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\* FORSCOM Regulation 500-3-3

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

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

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

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

**Changes.** Changes to this regulation are not official unless authenticated by the Deputy Director, Chief Information Office, HQ FORSCOM. Users will destroy changes on their expiration date unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency for this regulation is the Deputy Chief of Staff, Operations, FORSCOM. Users are invited to send comments and suggested improvements to CDR, FORSCOM, ATTN:

AFOP-OCM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

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

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## Chapter One: Introduction

### General

a. The rapid expansion or commitment of American military forces to meet major national military strategy requirements will require the use of Reserve Component (RC) units. The RC unit's readiness to perform wartime missions and the ability to rapidly and efficiently mobilize are of vital importance to our nation.

b. The Secretary of the Army, with approval of the President or Congress, may order RC units to active duty with no advance warning if military conditions require. Considering the numerous threats to peace, the speed with which crises escalate, the current weapons technology and the difficulty of predicting future emergencies, all RC members must be informed that they are subject to activation with little notice. Units will be given as much time as possible, but notification timeframes will be extremely short. RC members should arrange their personal affairs accordingly, and RC unit commanders must periodically review and inspect these preparations.

c. Throughout the document the term Regional Support Command (RSC) is intended to include responsibilities of all major subordinate commands of the United States Army Reserve Command (USARC).

d. The term mobilization station (MS) encompasses both the Power Projection Platforms and Power Support Platforms .

### Purpose

This handbook provides standardized RC unit mobilization requirements and procedures for Phases I, II and III of mobilization, as well as information on procedures at the mobilization station, and general procedures for redeployment and demobilization.

### Scope

This is FORSCOM Regulation 500-3-3, Volume III of the FORSCOM Mobilization and Deployment Planning System (FORMDEPS). Where subject complexity and detail prevent full coverage, other related Army publications are referenced. It is designed to assist RC unit commanders, their

staff/key personnel, and RC commands providing peacetime support in accomplishing planning for mobilization, transition to active duty and return to the home station (HS) following demobilization.

### Applicability

This regulation is applicable to all U.S. Army CONUS-based RC units (MTOE and TDA), including Puerto Rico and Virgin Islands. It is directive in nature. Unit commanders will appoint a Mobilization Officer or NCO to maintain mobilization files IAW this regulation, as well as guidance from the peacetime chain of command [State Area Command (STARC) and Regional Support Command (RSC)]. Small units/detachments that cannot qualify to provide the support and meet the requirements of this handbook due to rank structure or organization (i.e., limited technician support, etc.) will be supported by their peacetime higher commands until arrival at the MS, at which time the MS will assume the responsibility.

### How To Use This Regulation

a. This document is divided into chapters corresponding to functional areas (Personnel, Operations, and Logistics), with specific actions further divided by phases. Each phase is listed separately to allow flexibility for reorganization by phase, if desired. (Because of this organization, acronyms are not always explained when they are first introduced. Users may refer to the glossary (Annex X) for definitions). Chapters further identify tasks and corresponding standards, required for each phase. The annexes and appendices provide detailed guidance. References within various parts of this document, especially in the mobilization checklist at Annex E, will indicate chapter, phase, task, and standard (e.g., 2-III-4a). Annexes will be referenced by their letter designation.

b. Mobilization planning and execution, as tasks organized in this regulation, are the overall responsibilities of the RC Unit Commander. In order to gain and maintain mobilization readiness, it is recommended that unit commanders assign the completion of preparatory and execution mobilization tasks by functional area. Coordination of this effort in the functional areas is the responsibility of the additional duty mobilization planner, typically the unit's executive officer.

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### The Mobilization Spectrum

**MOBILIZATION** is the process of preparing for war or other emergencies by assembling and organizing personnel and materiel for active military forces, activating or federalizing the RC, extending terms of service, surging or expanding the industrial base, and bringing the US Armed Forces to a state of readiness for war or other national emergency. Involuntary activation of the RC includes the following categories of force activation:

*Selective mobilization* is the mobilization, by the Congress or the President, of RC units, Individual Ready Reservists (IRR), and the resources needed for their support to meet the requirements of a domestic emergency (e.g., postal strike, flood, earthquake, etc.) that does not involve a threat to the national security.

*Presidential Selective Reserve Call-Up (PSRC)*, the so-called “200K Callup” is used to augment the active force of all services with up to 200,000 soldiers of the Selected Reserve for up to 270 days, for an operational mission.

*Partial mobilization* involves the mobilization by the President or Congress of not more than 1,000,000 Ready Reservists (units and individual reservists), for not longer than 24 months, along with the resources needed for their support, to meet the requirements of war or other national emergency involving an external threat to the national security.

*Full mobilization* is the mobilization by the Congress of all RC units in the existing force structure, all individual, standby, and retired reservists; retired military personnel; and the resources needed for their support for the duration of a declared emergency, plus six months, to meet the requirements of a war or other national emergency involving an external threat to the national security.

*Total mobilization* is the expansion of the Armed Forces by the Congress and the President to organize or generate additional units or personnel beyond the existing force 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.

Further detail is presented in the following table:

### The Mobilization Spectrum

	GENERAL DESCRIPTION	HOW MANY?	WHO AUTHORIZES?	STATUTORY AUTHORITY	UNITS OR INDIVIDUAL SOLDIERS OR UNITS
SELECTIVE	For a domestic emergency, mobilization of RC units or soldiers may be required to protect life, protect federal property, prevent disruption of federal activities. USAR and ARNGUS units and certain individuals may be ordered to active duty involuntarily for up to 15 days and voluntarily as needed, to respond to domestic emergencies such as disaster relief.	As needed.	President or Congress/Secretary Designee (State Governor consent required for ARNGUS).	10 USC 12301(b) (up to 15 day involuntary order to active duty), 10 USC 12301(d) (ordered to active duty with reserve component member's consent)	Without consent of persons affected-any unit and member not assigned to a unit organized to serve as a unit, in an active status in a reserve component under the jurisdiction of the Secretary concerned; with individual's consent-members of a reserve component under the jurisdiction of the Secretary concerned.
	Insurrection	As needed.	President	10 USC 331 - 335	Units of State Militia. National Guard Units and/or individual soldiers.
	National Guard in Federal Service, if - U.S. invaded or in danger of invasion - rebellion against US Government - President unable with regular forces to execute US laws	As needed.	President	10 USC 12406	Members and units of the National Guard of any State,
	Civil Reserve Air Fleet - Stage I		AMC	10 USC 9511-9514 CJCSI 3110.11A	
PRESIDENTIAL SELECTED RESERVE CALL-UP	For Low-Intensity Regional Conflict through Mid-Level Regional Conflict Selected Reserve - The President may augment the Active Forces by a call-up of the Selected Reserve <u>or any member in the Individual Ready Reserve mobilization category who is designated as essential under regulations prescribed by the Secretary concerned</u> , to meet the requirements of any operational mission.	Not more than 200,000 for not more than 270 days.	President/ Secretary	10 USC 12304 (Cannot be used for insurrection, invasion, rebellion, to execute the laws of the United States, or national disasters.)	Units and/or individuals of the Selected Reserve <u>or certain members in the Individual Ready Reserve</u> .
	Stop Loss - President may suspend any law relating to promotion, retirement, or separation		President	10 USC 12305	
	Civil Reserve Air Fleet, Stage II		Secretary	10 USC 9511 CJCSI 3110.11A	
PARTIAL MOBILIZATION	For a Major Regional Operation				
	RC generally			10 USC 12301	
	Selected Reserve			10 USC 12304	
	Ready Reserve - In case of war or other national emergency, Congress or the President may order mobilization of up to one million Ready Reserve for up to 24 months. The Congress can increase the numbers and duration by separate action.	Up to 1,000,000 (All Services) for up to two years. Can be increased by Congressional action.	President or Congress.	10 USC 12302 (Expansion of armed forces.)	Ready Reserve units and individuals.

### The Mobilization Spectrum

	GENERAL DESCRIPTION	HOW MANY?	WHO AUTHORIZES?	STATUTORY AUTHORITY	UNITS OR INDIVIDUAL SOLDIERS OR UNITS	
	Retired Reserve and Recall of Retired Regulars	As needed.	Secretary	10 USC 12307 (Recall of Retired Reserves) 10 USC 688 (Recall of Retired Regulars) 10 USC 6485 (Recall of Fleet Reserve and Fleet Marine Reserve)	Retirees.	
	Stop Loss Civil Reserve Air Fleet, Stage III		President Secretary, provided President or Congress have declared national emergency.	10 USC 12305 10 USC 9511-9514. CJCSI 3110.11A		
FULL MOBILIZATION	For Global Conflict					
	RC generally			10 USC 12301		
	Selected Reserve			10 USC 12304		
	Ready Reserve			10 USC 12302		
	Full mobilization requires passage by Congress of a Public Law or joint resolution declaring war or national emergency. It involves the mobilization of all RC units in the existing approved force structure, all individual reservists, and the material resources needed for the expanded force structure. Term: duration plus six months.	Up to the strength of the approved force structure of the Armed Forces.			Public law or joint resolution by Congress declaring war or national emergency.	All of the above, plus national conscription as determined by the Congress and President.
	Standby Reserve - Secretary determines that there are not enough units or individuals in the Ready Reserve.				10 USC 12306	
	Stop Loss. Conscription.			President Congress	10 USC 12305 50 USC App 451 Requires enabling legislation.	
TOTAL MOBILIZATION	For Extended Global Conflict					
	All of the above listed mobilization options Total mobilization involves expansion of the active Armed Forces by organizing and/or activating additional units beyond the existing approved troop basis to respond to requirements in excess of the troop basis and the mobilization of all additional resources needed, to include production facilities, to augment and sustain such forces.	Strength levels beyond full mobilization as determined by the President and approved by Congress.	Congress President	As above.	As above.	

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### **Concept of Operations**

a. The mobilization process is divided into five phases as follows:

(1) Phase I - Planning. This phase includes the normal day-to-day efforts of each unit at its HS. During this phase, units plan, train and prepare to accomplish assigned mobilization missions. They prepare mobilization plans and files as directed by STARCs, RSCs and FORMDEPS, attend mobilization coordination conferences, provide required planning data to the MS, conduct mobilization training and develop postmobilization training plans as directed. Each unit will complete as many administrative processing actions as possible before being ordered to federal active duty. Plans for movement to the MS must be completed during this phase, in accordance with FORSCOM Regulation 55-1, and automated information systems identified must be identified for deployment and accredited as specified in Chapter 3, AR 380-19. Phase I ends when the unit receives its official alert notification.

(2) Phase II - Alert. This phase includes all those actions taken by a unit following receipt of the official alert. Specific tasks and standards are listed in this regulation. The unit takes specific actions to prepare for transition from RC to active status. Actions such as screening and cross-leveling are essential during the alert phase. This phase ends with the effective date of mobilization of the unit at HS.

