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\* FORSCOM Regulation 500-3-5

Emergency Employment of Army and Other Resources  
FORCES COMMAND DEMOBILIZATION PLAN

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**Summary.** This regulation assigns responsibilities and provides guidance, instructions, and procedures to redeploy and demobilize Army Forces.

**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.

**Restrictions.** Approved for public release; distribution unlimited.

**Suggested improvements.** The proponent agency for this regulation is the Deputy Chief of Staff, Operations, FORSCOM. Users are invited to send comments and suggested improvements to CDR, FORSCOM, ATTN: AFOP-OCM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

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This regulation supercedes FORSCOM Regulation 500-3-10, 1 February 1991 and rescinds FORSCOM Regulation 500-3-5, 1 September 1991

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## 1. Purpose.

- a. This plan assigns responsibilities, provides guidance, instructions, and procedures for redeployment and demobilization of those Reserve Component (RC) units and individuals ordered to active Federal military service.
- b. For purposes of this plan, demobilization is defined as the process of releasing RC units and soldiers from active duty and returning them to their previous status, managing AC soldiers deployed with RC units, and managing Department of the Army civilian employees deployed in support of a military operation.

## 2. Situation.

### 2.1. General.

This plan is applicable for the demobilization of RC units and all categories of individuals mobilized under any of the various authorities vested in the President or Congress of the United States. Individual categories include Individual Mobilization Augmentees (IMA), Individual Ready Reserve (IRR), retirees recalled to active duty and deploying DA civilians.

### 2.2. Assumptions.

- (1) Operational planning by the supported Commander in Chief (CINC) will include releasing deployed RC units and individuals to meet the time constraints of public law.
- (2) A timely decision will be made concerning disposition of equipment belonging to each deployed RC unit (i.e., whether equipment will accompany unit back to Continental United States (CONUS) or remain overseas for further use).
- (3) There will possibly be a mobilization/demobilization overlap. Replacement units will be in the area of responsibility (AOR) prior to those units leaving to demobilize.

## 3. Mission.

Forces Command in coordination with Transportation Command (TRANSCOM) and other Major Army Commands (MACOM), through the Continental United States Armies (CONUSA), receives, processes, and releases RC units and individuals from active service at the termination of their designated call-up period or when no longer needed.

## 4. Execution.

### 4.1. Concept of Operations.

Annex A.

### 4.2. Coordinating Instructions.

- (1) HQDA (DAMO-ODM) is the proponent for demobilization.
- (2) Forces Command is the Army Executing Agent for CONUS demobilization.
- (3) The effective release date for RC units and soldiers called up under Title 10 USC 12304a will be developed based on individual/unit call-up date or termination of need.
- (4) Forces Command will identify to TRANSCOM the desired Aerial Port of Debarkation (APOD)/Sea Port of Debarkation (SPOD) to be used for returning deployed RC units.
- (5) The RC units will process through the same Mobilization Station (MS) used in the original call-up process. For demobilization, these installations will be designated Demobilization Stations (DMS).. For RC soldiers deployed as individuals and not affiliated with an RC unit processing for demobilization, the CONUS Replacement Center (CRC), through which they deployed, will be used as CONUS Demobilization Center.
- (6) When home station mobilization is implemented, the STARC/RSC is responsible for the conduct of demobilization activities for the unit. The CONUSA will provide oversight in the same manner as for a PPP/PSP.
- (7) All IMA and IRR personnel and retirees called up to serve at CONUS installations will be demobilized from those locations where the service was performed.
- (8) All IRR personnel returning with the gaining unit to its DMS, will be released from active duty at that location. IRR filler personnel will not accompany an RC unit to its home station (HS), but will be released to their home of record (HOR). Anomalies will occur resulting primarily from reassignment in theater. The units' DMS will coordinate with the individuals original MS to acquire records for accomplishment of demobilization actions.
- (9) Units and individuals will require approximately eight days to complete separation processing (5 days at the DMS and 3 days for movement and HS activities). Soldiers will be in a TDY/Intransit status until closing on the home station. All RC units will be released from active duty (REFRAD) at their

home station. Upon REFRAD, command and control will revert to the previous peacetime chain of command.

(10) Additional forces may be identified to provide base support, to include supporting the demobilization of RC units.

(11) Demobilization, as a reverse of mobilization, will be executed incrementally with specific units and time of demobilization to be announced in the demobilization orders.

(12) A Redeployment Assessment and Status Report will be part of the daily Situation Report (SITREP). RC unit flags ("AA" level) will be tracked from Port of Embarkation (OCONUS) to Port of Debarkation (CONUS), to DMS, and to HS. Minimum information required is unit name, unit identification code (UIC), troop strength, and date unit reported and departed each location.

(13) Department of the Army Civilians do not "demobilize" in a sense of processing for separation, but they must process through certain administrative and logistics check points. They will redeploy through the appropriate CONUS Demobilization Center for return of equipment and appropriate administrative and medical checks. They will then return to their originating duty station.

## **5. Service support.**

### ***5.1. Logistics.***

Annex B.

### ***5.2. Personnel.***

Annex C.

## **6. Command and Signal.**

### ***6.1. Command.***

(1) The supported CINC will retain command of deployed units until they are redeployed and reassigned to FORSCOM at the Port of Debarkation (POD) in CONUS.

(2) Upon arrival at the DMS, unit elements will revert to command of the appropriate DMS. The DMS/MS remain under operational control of the appropriate CONUSA for mobilization, deployment, redeployment, and demobilization.

### ***6.2. Signal.***

(1) The Global Command and Control System (GCCS) will be the primary command and control system used to effect the redeployment of units returning to CONUS.

(2) GCCS-A will be the primary command and control system used to coordinate the demobilization of RC units after redeployment to CONUS. RC unit demobilization data will be maintained in the Mobilization, Operations, Deployment, Employment Execution system (MOBODEE), portion of GCCS-A.

(3) If required, all communications concerning sensitive or classified information regarding the redeployment and demobilization of units returning to CONUS will be protected and routed by secure communications systems (GCCS-A, STU-III, classified e-mail on SIPRNET or Secure Facsimile).

## **ANNEXES**

- A. Concept of Operations
- B. Logistics
- C. Personnel
- D. Public Affairs
- E. Medical
- F. Legal
- G. Orders
- H. Resource Management
- I. Provost Marshal
- J. References

## **ANNEX A**

### **Concept of operations to FORSCOM Demobilization Plan**

#### **1. General/Purpose.**

Provide a concept of operations for the execution of demobilization of RC personnel and units returning to home station from active Federal service.

#### **2. Concept.**

This plan is applicable to three categories of RC soldiers to be redeployed and/or released from active Federal Service. It also applies to DA civilians who were deployed in a TDY status to support a military operation.

##### ***2.1. Deployed Units.***

Units will be released by the supported CINC. Unit personnel will redeploy to an APOD or SPOD and move to a DMS for demobilization processing. Units and individuals should be demobilized from the same installation as mobilized.

##### ***2.2. CONUS Support Units.***

All RC units providing support to the CONUS base will be processed for demobilization by the same installation which accessed them to active duty. Personnel who were reassigned to serve in other locations or activities will be reassembled at the point of origin prior to being returned to home station.

##### ***2.3. Individual Reservists (IMA, IRR, and retirees)***

These personnel will be released at the same DMS as their gaining unit or command. They will not accompany an RC unit to its home station but be released to the address from which they were mobilized.

All demobilizing units will submit an updated Unit Status Report (USR) within 30 days of REFRAD. The USR will be submitted through normal RC channels.

##### ***2.4. Civilians***

Any DA civilian deployed through a CRC must return to the CRC installation for turn in of equipment and appropriate administrative or medical processing. They will then return to their originating duty location.

#### **3. Responsibilities.**

##### ***3.1. HQ FORSCOM***

HQ FORSCOM is responsible for ensuring that all mobilized units are visible in the redeployment and/or demobilization section of GCCS-A/MOBODEE. The MOBODEE Redeployment Execution module will be used to track each unit from POD, through the DMS and subsequent return to Home Station (HS) for purpose of REFRAD.

##### ***3.2. CONUSA***

The CONUSA will have operational control for execution of demobilization within their AOR. CONUSA HQ will update the Projected and Scheduled REFRAD dates for each unit based on length of call up and scheduled demobilization date published in the demobilization order respectively. Update RC Unit Demobilization event will be used to report this data.

##### ***3.3. DMS***

Each DMS will receive, house, process, provide logistics support, and ensure all RC personnel/units are transported to home station and individual reservists are transported to their home of record. DMS is tasked to provide the majority of data base updates in the demobilization process.

a. A movement carrier (Air/Ground) will be created to reflect a unit's move from POD to Destination. The Redeployment execution module of MOBODEE contains both events (Update Redeployment Schedule and Update Arrive Destination) for purposes of creating and reporting actual movement times.

b. Update RC Unit Demobilization event will store the actual unit arrival time at DMS base on input from "a" above. DMS will input the actual departure date of the unit enroute to its HS.

c. In cases where HS demobilization occurs the CONUSA, in conjunction with the respective RSC/TAG will be responsible for data base updates.

##### ***3.4. Supporting Installations (SI)***

Supporting Installations (SI) will provide required administrative, logistics, and movement support to demobilizing units and personnel. (Refer to Annex B)

##### ***3.5. MACOM***

###### ***3.5.1. Army Medical Command***

Army Medical Command (MEDCOM) will coordinate with HQDA, FORSCOM, CONUSA and DMS for the release of Army Medical Command assigned medical units for demobilization.

**3.5.2. Military Traffic Management Command (MTMC)**

Military Traffic Management Command (MTMC) will coordinate with HQDA, FORSCOM, CONUSA, and DMS to release designated units for demobilization.

**3.5.3. Special Operations Command (SOCOM)**

Special Operations Command (SOCOM) will coordinate with HQDA, FORSCOM, CONUSA, and DMS to release designated units for demobilization. All SOCOM units will be administratively controlled by FORSCOM during the demobilization process.

**3.5.4. Training and Doctrine Command (TRADOC)**

Training and Doctrine Command (TRADOC) will coordinate with HQDA, FORSCOM, CONUSA,, NGB and DMS to release designated units for demobilization.

