF or DTF commanders must obtain and maintain, during peacetime, the necessary credential data for potential recall retired soldiers. A copy of the practitioner's credential file (PCF) may be obtained directly from ARPERCEN by the MTF or DTF for retired soldiers who were credentialed while on AD. The MTF or DTF will maintain the PCF in the inactive credentials file.

3-9. Training of retired soldiers

Retired soldiers with preassignment orders may participate in the following training:

a. *Premobilization training.* The nonresident Army Correspondence Course Program (ACCP) is conducted by Army schools through the Army Institute for Professional Development. (See AR 351-1, para 8-8.) The ACCP provides refresher training to enhance performance in mobilization duty assignments. The award of pay or retirement points to retired soldiers is not authorized for nonresident ACCP participation. Titles of applicable correspondence courses and

application form (DA Form 145 (Army Correspondence Course Enrollment Application)) may be obtained from the local Army installation education centers. Courses selected must support the mobilization duty assignment and appear in DA Pamphlet 351-20. Applications will be submitted for approval through the Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200 to the Army Institute for Professional Development. Disapproved applications will be returned to the applicant with an explanation.

b. Post mobilization training. MACOM, installation, or activity commanders should be prepared to start refresher or possibly on-the-job training programs as necessary to support reporting retired soldiers.

c. Annual screening. Annual screening requirements of retired soldiers are stated in this regulation. This requirement may be incorporated with selected military exercises to provide both indoctrination and screening of the retired soldier. HQDA, DCSPER will obtain the necessary approval for the voluntary recall of retired soldiers for participation in retiree mobilization training. Individual allocations will be provided to MACOMs on approval of the retired soldier recall.

Chapter 4 Mobilization Procedures

Section I Procedures Before Entry on Active Duty

4-1. Alert period

The time allowed between the date a retired soldier is alerted for AD and the reporting date will be determined by the Secretary of the Army and specified in recall orders.

4-2. Medical fitness

a. Medical fitness standards for entry into AD service during a national emergency or mobilization are contained in AR 40-501. Physical screens or examinations will be completed on each retired soldier after reporting to AD at the designated mobilization station. Any variance to this guidance will be announced by TSG.

b. Retired soldiers (other than those on the Temporary Disability Retired List) will not be required to take a medical examination during peacetime. Retired soldiers are required to document any reported medical disqualification. During peacetime, requests for medical exemption will be submitted to CG, ARPERCEN for determination. To support an exemption application, a retired soldier should provide a statement from a physician describing the physical condition. The request for exemption should be sent to Commander, ARPERCEN, ATTN: ARPC-MOP-MM, 9700 Page Boulevard, St. Louis, MO 63132-5200. If the condition is service connected, or if the retired soldier has been treated by the Department of Veterans Affairs, the soldier may provide a rating decision letter from the Department of Veterans Affairs which lists the conditions and percentage of disability in place of a letter from a physician.

4-3. Delay, exemption, and screening

a. Delay. Retired soldiers may be delayed from entry on AD only for extreme personal hardship or a temporary medical disqualification. (Utilize guidance found in AR 601-25, table 2-1.) Send applications for delay from reporting for AD to Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. Exemption. Exemption criteria is provided by DOD. Exemptions will be approved by ARPERCEN only when documented information or evidence reveals that the total relief from reporting to AD will be in the best interest of the Government and the retired soldier.

c. Screening.

(1) Retired soldiers who hold key positions or emergency-essential positions will be exempted from involuntary preassignment and may be exempted from actual recall. Retired soldiers in this status will be screened annually by the employee's Federal agency to verify the status of the position held. Those previously exempted or who no longer occupy key or emergency-essential positions will be reported to Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200. In determining if a position should be designated as a key position, the following questions should be considered by the employee's agency concerned:

(a) Can the position be filled in a reasonable time after mobilization?

(b) Does the position require technical or managerial skills uniquely possessed by the incumbent employee?

(c) Is the position directly related to defense mobilization?

(d) Does the position include a mobilization or relocation assignment in the agency having emergency functions as designated in appendix B?

(e) Is the position directly related to industrial or manpower mobilization as listed in (d) above? Is it needed to expedite production, deliveries, or services under Government contract for the procurement of materials or the performance of services for the national defense?

