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Army Regulation 601-10

Personnel Procurement

# Mobilization of Retired Members of the Army

Headquarters  
Department of the Army  
Washington, DC  
6 March 1986

Pentagon Library (ANR FC)  
ATTN: Military Documents Section  
Room 1A222, Pentagon  
Washington, DC 20310-6000

# SUMMARY of CHANGE

AR 601-10  
Mobilization of Retired Members  
of the Army

This revision covering mobilization of retired members of the Army during war, national emergency, or when otherwise authorized by law--

- o Clarifies the statutory authority for retirees mobilized under 10 USC 688 (para 1-4).
- o Updates the record-keeping system (para 2-6).
- o Gives guidance for determining the need for retiree training (para 3-9).
- o Adds policy for recalling retirees during a partial mobilization (para 4-15).

Effective 4 April 1986

Personnel Procurement

Mobilization of Retired Members of the Army

This UPDATE printing publishes a revision which is effective 4 April 1986. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 1 December 1983.

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:

R. L. DILWORTH  
Brigadier General, United States Army  
The Adjutant General

**Summary.** This regulation covers mobilization of retired members of the Army during war, national emergency, or when otherwise authorized by law. It updates policies and procedures for involuntarily preassigning retirees; discusses the Secretary of the Army's authorization to order Regular and Reserve Army retirees to active duty; contains the medical examination policy for preassigned retirees; clarifies absentee processing; updates screening of retirees who occupy key positions; and lists agencies having emergency functions. This regulation also gives guidance for determining the need for retiree training; clarifies the statutory authority for retirees mobilized under 10 USC 688; updates the record keeping system; and adds policy for recalling retirees during a partial mobilization.

**Applicability.** This regulation applies to commissioned officers, warrant officers, and enlisted members retired from the Regular Army, the Army of the United States, the

U.S. Army Reserve, and the Army National Guard of the United States.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Internal Control Systems.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA(DARE-PSJ-M), WASH DC 20310-2700.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Reserve Components Personnel and Administration Center, ATTN: DARC-PPC, 9700 Page Boulevard, St. Louis, MO 63132-5200.

**Distribution.** Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 601-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 389 or 390 of the subscriber's DA Form 12-9A. AR 601-10 distribution is D for Active Army, D for ARNG, and C for USAR.

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\*This regulation supersedes AR 601-10, 1 December 1983.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes policy, responsibilities, and procedures for—

- a. Recalling retired personnel in time of mobilization, war, or national emergency when declared by the President or Congress or as otherwise authorized by law.
- b. Preassigning selected retired members.
- c. Making training available to retirees with preassignment orders.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

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

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Statutory authority

a. The Secretary of the Army may order the following retired members to active duty (AD) at any time in the interest of national defense under section 688(a), title 10, United States Code (10 USC 688(a)):

- (1) Regular Army (RA) retirees.
- (2) Reserve retirees who have completed 20 years of active service and are receiving retired pay.
- b. Statutes (10 USC 672(a) and 675) dictate when Reserve Component (RC) retirees who have not completed 20 years of active service may be involuntarily ordered to AD. These retirees can be called up only in time of war or national emergency declared by Congress or when authorized by law and only when the Secretary of the Army, with Secretary of Defense approval, determines that there are not enough readily available Reserves in one of the following:
  - (1) An active status.
  - (2) The Inactive National Guard in a required category.

c. RC retirees regardless of length of prior active service who volunteer for preassignment or mobilization under 10 USC 672(d) may be ordered to AD on mobilization based on that consent.

### 1-5. Status of recalled retiree

a. The status a member holds as an RA or Reserve retiree before entry on AD continues to exist after he or she is ordered to active duty. Mobilized retirees remain members of the Regular Army retired or the Retired Reserve, as appropriate, during their period of service on active duty.

(1) Normally if eligible, Retired Reserve commissioned officers ordered to AD may be restored to an active status during their period of service on AD. The members must be eligible for transfer to an active status. (However, retired reserve commissioned officers who are restored to active status lose their status as members of the Retired Reserve as long as they remain in an active status.) When released from AD, they will

revert to their Reserve status in the U.S. Army Reserve (USAR) Control Group (Retired).

(2) Retired Reserve members may be ordered to AD without being restored to active status. (Example: Members who were mandatorily removed from active status under AR 140-10, chapter 7, cannot be restored to an active status.) Retirees not transferred to an active status in conjunction with order to AD will remain assigned to the Retired Reserve. On release from AD, these members remain in the Retired Reserve but not on AD.

b. Retired pay will automatically be suspended for retirees ordered to AD under one of the circumstances listed in (1) or (2) below. On being ordered to AD, these retirees are entitled to receive AD pay and allowance based on their grade and length of service.

(1) Regular Army retirees ordered to AD at any time.

(2) Retired Reserve members who are ordered to AD for more than 30 days in time of war or national emergency declared by Congress or the President.

c. Retired Reservists entitled to receive retired pay who are ordered to AD for 30 days or less during a time of war or national emergency declared by Congress or the President must make a written election of option (1) or (2) below. This election must also be made by Retired Reservist ordered to AD for any duration other than during time of war or national emergency declared by Congress or the President. (An example of this type of AD is premobilization training.)

- (1) Receive retired pay.
- (2) Waive retired pay and receive AD pay and allowances based on grade and length of service during the period he or she serves on AD.

d. On release from AD following mobilization, any retiree is entitled to credit for the extra time served on AD for computation of retired pay. Retired pay will be recomputed per the Department of Defense (DOD) Military Retired Pay Manual. A retiree may be eligible for recomputed retired pay based on a—

- (1) Higher grade to which appointed while on AD.
- (2) Disability incurred or aggravated while serving on AD.

### 1-6. Condition MINIMIZE

When condition MINIMIZE (see glossary) is in effect, data will continue to be transmitted by the automatic digital network (AUTODIN).

### 1-7. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will—

- (1) Plan and issue policy on the mobilization preassignment and recall of retired Army personnel.
- (2) Supervise, coordinate, and monitor mobilization of retired personnel.