**3.5.5. Army Materiel Command (AMC)**

Army Materiel Command (AMC) will coordinate with HQDA, FORSCOM, CONUSA, and DMS to release designated units for demobilization.

**3.5.6. The Adjutants General (TAG):**

The TAG will be responsible for data base updates of the following:

- a. Report arrival of unit at HS.
- b. Report actual REFRAD date of units. This last update, in regards to National Guard units, will return control of the unit back to NGB.

Throughout the above processes, appropriate JOPES/SORTS transactions will be automatically generated where required.

- (1) Assume command of reassigned demobilized Army National Guard (ARNG) units upon effective date of demobilization.
- (2) Be responsible for demobilization of ARNG unit equipment upon return to CONUS as directed by the demobilization equipment and return plan.
- (3) Ensure ARNG units submit the required USR within 30 days of REFRAD.

**3.5.7. United States Army Reserve Command (USARC):**

The USARC/RSC will be responsible for data base updates of the following:

- a. Report arrival of unit at HS.
- b. Report actual REFRAD date of units. This last update, in regards to USAR units, will return control of the unit back to USARC/RSC.
- c. Throughout the above processes, appropriate JOPES/SORTS transactions will be automatically generated where required.
  - (1) Assume command of reassigned demobilized U.S. Army Reserve (USAR) units upon effective date of demobilization.
  - (2) Be responsible for, through the appropriate Regional Support Command/Direct Reporting Command (RSC), the demobilization of USAR unit equipment upon return to CONUS as stated in the demobilization equipment and return plan.
  - (3) Ensure USAR units submit the required USR within 30 days of REFRAD through their normal reporting channels.

## **ANNEX B**

### **Logistics To FORSCOM Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

To provide logistical demobilization planning and execution guidance to assist TRANSCOM, FORSCOM, TAG, USARC, CONUSA, Installations, STARC, RSC, and units accomplish their missions.

##### ***1.2. Assumptions.***

Basic plan and the following:

- (1) Unit equipment scheduled to return to CONUS but which does not accompany the unit will remain AC responsibility until returned to the unit at their HS as directed.
- (2) Operational requirements or transportation constraints will dictate some unit/individual equipment will remain in the AOR and will not be returned to CONUS. Procedures in DOD Directive 1225.6 will be followed for withdrawal of RC equipment.
- (3) Transportation is available for equipment movement.
- (4) Units have maintained their equipment while in AOR.
- (5) All CONUS based Combat Support/Combat Service Support (CS/CSS) units will return to HS with their equipment and return the equipment to storage.

#### **2. Concept.**

Logistics operations will generally be completed as prescribed in this annex. Authority to adjust these provisions during execution rests with the demobilization chain of command.

a. There will be four scenarios for demobilization of unit equipment.

- (1) Unit personnel and equipment return together by air. This will occur only when FORSCOM and the supported CINC certify the necessity for airlift.
- (2) Personnel return by air and the equipment will follow at a later date by surface.

(3) Personnel return by air and all or a portion of unit equipment remains in the AOR to accomplish the continuing mission. Equipment remaining in the AOR will be laterally transferred to either the supported CINC or a gaining unit. Upon return to CONUS, the returning unit will be reconstituted or receive Mission Essential Equipment for Training (MEET) until redeployment of the equipment set.

(4) CONUS support units will return to HS with their equipment in organic convoy or commercial transportation with no or minimal delay in arrival at HS. All supply and maintenance actions will be completed prior to leaving the installation, port, or depot they were deployed from.

b. For equipment returning by surface transportation the CONUSA in coordination with (ICW) the appropriate State Area Command (STARC)/RSC will identify the most effective location for the receipt and demobilization of unit equipment. These Equipment Demobilization Sites (EDS) may range from the HS/DMS/Equipment Storage Site (ESS); such as Equipment Concentration Sites (ECS), Mobilization and Training Equipment Sites (MATES), Unit Training Equipment Sites (UTES), or maintenance sites; such as Area Maintenance Support Activity (AMSA) or Organizational Maintenance Shops (OMS). FORSCOM will change the final destination for unit equipment moving by surface in the Time Phased Force Deployment Data (TPFDD) to match the identified EDS.

c. CONUSA through STARC/RSC/DMS will ensure the timely and complete validation of RC unit equipment at the EDS. Validation will include the following.

- (1) Inventory 100% of deployed/mobilized equipment, identify shortages and/or excesses against peacetime MTOE authorization and submit reports of survey or other adjustment documents IAW AR 735-5. All shortages will be placed on valid requisitions.
- (2) Ensure on hand unit equipment meets, at a minimum, Fully Mission Capable (FMC) criteria. The term FMC is defined in AR 700-138 as equipment that can perform its combat mission, is safe to operate and all mission essential subsystems installed and operating.
- (3) All requisitions necessary to bring equipment to TM -10/-20 Preventative Maintenance Checks and Services (PMCS) standards will be submitted to the unit's supply support activity (SSA) at HS.

d. CONUSA will report status of the return of equipment to the EDS, projected validation and validation completion through the Global Command and Control System-Army (GCCS-A)

e. The AC portion of the demobilization chain of command is responsible for providing resources - funding for parts and supplies and mandates to accomplish the tasks and the RC chain of command providing the manpower and command emphasis to accomplish validation.

### **3. Responsibilities.**

Assisting units in the transition to reserve status is the demobilization chain's responsibility. Priorities for logistic support to demobilizing units will be in accordance with the assigned unit demobilization date.

#### **3.1. Supported CINC:**

- (1) Determine unit/individual equipment which is needed in the AOR and will not return to CONUS with the unit.
- (2) Establish procedures for redeploying unit equipment which will allow the units to meet their demobilization date. Units will redeploy as close to full wartime MTOE authorization and unit basic/prescribed loads and stockage levels as available assets permit.
- (3) Establish procedures to receive and accept accountability for unit/individual equipment which will remain in the AOR. The procedures for accepting individual equipment should allow the personnel to retain essential equipment until departure from the AOR. Ensure actions are taken to comply with DOD Directive 1225.6, Equipping the Reserve Forces.
- (4) Establish procedures to accept and ship unit equipment to CONUS POD. Ensure Military Standard Transportation and Movement Procedures (MILSTAMP) documentation of cargo. Ensure UIC and appropriate final destination of equipment is clearly identified.
- (5) Identify transportation requirements in TPFDD data base.
- (6) Supported CINC's goal is to redeploy unit equipment in TM-10/-20 PMCS standards. Ensure units perform technical inspections (TI) of all

equipment to identify requirements necessary to bring to TM-10/-20 PMCS standards and prepare DA Forms 2404 prior to redeployment. The DA Forms 2404 will be certified by the unit commander or maintenance officer and copies carried back by the unit to the DMS for preparation of requisitions. Requisitions will be submitted to the units HS Supply Support Activity (SSA) prior to REFRAD. The certified DA Forms 2404 will serve as a baseline for follow on funding and identification of intransit damage.

#### **3.2. TRANSCOM:**

- (1) Provide transportation for units and equipment from AOR to the unit's DMS. This includes strategic lift and CONUS transportation from APOD or SPOD as required in coordination with CI/SI, DMS or CONUSA.
- (2) Publish strategic lift schedules in JOPES.
- (3) Identify Port Support Activity and Arrival Airfield Control Groups requirements to FORSCOM.

#### **3.3. FORSCOM.**

- (1) As applicable, identify final destination of selected units' surface cargo record in the redeployment TPFDD as recommended by the CONUSA.
- (2) Ensure resources are available to complete validation tasks of demobilizing unit equipment sets.
- (3) In coordination with the CONUSA/USARC/NGB, will coordinate and provide Minimum Essential Equipment for Training (MEET) for units which left equipment in the AOR for mission requirements.

#### **3.4. CONUSA.**

- (1) Establish procedures to validate demobilization of RC equipment sets. Report status of redeployment of equipment sets and validation in GCCS-A.
- (2) Identify resources manpower, to accomplish equipment validation.

#### **3.5. SI**

Each SI with Arrival Airfield Control Group (AACG) or Port Support Activity (PSA) will assist unit personnel and equipment during transit from POD to DMS/EDS.

#### **4. Supply.**

Units will begin preparation for demobilization in the AOR. Units will follow guidance provided by the supported CINC concerning supplies/equipment with attention to the following areas:

##### **4.1. Class I**

Turn-in all excess to supported CINC (not needed for use in AOR prior to redeployment).

##### **4.2. Class II**

All Organizational Clothing and Individual Equipment (OCIE) will remain with units.

##### **4.3. Class III**

Units will retain basic load of packaged products. Bulk POL will be turned in to AOR and tankers will be purged and shipped empty.

##### **4.4. Class IV**

Turn in to supported CINC prior to redeployment.

##### **4.5. Class V**

Turn in to supported CINC prior to redeployment.

##### **4.6. Class VII**

Depending on the equipment scenario, with the exception of individual equipment, equipment will be shipped by air with the unit, turned in for shipment to CONUS for surface movement; transferred to the supported CINC; or to gaining unit in theater.

##### **4.7. Class VIII (Supplies)**

Turn-in to supported CINC prior to redeployment. Class VIII major end item equipment will be processed in accordance with (6) above.

##### **4.8. Class IX**

Unit Prescribed Load List (PLL) and shop stock will remain with unit equipment set. Support Authorized Stockage List (ASL) for equipment retained in AOR will be turned-in to supported CINC prior to redeployment.

#### **5. DMS**

(1) Plan for support of units in all areas of supply to include reestablishment of basic load requisitions, PLL accompanying equipment, and reconstitution of individual equipment which was retained in the AOR. Unit will not be detained at DMS for reconstitution but will coordinate with unit's SI.

(2) Confirm the current unit Department of Defense Address Activity Code (DODAAC) reflects the correct HS address. If not correct, submit Type of Address Code (TAC) 1, 2, 3 change of address to the Logistic Support Agency.

