

Army Regulation 601-10

Personnel Procurement

**Management and
Recall to Active
Duty of Retired
Soldiers of the
Army in Support of
Mobilization and
Peacetime
Operations**

**Headquarters
Department of the Army
Washington, DC
13 March 2009**

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

This major revision, dated 13 March 2009--

- o Changes the title of the regulation.
- o Clarifies responsibilities of the Commander, U.S. Army Human Resources Command-St. Louis (para 1-4f).
- o Defines the status of a recalled retired Soldier (para 1-6b).
- o Adds criteria for retired Soldier recall to active duty (para 2-2).
- o Clarifies retired Soldiers period of recall (para 2-3).
- o Adds Army physical fitness requirements for retirees (para 2-5).
- o Identifies assignments for recalled retired Soldiers (para 2-9).
- o Adds policy for recall procedures during contingency and peacetime operations (chap 3).
- o Makes administrative changes (throughout).

Effective 13 April 2009


Personnel Procurement

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

By Order of the Secretary of the Army:

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General, United States Army
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History. This publication is a major revision.

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 pre-assignment 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 the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity

and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation contains management control provisions, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1, 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Deputy Chief of Staff, G-1 (DAPE-MPE-IP), 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy and responsibilities for—

- a. Recalling retired Soldiers 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. Recalling retired Soldiers to fill active Army requirements in support of peacetime operations.
- c. Pre-assigning selected retired Soldiers.
- d. Peacetime management of retired Soldiers 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. *Deputy Chief of Staff, G-1.* The DCS, G-1 will—
 - (1) Plan and issue policy on the use of retired Soldiers recalled to active duty for contingency operations, war, national emergencies, and peacetime operations.
 - (2) Supervise, coordinate, and monitor the recall and order to active duty of retired Soldiers.
 - (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 Soldiers.
- b. *The Deputy Chief of Staff, G-3/5/7.* The DCS, G-3/5/7 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 71-32 and AR 570-4).
 - (2) Provide the Mobilization Personnel Structure and Composition System (MOBPERSACS) to U.S. Army Human Resources Command (HRC) semiannually which identifies force structure positions which are suitable for fill by retired Soldiers.
 - (3) Provide semiannual reports to HRC-St. Louis which details the positions according to AR 71-32, in tables of distribution and allowances (TDA) and MOBTDA which are suitable for fill by retired Soldiers.
 - (4) Monitor position requirements designated for fill by retired Soldiers according to AR 71-32 and Army Mobilization, Planning and Execution System (AMOPES).
- c. *Commanders, Army Commands, Army Service Component Commands, and Direct Reporting Units.* The Commanders of ACOMs, ASCCs and DRUs will—
 - (1) Implement plans and procedures to ensure the identification, accessioning, in-processing, and support of retired Soldiers recalled to AD.
 - (2) Coordinate with Commander, HRC-St. Louis to integrate preassignment of retired Soldiers who volunteer to fill specific retiree requirements.
 - (3) Additionally, as executing agent, U. S. Army Forces Command will—
 - (a) Ensure mobilization guidance includes plans and procedures to coordinate recall of retired Soldiers as part of the overall mobilization process.
 - (b) Monitor retiree recall strength.
 - (c) Develop procedures to support rapid demobilization of recalled retired Soldiers.
- d. *Army Component Commanders assigned to Combatant Commands.* The Army Component Commander assigned to Combatant Commands will—
 - (1) Develop plans and procedures for using retired Soldiers living within the theater.
 - (2) Directly coordinate with HRC-St. Louis to obtain information relating to retired Soldiers living within their geographic areas. This information may be obtained from Commander, HRC-St. Louis (AHRC-PLM-P), 1 Reserve Way, St. Louis, MO 63132-5200.
- e. *Commanding General, U.S. Army Human Resources Command.* The Commanding General, HRC will—
 - (1) Provide for the management of retired Soldiers to ensure their availability to meet national emergencies or mobilization.
 - (2) Provide a single requirement file to HRC-St. Louis, semi-annually, which identifies requirements suitable for fill by retired Soldiers.

(3) On declaration of a mobilization or national emergency, provide requirements for retired Soldier fill identified by ACOMs, ASCCs, DRUs and Army component commanders to HRC–St. Louis.

(4) Monitor and account for retired Soldiers ordered to AD.

(5) Access recalled to AD retired Soldiers into the active Army personnel database.

f. Commander, U.S. Army Human Resources Command–St. Louis. The Commander, HRC–St. Louis will—

(1) Ensure the maintenance of information needed to determine eligibility for pre-assignment of retired Soldiers for order to AD according to this regulation.

(2) Provide for the periodic screening of retired Soldiers according to this regulation.

(3) 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 upon being ordered to AD.

(4) Maintain current personnel information in a computer personnel record for all retired Soldiers, including retired Soldiers who are key employees. The minimum information in the computer personnel records will include the information stated in paragraph 2–6. Military Personnel Records Jackets (MPRJ), Official Military Personnel Records (OMPF), paper documents and microfiche will be transferred to the National Archives and Records Administration for storage.

(5) 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. The HRC–St. Louis is the Army agent for ensuring that category I and II (para 2–10) retired Soldiers are screened annually according to procedures found in this regulation.

(6) Under guidance of the DCS, G–1, manage the pre-assignment program for recall and order to AD of retired Soldiers.

(7) Identify and flag retired Soldiers who have derogatory information which may negatively impact their performance on active duty.

(8) Provide assistance to ACOMs, ASCCs, and DRUs in developing plans to use retired Soldiers in their geographic areas of responsibility.

(9) Plan and conduct in coordination with Headquarters, Department of the Army (HQDA) and ACOMs, ASCCs, and DRUs a public affairs program to inform retired Soldiers about recall and order to AD programs and their individual responsibilities.

(10) Within 48 hours of issuing an order recalling a retired Soldier to AD, provide the data required to access the Soldier to active duty to the appropriate installation/activity commander and HRC.

(11) Provide annually, or on request of the commander, retired Soldier preassignment reports to installation or activity commanders, continental United States (CONUS) Army, ACOMs, ASCCs, DRUs and HQDA.