(3) Phase III - Home Station. This phase begins on the effective date of the unit mobilization. Once mobilized, units have 72 hours to be ready to move to their MS. Actions taken at this point include inventory and loading of unit property and dispatch of the advance party to the MS. During this phase, the unit takes action to speed its transition to active status. Specific tasks and standards are listed in the following chapters and annexes of this regulation. Movement from HS to MS will be by the most expeditious and practical means available. Detailed unit movement planning will be in accordance with FORSCOM Regulation 55-1. The unit will coordinate directly with the MS prior to the unit departing HS, and keep peacetime higher headquarters informed. At the beginning of this phase, command passes from the peacetime chain of command to the CONUSA in whose geographic area

the unit is located. Mobilizing units are encouraged to continue to request assistance and support from their peacetime chain of command until directed otherwise. This phase ends with arrival of the unit at its MS.

(4) Phase IV - Mobilization Station. This phase begins with arrival of the unit at its MS and encompasses all the actions necessary to meet required deployment criteria. Command of the unit passes from the CONUSA to the MS (or to gaining MACOM for CONUS base support units) at the beginning of Phase IV. Actions at MS include the processing of personnel and equipment and the actual accessioning of the unit into the active structure. The goal of the unit during this phase is to attain operational readiness status in the shortest possible time, consistent with its planned deployment or operational mission. This phase also includes any necessary individual or collective training as well as appropriate cross-leveling actions, Soldier Readiness Processing (SRP)/Preparation for Overseas Movement (POM) and validation for deployment. Phase IV ends with arrival of the unit at the point of embarkation (POE). Phase IV and Phase V may overlap since equipment moving by surface transportation begins Phase V earlier than with personnel.

(5) Phase V - Port of Embarkation. This phase begins with arrival of the unit at its POE. It encompasses all activities at the Sea Port of Embarkation (SPOE) and the Air Port of Embarkation (APOE). These activities include both manifesting and loading of personnel. This phase ends with departure of personnel and equipment from the POE.

b. This document is designed as a "how to" handbook to assist the unit commander during Phases I, II, and III of mobilization. Once the unit arrives at the MS, it falls under the command of the MS commander, unless the unit is commanded by a General Officer or is a separate brigade, TAACOM, COSCOM, etc., in which cases it remains under the command of the CONUSA or of the AC affiliate division (if the latter is not already deployed). In the former case, the unit should take direction from the MS Commander and his staff. Because unit requirements and MS operations vary, it is impractical to attempt to specify the tasks and standards required in Phase IV and Phase V. The commander must take the initiative to make the

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necessary coordination and arrangements with the appropriate MS agencies to provide for housing, training, logistics and other support to bring his unit to a combat ready status as soon as possible. These actions begin in Phase I with planning and coordination with the MS, and continue through Phases II, III and IV. However, the commander may be assisted by the Mobilization Checklist for Unit Commanders (Annex E), Initial Mobilization Station Activities Checklist (Table 3-1) and the Mobilization Station Requirements Checklist (Annex G) as a starting point.

c. FORSCOM's intent is to automate the mobilization and deployment process to the fullest extent possible. In this regard:

(1) Maximum utilization of the available automation of unit and individual personnel, training, and logistics information, and electronically transferring the most current data to a PPP or PSP, is the cornerstone automation initiative.

(2) Automation provides the capability to subsequently transfer the data to installation systems, which are used to manage and account for individuals and units.

(3) Individual and unit data will be transferred in the following manner:

(a) ARNG unit individual, training, and logistics data will be electronically transferred from the appropriate STARC.

(b) USAR unit individual, training, and logistics data will be electronically transferred through the USAR Center Level Application Software (CLAS).

(c) Mobilization Level Automation Software MOBLAS hardware and software is used to fill the need for a mobilization automation system visible to both Active and Reserve Components. MOBLAS improves the ability of units and installations to plan for and execute mobilization and deployment operations.

The FORSCOM-developed MOBLAS uses the USAR Center Level Application Software (CLAS) database to capture unit/personnel information electronically and manipulate that data into useable power projection information. MOBLAS interfaces with the Installation Support Modules (ISM). MOBLAS, in the power projection role, will:

- Rapidly integrate RC unit data into AC

databases.

- Facilitate rapid processing of unit and Soldier Readiness Processing (SRP) data.

- Provide an in-transit visibility of the personnel, training and logistic status of mobilizing units.

- Provide standardized software at all PPPsa/PSPs.

- Provide flexibility to RC data electronically transferred via RCAS.

(4) It is FORSCOM's intent to provide data on mobilized and deploying individuals and units to gaining commands for their use.

d. Preparedness is the basic concept in pre-mobilization processing. Units must complete personnel actions and maintain current and accurate records to ensure their completeness and availability at the mobilization station.

e. Between alert and departure from HS, the unit will continue personnel processing actions required for movement to the MS. After administrative, logistic and training needs have been determined, the commander must prioritize and integrate the requirements into a realistic activities list based on the time available. As many actions as possible will be scheduled and accomplished at HS.

f. FORSCOM Form 319-R (PTSR), command readiness inspection reports, compliance evaluation, Training Assessment Model (TAM), Annual Training (AT) evaluation reports, the unit commander's Mission Essential Task List (METL), Army Training and Evaluation Program (ARTEP), Unit Status Report (USR), Battle Focus Training Assessment and Evaluation Program (for USASOC units), and informal evaluations and observations provide an overview of the unit's training status.

g. Intensive, coordinated logistic planning by all levels eases the transition from peacetime to mobilization. Logistical support for mobilized RC units at HS is provided to the maximum extent possible through the mobilizing unit's normal logistic support system. Army National Guard (ARNG) units and U.S. Army Reserve (USAR) units should continue to request logistic support from their peacetime channels. Command Logistic Review Team (CLRT) reports, USR and Command Supply Discipline Program (CSDP) evaluations provide an indication of unit logistic status.

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h. Movement requirements are determined in accordance with FORSCOM Regulation 55-1. The total movement requirement may be fragmented into two or more increments (i.e., a portion may be moved by organic transportation from the HS and one or more storage sites, and the remainder may be moved by commercial means from any one or all locations). The State Area Command (STARC) and USPFO for the ARNG, and the U.S Army Reserve Command (USARC) and RSC in conjunction with supporting installation (SI/CI) for the USAR, are responsible for arranging and providing the transportation.

i. The Computerized Movement Planning and Status System (COMPASS) and Automated Unit Equipment List (AUEL) are the reporting systems used to identify movement requirements to the transportation managers IAW FORSCOM Regulation 55-2.

j. The order to active duty serves as the unit's official travel orders to move from HS to the MS.

k. Movement of dependents and shipment of household goods to the MS is not authorized. However, Headquarters, Department of the Army (HQDA) may authorize dependent movement for MS permanent party personnel at a later date. Deploying units' personnel are prohibited from bringing Privately Owned Vehicles (POV) to the MS without coordination with and prior approval of the MS.

l. Commanders and members of units are alerted to the impending order to active duty through official command channels (see Annex A). Notification is provided according to the following time schedule:

(1) *F-Hour*. SECDEF directs military departments to order reservists to active duty and makes general public announcements of numbers of reservists, by service, and the duration of service. Unit designations will not be indicated at this time. F-Hour will be stated in the alert message.

(2) *F-Hour to F+12 Hours*. HQDA issues alert notification to the Chief, National Guard Bureau (NGB), CG FORSCOM, and other appropriate addressees (e.g., USAREUR, USARPAC and USASOC). The Chief, NGB transmits the notification by the most expeditious means available

to the state governors, through the state adjutants general (TAG). FORSCOM transmits the notification by the most expeditious means available to the USARC, with information copy to each CONUSA. It is then disseminated through peacetime command channels to affected USAR and ARNG units.

(3) *F+12 to F+18 Hours*. Unit commanders and advisors of all affected RC units are notified by nickname message (Annex A). Messages will be unclassified; however, they will contain the protective marking, FOR OFFICIAL USE ONLY, which will be applicable until F+19 hours.

(4) *Prior to F+19 Hour*. Unit commanders alert unit members. They will employ a communications means that precludes release of alert information to news media.

(5) Due to the rapid communications capabilities of the news media, it may be impossible to accomplish the time-phased procedures before the media becomes aware of specific units alerted. Commanders and members of units at all echelons should be aware of this possibility. If this should occur, the unit commander must immediately notify higher headquarters. Unit members should be instructed to not provide any information or make any comments to the news media prior to F+19.

(6) *F+19 Hours*. The news media may be notified of details of mobilization by CONUSAs and state adjutants general.

### **Mobilization Authority**

The authority to order mobilization resides with the President and/or the Congress. The Secretary of Defense (SECDEF), with the advice and recommendation of the Service Secretaries and the Joint Chiefs of Staff (JCS), recommends to the President and the Congress the level of mobilization required to support a given contingency, OPLAN, or national emergency. The SECDEF directs mobilization of the RC units and manpower through the various military departments.

### **Emergency Authority**

In the event of a surprise attack on the U.S. (conventional or nuclear), the formal notification of RC units may not be possible. RC unit commanders,

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upon becoming aware of an attack through the National Warning System, the Emergency Broadcast System, or physical evidence (actually in the area of the attack), will assemble and mobilize their units as soon as possible; establish communications with higher, lower and lateral units and civil authorities, and take actions to protect the unit, repel attackers, and restore the military capability of the U.S.

### **Future Operations**

The advent of the 21<sup>st</sup> century (and Force XXI, which is the Army's overall program to meet new challenges), a strategic focus on power projection from CONUS, and the increased likelihood of participation in Small Scale Contingency Operations (SSCO), require Army planners to address in detail several operational requirements which are unprecedented.

### **RC Residual Mission**

The traditional mobilization concept of sending an entire unit to the MS and closing facilities is no longer the norm. RC mobilization planners must include guidance for management of non-mobilized soldiers, continued management of facilities, coordination for family support and other missions required by the operation. Plans should recognize all potential missions but not address any specific resource to support the requirement until execution.

### **Tailored Force/Derivative Unit Identification Codes (UICs)**

Power projection concepts and support requirements for limited contingencies have created a new focus on tailoring the force for specific missions prior to deployment. The need to successfully manage and account for RC elements, can lead to the establishment of derivative UICs in command and control, personnel, and logistics systems.

### **Home Station Mobilization**

During Small Scale Contingency Operations, the FORSCOM commander may designate RC units to mobilize, be validated and deploy from Home Station. Lodging, feeding, equipment modernization, all TAT, Soldier Readiness Processing (SRP), Preparation for Overseas Movement (POM) will be performed by the unit's peacetime headquarters (STARC/RSC). The CONUSA will supervise and interpret the established standards for minimum deployment

criteria (C-ratings) and validate the unit. The unit's designated SI will provide all support required for accession and deployment from the home station to the theater of operations. The designated SI also assists in unit demobilization as required. Instructions for the conduct of Home Station Mobilization will be published by FORSCOM and the supporting CONUSA, and will be developed to meet specific contingency operations.

