

**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  
7 June 2019**

**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 7 June 2019—

- o Adds responsibility for Deputy Chief of Staff, G-1 to provide Human Resources Command with positions that retired Soldiers can be mobilized into (para 1-4b(6)).
- o Places the responsibilities of Commanding General, U.S. Army Human Resources Command under Deputy Chief of Staff, G-1 with the former executing these responsibilities on behalf of Deputy Chief of Staff, G-1 (para 1-4b(7)).
- o Deletes previous responsibilities of Deputy Chief of Staff, G-3/5/7 to provide semiannual reports to Human Resources Command of positions to be filled by retired Soldiers (para 1-4c) and (para 1-9).
- o Updates procedures for voluntary recall during peacetime operations (chap 3).
- o Updates procedures for voluntary recall to incorporate the Tour of Duty module within the Department of the Army Mobilization Processing System (chap 3).
- o Updates process for requesting, processing, and approving voluntary extensions (para 3-15a).
- o Adds an Army internal control process statement and provides an Internal Control Evaluation for use in evaluating key internal controls as required by AR 11-2 (app B).
- o Replaces obsolete terms, abbreviations, and acronyms (throughout).
- o Replaces outdated publications and forms (throughout).
- o Replaces obsolete technical and information systems used for personnel and financial management (throughout).
- o Changes Human Resources Command-St. Louis, Human Resources Command-Alexandria and Human Resources Command -Indianapolis to Human Resources Command. Eliminates distinctions between Human Resources Command-St. Louis and Human Resources Command (throughout).


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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**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 and recall guidance for processing under the Uniform Code of Military Justice. It sets policies and procedures for the voluntary and involuntary 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 United States Code 688; updates the recordkeeping system; and adds policy for recalling retired Soldiers during a partial mobilization.

**Applicability.** This regulation applies to the Regular 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 or waivers to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a department chief within the proponent agency or its direct reporting unit or field operating agency (FOA), 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 internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**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–MPM–MM), 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 Regular 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 Regular Army (RA) requirements in support of peacetime operations.
- c. Assignment of selected retired Soldiers.

### 1–2. References

See appendix A.

### 1–3. Explanation of abbreviations and terms

See the glossary.

### 1–4. Responsibilities

a. *Assistant Secretary of the Army for Manpower and Reserve Affairs.* The ASA (M&RA) will approve or disapprove all requests—

- (1) To recall a retired Soldier to active duty.
- (2) To extend the recall of a retired Soldier.
- (3) To release a recalled retired Soldier early from active duty.

b. *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 (AD) for contingency operations, war, national emergencies, and peacetime operations.
- (2) Supervise, coordinate, and monitor the recall and order to AD of retired Soldiers.
- (3) Establish procedures to order retired general officers to AD and maintain records to support decisions to order such personnel to duty.
- (4) Propose, on behalf of the Secretary of the Army (SECARMY), modifications to the Joint Travel Regulations (JTR) entitlement(s) during mobilization.
- (5) Establish policy for the direct commissioning of recalled retired Soldiers.
- (6) Identify positions retired Soldiers are to be mobilized into that comply with statutory and other regulatory guidance.
- (7) On behalf of the DCS, G–1, Commanding General (CG), HRC will—
  - a) Provide for the management of retired Soldiers to ensure their availability to meet national emergencies or mobilization.
  - b) Ensure the maintenance of information needed to determine eligibility for assignment of retired Soldiers for order to AD according to this regulation.
  - c) Provide a retired Soldier management system that rapidly identifies a retired Soldier's current location and military skills. This will expedite the assignment of retired Soldiers ordered to AD. Transfer retired Soldiers recalled to AD into the Regular Army personnel database.
  - d) Maintain current personnel information in a computer personnel record for all retired Soldiers, including retired Soldiers who are employed in positions that are defined in Army Regulation (AR) 690–11 as emergency-essential, key and cadre positions. The minimum information in the computer personnel records will include the information stated in paragraph 2–6. Official Military Personnel Files will be maintained in the interactive Personnel Electronic Records Management System (iPERMS) per AR 600–8–104.
  - e) 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. HRC is the Army agent for ensuring that category I and II (paragraph 2–10) retired Soldiers are screened annually.
  - f) Under guidance of the DCS, G–1, manage the assignment program for recall and order to AD of retired Soldiers.
  - g) Identify and flag retired Soldiers who have unfavorable information filed in their Army Military Human Resource Record (AMHRR) under AR 600–37. Unfavorable information is any credible derogatory information that may reflect on a Soldier's character, integrity, trustworthiness, or reliability and includes letters of reprimand and Uniform Code of Military Justice (UCMJ), Article 15.