(12) Issue military identification cards (DD Form 2A (Armed Forces of the U.S. Identification Card) (Reserve) (Red)) to Reserve Component (RC) Soldiers transferred to the Retired Reserve as necessary.

g. Retired Soldiers. Retired Soldiers subject to recall during mobilization or national emergency will—

(1) Report any address, work phone or home phone change promptly to Commander, HRC–St. Louis (AHRC–PLM–P), 1 Reserve Way, St. Louis, MO 63132–5200. Alternate means to submit these changes are identified in Army Echoes, the quarterly retiree bulletin.

(2) 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 Commander, HRC–St. Louis, as shown in paragraph (1–4g(1)) above.

(3) 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 under Section 688(a), Title 10, United States Code (10 USC 688(a)):

(1) Regular Army (RA) retired Soldiers.

(2) A member of the Retired Reserve who retired under section 1293, 3911, 3914, 6323, 8911, 8914 of 10 USC.

b. Sections 12301(a) and 12307, Title 10, USC also govern the conditions under which retirees may be called to active duty. Under 10 USC 12301(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. Regular Army retirees and member of the Retired Reserve 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 12301(d). Such requests, however, must be approved by the Secretary of the Army or his designee.

1-6. Status of recalled retired Soldiers

a. A recalled retiree is a retired Soldier who is ordered to active duty from the Retired Reserve or the retired list under 10 USC 688(a), 12301(a), or 12301(d) and serves in his or her retired status.

b. A member of the Retired Reserve who is qualified for and transfers to the Ready Reserve (AR 140-10, chap 6 (10 USC 10145)) may volunteer under 10 USC 12301(d) and applicable Army regulations and be ordered to active duty in an active status. A Soldier transferred from the Retired Reserve to the Ready Reserve under provisions of (UP) 10 USC 10145 is not a recalled retiree.

c. Regular Army retirees and members of the Retired Reserve who are recalled to active duty UP 10 USC 688(a) will be included in the active duty end strength. Members of the Retired Reserve recalled to active duty UP 10 USC 12301(d) will be placed on active duty for operational support (ADOS) tours and the strength accounting will be governed by the policies for those tours.

1-7. Pay of retired Soldiers ordered to Active Duty

a. Retired pay will automatically be suspended for retired Soldiers ordered to AD for over 30 days. On being ordered to AD, these retired Soldiers are entitled to receive AD pay and allowances based on their grade and length of service.

b. Retired pay being paid through the Defense Joint Military Pay System (DJMS), will be suspended for all retired Soldiers ordered to AD for over 30 days and they will be managed as AD personnel in DJMS. 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. Members of the Retired Reserve 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 and in accordance with AR 37-104-1. A retired Soldier may be eligible for recomputation of retired pay based on the following:

(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 pre-assignment

The Office of the DCS, G-3/5/7 will provide semiannual reports to HRC identifying requirements. The HRC, in turn, will provide to HRC St. Louis a single 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 RC positions of deployed or deploying units tables of organization and equipment (TOE), TDA, or MOBTDA.

b. Active Army and RC supporting units and activities in CONUS, Alaska, and Hawaii (nondeploying modification table of organization equipment, TDA, or MOBTDA units, limited to shortages only).

c. Selected AD and RC MOBTDA 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

a. 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 volunteer to be recalled to active duty during peacetime or during a time of war or national emergency or may be involuntarily recalled to AD by the Secretary of the Army at any time.

b. Commanders, Army Commands, Army Service Component Commands, Direct Reporting Units, and Army component commanders may request retiree support by one of two means: through a requirement-based request or a by-name request.

2-2. Criteria for recall

a. Human Resources Command-St. Louis Mobilization Office is responsible for determining if retirees qualify for recall. For retired Aviation officers, HRC-Alexandria is the responsible agency. To be eligible for recall to AD, a retired Soldier must—

- (1) Meet medical fitness standards in accordance with AR 40-501, paragraph 8-17.
- (2) Meet Army weight control standards and body fat standards of AR 600-9.
- (3) Meet grade and skill requirements.
- (4) Have required security clearance.
- (5) Not have any derogatory information in their records (that is, Uniform Code of Military Justice, civil convictions, letters of reprimand).
- (6) Not have a physical profile serial 3 or 4 in the physical capacity (P), upper extremities (U), lower extremities (L), eyes (E) or psychiatric (S) factors. Soldiers in this category will not be recalled to active duty. Retirees with medical conditions (AR 40-501, chap 3) that require evaluation by a Medical Evaluation Board and/or referral to a Physical Evaluation Board will not be recalled to active duty. Retirees will not be referred to Medical Military Occupational Specialty Retention Boards (MMRB). Retirees that have significant hearing loss and require additional audio logical services, including Speech Recognition Testing, must have it performed prior to determining recall status.

(7) Retired Soldiers must not be filling one of the following positions:

(a) Key position. A 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. Where age or disability is the sole basis for excluding a retired Soldier from AD Service, the needs of the Army will be considered.

c. Retired Soldiers who volunteer for recall to AD are not subject to any age or grade limitation. Normally, retired Soldiers who volunteer for mobilization are not recalled to active duty after reaching age 70. The DCS, G-1 may approve exceptions for physicians, JAGC officers and other retirees possessing critical shortage skills/specialties.

d. Retired Soldiers involuntary ordered to AD are subject to age and grade limitation. Retired Soldiers who reach age 60 prior to the announcement of a mobilization will not be involuntary mobilized. Retired Soldiers who reach age 60 after they have been involuntarily mobilized will remain on active duty for the duration of the mobilization order.

e. All retirees who volunteer may not be recalled to active duty for the following:

- (1) All retirees may not qualify for recall.
- (2) There must be a valid vacant Army requirement that matches the particular grade and skill of the retiree before they can be recalled to active duty.

f. Soldiers serving on AD who are immediately recalled (day after contractual obligation ends) must go through the actual retirement process and initiate DD Form 2656 (Data for Payment of Retired Personnel) so that Defense Finance and Accounting Service (DFAS)-CL can build the retired account.

2-3. Period of recall

a. Retired Soldiers ordered to AD, voluntarily or involuntarily during mobilization, war or national emergency, will normally remain on AD for the duration of the order which brings them to AD, unless an extension is granted.

b. Retired Soldiers ordered to AD voluntarily in support of peacetime operations will normally remain on AD from 1 to 2 years. Retired Aviation officers are generally recalled for a minimum of two years and a maximum of three years.

c. Retired Soldiers ordered to AD under 10 USC 688(a) may not serve on active duty for more than 12 months within the 24 months following the first day of the active duty performed UP 10 USC 688(a) (Does not apply in time of war or national emergency declared by Congress or the President). Other temporary authority may be enacted by Congress relating to the recall of retired Soldiers. Such authority may be implemented by policy memorandum and subsequently published in an ALARACT message (for example, the temporary statutory authority currently enacted UP 10 USC 688(a), which expires in 2010).