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### **Chapter Two: Personnel and Administration**

#### **General.**

As a general rule, all members assigned to a unit, on receipt of an alert order, will be mobilized with that unit unless otherwise directed by regulation, Secretary of the Army guidance, or operational-unique guidance. Standard exceptions for mobilization are soldiers who have not completed initial entry training, high school students, and soldiers who have received reassignment or transfer orders. Unit commanders need to be aware (and brief unit members) that upon mobilization date at home station, all personnel management actions fall under active army regulations, except for pay and promotions. The tasks and standards noted below and the information in tables 2-1 through 2-2 are designed to provide guidance and information which will support a seamless transition to active duty, whether it is a limited call under PSRC or Full Mobilization.

The administrative tasks listed from Phase I through Phase III are all those tasks necessary to complete the mobilization of RC units (both TO&E and TDA) and accession them into the active component personnel systems and other standard systems. Peacetime support roles, limited full time support (FTS) personnel and unit administrative support, very short alert and home station phases (primarily for PSRC units), and other mobilization factors may impact the timing of tasks and whether they are accomplished by the unit or other supporting agencies (e.g. STARC, RSC, training support element, or Supporting Installation). A prime example is STARC management of ARNG unit records. Some tasks indicated in the alert and home station phases may, if necessary, be delayed until arrival at the MS (coordination should be made with the installation during the alert phase to validate their capability of supporting additional tasks). The STARC or RSC may execute other tasks after departure of the unit (e.g., processing of transfer orders for high school students). Commanders throughout the RC chain must be aware of the status of their units, and must ensure that units identify support requirements to the appropriate headquarters/agency.

Throughout the administrative processes in the planning, alert and home station phases, commanders and administrative personnel need to ensure that record updates include updates to appropriate automated systems and files (e.g. CLAS, SIDPERS [ARNG AND USAR])

#### **Condition: Phase I - Planning (Peacetime To Alert)**

**2-I-1. TASK:** Provide personnel information.

##### **STANDARD**

a. Present individual letters to unit personnel during unit in-processing that provides general information and guidance to assist them in understanding their role in the reserve system.

b. For personnel readiness planning, present each individual with a copy of Annex C of this volume of FORMDEPS (ensure that the Annex is annotated with unit specific information where appropriate). Additionally, order copies of any current family assistance support pamphlets or publications, identified by the unit family program coordinator, for each unit member to provide to his/her family.

c. Conduct welcome and annual briefing to soldiers using Annex C.

d. Conduct Military Medical benefits and Dental briefings for family members annually.

**2-I-2. TASK:** Prioritize the conduct of Soldier Readiness Processing (SRP) checks and conduct SRP actions.

##### **STANDARD**

a. Prioritize SRP Checks. Based on priorities, only one SRP check (other than for actual mobilization and deployment) will be made on an annual basis. All other inspections or checks will use data from the primary check.

(1) SRP checks are done through several processes throughout the year.

(a) Selected data is required to support unit status reporting.

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(b) Annual records checks to ensure that forms and administrative data required to support the soldier and his/her family are up to date.

(c) Inspections and readiness evaluations are conducted by command agencies throughout the year.

(d) Soldier readiness is evaluated during exercises such as CALL FORWARD.

(e) Soldier readiness is required in preparation for Overseas Deployment for Training.

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

### **b. Conduct SRP.**

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

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

(3) Requirements noted in a FORSCOM Memorandum will delineate those items that cannot be accomplished until the home station or mobilization station phases, and will establish which items should be checked to support unit status reporting and establish priorities for inspections/SRP checks during each year. Many of the tasks noted in the planning, alert and home station phases actually support SRP actions.

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

(5) Those tasks that do not align with SRP but are critical to unit and soldier mobilization are categorized and added as the final sections.

<b>FOLLOWING TASKS SUPPORT SRP ACTIONS FOR PERSONNEL REQUIREMENTS</b>
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**2-I-3. TASK:** Maintain MPRJ (DA Form 201).

### **STANDARD**

Update as required IAW AR 600-8-104.

**2-I-4. TASK:** Update and maintain unit data bases and personnel SIDPERS data (ARNG or USAR). (SRP Section I)

### **STANDARD**

Commanders will ensure that unit's data bases and RC SIDPERS data is timely and accurate. Data is used in automated systems which identify and earmark fillers and support development of training base expansion requirements. Verify accuracy of AOC/MOS data on SIDPERS.

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

### **STANDARD**

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

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

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

**2-I-6. TASK:** Complete Family Care Plans (FCP). Standards identifying soldiers who require a

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family care plan can be found in AR 600-20. An FCP is required for both members of a dual-service couple, and soldiers who:

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

#### **STANDARD**

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

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

#### **STANDARD**

a. Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A (Red). (AR 600-8-14)

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

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

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

#### **STANDARD**

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

<b>FOLLOWING TASKS SUPPORT SRP ACTIONS FOR SECURITY REQUIREMENTS</b>
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**2-I-9. TASK:** Ensure personnel have a security clearance required by their duty position.

#### **STANDARD**

a. Identify personnel requiring security clearances IAW unit structure document (e.g. MTOE) and other requirements (Annex G). Document the positions requiring a security clearance on a copy of the unit manning roster.

b. Security managers submit requests for security clearances IAW AR 380-67.

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### FOLLOWING TASKS SUPPORT SRP ACTIONS FOR LEGAL REQUIREMENTS

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

- a. The Premobilization Legal Counseling Program (PLCP).
- b. Premobilization legal services (PLS).

#### **STANDARDS:**

- a. PLCP/PLS will be provided by RC Judge Advocates IAW Annex Q FORSCOM Mobilization Plan (FORSCOM REGULATION 500-3-1, FMP).
- b. See Table 2-3 for detailed guidance.

### FOLLOWING TASKS SUPPORT SRP ACTIONS FOR FINANCE REQUIREMENTS

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

#### **STANDARD**

- a. Maintain individual soldier's MMPA in unit file.
- b. Review MMPA for accuracy during annual joint review of soldier's personnel records.
- c. Update the soldier's MMPA on receipt of documentation.

### FOLLOWING TASKS SUPPORT SRP ACTIONS FOR MEDICAL AND DENTAL REQUIREMENTS

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

- a. An annual medical screening for all soldiers
- b. For FAD 3 or higher deploying units, a full physical examination not less than once every two years for members who are over 40 years of age; and, an annual dental screen and dental care to ensure that soldiers meet the dental class 2

standards required for deployment in the event of mobilization.

**2-I-12. TASK:** Maintain Health Record (DA Form 3444 Series).

#### **STANDARD**

Update as required IAW AR 40-66 and AR 40-501.

**2-I-13. TASK:** Ensure medical examinations are current and that required medical warning tags are issued.

The process set forth below will be coordinated by STARCs/RSCs and mobilization installations.

#### **STANDARD**

a. Schedule and follow-up on unit members to ensure periodic physical examinations are accomplished by appropriate medical personnel IAW AR 40-501.

(1) Periodic physicals for all soldiers. For most unit members this requirement occurs every five years (on a quinquennial basis). Lack of a current physical exam will not prevent mobilization.

(2) Soldiers over 40, and are assigned to early-deploying units, will receive physical examinations every two years.

(3) Soldiers over 40 must receive additional cardiovascular screening at their next regularly scheduled exam.

b. Medical personnel conducting periodic examinations will identify members requiring medical warning tags IAW AR 40-15, prepare DA Form 3365, coordinate to have the tags issued, and affix DA Label 162 to the health record.

**2-I-14. TASK:** Ensure dental examinations.

The process noted will be coordinated by STARCs/RSCs and mobilization installations.

#### **STANDARD**

a. All soldiers are required to have a complete dental health record. AR 40-501 provides guidance

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on how to satisfy the dental examination requirement for a dental health record.

b. All soldiers are required to have in the dental record a panoramic x-ray, which provides forensic identification (AR 40-66).

c. Lack of a complete dental record will not preclude mobilization.

d. For early deploying units, an annual dental screen and dental care is required to bring soldiers to dental class 2 standards.

**2-I-15. TASK:** Ensure Deoxyribonucleic Acid (DNA) specimen is completed.

#### **STANDARD**

All soldiers are required to have one DNA specimen drawn and noted on an SF 600. There is no longer a requirement for a DNA sample to be placed in the medical record. The set will be stored in a humidity barrier pouch and will be sent to the DNA specimen repository in the mailer provided with the kits. The only accepted documentation is if the repository enters the receipt in DEERS. Each of the reserve components is involved in specimen collection of RC soldiers who have been accessed to active duty. Specimens are routinely collected on all soldiers who are new accessions for the Army (in all components).

**2-I-16. TASK:** Ensure unit members are tested periodically for HIV.

#### **STANDARD**

RC unit members must be screened for HIV every five years. For all RC soldiers entering active duty for 30 days or more, the HIV test must have been completed within the previous 6 months. Individuals who are confirmed HIV antibody positive must be transferred to a non-deploying unit, transferred to the IRR or separated (the individual must select option).

**2-I-17. TASK:** Ensure immunizations are current.

#### **STANDARD**

a. Individual immunization records must be reviewed to ensure soldiers meet the requirements of

AR 40-562 plus any additional immunizations required by the immediate mobilization scenario. The only routine immunization requirement is for Tetanus (every 10 years). All other immunizations will be determined by the theater of operations and administered during alert or home station phases or at the mobilization station.

b. Hepatitis B- basic series is required for all RC AMEDD personnel.

c. Required immunizations will be administered by appropriate medical units or facilities IAW AR 40-562. Commanders are responsible for members receiving scheduled immunizations.

d. Medical personnel will document immunizations on SF 601 in the member's health record and on the member's PHS Form 731.

e. Lack of immunizations does not prevent mobilization of the soldier.

**2-I-18. TASK:** Identify personnel who wear spectacles and/or hearing aids.

#### **STANDARD**

Require each soldier to provide copy of latest civilian prescription for spectacles/hearing aid and file in the member's medical record.

**2-I-19. TASK:** Identify personnel requiring lens inserts for protective mask.

#### **STANDARD**

Personnel with visual acuity of 20/70 or worse and drivers of military vehicles with visual acuity of 20/40 or worse must have lens inserts, IAW AR 600-55. A requisition with copy of prescription for spectacles attached will be submitted to the STARC/RSC IAW AR 40-63.

<b>FOLLOWING TASKS SUPPORT SRP ACTIONS FOR FAMILY ASSISTANCE REQUIREMENTS</b>
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**2-I-20. TASK:** Verify application for Uniformed Services Identification Card DEERS Enrollment (DD Form 1172), for family members, as appropriate.

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### **STANDARD**

a. Required for each member with family members. Member must provide documents to verify family status and must notify unit as changes occur.

b. Member completes and signs DD Form 1172. Unit verifies information based on records and documentation provided and issues DD Form 1173-1 to family members. DEERS enrollment should be accomplished whenever the DD Form 1173-1 is issued/reissued. However, if the unit does not have the capability to issue ID cards, provide family member with verified copy and instruct member to take family to nearest Reserve Center/Armory or ID facility (all services can provide this support) for issue.

c. Enrollment will be either on-line or with DEERS Floppy Disk. Current version of DEERS Floppy Disk can be requested through command channels.

d. Anytime there is a change in family status, e.g., gain/loss of dependents, change of address, the member must also change information in DEERS through the unit.

