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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 February 1979

PERSONNEL PROCUREMENT
MOBILIZATION OF RETIRED MEMBERS OF THE ARMY

Effective 15 April 1979

In this regulation policies are provided and procedures are prescribed for mobilization of retired members of the Regular Army and members of the Retired Reserve. Local limited supplementation of this regulation is prohibited except on approval of the Commanding General, US Army Reserve Components Personnel and Administration Center. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the Commander, US Army Reserve Component Personnel and Administration Center, ATTN: AGUZ-RCPD-PRO, 9700 Page Blvd, St. Louis, MO 63132; other commands will furnish one copy of each to the next higher headquarters.

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CHAPTER 1

GENERAL PROVISIONS

1-1. Purpose. In this regulation the policies, responsibilities, and procedures are prescribed for mobilization in time of war or national emergency declared by Congress of retired members of the Regular Army and members of the Retired Reserve.

1-2. Applicability. This regulation applies to commissioned officers, warrant officers, and enlisted personnel retired from the Regular Army and members of the Retired Reserve.

1-3. Statutory authority. *a.* Section 672(a)(1), title 10 USC provides authority for ordering members of the Retired Reserve to active duty in time of war or national emergency declared by Congress. The authority is exercised when the Secretary concerned, with the approval of the Secretary of Defense, determines that there are not enough qualified Reserves in an active status or in the inactive National Guard in the required category.

b. A member in the Retired Reserve may, if qualified, be ordered to active duty without his/her consent. (See sections 675 and 672(a), title 10 USC.)

c. Section 3504, title 10 USC provides that the President may order any retired member of the Regular Army to active duty. Further, the President may assign a member ordered under this subsection to duties considered necessary in the interests of national defense.

1-4. Objective. The basic objective of this program is to provide qualified personnel to meet the emergency expansion requirements of the Army. Achievement of this objective is dependent on the following continuing actions:

a. Exercising maximum flexibility in selecting and ordering retired personnel to active duty.

b. Developing and coordinating sound mobilization plans at all levels.

c. Maintaining accurate information to reflect the availability and qualifications of retired members to serve in the Army under emergency conditions.

1-5. Responsibilities. *a.* Headquarters, Department of the Army is responsible for ordering

mobilization of retired personnel.

b. The Commanding General, US Army Military Personnel Center (MILPERCEN) is responsible for—

(1) Submitting requisitions based upon requirements from major Army commands and established mobilization priorities by automatic digital network (AUTODIN) and air courier to the US Army Reserve Components Personnel and Administration Center (RCPAC).

(2) Developing plans and publishing procedures (to include a training phase) for the rapid integration of retired personnel into the Active Army personnel system and for prompt release from the system upon termination of mobilization.

(3) Operational control of the official military personnel file (OMPF), which will be maintained at RCPAC, until termination of mobilization.

c. The Commanding General, RCPAC is responsible for—

(1) Coordinating plans with MILPERCEN and US Army Medical Personnel Support Agency (USAMEDDPERSA) for mobilizing retirees.

(2) Maintaining current personnel data, including computer master file records, for all retired personnel.

(3) Providing retired members' availability and qualification reports as required by DA and DOD.

(4) Ordering individual retirees to active duty when determined necessary by HQDA.

(5) Planning for selection and assignment of retired members who volunteer to return to active duty when such voluntary applications have been solicited by HQDA.

d. Major Army commands (MACOM) (and USAMEDDPERSA in the case of AMEDD officer personnel) will identify positions in CONUS on mobilization TDAs suitable for fill by mobilized retired members.

e. The retired member subject to recall during mobilization is responsible for—

(1) Reviewing printout of data on the master personnel file maintained at RCPAC and providing updated information, as required, to the address in (2) below.

(2) Reporting promptly any changes of address to Cdr, RCPAC, ATTN: AGUZ-RA, 9700 Page Blvd., St. Louis, MO 63132.

(3) If appropriate, maintaining professional qualifications to practice civilian occupational specialty, to include current certification/ licensure/registration.