(f) Are there other factors related to national defense, health, or safety that would make the incumbent unavailable for mobilization?

(2) Request for exemption as a key or emergency essential employee will be sent to Commander, ARPERCEN, ATTN: ARPC-MOP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200, and processed according to this regulation. The request must be started by the designated representative of an installation or activity of the Defense Supporting Industry or another Government agency. Prepare the letter as shown in figure 4-1.

(3) There are three categories of Federal key positions. The categories at subparagraphs (a) and (b) below are by definition key positions. Only the final category requires a case-by-case determination and designation.

(a) The Vice President of the United States or any official specified in the order of Presidential succession under 3 USC 19.

(b) Members of Congress, heads of Federal agencies appointed by the President with the consent of the Senate, and the Federal Judiciary (District, Circuit, and Supreme Court judges and justices only. All other positions within the Federal judiciary will be considered under paragraph (c) below). For this paragraph, the term "heads of Federal agencies" does not include any person appointed by the President with the consent of the Senate to a Federal agency as a member of a multi member board or commission. Positions occupied by such persons may be designated as key positions only by the application of the criteria in paragraph c(1) above.

(c) Other Federal positions determined by Federal agency heads, or their designated representative, to be key positions according to criteria of paragraph c(1) above.

(4) Retired soldiers in subparagraphs (a) or (b) below, occupying key or emergency essential positions, are normally exempt from the annual screening process. These retired soldiers, however, will require screening if they volunteer and are accepted in the Retiree Mobilization Preassignment Program.

(a) Officers, WOs, or enlisted personnel, age 60 or over.

(b) Soldiers retired for medical disability.

(5) Navy, Air Force, Marine Corps, and Coast Guard retired soldiers working as DA civilians and occupying key or emergency essential positions will be screened by their own service. Requests for exemption must be submitted to the proper Armed Service according to appropriate regulations or directives.

4-4. Order to active duty

a. Confirmatory mobilization orders are not required for retired soldiers holding preassignment orders. If time permits, confirmatory orders may be issued.

b. AD orders will be issued for selected retired soldiers who do not hold preassignment orders and who are selected for AD after a

mobilization is announced. (See AR 310–10, appendix A, format 196.)

c. AD orders will be issued to retired soldiers selected for recall under conditions of less than full mobilization. (See AR 310–10, appendix A, format 196.) These orders will supersede any preassignment orders previously issued.

d. Special mobilization orders showing a reporting date will be issued to Reserve retired soldiers with contingent preassignment orders after Secretary of the Army approval.

Section II

Special Instructions after Entry on Active Duty

4–5. Pay and allowances

Pay and allowances will be set using the current AD entitlements except where the situation requires an election by the soldier between retired and AD pay and where the soldier elects to continue to receive retired pay.

a. Pay services will not be interrupted in converting from retired status to AD.

b. Retired pay allotments will be continued on AD unless the soldier requests in writing that they be changed or stopped.

c. To establish entitlement to basic allowance for quarters, enlisted soldiers must furnish copies of legal documents. Examples include copies of certificates of birth and marriage and any other documents that prove dependency. Documents (for example proof of rent payments, mortgage payments, documents to support cost of utility payments) are required to substantiate entitlement to Variable Housing Allowance (VHA).

d. The present Joint Uniform Military Pay System-Active Component/Joint Service Software(JUMPS–AC/JSS) will be used to pay all military personnel on AD during mobilization except for soldiers electing to continue to receive retired pay.

e. Retired soldiers will be reimbursed for public or private transportation costs allowed in the JFTR, volume 1.

4–6. Uniform allowance

Officer personnel may be authorized a uniform allowance according to the DOD Military Pay and Allowances Entitlements Manual. Enlisted personnel will be provided issue clothing as necessary. Stockage of clothing and equipment will be according to AMOPES.

4–7. Educational benefits

Normally, retired soldiers do not receive any additional entitlement to educational benefits unless specifically provided for by Congressional action.

4–8. Department of Veterans Affairs (VA) disability

The Department of Veterans Affairs suspends disability compensation when the retired soldier is ordered to AD. On release from AD, VA disability compensation may be resumed. The amount of compensation will be based on the soldier's physical condition on release from AD.