**2-I-21. TASK:** Establish a Family Support Group (FSG).

### **STANDARD**

Establish a FSG IAW AR 600-20 and DA PAM 608-47 and coordinate liaison with supporting activities. Minimum procedures include:

a. Appoint an officer or senior NCO as the unit Family Assistance Coordinator.

b. Support preparation of a telephone tree for FSG members.

c. Maintain communication between family support group leader and STARC/RSC Family Support Coordinator.

d. Post location (and telephone number if available) of supporting Family Assistance Centers.

e. Conduct annual briefings to family members IAW Annex C.

**FOLLOWING TASKS ARE NOT SRP-RELATED BUT ARE REQUIRED TO SUPPORT UNIT READINESS FOR DEPLOYMENT**

**2-I-22. TASK:** For units with assigned Health Care Providers, screen Practitioner Credentials File (PCF) for update and verification requirements. PCF custodian requests necessary verifications and documents updates IAW AR 40-66 and AR 40-68. Review annually.

### **STANDARD**

Prepare roster of individual practitioner PCF status. If PCF is deficient, list deficiencies that require correction. PCF custodian will correct deficiencies and, at mobilization, forward current rosters to STARC (ARNG) and RSC (USAR) for information. Send roster information copy to MS Director of Health Services (DHS) for physicians, nurses, and physician assistants, and an information copy to MS Director of Dental Services (DDS) for dentists. Review with MS DHS/DDS at biennial mobilization visit. Units without PCF custodian capability will seek assistance through chain of command.

**FOLLOWING TASKS ARE NOT SRP-RELATED BUT ARE REQUIRED TO SUPPORT UNIT ADMINISTRATION FOR DEPLOYMENT**

**2-I-23. TASK:** Familiarize administrative personnel in SIDPERS.

### **STANDARD**

Ensure appropriate administrative personnel are familiar with SIDPERS-AC system, IAW DA Pam 600-8-23 (this applies primarily to personnel with a the 75-series PMOS, or who are training in that field). Training assistance is available (Training Support Element, Support Installation, MS).

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**2-I-24. TASK:** Appointment/Signature cards, as applicable , prepared for:

<b>DUTY</b>	<b>STANDARD</b>
Classified Courier	DA Form 2501, AR 25-11
Morale Support Fund Representative	Appointment Memo, AR 215-1
Custodian of Classified Documents	Appointment Memo, AR 380-5
Military Postal Officer	DD Form 285, AR 600-8-3
Mail Clerk & Alternate	DD Form 285, AR 600-8-3
Mail Orderly	DD Form 285, AR 600-8-3
IMO/TASO	Appointment Memo FORSCOM Regulation 500-3-3
Family Assistance Coordinator	Appointment Memo FORSCOM Regulation 500-3-3

**2-I-25. TASK:** Assemble and maintain unit Morale, Welfare And Recreation (MWR) kits.

**STANDARD**

Assemble and maintain unit MWR supplies and equipment IAW Chapter 7 and Annex E, FM 12-6.

**2-I-26. TASK:** Identify personnel requiring waiver of benefits.

**STANDARD**

a. Screen personnel and records to identify personnel receiving retirement pay, disability allowance, and compensation.

b. Prepare and submit Declaration of Retired Pay Benefits and Waivers (DA Form 3053) IAW AR 37-104-4 (DRAFT) and 37-104-10.

**Condition: Phase II- Alert**

Tasks in this phase are not presented in SRP sequence, but are noted by the annotation of the SRP task and the appropriate section in parenthesis after the task.

**2-II-1. TASK:** Coordinate mission-related travel.

**STANDARD**

Identify individuals whose duties during Phase II or III will require them to travel beyond the HS local commuting area as determined by STARC/RSC policy (i.e., unit retrieval teams). Request travel arrangements from appropriate USPFO (for ARNG) or RSC (for USAR).

**2-II-2. TASK:** Review and validate receipt of unit orders.

**STANDARD**

Unit should receive an AD/Federalization order which includes movement authorization and establishes any operation-unique structure or strength requirements. The CONUSA will process orders for CONUS-based units and units in Puerto Rico and the Virgin Islands (less USASOCOM units ; USASOCOM will process mobilization orders for its RC units).. Similarly, OCONUS MACOMs will process mobilization orders for their RC units.

**2-II-3. TASK:** Review, coordinate and validate actions requiring individual orders.

**STANDARD**

Units will normally have soldiers on AT, IET, ADSW, ADT, or TTAD. Units should receive orders transferring non-mobilizing soldiers from their units. They will also receive guidance to coordinate the return of soldiers on ADSW, ADT or TTAD, when appropriate. In addition, they should receive orders assigning new members to the unit through cross leveling actions. They must review and validate these orders and request additional orders or changes from the STARC/RSC, if necessary.

a. Some categories of personnel requiring transfer from the unit are:

- (1) Soldiers on ADSW, ADT or TTAD that cannot return to the unit (Criterion 1, Table 2-1).

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(2) Untrained Soldiers (Criterion 2, Table 2-1).

(3) AMEDD Officers in Training (Criterion 35, Table 2-1).

(4) Simultaneous Membership Program (SMP) Participants (Criterion 4, Table 2-1).

(5) High School Students (Criterion 6, Table 2-1).

(6) Selected OCS Candidates (Criterion 31, Table 2-1).

(7) Other transfer actions as required.

b. Soldiers on AT, IET, ADSW, ADT or TTAD who can return to the unit will require amendment or revocation of orders (Criterion 1, Table 2-1).

c. The unit should receive a copy of assignment orders on all personnel gains, based on home station cross-leveling actions.

**2-II-4. TASK:** Release attached personnel and recover unit personnel attached to another unit. Soldiers will mobilize only with their unit of assignment, not their unit of attachment.

### **STANDARD**

Request orders from the headquarters that originally published the attachment order IAW Criterion 8, Table 2-1.

**2-II-5. TASK:** Screen promotion eligible personnel.

### **STANDARD**

Both officer and enlisted personnel promotions will remain under RC component policies unless otherwise directed by DA.

**2-II-6. TASK:** Identify personnel who require evaluation reports.

### **STANDARD**

a. Identify all soldiers who will have a change of rater or change of duty upon mobilization. AR 623-105, AR 623-205.

b. Review DA/FORSCOM guidance on evaluation requirements for the projected mobilization. Mobilization in itself is not a reason for an evaluation.

**2-II-7. TASK:** Order unit members to active duty. (For PSRC units see Table 2-2.)

### **STANDARD**

a. Upon receipt of the unit's AD/Federalization order, RC unit commanders will publish orders using FORMAT 153, AR 600-8-105 (ARNG units may use FORMAT 800 NGR 310-10). ING personnel will be included on the unit order except for PSRC activation's, where they are exempt from call.

b. ARNG units will submit request for orders to STARC for return of ING to active status concurrent with the unit's M-Date.

c. Annotate a copy of the unit manning roster or DA 1379, indicating the status of unit members, i.e.,

(1) Advance Party.

(2) Main Body.

(3) Personnel authorized delayed entry.

(4) Convoy.

(5) TTAD to other units.

(6) Other categories as deemed necessary.

d. Prepare separate mobilization orders for each unit member using FORMAT 165, AR 600-8-105.

e. Distribute individual mobilization orders and unit orders (with authentication rosters) as follows:

**INDIVIDUAL ORDERS:** Must be separate mobilization order with only one standard name line.

(1) Ten copies to the individual member. (Emphasize need to pass a copy to family member

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for benefits and ID Card applications and a copy to the employer).

(2) One copy to member's MPRJ (Each member is required to sign and date this copy).

(3) One copy to MMPA file.

(4) Two copies to unit file.

**UNIT ORDERS:** The primary unit order with annotated rosters listing unit members by category.

(1) One copy to each higher headquarters within parent command.

(2) One copy each to the appropriate STARC (ARNG)/RSC (USAR) and to the CONUSA headquarters.

(3) One copy to the DFAS (RC) input station on transmittal letter.

(4) Four copies to the MS (delivered by the advance party if possible).

(5) Two copies to the SI, if required.

(6) Two copies to the Family Assistance Center.

(7) One copy to gaining MACOM (Units with CONUS sustaining mission).

f. Provide individual orders (Format 165) to each member by the most expeditious means. If the member cannot be presented with the order personally, dispatch it by certified mail, restricted delivery, with a return receipt requested.

**2-II-8. TASK:** Notify finance input station of unit's mobilization. (SRP Checklist - Section V, Finance)

### **STANDARD:**

Notify USPFO for ARNG and RSC for USAR to initiate actions to assist and/or complete mobilizing soldier financial readiness processing.

**2-II-9. TASK:** Process delayed arrival personnel.

### **STANDARD**

a. Identify by individual application and Criteria 1, 14, 17, 18, 19, 22, 32, and 34, of Table 2-1 of this document, and process IAW AR 601-25.

b. Issue delay letter using format contained in AR 601-25.

**2-II-10. TASK:** Review appointment memoranda.

### **STANDARD**

Review appointment memoranda (e.g., Morale Support Fund Representative) and issue new memorandum, if appropriate.

**2-II-11. TASK:** Update unit and personnel databases.

### **STANDARD**

Ensure that databases (e.g., SIDPERS, CLAS, ARNG unit databases) are updated on a daily basis.

**2-II-12. TASK:** Activate the unit family support network.

### **STANDARD**

a. Request that the unit family support group leader activate the telephone tree contact roster by contacting all family members.

b. Unit family assistance liaison coordinator should provide the STARC Family Program Coordinator family support group information and potential support requirements to assist in setting up a FAC. USAR unit commanders should provide information through the RSC.

c. Provide names of non-mobilizing soldiers who could participate in family assistance programs to the STARC/RSC, as appropriate.

**2-II-13. TASK:** Update or verify soldier financial readiness. (SRP Checklist - Section V, Finance)

### **STANDARD**

a. Ensure that the most recent MMPA is available for each alerted unit member.

b. Obtain most recent MMPA for each soldier transferred from other units to fill unit vacancies.

c. Notify alerted soldiers to report on the first day of mobilization with documentation to support any changes to their MMPA.

**Condition: Phase III - Home Station**

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Tasks in this phase are not presented in SRP sequence, but are noted by the annotation of the SRP task and the appropriate section in parenthesis after the task.

**2-III-1. TASK:** Verify arrival status of personnel at the assembly site.

### **STANDARD**

- a. Document the arrival.
- b. Process those personnel who do not report as ordered IAW criterion 33, table 2-1.

**2-III-2. TASK:** Initiate SRP check for mobilization.

### **STANDARD.**

Follow guidance in AR 600-8-101 and any detailed guidance provided in support of the operation for which the unit is being mobilized.

**2-III-3. TASK:** Identify medically disqualified personnel and screen for medical problems. (SRP Checklist - Section VI, Medical)

### **STANDARD**

Process personnel IAW criteria 13, 14, 18, 19 or 34, table 2-1 of this document. Soldiers are interviewed (by a military doctor, physician's assistant, or nurse practitioner) regarding medical problems or history which would delay movement or prevent deployment. Soldiers will update Standard Form 93, initiate Report of Medical History, DA Form 8007, and retain updated SF 93 and DA Form 8007 for review by medical in-processing at MS.