(3) Establish procedures to order retired general officers to AD. Also maintain records to support decisions to order such personnel to duty.

(4) Propose, on behalf of the Secretary of the Army, modifications to Joint Travel Regulations (JTR) entitlements during mobilization.

(5) Establish policy for the direct commissioning of recalled retired personnel.

b. The Adjutant General (TAG) will implement the program to preassign before mobilization and recall Army personnel during a mobilization.

c. The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

(1) Provide semiannual reports according to paragraph 1-8.

(2) Monitor positions designated for fill by retirees per AR 310-49 and Army Mobilization and Operations Planning System, Volume III.

d. The Commanding General, U.S. Army Reserve Components Personnel and Administration Center (CG, RCPAC) will—

(1) Maintain current personnel data (including computer master file records) for all living *Category I* and *Category II* retired personnel (para 2-3); maintain personnel records for all living *Category III* retired personnel (not including current computer master file records) (para 2-3). Personnel records for deceased retirees are transferred to National Archives and Records Administration for storage.

(2) Under guidance of TAG, implement the program for mobilization preassignment and recall of retired Army personnel.

(3) Set policy and procedures for retirees when volunteering for preassignment.

(4) Develop procedures to identify and reclassify retirees having newly acquired or obsolete skills.

(5) Provide mobilization preassignment information to retirees.

(6) Help major Army commands (MACOMs) outside the continental United States (CONUS) develop plans to use retirees in their geographic areas.

(7) Plan and conduct a public affairs program in coordination with HQDA and MACOMs. The program will be designed to inform military retirees of the following:

- a. Mobilization programs and activities.
- b. Individual mobilization responsibilities.

(8) Provide preassigned retirees accessioning data to installation or activity commanders and the U.S. Army Military Personnel Center (MILPERCEN).

(9) Provide retiree preassignment reports to installation or activity commanders, CONUS Armies, MACOMs, and HQDA.

e. MACOM commanders in CONUS will—

(1) Develop plans and procedures to ensure the identification, accessioning, in-processing, and support of retired personnel recalled to AD.

(2) Develop procedures to validate mobilization table of distribution and allowances (MOBTDA) and modification

table of organization and equipment-DELTA (MTOE-DELTA) positions identified as suitable for retiree fill. Positions on The Army Authorization Documents System are identified as shown below. (See AR 310-49, paras 2-27 and B-16.)

(a) Identify Code-suitable for fill.

(b) MOB Identity Code-not-suitable for fill.

(3) Coordinate with CG, RCPAC in developing plans to integrate retiree voluntary preassignments.

f. As needed, MACOM commanders outside CONUS will develop plans and procedures for using retired personnel. Direct coordination with RCPAC is authorized. Information related to-retired Army personnel living within their geographic areas may be obtained from Commander, RCPAC, ATTN: DARC-MP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

g. Retired members subject to recall during mobilization will—

(1) Review a data printout (furnished by RCPAC) from the master personnel file (MPF) and return updated information to RCPAC as noted in (2) below:

(2) Report any address change promptly to Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200, or telephone toll-free 1-800-325-2660.

(3) Be prepared to furnish proof of technical and professional certification, licensing, and registration validation on reporting for duty.

### 1-8. Reports (Wartime Requirements for Retired Mobilization Preassignment, RCS CSGPA-1555)

The Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) will provide semiannual reports to MILPERCEN. MILPERCEN will provide a single requirements file to RCPAC. This file will consist of unit positions as shown below that are suitable for fill by retirees.

a. Table of distribution and allowances (TDA) and MOBTDAs.

b. Active Army and USAR CONUS nondeploying MTOE units. (Limited to DELTA positions only.) (See glossary.)

## Chapter 2 Recall and Selection Criteria

### 2-1. General

Members listed on the RA, Army of the United States (AUS), and USAR retired lists who meet the criteria in this chapter may be involuntarily recalled to AD during mobilization.

### 2-2. Criteria for recall

a. To be eligible for involuntary recall to AD during a mobilization, retired members must—

(1) Not be filling one of the following positions:

(a) Key position: A Federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively.

(b) Emergency essential position: A position that if vacated during mobilization or war, would have immediate and grave adverse impact on the conduct of mobilization or of the wartime mission. Normally, these positions are limited to oversea positions such as equipment specialist, ammunition specialist, intelligence specialist, etc., that directly support combat units. Included are the administrative or technical positions essential to the support of these combat units. Examples are personnel management specialist, budget officer, and facilities engineer.

(2) Be physically qualified for recall. (See AR 40-501.)

(3) Age or disability alone may not be the basis for excluding a retiree from service during mobilization.

b. Retirees who volunteer for recall to AD are not subject to any age or grade limitation.

c. Involuntary preassignment orders automatically terminate if a retiree reaches the preassignment age ceiling (para 3-2) before a mobilization is announced. The orders do not automatically terminate if a retiree reaches the preassignment age ceiling after announcement of a mobilization.

d. Retired members who report on AD as ordered and who later reach the preassignment age ceiling during a time of war or national emergency declared by Congress will remain on AD for the duration of the war or national emergency plus 6 months. This is true unless they are released at an earlier date by the Secretary of the Army.

### 2-3. Mobilization categories

Retirees are identified by categories as shown in a through c below. They will be mobilized based on service needs.

a. *Category I.* Nondisability retirees under age 60 (under age 62 for warrant officers) regardless of length of active service, who are physically qualified, and have been retired less than 5 years.

b. *Category II.* Members who have the same qualifications as those in *Category I*, but have been retired for 5 years or more.

c. *Category III.* Members, including those retired for disability, who are not qualified for placement in either *Category I* or *II*.

### 2-4. Period of recall

Retirees ordered to AD voluntarily or involuntarily under mobilization conditions will serve for the duration of the mobilization, war, or national emergency and for 6 months thereafter. This is true regardless of age or length of service and unless released at an earlier date by the Secretary of the Army.