4–9. Family protection plans

a. *Servicemen's Group Life Insurance (SGLI)*. Retired soldiers ordered to AD are automatically insured against death for the greatest amount (unless a lesser amount is elected or coverage is declined). The cost will be borne jointly by the soldier and the U.S. Government. The premium will be deducted from each month's pay. It will not be prorated for the month in which the retired soldier enters or leaves AD unless the soldier declines or reduces coverage. SGLI coverage will remain in force for 120 days following termination of the AD or until the soldier receives his or her first increment of retired pay, whichever is earlier. Retired soldiers enrolled in the SGLI plan are eligible to convert to Veterans' Group Life Insurance for a new 5–year period on release from AD.

b. *Survivor Benefit Plan*. Under the Survivor Benefit Plan law, a person may not change an election made at the time of initial placement on the retired rolls, even though serving later periods of AD. On order to AD, the cost of spouse and child coverage is

suspended until the soldier is released from AD. When released from AD, the soldier will again pay for both spouse and child coverage. If a recalled retired soldier dies while on AD, the spouse and dependent children are entitled to dependency indemnity compensation and an annuity according to the soldier's initial election. Alternate coverage is available to the surviving spouse. It will be computed as of the date of death if such annuity would provide the greater benefit.

4–10. Miscellaneous entitlements

a. On release from AD, other than for training, retired pay will be recomputed and processed under the DOD Military Retired Pay Manual.

b. A DD Form 214 (Certificate of Release or Discharge from Active Duty) is mandatory on release from AD (REFRAD) of a retired soldier ordered to AD in time of national emergency declared by Congress or the President, war declared by Congress, or contingency operations.

c. AD medical benefits will be restored to retired soldiers and their dependents on the soldier's reporting for AD.

d. The Soldiers' and Sailors' Civil Relief Act applies to all retired soldiers ordered to AD.

e. Retired soldiers ordered to AD on mobilization are authorized full reemployment rights when released from AD (38 USC 2024).

Section III

Failure to Report for Active Duty

4–11. General

a. Retired soldiers are mobilized as shown below.

(1) Retired soldiers are screened for preassignment or contingent preassignment when their records are entered into the Retired file. Once screened they may then be eligible to receive mobilization preassignment orders. Orders are issued under AR 310–10, appendix A, format 120.

(2) Retired soldiers who do not have preassignment orders may be selected for recall to AD after a mobilization is announced. These retired soldiers are not recalled through the preassignment process but receive separate recall orders. Orders are issued under AR 310–10, appendix A, format 196.

b. Retired soldiers who fail to report for AD in compliance with the recall to AD order will be reported to ARPERCEN as absent. (See para 4–12.)

c. Notification of recall to AD is made through mailing orders to the retired soldier's most recent mailing address. If orders were mailed to the most recent address furnished by the soldier, absence of proof of delivery will not change the fact that the soldier was properly ordered to report for AD.

d. When retired soldiers are identified as absent, the order will be resent to their most recent mailing address as shown in paragraph 4–12b(3). Those who fail to comply with the order this time will be reported as deserters. They will be reported to the Commander, U.S. Army Enlisted Records and Evaluation Center (USAEREC), ATTN: PCRE–RD, Fort Benjamin Harrison, IN 46249–5301.

e. Coordination will be established between the agencies shown in paragraphs (1) and (2) below. This coordination will verify the information in the official military personnel file (OMPF) dealing with deserters and report any changes to the status.

(1) Commander, USAEREC, Fort Benjamin Harrison, IN 46249–5301.

(2) Commander, ARPERCEN, ATTN:ARPC–MOP–M, 9700 Page Boulevard, St. Louis, MO 63132–5200.

f. The OMPF may be requested by USAEREC as needed. USAEREC will maintain it until the mobilization ends or the retired soldier returns to military control.

4–12. Actions to be taken when retired soldiers fail to report

a. CG, PERSCOM, provides data to ARPERCEN identifying retired soldiers who have reported for AD. This data is provided based on their accession to active Army data bases.

b. CG, ARPERCEN—

(1) Matches the present for duty file against the recall or mobilization tape to identify absent soldiers.