**2-III-4. TASK:** Verify soldier financial readiness. (SRP Checklist - Section V, Finance)

### **STANDARD**

- a. Using the MMPA as the financial SRP checklist, verify all finance data for accuracy with each mobilized soldier.
- b. Add any other MMPA change documentation to the MMPA for processing by the USPFO or RSC. Forward those requiring change with supporting documentation to the servicing USPFO or RSC. Retain a copy of the annotated MMPA.

**2-III-5. TASK:** Review and update those personnel, medical, dental, and health care provider Practitioner Credentials Files not individually identified in this section.

### **STANDARD**

- a. Complete all document requirements IAW applicable regulations.
- b. Forward updated PCF roster to STARC/RSC for information.

**2-III-6. TASK:** Process record of emergency data (DD Form 93), if update is required. (SRP Checklist - Section I, Personnel)

### **STANDARD**

- a. Screen for accuracy and completeness IAW AR 600-8-1.
- b. Prepare new forms as required. Distribute copies as follows:
  - (1) Original -- Consolidate with other originals and forward IAW AR 600-8-1
  - (2) First copy to MPRJ (DA Form 201)
  - (3) Second copy to member.
- c. For forms not requiring update, the original, which is stored in the MPRJ, will be extracted and forwarded IAW AR 600-8-1.

**2-III-7. TASK:** Prepare evaluation reports.

### **STANDARD**

Mobilization is not a reason for a report. Evaluation reports are required only for changes in duty or rater. Complete OER as required IAW AR 600-8-18. Complete NCOER as required IAW AR 623-205.

NOTE: Specific guidance will be provided by HQDA for different stages of mobilization. If DA/FORSCOM guidance directs evaluation reports upon completion of mobilization, then departure reports will be prepared.

**2-III-8. TASK:** Complete change of address cards.

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### **STANDARD**

Complete three Change of Address and Directory Cards (DA Form 3955) for each member IAW DOD Postal Manual 4525.6-M, Volume II and AR 600-8-3.

Provide to the post locator upon unit arrival at MS. (Requirement may be eliminated if the mobilization station is using the PERSLOC application. Unit commanders should coordinate this action with the MS.

**2-III-9. TASK:** Process family member ID cards. (SRP Checklist- Section XII, Family Assistance)

### **STANDARD**

a. When DEERS pre-enrollment has been completed. Provide information noting that family members may take a copy of the individual mobilization orders and their DD Form 1173-1 to any DEERS/Rapids site.

b. When DEERS pre-enrollment has not been completed, a DD Form 1172 must be issued.

(1) Provide verified copy of Application for Uniformed Services Identification Card DEERS Enrollment (DD Form 1172) to sponsor or family member along with a copy of section IV, annex D.

(2) Family members may secure ID Card (DD Form 1173) and be activated in DEERS (transferred from pre-eligible to eligible file) by presenting the verified DD Form 1172 and copy of sponsor's mobilization order to any DEERS/RAPIDS site.

**2-III-10. TASK:** Verify ID Cards and Tags. (SRP Checklist - Section I, Personnel)

### **STANDARD**

a. Verify that each soldier has a valid ID card (Red or Green).

b. Verify ID Tags and Medical Alert Tags.

**2-III-11. TASK:** Process Geneva Convention Identity Card, if required and not previously issued. (SRP Checklist- Section I, Personnel)

### **STANDARD**

Initiate, for non-combatants, applications for Geneva Convention Identity Card (DD Form 1934) if time and blank forms are available. Otherwise process at MS. (AR 600-8-14)

**2-III-12. TASK:** Security clearance rosters. (SRP Checklist- Section III, Security)

### **STANDARD**

a. Review security clearance requirements.

b. Determine which soldiers do not have the required clearance.

c. Initiate required security clearance requests through MS security division.

**2-III-13. TASK:** Prepare claims for travel from home to assembly site and advance party pay.

### **STANDARD**

a. Prepare travel voucher (DD Form 1351-2) IAW AR 37-106 for travel from home to unit assembly site. Submit to finance station during in-processing.

b. Prepare vouchers for final pay for unit members ordered to AT/ADT in the alert phase to support mobilization activities.

**2-III-14. TASK:** Arrange for legal services. (SRP Checklist - Section IV, Legal)

### **STANDARD**

a. Coordinate JAG support to prepare legal documents (wills, power of attorney) and provide legal advice as necessary.

b. See Table 2-3 for detailed guidance.

**2-III-15. TASK:** Provide health, MMPA, and personnel records to MS.

### **STANDARD**

Soldier health records, MMPA, and personnel records must be provided to MS in time to be available for unit personnel in-processing. However, records will not be hand carried by the soldier or transported in the same vehicle. Health records must be marked and sealed IAW AR 40-66.

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**2-III-16. TASK:** Conduct Records Processing for Direct Deploying Units.

### **STANDARD**

The SI and the unit must coordinate to ensure that appropriate records are provided to the SI.

**2-III-17. TASK:** Account for medical emergencies, perform casualty reporting, and complete LODs.

### **STANDARD**

Per AR 600-8-1.

**2-III-18. TASK:** Verify incentives and entitlements.

### **STANDARD**

Ensure adequate documentation to support future soldier claims in RC incentives and entitlements

(SLRP, MGIB, SRIP). Provide rosters of reassigned incentive recipient to the supporting STARC/RSC.

**2-III-19. TASK:** Provide final personnel report.

### **STANDARD**

Close out DA Form 1379 and provide personnel status report to STARC/RSC and Mobilization Station documenting personnel cross-leveling, status of non-deployable, untrained personnel and other requirements addressed in execution orders.

**NOTE:** Specific requirements will be provided with execution orders, and will depend on the level of mobilization, and data required by HQDA and other authorities.

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**Table 2-1: Criteria for Personnel Action**

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

*INDEX OF CRITERIA:*

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

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CRITERION	ACTIONS(S)
<p>1. Member on IET, ADSW, ADT or TTAD.</p>	<p>Unit commander may request release and return to unit for those members on ADSW, ADT or TTAD but not IET (BT/AIT, OBC).</p> <p>a. Limited operations in an SSCO environment may not require the recall of all unit members serving on ADSW, ADT or TTAD. Examples include units which fall into the selective mobilization category, and operations supported by a limited PSRC in which units are being task-organized, unit commanders should only coordinate recall of soldiers on ADSW or ADT who are critical to the unit mission. Additionally, These operations will not normally require retention on AD for soldiers completing IET.</p> <p>b. For those on tours not terminated early, if IET/ADSW/ADT/TTAD tour is scheduled to end in sufficient time to allow the soldier to travel to the MS and complete SRP processing prior to the unit's scheduled OCONUS deployment date:</p> <p>(1) The member will remain assigned to the unit and will be given a delayed entry on AD, which will terminate upon completion of the period of IET/ADSW/ADT/TTAD. Upon completion of the period, the member will report for AD with his assigned unit. The absence of the member does not create a vacancy in the unit.</p> <p>(2) Unit commander will authorize or request delayed entry on AD. Delay letter will be prepared IAW AR 601-25 and will specify the date and location at which the member is to report to his unit. If the military situation permits, up to 10 days delay in reporting after completion of IET/ADSW/ADT/TTAD may be granted for member to return home to settle personal affairs. The delay letter will be sent to the member with a copy to the supervisor/commander of the IET/ADSW/ADT/TTAD location and copy for the member's personnel records which will be given to the MS PSC during unit in-processing.</p> <p>c. During a PSRC or limited Partial Mobilization without STOPLOSS. If IET/ADSW/ADT/TTAD tour is scheduled to end after the unit's scheduled deployment date, soldier will be reassigned to the STARC/RSC for accountability and command control upon completion of the tour. The STARC/RSC will coordinate reassignment back to the unit upon its release from active duty.</p>

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CRITERION	ACTIONS(S)
	<p>d. During Partial or Full Mobilization with STOPLOSS. If IET/ADSW/ADT/TTAD tour is scheduled to end after the unit's scheduled deployment date:</p> <p>(1) Individual will be accessed into AD status at the installation at which serving and will be cleared from the rolls of the mobilizing unit as of the effective date of the unit's order to AD.</p> <p>(2) STARC/RSC will notify directly, by letter, the commanding officer of the installation where the member is serving on IET/ADSW/ADT/TTAD, advising that the member is to be accessed into active duty status at the installation at which serving effective the date of the unit's order to AD and is not to return to the original unit of assignment. The member will be reassigned according to the needs of the Army. Member's records will be shipped to the member's location along with the letter.</p> <p>(3) If the level of mobilization is such that a deployment date is not initially defined for a unit, all personnel are expected to return to the unit. If a deployment date is later assigned, a second letter must be sent for those who have not yet returned to the unit.</p>
<p>2. Awaiting IET or AIT Phase of Split-Option Training</p>	<p>a. <u>PSRC, Selective or Partial Mobilization.</u></p> <p>(1) Member will not mobilize with unit but will process for training under existing orders.</p> <p>(2) Member will be reassigned to STARC/RSC or designated unit for administrative support.</p> <p>(3) STARC/RSC will coordinate with USAREC for movement to the training base.</p> <p>(4) Upon declaration of Full or Total Mobilization, accelerated training will be coordinated by USAREC.</p> <p>b. <u>Full or Total Mobilization.</u></p> <p>(1) Member will be ordered to AD with the unit and accompany the unit to MS unless the MS arrival date for the unit is seven or more days after the unit M-date, in which case the individual will accompany the advance party to MS. Records will be shipped separately or in a second vehicle.</p>