2-4. 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. A member of the Retired Reserve ordered to active duty UP 10 USC 12301(a) or 12301(d) must be ordered to active duty Service in their reserve grade UP 10 USC 12771. In accordance with 10 USC 689, Soldiers may not be ordered to active duty in a grade above major general. A retired member ordered to active duty in a grade that is higher than the member's retired grade shall be treated as if the member was promoted to that higher grade while on that tour of active duty.

b. Dates of rank for recalled retired enlisted personnel may be adjusted according to AR 600-20.

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 O-4 is a higher grade than an O-3, an E-7 is a higher grade than an E-5). 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.

2-5. Army physical fitness test

Retirees must maintain a personal physical fitness program in order to stay within Army weight/body fat standards during the period of active duty. Retirees who exceed the Army weight/body fat standards while on active duty will be placed in the Army Weight Control Program.

2-6. Basic records maintenance

a. The Total Army Personnel Data Base-Reserve (TAPDB-R) located at HRC-St. Louis is the basic personnel record used in the recall or mobilization of retired Soldiers. The TAPDB-R system provides a method for assembling, verifying, and recording information about the retired Soldier. The TAPDB-R also provides evidence of mobilization availability. The information in the TAPDB-R, at a minimum, will include the following data:

(1) Basic identification to include the date of birth, date of retirement, current address, home and work telephone numbers.

(2) Documented military occupational qualifications.

b. The TAPDB-R data is established from the retired Soldier's military personnel data received from the AA Total Army Personnel Data Base-active enlisted (TAPDB-AE) and Total Army Personnel Data Base-active officer (TAPDB-AO), Army National Guard Total Army Personnel Data Base-Guard (TAPDB-G), or other Reserve organizations Standard Installation Division Personnel System-U.S. Army Reserve (SIDPERS-USAR). Information files from the Defense Finance and Accounting Service (DFAS) are used to correct TAPDB-R information when applicable. Retirees are advised of their duty to keep their records current and are provided a means to do so in a recurring news article in Army Echoes, the quarterly retiree bulletin, published by the DCS, G-1, Retirement Services Office.

c. Personnel Qualification data will be transferred via integrated capabilities development team to TAPDB-AE and TAPDB-AO for further transfer to the installation or mobilization stations for all recalled retirees. The Military Personnel Records Jacket, U.S. Army, or other documentation as appropriate, 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 installation or activity after the Soldier reports for AD.

b. Commander, HRC-St. Louis makes all skill reclassification determinations prior to recall of retired Soldiers. Retired Soldiers of the special branches shown below will not be reclassified without approval from HQDA.

(1) The Surgeon General is the proponent for reclassifying 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 HRC-St. Louis Surgeon may reclassify retired AMEDD officers or WOs. Commander, HRC-St. Louis may also reclassify retired enlisted Soldiers into appropriate medical specialties per DA Pam 611-21 on proof of training.

(2) The Judge Advocate General (TJAG) approves reclassification to/from Judge Advocate General Corps.

(3) The Chief of Chaplains (CCH) approves reclassification to/from Chaplain Corps.

2-8. Selection criteria grade

a. Retired Soldiers will normally be ordered to AD in their retired grade and are eligible for assignment to positions identified with that grade. However, grade substitution for assignment of retired Soldiers will be according to AR 614-200 (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 skill identifier substitution is authorized as indicated below.

(1) AR 611-1 or DA Pam 611-21, as appropriate.

(2) A Mobilization Substitution and Skill Identifier 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 in support of contingency operations/mobilization or peacetime operations

Military retiree mobilization and peacetime requirements will be determined based on existing inventories and inventory projections for mobilization of qualified Reservists in an active status in the Ready Reserve, the Inactive National Guard or the Standby Reserve. The following guidance applies for use of retired Soldiers:

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

b. To release other Soldiers for deployment overseas.

c. To fill Joint Manning Document (JMD) and/or Worldwide Individual Augmentation System (WIAS) requirements.

d. To fill Federal civilian work force shortages within the Department of Defense (DOD), the Coast Guard, or other Government entities, subject to the limitations of 10 USC 973. To meet national security needs in organizations outside DOD which have Defense-related missions.

e. Installation and activity commanders will designate which positions are not suitable for assignment of retired Soldiers per AR 71-32 and AR 570-4.

f. The following positions are not normally considered proper for assignment of a retired Soldier:

(1) Statutory tours.

(2) Individual Mobilization Augmentation (IMA) positions that have been identified by the command as not suitable to be filled by a retiree.

(3) Positions requiring a high level of physical conditioning.

(4) Positions requiring an immediate high level security clearance, unless the retiree was released from active duty less than 2 years prior.

2-10. Retired Soldier categories

Retired Soldiers are identified by categories and will be ordered to AD or mobilized based on Service needs.

a. Category I. Category I retired Soldiers (non-disability retired Soldiers under age 60 who have been retired less than 5 years) may be used to meet all duty assignments stated in paragraph 2-9a through *d* above.

b. Category II. Category II retired Soldiers (non-disability 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 2-9b through *d* above. Headquarters, Department of the Army, DCS, G-1 may designate selected category II retired Soldiers for assignment to meet requirements for deploying units. Normally, they will be volunteering by name requests from ACOMs, ASCC, or DRUs.

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 2-9b through *d* above. 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.

Chapter 3 Recall Procedures

Section I Procedures Before Entry on Active Duty

3-1. 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. The retired Soldier can specify the amount of advance notification on the application form for voluntary recall to active duty.

3-2. Medical fitness

a. Medical fitness standards for retirees recalled to AD are contained in AR 40-501. If the retiree does not have a current retirement physical exam or periodic health assessment, a health assessment will be completed after reporting to AD at the designated mobilization station or TRADOC installation. 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 Commander, HRC-St. Louis 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, HRC-St. Louis, (AHRC-PLM-P), 1 Reserve Way, 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.