### 2-5. Active duty grade and promotion

a. Retired members ordered to AD will be ordered to AD in their current grade on

the retired list unless otherwise directed in particular cases.

b. Dates of rank for recalled retired personnel will be adjusted per AR 600-20.

c. In the event of mobilization, members may be considered for promotion as announced by HQDA.

### 2-6. Basic records maintenance

a. The Master Personnel File (MPF) located at RCPAC is the basic record used in mobilizing retirees. The MPF system provides a method for assembling, verifying, and recording information about the member. The MPF also provides evidence of mobilization availability. The information in the MPF includes the following data:

- (1) Basic identification.
- (2) Military occupational qualifications.
- (3) Medical fitness.
- (4) Dependency status.

b. The MPF is established from the member's military personnel records on receipt from the Active Army, Army National Guard (ARNG), or other Reserve organizations. It is also created from files of the U.S. Army Finance and Accounting Center (USAFAC) when applicable. A questionnaire with a printout of information on the MPF is sent initially on assignment to the Retired Control Group. Each year thereafter, it is sent for review to each *category I* or *II* retiree. Those retirees in *category III* who have volunteered for preassignment will also receive the questionnaire each year. The member is requested to enter current data and return the questionnaire to RCPAC for updating.

c. DA Form 2 (Personnel Qualification Record—Part I) will be prepared from the MPF on mobilization. The DA Form 2 will be sent to the duty station with copies of the mobilization orders. The Military Personnel Records Jacket, U.S. Army (MPRJ) will normally be retained at RCPAC as part of the official military personnel file (OMPF). However, the MPRJ will be shipped to the member's personnel officer on request.

d. The qualification record (DA Form 2-1 (Personnel Qualification Record-Part II), DA Form 66 (Officer Qualification Record), or DA Form 20 (Enlisted Qualification Record)) for retirees being preassigned each month will be—

- (1) Reproduced.
- (2) Annotated with the unit identification code of preassignment.
- (3) Sent to the mobilization installation or activity.

### 2-7. Skill reclassification

a. Retired members who have obsolete skill identification codes and those who have attained new skills may be reclassified to meet the needs of the Army. For reclassification purposes, the following guidance applies:

(1) New skills are those acquired after retirement that are more critical for mobilization than the currently assigned skill identification code.

(2) Obsolete skills or outdated skills are those no longer in the Army inventory or those that have been superseded. Included in this group are retired members who have lost professional endorsement or certification.

(3) Skill reclassification will not include direct appointments to warrant officer (WO) or commissioned officer grades. Requests for direct appointments may be submitted to the gaining mobilization installation or activity after the member reports for AD under mobilization.

b. The CG, RCPAC makes all skill reclassifications. Retired members of special branches shown below will not be reclassified without approval from HQDA.

(1) The Surgeon General (TSG) classifies Army Medical Department (AMEDD) officers/warrant officers per AR 611-101. An exception to this policy is that the CG, RCPAC may reclassify retired enlisted members into appropriate medical specialties on proof of training.

(2) The Judge Advocate General (TJAG) approves reclassification of judge advocates.

(3) The Chief of Chaplains (CCH) approves reclassification of chaplains.

### 2-8. Selection criteria

a. Grade substitution criteria of one grade higher and two grades lower will be used for both officer and enlisted members when matching retired personnel against selection requirements. As an example, a retired E7 may fill a requirement up to and including an E8 position or down to and including an E5 position.

b. WOs will be matched to WO positions without reference to grade.

c. Military occupational specialties (MOS) and specialty skill identifiers (SSI) substitution is authorized as shown below.

(1) Applicable regulations.

(2) A mobilization MOS and SSI substitution table. The table will be prepared from the Mobilization Personnel Processing System (MOBPERS).

### 2-9. Positions suitable for fill by retirees

Installation/activity commanders in CONUS will designate positions suitable for fill by retirees on mobilization. The following guidance applies:

a. Positions requiring highly technical knowledge may be filled by a retiree if extensive training is not required.

b. The following positions are not proper for fill by a retiree:

(1) Statutory tour or individual mobilization augmentation positions.

(2) Active Army MOBTDAs positions identified for fill by—

(a) USAR or ARNG AMEDD personnel.

(b) Nondeploying USAR, ARNG, or Active Army unit personnel.

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

(4) Positions requiring an immediate high level security clearance.

c. Positions in deploying units will not be considered for involuntary retiree fill.

### 2-10. Requisitioning

After mobilization has been declared, MACOMs will provide requirements not previously identified for recalled retired personnel fillers by grade and MOS or SSI. They will be sent to MILPERCEN and to U.S. Army Medical Department Personnel Support Agency (USAMEDDPERSA) for AMEDD officer personnel. MILPERCEN and USAMEDDPERSA will provide requisitions to RCPAC by the fastest means available.

### 2-11. Mobilization resources

Mobilization planning will continue to be based on periodic reports or resource availability as shown on the retired lists.

## Chapter 3 Mobilization Preassignments

### 3-1. General

a. Selected Army retired personnel may be preassigned to CONUS installations and activities identified by the Retired Mobilization Preassignment Management Information System. Assignments will be based on total requirements by grade and skill and not to a specific unit paragraph and line number. Orders will be issued per AR 310-10, appendix A, format 120.

b. The CG, RCPAC will inform preassigned retirees how to obtain transportation to their mobilization stations.

### 3-2. Criteria for mobilization preassignment

a. To be eligible for involuntary mobilization preassignment during peacetime, retired members must—

(1) Be a category I or category II retiree.

(2) Be in grade E5 or above for enlisted and O-2 or above for officers.

(3) Not be filling one of the following positions:

(a) Key position: A Federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively.

(b) Emergency essential position: A position that if vacated during mobilization or war, would have immediate and grave adverse impact on the conduct of the Army's mobilization or wartime mission. Normally, these positions are limited to overseas positions such as equipment specialist, ammunition specialist, and intelligence specialist that directly support combat units. Included are the administrative or technical positions essential to the support of these combat units. Examples are personnel management specialist, budget officer, and facilities engineer.