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CRITERION	ACTIONS(S)
	<p>(2) At MS, the member will be accessed to AD with the unit and then be transferred from the unit to the MS reception center/garrison for reassignment to appropriate training. MS will request new training reservation quota IAW existing enlistment contract or the needs of the Army as defined by HQDA.</p> <p>(3) Personnel will be processed through the reception center/garrison IAW AR 612-201. DA Form 201 (to include DA Forms 3444 and 3716) will be sent to the training centers IAW AR 600-8-104.</p>
<p>3. CASP Personnel not yet awarded MOS</p>	<p>Member will be ordered to AD with the unit. MS commander will determine if reassignment is required IAW AR 601-201.</p> <p>a. Members who have not yet attended Basic Training will be processed IAW Criterion 2.</p> <p>b. Members who have completed Basic Training but have not yet been awarded an MOS based on completion of the 48 hours of proficiency training required by Chapter 7, AR 601-210 will be ordered to AD with the unit. MS commander will determine if reassignment to complete proficiency training is required.</p>
<p>4. SMP Participant. (PSRC or limited Partial Mob - SEE TABLE 2-2)</p>	<p>Transfer ROTC SMP participants (MOS 09R20) to USAR Control Group (ROTC) IAW AR 145-1. Effective date of orders will be the day before the M-date of the unit. Orders should be provided from the STARC/RSC automatically with unit orders. Unit should report exceptions (additions or deletions to the STARC/RSC). ROTC cadets will be ordered to AD by their ROTC region when appropriate.</p>
<p>5. Applicants for SMP not yet enrolled in Advanced ROTC.</p>	<p>Applicants (MOS 09R10) will be ordered to AD with the unit in enlisted status.</p>
<p>6. High School Student. (PSRC: SEE TABLE 2-2)</p>	<p>Transfer to USAR Control Group (Standby Ineligible) IAW AR 601-25. Effective date of orders will be the day before the M-date of the unit. Orders should be provided from the STARC/RSC automatically with unit orders. Unit should report exceptions (additions or deletions) to the STARC/RSC. Upon graduation or age 20, whichever occurs first, the individual will be ordered to AD by ARPERCOM IAW the needs of the service.</p>
<p>7. Attachment to Mobilizing Unit as Individual or Augmentation Team.</p>	<p>Terminate the attachment of individuals from the IRR to units for IDT and retirement points when the unit enters on AD. Members attached to another unit will be recovered to mobilize with the unit. Members attached from other units will be released to their assigned unit.</p>
<p>8. AGR personnel serving in a FTUS status.</p>	<p>a. AGR serving under Title 10 mobilize with their unit (of attachment or assignment). Title 10 AGR do not get a DD Form 214 upon demobilization. These</p>

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CRITERION	ACTIONS(S)
	<p>soldiers are controlled by orders that move/reassign them between locations and units.</p> <p>b. AGR serving under Title 32 Full Time National Guard Duty (FTNGD) will be released from FTNGD the day before unit federalization and ordered to active duty with their unit, under Title 10. The appropriate STARC must issue a DD Form 214 covering the period of active duty under Title 32. These AGR will be issued a DD Form 214 upon demobilization, and must receive new orders to FTNGD under Title 32.</p>
<p>9. Excess/Surplus Personnel.</p>	<p>Members will be ordered to AD with the unit and accompany the unit to the MS where they will be cross-leveled or reassigned as appropriate by the MS commander. MS commander will report the following special branch officers to HQDA for assignment:</p> <p>a. Chaplain Officers. HQDA (DACH-PER) Wash, DC 20310.</p> <p>b. JAGC Officers. HQDA (DAJA-PT) Wash, DC 20319.</p> <p>c. AMEDD Officers. HQDA (DASG-PTZ) Wash, DC 20319.</p>
<p>10. Promotable Officer.</p>	<p>Promote in accordance with Reserve Component Guidance unless otherwise directed by DA.</p>
<p>11. Federal Recognition in Higher Grade not received.</p>	<p>ARNG officers (not including general officers) and warrant officers who have appeared before a federal recognition board and have been recommended for federal recognition will be ordered to AD in the current grade.</p>
<p>12. Promotable Enlisted Member.</p>	<p>Promote in accordance with Reserve Component Guidance unless otherwise directed by DA.</p>
<p>13. Sickness, Injury or Disability Existing Prior to AD.</p>	<p>All unit members who are not under previously initiated removal actions for reasons of medical profile or disability will be ordered to AD with the unit. If a member subsequently claims an inability to report as ordered due to sickness or injury, the unit commander will immediately obtain a determination from the attending physician which includes medical diagnosis, date of illness/injury, prognosis of recovery, and anticipated date of release or improvement.</p> <p>a. If the sickness/injury is sufficiently minor and temporary that the member can travel without discomfort or danger to health, the member will enter AD and move with the unit to the MS.</p> <p>b. If local commander is unable to make a determination based on information presented; the entire case should be referred to TAG/RSC Surgeon to determine if soldier should mobilize with the unit.</p>

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CRITERION	ACTIONS(S)
	<p>c. If the sickness/injury is such that the member is hospitalized or that travel would be a significant discomfort or danger to health, but the individual is expected to fully recover, a delayed entry on AD may be authorized IAW AR 601-25 and Paragraph 4-8g, AR 135-210. Personnel records for all members granted a delay will be taken to the MS. If the unit deploys prior to member's arrival at MS, member's records will be transferred to MS.</p> <p>d. Under PSRC or Partial MOB, soldiers with medical conditions that restrict mobilization or deployment should be deferred or reassigned until review by TAG/RSC Surgeon.</p>
14. Sickness or Injury Occurring on or after M-date.	<p>a. Sickness or injury occurring after entry on AD at HS or while enrobe to MS will be handled and reported IAW AR 40-3.</p> <p>b. Commanders must ensure that line of duty (LOD) documents are completed, where appropriate.</p>
15. ING Member.	Member is ordered to AD with the unit to which assigned IAW NGR 614-1 and accompanies unit to MS. ARNG unit will request orders from STARC for assignment of ING members effective on unit's M-date.
16. Defective Enlistment.	<p>a. If final determination has been received prior to the effective date of AD, member will be released from enlistment IAW Chapter 9, AR 135-178.</p> <p>b. If final determination has not been received, delayed entry will be requested IAW AR 601-25 pending final determination.</p>
17. Dependency.	<p>a. If discharge by reason of dependency has been requested and approved prior to the unit's receipt of <u>alert</u> notification, the member will be discharged prior to the unit's effective date of AD IAW AR 135-133 and 135-178.</p> <p>b. If discharge has been requested but not yet approved, delayed entry will be requested IAW AR 601-25 pending final determination.</p> <p>c. If discharge is not requested prior to the unit's receipt of <u>alert</u> notification, discharge is not authorized. Member will enter AD with the unit.</p>
18. Pregnancy.	Based on medical verification of pregnancy, member may be delayed in entry on AD, reassigned or separated (at soldiers request). Specific guidance will be provided in operation execute orders or DA message.
19. Profile	Reassignment or discharge due to physical profile is IAW AR 140-10, AR 135-91, AR 135-175, and AR 135-178 for USAR soldiers. ARNG members are

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CRITERION	ACTIONS(S)
	processed IAW NGR 600-200 and NGR 635-100. If reassignment or discharge is not requested prior to the unit's receipt of <u>alert</u> notification, reassignment or discharge is not authorized. Member will enter AD with the unit. Soldiers with a permanent P3 or higher profile will be reported to the installation for board action UP AR 40-501.
20. Pending Transfer or Reassignment from the unit.	If orders have been issued with an effective date prior to the unit's receipt of the alert notification, the transfer or reassignment action will remain valid unless DA issues STOPLOSS or STOP MOVEMENT orders. Unit members who have moved out of the unit's geographic area and are looking for a new unit assignment but have not reported one to the original unit remain the responsibility of the original unit commander to locate and mobilize.
21. Homosexual Conduct	<p>a. If discharge has been requested and approved prior to the unit's receipt of <u>alert</u> notification, the member will be discharged prior to the unit's effective date of AD IAW Chapter 10, AR 135-178 or Chapter 2, AR 135-175.</p> <p>b. If discharge has been requested but not yet approved, delayed entry will be requested IAW AR 601-25 pending final determination.</p> <p>c. If discharge is not requested prior to the unit's receipt of <u>alert</u> notification, discharge is not authorized. Member will enter AD with the unit.</p>
22. Overage or overweight.	Members who have not been discharged for overweight prior to the unit's receipt of <u>alert</u> notification will enter AD with the unit.
23. Pending Retirement, Resignation, Separation or Discharge Action.	<p>a. If retirement, separation, resignation, or discharge action is required or is requested prior to the unit's receipt of the alert notification, member's action will be effected prior to the unit's M-date unless DA has issued STOPLOSS.</p> <p>b. If retirement, separation, resignation, or discharge action is requested after receipt of the alert notification, the action will not be processed and the soldier will enter AD with the unit.</p> <p>c. Upon receipt of STOPLOSS, if retirement, separation or discharge is required but the effective date is after the receipt of the alert notification, removal will be suspended and the member will enter AD with the unit unless exemption is authorized in the alert announcement. If separation orders have already been published with a separation date after the unit's effective date of active duty, they will be revoked.</p>
24. Non-deployable Personnel	a. Members who are ineligible for overseas

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CRITERION	ACTIONS(S)
	<p>service IAW Table 3-1, AR 614-30, will be ordered to AD with the unit. MS commander will resolve non-deployable conditions, reassign soldiers to non-deploying units, or take appropriate separation actions.</p> <p>b. Exceptions during a PSRC or partial mobilization are addressed throughout Chapter 2, this table and table 2-2.</p> <p>c. Unit commanders should screen soldiers on a continuing basis, at least annually. Soldiers who are determined to have a permanent non-deployable condition should be reclassified, transferred to a reserve component unit with a CONUS sustaining mission, transferred to the IRR, retired or separated as appropriate.</p>
<p>25. Individual Does Not Possess Required Special Skills.</p>	<p>Members who are not qualified in special skills required for their AOC/MOS or duty position (flight, jump, ranger, etc) IAW AR 600-200 will be ordered to AD with the unit. MS commander will initiate action to acquire skills or reassign the member to another unit.</p>
<p>26. Conscientious Objector (CO).</p>	<p>Member will be ordered to AD with the unit. Those with applications for classification as 1-0 or 1-A-0 which were pending prior to the unit's receipt of alert notification and those previously classified 1-A-0 will be transferred to a non-combatant unit if necessary by the MS commander IAW AR 600-43.</p>
<p>27. Death of Member.</p>	<p>Members who die at anytime after departing home to report to the unit assembly site based on unit order to AD will be reported/processed IAW AR 600-8-1.</p>
<p>28. Key Employee.</p>	<p>Removal of key employees from the Selected Reserve is a mandatory peacetime requirement under AR 135-133 and AR 690-11. If removal has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit.</p>
<p>29. Minister or Theological Student.</p>	<p>Transfer or discharge of ministers or theological students is a peacetime requirement under AR 135-133. If transfer or discharge has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit. Orders should be provided from the STARC/RSC with unit orders. Unit should report exceptions (additions/deletions) to the STARC/RSC.</p>
<p>30. Personal/Community Hardship.</p>	<p>a. If discharge by reason of hardship has been requested and approved prior to the unit's receipt of <u>alert</u> notification, the member will be discharged prior to the unit's effective date of AD IAW AR 135-133, AR 135-175 and 135-178.</p> <p>b. If discharge has been requested but not yet approved, delayed entry will be requested IAW AR 601-25 pending final determination.</p>