(3) Each DMS will retain any equipment issued during the mobilization station phase based on unit peacetime authorized level of organization (ALO). Coordinate with FORSCOM/CONSUA/USARC/NGB for MEET equipment requirements which could be satisfied by excess equipment.

c. Each SI will assist units as required during movement to HS and while at HS until demobilization date (OMA funds will be used for support). Unit's SSA at HS will reestablish unit as authorized customers. This will facilitate submission of requisitions to achieve validation.

d. Emergency unit supplies during movement from DMS to HS will be obtained by the mobilization purchasing authority designee.

##### **5.1. Property Accountability.**

(1) Equipment designated to remain in AOR will be laterally transferred as designated. A joint inventory of this equipment will be conducted by the two property book officers concerned. Any property determined to be lost, damaged or destroyed will be accounted for IAW AR 735-5. Adjustment documents will be processed through the hand receipt holder's chain of command at the time the loss or damage is discovered. Losing units will initiate supply requests for transferred equipment immediately upon return to HS unless otherwise directed.

(2) Unit will prepare Continuing Balance System Expanded (CBS-X) transactions and turn in to the unit's SSA after reconciliation of the on hand assets with the property book.

(3) Units will accomplish Serial Number Inventory/ Reconciliation's within 90 days of the units return to HS. This includes DOD Small Arms Serialization Program including CAT 1 Missiles and Rockets, Controlled Cryptographic Items and DOD Radiation Testing and Tracking.

##### **5.2. Maintenance.**

a. Procedures. Day-to-day maintenance and transfer standards are the same as those applicable to

peacetime operations. Procedures for transfers of equipment are in AR 750-1.

b. Supporting PLL and shop stock will remain with the unit and not be turned in.

c. Unit equipment will only be painted for maintenance preservation purposes and not for cosmetic reasons.

**5.2.1. Responsibilities:**

(1) Unit level maintenance is the responsibility of the unit commander.

(2) In the AOR, the gaining command will inspect equipment before accepting equipment to be left in AOR and will have responsibility to return equipment to TM-10/-20 standards prior to returning equipment to CONUS.

(3) Unit equipment returning with the parent unit will be inspected and returned to TM-10/-20 standards at the EDS.

**5.3. Services.**

**5.3.1. Subsistence.**

(1) The SI with responsibilities for AACG will assist units while moving from APOD to the DMS.

(2) At the DMS, normal operating stocks will be used to support arriving units. Requisitions will be submitted for any shortfall of rations.

(3) The SI will provide support from DMS to HS and while at HS prior to the REFRAD date. Support will normally be coordinated through the peacetime chain of command.

**5.3.2. Food service.**

(1) The DMS will develop a food service support plan for their demobilization populations and support units during the demobilization process, to include enroute to and at HS in coordination with SI.

(2) The DMS with shortfalls in personnel, equipment, and facilities will consider alternatives such as commercial facilities, transportation of prepared food, personnel overtime, shift feeding, and contract catering.

(3) Unit ICW RSC/STARC/SI will develop a feeding plan for the period of time at HS until REFRAD.

**5.3.3. Laundry, and dry cleaning.**

(1) Those DMS having laundry, and dry cleaning, support facilities will determine the equipment needed to support demobilization. Plans for support will include requirements for two and three shift operations.

(2) Those DMS not having laundry and dry cleaning facilities will provide the service by contracts or interservice support agreements with other Government agencies.

**5.3.4. Mortuary services.**

(1) During the time between leaving the AOR and arrival at the DMS and finally the HS, mortuary services will be provided by military installations nearest the place of death.

(2) At the DMS, all contracts for care and disposition of remains will be made and administered by installations in accordance with AR 600-8-1.

**5.3.5. Commercial Activities (CA) Service Contracts.**

The DMS will ensure current CA service contracts contain provisions requiring the contractor to expand to meet the planned demobilization surge.

**5.3.6. Transportation.**

a. Supported CINC will assist the demobilizing unit with transportation support in the AOR. Equipment transportation will be handled based on movement priorities established by FORSCOM ICW supported CINC. Supported CINC will specifically:

(1) Prepare equipment for air and surface movements as scheduled to include customs and hazardous cargo inspections.

(2) Ensure personnel are provided transportation in accordance with their demobilization date.

(3) Accept accountability for unit equipment to be transported separately and ensure it is shipped to CONUS POD IAW the redeployment TPFDD.

(4) Provide Logistics Marking and Reading System (LOGMARS) labels for equipment being shipped by sealift and ensure UIC and final destination are clearly identified.

(5) Maintain lift requirements in JOPES data base.

b. Support installations with:

(1) Responsibilities for AACG will coordinate with TRANSCOM and DMS for transportation from POD to DMS.

(2) The PSA responsibilities will coordinate with MTMC for transportation of unit equipment to appropriate final destination identified in the TPFDD.

c. The DMS Installation Transportation Officer (ITO) will:

(1) Provide unit transportation while at the DMS.

(2) Ensure unit personnel return to HS IAW their demobilization date. Passenger movements for group movement requirements outside ITO authority will be requested from MTMC.

(3) For CONUS support units and units that redeploy equipment by air, ship unit equipment to the EDS, as determined by the CONUSA ICW the responsible STARC/RSC. Unit movement requirements will be provided MTMC area commands via Transportation Coordinator, Automated Command and Control Information System (TC ACCIS).

**5.3.7. Contracting responsibilities.**

a. Installation emergency procurement requirements will be handled in accordance with Federal Acquisition Regulations.

b. Units will not negotiate contracts, but will request assistance from the DMS or SI. Units will appoint a Mobilization Purchasing Authority for enroute and HS emergency procurement requirements.

**5.3.8. Automated Logistics Management Information Systems**

Automated Logistics Management Information Systems guidance, policy, and procedures will be published separately if deviation from established procedures are authorized.

**5.3.9. Interservice, Interdepartmental, and Interagency Support.**

a. Each DMS, SI and CI will consider using intraservice, Interservice, and interdepartmental support arrangements to provide support under demobilization.

b. In the development of the installation demobilization support plan, the feasibility of providing support to units through an Interservice Support Agreements (ISSA) with other services and Federal agencies must be evaluated.

## ANNEX C

### Personnel to FORSCOM Demobilization Plan

#### 1. General.

##### 1.1. Purpose.

To provide general personnel guidance for demobilization planning and execution. This guidance is applicable to HQ FORSCOM, other CONUS MACOM, Supported CINC, CONUSA, STARC, RSC, GOCOM, Installations and RC Units.

##### 1.2. Guidelines.

- (1) RC units and individuals ordered to active duty, will be released from both CONUS and OCONUS commands in time to process through an installation and return to their home station/HOR within the limits prescribed by their order to active duty (to include amendments) under 10 USC 12301(a), 12302, 12304, or 688 and DOD guidance. As an example reservists must be back at their home station not later than 270 days if ordered to active duty under the Presidential Selected Reserve Call-Up (PSRC) authority of 10 USC 12304.
- (2) Units/individuals will require approximately eight days to support separation processing (5 days at the installation and 3 days for movement and HS activities). Soldiers will be in a TDY/Intransit status until closing on HS.
- (3) Unit integrity will be maintained, if possible, throughout the mobilization, deployment, employment, redeployment, and demobilization process.
- (4) Theater personnel managers will establish procedures to enable identification and notification of soldiers to report to their unit during in-theater stand down and reconstitution of RC units. Procedures must ensure soldiers who have been detached for cross-leveling or medical reasons, are returned to their unit during the unit's in-theater stand down and reconstitution.
- (5) Some RC unit members will have to be separated as individuals. Their release from active duty will be based on original date of accessioning to active duty or notification of earlier release of the unit with which they were accessioned to active duty.
- (6) Individuals (AC/RC) attached or assigned to RC units, during mobilization, will be reassigned/released

from attachment. See 2.1(3) for Active Guard/Reserve (AGR) soldiers.

(7) The demobilization process will be a reverse of the mobilization process and the personnel and administrative records will have to be executed or reviewed by the installation or unit personnel managers.

(8) While in-theater, commanders will ensure completion of OER/NCOER evaluation reports required by HQ DA guidance.

#### 2. Concept.

##### 2.1. General.

- (1) The RC units and individuals (retirees, TTAD, IMA and all others on individual orders) will be processed for separation at the assigned DMS. Theater commander should ensure return of the unit to CONUS installations in time to allow a minimum of eight days for processing and movement to HS.
- (2) Unless authorized by HQDA, no reservists in any category will be permitted to voluntarily remain in the theater in a different status (e.g. change from active duty to TTAD), with a unit other than the unit with which they were activated, or in another position other than the position an individual volunteered to fill.
- (3) All AGR will demobilize with their original unit of assignment. Installation commanders who cross-leveled non-deployable AGR into a CONUS sustaining slot are responsible for returning the AGR to their original unit during the demobilization process. All AGR soldiers will be returned to their home station and continue in the AGR Program IAW their current AGR attachment orders. Active Guard/Reserve soldiers serving on Title 10 status prior to mobilization will not be separated from active duty and will not be issued a DD Form 214. They will be removed from SIDPERS AC, but will not be dropped from DJMS (AC). Army National Guard AGR soldiers serving on Title 32 status prior to mobilization will be released from active duty and issued a DD Form 214. They will require a tour status change back to Title 32.
- (4) The IMA will be processed for separation from active duty using the same procedures used to separate members of RC units.

(5) Retiree's recalled to active duty under Title 10, and Para 12301 and 688(a) will be processed for separation from active duty IAW AR 635-10.

(6) Soldiers serving on TTAD will be returned to the servicing installation within the time frame of their tour for separation processing, or earlier if unit is released or position of assignment is curtailed early.

(7) Active component soldiers who were attached and deployed as fillers for RC units may volunteer to stay in theater as a filler for follow on AC or RC units. The theater commander is responsible for requesting appropriate assignment/attachment orders from the original installation or organization of the AC soldier.

## ***2.2. Personnel policies and procedures.***

(1) Administrative processing should start in theater prior to redeployment. Installation and unit commanders will continue the administrative actions to complete the demobilization process. Administrative processing required at home station is the unit commander's responsibility but may be supported by TAG, USARC, STARC and RSC/DRC as appropriate. Administrative actions not having an adverse effect on pay or promotion may be delayed until the next scheduled drill assembly after demobilization.