(2) Corrects orders as necessary to resend to absent retired soldiers according to AR 310–10. The recall order will confirm the original mobilization preassignment and may specify a new reporting date.

(3) Mails the orders to the most recent mailing address of the retired soldier by certified mail (return receipt requested).

(4) Maintains a record of the certified mail procedures.

(5) Furnishes the appropriate installation commander with a copy of the amended orders, as necessary, and DA Form 2–1 (Personnel Qualification Record-Part II).

(6) Processes as deserters those retired soldiers who fail to report on the specified date according to AR 630–10. If the order is mailed to the most recent address furnished by the retired soldier, absence of proof of delivery does not change the fact that the retired soldier was properly ordered to AD.

4–13. Processing deserters

The CG, ARPERCEN, processes a retired soldier as a deserter by taking the following actions:

a. Reports the retired soldier as a deserter as of the reporting date established in paragraph 4–12b(2).

b. Processes deserter retired personnel under AR 630–10, chapters 3 and 6. Action taken will be limited to the availability of information.

c. Drops the retired soldier's name from the rolls according to AR 630–10.

d. Notifies DFAS when a retired soldier is declared a deserter. The notification is applicable to retired soldiers when retired pay is to be suspended for their failure to report to AD. This notification will provide further confirmation of the retired soldier's status.

Section IV

Retired Soldier Recall in Peacetime, During Premobilization, or During Partial Mobilization

4–14. Involuntary and voluntary recall

a. RA retired soldiers and Reserve retired soldiers with 20 years of active service may be involuntarily ordered to active duty by the Secretary of the Army at any time for such duties considered necessary in the interest of national defense.

b. Subject to the provisions of applicable Army regulations, a retired soldier may be ordered to AD with his or her consent by the Secretary of the Army, or his designated representative, at any time.

c. Retired soldiers of any component who occupy key positions or emergency essential positions will not normally be ordered to AD under this section.

d. See figures 4–2 and 4–3 depicting the normal chain of AD requests for retired soldiers.

4–15. Partial mobilization retired soldier recall options

Identification, recall, and use of retired soldiers at partial mobilization is based on the following alternatives:

a. *Recall by installation or activity.* All preassigned retired soldiers to an installation or activity are recalled to AD.

b. *Recall by selected units.* Specific units are identified and preassigned retired soldiers are recalled to AD.

c. *Recall by specific skill.* Specific MOS or SSI(AOC) requirements are identified, and retired soldiers possessing those skills are ordered to AD to the installation or activity to which they are preassigned.

SUBJECT: Request for Exemption of Retired Military Employee From Recall to Active Duty

FROM: (*Employer-Agency or Company*)

TO: Commander
U.S. Army Reserve Personnel Center
ATTN: ARPC-MOP-M
9700 Page Boulevard
St. Louis, MO 63132-5200

This letter certifies that the employee identified below occupies a key or essential civilian position vital to the Nation's defense efforts and should not be mobilized with the Armed Forces in an emergency. Therefore, I request that (he or she) be exempted from recall to active duty and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee: (last, first, MI)

Retired military grade and branch:

Social security number:

Current home address: (street, city, State, ZIP Code)

Title of employee's civilian position:

Grade and salary level of civilian position:

Date (YYMMDD) hired or assigned to position:

This person (has or has not) been given preassignment orders. (If applicable, furnish order number, date, and assigned mobilization station, if known.)

(Signature and title of agency or company official)

Figure 4-1. Sample Format letter for requesting retired soldier exemption from recall to active duty