1-6. Explanation of terms. *a. Mobilization.* As used in this regulation, mobilization is any expansion of the Army which requires the return to active duty of any member previously retired.

b. Medically qualified. Individual meets mobilization medical fitness standards prescribed in chapter 6, AR 40-501. (These standards are implemented only on specific instructions from the Secretary of the Army.)

c. Constructive delivery. The mailing of orders to member's actual, present address of record, using certified mail, restricted delivery, return receipt requested, constitutes constructive delivery.

1-7. Status of mobilized retiree. *a.* The status a member holds as a Regular Army or Reserve retiree before entry on active duty continues to exist as an underlying and temporarily suspended status. The member will return to this status when released from active duty.

(1) A retired Reserve member will be transferred to an active status, if eligible, for the period of time actually served on active duty. Upon release from active duty, the member will revert to retired status and be assigned to the US Army Reserve (USAR) Control Group (Retired).

(2) A member who has reached a mandatory removal date or who was removed from active status for failure to be selected for

promotion will retain status in the Retired Reserve while on active duty for purpose of mobilization.

b. Retired pay is suspended when the member is ordered to active duty. On release to retired status following mobilization, a retiree is entitled to credit for the additional time served on active duty for recomputation of retired pay, and may be eligible to receive—

(1) Retired pay based on a higher grade to which advanced while on active duty; or

(2) Retired pay based on a disability incurred or aggravated while serving on active duty.

1-8. Family protection plans. *a. Servicemen's Group Life Insurance (SGLI).* Members are automatically insured against death for the maximum amount (unless a lesser amount is elected or coverage is declined), with the cost borne jointly by the member and the US Government. The premium will be deducted from each month's pay and will not be prorated for the month in which the retiree enters or leaves active duty unless the member declines or reduces coverage. SGLI coverage will remain in force for 120 days following termination of mobilization or until the member receives his/her first increment of retired pay, whichever is earlier.

b. Survivor Benefit Plan (SBP). If a member dies before release from active duty and resumption of retired pay, the surviving spouse is entitled to a full SBP annuity. Remittance of payments are not required during the period member is on active duty.

1-9. Condition MINIMIZE. In the event of condition MINIMIZE, transmission of data by AUTODIN, as prescribed in this regulation, will continue.

CHAPTER 2

BASIC POLICIES AND PROCEDURES

2-1. General. Members named on the Regular Army and Reserve retired lists provide a ready source of trained personnel who can be employed in the interests of national defense.

2-2. Retirees subject to recall under mobilization conditions. Only those members named on the Regular Army and Reserve retired lists who are medically qualified and meet the following criteria are subject to recall.

a. *Involuntary recall.* Member must be—

- | | |
|------------------------------------|----|
| (1) Below maximum age limitations— | |
| General officers | 64 |
| Officers grade 02 through 06 | 60 |
| Warrant officers | 62 |
| Enlisted | 60 |

(2) In pay grade E5 or above.

b. *Voluntary recall.* Retirees subject to recall may volunteer during mobilization for active duty under the same criteria as for involuntary recall.

c. *Period of recall.* Retirees called to active duty under mobilization conditions, regardless of age or length of service, will serve for the duration of the emergency and for 6 months thereafter, unless terminated at an earlier date by the Secretary of the Army.

d. *Grade in which recalled.* The grade in which the member last served on active duty or in the Ready Reserve will be the grade in which he/she is ordered to active duty under this regulation, notwithstanding any higher or lower grade held for the purpose of receiving retired pay.

2-3. Maintenance of basic records. a. The master personnel file at RCPAC is the basic record to be used in mobilizing retirees. The system provides a method for assembling,

verifying, and recording information pertaining to the member, and will provide evidence of his/her mobilization availability. The information includes, but is not limited to, basic identification data, military occupational and educational qualifications, medical fitness, and dependency status. The file is initially established from the member's military personnel records on receipt from the Active Army, Army National Guard, or other Reserve organization, and files of the US Army Finance and Accounting Center, when applicable. A questionnaire with a printout of information contained on his/her master personnel file is sent semiannually for review to each retiree who meets the criteria defined in paragraph 2-2a. The member is requested to enter current data and return the questionnaire to RCPAC for updating the file.

b. The Personnel Qualification Record—Part I (DA Form 2) will be prepared from the master personnel file and forwarded to the duty station with copies of the mobilization orders to arrive 3 days in advance of the member. The Military Personnel Records Jacket (MPRJ) will normally be retained at RCPAC as part of the OMPF; however, the MPRJ will be furnished the member's personnel officer upon request.

