

Department of the Army
Headquarters, United States Army Forces Command
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*FORSCOM Regulation 500-3-3

Emergency Employment of Army and Other Resources
RESERVE COMPONENT UNIT COMMANDER'S HANDBOOK (RCUCH)

Summary. This regulation is the Reserve Component Unit Commander's Handbook (RCUCH). It provides information and guidance to Reserve Component unit commanders to enable them to plan for mobilization, to mobilize and move to assigned mobilization stations, and to prepare their postmobilization training plans.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Supplementation. Local supplementation of this regulation is prohibited without prior approval from the Deputy Chief of Staff, Operations, FORSCOM. Requests for exceptions, with justification, will be sent to CDR, FORSCOM, ATTN: AFOP-OCM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Changes. Changes to this regulation are not official unless authenticated by the Deputy Chief of Staff for Command, Control, Communications, and Computers, DCSC4, FORSCOM. Users will destroy changes on their expiration date unless sooner superseded or rescinded.

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HQ FORSCOM (AFCI-A) (record copy)

FORSCOM Regulation 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH) is a tool to enable commanders to plan for mobilization.

The RCUCH contains specific pre-mobilization tasks that commanders must execute. The following tasks apply specifically to family care plans:

Task 2-I-5. Screen personnel for members not available for mobilization or deployment.

Task 2-I-6. Complete family care plans.

Table 2-1, item 24. Criteria for personnel action. Directs commanders to resolve non-deployable conditions or take appropriate separation actions.

Chapter 5. Personnel and Administration (Phase I), Task (2). Conduct Soldier Readiness Processing (SRP) checks.

Chapter 5. Personnel and Administration (Phase I), Task (6). Complete family care plans.

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STANDARD

(4) Those tasks that do not align with SRP but are critical to unit and soldier mobilization are

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This is an extract of Phase I - Planning (Peacetime to Alert)

Task 2-I-5. Screen personnel for members not available for deployment. AR 600-20 and AR 614-30 state that a soldier who is required to have an updated family care plan is not considered available for deployment until the family care plan is completed and approved by the commander. The regulations further require an annual recertification of the family care plan.

Task 2-I-6. Complete family care plans. The completion of family care plans is part of the peacetime planning process.

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(2) Commanders must review schedules for the training year and annotate the training schedule for the primary SRP check, to reduce the multiple SRP checks.

b. Conduct SRP.

(1) Guidance is in AR 600-8-101. Supplemental guidance will be provided as required to meet changing policy in SRP management and operational requirements.

(2) Those administrative actions that are required for the day-to-day support of the soldier and his/her family will ensure that most of the SRP requirements are current (i.e., maintenance of DD Form 93 and pre-enrollment in DEERS). Selected items, such as immunizations and issuance of ID cards, cannot be accomplished until mobilization execution.

(3) The tasks in this phase noted below that support SRP actions are grouped in the same pattern as the SRP checklist (600-8-101 TEST) provided by DA DCSPER on their home page and the electronic form available in the Mobilization Level Application System (MOBLAS) at all PPPs and PSPs and the Installation Support Modules (ISMs) at FORSCOM Installations. Tasks are neither all-inclusive for SRP nor are they necessarily in sequential order.

earmark fillers and support development of training base expansion requirements. Verify accuracy of AOC/MOS data on SIDPERS.

2-I-5. TASK: Screen personnel for members not available for mobilization or deployment.

STANDARD

a. Commanders will screen members of their unit annually IAW AR 135-133 and NGR 600-2. Those who are identified as key employees, ministry students, medically disqualified for deployment or whose mobilization will result in extreme personal or community hardship will be discharged or transferred as appropriate.

b. Screening should identify all soldiers who are non-deployable, to include reason. Unit commanders will take actions to resolve the non-deployable condition. Soldiers determined to have permanent non-deployable conditions will be transferred or discharged as appropriate.

c. AR 614-30 (Table 3-1), AR 220-1 and Table 2-1, this regulation, should be used as references to identify non-deployable categories.

2-I-6. TASK: Complete Family Care Plans (FCP). Standards identifying soldiers who require a family care plan can be found in AR 600-20. An

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FCP is required for both members of a dual-service couple, and soldiers who:

- have no spouse
- are divorced, widowed or separated
- reside without the spouse when the soldier becomes pregnant, or have joint or full legal and physical custody of one or more children under the age of 19 years
- have adult, non-spouse, dependent family members incapable of self-care.
- Have spouse who is incapable of self-care.