(h) Provide assistance to Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) in developing plans to use retired Soldiers in their geographic areas of responsibility.

(i) 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.

(j) Within 48 hours of issuing an order recalling a retired Soldier to AD, provide the data required to assess the Soldier to AD to the appropriate senior commander, senior Army mission commander, or activity commander and HRC.

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

c. *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) Maintain positions suitable for fill by volunteer retired Soldiers in tour of duty (TOD).

(3) Monitor position requirements designated for fill by retired Soldiers according to AR 71-32 and the Army Mobilization System.

d. *Commanding General, U.S. Army Forces Command.* The CG, FORSCOM will—

(1) Ensure mobilization guidance includes plans and procedures to coordinate recall of retired Soldiers as part of the overall mobilization process.

(2) Develop procedures to support rapid mobilization and demobilization of recalled retired Soldiers.

e. *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 and Force Requestor, to integrate assignment of retired Soldiers who volunteer to fill specific retiree requirements.

f. *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 (AHRC-PLO), 1600 Spearhead Division Ave., Fort Knox, KY 40122-5102. Alternate means to submit these changes are identified in Army Echoes, the quarterly bulletin for retired Soldiers—this can be accessed online at <https://soldierforlife.army.mil/retirement/echoes>.

(2) Report any condition (for example, 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.

(3) Advise their employer about possibility of recall to AD in a mobilization or national emergency.

## **1-5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

## **1-6. Statutory authority**

a. The SECARMY may order the following retired Soldiers to AD at any time under Section 688, Title 10, United States Code (10 USC 688):

(1) Regular Army (RA) retired Soldiers.

(2) A member of the Retired Reserve who retired under 10 USC 1293, 10 USC 7311, and 10 USC 7314.

b. Laws governing the conditions under which retirees may be called to AD can be found in 10 USC 12301(a) and 12307. Under 10 USC 12301(a), retired Soldiers may be ordered to AD involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law. This is only when the SECARMY, with Secretary of Defense approval, determines that there are not enough readily available, qualified Reservists in the required category who are in—

(1) An active status.

(2) The inactive National Guard (NG).

c. Regular Army retirees, and members of the Retired Reserve who have retired as stated in paragraph 1-6a(2), completed at least 20 years of active Service may volunteer to be called to AD under 10 USC 688.

d. Retirees who retired under Temporary Early Retirement Authority (Public Law 102-484, Section 4403, as amended by Public Law 112-81, Section 504(b), and Public Law 114-328, Section 508(a)) may also volunteer to be called to AD under 10 USC 688, as these members are retired pursuant to 10 USC 1293, 7311, or 7314.

e. 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 SECARMY or his or her designee.



*f.* Retired officers who were retired pursuant to 10 USC 638 (selective early retirement), or who requested and were voluntarily retired pursuant to 10 USC 7311 after having been notified that the officer was to be considered for selective early retirement pursuant to 10 USC 638, are ineligible to be called to AD (10 USC 688(d)).

### **1–7. Status of recalled retired Soldiers**

*a.* A recalled retiree is a retired Soldier who is ordered to AD from the Retired Reserve or the retired list under 10 USC 688, 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 (RR) in accordance with AR 140–10 and 10 USC 10145 may volunteer under 10 USC 12301(d) and applicable Army regulations and be ordered to AD in an active status. A member of the Retired Reserve entitled to retired pay or a retired enlisted member of a regular component may not be placed in the Ready Reserve unless the Secretary concerned makes a special finding that the member's services in the Ready Reserve are indispensable. A Soldier transferred from the Retired Reserve to the RR under provision of (UP) 10 USC 10145, is not a recalled retiree.

*c.* RA retirees and members of the Retired Reserve who are recalled to AD pursuant to 10 USC 688 will be included in the AD end strength. Members of the Retired Reserve recalled to AD pursuant to 10 USC 12301(d) will be placed on AD for operational support tours and the strength accounting will be governed by the policies for those tours.

### **1–8. 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 Retiree and Annuitant Pay System, will be suspended for all retired Soldiers ordered to AD for over 30 days and they will be managed in Defense Joint Military Pay System-Reserve Component (DJMS–RC). 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. Some 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 active duty (REFRAD), 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) Financial Management Regulation 7000.14–R. A retired Soldier may be eligible for re-computation 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.

### **1–9. Reporting wartime requirements for retired mobilization assignment**

DCS, G–3/5/7 will identify and provide to HRC, unit positions as listed below that are available for volunteer retired Soldiers.