3-3. 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, HRC-St. Louis, (AHRC-PLM-P), 1 Reserve Way, St. Louis, MO 63132-5200.

b. Exemption. Exemption criteria is provided by DOD. Exemptions which satisfy the DOD exemption criteria may be approved by Commander, HRC-St. Louis 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. Commander, HRC-St. Louis may also approve exemptions for retirees who hold non-Federal key positions according to the criteria of paragraph *c*(1) below.

c. Screening.

(1) Retired Soldiers who hold key positions or emergency-essential positions will be exempted from involuntary reassignment 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, HRC-St. Louis, (AHRC-PLM-P), 1 Reserve Way, 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 an agency having emergency functions?
- (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, HRC-St. Louis, (AHRC-PLM-P), 1 Reserve Way, 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 3-1.

(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 3-3c(3)(b) 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 3-3c(1) above.

(c) Other positions determined by Federal agency heads, or their designated representative, to be key positions according to criteria of paragraph 3-3c(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.

(c) 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.

3-4. Issuing orders for active duty

a. Active Duty orders will be issued for retired Soldiers who are selected for AD after a mobilization is announced or upon approval of the Secretary of the Army or his designee for voluntary requests for recall to active duty.

b. Involuntary AD orders may be issued UP 10 USC 688(a) and 12301(a) in accordance with paragraphs 1-5a and 1-5b, at any time to retired Regular Army Soldiers and members of the Retired Reserve retired UP 10 USC 1293, 3911, or 3914. Retired Soldiers will be assigned to fill unit requirements identified as suitable for fill by retired military personnel. Retired Soldiers are requested to report to their assignment within 7 days. The mobilization station commander or the Commander, HRC-St. Louis may delay the reporting date or exempt retirees from recall to active duty (para 3-3a and 3-3b).

c. Active Duty orders may be issued for retired Soldiers who are selected for recall to AD under conditions of less than partial or full mobilization; such as disaster relief, crisis response or small scale conflicts. Retirees ordered to AD for less than full mobilization are normally selected from the retiree volunteer list.

d. Active Duty orders will be issued using Format 163, AR 600-8-105.

Section II

Voluntary Recall Procedures during Mobilization

3-5. Requisitioning for fill by retired Soldier volunteers

The two methods to requisition retired Soldiers to fill valid requirements are requirements-based requests, or by-name requests. A requirements-based request identifies the actual requirement by duty location, required grade, MOS/AOC, brief duty description and any additional special qualification(s) or restrictions. ACOMs, ASCCs and DRUs will provide requirements not previously identified for recalled retired Soldiers. A memorandum signed by a colonel or civilian equivalent in the chain of command will be forwarded through appropriate command channels to HRC-St. Louis for processing (e-mail request to retmob@conus.army.mil: or fax to commercial 314-592-1003 or DSN 892-1003). Specialty Commands may designate the O-6(s) who are authorized to request a retired Soldier to be recalled to active duty. A by-name request for a retired Soldier who has been separated more than two years or a category III retiree (para 2-10c) requires a General Officer memorandum. The requirements for AMEDD and Aviation Branch personnel will be sent to HRC-Alexandria. The HRC will consolidate the requirements and provide them to HRC-St. Louis.

3-6. Application for voluntary recall during mobilization

a. Retirees must visit the HRC-St. Louis Web site before applying for recall to get updated information. The site is located at: <https://www.hrc.army.mil/site/reserve/Soldierservices/mobilization/retireemobilization.htm>. Retirees can register for the recall program online and download the application. Retirees will submit completed application to: retmob@conus.army.mil.

b. Retirees cannot be mobilized against troop program unit (TPU) positions in Reserve units unless the organization is mobilized.

c. Complete requests are crucial to the approval process. Missing and/or inaccurate information adversely delays timely processing. Spell out all acronyms used in the request. Refer to the Personnel Policy Guidance in all General Officer memorandums requesting retirees.

3-7. Approval for voluntary recall during mobilization

The process begins when the Department of the Army (DA) Staff, Joint Staff, OSD, HRC, or operational command submits a request for a retired Soldier to be recalled to active duty to fill a valid Army requirement in support of a contingency operation or national emergency (fig 3-2). The requirement with or without a name is submitted to HRC-St. Louis. If it is not a by-name request, HRC-St. Louis will match a qualified retired Soldier to the requirement. The completed packet with required documentation will be forwarded as follows:

a. Human Resources Command-St. Louis loads application into DAMPS.

b. The DCS, G-3/5/7 validates requirement and has disapproval authority (HRC validates active component (AC) requirements).

c. The DCS, G-1 reviews application for policy compliance and makes recommendation to ASA(M&RA).

d. Assistant Secretary of the Army (Manpower and Reserve Affairs) approves or disapproves.

e. The HRC–St Louis publishes orders for all approvals.

3–8. Reporting instructions for voluntary recall during mobilization

a. The HRC–St. Louis will coordinate with the retiree and the requesting organization to determine a report date for the retiree, to include any special reporting instructions.

b. All retirees with at least a 12 month break in Service must attend a 2 week accession/Warrior Task Training (WTT) prior to reporting to their duty assignment.

c. Retirees without current physicals will receive a periodic health assessment during in-processing at designated military installations and those who are determined to be not medically qualified for retention will be REFRAD within 25 days of reporting to active duty.

d. Retirees must meet weight/body fat standards of AR 600–9. Retirees who exceed the standards will be REFRAD at the in-processing installation.

e. Retirees must read and comply with instructions in orders. Retirees who are scheduled to serve OCONUS are not authorized travel by privately owned vehicle to their point of embarkation.

3–9. Orders

Voluntary recall orders may be issued in support of mobilization and peacetime operations. Active duty orders that place the retiree in a permanent change of station (PCS) status will be issued using Format 196 of AR 600–8–105.

Section III

Voluntary Recall Procedures during Peacetime Operations

3–10. Requisitioning for fill during peacetime operations

a. Requests will be forwarded through appropriate command channels to HRC–St. Louis for processing (email request to retmob@conus.army.mil; or fax to commercial 314–592–1003 or DSN 892–1003). The requirements for AMEDD and Aviation Branch personnel will be sent to HRC–Alexandria. The HRC will consolidate the requirements and provide them to HRC–St Louis.

b. Complete requests are crucial to the approval process. Missing and/or inaccurate information adversely delays timely processing. Spell out all acronyms used in the request.

