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ARMY REGULATION }
No. 601-250

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 18 February 1969

PERSONNEL PROCUREMENT
RETIRED ENLISTED PERSONNEL RECALL PROGRAM
Effective 1 April 1969

This is a complete revision of AR 601-250 and changes are made throughout. Local supplementation of this regulation is prohibited, except upon approval of the Deputy Chief of Staff for Personnel

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1. Purpose. This regulation establishes policy and prescribes procedures for application and recall to active duty and subsequent relief from active duty of nondisabled retired enlisted personnel.

2. Statutory authority. The retired enlisted personnel recall program is established under authority contained in Title 10, United States Code, sections 672(d) and 3504.

3. Eligibility requirements. Retired enlisted personnel may apply for recall to active duty for a period of 3 years, provided they meet the following criteria:

- a. Are not eligible for or receiving disability retirement pay.
- b. Were retired in pay grade E-5 or above.
- c. Have not reached their 50th birthday on the date established for recall to active duty.
- d. Have completed less than 27 years of active Federal service.
- e. Meet retention medical fitness standards prescribed by chapter 3, AR 40-501.
- f. Be qualified for an MOS and grade authorized in the List of MOS Authorized for Recall (para 7).

4. Application and processing procedures. a. Local Army recruiters will assist applicants in

making application for recall as indicated below.

(1) Determine whether there is a requirement for the MOS and grade held by the retiree by referring to the current List of MOS Authorized for Recall (para 7).

(2) If the list reflects a requirement for the individual's MOS and grade, the recruiter will arrange for a medical examination at the nearest Armed Forces Examining and Entrance Station (AFEES) where the applicant will undergo a medical examination of the scope prescribed by chapter 3, AR 40-501. Recruiters are authorized to provide the applicant necessary transportation to and from the nearest AFEES. Applicants failing to meet the prescribed standards of medical fitness for retention will not be further processed. Medical reports for acceptable applicants will be furnished to the appropriate U.S. Army Recruiting Main Station (RMS).

(3) For medically acceptable applicants, the recruiter will request a Police Record Check (DD Form 369) for each area the applicant has resided since retirement. When results of the police check are obtained, the applicant will be informed that he may present his application for recall to the

This regulation supersedes AR 601-250, 11 August 1966.

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RMS. Recruiters are authorized to provide the applicant necessary transportation to the RMS.

b. An applicant must appear in person at the RMS to submit his application for recall to active duty. Applications will be submitted in letter format shown at figure 1, accompanied by SF 88, SF 89, DD Form 98, and DD Form(s) 369. RMS commanders will provide applicants necessary administrative assistance in preparing applications and related documents.

c. Each applicant will be interviewed personally by the RMS commanding officer or sergeant major using the Interview for Recall Outline shown at figure 2. The interviewer will complete the Interview for Recall Outline (reproduced locally) by making appropriate entries, comments, and recommendation.

d. Upon completion of the interview and necessary administrative processing, applicants will be released and provided necessary transportation for return to point of origin to await notification by Department of the Army of the action taken on the application.

e. The RMS commander will forward the application, Interview for Recall Outline, and related documents to Chief, Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, Mo. 63132 for appropriate action.

5. **Waivers.** Requests for waiver of eligibility requirements contained in paragraph 3 will not be considered.

6. **Notification.** All applicants will receive official notification of receipt of their application by Headquarters, Department of the Army. Applicants selected for recall in an MOS which does not require a security clearance should receive orders recalling them to active duty within 45 days subsequent to date application is received at Department of the Army. Those selected for an MOS which requires a security clearance should receive orders within 100 days. Orders will indicate that the individual is being recalled in the grade in which retired for a period of 3 years. Applicants not selected will be notified of nonselection by Department of the Army.

7. **Selection procedures.** The Chief of Personnel Operations will maintain a current list of known or anticipated personnel requirements which may be filled by recalled retired enlisted personnel. The list will contain the MOS and grades authorized for recall under this program. Copies of the list

will be furnished to Commanding General, U.S. Army Recruiting Command, for appropriate distribution. Applications will be screened by the Chief of Personnel Operations (Chief, Enlisted Eligibility Activity) for MOS and grade for which a known or anticipated requirement exists. The Chief, Enlisted Eligibility Activity will furnish individuals selected for recall in an MOS which requires a security clearance the forms necessary to initiate a background investigation. The forms will be mailed directly to the individual, accompanied by a return envelope and instructions for completing the forms. Upon completion and return of the forms, Chief, Enlisted Eligibility Activity, will take the necessary action to initiate a background investigation.