STANDARD

Documents required by paragraph 5-5, AR 600-20 must be current and on file for each soldier requiring a plan.

2-I-7. TASK: Ensure that all unit members have appropriate identification documents.

STANDARD

a. Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A (Green). (AR 600-8-14)NOTE: If soldier has a DD Form 2 (Red) replace it with DD Form 2 (Green) for Reserves as forms are made available.

b. Initiate, for non-combatants, application for Geneva Convention Identity Card (DD Form 1934), if applicable. (AR 600-8-14)

c. Issue ID Tags IAW AR 600-8-14.

2-I-8. TASK: Identify and process soldiers with permanent medical profiles of P3 or worse.

STANDARD

Individuals who have a P3 profile or worse must be processed for retention, reclassification, reassignment, retirement or discharge as appropriate (AR 40-501, AR 135-178 and AR 635-40). See Criterion 19, Table 2-1.

FOLLOWING TASKS SUPPORT SRP ACTIONS FOR SECURITY REQUIREMENTS

2-I-9. TASK: Ensure personnel have a security clearance required by their duty position.

STANDARD

a. Identify personnel requiring security document (e.g.
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ning roster.

**Task 2-I-6,
Continued.**

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FOLLOWING TASKS SUPPORT SRP ACTIONS FOR LEGAL REQUIREMENTS

2-I-10. TASK: Provide premobilization legal preparation including:

a. The Premobilization Legal Counseling Program (PLCP).

b. Premobilization legal services (PLS).

STANDARDS:

a. PLCP/PLS will be provided by RC Judge Advocates IAW Annex Q FORSCOM Mobilization Plan (FORSCOM REGULATION 500-3-1, FMP).

b. See Table 2-3 for detailed guidance.

FOLLOWING TASKS SUPPORT SRP ACTIONS FOR FINANCE REQUIREMENTS

2-I-11. TASK: Maintain individual soldier's Master Military Pay Account (MMPA).

STANDARD

a. Maintain individual soldier's MMPA in unit file.

b. Review MMPA for accuracy during annual joint review of soldier's personnel records.

c. Update the soldier's MMPA on receipt of documentation.

FOLLOWING TASKS SUPPORT SRP ACTIONS FOR MEDICAL AND DENTAL REQUIREMENTS

NOTE: Recent legislation imposes new medical and dental care requirements for members of the selected reserve. They include:

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Table 2-1: Criteria for Personnel Action

The following criteria necessitate personnel actions during the mobilization process, and establish the appropriate personnel action procedures. Where appropriate, procedural changes based on Small Scale Contingency Operations (SSCO), PSRC, and selective mobilization are also identified. Numerous administrative responsibilities are identified for the unit commander throughout the following paragraphs; as a general rule, the unit commander should attempt to solve as many personnel administrative problems locally as possible. However, as the increasing mobilization burden obviates local solution, these actions should be turned over, through channels, to the STARC/RSC or MS, with a record of actions taken at the unit level. The unit commander's main concerns should be in assembling the unit, preparing to move to the MS, and identifying those personnel who did not report, so that follow-up actions can be taken by STARC/RSC or MS personnel.

INDEX OF CRITERIA:

1	Member on IET, ADSW, ADT or TTAD
2	Awaiting IET or AIT Phase of Split-Option Training
3	Civilian Acquired Skill Program (CASP) personnel not yet awarded MOS
4	SMP participant
5	Applicants for SMP not yet enrolled in Advanced ROTC
6	High School Student
7	Attachment to mobilizing unit as individual or augmentation team
8	AGR personnel serving in a FTUS status
9	Excess/surplus personnel
10	Promotable officer
11	Federal recognition in higher grade not received
12	Promotable enlisted member
13	Sickness, injury or disability existing prior to AD
14	Sickness or injury occurring on or after M-date
15	ING member
16	Defective enlistment
17	Dependency (4 or more)
18	Pregnancy
19	Profile
20	Pending transfer or reassignment
21	Homosexual Conduct
22	Overage or overweight
23	Pending retirement, separation or discharge action
24	Non-deployable personnel
25	Individual does not possess required special skills
26	Conscientious objector
27	Death of member
28	Key employee
29	Minister or theological student
30	Personal/community hardship
31	Officer candidate
32	Civil confinement
33	Failure to report to AD
34	Has orthodontic appliances requiring active maintenance
35	AMEDD Officer in training and participant in medical civilian contract training