(4) Be physically qualified for mobilization preassignment (AR 40-501).

b. Retirees who volunteer for mobilization preassignment are not subject to any age limitation.

### 3-3. Regular Army and Reserve Component 20-year active service retirees

a. Involuntary preassignment orders may be issued in peacetime to RA and RC 20 year active service retirees who are eligible under 3-2a above. Orders will give the time and place to report in the event of mobilization, war, or national emergency. Preassignment orders take effect automatically when full mobilization is declared by the Secretary of the Army and announced through public media unless superseded. Retirees are required to report to their mobilization assignment station commander may delay the reporting date (paras 3-7 and 4-3).

b. Mobilization orders will be issued for RA and RC 20 year active service retirees (including those without preassignment orders) selected for AD during a partial mobilization. (See para 4-14 and AR 310-10, app A, format 196.) These orders will supersede any preassignment orders previously issued.

### 3-4. Reserve Component (ARNG or USAR retirees) with less than 20 years active duty

Contingent preassignment orders may be issued in peacetime. Orders will give the place to report in case of a full mobilization, but will not show a reporting date. When full mobilization is announced, a reporting date is provided for retirees holding contingent preassignment orders. The reporting date is established either by news media announcement or by a followup mobilization order per AR 310-10, appendix A, format 196.

### 3-5. Volunteers

a. All ARNG, USAR, AUS, and RA retirees in receipt of retired pay, regardless of age or length of active service, or Retired Reserve members who will be entitled to retired pay at age 60, may volunteer during peacetime for mobilization preassignment at the installation of their choice. They will be encouraged to volunteer for preassignment to installations within 300 miles of their residence. Volunteers will complete DA Form 5137-R (Application for Voluntary Mobilization Preassignment). The form may also be used by retirees requesting change from involuntary preassignment. DA Form 5137-R will be locally reproduced on 8 1/2-by-11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Send requests to Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. Volunteers will be selected by matching their qualifications against MOBTDAs and MTOE needs as follows—

(1) MOBTDAs positions identified as suitable for fill.

(2) Additional personnel needed to bring the MTOE peacetime authorized strength up to the wartime strength.

c. The age limitations do not apply to volunteers. Volunteers will be retained in the program beyond the normally established age ceiling unless the—

(1) Volunteer requests removal from the program.

(2) Volunteer becomes physically disqualified.

(3) Installation or activity commander requests and justifies the volunteer's removal from the program.

d. An involuntarily preassigned retiree may request a change in his or her involuntary assignment. Send requests in writing to Commander, RCPAC, ATTN: DAC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200. This request will not effect a member's involuntary preassignment status.

e. Installation or activity commanders may—

(1) Recruit eligible volunteers to fill vacant MOBTD positions or to fill positions that may become vacant during mobilization.

(2) Contact preassigned retirees and discuss specific post mobilization assignments at the installation. Retirees not ordered to AD will not be authorized travel, meals, lodging, or per diem in connection with any such discussions.

(3) Consider involuntarily preassigned retirees for a new assignment if it is closer to their home.

### 3-6. Selection process

Selection of retirees will be based on grade, skill, and geographical location within CONUS. The first phase will be direct skill matching and grade substitution of qualified persons residing within 300 miles of a designated mobilization station or activity. This phase will be followed by those residing within the same State, then within the same CONUS Army area, and finally CONUS-wide. Each succeeding selection phase will use MOS/SSI and grade substitution and process through all geographic areas.

### 3-7. Use of retirees

a. The following restrictions apply to assignment of retirees:

(1) Participants in the Joint Augmentation Unit Program are preassigned to Military Entrance Processing Stations. They will not be further assigned without approval of Commander, U.S. Military Enlistment Processing Command.

(2) Preassigned retirees earmarked for inspector general (IG) positions will not be further assigned without approval of The Inspector General (TIG). These positions are identified by the additional skill identifier 5N.

(3) Preassigned retirees earmarked for Military Traffic Management Command (MTMC) will not be further assigned unless approved by the MTMC commander.

(4) Preassignments to U.S. Military Academy will be made per AR 614-130.

b. Installation or activity commanders will—

(1) Develop plans and procedures for the following actions to process recalled retirees efficiently at mobilization.

(a) Accessioning.

(b) Inprocessing.

(c) Assignments and use.

(d) Time phasing.

(e) On-the-job training.

(f) Medical examination.

(g) Screening and exemption.

(h) Support to include messing, billeting, and clothing.

(2) Further assign retirees to positions within or at a supported installation or activity.

(3) Delay dates for reporting to duty when necessary and determine whether to delay dates for reporting when requested by the retiree.

(4) Temporarily assign retirees to vacant civilian positions for up to 90 days if needed after mobilization has been declared. Assignments beyond 90 days require HQDA approval. Using military personnel under these conditions will be made according to AR 570-4.

(5) Approve individual retiree requests for assignment to units that are subject to deployment. (See para 2-9c.)

(6) Obtain any required technical or professional certification, licensing, or registration validation of recalled retirees.

(7) Determine when a recalled retiree can effectively replace an incumbent Active Army member. Active Army members must be reassigned within 45 to 90 days after mobilization.

(8) Obtain security clearances per mobilization guidance. MACOMs and field operating agencies (FOAs) may develop programs to encourage participation of retired military intelligence or cryptologic personnel to maintain skills and eligibility for access to sensitive information.

c. MACOMs, FOAs, and installations may develop programs to encourage retirees to maintain unique and critical skills.

### 3-8. Selection and review of professional positions

RCPAC will furnish the names and preassignment selection of officers of the Judge Advocate General's Corps and Chaplains branches to TJAG and the CCH, respectively, for review and approval. RCPAC will send the names and preassignment selection of officers of the AMEDD to TSG for review. Any changes based on loss of professional qualifications of reported individuals or adjusted priorities will be submitted to RCPAC for appropriate action. Send to Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200. RCPAC will submit the names of IG position candidates to the HQDA IG for review and selection for

preassignment to IG positions. U.S. Military Academy assistant professors (SSI-00F) will be selected per AR 614-130.