3–11. Application for recall during peacetime operations

Retirees must visit the HRC–St. Louis Web site before applying for recall. The site is located at: <https://www.hrc.-army.mil/site/reserve/Soldiersservices/mobilization/retireemobilization.htm>. Retirees can register for the recall program online and download the application. Retirees will submit completed application to: retmob@conus.army.mil. Retired aviators can visit the HRC Web site for additional details of the program at: [https://hrc.army.mil/site/active/opdistacc/Ret AV/CRetiredmain.htm](https://hrc.army.mil/site/active/opdistacc/Ret%20AV/CRetiredmain.htm).

3–12. Approval of voluntary recall during peacetime operations

The process begins when the DA Staff, Joint Staff, OSD, HRC, or operational command submits a request for a retired Soldier to be recalled to active duty to fill a valid Army requirement (Active Component or Active Guard Reserve) (fig 3–3). The requirement with or without a name is submitted to HRC–St. Louis. If it is not a by-name request, HRC–St. Louis will match a qualified retired Soldier to the requirement. The completed packet with required documentation will be forwarded as follows:

a. The HRC–St. Louis loads application into DAMPS.

b. Requirements validated by HRC–Alexandria; HRC–St. Louis, or National Guard Bureau (NGB) as appropriate.

c. The HRC–Alexandria will coordinate requirements with Senior Leader Division (O–6 positions), Office of the Surgeon General and Office of the Chief of Chaplains.

d. The DCS, G–1 reviews application for policy compliance and makes recommendation to ASA(M&RA).

e. The ASA(M&RA) approves or disapproves.

f. The HRC–St. Louis publishes orders for all approvals.

3–13. Reporting instructions during peacetime operations

Reporting instructions during peacetime operations are the same as those listed in paragraph 3–8.

Section IV

Special Instructions after Entry on Active Duty

3–14. Pay and allowances

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

b. Allotments that are being made with a Soldier's retired pay will continue 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 Defense Joint Military Pay System (DJMS) will be used to pay all military personnel on AD except for Soldiers electing to continue to receive retired pay.

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

3-15. 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.

3-16. Educational benefits

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

3-17. Department of Veterans Affairs disability

The Department of Veterans Affairs (VA) 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.

3-18. 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. The SGLI coverage will remain in force for 120 days following termination of the AD. 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 (SBP)*. Under the Survivor Benefit Plan law, a person typically 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. The annuity and dependency indemnity compensation entitlements for the survivors of a retired member who dies while serving on AD shall be determined in accordance with DOD Financial Management Regulation 7000.14-R. 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. Effective October 1, 2008, SBP participants who reach 70 years of age and have made 360 payments (30 years), will no longer have to pay premiums for continued SBP coverage and will be placed in "Paid-up SBP" status.

3-19. 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) will be issued to all retired Soldiers on release from AD (REFRAD) regardless of the length of the AD tour.

c. Active Duty medical benefits will be restored to retired Soldiers and their eligible 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 may, upon release from AD, be authorized reemployment rights UP 38 USC 4312.

3-20. Request for extension on active duty

a. Army organizations may request voluntary retiree recall extensions (in the same assignment) by submitting an application in accordance with paragraphs 3-6 or 3-11 above. Aviator retiree recall extension requests will be sent directly to Aviation Branch at HRC-Alexandria for processing in accordance with instructions outlined below.

b. Requests for extension/consecutive assignments must arrive at HRC-St. Louis no later than 90 days prior to the retiree's scheduled REFRAD/report date. Submit packets 30 to 60 days earlier if the retiree requests 60 days notification of orders. Requests that are not received within the established timeframe may not be approved by the

requested start date. Retirees cannot continue on active duty past their REFRAD date without approval from ASA(-M&RA). Retirees who do not have orders by the time they need to start out processing, should start out processing.

3–21. Procedures for early release from active duty

Army organizations may request the early release of a retiree from active duty. Retirees can be released for poor performance, if they are no longer operationally required, for personal hardship or any other reason deemed appropriate. Requests must be signed by the first general officer in the chain of command and submitted in memorandum format to retmob@conus.army.mil (Aviator retiree recalls will submit to Aviation Branch at HRC–Alexandria). Requests will include the reason for the early release, the Soldier’s leave balance, whether the Soldier will waive their right to a 30 day notification, supporting documentation such as counseling statements and whether the command recommends future assignments for the retiree. ASA(M&RA) is the approval authority. Transition centers will forward copies of the DD Form 220 (Active Duty Report) (if applicable), REFRAD orders and DD Form 214 to retmob@conus.army.mil.

3–22. Demobilization procedures

a. If the authority upon which retirees were involuntarily ordered to AD ends, retirees recalled in support of the contingency operations will receive notification through HRC terminating their period of recall. Retired Soldiers who receive termination notifications will have a minimum of 30 days to accomplish all administrative and personal actions/activities necessary to transition back to retired status. Actions include (but are not limited to) demobilization, leave utilization, and separation/transition processing.

b. Upon completion of the active duty tour, retirees who served in CONUS assignments will out-process through the Army transition center closest to the retiree’s duty location. Retirees who served OCONUS will out-process through the same continental United States Replacement Center (CRC) from which they deployed.

c. Retirees will be medically screened prior to release from active duty. The U.S. Army Human Resources Command will publish orders for retirees who need to be placed on medical hold. When a retiree out-processes, the REFRAD order will be annotated with the following statement “Soldier is eligible for transitional health care under 10 USC 1145 until (date).” Failure to out-process in the absence of extension orders puts the retiree and their Family at risk of not receiving necessary medical care in the event of an emergency.

d. Retirees are encouraged to utilize their leave throughout their tour. Retirees will not be extended on active duty in order to take leave. Command and retiree are responsible for ensuring that all leave and out-processing is completed prior to the end date of the order.

e. Retirees who are returning to a retired status will receive orders using Format 620, per AR 600–8–105. Transition centers will forward a copy of the REFRAD order and DD Form 214 to HRC–St Louis (AHRC–PLM–O) and DFAS. Forward the completed reversion packet to DFAS–CL no later than 10 days prior to tour completion.