8. **Obligation.** Selected applicants will be recalled for a period of 3 years. Personnel accepting recall will not be eligible for voluntary release from active duty until the entire period for which recalled has been served unless sooner released for the convenience of the Government.

9. **Separation, reduction, and recomputation of retired pay.** While serving on active duty in a recalled status, retired members are subject to all provisions of the Uniform Code of Military Justice including those providing for discharge, and all Army regulations, including those providing for administrative reduction. Upon release from active duty, each individual's retirement pay will be recomputed. This may result in either increasing or decreasing such members' retired pay. Such members will not be administratively discharged from the Army, but rather will be released from active duty except where other action is directed by Headquarters, Department of the Army. No action which would cause the reduction of a recalled member will be taken unless the reduction is a consequence of action under the Uniform Code of Military Justice, or is an administrative reduction accomplished after the member has elected not to request relief from active duty.

10. **Relief from active duty.** a. Relief from active duty of retired enlisted personnel upon completion of the period for which ordered or upon completion of period of extension will be accomplished by special orders issued by the commander having discharge authority.

b. The standards and criteria for early relief from active duty contained in Army regulations in the 635 series are applicable, except as provided

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in *c* below, to retired enlisted personnel on active duty. Commanders exercising discharge authority in accordance with applicable regulations will issue special orders accomplishing relief from active duty when release is warranted.

c. The provisions of AR 635-89, AR 635-206, and AR 635-212 will not be applied to retired enlisted personnel. Requests for relief from active duty in lieu of administrative action will be processed through channels to The Adjutant General, ATTN: AGPO-RE, Department of the Army, Washington, D.C. 20315. The request will include the circumstances upon which request is based, the date of entry on active duty, and the amount of time lost during the period of active duty, if any.

d. The following procedures will apply in the relief from active duty of retired enlisted personnel under the provisions of *a*, *b*, and *c* above:

(1) Final-type physical examination will be accomplished in accordance with the provisions of AR 40-501.

(2) Special orders will be issued accomplishing relief from active duty. One copy, together with promotion and or reduction order(s), if applicable, will be forwarded to Chief, Retired Pay Division, Finance Center, U.S. Army, Indianapolis, Ind. 46249.

(3) The finance and accounting officer making final payment will forward the following documents to the Retired Pay Division, Finance Center, U.S. Army, Indianapolis, Ind. 46249, within 5 days following relief from active duty in accordance with paragraph 8-22*b*, AR 37-104-2:

(*a*) Copy 2 of the Military Pay Voucher (DA Form 2139);

(*b*) A completed and signed USTD Form W-4 (Employee's Withholding Exemption Certificate);

(*c*) DA Form 1341 (Allotment Authorization), to authorize any new allotments for payment of insurance premiums on the life of the member, debts due the United States, or to discontinue or change existing allotments.

(*d*) DA Form 41 (Record of Emergency Data).

(4) Military Personnel Records Jacket, U.S. Army (DA Form 201) together with copies of special orders relieving a retired enlisted person from active duty and other orders, as appropriate. DA Form 201 will be forwarded to the Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, Ind. 46249, no later than 48 hours after separation processing is completed. It is important that this schedule be observed in order that payment of retired pay be instituted without delay.

(5) DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge) will be issued. Reenlistment eligibility (RE) coding will not be entered.

11. Recertification of retired pay. The U.S. Army Personnel Services Support Center will, upon receipt of the Military Personnel Records Jacket with accompanying documents, recompute service creditable for retired pay and recertify the retired pay of an individual to Chief, Retired Pay Division, Finance Center, U.S. Army, Indianapolis, Ind. 46249.

12. Extensions. *a.* Enlisted personnel who are recalled to active duty may request an extension of their original active duty commitment, as established in initial recall orders, provided the recall period will not extend an individual beyond his 55th birthday or 30 years' active Federal service, whichever is earlier. Extensions will be limited to a maximum of 2 years and a minimum of 1 year unless cogent military reasons exist to justify an exception.

b. Extension of tours may also be requested for the purpose of meeting the 2-year service obligation upon appointment to pay grades E-7, E-8, and E-9. See AR 600-200. Individuals who decline to request extensions of active duty in order to meet the 2-year service requirement will not be appointed into pay grade E-7, E-8, or E-9.

c. Requests for extension of tours, other than those submitted under the provisions of paragraph 12*b*, will be forwarded, through channels, to Chief of Personnel Operations, ATTN: EPRDC, Department of the Army, Washington, D.C. 20310 not earlier than 12 months or later than 8 months prior to the expiration of the recall period. These requests will be screened and processed by Headquarters, Department of the Army, based upon the needs of the Army, and individual's performance of duty.

d. Requests for cancellation and/or withdrawal of extensions of active duty commitments will be considered, when valid reasons exist, provided the period of extension has not commenced. Requests will be forwarded, through channels, to Chief of Personnel Operations, ATTN: EPRDC.