RETIRED MEMBER RECALL TO ACTIVE DUTY VOLUNTARY

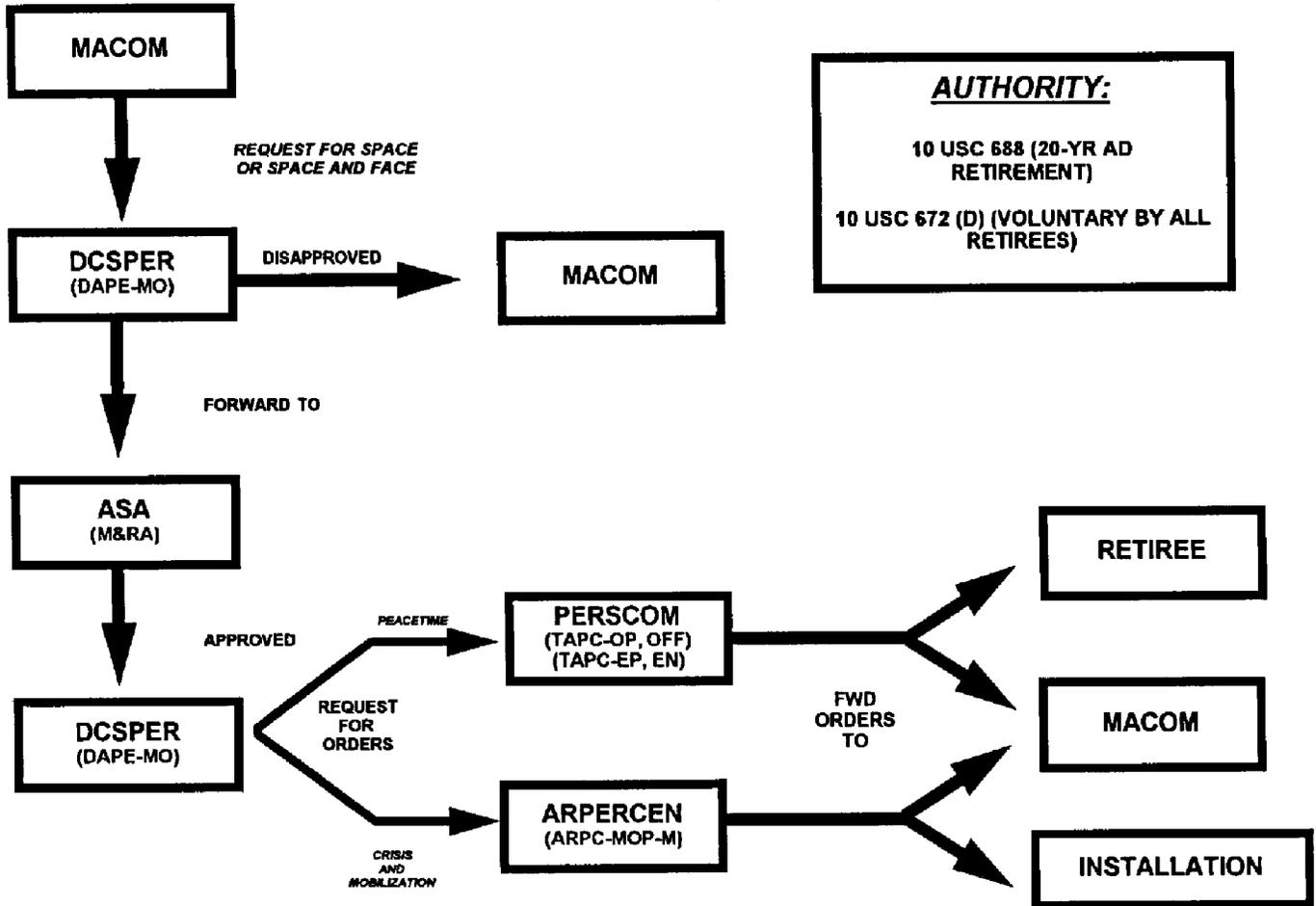


Figure 4-2. Normal chain of an AD request for a retired member recalled to active duty voluntary