### 3-9. Retiree training

Retirees with preassignment orders may participate in the following training:

a. *Premobilization training.* The nonresident Army Correspondence Course Program (ACCP) is conducted by Army schools through the Army Institute for Professional Development. (See AR 351-1, para 8-8.) The ACCP provides refresher training to enhance performance in mobilization duty assignments. Pay or retirement points are not authorized for the nonresident ACCP. Titles of applicable correspondence courses and application form (DA Form 145 (Army Correspondence Course Enrollment Application)) may be obtained from local Army installation education centers. Courses selected must support the mobilization duty assignment and appear in DA Pamphlet 351-20. Applications will be submitted for approval through Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200 to the Army Institute for Professional Development. Disapproved applications will be returned to the applicant with an explanation.

b. *Postmobilization training.* MACOM, installation, or activity commanders must be prepared to start on-the-job training for reporting retirees. It is essential that retirees become acclimated and job proficient quickly. This will allow the release of Active Army personnel to other assignments.

## Chapter 4 Mobilization Procedures

### Section I Procedures Before Entry on Active Duty

#### 4-1. Alert period

The time allowed between the date a retired member is alerted for AD and the reporting date will be determined by the Secretary of the Army and specified in issued orders.

#### 4-2. Medical fitness

a. Medical fitness standards for entry into the service during mobilization contained in AR 40-501 are implemented only on specific instructions from the Secretary of the Army. Physical examinations will be completed after reporting to the designated mobilization station. The following standards in AR 40-501 will apply as indicated:

(1) Chapter 8 applies to retired physicians, dentists, and allied medical specialists.

(2) Chapter 6 applies to all other retired members.

b. Retired members (other than those on the Temporary Disability Retired List) will not be required to take a medical examination during peacetime. Retired members

will be required to document any reported medical disqualification. During peacetime, requests for medical exemption will be considered by the Commander, RCPAC. To support their application, retirees should obtain a statement from a physician indicating their physical condition. The member should send this statement to Commander, RCPAC, ATTN: DARC-RAM-M, 9700 Page Boulevard, St. Louis, MO 63132-5200. If service connected, or if the retiree has been treated by the Veteran's Administration, the retiree may send a rating decision letter from the Veteran's Administration Center that lists conditions and percentage of disability instead of a letter from his or her physician.

#### 4-3. Delay, exemption, and screening

a. *Delay.* Retirees may be delayed from entry on AD only for extreme personal hardship or a temporary medical disqualification. (See guidance for mobilization of Standby Reserve members in AR 601-25, table 2-1.) Retirees will send applications for delay from reporting for AD to the proper reporting station commander shown on the preassignment mobilization order.

b. *Exemption.* DOD has developed exemption criteria. An exemption will be approved by RCPAC only when information or documented evidence reveals that the total relief from reporting to AD will be in the best interest of the Army and the retiree. Send applications for exemptions from AD to Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200.

##### c. Screening.

(1) Retirees who hold key positions or emergency-essential positions will be exempted from involuntary preassignment and may be exempted from recall. These persons will be screened each year to verify the status of the position held. In determining if a position should be designated as a key position, the following questions should be considered by the Federal agency concerned:

(a) Can the position be filled in a reasonable time after mobilization?

(b) Does the position require technical or managerial skills uniquely possessed by the incumbent employee?

(c) Is the position directly related to defense mobilization?

(d) Does the position include a mobilization or relocation assignment in an agency having emergency functions as designated in appendix B?

(e) Is the position directly related to industrial or manpower mobilization as listed in (d) above? Is it needed to expedite production, deliveries, or services under Government contract for the procurement of materials or the performance of services for the national defense?

(f) Are there other factors related to national defense, health, or safety that would make the incumbent unavailable for mobilization?

(2) The request for exemption to preassignment and/or recall will be sent to Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200. The request must be started by the designated representative of an installation or activity of the Defense Supporting Industry, or another Government agency. Prepare the letter as shown in figure 4-1.

(3) There are three categories of Federal key positions. The categories at (a) and (b) below are by definition key positions. Only the final category requires a case-by-case determination and designation.

(a) The Vice President of the United States or any official specified in the order of presidential succession under 3 USC 19.

(b) Members of Congress, heads of Federal agencies appointed by the President with the consent of the Senate, and the Federal judiciary (District, Circuit, and Supreme Court judges and justices only. All other positions within the Federal judiciary will be considered under (c) below). For this paragraph, the term "heads of Federal agencies" does not include any person appointed by the President with the consent of the Senate to a Federal agency as a member of a multimember board or commission. Positions occupied by such persons may be designated as key positions only by the application of the criteria in paragraph 4-3c(1).

(c) Other Federal positions determined by Federal agency heads, or their designees, to be key positions per the guidelines in paragraph 4-3c(1).

(4) Retirees in (a) or (b) below, occupying key or emergency essential positions, are normally exempt from the annual screening process. These retirees, however, will require screening if they volunteer and are accepted in the Retiree Mobilization Preassignment Program.

(a) Officer or enlisted personnel, 60 or over.

(b) Warrant officer, 62 or over.

(c) Retired for medical disability.

(5) Navy, Air Force, Marine Corps, and Coast Guard retirees working as Department of the Army civilians occupying key or emergency-essential positions will be screened. The screening process will be the same as that of Army retirees. Requests for exemption must be submitted to the proper Armed Service per proper regulations or directives.

#### 4-4. Order to active duty

a. Confirmatory mobilization orders are not required for retirees holding preassignment orders. If time permits, confirmatory orders may be issued.

b. Orders will be issued for retirees who do not hold preassignment orders and who are selected for AD after mobilization is announced. (See AR 310-10, app A, format 196.)

c. Mobilization orders will be issued to retirees selected for recall under conditions of less than full mobilization. (See AR 310-10, app A, format 196.) These orders

will supersede any preassignment orders previously issued.

d. Special mobilization orders showing a reporting date will be issued to Reserve retirees with contingent preassignment orders after Secretary of the Army approval.