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CRITERION	ACTIONS(S)
20. Pending Transfer or Reassignment from the unit.	If orders have been issued with an effective date prior to the unit's receipt of the alert notification, the transfer or reassignment action will remain valid unless DA issues STOPLOSS or STOP MOVEMENT orders. Unit members who have moved out of the unit's geographic area and are looking for a new unit assignment but have not reported one to the original unit remain the responsibility of the original unit commander to locate and mobilize.
21. Homosexual Cond	<p>Table 2-1, Criterion 24, Non-deployable personnel, discusses members who are ineligible for overseas service.</p> <p>This criterion requires commanders to resolve non-deployable conditions, reassign the soldier to a non-deploying unit, or take appropriate separation actions.</p>
22. Overage or overw	<p>This criterion also requires commanders to screen soldiers on a continuing basis, at least annually.</p>
23. Pending Retirement Discharge Action.	<p>b. If retirement, separation, resignation, or discharge action is requested after receipt of the alert notification, the action will not be processed and the soldier will enter AD with the unit.</p> <p>c. Upon receipt of STOPLOSS, if retirement, separation or discharge is required but the effective date is after the receipt of the alert notification, removal will be suspended and the member will enter AD with the unit unless exemption is authorized in the alert announcement. If separation orders have already been published with a separation date after the unit's effective date of active duty, they will be revoked.</p>
24. Non-deployable Personnel	<p>a. Members who are ineligible for overseas service IAW Table 3-1, AR 614-30, will be ordered to AD with the unit. MS commander will resolve non-deployable conditions, reassign soldiers to non-deploying units, or take appropriate separation actions.</p> <p>b. Exceptions during a PSRC or partial mobilization are addressed throughout Chapter 2, this table and table 2-2.</p>

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CRITERION	ACTIONS(S)
<div style="border: 2px solid purple; background-color: yellow; padding: 5px; display: inline-block;"> <p>Criterion 24, continued.</p> </div>	<p>c. Unit commanders should screen soldiers on a continuing basis, at least annually. Soldiers who are determined to have a permanent non-deployable condition should be reclassified, transferred to a reserve component unit with a CONUS sustaining mission, transferred to the IRR, retired or separated as appropriate.</p>
<p>25. Individual Does Not Possess Required Special Skills.</p>	<p>Members who are not qualified in special skills required for their AOC/MOS or duty position (flight, jump, ranger, etc) IAW AR 600-200 will be ordered to AD with the unit. MS commander will initiate action to acquire skills or reassign the member to another unit.</p>
<p>26. Conscientious Objector (CO).</p>	<p>Member will be ordered to AD with the unit. Those with applications for classification as 1-0 or 1-A-0 which were pending prior to the unit's receipt of alert notification and those previously classified 1-A-0 will be transferred to a non-combatant unit if necessary by the MS commander IAW AR 600-43.</p>
<p>27. Death of Member.</p>	<p>Members who die at anytime after departing home to report to the unit assembly site based on unit order to AD will be reported/processed IAW AR 600-8-1.</p>
<p>28. Key Employee.</p>	<p>Removal of key employees from the Selected Reserve is a mandatory peacetime requirement under AR 135-133 and AR 690-11. If removal has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit.</p>
<p>29. Minister or Theological Student.</p>	<p>Transfer or discharge of ministers or theological students is a peacetime requirement under AR 135-133. If transfer or discharge has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit. Orders should be provided from the STARC/RSC with unit orders. Unit should report exceptions (additions/deletions) to the STARC/RSC.</p>
<p>30. Personal/Community Hardship.</p>	<p>a. If discharge by reason of hardship has been requested and approved prior to the unit's receipt of <u>alert</u> notification, the member will be discharged prior to the unit's effective date of AD IAW AR 135-133, AR 135-175 and 135-178.</p> <p>b. If discharge has been requested but not yet approved, delayed entry will be requested IAW AR 601-25 pending final determination.</p> <p>c. If discharge is not requested prior to the unit's receipt of <u>alert</u> notification or requested discharge is not approved, discharge is not authorized. Member will enter AD with the unit unless granted delayed entry for other reasons.</p>
<p>31. Officer Candidate. (PSRC: SEE TABLE 2-2)</p>	<p>a. Officer candidates attending an AC OCS program will be processed IAW Criterion 1.</p>

Chapter Five: Tasks, Conditions, and Standards By Phase (in Mission Training Plan Format)

Planning Phase (Phase I)

TASK: Maintain a Mobilization Plan to facilitate preparation for unit activation and deployment overseas.