(2) Members of demobilized units, IMA and IRR released from active duty are no longer subject to AC Stop Loss guidance, if implemented. DA will provide detailed guidance on release from RC stop loss.

(3) Document actions (e.g. promotions) which occurred during mobilization and return to normal operations as soon as possible. Report these actions to the peacetime chain of command if required.

(4) Enlisted soldiers deferred from Non-commissioned Officers Education System (NCOES) during the period of mobilization will be rescheduled for a later class upon return to home station unless constructive credit is given.

(5) Career development schools canceled or delayed because of the call to active duty should be rescheduled as soon as possible.

(6) Individuals (both ARNG and USAR) whose current period of active duty when combined with previous active duty will exceed 18 years of Active Federal Service (AFS) will not be involuntarily released from active duty unless the release is

approved by the Secretary of the Army. Soldiers must request to remain on active duty under the provisions of AR 601-280. Individuals who fall into this category must be identified immediately to Commander, AR-PERSCOM, DARP-ZPO, for a determination of appropriate actions and verification of AFS.

(7) Reserve Component and retired ID cards should not be collected during mobilization in-processing. All soldiers mobilized for more than 30 days are authorized a DD Form 2 (Active). Mobilized reservists and retirees are eligible to carry both cards.

(8) Reservists and their family members are authorized 30 days transitional medical benefits. The DEERS data base must be changed to reflect the additional 30 days beginning from the date of release from active duty. Orders should include authorization for 30 days medical as well. Issue the DD Form 1173 with TA 30 indicated in item 4, Status, of the DD Form 1172.

## ***2.3. Civilian Personnel.***

AR 690-11 provides guidance for the use and management of civilian personnel. See Appendix 2 this annex.

## ***2.4. Systems.***

Detailed systems applications will be addressed in Appendix 1.

(1) Standard Installation Division Personnel System (SIDPERS) is the official Army personnel strength accountability system and will be used to support personnel separation procedures. DA PAM 600-8 series applies.

(2) SIDPERS ARNG/USAR. The SIDPERS ARNG/USAR will be used to support demobilization and reconstitution of RC units.

(3) USAR Recruiting Vacancy Quota System (REQUEST). This system will be used to support enlistment efforts for non-called units and for units released from active duty.

## **3. Responsibilities.**

### ***3.1. HQDA.***

(1) The DCSOPS (DAMO-ODM) is the Army proponent for demobilization.

(2) The DCSPER (DAPE-MO) provides personnel policy guidance supporting redeployment and demobilization processing.

**3.2. SUPPORTED CINC.**

(1) Ensure completion of most of the transition/demobilization processes for units and individuals in theater.

(2) Maintain current status of units and individuals in theater and program redeployment in time to allow a minimum of eight days for final processing of separation actions in CONUS.

(3) Execute actions noted in appendix 7.

**3.3. FORSCOM.**

(1) Serve as the executive agent for demobilization.

(2) Develop policies, procedures and guidance to implement redeployment and demobilization of units and individuals called to active duty.

(3) Monitor both units and individuals to ensure accountability of the demobilized force.

(4) Capture data to support detailed demobilization planning.

**3.4. Other CONUS MACOM.**

(1) Provide necessary support to ensure RC units and individuals demobilizing on their installations are processed in a timely manner.

(2) In coordination with FORSCOM, CONUSA, and the DMS, ensure RC units under their command are reconstituted and demobilized IAW established policies and procedures.

**3.5. CONUSA.**

(1) Coordinate demobilization activities at installation and home station.

(2) Publish permanent orders (format 745) on units redeploying while on the installation.

(3) Publish demobilization orders (format 550) on units.

(4) Coordinate reconstitution of RC units at home station.

**3.6. DEMOBILIZATION STATIONS.**

(1) Implement orders attaching demobilizing units to appropriate installation organizations for administrative, logistics and UCMJ support.

(2) Publish separation orders (format 523 or 526, as appropriate) on individuals being released from active duty and assigned to non-active duty ARNG or USAR status.

(3) See Appendix 3.

**3.7. STARC.**

(1) Coordinate movement of units from DMS to HS.

(2) Reconstitute ARNG units at HS.

(3) Support HS administrative processing.

(4) See Appendices 1 and 4.

**3.8. RSC.**

(1) Reconstitute USAR units at HS.

(2) Support HS administrative processing.

(3) See Appendices 1 and 4.

**3.9. UNIT COMMANDERS.**

(1) Verify status and location of unit members during all phases of redeployment and demobilization to support unit integrity and release of all unit members at the same time.

(2) See Appendix 4.

**APPENDICES.**

1. Systems
2. Civilian Personnel
3. Demobilization Station Activities
4. Home Station Activities
5. Personnel Strength Accounting
6. Family Assistance
7. Theater Commander

## APPENDIX 1 Systems

### 1. Purpose.

To provide information about the use of personnel systems in support of demobilization operations.

### 2. General.

a. Correct demobilization is important to creating and recording an accurate record of an individual's active duty service and to maintaining and properly reporting the strength of the components.

b. Prompt and accurate accountability for individuals must be established and maintained at all times. Soldiers must be separated on time and accurately to ensure they will receive benefits they have earned.

### 3. Procedures.

a. Units and individuals should be demobilized from the same installation as mobilized.

b. The strength zero balance by-name accountability for soldiers in a unit is the responsibility of the Cdr. Cdr must compare the deployment by-name strength of their unit with the by-name strength prior to demobilization. Discrepancies must be resolved prior to the unit being released from the demobilization station.

c. AR 600-8-6 (Personnel Accounting and Strength Reporting) contains detailed guidance.

The PPP/PSB will follow procedures appropriate for the version of SIDPERS in use.

a. SIDPERS AC. Installations.

(1) Produce ACC-C27 report for unit when notified it departs the theater.

(2) Compare new C27 report [a(1) above] to post accessioning C27 and reconcile differences to ensure all soldiers are accounted for.

(3) Comply with SIDPERS procedure 2-91, Separations, DA PAM 600-8-2. Do not complete the post separation home address, "NX Transaction" for individuals.

(4) Submit "ODMO" transaction to transfer unit from the SIDPERS Organizational Master File (SOMF) to the SIDPERS Reserve Organizational Master File (SROF). DO NOT submit this transaction until all

other actions have been completed and all soldiers are separated or transferred out of the reserve unit UIC.

b. SIDPERS-ARNG/USAR. STARC/RSC/RSC.

(1) Compare unit roster (E.G. current DA Form 1379) from SIDPERS ARNG/USAR against a muster call from returning unit.

(2) Update files as appropriate.

(3) Report name, grade, social security number (SSN) data on discrepancies in rosters to appropriate STARC/RSC.

c. USAR REQUEST.

(1) The USARC will provide notification to Program Manager - USAR REQUEST for individual USAR units demobilized. Notification must include actual or projected release from AD date and desired date for changing unit status from "fenced" to "open" to permit resumption of recruiting actions. This date will not exceed forty-five days from AD release date.

(2) The USARC will coordinate with RSC to include a strength/vacancy audit ICW with unit manning roster (UMR) update process outlined above. The automated tool for this audit is the FORSCOM Strength Analysis and Reports (FORSTARS) produced Unit Transcript.

(3) Upon completion of the strength/vacancy audit, the desired unit status change date, or forty-five days past release from AD, the USARC will request unit status change by contacting the Program Manager - USAR REQUEST. The Program Manager will convert the unit status to "open".

## **APPENDIX 2**

### **Civilian Personnel**

#### **1. Purpose.**

To provide guidance for the return to CONUS of deployed civilian employees.

#### **2. General.**

Because of limited participation by civilians, procedures for accommodation of returnees will be the same that were used in deployment.

#### **3. Procedures.**

For planning, use current regulations.

#### **4. Concept.**

Redeployment of civilians will be triggered by the decision of the appropriate commander to terminate the assignment and arrange return transportation to the permanent duty station.

- a. Redeployment will be as individuals.
- b. Civilians must redeploy through the CONUS Demobilization Center for administrative, medical and logistics processing.
- c. Commanders may authorize leave upon arrival at HS.
- d. Civilians will be integrated into welcome home ceremonies.

## APPENDIX 3 Demobilization Station Activities

### 1. Purpose.

To provide information on administrative actions required at the installation executing separation actions for demobilizing personnel.

### 2. General.

a. Units and soldiers demobilizing as individuals should complete separation processing at installations expeditiously. Process should not exceed five days; however, soldiers should not be released for return to HS/HOR until the demobilization process has been completed.

b. Each DMS will be prepared to house, feed, and provide admin/UCMJ support for the demobilizing force.

### 3. Procedures.

a. Installation commanders should be prepared to perform personnel/administrative tasks in time to permit the unit/individual to depart for the home station or home of residence NLT 72 hours prior to the unit/individual date of REFRAD.

b. Installation commanders must accomplish the following tasks.

(1) Accomplish actions to reconstitute the unit to its pre-accession status:

(a) Release attached personnel from active component units on the installation.

(b) Identify individual volunteers serving on TTAD with the unit who require separation actions under individual orders.

(c) Reassign any non-deployable or excess personnel accessed with the unit but assigned to the garrison or other sustaining units while the original unit deployed.

(d) Reassign any unit members who deployed with other units and have returned to the installation for separation processing to their former unit.

(2) Prepare DD Forms 214 for each individual, except AGR soldiers (Note: Exception is the ARNG, AGR converted from Title 32 to Title 10 who will be released from active duty and issued a DD Form 214 and returned to Title 32 status on separate orders).

The effective date of separation for all members of a unit should be the same date as the units REFRAD. Exceptions would be soldiers authorized individual demobilization or delayed demobilization pending administrative or medical actions. Installation commanders who have insufficient documentation available to prepare a complete DD Form 214 for retirees should immediately contact Commander, AR-PERSCOM, ATTN: DARP-MOP-P, 9700 Page Avenue, St. Louis, MO 63132-5200. Additional data for IMA or IRR can also be obtained by contacting the appropriate Personnel Management Office at AR-PERSCOM DARP-EP (ENL)/DARP-OP (OFF), 9700 Page Avenue, St. Louis, MO 63132-5200.