2-4. Requisitioning. On receipt of validated requirements for recalled retired personnel fillers from MACOM, the CG MILPERCEN will forward requisitions to CG RCPAC via AUTODIN and air courier.

2-5. Reporting. Mobilization planning will continue to be based on periodic reports of resource availability as shown on the retired lists.

CHAPTER 3

MOBILIZATION PROCEDURES

3-1. Alert period. A 30-day period normally will be allowed between the date the retired member is alerted for order to active duty and the date he/she is required to enter on that duty. However, urgency of the mobilization may dictate immediate order to involuntary active duty without a 30-day notice.

3-2. Medical examinations. Members who have not had a medical examination within 1 year prior to being ordered to active duty (involuntarily or voluntarily) will be ordered to the nearest military installation for that purpose (para 10-17a(2), AR 40-501) before being ordered to active duty.

3-3. Delay and exemption from active duty. Application for delay or exemption from active duty will be sent to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132.

a. Delay. Retirees may be delayed from entry on active duty only for extreme personal hardship or a temporary medical disqualification. (Use guidance provided in table 2-1 AR 601-25 (rules 55 and 56), for mobilization of Standby Reserve members.)

b. Exemption. An exemption will be approved only when information and/or documentary evidence reveals that total relief from the requirement to report to active duty is in the best interests of the Army and the retiree.

3-4. Order to active duty. *a.* The order to active duty of retirees will be as shown in format 166, appendix A, AR 310-10.

b. Orders recalling retirees to active duty will be sent to the member's latest address of record by certified mail, restricted delivery, return receipt requested. The packet containing the mobilization orders will also include DA Pamphlet 360-524 and DA Pamphlet 360-539, together with other information pertinent to the member's recall.

c. The individual who mails the orders will prepare a sworn affidavit of service by mail in the format shown in figure 3-1. This affidavit and a post office receipt signed by the retired member, or the returned letter marked "unclaimed",

"moved", or similar entry as applicable, will be filed in the member's OMPF. Undelivered mail will be compared with the most recent address of record to ensure the mail was addressed properly (e.g. that street numbers were not transposed). If orders are undelivered because of an incorrect address, they will be amended to show the correct address and an appropriate reporting date. The amended orders will be mailed as specified above, and the commander of the organization to which member was ordered notified immediately of any amended reporting date.

3-5. Failure to report for active duty. *a.* A retired member ordered to active duty under this regulation who fails to respond to orders which have been properly delivered is subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

(1) Orders that summon a member to active duty become effective only on actual or constructive delivery to the member; the dispatching of orders to a member's last reported address does not constitute delivery unless it is the member's actual present address. Unless he/she actually receives the orders, or is otherwise chargeable with knowledge of the content of the orders, the member cannot be regarded as having been effectively ordered to active duty and is not subject to UCMJ.

(2) If evidence exists that the member received the orders and still failed to report for active duty, the commander of the organization to which the member was ordered will—

(a) Report member as assigned not joined/AWOL as of reporting date of the orders.

(b) Take appropriate action as outlined in chapter 2, AR 630-10.

(c) Drop member from the rolls of the organization in accordance with chapter 3, AR 630-10, after 29 consecutive days of unauthorized absence.

(d) When necessary to drop the member from the rolls as in *(c)* above, send DA Form 2, statements by military personnel regarding delivery of orders, and any other pertinent information to Cdr, ATTN: AGUZ-PAD. The original

documents will be filed in the MPRJ.

b. If no evidence exists to prove that the member actually received the orders or knew of their contents or of his/her status, the commander of the organization to which the member was ordered will—

(1) Within 7 days after the original reporting date, request RCPAC to send copies of the original orders to the member by certified mail, restricted delivery, return receipt requested.