*a.* RA and Reserve Component (RC) positions of deployed or deploying unit tables of organization and equipment, table of distribution and allowances (TDA), or MOBTDA.

*b.* RA and RC supporting units and activities in the continental United States (CONUS), Alaska, and Hawaii (non-deploying modification table of organization equipment, TDA, or the MOBTDA units, limited to shortages only).

*c.* Selected RA and RC MOBTDA units reflecting mobilization augmentation requirements (not individual mobilization augmentees) 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 AD during peacetime or during a time of war or national emergency or may be involuntarily recalled to AD by SECARMY at any time.

b. Commanders, ACOMs, 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 Mobilization Office is responsible for determining if retirees qualify for recall. To be eligible for recall to AD, a retired Soldier must—

(1) Meet medical fitness standards in accordance with AR 40–501. If the Secretary of Defense prescribes less stringent standards during partial or full mobilization, individuals who meet the less stringent standards but do not meet the standards of AR 40–501, will not be referred for a Medical Evaluation Board (MEB) or a Physical Evaluation Board (PEB), until the termination of the mobilization or as directed by the Secretary of the Army.

(2) Meet grade and skill requirements.

(3) Have required security clearance.

(4) Not have any unfavorable information in their records (that is, Uniform Code of Military Justice convictions, civil convictions, letters of reprimand, and so forth).

(5) Complete a Military Occupational Specialty (MOS) Administrative Retention Review, as well as any additional audiological services, including Speech Recognition Testing for significant hearing loss, prior to determining recall status.

(6) Retired Soldiers, prior to recall, must not be filling one of the following civilian positions—

(a) *Key position.* A civilian 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 AD after reaching age 70. The DCS, G–1 may approve exceptions for Army Medical Department (AMEDD) officers, Judge Advocate General’s Corps (JAGC) officers and other retirees possessing critical shortage skills or 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 AD for the duration of the mobilization order.

e. There must be a valid vacant Army requirement that matches the grade and skill of the retiree before he or she may be recalled to AD.

f. Soldiers serving on AD who are immediately recalled (day after contractual obligation ends) must go through the actual retirement process and initiate a DD Form 2656 (Data for Payment of Retired Personnel) so that Defense Finance and Accounting Service–Cleveland Center (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 may not serve for more than 12 months within the 24 months following the first day of the AD performed pursuant to 10 USC 688(e). This subsection does not apply in time of war or national emergency declared by Congress or the president pursuant to 10 USC 688(f). 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 All Army activities message.

## 2–4. Active duty grade and promotion

a. Retired Soldiers ordered to AD will be ordered 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 SECARMY, 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 AD UP 10 USC 12301(a) or 12301(d) must be ordered to AD in their reserve grade UP 10 USC 12771. In accordance with 10 USC 689, Soldiers may not be ordered to AD in a grade above major general. A retired member ordered to AD in a grade that is higher than the member's retired grade, shall, for the purposes of Title 10 USC section 690 be treated as if the member was promoted to that higher grade while on that tour of AD.

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

c. A retired Soldier when not on AD, while having the entitlement to use their 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 are not eligible for promotion.

## **2–5. Army Body Composition Program**

Retirees must stay within Army body composition standards during the period of AD. Retirees who do not meet the Army's body composition standards while on AD will be placed in the Army Body Composition Program in accordance with AR 600–9.

## **2–6. Basic records maintenance**

a. The Total Army Personnel Data Base-Reserve (TAPDB–R) located at HRC 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 file that also includes information received from the RA Total Army Personnel Data Base-active enlisted (TAPDB–AE) and Total Army Personnel Data Base-active officer (TAPDB–AO), and the Army National Guard Total Army Personnel Data Base-Guard (TAPDB–G). 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.

## **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.

(4) Training seat request will follow DCS, G–1 procedures for Mobilization Training Resource Arbitration Panel.

b. Commander, HRC 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 (TSG) of the Army is the proponent for reclassifying 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 Surgeon may reclassify retired AMEDD officers or WOs. Commander, HRC may also reclassify retired enlisted Soldiers into appropriate medical specialties per Department of the Army pamphlet (DA Pam) 611–21 upon proof of training.

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

(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 or AR 614–100 when matching retired Soldiers against selection requirements.

*b.* Area of concentration (AOC) for officers, MOS for enlisted and WOs, 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.

## **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 RR, 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 and/or Worldwide Individual Augmentation System requirements.

*d.* To fill Federal civilian work force shortages within the DOD, 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 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 AD less than 2 years prior or maintains a clearance through civilian employment.