(3) Collect DD Form 2 (Active). Terminate DEERS active duty status effective the date of separation indicated on DD Forms 214 for soldier and family members. If soldier was mobilized for 30 or more consecutive days, take steps to extend transition assistance benefits in DEERS by issuing the DD Form 1173 for medical benefits. If 30 days medical was not part of original activation order, amend order to include. Reissue the DD Form 1173 for TA-30 to soldier and family members. Reissue ID cards for reservists or retirees, if cards were inadvertently collected during mobilization. (NOTE: Does not apply to AGR soldiers and their families.)

(4) Ensure evaluation reports have been completed in accordance with HQ DA guidance.

(5) Provide rosters of unit members released early for any cause to the appropriate STARC/RSC for administrative processing. Roster must include reason for early separation (e.g. non-deployability).

(6) Ensure personnel records are updated and returned to the HS. Records of Retirees, IMAs and IRR will be returned to Commander, AR-PERSCOM, ATTN: DARP-PRA, 9700 Page Avenue, St Louis, MO 63132-5200.

(7) Ensure retirees recalled to active duty are managed in accordance with policies addressed by Deputy for Finance and Accounting, ATTN: SAFM-FAA-EC, Indianapolis, IN. Additionally, special emphasis should be placed on ensuring these retirees are fully aware of their options regarding recompilation of retired pay entitlements.

(8) Coordinate with the RC Transition NCO to attempt to place IRR serving on TTAD in a Selected Reserve Unit (ARNG or USAR) using assignment procedures in AR 140-10 or AR 601-280. If

assignment is approved to a USAR unit, modification to USAR REQUEST to permit the Transition NCO to make "TRR" transfers must be made. Coordination should be made with appropriate Personnel Management Officers at AR-PERSCOM to permit continuation of career management, whether assignment is to the IRR, ARNG or USAR unit. Completion of the assignment process if the soldier is transferred to a unit of the Selected Reserve will be IAW AR 601-280.

(9) Report name, grade, SSN, and original UIC of individuals accessioned/arrived who did not redeploy with their unit for separation processing to HQ FORSCOM, ATTN: AFOP-CAT. Include reason for separate processing and approving authority, if known.

(10) During separation briefing, emphasize guidance on reemployment rights and medical benefits for soldiers and family members during the transition period and after release from active duty. Briefing/counseling should include:

(a) Counseling on educational assistance benefits (Montgomery G.I. Bill, Army College Fund, and VEAP) prior to leaving active duty. A statement signed by the soldier that counseling was received must be placed in the official record. Army Continuing Education System (ACES) guidance counselors are tasked to provide this counseling to soldiers prior to separation.

(b) Benefits upon release. Reserve component members released from active duty are entitled to the following:

1 Full pay and allowances for the period of active duty performed.

2 Transportation to residence from which ordered to active duty.

3 Treatment of illness, injury, or disease as a result of active duty which was in line of duty.

4 Brief on incapacitation pay. Address the fact RC soldiers on incapacitation pay cannot drill or accrue retirement points.

(11) Ensure completion of required Line of Duty investigations (LODI) for the period of service to protect the interests of the Army as well as the soldier.

(12) Follow up on award recommendations to ensure soldiers are properly recognized for achievements during the period of service.

#### **4. Coordination.**

The DMS should consider coordination with CONUSA, TAG, and USARC for teams to support the demobilization process at the DMS. This will also support a smooth transition of command responsibilities and avoid redundant efforts in completing all administrative requirements for demobilization and unit validation procedures.

## APPENDIX 4 Home Station Activities

### 1. Purpose.

To provide information on administrative procedures required at HS for demobilizing units.

### 2. General.

a. Home station activities will include all activities necessary to reconstitute RC units and complete all administrative records required during the preparatory phase of mobilization addressed in FORSCOM Reg 500-3-3, The Reserve Component Unit Commander's Handbook (RCUCH).

b. Home station activities may be accomplished on initial arrival and during the first two drills after the unit's demobilization.

c. Home station activities will require support from CONUSA, TAG, and USARC.

### 3. Procedures.

The following tasks must be completed to effectively demobilize a unit.

a. Process change of address cards.

b. Check DEERS data base and ensure information is accurate. Issue TA-30 cards if not previously issued at demobilization station. Beginning June 98, all members of the selected reserve, individual ready reserve and standby reserve who currently hold a red ID card, will begin to be issued a DD Form 2 Reserve (Green). After June, if the deactivating reservist previously held a DD Form 2 (Red), issue new DD Form 2 Reserve (Green).

c. Upon arrival at HS, RC unit commander will provide through the demobilization chain of command to CDR FORSCOM, ATTN: AFOP-CAT, a report to show number called to active duty, number separated at demobilization, with an explanation of differences.

d. Work with STARC/RSC/DRC to reconstitute unit. Actions should include reassignment of personnel assigned to other units, release of attached personnel, and recall of detached personnel.

e. Implement/follow-up on actions to separate/discharge unit members who were not mobilized because of non-deployable status or were returned from the MS because of non-deployable

status, if appropriate (e.g. permanent medical condition, failure to implement family care plan, etc.).

f. Notify DJMS-AC/RC input station of demobilization of unit and changes in unit members or their RC pay status. (NOTE: Does not apply to AGR soldiers.)

g. Update SIDPERS ARNG/USAR with current personnel status.

### 4. Responsibilities.

#### 4.1. FORSCOM.

Establish detailed policies and procedures.

#### 4.2. CONUSA.

(1) Maintain command of units from departure of DMS until they are released from active duty.

(2) Monitor and support home station activities.

(3) Validate reconstitution of RC units. This will be done by coordination with installations, STARC, RSC, and units to ensure all personnel who initially mobilized with the unit are accounted for or personnel who cannot be accounted for are reported IAW para 3c.

#### 4.3. STARC/RSC.

(1) Execute/support unit reconstitution.

(2) Support unit HS administrative activities.

(3) Ensure SIDPERS ARNG/USAR are updated as appropriate.

(4) Validate/Input Unit Status Report and/or "J" Card in Status Resources and Training System (SORTS) NLT 7 days after units return to home station.

#### 4.4. UNIT.

(1) Process administrative actions required to bring unit and individual records to a state of readiness required by tasks in the preparation phase of the RCUCH.

(2) Notify DJMS-AC/RC input station of unit demobilization and verify unit members.

(3) Prepare a one time report through the demobilization chain of command to CDR, FORSCOM, ATTN: AFOP-CAT showing the number of unit personnel called to active duty by specific personnel category, i.e., TPU, AGR, AC,

Military Technician, as well as the number separated at demobilization along with a by name, grade, and SSN roster of personnel who did not demobilize (include justification, e.g. medical hold, unaccounted, etc.). Report should be sent through the appropriate STARC/RSC and CONUSA for consolidation. Report will be used to track individuals and ensure they are released from active duty within the appropriate time window.

## **APPENDIX 5**

### **Personnel Strength Accounting**

#### **1. General.**

##### ***1.1. Purpose.***

Define personnel reports required during the demobilization process.

##### ***1.2. Assumptions.***

(1) The DMS will be required to submit manual reports to the mobilization cell noting the unit, component, and strength on the DMS on a daily basis.

(2) Strength data on units redeploying from OCONUS will be available on GCCS.

#### **2. Concept.**

The SIDPERS-AC will remain official system of record for soldiers until released from active duty.

#### **3. Reports:**

a. Unit data. Unit status/strength data should be available on automated systems or through SITREP.

b. General Strength Report of Individuals being demobilized. Roll up figures of all individuals by category arriving on the installation and released from active duty on a daily basis. Report should cover 24 hour period ending 1600 hours local daily and be included in the personnel portion of the SITREP. Format for the report is outlined in Enclosure 2 to Tab G, Annex E (PERSONNEL), FORSCOM Reg 500-3-1, FORSCOM Mobilization Plan (FMP).

c. RC Unit HS. On arrival at HS, RC unit commanders will provide the following report through the demobilization chain of command to Cdr, FORSCOM, ATTN: AFOP-CAT, Ft McPherson, GA 30330-1062:

(1) Unit Name and UIC.

(2) Number of personnel originally mobilized with the unit. Separate by specific personnel category, i.e., TPU, AGR, AC, and Military Technician.

(3) Number of personnel released from active duty early (include reason).

(4) Number of personnel released on demobilization date.

(5) Explain differences.

## **APPENDIX 6**

### **Family Assistance**

#### **1. Purpose.**

To prescribe policies and procedures for providing Family Assistance to the demobilizing force and their families.

#### **2. General.**

a. Installations will provide:

- (1) Basic family assistance counseling to transitioning service members.
- (2) Welcoming activities for soldiers returning to the DMS.
- (3) Classes to prepare soldiers for reentry into their family setting. This is especially important after extended deployments.
- (4) Coordinate with the receiving CONUSA, STARC, or RSC for follow up service for individual soldier needs identified at the demobilization station.
- (5) Provide information and referral assistance for soldiers and their families after release from active duty if required.

#### **3. The CONUSA, TAG and RSC will**

- (1) Coordinate follow-on assistance for soldiers as required.
- (2) Coordinate welcoming activities at the HS.
- (3) Conduct classes to prepare family members for the soldier's reentry in the family.
- (4) Continue to coordinate family assistance until the soldier is released from active duty.

## **APPENDIX 7**

### **Theater Commander Actions**

#### **1. Purpose.**

To describe administrative actions to be accomplished by the Theater Commander to support demobilization of units.

#### **2. General.**

The key to effective demobilization depends on the supported CINC and the implementation of actions to effectively reconstitute units in theater, identify soldiers redeploying or separating as individuals, initiate administration actions needed for the installations to process separations, and coordinate movement of the unit back to CONUS so the unit/individual will arrive at the separation installation with at least eight days for processing.

#### **3. Procedures.**

##### a. Reconstitute units.

(1) Provide commander a roster of soldiers who cannot rejoin the unit for redeployment (roster should include name, rank, SSN, and reason the soldier cannot join unit).