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

FROM: **(Employer-Agency or Company)**

TO: Commander
HRC-St. Louis
ATTN: AHRC-PLM-P
1 Reserve Way
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/ordered to active duty 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 3-1. Sample letter requesting retired Soldier exemption from recall to active duty

RETIRED MEMBER RECALL TO ACTIVE DUTY INVOLUNTARY

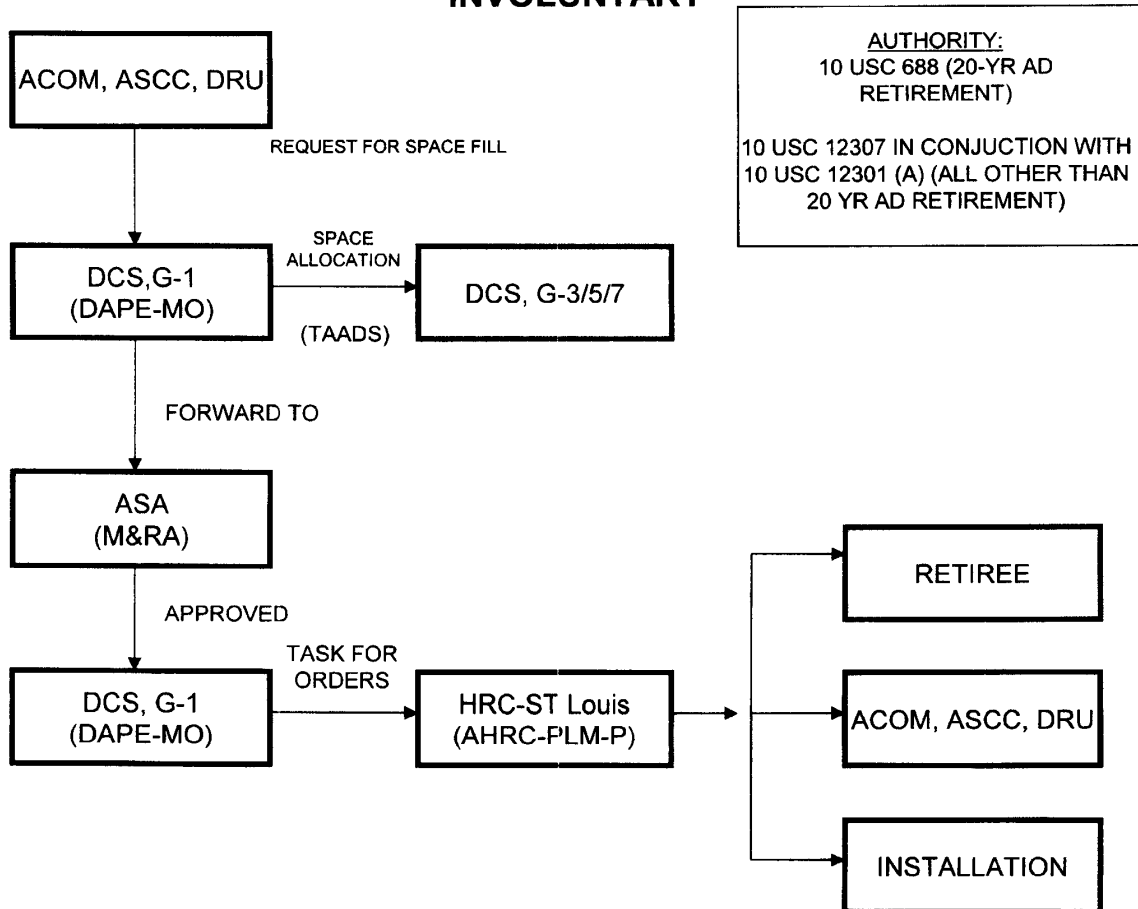


Figure 3-2. Normal chain of an AD request during contingency operation

RETIRED MEMBER RECALL TO ACTIVE DUTY VOLUNTARY

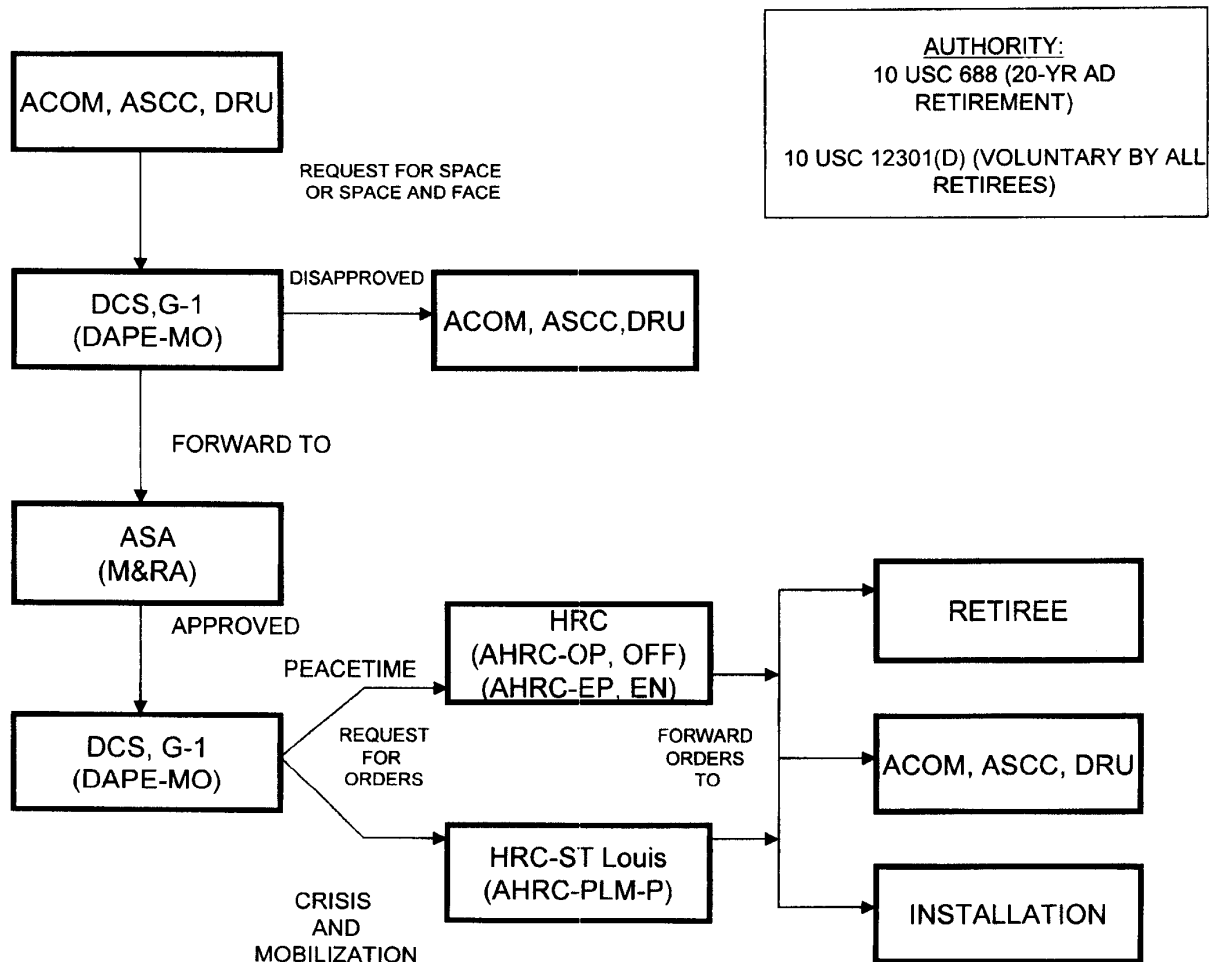


Figure 3-3. Normal chain of an AD request during peacetime operations

Chapter 4 Mobilization Preassignments

4-1. General

Army retired Soldiers may be preassigned by MOBPERs and identified in TAPDB-R 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 not be published. Preassignment will be made within the automated personnel management systems only. Orders Format 163, will be issued to retirees only when they are mobilized and recalled to active duty. To the extent possible, retired Soldiers will be given the opportunity to volunteer for a specific preassignment. Involuntary preassignments will be made based on Army requirements for retired Soldiers in categories I and II who have not volunteered for a specific preassignment. Involuntary preassignments are subject to change each month. Not all retirees will be preassigned.

4-2. Criteria for involuntary mobilization

a. Involuntary preassignment. To be eligible for involuntary mobilization preassignment, a retired Soldier must—

- (1) Be a category I or category II retired Soldier.
- (2) Be in the grade of E-5 or higher for enlisted personnel, O-2 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 upon reaching age 70. The DCS, G-1 may approve exceptions for physicians, JAGC officers, and other retirees possessing critical shortage skills/specialties. The criteria are the same as in a above, subject to any 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.

4-3. Procedures to volunteer for preassignment

a. Retired Soldiers may volunteer 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. Volunteers will complete DA Form 5137 (Application for Voluntary Mobilization Preassignment). Send request to Commander, HRC-St. Louis, (AHRC-PLM-P), 1 Reserve Way, St. Louis, MO 63132-5200.

b. All retired Soldiers may request a specific preassignment for mobilization preassignment to an installation or activity. If there is a mobilization position for fill by a retiree, the request will be honored. Subject to the requirements of paragraph 4-4. Orders will not be published until an actual mobilization and recall to active duty.

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.

4-4. Assignment selection process for preassignment for mobilization

The selection process for the assignment of retired Soldiers will be based on skill and grade requirement, the geographical location within CONUS, and the time since retirement. Each month the MOBPERS will compare the non-volunteer retiree population to the personnel requirements and preassign the most recently retired Soldiers to vacant positions. Using this selection process a retiree's preassignment could change monthly.

4-5. 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 Commander, USMEPCOM.

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

(3) Preassigned retired Soldiers identified for Military Surface Deployment and Distribution Command (SDDC) will not be further assigned unless approved by the SDDC commander.