## **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.* 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 2–9*a* through *d* above.

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

*c. Category III.* Retired Soldiers (including those retired for disability or any retired member over age 60) may be used to meet duty assignments stated in paragraph 2–9*b* 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 alert period is the time allowed between the date a retired Soldier volunteer is alerted for AD and the reporting date; this date will be determined by SECARMY and specified in recall orders. The retired Soldier volunteer can specify the amount of advance notification required when applying for voluntary recall to AD.

### **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 U.S. Army Training and Doctrine Command 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 unreported medical conditions that do not meet medical retention standards per AR 40–501. During peacetime, requests for medical exemption will be submitted to Commander, HRC 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 (AHRC–PLO), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5102. If the condition is Service-connected, or if the retired Soldier has been treated by the Department of Veterans Affairs (DVA), the Soldier may provide a rating decision letter from the DVA 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; use guidance found in AR 601–25. Send applications for delay from reporting for AD to Commander, HRC (AHRC–PLO) 1600 Spearhead Division Ave., Fort Knox, KY 40122–5102.

*b. Exemption.* When full or total mobilization is authorized for a specific time of war, contingency or national emergency, the Office of the Secretary of Defense (OSD) may provide exemption criteria specific to that authorization to each Secretary of the Military Departments. Exemptions which satisfy the DOD criteria may be approved by Commander, HRC 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 may also approve exemptions for retirees who hold non-Federal key positions according to the criteria of paragraph *c*(1) immediately below.

#### *c. Screening.*

(1) Retired Soldiers who hold key positions or emergency-essential positions will be exempted from involuntary pre-assignment 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 (AHRC–PLO) 1600 Spearhead Division Ave., Fort Knox, KY 40122–5102. 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, as designated by Executive Order 12656?

(*e*) Is the position directly related to industrial or manpower mobilization as designated in Executive Orders 12656 and 12919? 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 (AHRC–PLO) 1600 Spearhead Division Ave., Fort Knox, KY 40122–5102, 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 (for U.S. Army organizations) or figure 3–2 (for organizations outside of the U.S. Army).

(3) There are three categories of Federal key positions. See DODD 1200.7. 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 members of the Federal Judiciary appointed by the President of the United States and confirmed by the U.S. Senate in accordance with Article III of the United States Constitution (District, Circuit, and Supreme Court judges and justices only). All other positions within the Federal judiciary will be considered under paragraph 3–3*c*(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 Federal 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 Assignment Program.

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

(b) Soldiers retired for medical disability.

(c) Retired military personnel from the other Services (Navy, Marine Corps, Air Force and Coast Guard) 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. AD orders will be issued for retired Soldiers who are selected for AD after a mobilization is announced or upon approval by SECARMY or his designee for voluntary requests for recall to AD.

b. Involuntary AD orders may be issued pursuant to 10 USC sections 688 and 12301(a) at any time to retired RA Soldiers and members of the Retired Reserve pursuant to 10 USC 1293, 7311, or 7314. 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 the time period specified on their orders. The mobilization station commander or the Commander, HRC may delay the reporting date or exempt retirees from recall to AD (paras 3–3a and 3–3b).

c. AD 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. AD orders will be issued using Format 163, AR 600–8–105.



**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE ZIP CODE

**(OFFICE SYMBOL)**

**(DATE)**

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-PLO), 1600  
Spearhead Division Avenue, Fort Knox, KY 40122-5102

SUBJECT: Request for Exemption from Recall to Active Duty

1. This certifies that the person identified below occupies a key or essential civilian position vital to the Nation's defense efforts and should not be mobilized or 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.

2. The employee is:

- a. Name of employee: **(LAST, FIRST, MI)**
- b. Retired military grade and branch:
- c. Current home address: **(STREET, CITY, STATE, ZIP CODE)**
- d. Title of civilian employee's civilian position:
- e. Grade and salary level of civilian position:
- f. Date hired or assigned to position: **(YYYYMMDD)**

3. This individual **(HAS or HAS NOT)** been given assignment orders. **(IF APPLICABLE, FURNISH ORDER NUMBER, DATE, AND ASSIGNED MOBILIZATION STATION, IF KNOWN.)**

4. Point of contact for this memorandum is **(NAME)** at **(PHONE NUMBER)** or **(EMAIL)**

**(AUTHORITY LINE):**

**(NAME)**  
**(RANK, BRANCH – IF MILITARY)**  
**(TITLE)**

Figure 3–1. Sample letter for U.S. Army employers to request retired Soldier exemption from recall to active duty

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

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

TO: Commander, U.S. Army Human Resources Command  
ATTN: AHRC-PLO  
1600 Spearhead Division Avenue  
Fort Knox, KY 40122-5102

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:

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 assignment orders. (If applicable, furnish order number, date, and assigned mobilization station, if known.)