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CRITERION	ACTIONS(S)
	<p>c. If discharge is not requested prior to the unit's receipt of <u>alert</u> notification or requested discharge is not approved, discharge is not authorized. Member will enter AD with the unit unless granted delayed entry for other reasons.</p>
<p>31. Officer Candidate. (PSRC: SEE TABLE 2-2)</p>	<p>a. Officer candidates attending an AC OCS program will be processed IAW Criterion 1.</p> <p>b. Members enrolled as cadets in state operated OCS programs will be offered one of the following options upon mobilization of their unit:</p> <p>(1) Withdraw from the state OCS program and enter AD with assigned unit as enlisted member.</p> <p>(2) Remain enrolled in the state OCS program until commissioned or such time as it terminates, and then be designated to attend Branch Immaterial OCS.</p> <p>c. During a PSRC and the early stages of partial mobilization, the non-federalized STARC will retain the capability to continue Regional Training Institution courses. Depending on available time, STARC may consolidate and accelerate state programs in coordination with NGB. Under the above conditions, members who elect to remain enrolled in the state OCS program will be transferred out of their unit effective the day prior to the unit's effective date of AD. ARNG members will be transferred to the STARC. USAR members will be transferred to the appropriate RSC. Upon graduation or release from the state OCS program, members will be transferred to a non-mobilized ARNG/USAR unit, if available, or to the USAR Control Group.</p> <p>Commissioned graduates transferred to the USAR Control Group will be processed for quotas by ARPERCOM. Those members who are not commissioned and were transferred to units or Control Group will be subject to mobilization as enlisted members with their unit or as individuals by ARPERCOM IAW the needs of the Army.</p> <p>d. Upon mobilization and federalization of the STARC, no policy or procedures are currently in place to provide for the termination of state military academies and transition of cadets into AC schools. Recommended policy currently being staffed will have all Regional Training Institute activity terminated, with academy staff personnel entering AD with the STARC and being processed under Criterion 9, Excess/Surplus</p>

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CRITERION	ACTIONS(S)
	<p>Personnel, unless separate assignment instructions are issued by HQDA. Students will return to their assigned units.</p> <p>(1) Cadets assigned to mobilized units will be ordered to AD with the unit. Upon availability of seats in Branch Immaterial OCS, supporting MS will move the member to the appropriate location.</p> <p>(2) Cadets returned to non-mobilized units will train with their unit in preparation for its later mobilization. Upon mobilization, they will be processed as described in paragraph d(1) above. Prior to their unit's alert, they may apply for active duty OCS based on accessioning requirements in force at that time.</p>
<p>32. Civil Confinement.</p>	<p>a. If the member is scheduled for release prior to the unit's scheduled deployment date, delayed entry on AD is authorized IAW AR 601-25.</p> <p>b. If the member is not scheduled for release from confinement until after the unit's scheduled deployment date, the member will be processed for transfer to the USAR Control Group (Standby-Ineligible) IAW AR 601-25. Request for transfer will include court or confinement records indicating expected release date and the member's personnel records. Member's transfer will be effective a day prior to the unit's entry on AD. Upon release from confinement, ARPERCOM will order the individual to AD according to the needs of the Army.</p> <p>c. Determination of security clearance actions must be made, if soldier is in a duty position requiring a security clearance.</p>
<p>33. Failure to Report to AD.</p>	<p>a. Upon notice of alert and mobilization, unit commanders will notify unit members and provide them with copies of the unit's mobilization order. Every effort will be made to assure notification and delivery of orders in sufficient time to allow the member to finalize personal affairs and report to the assembly site on the established reporting date.</p> <p>b. RC absentees upon mobilization are processed IAW Chapter 6, AR 630-10. A member who fails to report on the established reporting date will be accessed to AD as assigned-not-joined after the unit commander has determined that the member has received or has knowledge of the mobilization order. The unit commander will then immediately report the member AWOL unless a delay in entry on AD is requested IAW AR 601-25.</p>

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CRITERION	ACTIONS(S)
	<p>c. If the member fails to report for active duty during the 7 days immediately following the established report date, the unit commander will report the member as a deserter for apprehension purposes. The member will be dropped from the roles (DFR) of the unit. The unit is responsible for completing all necessary documentation for AWOL and DFR status in coordination with the MS PSC.</p> <p>d. Deserters returned to military control will be sent to the nearest Army installation for appropriate administrative and judicial action and will be reassigned according to the needs of the Army.</p>
<p>34. Soldier has orthodontic appliance which was in place prior to receipt of alert notification and requires active maintenance.</p>	<p>a. Soldier is non-deployable in support of combat or contingency operations.</p> <p>b. If orthodontic appliance is inactivated, soldier can deploy.</p>
<p>35. AMEDD Officers in Training and Participant in Medical Civilian Contract Training</p>	<p>AMEDD Officers in training and Participants in Medical Civilian Contract Training will not be considered for mobilization or deployment until Full Mobilization unless approved by The Surgeon General (TSG). They will be considered for delayed entry on active duty according to Criteria 1 and 2. Includes:</p> <ul style="list-style-type: none"> <li>(1) Residents and Fellows.</li> <li>(2) Interns.</li> <li>(3) AMEDD Officers attending Long Courses (More than 20 weeks).</li> <li>(4) AMEDD officers engaged in specialized training in critical wartime skills identified by TSG.</li> </ul>

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**Table 2-2: PSRC Units**

The following criteria noted in Chapter 2 and/or Table 2-1 are modified for PSRC units.

*PHASE I PLANNING* - None

*PHASE II ALERT*

TASK 2-II-3 (Includes Criteria 4, 6 and 31 in Table 2-1)

PSRC units will transfer personnel in special categories (e.g. SMP, High School Student, etc.) to the STARC/RSC. FORSCOM will provide any operational unique guidance that would support mobilization of these soldiers at a later date.

*PHASE III HOME STATION*

TASK 2-III-4

PSRC units should emphasize enrollment in SURE PAY during preparatory phase. With only a 72 hour deployment criterion, coupled with the possibility of executing on a weekend, it may not always be possible to coordinate with a local banking establishment. Additionally, early deployment may limit time at the MS and failure to have SURE PAY will not stop deployment.

TASK 2-III-1717

Shipment of records would apply to all unit members except the special cases noted above. Those records should be shipped to the appropriate STARC/RSC.

**Table 2-3: Premobilization Legal Preparation**

Premobilization legal preparation starts at the planning phase of mobilization and follows through mobilization station processing for overseas deployment. Actions from planning through the home station phase must be accomplished by Reserve Component Judge Advocate (JA) General Officers within the constraints of resources available. Detailed JAG support actions are described in Appendix Q of the FORSCOM Mobilization Plan (FMP).

a. PLCP will include:

- (1) Organization of legal affairs.
- (2) Estate Planning.
- (3) Wills.
- (4) Guardianship of minor children.
- (5) Powers of Attorney.
- (6) Soldiers' and Sailors' Civil Relief Act protections.
- (7) Veterans reemployment rights.

b. PLS is the provision of individual legal advice and preparation of legal documents such as wills and powers of attorney.

(1) PLS is provided to RC soldiers and their families by RC As subject to available resources.

(2) PLS will not detract from supported unit mission essential task list (METL) training requirements.

(3) PLS is primarily a RC initiative supported by RC As and RC resources.

(4) Commanders will ensure that word processing center support is available for preparation of legal documents.

c. This is a proactive program. Commanders must ensure that PLCP and PLS are scheduled and accomplished. Soldiers must be made aware that failure to have proper legal documents at the implementation of mobilization will not stop deployment.

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### **Chapter Three: Operations And Training**

#### **Condition: Phase I - Planning**

**3-I-1. TASK.** Maintain a unit mobilization file. RC MTMC units will maintain a battle book as prescribed by HQ, MTMC, in lieu of a mobilization file. The battle book will include the mobilization file planning requirements of alert and movement plans.

#### **STANDARD**

a. File will be clearly labeled, logically organized indexed and tabbed.

b. All AA level units must have complete MOB file containing:

(1) Documents required by STARCs and RSCs, including the planning requirements telephone number of the alert and movement headquarters IAW Annex A, App 1.

(2) The alert and assembly plan and documentation of the result of the last annual test/exercise of the plan.

(3) A list of key personnel by position to be ordered to duty prior to unit activation, IAW Task 3-I-9.

(4) Mobilization purchasing authority packet, IAW Annex B.

(5) Unit commander's mobilization checklist with Phase I tasks annotated as completed (IAW Annex E) and HS unit activity plan (3-I- 6).

(6) Mission Guidance Letter (may be maintained in separate location if classified) and other mission guidance provided by unit's WARTRACE chain of command.

(7) MS information packet, initial MS activities checklist (completed with available information) (Table 3-1) and documentation of last MS liaison visit (3-I- 8).

(8) A copy of the unit's postmobilization training plan and latest PTSR.

(9) Logistics data file. (see Chapter 4)

(10) A copy of the MS requirements checklist. (Annex G).

(11) Results of last chain of command review inspection and approval of unit's mob file .(3-I-2).

(12) HS unit activity plan.

c. Organic units with derivative UICs which are not collocated with the parent unit must, as a minimum, maintain an alert and assembly plan, load plan, movement plan for joining with parent, and other data as required by parent command.

**3-I-2. TASK.** Conduct annual review of the mobilization file by the chain of command.

#### **STANDARD**

The unit's chain of command (STARC/RSC and below, down to AA-UIC unit) is responsible to review/inspect and approve the unit's mobilization file on an annual basis. A record of the results of this review will be maintained in the mobilization file.

**3-I-3. TASK.** Develop the postmobilization training plan and support requirements.

#### **STANDARD**

a. Of those tasks selected for training prior to mobilization, determine which tasks require additional training to achieve standard.

b. Add those tasks to the list of tasks deferred to postmobilization and determine the time required to achieve standard in all tasks.

c. Identify the resources needed to train those tasks and develop the plan to be executed at the MS.

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- c. Update the plan annually or any time a significant change takes place in training proficiency.

**3-I-4. TASK.** Develop HS unit activity plan.

### **STANDARD**

Includes critical activities to be accomplished at HS during Phases II/III. (This plan should include administrative and logistical activities. Individual and collective training may be included, if time permits.) Use Annex E (Mobilization checklist for unit commanders) to assist in developing the plan.

**3-I-5. TASK.** Test/exercise the alert notification plan annually.

### **STANDARD**

- a. Exercise the alert roster annually IAW STARC/RSC direction.
- b. Document the annual test/exercise alert and retain the documentation in the mobilization file.
- c. Report and assemble only if directed by higher headquarters.

**3-I-6. TASK.** Maintain liaison with MS.

### **STANDARD**

- a. Establish and maintain liaison with the MS, triennially at a minimum. Coordinate all PTSR requirements at this time.
- b. New commanders of MOB entities (units with UICs ending in AA) or units mobilizing at a MS other than the parent unit's will visit the MS within nine months after assuming command.
- c. Complete initial MS activities checklist (Table 3-1).

**3-I-7. TASK.** Identify key personnel to be ordered to duty in advance of the unit.

### **STANDARD**

- a. Establish a list of required key personnel capable of performing the critical activities identified

in Task 3-I-5. (Key personnel may vary from unit to unit based upon the tasks to be accomplished).

- b. Each person on the list must initial by his name indicating awareness of the possibility of an early call to duty.

**3-I-8. TASK.** Conduct a premobilization briefing.

### **STANDARD**

IAW with Annex C.