## Section II Special Instructions After Entry on Active Duty

#### 4-5. Pay and allowances

Pay and allowances will be set using current AD entitlements except where the situation requires an election by the member between retired and AD pay and where the member elects to continue to receive retired pay. (See para 1-5b.)

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

b. Retired pay allotments will be continued on AD unless the service member requests in writing that they be changed or stopped.

c. To establish entitlement to basic allowance for quarters, enlisted members must furnish copies of legal documents. Examples include copies of certificates of birth and marriage and any other documents that prove dependency.

d. The present Joint Uniform Military Pay System (JUMPS) will be used to pay all AD personnel during mobilization if practicable.

e. Retirees will be reimbursed for public or private transportation costs allowed in the JTR, volume 1.

#### 4-6. Uniform allowance

Officer personnel will be paid a uniform allowance per the DOD Military Pay Entitlements and Allowance Manual. Enlisted personnel will be provided an issue of clothing and equipment. Stockage of clothing and equipment will be made according to the Army Mobilization and Operations Planning System.

#### 4-7. Educational benefits

No change in a member's entitlement to educational benefits will occur. This is true unless Congress establishes eligibility for any new or current programs because of the AD for which the member is recalled.

#### 4-8. Veteran's Administration (VA) disability

The VA suspends disability compensation when the retiree is ordered to AD. On release from AD, the VA disability compensation may be resumed. The amount of the award will be based on the member's physical condition on release from AD.

#### 4-9. Family protection plans

a. *Servicemen's Group Life Insurance (SGLI).* Members are automatically insured against death for the greatest amount (unless a lesser amount is elected or coverage is declined). The cost will be borne jointly by the member and the U.S. Government. The premium will be deducted from each

month's pay. It will not be prorated for the month in which the retiree enters or leaves AD unless he or she declined or reduces coverage. SGLI coverage will remain in force for 120 days following termination of mobilization or until the member receives his or her first increment of retired pay, whichever is earlier. Members enrolled in the SGLI plan will be eligible to convert to Veterans' Group Life Insurance for a new 5-year period on release from AD.

b. **Survivor Benefit Plan.** Under Survivor Benefit Plan law, a person may not change an election made at the time of initial placement on the retirement rolls, even though serving later periods of AD. On order to AD, the cost of spouse and child coverage would be suspended until the person is released from AD. When released from AD, the person would again pay for both spouse and child coverage. If a recalled retiree dies while on AD, the spouse and dependent children are entitled to dependency indemnity compensation and an annuity per the military member's initial election. Alternate coverage is available to the surviving spouse. It will be computed as of the date of death if such annuity would provide the greater benefit.

#### 4-10. Miscellaneous entitlements

a. On release from AD of 15 or more days, recomputation of retired pay will be processed under the DOD Military Retired Pay Manual.

b. DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued at the close of the retiree's AD.

c. AD medical benefits for retirees and their dependents will be reinstated concurrent with the retiree's reporting for AD.

d. The Soldiers and Sailors Civil Relief Act applies to each retiree ordered to AD.

e. Retirees ordered to AD on mobilization are authorized full reemployment rights when released from AD (38 USC 2024).

### Section III Failure to Report for Active Duty

#### 4-11. General

a. Retired members are mobilized as shown below.

(1) Most retirees are screened for preassignment or contingent preassignment after their records are entered into the Retired Control Group file. They then become eligible to receive mobilization preassignment orders. Orders are issued under AR 310-10, appendix A, format 120.

(2) Some retirees may be selected for recall to AD after a mobilization is announced. These retirees are not recalled through the preassignment system. Orders are issued under AR 310-10, appendix A, format 196.

b. Retired members who fail to report for AD in compliance with the original order will be reported to RCPAC as absentees (See para 4-12.)

c. Notification of recall to AD is made through a mailing of orders to the member's

most recent mailing address. If orders were mailed to the most recent address furnished by the member, absence of proof of delivery will not change the fact that the member was properly ordered to report for AD.

d. When retired members are identified as absentees, amended orders will be issued and sent to their most recent mailing address as shown in paragraph 4-12b(3). Those who fail to comply with their amended orders will be reported as deserters. They will be reported to the Commander, U.S. Army Enlisted Records and Evaluation Center (USAEREC), ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301.

e. Coordination will be set up between the agencies shown in (1) and (2) below. This will verify information in the OMPF dealing with deserters and report changes to the status of deserters.

(1) Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301.

(2) Commander, RCPAC, ATTN: DARC-RAM, 9700 Page Boulevard, St. Louis, MO 63132-5200.

f. The OMPF may be requested by USAEREC if needed. USAEREC will maintain it until the mobilization ends or the retiree returns to military control.

#### 4-12. Actions when retirees fail to report

a. MILPERCEN will provide data to RCPAC, identifying retired members who have reported and who have been accessioned into the Active Army data bases.

b. The CG, RCPAC will—

(1) Match the present for duty file against the mobilization tape to identify absentees.

(2) Issue amended orders to absentees according to AR 310-10. The amended orders will confirm the original mobilization preassignment order and specify a new reporting date.

(3) Mail the orders to the most recent mailing address of the retiree by certified mail (return receipt requested).

(4) Maintain a record of the certified mail procedures.

(5) Furnish the installation commander with a copy of the amended orders and DA Form 2-1 (Personnel Qualification Record—Part II).

(6) Process as deserters those retirees who fail to report on the specified date per AR 630-10. If the orders were mailed to the most recent address furnished by the retiree, absence of proof of delivery does not change the fact that the retiree was properly ordered to AD.

#### 4-13. Processing deserters

The CG, RCPAC will process a retiree as a deserter by taking the following actions:

a. Report the retiree as a deserter as of the reporting date established in paragraph 4-12b(2).

b. Process deserter retirees under AR 630-10, chapters 3 and 6. Action taken will be limited to the availability of information.

c. Drop the retiree's name from the rolls in accordance with AR 630-10.

d. Notify the U.S. Army Finance and Accounting Center when a retiree is declared a deserter. This notification applies to members when retired pay is to be suspended for failing to report to AD on mobilization. This notification will further provide confirmation of the retiree's status.