(2) Coordinate with commanders responsible for soldiers attached from demobilizing units to initiate reconstitution or separate travel in time to process the soldiers release from active duty on or prior to their original unit of accession's date of release from active duty.

b. Ensure all required line of duty (LOD) actions have been completed.

c. Prepare OER/NCOER IAW guidance in paragraph 1.2 (8) of ANNEX C.

d. Ensure completion of most pre-transition processing requirements.

e. Provide accurate, timely updates on returnees to FORSCOM, DA, and CONUSA.

## **ANNEX D**

### **Public Affairs to FORSCOM**

### **Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

Assigns responsibilities and provides guidance for Army public affairs (PA) activities in support of demobilizing RC units.

##### ***1.2. Assumptions.***

Enemy groups/forces hostile to US interests can be expected to:

- (1) Attempt to mold US and foreign public opinion through the use of disinformation and fictionalized reporting in order to discredit the United States and create opposition to the course of action.
- (2) Obtain information about US intentions, military capabilities, and current activities.

##### ***1.3. Concept.***

- a. The commencement of redeployment will attract significant worldwide media attention. Large numbers of media representatives (US and foreign) are expected to seek access to ports of debarkation and staging areas in CONUS.
- b. The DA policy requires pursuing a vigorous program of informing the American public of PA activities.
- c. The FORSCOM PA will track PA activities from CONUSA reports and collect data to establish standard PA demobilization policy.
- d. Each CONUSA, DMS, TAG, USARC, STARC, RSC, and HS Public Affairs Officer (PAO) should be prepared to host news media representatives (NMR) during the initial stages of demobilization.
- e. Public Affairs activities have the mission to:
  - (1) Keep the American people informed of operations to the maximum extent consistent with operational security (OPSEC) and personnel safety.
  - (2) Provide PA support to the on-scene commander.
  - (3) Provide the media with unclassified, timely, and accurate accounts of the operation.

(4) During redeployment, the overseas supported CINC will coordinate through Office Assistant Secretary of Defense for Public Affairs (OASD[PA]) all PA matters until units arrive in CONUS.

(5) The CONUSA has the lead role to provide PA assistance during debarkation, the MTMC POD PAO along with the SI PAO will assist NMR with releasable information.

(6) The CONUSA has the lead role to provide PA assistance during staging and movement to the DMS. The combined effort of MTMC, CONUSA and DMS PAO will assist the media with releasable information on the movement of soldiers from the POD to the DMS/HS.

(7) During movement from DMS to HS, the DMS PAO along with the STARC/RSC PAO will assist the media with releasable information on the movement of units.

(8) An after action report will be submitted through the demobilization chain of command to higher headquarters. A daily report will be submitted in the SITREP as shown in appendix 1.

f. Tasks by the CONUSA will be accomplished as indicated:

- (1) Ensure DMS, STARC, RSC, and HS are prepared to conduct public affairs activities during demobilization.
- (2) Coordinate the public affairs program when units are moving to another CONUSA.
- (3) Submit PA reports in accordance with appendix 1.

#### **4. Media Relations.**

Media representatives will be given a copy of the general and specific ground rules in effect and must agree to abide by them in return for Army assistance, support, and information. Where possible, media representatives will be escorted by PA personnel. During the initial arrival of soldiers, one daily comprehensive unclassified briefing on the operation for news media representatives will be provided. Within the bounds of essential Army security, the day's plans and the status of operations will be included.

## 5. Guidelines for Release of Media Information.

Implementation of this PA plan presents a variety of problems in maintaining a balance between security and providing information to the public. This should not preclude providing maximum assistance to NMRs to support their coverage of the operations.

Guidelines follow:

- a. Access to operations must be controlled. Media must not have access to intelligence centers or other classified areas.
- b. Correspondents will not be granted access to classified information.
- c. "Off the record" statements will not be made in briefings or discussions with members of the media. Public or media knowledge of any classified activity associated with an operation does not imply the information is unclassified or it may be released or confirmed.

### 5.1. Command/Internal Information.

Installation and unit commanders will ensure all personnel are kept fully informed on their roles in, and the objectives of, the redeployment/demobilization process.

### 5.2. Community Relations.

Each CONUSA will develop "Welcome Home" plans in coordination with the DMS, home station communities, TAG, and USARC. Plans will encompass the entire process from arrival in CONUS through the DMS and HS, and will include provisions for follow-on support in dealing with the news media and other organizations. All activities will be designed to ensure units and deserving soldiers are appropriately recognized for their contributions.

- a. Welcome Home themes should focus on:
  - (1) The Army is grateful for the sacrifices of our soldiers and their families.
  - (2) Our installations have been an important component to the overall success of the operations.
  - (3) Our job now is to return our units, personnel, and equipment to a high state of readiness for the next time we may have to deploy rapidly.
- b. Other Activities. Commanders at all levels will ensure returning RC units are made to feel welcome.

Local plans should ensure maximum showings of military and civilian support to take advantage of the very positive emotions of soldiers and family members at the time of return. Media coverage is encouraged. A key element of the process must be efficient and caring demobilization processing at both DMS and HS. Soldiers must be made to feel their needs are being addressed but they are not being needlessly delayed in returning to their families. Ceremonies at POD and DMS should be short and to the point. Emphasis being on expressing the appreciation of a grateful Nation, expediting unit demobilization and returning soldiers home. At HS, all echelons of the chain of command, civic leaders, family members, employers, and coworkers should be afforded the opportunity to contribute to and participate in the welcome. This is the place to pull out all the stops.

- c. Employer Support of the Guard and Reserve. Public Affairs support by the National Committee for Employer Support of the Guard and Reserve (NCESGR) is essential to carry the employer support message to military and civilian audiences. Each PAO is encouraged to contact their state committees or the NCESGR National Office, 1555 Wilson Blvd, Suite 200, Arlington, VA 22209-2405 (Toll free 1-800-336-4590) for information on the awards program to honor employers.

## **APPENDIX 1**

### **Reporting Instructions**

1. In support of demobilization, the subordinate commands will report public affairs activities/issues in their daily SITREPS to their CONUSA. The CONUSA will report to FORSCOM in their daily SITREP.
2. In order to keep higher headquarters informed, demobilization stations will forward copies of noteworthy demobilization actions, news clips, videos, etc through the chain of command to FORSCOM DPA, AFCG-PA-PO, Ft McPherson, GA 30330-6000.
3. All DMS PAO should monitor the following information for response to query from the media/public and higher headquarters:
  - a. Unit identification and port of debarkation.
  - b. Reporting date/time.
  - c. Number of personnel arriving (breakdown by unit).
  - d. Number of NMR at site.
  - e. Issues/items of interest.
  - f. Sample of daily briefings or handout to NMR.

## **ANNEX E**

### **Medical to FORSCOM Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

To provide guidance, instructions, and procedures for soldier medical/dental processing and treatment required during the demobilization process.

##### ***1.2. Concept of medical/dental processing.***

All demobilizing soldiers will undergo medical/dental screening and counseling regarding medical diseases and health benefits procedures.

#### **2. Situation.**

##### ***2.1. Medical screening.***

(1) ARNG: ARNG (or USAR) soldiers ordered to active duty for war, national emergency, or Presidential Select Reserve Call-up (10 USC 1230(a), 12302, or 12304) will undergo medical screening prior to REFRAD. The scope of this screening (for example, medical interview with an examination if clinically indicated vs. a complete medical examination) will be determined by TSG prior to separation based on the length of the mobilization/contingency operation and occupational exposures of the soldiers. However, all soldiers, as a minimum will complete DD Form 2697 prior to REFRAD in accordance with paragraph 8-23a, AR 40-501, Change 1 dtd 27 Feb 98.

(2) All soldiers who have been in medical surveillance programs because of hazardous job exposure will have a clinical evaluation and specific laboratory tests accomplished prior to separation even though a complete medical examination may not be required.

##### ***2.2. Dental Screening***

Dental records will be screened to verify all dental care provided while on AD is recorded in the dental record.

##### ***2.3. Health Counseling***

(1) Soldiers will be counseled by the health staff at the DMS regarding advantages and disadvantages of a medical examination prior to separation from active service and the requirement for the USAR soldier to request such an examination.

(2) Soldiers will be given administrative instructions on how to report and receive treatment for any military related illnesses or conditions.

(3) The DMS medical personnel will instruct soldiers on the symptoms associated with endemic diseases which have long incubation periods and which may not become obvious until after demobilization.

(4) Soldiers will be informed of the limitations of individual and family medical and dental benefit restrictions following separation from active Federal service.

##### ***2.4. Health Benefits.***

(1) Soldiers injured/ill during redeployment and demobilization processing will undergo appropriate medical care and be returned to the facility closest to the demobilization/home station.

(2) Soldiers who are hospitalized or still under medical treatment when their active duty ends may request to remain on active duty by extending their orders beyond current expiration date IAW AR 135-381 paragraph 4-21. Extension of active duty status is not automatic. If request for extension on active duty is not approved, the soldier may be eligible for incapacitation pay and would continue to receive base pay and allowances but would not be on active duty. Incapacitation pay request must be submitted through immediate commander and through channels to approving authority.

#### **3. Execution.**

##### ***3.1. Medical Screening.***

Upon arrival at and prior to departure from DMS: Execution of medical screening for Reserve Components (ARNG/USAR) will be conducted in accordance with paragraph 8-23, AR 40-501, Change 1, dtd 27 Feb 98.

(1) Medical records of soldiers not requesting a medical examination, to include records from AOR, if applicable, will be reviewed by a physician or physician assistant to determine if medical condition/treatments received while on active duty warrant a medical examination. All soldiers will complete the Demobilizing Medical Processing memorandum at appendix 1.

(2) Medical records will be screened to determine if the soldier had been in medical surveillance program because of hazardous job exposure. Appropriate clinical examinations and laboratory tests will be

conducted prior to separation even if a complete medical exam is not required.

### **3.2. Dental Screening**

(1) Dental records will be reviewed to ensure all dental care provided during active duty period is properly annotated.

(2) If the period of active duty is equal to or greater than 180 days, refer to AR 635-10, paragraph 2-4e for specific requirements prior to separation.