**(Signature and title of agency or company official)**

Figure 3-2. Sample letter for employers outside of the U.S. Army requesting retired Soldier exemption from recall to active duty

## Section II

### Voluntary Recall Procedures

#### 3-5. Requisitioning for fill by retired Soldier volunteers

There are two methods to request a retired Soldier: The requirements-based request, and the by-name request. A memorandum signed by a colonel or civilian equivalent in the chain of command will be attached to the request. 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.

#### 3-6. Approval for voluntary recall

The process begins when the requesting command, organization, or agency submits a request packet to recall a retired Soldier to AD to fill a valid Army requirement in support of a contingency operation or national emergency. The requirement with or without a name is submitted. The completed request packet with required documentation will be forwarded and processed as follows:

*a.* The requesting command, organization, or agency identifies the requirement, and prepares the request packet. For by-name requests, the packet must include documentation signed by the requested retired Soldier stating and certifying that he or she is a volunteer.

*b.* The requesting command, organization, or agency submits the request to HRC.



- c. HRC processes and validates the request packet.
- d. HRC forwards the request packet to DCS, G-3/5/7 at HQDA.
- e. DCS, G-3/5/7 validates the requirement, and has disapproval authority (HRC validates Active Component requirements).
- f. After validating the requirement, DCS, G-3/5/7 forwards request packet to DCS, G-1.
- g. DCS, G-1 reviews the request packet for policy compliance and makes a recommendation to the Assistant Secretary of the Army-Manpower and Reserve Affairs (ASA (M&RA)).
- h. ASA (M&RA) approves or disapproves the request packet.
- i. HRC publishes orders for all approvals.

### **3-7. Reporting instructions for voluntary recall**

- a. HRC 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 and Army Warrior Training 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 AD.
- d. Retirees must meet body composition 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 outside the continental United States (OCONUS) are not authorized travel by privately owned vehicle to their point of embarkation.

### **3-8. Orders**

Voluntary recall orders may be issued in support of mobilization and peacetime operations. AD orders that place the retiree in a permanent change of station status will be issued using format 196 of AR 600-8-105.

## **Section III**

### **Special Instructions after Entry on Active Duty**

#### **3-9. 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 housing with dependents, officers, and enlisted Soldiers must furnish copies of legal documents. Examples include copies of certificates of birth and marriage and any other documents that prove dependency.
- d. The DJMS-RC will be used to pay retired Soldiers on AD except for those electing to continue to receive retired pay.
- e. Retired Soldiers will be reimbursed for public or private transportation costs allowed in accordance with the JTR.

#### **3-10. Uniform allowance**

Officer personnel may be authorized a uniform allowance according to the DOD 7000.14-R. Enlisted personnel will be provided issue clothing as necessary.

#### **3-11. Educational benefits**

Retired Soldiers who are recalled under 10 USC 12301(a) or 10 USC 12301(d) may be eligible for initial or increased eligibility for the Post-9/11 G.I. Bill.

#### **3-12. Department of Veteran Affairs disability**

The DVA suspends disability compensation when the retired Soldier is ordered to AD. On REFRAD, VA disability compensation may be resumed. The amount of compensation will be based on the Soldier's physical condition on REFRAD.

### **3-13. Family protection plans**

*a. Servicemen's Group Life Insurance.* Retired Soldiers ordered to AD are automatically enrolled 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 *Servicemen's Group Life Insurance (SGLI)* coverage will remain in force for 120 days following termination of AD. Retired Soldiers enrolled in the SGLI plan are eligible to convert to Veterans Group Life Insurance for a new 5-year period on REFRAD.

*b. Survivor Benefit Plan.* Under the Survivor Benefit Plan (SBP) 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 (FMR) 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.

### **3-14. Miscellaneous entitlements**

*a.* On REFRAD, other than for training, retired pay will be recomputed and processed under the DOD FMR, Volume 7B.

*b.* A DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued to all retired Soldiers on REFRAD regardless of the length of the tour.

*c.* AD medical benefits will be restored to retired Soldiers and their eligible dependents on the Soldier's reporting for AD.

*d.* The Servicemember's Civil Relief Act applies to all retired Soldiers ordered to AD.