RETIRED MEMBER RECALL TO ACTIVE DUTY INVOLUNTARY

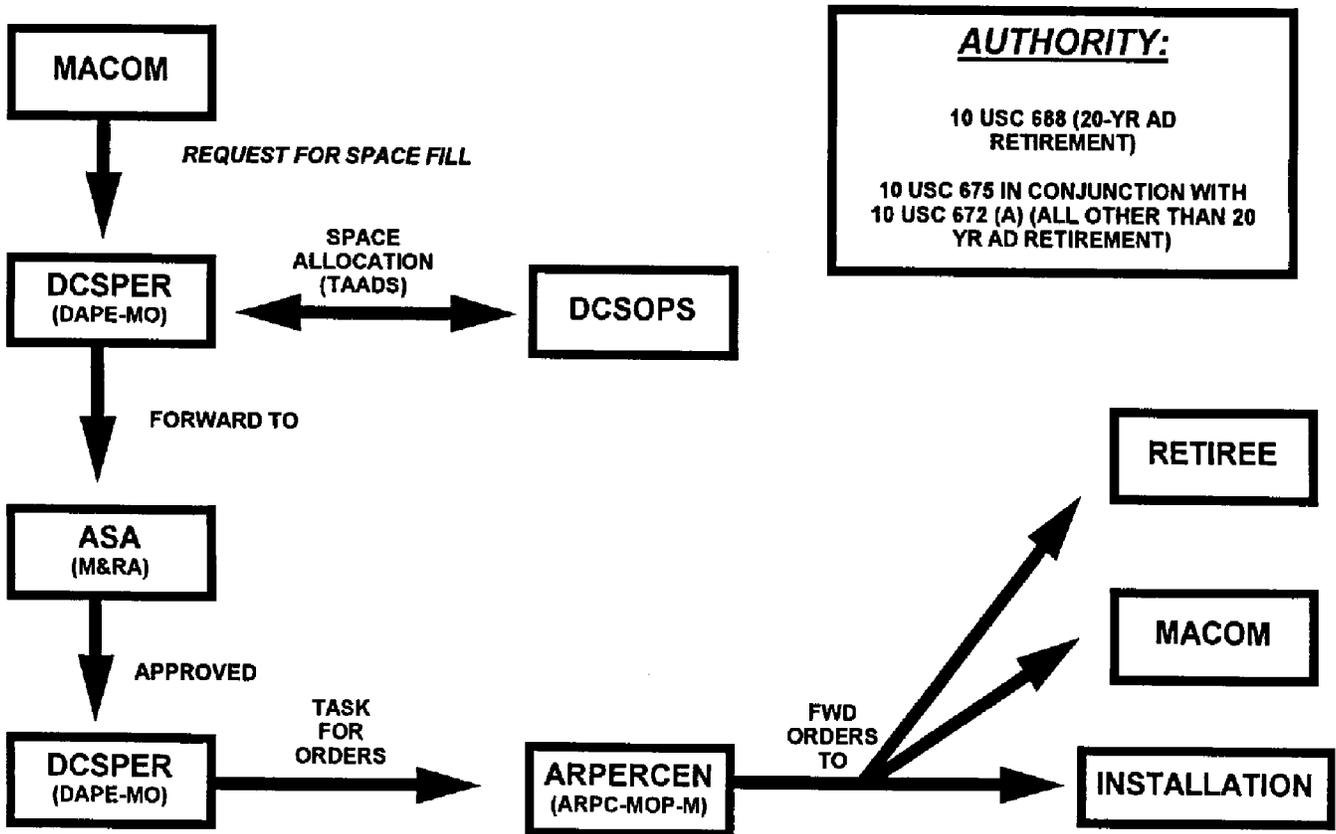


Figure 4-3. Normal chain of an AD request for a retired member recalled to active duty involuntary

Appendix A References

Section I Required Publications

AR 140-10

Assignments, Attachments, Details and Transfers. (Cited in para 1-6.)

AR 310-10

Military Orders. (Cited in paras 3-1, 3-3*b*,3-4, 4-4*b* and *c*,4-11*a*(1) and (2), and 4-12*b*(2).)

AR 310-49

The Army Authorization Documents System (TAADS). (Cited in paras 1-4*b*(1),(3) and (4) and 2-9*b*.)

AR 570-4

Manpower Management. (Cited in paras 1-4*b*(4),2-9*b*, and 3-7*d*.)

AR 601-25

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty. (Cited in para 4-3*a*.)

AR 630-10

Absence Without Leave and Desertion. (Cited in paras 4-12*b*(6)and 4-13*b* and *c*.)

Section II Related Publications

A related publication is merely a source of addition information. The user does not have to read it to understand this publication.