(4) Preassignments to instructor positions at the 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 Commanding General, U.S. Army Medical Command (MEDCOM).

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 in accordance with paragraph 2–10.

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

(4) Obtain security clearances as necessary. Army Commands, ASCCs, DRUs, 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. Army Commands, ASCCs, DRUs, 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, ACOMs, ASCCs, and DRUs may delegate to installation commanders the authority to temporarily detail retired military personnel to cover vacant civilian positions. When implementation of MOBTDAs has been announced by HQDA, ACOMs, ASCCs, and DRUs 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.)

4–6. Selection and review of professional positions

a. The HRC–St. Louis will furnish the names of officers of the Judge Advocate General’s Corps, Chaplains Corps, and Army Medical Department to TJAG, CCH, or to MEDCOM, 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 HRC–St. Louis for appropriate action. Send to Commander, HRC–St. Louis, (AHRC–PLM–P), 1 Reserve Way, St. Louis, MO 63132–5200. U.S. Army Military Academy assistant professors 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 HRC–St. Louis 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.

Chapter 5

Failure to Report for Active Duty

5–1. General

a. Retired Soldiers who fail to report for AD in compliance with the recall to AD order will be reported to HRC–St. Louis as absent (see para 5–2).

b. 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 retired Soldier, absence of proof of delivery will not change the fact that the retired Soldier was properly ordered to report for AD.

c. When retired Soldiers are identified as absent, the order will be resent to their most recent mailing address. 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 HRC–Indianapolis, (AHRC–ER), Fort Benjamin Harrison, IN 46249–5301.

d. 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, HRC–Indianapolis, Fort Benjamin Harrison, IN 46249–5301.

(2) Commander, HRC–St. Louis, (AHRC–PLM–P), 1 Reserve Way, St. Louis, MO 63132–5200.

e. The OMPF may be requested by HRC–Indianapolis as needed. The HRC–Indianapolis will maintain it until the mobilization ends or the retired Soldier returns to military control.

5–2. Actions to be taken when retired Soldiers fail to report

a. Commanding General, HRC, provides data to HRC–St. Louis identifying retired Soldiers who have reported for AD. This data is provided based on their accession to active Army data bases.

b. Commander, HRC–St. Louis will—

- (1) Match the present for duty file against the recall or mobilization tape to identify absent Soldiers.
- (2) Correct orders as necessary to resend to absent retired Soldiers according to AR 600–8–105. The recall order will confirm the original mobilization assignment and may specify a new reporting date.
- (3) Mail the orders to the most recent mailing address of the retired Soldier by certified mail (return receipt requested).
- (4) Maintain a record of the certified mail procedures.
- (5) Furnish the appropriate installation commander with a copy of the amended orders, as necessary, and DA Form 2–1 (Personnel Qualification Record-Part II), Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- (6) Process as deserters those retired Soldiers who fail to report on the specified date according to AR 630–10.