### Section IV Retired Recall in Peacetime, During Premobilization, or During Partial Mobilization

#### 4-14. Involuntary and voluntary recall

a. Regular Army retirees and Reserve retirees with 20 years of active service may be involuntarily ordered to active duty by the Secretary of the Army, or his designee, at any time for such duties considered necessary in the interest of national defense.

b. Any retiree with his or her consent may be ordered to AD by the Secretary of the Army, or his designee, at any time.

c. Retirees of any component who occupy key positions or emergency essential positions will not be ordered to AD under this section.

#### 4-15. Partial mobilization retiree recall options

Identification, recall, and use of retirees at partial mobilization are based on the following recall alternatives:

a. *Recall by installation or activity.* All preassigned retirees to an installation or activity are recalled to AD.

b. *Recall by selected units.* Specific units are identified and preassigned retirees are recalled to AD.

c. *Recall by specific skill.* Specific MOS or SSI requirements are identified and retirees possessing those skills are recalled to the installation or activity to which preassigned.

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

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

**TO:** Commander  
U.S. Army Reserve Components Personnel  
and Administration Center  
9700 Page Boulevard  
St. Louis, MO 63132-5200

This letter certifies that the employee identified below occupies a key or essential civilian position vital to the Nation's defense efforts and should not be mobilized with the Armed Forces in an emergency. Therefore, I request that (he or she) be exempted from recall to active duty and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee: (last, first, MI)  
Retired military grade and branch:  
Social security number:  
Current home address: (street, city, State, ZIP code)  
Title of employee's civilian position:  
Date hired or assigned to position:

This person (has or has not) been given preassignment orders. (If applicable, furnish order number, date, and assigned mobilization station, if known.)

(Signature and title of agency  
or company official)

Copy to:  
HQDA (DAPE-CPR)  
WASH DC 20310-0300

Figure 4-1. Sample of letter for requesting retiree exemption from recall to active duty

**Appendix A  
References**

**Section I  
Required Publications**

**AR 140-10**  
Assignments, Attachments, Details, and Transfers. (Cited in para 1-5a(2).)

**AR 310-10**  
Military Orders. (Cited in paras 3-1a, 3-3b, 3-4, 4-11a(1) and (2), and 4-12b.)

**AR 310-49**  
The Army Authorization Documents System (TAADS RCS). (Cited in paras 1-7c(2) and 1-7e(2).)

**AR 601-25**  
Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty. (Cited in para 4-3a.)

**AR 630-10**  
Absence Without Leave and Desertion. (Cited in paras 4-12b(6) and 4-13b.)

**Section II  
Related Publications**

**AR 37-104-3**  
Military Pay and Allowance Procedures Joint Uniform Military Pay System (JUMPS-ARMY)

**AR 40-501**  
Standards of Medical Fitness

**AR 351-1**  
Individual Military Education and Training

**AR 570-4**  
Manpower Management

**AR 600-20**  
Army Command Policy and Procedures

**AR 600-200**  
Enlisted Personnel Management System

**AR 611-101**  
Commissioned Officer Specialty Classification System

**AR 614-130**  
Selection and Assignment of Academic Instructors to the United States Military Academy

**DA Pam 351-20**  
Correspondence Course Catalog

**DA Pam 360-524**  
Your Personal Affairs

**DA Pam 360-539B**  
Survivor Benefit Plan for the Uniformed Services

**DA Pam 600-8**  
Military Personnel Management and Administrative Procedures

**Section III  
Prescribed Forms**

**DA Form 5137-R**  
Application for Voluntary Mobilization Preassignment. (Cited in para 3-5.)

**Section IV  
Referenced Forms**

**DA Form 2**  
Personnel Qualification Record—Part I

**DA Form 2-1**  
Personnel Qualification Record—Part II

**DA Form 20**  
Enlisted Qualification Record

**DA Form 66**  
Officer Qualification Record

**DA Form 145**  
Army Correspondence Course Enrollment Application

**DD Form 214**  
Certificate of Release or Discharge from Active Duty

1199

809

**Appendix B  
Agencies With Emergency  
Functions**

Note: Agency changes are shown in parentheses.

Department of State

Department of the Treasury

Department of Defense

Department of Justice

Post Office Department (U.S. Postal  
Service)

Department of the Interior

Department of Agriculture

Department of Commerce

Department of Labor

Department of Health, Education, and  
Welfare (Redesignated: Department of  
Health and Human Services and Depart-  
ment of Education)

Department of Housing and Urban  
Development

Department of Transportation

Atomic Energy Commission (Energy  
Research and Development Administration)  
(Nuclear Regulatory Commission)

Civil Aeronautics Board (Department of  
Transportation)

Export-Import Bank of the United States

Federal Bank Supervisory Agencies

Federal Communications Commission

Federal Power Commission (Department of  
Energy)