AR 37-104-3

Military Pay and Allowance Procedures, Joint Uniform Military Pay System-Army (JUMPS-ARMY)

AR 40-68

Quality Assurance Administration

AR 40-501

Standards of Medical Fitness

AR 135-133

Ready Reserve Screening, Qualification Records System, and Change of Address Reports

AR 351-1

Individual Military Education and Training

AR 600-8-101

Personnel Processing (In- and Out- and Mobilization Processing)

AR 600-8-104

Military Personnel Information Management/Records

AR 600-20

Army Command Policy

AR 600-200

Enlisted Personnel Management System

AR 611-101

Personnel Selection and Classification, Commissioned Officer Classification System

AR 611-112

Manual of Warrant Officer Military Occupational Specialties

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties

AR 614-100

Officers Assignment Policies, Details and Transfers

AR 614-130

Selection and Assignment of Academic Instructors to the US Military Academy

AR 690-11

Mobilization Planning and Management

DA Pam 351-20

Army Correspondence Program Course Catalog

DA Pam 360-539

Survivor Benefit Plan for the Uniformed Services

DA Pam 600-8

Management and Administrative Procedures

Section III Prescribed Forms

DA Form 5137-R

Application for Voluntary Mobilization Preassignment. (Prescribed in para 3-5*a*.)

Section IV Referenced Forms

DA Form 2

Personnel Qualification Record-Part I

DA Form 2-1

Personnel Qualification Record-Part II

DA Form 145

Army Correspondence Course Enrollment Application

DD Form 214

Certificate of Release or Discharge from Active Duty

Appendix B Agencies With Emergency Functions

Note: Agency changes are shown in parentheses.

Civil Aeronautics Board
Department of the Interior
Department of Commerce
Department of Agriculture
Department of Energy
Department of Labor
Department of Transportation
Department of Veterans Affairs
Department of Justice
Department of Housing and Urban Development
Department of Defense
Department of Health and Human Services and Department of Education
Department of the Treasury
Department of State
Export-Import Bank of the United States
Federal Communications Commission
Federal Emergency Management Agency

Federal Bank Supervisory Agencies
General Services Administration
Interstate Commerce Commission
National Science Foundation
National Aeronautics and Space Administration
Office of Personnel Management
Post Office Department (U.S. Postal Service)
Railroad Retirement Board
Securities and Exchange Board
Small Business Administration
Tennessee Valley Authority

Figure B-1. Agencies with Emergency Functions

Glossary

Section I Abbreviations

AD

active duty

AMEDD

Army Medical Department

AOC

area of concentration

ARNG

Army National Guard

ARPERCEN

U.S. Army Reserve Personnel Center

ASI

additional skill identifier

CCH

Chief of Chaplains

CONUS

continental United States

DCSOPS

Deputy Chief of Staff for Operations and Plans

DCSPER

Deputy Chief of Staff for Personnel

DFAS

Defense Finance and Accounting Service

DOD

Department of Defense

DODPM

Department of Defense Military Pay and Allowances Entitlements Manual

DTF

dental treatment facility

FOA

field operating agency

HSC

U.S. Army Health Services Command

HQDA

Headquarters, Department of the Army

IG

inspector general

IMA

individual mobilization augmentee or Individual Mobilization Augmentation

JFTR

Joint Federal Travel Regulations

JUMPS

Joint Uniform Military Pay System

MACOM

major Army command

MOBPERs

Mobilization Personnel Processing System

MOBTDA

mobilization table of distribution and allowances

MOS

military occupational specialty

MTF

medical treatment facility

MTMC

Military Traffic Management Command

OMPF

official military personnel file

PERSCOM

U.S. Total Army Personnel Command

PMF

personnel master file

RA

Regular Army

SGLI

Servicemen's Group Life Insurance

SOCOM

Special Operations Command

SSI

specialty skill identifier

TAADS

The Army Authorization Documents System

TDA

tables of distribution and allowances

TIG

The Inspector General

TJAG

The Judge Advocate General

TOE

tables of organization and equipment

TSG

The Surgeon General

USAEREC

U.S. Army Enlisted Records and Evaluation Center

USC

United States Code

USMEPCOM

U.S. Military Entrance Processing Command

VA

Veterans Affairs

WO

warrant officer

Section II Terms

active duty

Full-time duty in the active military service of the United States(10 USC 101(22)).

active status

The status of a Reserve commissioned officer, other than a commissioned warrant officer who is not in one of the following in accordance with 10 USC 101(25):

- a. The inactive Army National Guard.
- b. The inactive Air National Guard.
- c. On the Standby Reserve inactive status list.
- d. The Retired Reserve.