(Date)

SUBJECT: Application for Recall from Retired Status
Chief, Enlistment Eligibility Activity
Department of the Army
9700 Page Boulevard
St. Louis, Missouri 63132

1. Application for recall from retired status is submitted in accordance with AR 601-250, 18 February 1969.

2. Personal data follows:

- a. Name :
- b. Retired Grade :
- c. Service Number and Social Security Account Number :
- d. PMOS : ----- SMOS : ----- Additional MOS : -----
- e. Current Mailing Address :
- f. Date Retired :

g. Specific schooling or civilian experience related to the required MOS, received since retirement.

3. I understand that if I am selected for recall to active duty I may be recalled for a period of not less than 3 years; that I will not be recalled for a period of time which will extend beyond my 55th birthday or 30 years active Federal service whichever is sooner and; that I will not be eligible for voluntary release from active duty during the period of service for which recalled but may be released from active duty for the convenience of the Government; and that while recalled to active duty, I will be subject to all provisions of the Uniform Code of Military Justice including discharge from the service pursuant thereto and all Army regulations including those providing for administrative reduction; but that any administrative separation from the service will be accomplished by releasing me from active duty rather than by discharge, except where other action is directed by Headquarters, Department of the Army. I may request and be granted relief from active duty in lieu of any administrative action, which would cause my reduction to a lower pay grade than that upon which my retired pay was computed.

4. I understand that I am available for worldwide assignment to any duty required of my MOS and grade, and no specific assignment or location can be promised.

5. I am available for active duty on or after -----
(Date)

6. I understand that in the event I am selected for recall and I have elected an option under Title 10, U.S.C., sections 1431-1444 (formerly the Uniformed Services Contingency Option Act of 1953) and am currently receiving reduced pay that the following procedure is applicable:

"I am required to make a monthly deposit to the Retired Pay Division, Finance Center, U.S. Army for each month of active duty in the same amount currently being withheld from my retired pay. Any promotion or reduction received while on active duty will not affect the amount to be deposited. Payment will be by check, money order, or Class E Allotment to the Retired Pay Division, Finance Center, U.S. Army and must be forwarded not later than the 10th day of each month succeeding the month in which a deduction would have been made from my retired pay."

5 Incl :

(Signature)

- 1. Interview for Recall Outline
- 2. SF 88
- 3. SF 89
- 4. DD Form 98
- 5. DD Form 369 (list number of forms)

Figure 1.

INTERVIEW FOR RECALL
(AR 601-250)

The following outline will be used by the Station Commanding Officer or Sergeant Major during interview with applicant applying for recall under the provisions of AR 601-250.

1. Name of applicant.
2. Appearance.
3. a. Why did the applicant retire from the Army?
 b. If applicant indicates he retired in lieu of disciplinary action, obtain full explanation in writing.
 c. Applicant's reason for requesting recall.

4. What has the applicant been doing since separation from service?

<i>Employment Month and year From—To—</i>	<i>Name and address of employer</i>	<i>Reason for leaving</i>
-----	-----	-----
-----	-----	-----
-----	-----	-----

5. What is applicant's current marital status? -----
 Number of dependents ----

6. Does the applicant have or has he accrued any family or financial obligation, compassionate or otherwise, which would preclude his recall and subsequent assignment? -----

7. Has the applicant been arrested or charged with a civil offense or misdemeanor since the date of his retirement? Yes ----- No ----- Set forth facts, circumstances, fines or sentences imposed, etc. -----

8. Does applicant understand that he is being recalled to active duty to fill an Army requirements, and that he may very likely be sent to a short tour overseas area? Yes ----- No -----

9. Additional observations the interviewer considered in making a recommendation. -----

Based upon the foregoing I (recommend) (do not recommend) that the applicant be returned to active duty.

 (Signature, grade and title of interviewer)

Figure 2.

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 to Deputy Chief of Staff for Personnel, ATTN: DCSPER-PD, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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