CONDITION: The Reserve Unit is assigned a Mobilization Station (MS) and is required to proceed to that MS independently. Combat Units will maintain a Mobilization Plan no lower than Battalion level. CS/CSS units will maintain a Mobilization Plan at "AA" level, or at a level at which the unit is most likely to be mobilized.

STANDARDS: Initially using its organic resources, establish and maintain a Mobilization Plan. Upon notification of alert, be able to properly prepare for the activation of the unit by alerting key personnel. Properly prepare the facility for the activation of the entire unit and the dispatch of the advance party to the mobilization station. Plan for the movement, and the subsequent mobilization activities, as required by the Mobilization Station Information Packet.

LEGEND:

	Critical Task
+	
Trained:	(T) All critical tasks and subtasks were successfully completed.
Needs Practice:	(P) All critical tasks were performed successfully, but one or more non-critical subtasks were performed unsuccessfully.
Untrained:	(U) One or more critical tasks were completed unsuccessfully.

PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS		Go/No Go Remarks
TASKS	Advance Party	
(1) Provide personnel information	<p>a. Present individual letters to unit personnel during unit in processing that provides general information and guidance to assist them in understanding their role in the reserve system in-processing.</p> <p>b. For personnel readiness planning, present each individual with a copy of Annex C of this volume of FORMDEPS (ensure that the Annex is annotated with unit specific information where appropriate). Additionally, order copies of any current family assistance support pamphlets or publications, identified by the unit family program coordinator, for each unit member to provide to his/her family.</p> <p>c. Conduct welcome and annual mobilization briefing to soldiers, using Annex C as a guide.</p> <p>d. Conduct Military Medical benefits and Dental briefings for family members annually.</p>	
+ (2) Prioritize the conduct of Soldier Readiness Processing (SRP) checks and conduct SRP actions	<p>a. Prioritize SRP Checks. Based on priorities, only one SRP check (other than for actual mobilization and deployment) will be made on an annual basis. All other inspections or checks will use data from the primary check.</p> <p>(1) SRP checks are done through several processes throughout the year.</p> <p>(a) Selected data is required to support unit status reporting.</p> <p>(b) Annual record checks to ensure that forms and administrative data required to support the soldier and his/her family are up to date.</p> <p>(c) Inspections and readiness evaluations are conducted by command agencies throughout the year.</p> <p>(d) Soldier readiness is evaluated during exercises such as CALL FORWARD.</p> <p>(e) Soldier readiness is required in preparation for Overseas Deployment for Training.</p> <p>(2) Commanders must review schedules for the training year and annotate the training schedule for the primary SRP check, to reduce the multiple SRP checks.</p> <p>b. Conduct SRP.</p> <p>(1) Guidance is in AR 600-8-101. Supplemental guidance will be provided as required to meet changing policy in SRP management and operational requirements.</p> <p>(2) Those administrative actions that are required for the day-to-day support of the soldier and his/her family will ensure that most of the SRP</p>	

Task (2) requires Soldier Readiness Processing (SRP) checks.

PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS		Go/No Go Remarks
TASKS	Advance Party	
		requirements are current (i.e., maintenance of DD Form 93 and pre-enrollment in DEERS). Selected items, such as immunizations and issuance of ID cards, cannot be accomplished until mobilization execution. (3) Requirements noted in a FORSCOM Memorandum will delineate those items that cannot be accomplished until the home station or mobilization station phases, and will establish which items should be checked to support unit status reporting and establish priorities for inspections/SRP checks during each year. Many of the tasks noted in the planning, alert and home station phases actually support SRP actions. (4) The tasks in this phase noted below that support SRP actions are grouped in the same pattern as the SRP checklist provided by the FORSCOM Memorandum and the electronic form available in the Mobilization Level Application System (MOBLAS) at all PPPs and PSPs and the Installation Support Modules (ISM) at FORSCOM installations. Tasks are neither all-inclusive for SRP, nor are they necessarily in sequential order. (5) Those tasks that do not align with SRP but are critical to unit and soldier mobilization are categorized and added as the final sections.
(3) Maintain MPRJ (DA Form 201).		Update as required IAW AR 600-8-104.
(4) Update and maintain unit data bases and personnel SIDPERS data (ARNG or USAR). (SRP Section)		Commanders will ensure that unit's data bases and RC SIDPERS data is timely and accurate. Data is used in automated systems which identify and earmark fillers and support development of training base expansion requirements. Verify accuracy of AOC/MOS data on SIDPERS.
(5) Screen personnel for members available for mobilization or deployment.		a. Commanders will screen members of their unit annually IAW AR 135-133 and NGR 600-2. Those who are identified as key employees, ministry students, medically disqualified for deployment or whose mobilization will result in extreme personal or community hardship, will be discharged or transferred as appropriate. b. Screening should identify all soldiers who are non-deployable, to include reason. Unit commanders will take actions to resolve the non-deployable condition. Soldiers determined to have permanent non-deployable conditions will be transferred or discharged as appropriate. c. AR 614-30 (Table 3-1), AR 220-1 and Table 2-1, this regulation, should be used as references to identify non-deployable categories.
(6) Complete Family Care Plans (FCP). Standards identifying soldiers		Documents required by paragraph 5-5, AR 600-20 must be current and on file for each soldier requiring a plan.