Army component commander

The Army component commander is the senior Army representative in a command position to a joint or multi-service organization. The Army component commander must answer to both the joint chain of command and to the Department of the Army.

Contingent preassignment orders

Orders issued during peacetime indicating a predesignated mobilization duty stations for retired soldiers. During a congressionally declared national emergency, the order is confirmed by either a news media announcement or a follow-up recall to active duty/mobilization order specifying a reporting date.

Full mobilization

Expansion of the Active Army Forces resulting from action by Congress and the President to mobilize all units in the existing approved force structure, including Reserve Components, all individuals in the Ready Reserve, Standby Reserve, and Retired Reserve soldiers, and the material resources needed to support those units.

Grade/rank

Refers to a step or degree, in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation. The term rank means the order of precedence among members of the Armed Forces.

MINIMIZE

A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long-distance telephone and electronic data traffic.

Mobilization

For purposes of this regulation, any expansion of the active duty Army force that may require the order to active duty of any member previously retired.

Mobilization preassignment orders

Preassignment orders issued in peacetime directing the retired soldier to report to a

predesignated mobilization installation on media announcement of full mobilization.

Partial mobilization

Expansion of the active duty Armed Forces resulting from action by the Congress (up to full mobilization) or the President (not more than 1 million) to mobilize Ready Reserve units and individuals, and provide the resources needed for their support to meet the requirements of a war or other national emergency.

Total mobilization

Expansion of the active duty Armed Forces resulting from action by the Congress and the President to organize and/or generate additional units or personnel beyond the existing approved force structure and the resources needed for their support to meet the total requirements of a war or other national emergency.

Section III

Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

ACCP

Army Correspondence Course Program

AMOPES

Army Mobilization, Planning and Execution System

MOBPERSAC

Mobilization Personnel Structure and Composition System

PCF

practitioner's credential file

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APPLICATION FOR VOLUNTARY MOBILIZATION PREASSIGNMENT

For use of this form, see AR 601-10; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 275, 672d, and 688.
PRINCIPAL PURPOSE: Pertinent information concerning any discrepancies in individual's marital status, education, date of birth, and social security number is obtained from the retiree to keep his/her master personnel file up to date.
ROUTINE USES: Information is used to update the individual's personnel record to determine availability for mobilization in the event of a national emergency.
DISCLOSURE: Disclosure and effect on individual not providing information: The execution of this form is voluntary to retirees. Failure to furnish information requested may result in denial of a voluntary preassignment.

**Commander, ARPERCEN
ATTN: ARPC-MOP-MM
9700 Page Boulevard
St. Louis, Missouri 63132-5200**

1.a. I hereby volunteer for preassignment to *(Installation or geographic area)*

b. I will will not accept an alternate assignment.

c. I understand that I may withdraw this application at any time and that retirees meeting the recall age criteria may subsequently be involuntarily preassigned.

2. APPLICANT INFORMATION *(Please print or type all information provided in blocks 2a through m.)*

a. NAME *(Last, first, middle)*

b. DATE OF BIRTH

c. SSN

d. ADDRESS *(Include ZIP Code)*

e.(1) HOME PHONE *(Include area code)*

e.(2) BUSINESS PHONE *(Include area code)*

f. RETIRED COMPONENT *(Check one)* RA AUS USAR

g. RETIRED GRADE

h. BRANCH *(Officers only)*

i. DATE PLACED IN RETIRED STATUS

j. MARITAL STATUS

k. NUMBER OF DEPENDENTS

l.(1) MOS/SSI/AOC

l.(2) SMOS/ASSI *(Skill)*

m. PHYSICAL STATUS *(Self-assessment)*

IF CURRENTLY PREASSIGNED, INCLUDE COPY OF ORDERS.

3. SIGNATURE

4. DATE

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