*e.* Retired Soldiers ordered to AD on mobilization may, upon REFRAD, be authorized reemployment rights pursuant to 38 USC 4312.

### **3-15. Request for extension on active duty**

*a.* Commanders may request that a recalled, retired Soldier be extended voluntarily in the same assignment by submitting an application packet to HRC. HRC will process and validate the packet, then load it into Department of the Army Mobilization Processing System and forward it to DCS, G-3/5/7 for validation of the mission and requirement. Once validated, DCS, G-3/5/7 will forward the packet to DCS, G-1 for review and analysis. DCS, G-1 will then make a recommendation on the application packet and forward it to ASA (M&RA) for approval or disapproval. Afterwards, ASA (M&RA) will return the application packet to HRC with their decision. If the decision is for approval, HRC will publish the extension order.

*b.* Requests for extension/consecutive assignments must arrive at HRC 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 AD 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, must start out-processing.

### **3-16. Procedures for early release from active duty**

Army organizations may request the early release of a retiree from AD. Retirees may 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 HQDA DCS, G-1. Requests will include the reason for the early release, the Soldier's leave balance, whether the Soldier will waive his or her 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 HRC.

### **3-17. 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. Recalled retired Soldiers who

receive termination notifications will have a minimum of 45 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 AD tour, retirees who served in CONUS assignments will out-process through the Mobilization Force Generation Installation closest to the retiree's duty location. Retirees who served OCONUS will out-process through the same continental United States Replacement Center from which they deployed.

c. Retirees will be medically screened prior to REFRAD. 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 AD 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 (AHRC–PLO) and DFAS. Forward the completed reversion packet to DFAS–CL no later than 10 days prior to tour completion.

## **Chapter 4**

### **Mobilization Assignments**

#### **4–1. General**

HRC may identify and assign retired Soldiers 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. Pre-assignment Orders Format 163, will be issued to retirees only when they are mobilized and recalled to AD. To the extent possible, retired Soldiers will be given the opportunity to volunteer for a specific pre-assignment. Involuntary pre-assignments will be made based on Army requirements for retired Soldiers in categories I and II who have not volunteered for a specific pre-assignment. Involuntary pre-assignments are subject to change each month. Not all retirees will be assigned.

#### **4–2. Criteria for involuntary mobilization**

a. *Involuntary pre-assignment.* To be eligible for involuntary mobilization pre-assignment, 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 WO 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 pre-assignment (AR 40–501).

b. *Voluntary pre-assignment.* All retired Soldiers who volunteer for mobilization pre-assignment will be removed from the program upon reaching age 70. The DCS, G–1 may approve exceptions for AMEDD officers, JAGC officers, and other retirees possessing critical shortage skills or specialties. The criteria are the same as in paragraph 4–2a above, subject to any limitations established by SECARMY.

c. *Retired military personnel.* Retired military personnel will be selected for pre-assignment 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 RA personnel.

#### **4–3. Procedures to volunteer for pre-assignment positions**

a. Retired Soldiers may volunteer for mobilization pre-assignment positions at the installation of their choice via TOD. Retired Soldiers will be encouraged to volunteer for pre-assignment to installations within 300 miles of their residence. Volunteers will complete DA Form 5137 (Application for Voluntary Mobilization Preassignment). Send request to Commander, HRC, (AHRC–PLO), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5102.

b. All retired Soldiers may request a specific pre-assignment for mobilization pre-assignment 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 AD.

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. However, a retired Soldier may not be ordered to active duty unless the Secretary of the Army, with the approval of the Secretary of Defense, determines that there are not enough qualified Reserves in an active status or in the inactive National Guard in the required category who are readily available. Accordingly, recruitment of eligible retired Soldiers to volunteer to fill vacant TDA/MOBTDA positions should not be initiated until it is anticipated that not enough qualified Reserves in an active status or in the inactive National Guard in the required category are readily available to fill these positions.

(2) Contact 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 involuntary pre-assignment**

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 HRC will compare the non-volunteer retiree population to the personnel requirements provided by DCS, G-1 and select the most recently retired Soldiers to fill vacant positions.

#### **4-5. Use of retired Soldiers**

*a.* The following restrictions apply to use of retired Soldiers assigned to the following agencies:

(1) Participants in the Joint Augmentation Unit Program who are assigned 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) Assigned retired Soldiers identified for inspector general positions will not be further assigned without approval of The Inspector General. These positions are identified by additional skill identifier 5N or skill qualifications identifier B.

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

(4) Assignments to instructor positions at the U.S. Military Academy will be made according to AR 210-26.