### **3.3. Health Counseling**

(1) The DMS medical personnel will instruct soldiers on the right to a medical examination prior to separation and the advantages/disadvantages of undergoing such an examination

(2) The DMS personnel representatives will provide soldiers with specific guidelines on how to report and receive medical treatment for any military related illnesses or conditions.

### **3.4. Health Benefits:**

(1) Soldiers injured/ill during the redeployment and demobilization process will be treated at the appropriate medical facility and:

- (a) Returned to duty with their unit or
- (b) Evacuated to medical treatment facility closest to their demobilization/home station.

(2) Soldiers who are hospitalized or still under medical treatment when their active duty ends may request to remain on active duty by extending their orders beyond current expiration date IAW AR 135-381, paragraph 4-21. Extension of active duty status is not automatic. Soldiers must be briefed on the need to request extension of orders and the request must be completed before initial orders expire. Requests require submission of a Line of Duty (LOD).

(3) Each RC soldier receiving medical care in a government or civilian health care facility at government expense is in a patient status following termination of AD orders.

Requests require submission of a Line of Duty (LOD). Patient status is authorized medical care at government expense for LOD injury, illness, or disease. Patient status is not active duty and only allows specific entitlements.

**APPENDIX 1**  
**Demobilization Medical Processing**  
**Memorandum**

(Office Symbol)

(Date)

MEMORANDUM FOR (Commander, USA  
MEDDAC, DMS address)

SUBJECT: Demobilization Medical Processing

1. I understand I am not required to complete a physical examination in order to complete demobilization processing unless directed by one of the staff physicians.
2. I request that a physical examination not be part of my demobilization processing.
3. I was/was not hospitalized while on active Federal Service.

COMPLAINT	HOSPITAL
DATE	

4. I received medical care for the following:

COMPLAINT	DATE
-----------	------

5. I have the following medical complaints that occurred while I was deployed that have not been medically treated:

COMPLAINT
-----------

(soldier's signature, printed  
name, SSN, and unit of assignment)

NOTE: For USAR soldiers only.

## **ANNEX F**

### **Legal to FORSCOM Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

Provide instructions, policies, and procedures for legal support to the RC during the demobilization process.

##### ***1.1. Assumptions.***

All demobilizing soldiers are in units which have access to servicing Staff Judge Advocate (SJA) offices which provide legal services.

#### **2. Concept.**

a. Each SJA office will be available to provide advice to commanders and soldiers concerning organizational and personal legal issues.

b. The legal responsibilities of each level of the chain of command will not change as a result of the demobilization. The RC units regularly face the same type issues when completing annual training and when returning from Overseas Deployment Training. If units use their organizational Standard Operating Procedures regarding annual training, they will be able to resolve most legal questions relative to demobilization.

#### **3. Military Justice.**

a. Article 2, Uniform Code of Military Justice (UCMJ) and Rule for Courts-Martial (RCM) 202 provide for continuing jurisdiction over RC soldiers. RC soldiers may be retained on active duty to complete military justice actions commenced before demobilization or to investigate and/or prosecute criminal acts which occurred while on active duty. Article 2, UCMJ, RCM 202, and AR 27-10, Chapter 21, provide authority and procedures to recall RC soldiers to active duty to prosecute offenses which occurred when these soldiers were on active duty.

b. Commanders should resolve all outstanding military justice actions prior to redeployment. Early determination of the level of action appropriate for the offense will expedite the demobilization process. Close coordination of these matters with the servicing SJA office should be established and maintained.

#### **4. Administrative Actions**

a. Administrative Eliminations under the provisions of AR 635-200 for enlisted soldiers or AR 600-8-24

for officers should be initiated and completed as soon as possible.

b. Prompt preparation and completion of reports of survey and line of duty investigations will avoid lengthy and difficult inquiries by units after demobilization.

#### **5. Responsibilities for provision of legal services during and after demobilization.**

a. Each CONUSA SJA will prepare a plan for the provision of legal services and subsequent monitoring of the services for units demobilizing in their AOR. A copy of the detailed plan will be provided to the FORSCOM SJA office.

b. Each DMS SJA will provide legal services for commanders and soldiers of units demobilizing on their installation. These services will be provided IAW the CONUSA plan.

c. The STARC/RSC will provide legal services after demobilization.

d. After demobilization, the RC commander will receive advice and assistance from the servicing RC SJA office on legal issues occurring during mobilization which remain to be resolved subsequent to demobilization.

#### **6. Legal Assistance**

Servicing SJA offices will provide legal assistance services to demobilizing units and individual RC soldiers IAW AR 27-3 and the CONUSA legal services plan identified in paragraph 5, above.

##### ***6.1. Reemployment rights.***

a. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), (Public Law 103-353, 108 Stat. 3149 (1994), mostly codified at 38 USC Sections 4301-4333) superseded the Veterans Reemployment Rights Law (VRRL). This law protects the RC soldier by requiring reinstatement after demobilization.

b. Generally, the Act requires employers to reinstate soldiers who left his or her civilian employment due to military service. The soldier must have held a civilian position prior to mobilization; the soldier or a command representative provided prior notice of

military service; and the soldier's service was under honorable conditions.

c. The DMS SJA office will brief the demobilizing soldiers on USERRA and provide other services IAW AR 27-3.

***6.2. Soldiers and Sailors Civil Relief Act.***

a. The Soldiers and Sailors Civil Relief Act of 1940, as amended (50 USC App. Sec 501-591) provides for the suspended enforcement of civil liabilities in certain cases for RC soldiers on active duty.

b. Generally, the period of time the Act covers is the duration of active service. However, various sections of the Act provide additional periods after termination of active service, and in some instances, backdate certain coverages under the Act.

c. The demobilizing RC soldier should consult with the DMS SJA for applicability of the Act in their particular circumstances.

b. Claims will be investigated and claims packets prepared in accordance with AR 27-20. Claims submitted after demobilization will be filed with the claims office supporting the area where the RC soldier resides. Unit commanders can obtain the address of this claims office from the DMS SJA Office during demobilization.

**7. Claims**

***7.1. Claims by Soldiers***

a. Soldiers should be advised it is to their advantage to file claims for lost or damaged personal property as soon as possible. This will allow the soldier time to obtain the required documents to support the claim and assist in the expeditious adjudication of the claim.

b. All claims occurring during the deployment should be submitted to the servicing SJA office prior to redeployment from the AOR. This will avoid lengthy delays in the adjudication of the claim.

c. The claimant should document claims resulting from damage to personal property during redeployment or demobilization as soon as possible. The RC soldier should obtain required documentation to support the claim which will verify the damage or loss was the result of government activities.

***7.2. Claims Administration***

a. All claims by the host government or its citizens must be investigated and a full claims report submitted to the servicing claims office of the unit causing the damage.prior to redeployment from the AOR

## **ANNEX G**

### **Orders to FORSCOM Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

To provide a comprehensive guide for development and publication of orders associated with demobilization of RC units.

This annex provides supplementary guidance concerning responsibilities and formats for the preparation of orders specified below:

- (1) Orders which specify ARNG and USAR units to be demobilized.
- (2) Permanent orders required during the unit redeployment process.
- (3) Permanent orders required during the demobilization process for ARNG and USAR units.
- (4) Orders required to support unit and individual movement.

#### **2. Concept.**

- a. For redeployment, the theater command will issue an order in Format 745 releasing the unit from attachment for movement back to the original installation in CONUS. Even though the unit is expected to remain at the DMS a minimum of five days, the installation may wish to further attach the unit to a subordinate element for demobilization processing.
- b. The final step in the process is the CONUSA issuance of a permanent order in Format 550 releasing the units from assignment, moving the unit to its home station and finally demobilizing the unit. A single order may be used to accomplish these actions.
- c. Commands issuing orders are encouraged to make liberal use of the additional instructions entry when issuing permanent orders. A single comprehensive order should be used whenever possible but additional orders may be required. For example, some units are required to move sequentially through a training agenda at successive CONUS installations and will need movement orders but the most important challenge is to assure an audit trail of

orders from the time the unit enters active duty until released.

#### **3. Responsibilities.**

- a. HQDA, DAMO-ODM prepares message orders directing the demobilization of RC units.
- b. The FORSCOM staff prepares message orders implementing demobilization actions.
- c. Theater commands prepare appropriate documentation for movement back to original installations in CONUS.
- d. Each CONUSA prepares permanent orders for assigned RC units on arrival at the DMS.
- e. Each DMS monitors final unit demobilization and preparation for release from active duty.

## ANNEX H

### Resource Management to FORSCOM Demobilization Plan

#### 1. General.

##### 1.1. Purpose.

To allow the orderly management of resources and final payment to RC personnel being released from active Federal service.

##### 1.2. Assumptions.

See basic plan.

#### 2. Funding Guidance.

a. Current funding authority, fund accountability, and funds controls remain in effect. Funding requirements will be reported IAW established procedures. Any changes will be effected via AUTODIN message.

b. Operation and Maintenance, Army (OMA), and Military Pay, Army (MPA) will continue to fund RC units while they are on active Federal service. The reserve appropriations, Operations and Maintenance, Army Reserve (OMAR), or Operations and Maintenance, National Guard (OMNG) and Reserve Personnel, Army (RPA), or National Guard Personnel, Army (NGPA) will resume funding of RC units once the units are released from active Federal service. The FORSCOM message order will establish the date a unit is released from active Federal service.

(1) Headquarters, FORSCOM will provide OMA funds for those RC units having FORSCOM as their gaining mobilization command. Those activated RC units having another MACOM as their gaining mobilization command will receive their OMA funding from the MACOM. Coordinating installations and DMS will coordinate directly with the other MACOM to receive appropriate OMA funds.

(2) The MACOM POC are:

(a) AMC, DSN 284-9079

(b) CID, DSN 289-1523

(c) MTMC, DSN 289-1100

(d) ISC, DSN 879-6341

(e) MEDCOM, DSN 472-2254

(f) TRADOC, DSN 680-2256

(g) USASOC, DSN 239-4762

(h) INSCOM, DSN 229-1172

c. The DMS will fund support the activated RC units until the units arrive at their home station.

(1) For USAR units, the CI/SI will fund support the units at HS until the unit is REFRAD.