5–3. Processing deserters

The Commander, HRC–St. Louis, 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 5–2*b*(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.

Appendix A References

Section I Required Publications

AR 71–32

Force Development and Documentation-Consolidated Policies. (Cited in para 2–9e.)

AR 140–10

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

AR 570–4

Manpower Management. (Cited in paras 1–4b, 2–9e, 4–5d.)

AR 600–8–105

Military Orders (Cited in paras 3–4, 3–9, 3–22.)

AR 601–25

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

AR 630–10

Absence Without Leave, Desertion and Administration of Policies Involved in Civilian Proceedings. (Cited in para 3.)

Section II Related Publications

AR 40–68

Clinical Quality Management

AR 40–501

Standards of Medical Fitness

AR 135–133

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

AR 600–8–101

Personnel Processing (In-Out- Soldier Readiness, Mobilization and Mobilization Processing)

AR 600–8–104

Military Personnel Information Management/Records

AR 600–20

Army Command Policy

AR 600–9

The Army Weight Control Program

AR 611–1

Military Occupational Classification and Structure

AR 614–30

Overseas Service

AR 614–100

Officers Assignment Policies, Details and Transfers

AR 614–130

Selection and Assignment of Academic Instructors to the US Military Academy

AR 614-200

Enlisted Assignment and Utilization Management

AR 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations

DA Pam 360-539

SBP-Survivor Benefit Plan for the Uniformed Services-The Simple Facts

DA Pam 600-8

Management and Administrative Procedures

DA Pam 611-21

Military Occupational Classification and Structure

10 USC 688

Retired Members: Authority to Order to Active Duty; Duties

10 USC 689

Retired Members: Grade in Which Ordered to Active Duty and Upon Release from Active Duty

10 USC 973

Duties: Officers on Active Duty Performance of Civilian Functions Restricted

10 USC 1145

Health Benefits

10 USC 1293

Twenty Years or More: Warrant Officers

10 USC 3911

Twenty Years or More: Regular or Reserve Commissioned Officers

10 USC 3914

Twenty to Thirty Years: Enlisted Members

10 USC 6323

Officers: 20 Years

10 USC 8911

Twenty Years or More: Regular or Reserve Commissioned Officers

10 USC 8914

Twenty to Thirty Years: Enlisted Members

10 USC 10145

Ready Reserve: Placement In

10 USC 12301

Reserve Components Generally

10 USC 12771

Reserve Officers: Grade on Transfer to Retired Reserve

RCS CSGPA-1555

Wartime Requirements for Retired Mobilization Preassignment

Section III

Prescribed Forms

DA Forms are available on the Army Publishing Directorate Web site (www.apd.army.mil).

DA Form 5137

Application for Voluntary Mobilization Preassignment. (Prescribed in para 4-3a.)

Section IV

Referenced Forms

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Publishing Directorate Web site (www.apd.army.mil); DD Forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DA Form 2-1

Personnel Qualification Record-Part II

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 2A

Armed Forces of the U.S. Identification Card

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 220

Active Duty Report

DD Form 2656

Data for Payment Retired Personnel

Glossary

Section I Abbreviations

AA

Active Army

ACOM

Army Command

AD

active duty

ADOS

active duty for operational support

AMEDD

Army Medical Department

AOC

area of concentration

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army Service Component Command

ASI

additional skill identifier

AUTODIN

Automatic digital network

CCH

Chief of Chaplains

CONUS

continental United States

CRC

continental United States Replacement Center

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-1

Deputy Chief of Staff, G-1

DFAS

Defense Finance and Accounting Service

DJMS

Defense Joint Military Pay System

DOD

Department of Defense

DRU

direct reporting unit

DSN

Defense switched network

DTF

dental treatment facility

ERB

enlisted record brief

FOA

field operating agency

FORSCOM

U.S. Army Forces Command

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IG

inspector general

IMA

individual mobilization augmentee or Individual Mobilization Augmentation

IN

Indiana

JAG

judge advocate general

JFTR

Joint Federal Travel Regulations

JMD

joint manning document

MEB

medical evaluation board

MEDCOM

U.S. Army Medical Command

MMRB

medical military occupational specialty retention board

MO

Missouri

MOBPERS

Mobilization Personnel Processing System

MOBTDA

mobilization table of distribution and allowances

MOS

military occupational specialty

MPRJ

military personnel records jacket

MTF

medical treatment facility

OCONUS

outside continental United States

OMPF

official military personnel file

ORB

officer record brief

OSD

Office of the Secretary of Defense

PCS

permanent change of station

PEB

physical evaluation board

PMF

personnel master file

RA

Regular Army

RC

Reserve component

REFRAD

release from active duty

SBP

Survivor Benefit Plan

SDDC

Military Surface Deployment and Distribution Command

SGLI

Servicemen's Group Life Insurance

SIDPERS-USAR

Standard Installation Division Personnel System-U.S. Army Reserve

SOCOM

Special Operations Command

SPRINT

speech recognition testing

SI

skill identifier

TAADS

The Army Authorization Documents System

TAPDB–AE

total Army personnel data base - active enlisted

TAPDB–AO

total Army personnel data base - active officer

TAPDB–G

total Army personnel data base - Guard

TAPDB–R

total Army personnel data base - Reserve

TDA

tables of distribution and allowances

TIG

The Inspector General

TJAG

The Judge Advocate General

TOE

tables of organization and equipment

TPU

troop program unit

TSG

The Surgeon General

UP

under provisions of

USC

United States Code

USMEPCOM

U.S. Military Entrance Processing Command

VA

Veterans Affairs

VHA

variable housing allowance

WIAS

world-wide individual augmentation system

WTT

Warrior task training

WO

warrant officer

Section II**Terms****Active duty**

Full-time duty in the active military Service of the United States. Such term includes full-time training duty, annual

training duty, and attendance, while in the active military Service, at a school designated as a Service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

Active status

The status of a member of a Reserve component who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in 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

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.

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

The act of assembling and organizing national resources to support national objectives in time of war or other emergencies; the process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the RC and assembling and organizing personnel, supplies, and material.

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 Armed Forces resulting from action by the Congress (up to full mobilization) or by the President (not more than 1 million for not more than 24 consecutive months) to mobilize Ready RC units, individual Reservists, 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.

Rank

The term rank means the order of precedence among members of the Armed Forces.

Total mobilization

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

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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