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

(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.* Senior commanders, senior Army mission commanders or activity commanders will —

(1) Develop plans and procedures for the following actions to process retired Soldiers on recall to AD 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. ACOMs, ASCCs, DRUs, and 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.* ACOMs, ASCCs, DRUs, and FOAs, 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 senior commanders, senior Army mission commanders, and activity commanders the authority to temporarily detail retired military personnel to cover vacant civilian positions. When implementation of MOBTDA has been announced by HQDA,

ACOMs, ASCCs, and DRUs may delegate to senior commanders, senior Army mission commanders, and activity commanders the authority to convert civilian positions to military and assign military personnel to these positions (see AR 570-4).

#### **4-6. Selection and review of professional positions**

*a.* The HRC will furnish the names of officers of the JAGC, Chaplains Corps, and AMEDD to TJAG, CCH, or TSG respectively for review of pre-assignment selections. Any changes based on loss of professional qualifications of individuals or adjusted priorities will be submitted by the agency or command to HRC for appropriate action.

*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 provider credentials file (PCF) may be obtained directly from HRC 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 as absent (see para 5-2 of this publication).

*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 second notification will be reported as deserters. They will be reported to the Commander, HRC (AHRC-PLO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102 for appropriate action.

#### **5-2. Actions to be taken when retired Soldiers fail to report**

*a.* The CG, HRC, provides data identifying retired Soldiers who have reported for AD. This data is provided based on their accession to RA data bases.

*b.* Commander, HRC will—

- (1) Match the present for duty file against the recall or mobilization roster/file 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 commander with a copy of the amended orders, as necessary, and Personnel Qualification Record or appropriate Record Brief.
- (6) Process as deserters those retired Soldiers who fail to report on the specified date according to AR 630-10 (Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings).

#### **5-3. Processing deserters**

The Commander, HRC, 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 5-2b(2).
- b.* Processes deserter retired personnel under AR 630-10. 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-CL 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 40–501**

Standards of Medical Fitness. (Cited in para 2–2a(5) and para 3–2b.)

**AR 71–32**

Force Development and Documentation. (Cited in para 1–4b(1).)

**AR 140–10**

Assignments, Attachments, Details and Transfers. (Cited in para 1–7b.)

**AR 570–4**

Manpower Management (Cited in para 1–4b(1).)

**AR 600–8–105**

Military Orders (Cited in para 3–4d.)

**AR 600 –37**

Unfavorable Information (Cited in para 1–4b(7)(g).)

**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 5–2b(6).)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army publications are available on the Army Publishing Directorate (APD) website at <http://www.apd.army.mil>. DOD publications are available at <http://www.dtic.mil/whs/directives>. USC material is available at <https://www.gpo.gov/fdsys/browse/collectionuscode.action?collectioncode=uscode>. The CJCSI are available at [http://www.dtic.mil/cjcs\\_directives/cjcs/instructions.htm](http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm).

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

Army Publishing Program

**AR 40–68**

Clinical Quality Management

**AR 135–133**

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

**AR 210–26**

United States Military Academy

**AR 600–8–101**

Personnel Readiness Processing

**AR 600–8–104**

Army Military Human Resource Records Management

**AR 600–9**

The Army Body Composition Program

**AR 600–20**  
Army Command Policy

**AR 611–1**  
Military Occupational Classification and Structure Development and Implementation

**AR 614–30**  
Overseas Service

**AR 614–100**  
Officers Assignment Policies, Details and Transfers

**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 25–403**  
Guide to Recordkeeping in the Army

**DA Pam 600–8**  
Military Human Resources Management Administrative Procedures

**DA Pam 611–21**  
Military Occupational Classification and Structure

**DOD 7000.14–R**  
Department of Defense Financial Management Regulation, Volume 7A and 7B

**DODI 1352.01**  
Management of Regular and Reserve Retired Military Members

**RCS CSGPA–1555**  
Wartime Requirements for Retired Mobilization Pre-assignment

**3 USC 19**  
Vacancy in Offices of both President and Vice President

**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 7311**  
Twenty Years or More: Regular or Reserve Commissioned Officers

**10 USC 7314**  
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

## **38 USC 4312**

Reemployment Rights of Persons Who Serve in the Uniformed Services

### **Section III**

#### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://armypubs.army.mil>).

#### **DA Form 5137**

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

### **Section IV**

#### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website (<http://armypubs.army.mil>), and DD forms are available on the Executive Services Directorate website ([https://www.esd.whs.mil/.](https://www.esd.whs.mil/)).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DD Form 214**

Certificate of Release or Discharge from Active Duty

#### **DD Form 220**

Active Duty Report

#### **DD Form 2656**

Data for Payment of Retired Personnel



## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

This checklist covers the management and recall to AD of retired Soldiers of the Army to support mobilization and peacetime operations.