(2) For ARNG units, the state USPFO will fund support the units at HS until the unit is REFRAD. The USPFO will receive OMA funding from the CI listed below:

Fort Bliss, DSN 978-5251/2253; NM

Fort Bragg, DSN 236-1712/2206; NC

Fort Campbell, DSN 635-3214/3490; TN

Fort Carson, DSN 691-5530/5560; ND, SD, WY, CO

Fort Devens, DSN 256-2436/3514; ME, NH, VT, MA, CT, RI

Fort Dix, DSN 944-3650/2633; NY, NJ

Fort S. Houston, DSN 471-3828/6016; TX

Fort Huachuca, DSN 821-5514/2715; AZ

Fort Jackson, DSN 734-7077/5371; SC

Fort Knox, DSN 464-7748/3224; KY, OH, IN, IL

Fort Lee, DSN 687-2158/3543; VA

Fort Lewis, DSN 357-7721/4679; WA, OR, ID, MT

Fort McCoy, DSN 280-2403/2903; WI, IA, MN, MI

Fort McPherson, DSN 572-4166/4278; GA, PR, VI

Fort Meade, DSN 923-2187/2532; PA, MD, DE, WV, DC

Fort Polk, DSN 863-2070/7103; LA

Fort Riley, DSN 856-2962/3954; KS, NE

Fort Rucker, DSN 558-3586/5409; AL, MS

Fort Sill, DSN 649-3202/4506; AR, OK

Fort Stewart, DSN 870-2505/3113; FL

Fort L. Wood, DSN 676-5172/5197; MO

PSF, DSN 586-5501/2818; CA, NV, UT

(3) For IMA and IRR soldiers, AR-PERSCOM will fund per diem and travel from the DMS or duty station to the soldier's permanent duty station or home of record.

(4) The DMS will fund support unit movement from the port of debarkation to the DMS and from the DMS to the HS. The CI will provide support as defined in AR 5-9. The DMS will provide OMA funding (DMS base operations or mission funds) while the activated units are at the DMS. This includes per diem activated RC soldiers are entitled to while at the DMS.

(5) Supplies/Repair Parts/Equipment.

(a) Repair of equipment to predeployment standards will be OMA funded regardless of condition or location.

(b) A recovery period of 180 days from last piece of equipment arrival at home station will be established to limit the use of OMA funds by redeploying USAR/ARNG units.

(c) The OMA account will fund the replacement of OMAR/OMNG funded supplies and equipment consumed due to deployment and the reconstitution of unit PLL/ASL to pre-deployment levels. Only valid requirements will be charged to OMA.

OMA funds for the movement of equipment from the POD to HS/AMSA/ECS. It will also provide funds if equipment is returned to the DMS prior to its return to HS/AMSA/ECS. The respective RSC or USPFO will fund any RPA or NGPA requirements.

OMA funds once equipment has returned to HS/AMSA/ECS. For USAR units, the RSC CI will provide this support. For ARNG units, the state CI as outlined in paragraph 2c(2), will provide the support. The respective RSC or USPFO will fund any RPA or NGPA requirements.

Fund citations policy and procedures remain in effect.

### **3. Finance and Accounting.**

a. Soldiers of the RC, including soldiers in troop program units and individuals ordered to active duty, will be separated from active duty using the Centralized Transition System, with a few modifications. The United States Defense Finance and Accounting Service will issue implementing instructions.

b. Travel and transportation allowances for RC soldiers leaving active duty will be paid in accordance with the Joint Federal Travel Regulation, Volume I, and Army Regulation 37-106, Finance and Accounting for Installations: Travel and Transportation Allowances.

### **4. Manpower Management.**

a. Additional manpower required to support this plan will be through temporary hire and/or pay of overtime within the budget limitations of each installation concerned.

b. Installations that cannot support this plan within the constraints in paragraph 4a, will submit a request for additional authority and or funds as necessary to ensure successful completion of this plan.

## **ANNEX I Provost Marshal to FORSCOM Demobilization Plan**

### **1. General.**

#### ***1.1. Purpose.***

To provide planning guidance to installation Provost Marshals and law enforcement activities during the demobilization of forces.

#### ***1.2. Assumptions.***

See basic plan.

### **2. Concept of Operations.**

Installation Provost Marshal and other law enforcement activities will be prepared to increase military police operations during demobilization. Increased military police support includes, but is not limited to, those responsibilities listed in section 3 of this annex.

### **3. Responsibilities.**

#### ***3.1. Law and order.***

The Provost Marshal and law enforcement activities will conduct law and order operations as deemed appropriate taking into consideration the increase in activities during the demobilization process.

#### ***3.2. Liaison Activities.***

Increased liaison with local law enforcement activities may be necessary to support operations. Installation Provost Marshals will use their discretion in this area and coordinate activities with local law enforcement agencies as deemed appropriate.

#### ***3.3. Apprehension of personnel absent without leave or deserters.***

Although it is not anticipated soldiers will absent themselves during demobilization, Installation Provost Marshals should be prepared to apprehend or take custody from civil authorities and detain AWOL soldiers IAW appropriate regulations.

#### ***3.3.1. Physical Security and Access Controls.***

Increased security and access controls are an essential part of a viable physical security program. Access controls should be developed IAW the Installation Commander's policies and an analysis of any increased level of threat due to the demobilization process. Law enforcement activities at installations supporting a seaport or airport should coordinate with appropriate elements of USTRANSCOM, i.e., MTMC/AMC and affected commanders to insure security of staging areas and equipment at these ports during demobilization.

#### ***3.3.2. Crime Prevention.***

The prevention of crime and safeguarding of US Government property is an inherent responsibility of the Provost Marshal. If it is determined crime prevention activities should be increased, Installation Provost Marshals should take action as deemed appropriate.

#### ***3.3.3. Convoy Operations and Movement Control.***

Installation Provost Marshals should be prepared to:

- (1) Coordinate traffic control with local civilian law enforcement agencies.
- (2) Provide circulation control for demobilizing units.
- (3) Coordinate for any special requirements, to include VIP escorts, increased traffic flow by family members, etc.

#### ***3.3.4. Confinement Support.***

Commanders of demobilizing units will consult with the local Staff Judge Advocate if the unit requires confinement support. Installation Provost Marshals should be prepared to confine demobilizing soldiers if the requirement exists.

## **ANNEX J**

### **References to FORSCOM Demobilization Plan**

#### **1. General.**

##### ***1.1. Purpose.***

This annex provides a list of references applicable to redeployment and demobilization.

##### ***1.2. Assumptions.***

See basic plan.

##### ***1.3. Concept.***

References are listed by pertinent annexes.

##### ***1.4. ANNEX B: LOGISTICS***

- (1) AR 220-1 (Unit Status Reporting)
- (2) AR 600-8-1 (Army Casualty Operations/Assistance/Insurance)
- (3) AR 735-5 (Policies and Procedures for Property Accountability)
- (4) DA Pam 738-750 (The Army Maintenance Management System (TAMMS))
- (5) DA Pam 738-751 (Functional Users Manual for the Army Maintenance Management System – Aviation (TAMMS-A))
- (6) DA Pam 750-1 (Leader's Unit Level Maintenance Handbook)
- (7) FM 29-2 (Organizational Maintenance Operations)

##### ***1.5. ANNEX C: PERSONNEL***

- (1) Army Mobilization and Operations Planning/Execution System (AMOPES)
- (2) AR 140-10 (Army Reserve Assignments, Attachments, Details, and Transfers)
- (3) AR 600-8-105 (Military Orders)
- (4) AR 601-280 (Army Retention Program)
- (5) AR 635-5 (Separation Documents)
- (6) AR 635-10 (Processing Personnel for Separation)
- (7) AR 690-11 (Mobilization Planning and Management)
- (8) DA Pam 600-8 Series (Management and Administrative Procedures)
- (9) DA Pam 601-5-9 (Mobilization Cross-leveling System Users Manual)
- (10) FORSCOM Mobilization and Deployment Planning System (FORMDEPS) FORSCOM Reg 500-3-1 - 5
- (11) AR 600-8-101 (Personnel Processing (In and Out and Mobilization Processing))

##### ***1.6. ANNEX E: MEDICAL***

- (1) AR 40-501 (Standards of Medical Fitness)
- (2) AR 135-381 (Incapacitation of Reserve Component Soldiers)
- (3) AR 600-8-101 (Personnel Processing [In and Out and Mobilization Processing])
- (4) AR 635-10 (Processing Personnel for Separation)

***1.7. ANNEX F: LEGAL***

- (1) Manual for Courts Martial (MCM), United States 1995
- AR 27-1 (Judge Advocate Legal Service)
- AR 27-3 (Legal Assistance)
- (4) AR 27-10 (Military Justice)
  - (5) AR 27-20 (Claims)
  - (6) AR 27-40 (Litigation)
  - (7) AR 600-8-24 (Officer Transfers and Discharges)
  - (8) AR 635-200 (Enlisted Personnel)
  - (9) U.S. Code Title 38, Sections 4301-4333 (Uniformed Services Employment and Reemployment Rights Act of 1994)
  - (10) U.S. Code Title 50 Appendix, Sections 501-591 (Soldiers' and Sailors' Civil Relief Act)

***1.8. ANNEX G: ORDERS***

- (1) AR 600-8-105 (Military Orders)

***1.9. ANNEX H: RESOURCE MANAGEMENT***

- (1) AR 5-9 (Intraservice Support Installation Area Coordination)
- (2) AR 37-104-3 (Military Pay and Allowances Procedures: Joint Uniform Military Pay System)
- (3) AR 37-106 (Finance and Accounting for Installations: Travel and Transportation Allowances)

***1.10. ANNEX I: PROVOST MARSHAL***

- (1) AR 190-5 (Motor Vehicle Traffic Supervision)
- (2) AR 190-9 (Military Absentee and Deserter Apprehension Program)
- (3) AR 190-11 (Physical Security of Arms, Ammunition, and Explosives)
- (3) AR 190-30 (Military Police Investigations)
- (4) AR 190-47 (The Army Corrections System)
- (6) AR 190-45 (Law Enforcement Reporting)
- (7) (AR 190-40 (Serious Incident Reporting)

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