General Services Administration

Interstate Commerce Commission

National Aeronautics and Space  
Administration

National Science Foundation

Railroad Retirement Board

Securities and Exchange Board

Small Business Administration

Tennessee Valley Authority

Office of Personnel Management

Veterans' Administration

## Glossary

### Section I Abbreviations

**ACCP**  
Army Correspondence Course Program

**AD**  
active duty

**AMEDD**  
Army Medical Department

**ARNG**  
Army National Guard

**ARPERCEN**  
U.S. Army Reserve Personnel Center

**AUS**  
Army of the United States

**AUTODIN**  
automatic digital network

**CCH**  
Chief of Chaplains

**CG**  
commanding general

**CONUS**  
continental United States

**DCSPER**  
Deputy Chief of Staff for Personnel

**DOD**  
Department of Defense

**FOA**  
field operating agency

**HQDA**  
Headquarters, Department of the Army

**IG**  
inspector general

**JTR**  
Joint Travel Regulation

**JUMPS**  
Joint Uniform Military Pay System

**M-day**  
mobilization day

**MACOM**  
major Army command

**MILPERCEN**  
U.S. Army Military Personnel Center

**MOBPERS**  
Mobilization Personnel Processing System

**MOBTDA**  
mobilization table of distribution and allowances

**MOS**  
military occupational specialty

**MPF**  
master personnel file

**MPR**  
military personnel records

**MPRJ**  
Military Personnel Records Jacket, U.S. Army

**MTOE**  
modification table of organization and equipment

**MTMC**  
Military Traffic Management Command

**OMPF**  
official military personnel file

**RA**  
Regular Army

**RCPAC**  
U.S. Army Reserve Components Personnel and Administration Center

**SGLI**  
Servicemen's Group Life Insurance

**SSI**  
specialty skill identifier

**TAG**  
The Adjutant General

**TDA**  
table of distribution and allowances

**TIG**  
The Inspector General

**TJAG**  
The Judge Advocate General

**TSG**  
The Surgeon General

**USAEREC**  
U.S. Army Enlisted Records and Evaluation Center

**USAMEDDPERSA**  
U.S. Medical Department Personnel Support Agency

**USAFAC**  
U.S. Army Finance and Accounting Center

**USAR**  
U.S. Army Reserve

**VA**  
Veterans' Administration

**WO**  
warrant officer

**USC**  
United States Code

### Section II Terms

**Active Duty**  
Full-time duty in the active military service of the United States (10 USC 101(22)).

**Active status**  
The status of a Reserve commissioned officer, other than a commissioned warrant officer who is not in one of the following per 10 USC 101(25):

- a. The inactive Army National Guard.
- b. The inactive Air National Guard.
- c. On an inactive status list.
- d. The retired Reserve.

**Contingent preassignment orders**  
Orders issued during peacetime indicating mobilization duty stations. During a congressionally declared national emergency, the order is validated by either a news media announcement or a followup mobilization order specifying a reporting date.

**DELTA**  
Classification of a position on the MTOE nondeploying units. It distinguishes the difference between peacetime-authorized and wartime-required positions.

**Full mobilization**  
Expansion of the Active Army Forces resulting from action by Congress and the President to mobilize all units in the existing approved force structure, including Reserve Components, all individual reservists, and the materiel resources needed for those units.

**MINIMIZE**  
A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electronically.

**Mobilization**  
For purposes of this regulation, any expansion of the Army that may require the return to active duty of any member previously retired

**Mobilization preassignment orders**  
Preassignment orders issued in peacetime directing the retiree when and where to report on media announcement of full mobilization.

**Partial mobilization**  
Expansion of the active Armed Forces resulting from action by the Congress (up to full mobilization) or the President (not more than 1 million) to mobilize Ready Reserve Component units/individual reservists and resources needed for their support to

meet the requirements of a war or other national emergency involving an external threat to national security.

**Total mobilization**

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

**RESERVED**

# APPLICATION FOR VOLUNTARY MOBILIZATION PREASSIGNMENT

(For use of this form, see AR 601-10; the proponent agency is ODCSPER.)

## PRIVACY ACT STATEMENT

- AUTHORITY:** 10 USC 275, 672d, and 688.
- PRINCIPAL PURPOSE:** Pertinent information concerning any discrepancies in individual's marital status, education, date of birth, and social security number is obtained from the retiree in order to keep his/her Master Personnel File up to date.
- ROUTINE USES:** Information is used to update the individual's Personnel Record to determine availability for mobilization in the event of a national emergency.
- DISCLOSURE:** Disclosure and effect on individual not providing information: The execution of this form is voluntary to retirees. Failure to furnish information requested may result in denial of a voluntary preassignment.

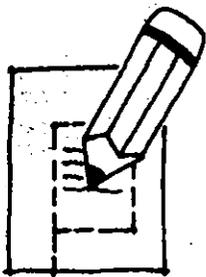
Commander, RCPAC  
ATTN: DARC-RAM-M  
9700 Page Boulevard  
St. Louis, Missouri 63132-5200

1. I hereby volunteer for preassignment to \_\_\_\_\_  
(Installation or Geographic Area)
- a. I  will  will not accept an alternate assignment.
- b. I understand that I may withdraw this application at any time and that retirees meeting the recall age criteria may subsequently be involuntarily preassigned.
2. The following information is furnished: *(Please Print)*
- a. NAME \_\_\_\_\_  
(Last) (First) (Middle)
- b. DATE OF BIRTH: \_\_\_\_\_ c. SSN: \_\_\_\_\_
- d. ADDRESS: *(Include ZIP Code)* \_\_\_\_\_  
\_\_\_\_\_
- e. PHONE: *(Include Area Code)* HOME: \_\_\_\_\_  
BUSINESS: \_\_\_\_\_
- f. RETIRED COMPONENT: *(Circle One)* RA AUS USAR
- g. RETIRED GRADE: \_\_\_\_\_ h. BRANCH *(Officers Only)* \_\_\_\_\_
- i. DATE PLACED IN RETIRED STATUS: \_\_\_\_\_
- j. MARITAL STATUS AND NUMBER OF DEPENDENTS: \_\_\_\_\_
- k. MOS/SSI: \_\_\_\_\_ SMOS/ASSI \_\_\_\_\_
- l. PHYSICAL STATUS: *(Self-Assessment)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- m. IF CURRENTLY PREASSIGNED, INCLUDE COPY OF ORDERS.

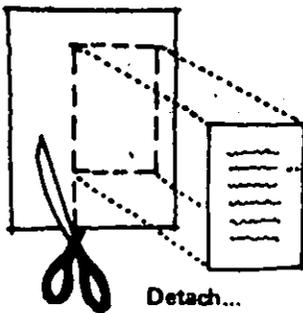
SIGNATURE

DATE

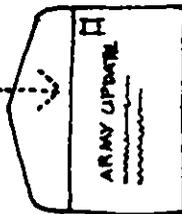
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