#### **B–2. Purpose**

The purpose of this checklist is to assist the senior Army official responsible for evaluating the organization key internal controls outlined below. It is not intended to cover all controls. Questions raised in this appendix are for checklist purposes only and should not be construed as an independent basis for authority to act in response to any particular question. Any such response must conform and comply with applicable statute and regulation.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls. Answers indicating deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every two years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

*a.* How does Commander, HRC screen and identify retired Soldiers to ensure that only those who are still physically fit, still proficient and competent in his or her trained specialty, and whose trust, loyalty, and integrity has not been compromised by any derogatory information are the only ones to be recalled to AD.

*b.* How does the senior commander/senior Army mission commander or a mobilization station ensure that a recalled retired Soldier who has volunteered for recall will promptly receive a health assessment and if found not fit for military service, be released from AD within 25 days after reporting for AD.

*c.* How does DCS, G–1 ensure that only those retired Soldiers who have skills that are identified as critically short and needed in the Army and that cannot be filled by either the RA, the RR and the Standby Reserve within the next two years, and who are recalled UP 10 USC 12301(d) are the only ones who will be considered for an exemption to policy to exceed 18 years of Active Federal Service and enter into sanctuary to qualify for a RA retirement.

*d.* How does DCS, G–1 ensure that only those retired Soldiers who have skills that are identified as critically short and needed in the Army and that cannot be filled by either the RA, the RR and the Standby Reserve, and who are recalled UP 10 USC 12301(d) are the only ones who will be considered for an exemption to policy to exceed 1,095 days of AD within a 1,460-day period and be counted against the Army's active end strength.

#### **B–5. Supersession**

This internal control evaluation is the first internal control evaluation developed for the Management and Recall to AD of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPM), 300 Army Pentagon, Washington, DC 20310–0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACOM**

Army Commands

**AD**

active duty

**AMEDD**

Army Medical Department

**AOC**

area of concentration

**AR**

Army Regulation

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASCC**

Army service component command

**CCH**

Chief of Chaplains

**CG**

commanding general

**CONUS**

continental United States

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-3/5/7**

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

**DD**

Department of Defense

**DFAS**

Defense Finance and Accounting Service

**DFAS-CL**

Defense Finance and Accounting Service-Cleveland Center

**DJMS-RC**

Defense Joint Military Pay System-Reserve Component

**DOD**

Department of Defense

**DRU**

direct reporting unit

**DTF**

dental treatment facility

**DVA**  
Department of Veterans Affairs

**FMR**  
financial management regulation

**FOA**  
field operating agency

**FORSCOM**  
U.S. Army Forces Command

**HQDA**  
Headquarters, Department of the Army

**HRC**  
U.S. Army Human Resources Command

**JAGC**  
Judge Advocate General's Corps

**JTR**  
Joint Travel Regulation

**MOBTDA**  
mobilization table of distribution and allowances

**MOS**  
military occupational specialty

**MTF**  
medical treatment facility

**NG**  
National Guard

**OCONUS**  
outside the continental United States

**PCF**  
provider credentials file

**RA**  
Regular Army

**RC**  
reserve component

**REFRAD**  
release from active duty

**RR**  
Ready Reserve

**SBP**  
Survivor Benefit Plan

**SDDC**  
Surface Deployment and Distribution Command

**SECARMY**  
Secretary of the Army

**SGLI**  
Servicemen's Group Life Insurance

**TAPDB-AE**  
total Army personnel data base - active enlisted

**TAPDB–AO**

total Army personnel data base - active officer

**TAPDB–R**

total Army personnel data base - Reserve

**TDA**

table of distribution and allowances

**TJAG**

The Judge Advocate General

**TOD**

tour of duty

**TSG**

The Surgeon General of the Army

**UP**

under provision of

**USC**

United States Code

**USMEPCOM**

United States Military Entrance Processing Command

**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 NG duty.

**Active status**

The status of a member of a RC 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.

**Full mobilization**

Expansion of the RA Forces resulting from action by Congress and the President to mobilize all units in the existing approved force structure, including RCs, all individuals in the RR, 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, which is established and designated as a grade by law or regulation.

**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.

**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.

**Unfavorable Information**

Any credible derogatory information that may reflect on a Soldier's character, integrity, trustworthiness, or reliability and includes letters of reprimand and UCMJ, Art. 15.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries



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