(2) Carry member AWOL as of the reporting date of the orders.

c. If the additional copies of the original orders are actually delivered to the member, RCPAC will file the return receipt in his/her OMPF and notify the commander concerned. If the member then fails to report for duty within a reasonable time after actual delivery of orders, the commander will—

(1) Void all previous remarks pertaining to the member being AWOL.

(2) Report a new period of AWOL, commencing the date the member should have reported after actual or constructive delivery of orders.

(3) Take action in accordance with a(2) above.

d. If the additional copies of the original orders cannot be delivered, RCPAC will revoke the original orders and immediately notify the commander of the organization to which the member was ordered. As provided in DA Pamphlet 600-8, the commander will submit DA Form 4187 (Personal Action) deleting the assigned—not joined status report.

e. CG RCPAC will determine if the member has moved from the address of record and may request assistance from area commanders (and the US Army Finance and Accounting Center, Fort Benjamin Harrison, IN 46249, if member has been in a retired pay status prior to mobilization).

(1) If the member has not moved, RCPAC will issue new orders and have the orders delivered by a member of the military service in person. The retired member will be informed of the contents of the orders and a receipt will be obtained. If the person receiving the orders refuses to sign the receipt, a detailed statement, giving the full facts surrounding the delivery will be made by the military person who delivered the orders. The statement should describe the individual, by

name if possible, to whom delivery of the orders was made and will include information about the time, date, and place of delivery. This statement together with copies of the new orders will be sent to the commander of the organization to which the member was assigned as evidence of receipt of orders. If the member fails to report for active duty within 7 days from the effective date of the new orders, the commander will report him/her as AWOL effective the reporting date of the new orders. The commander will then take action as in a(2) above.

(2) If the member has moved, RCPAC will send the new orders to the new address by certified mail (Restricted Delivery) return receipt requested. Personal delivery as outlined in (1) above will then be followed if necessary.

(3) The US Army Finance and Accounting Center will be notified when a member fails to report for active duty whose retired pay was suspended on order to active duty or who will be eligible for retired pay at age 60.

(4) If the member cannot be located, RCPAC will submit a report to the area command provost marshal for investigation and determination of the member's possible new location. If and when the member is located procedures in (2) above will be followed.

(5) If after investigation by the provost marshal, the member cannot be located, RCPAC will prepare a full report for file with the member's records.

(6) Coordination will be established between Cdr, US Army Enlisted Records and Evaluation Center (USAEREC), Fort Benjamin Harrison, IN 46249 (PCRE-DP) and CG RCPAC (AGUZ-PAD) to verify information contained in the OMPF dealing with deserters and to advise of any change to the reported deserter status.

(7) The OMPF may be requested by USAEREC for administrative support purposes, if needed, and will be maintained there for the duration of the mobilization period or until the member returns to military control if the deserter status exceeds the mobilization period.

3-6. Restrictive assignment. Assignment and use of retired members recalled to active duty is normally restricted to authorized TDA/TD positions on military installations in CONUS. The retired members will fill positions currently vacant or vacated by Active Army personnel required for other duties.

3-7. Travel of dependents and shipment of household goods. When transportation of dependents and shipment of household goods are

authorized, the provisions of volume I, chapters 7 and 8, Joint Travel Regulations; AR 55-71; and chapters 9 and 10, AR 37-106 apply.

SUGGESTED FORMAT
Affidavit of Service by Mail

State of _____
County _____

_____ being duly sworn, deposes and says
(Name)
that on the _____ day of _____ 19 _____, mailed active
duty order, a true copy of which is attached hereto, via Certified Mail,
restricted delivery, return receipt requested, to _____
(Grade)

_____ at _____
(Full Name) (Address)
by depositing same in an official depository of the US Postal Service at
_____ in a securely wrapped and sealed US
(Location)
Postage and fees prepaid addressed envelope directed to said address; that
being the last known address given to the US Army Reserve Components
Personnel and Administration Center as the one to which official mail would
be received and forwarded.

(Signature)
Sworn and subscribed before me this _____ day of _____, 19 _____.
Signature and Grade of officer administering oath.

Attachment
Copy of Orders

Figure 3-1.



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The proponent agency of this regulation is the Office of The Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PRO, 9700 Page Blvd., St. Louis, MO 63132.

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The Adjutant General

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