Task (6) requires the completion of family care plans.

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TASKS	Advance Party	PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS	Go/No Go Remarks
<p>who require a family care plan can be found in AR 600-20. An FCP is required for both members of a dual-service couple, and soldiers who:</p> <ul style="list-style-type: none"> • have no spouse • are divorced, widowed or separated • reside without the spouse when the soldier becomes pregnant, or have joint or full legal and physical custody of one or more children under the age of 19 years • have adult, non-spouse, dependent family members incapable of self-care 			

Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A

(7) Ensure that all unit members have appropriate identification documents.

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Annex E: (Mobilization Checklist for Unit Commanders) to RC Unit Commander's Handbook

This annex contains a checklist to assist unit commander in preparing for their unit's entry on active duty and movement to a mobilization station or port of embarkation. The list may be modified to accommodate local requirements or conditions. This checklist is organized by phase as indicated under reference and will be used as a reference for developing the HS Activities Plan and schedule. Though the checklist is broken out by phase, within each phase, tasks are not necessarily listed in the sequence that they should be accomplished. Units are encouraged to use this checklist at every opportunity.

PLANNING PHASE (PHASE 1)

	TASK	REFERENCE CHAP/PHASE/TASK OR ANNEX	PERSON ASSIGNED ACTION	DATE/TIME COMPLETED	VERIFIED
(1)	Provide personnel information.	2-I-1			
(2)	Conduct Soldier Readiness Processing (SRP).	2-I-2			
(3)	Maintain MPRJ (DA Form 201)	2-I-3			
(4)	Update and maintain unit data.	2-I-4			
(5)	Screen personnel not available for deployment	2-I-5			
(6)	Complete Family Care Plans	2-I-6			
(7)	Ensure unit members have ID documents	2-I-7			
(8)	Identify and process soldiers with profiles	2-I-8			
(9)	Ensure personnel have a security clearance	2-I-9			
(10)	Provide pre-mobilization legal preparation	2-I-10			
(11)	Maintain soldier's MMPA	2-I-11			
(12)	Maintain health record (DA Form 3444 Series).	2-I-12			
(13)	Ensure medical exams are current	2-I-13			
(14)	Ensure dental examinations	2-I-14			
(15)	Ensure DNA specimen is completed	2-I-15			
(16)	Ensure unit members are tested for HIV	2-I-16			
(17)	Ensure immunizations are current	2-I-17			
(18)	Identify personnel needing spectacles/hearing/aids.	2-I-18			
(19)	Identify personnel requiring lens inserts.	2-I-19			
(20)	Verify application for DEERS enrollment	2-I-20			
(21)	Establish a Family Support Group (FSG).	2-I-21			
(22)	Screen Practitioner Credentials File .	2-I-22			
(23)	Familiarize administrative personnel in SIDPERS.	2-I-23			
(24)	Appoints/signature cards.	2-I-24			
(25)	Assemble and maintain unit MWR kits.	2-I-25			
(26)	Identify personnel requiring waiver of benefits.	2-I-26			
(27)	Maintain a unit mobilization file	3-I-1			
(28)	Conduct annual review of mobilization file	3-I-2			
(29)	Develop postmobilization training plan	3-I-3			

Mobilization Checklist for Unit Commanders

Task (6). Complete family care plans.