**3-I-9. TASK.** Establish COMSEC Account.

### **STANDARD**

- a. Units authorized COMSEC material must either establish a separate COMSEC account or be serviced as a subaccount or hand receipt holder.
- b. Coordinate with next higher WARTRACE headquarters for determination of type account (separate or sub) prior to submitting a COMSEC request.
- c. Prepare and submit IAW TB 380-41 series, AR 380-40(C) and FORSCOM Regulation 380-41.
- d. Forecast adequate COMSEC storage requirements at MS to store Emergency Action Procedures (EAP) and other COMSEC material in a secure environment.
- e. Ensure Controlled Cryptographic Items (CCI) equipment and key for COMSEC purposes are requisitioned by and received from standard logistical service facilities and is handled and governed IAW DA PAM 25-380-2 and 380-41 Series.
- f. Ensure proper packaging and handling procedures IAW TB 380-41 series, AR 380-40, FR 380-41 and DA PAM 25-380-2.
- g. Appoint COMSEC custodians and command COMSEC inspectors IAW AR 380-40 and TB 380-41 Series.

**3-I-10. TASK.** Identify Advance Party positions and their mission.

### **STANDARD**

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Identify members of the advance party by position and list the functions each are to perform at the MS. These should be key unit personnel capable of coordinating specific activities for the unit (see Annex G).

**3-I-11 TASK.** Establish liaison with CI/SI (when different from MS).

### **STANDARD**

Establish and maintain liaison with the CI/SI, as a minimum triennially, when CI/SI is different from the MS. Maintain a list of points of contact to provide support until the unit arrives at the MS.

### **Conditions: Phase II - Alert**

**3-II-1. TASK.** Review and update HS activities plan and prepare HS activities schedule.

### **STANDARD**

Refer to 3-I-6 and Annex F, as a minimum, activity schedule should show day, time required, location and responsibility for accomplishment.

**3-II-2. TASK.** Respond to press inquiries.

### **STANDARD**

Respond IAW with STARC/RSC PAO guidance.

**3-II-3. TASK.** Take actions outlined in the mobilization checklist for unit commanders.

### **STANDARD**

Use the mobilization checklist for Unit Commanders at Annex E to ensure required tasks are accomplished during each mobilization phase.

**3-II-4. TASK.** Review and finalize Postmobilization Training Plan and PTSR.

### **STANDARD**

Update all areas of the Postmobilization Training Plan and the PTSR IAW Annex D.

**3-II-5. TASK.** Identify advance party members and brief advance party for movement to MS.

### **STANDARD**

Instruct advance party on their duties.

a. Assign members of the advance party by name. Ensure that they are knowledgeable and understand what they are to do at the MS.

b. Ensure the advance party is prepared to provide the MS items identified in Annex G.

c. Ensure that members carrying classified documents have courier orders or a courier card, DD Form 2501, for transporting classified material.

**3-II-6. TASK.** Identify adequate storage for classified documents and/or equipment.

### **STANDARD**

Coordinate secure storage requirements. Advance party will finalize upon arrival at MS.

**3-II-7. TASK.** Review Unit Status Report (USR).

### **STANDARD**

Review the USR (DA Form 2715) and begin updating to ensure that it will be completed for advance party to take to MS.

**3-II-8. TASK.** Coordinate arrival of filler personnel as appropriate.

### **STANDARD**

Ensure that filler personnel cross-leveled into the unit are provided with appropriate arrival and accommodation conditions.

### **Condition: Phase III - Home Station**

**3-III-1. TASK.** Coordinate with MS on unit's date and time to report.

### **STANDARD**

Make coordination with MS on scheduled date, time and gate for arrival of advance party and main body.

**3-III-2 TASK.** Execute HS activities plan, with activities schedule.

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### **STANDARD**

Execute HS activities plan with accompanying activities schedule. Schedule must be posted in a location accessible to unit members.

**3-III-3 TASK.** Dispatch advance party to mobilization station.

### **STANDARD**

a. Dispatch advance party to arrive at MS 24 to 48 hours prior to the main body or as directed by MS.

b. Upon arrival, begin the process of converting the Postmobilization Training Plan into a unit training schedule.

c. Provide MS items IAW Annex G and any additional requirements from the MS information packet.

**3-III-4. TASK.** Conduct an operational/information status briefing.

### **STANDARD**

a. Brief unit personnel and spouses, if available, on the current situation and the schedule for move to MS and deployment.

b. Provide other information if available (e.g., unit mailing address at MS, nearest family assistance center).

c. Advise members of what they can and can not say about the operation.

d. Conduct a family member information briefing.

**3-III-5. TASK.** Update USR.

### **STANDARD**

Complete the update of DA Form 2715, Unit Status Report, and send to MS with advance party.

**3-III-6. TASK.** Prepare classified material for movement.

### **STANDARD**

Coordinate for transportation and ensure proper packaging IAW, Chap VIII, AR 380-5.

**FORSCOM Regulation 500-3-3**

**Table 3-1: Initial Mobilization Station Activities Checklist**

**SECTION I. ADMINISTRATIVE COORDINATION.**

1. Determine location, POC and Phone Number (where appropriate) of the following MS agencies, facilities, and services:

<b>AGENCY/FACILITY</b>	<b>LOCATION/BLDG #</b>	<b>POC</b>	<b>PHONE</b>
DPCA			
AG			
FINANCE			
DOL			
DEH/DPW			
PAO			
IG			
CPO			
ITO			
TSC.			
PUB/BLANK FORMS			
DIST. POINT			
DISPENSARY			
DENTAL CLINIC			
RED CROSS			
CHAPLAIN'S OFFICE			
POST OFFICE			
SERVICE CENTER			
POST EXCHANGE			
AER			
JAG			
PROVOST MARSHAL			
MAT/VALIDATION TEAM			

**SECTION I. ADMINISTRATIVE COORDINATION (Cont'd)**

2. When does my unit in-process?	
3. When will I meet the SIDPERS Interface Branch (SIB) to discuss the accessioning of my unit?	
4. What is sick call schedule for my unit and where?	
5. What additional duty assignments must be made within the unit; i.e., mail clerk, safety officer?	
6. Where does my unit pick up mail?	
7. Does my unit have adequate phone, FAX and DSN/WATS service? If not, how do we get it?	
8. How will ADP support be provided (hardware and software)?	

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**SECTION II. OPERATIONS COORDINATION.**

1. Where is the mobilization coordination center located that the advance party reports to?	Building # _____ Phone # _____ POC _____
2. To whom is my unit attached/assigned?	
a. Where are they located?	
b. Is there a unit sponsor program?	
3. When can my unit begin training?	
4. Where can unit training aids be obtained?	
5. When does my unit deploy?	
6. When does my unit begin SRP/POM processing and where?	
7. What additional SOPs will my unit need and where can I acquire them?	
8. Where is the storage facility for COMSEC equipment and keying material?	
9. Where is my unit status report (DA FORM 2715) submitted?	
10. Where does my unit submit its materiel readiness report, DA Form 2406? (Required within 72 hours after arrival)	
11. What kind and how much training ammunition is available for my unit?	
a. Where does my unit draw training ammunition?	
12. Where does my unit store its classified materials? (documents or equipment)	
13. Where is MAT and/or CONUSA Validation Team located?	

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**SECTION III. LOGISTIC COORDINATION.**

1. Where is my unit's higher headquarters logistics office and what is its phone number?	
2. Where are my unit's billets and dining facility?	
a. Officer/Male	
b. Officer/Female	
c. Enlisted/Male	
d. Enlisted/Female	
3. Where is my unit's motor pool/vehicle parking area?	
4. Where is my unit's DS maintenance support facility?	
5. Where does my unit turn in excess or unserviceable property?	<u>Unit</u> <u>Bldg</u> <u>Phone</u>
a. General Property	
b. Vehicles	
c. Communications Equipment	
d. Weapons	
6. Where does my unit pick up requisitioned items?	
7. Where and when do I review my unit's property book?	
8. Where is:	<u>Activity</u> <u>Bldg</u> <u>Phone</u>
a. Central Issue Facility	
b. Clothing Sales Store	
c. Food Service Officer/TISA	
d. Ammunition Supply Point (ASP)	
9. Where and when can I set up my unit's accounts for:	
<u>Class</u>	<u>Bldg #</u> <u>Phone</u>
a. I	
b. II	
c. III	
d. IV	
e. V	
f. VII	
g. VIII	
h. IX	
i. Office Supplies	
j. Self-Help	
10. Where does my unit submit work order requests?	
11. If my unit is to be bivouacked in tents:	
a. Where do we acquire tents, cots and heaters?	
b. Where and how do we get water?	
c. Where and when do we get showers?	
d. What arrangements are made for trash pick up?	
e. Do I establish field latrine facilities for my unit or are commercial portable toilets available?	
12. Where do I coordinate on-post transportation requirements for my unit?	
12a. Where do I update my Deployment Equipment List?	

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13. Is my unit's basic load of small arms ammunition, To Accompany Troops (TAT), available? Where am I issued TAT?	
14. What is laundry turn-in schedule and where does my unit turn it in?	
15. Where does my unit get calibration support? Where does my unit submit AOAP samples?	
16. Where does my unit pick up BBPCT?	

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### Chapter Four: Logistics

This chapter contains guidance on the construction of the logistics data file, which will be an important part of the complete unit mobilization file. This file will contain all documentation specifically identified in this chapter, as well as those additional documents identified in Annex G.

Tasks in Phase I are those additional logistical missions necessary to effectively mobilize, move to the MS, and deploy. Units will accomplish the normal logistical tasks required in peacetime that will maximize equipment on hand and serviceability readiness.

Phase II and III tasks are a logical progression to update records, cross-level equipment, enhance serviceability and move to the MS in an efficient manner with all equipment, personnel, and the documentation required for the advance party.

#### Condition: Phase I - Planning

**4-I-1. TASK:** Develop lodging plan for HS.

**STANDARD:**

a. Develop a plan for the lodging of appropriate unit members. Unit should estimate the number of soldiers who will require lodging during HS Phase. Normally, this applies to personnel more than 50 miles from HS.

b. Plan should address shower, sanitation, and sleeping quarters or identify commercial facilities. If unit plans to use commercial facility, unit will include a coordination letter with the facility manager. Plan should address lodging for those personnel called to active duty early. If the mobilization convoy or advance party departs early, unit may plan for those personnel to sleep at HS prior to departure.

**4-I-2. TASK:** Develop subsistence plan for HS.

**STANDARD:**

a. Develop a subsistence plan for unit at HS. Plan should address the following: identify how and where rations will be obtained and or served, how the unit will transition from HS to MS with adequate time to load mess equipment, ensure coordination

with units using the same facility, identify first and last meal and planned meal hours.

b. If unit plans to use a commercial facility, unit will include a coordination letter with the manager. This plan will cover all meals at HS and the mobilization movement plan will address all meals en route to the MS.

c. Retain plan in logistics data file.

**4-I-3. TASK:** Identify contracting requirements to SI or USPFO contracting office.

**STANDARD:**

a. Identify requirements (who, what, where, when, how) to the servicing contract officer. Unit should list supplies required, i.e. lodging, bulk POL, and maintenance, etc. for Phases II and III, and the possible source of supply. Example: 10 rooms for 2 nights. Units will not negotiate contracts.

b. Units will annually verify with their supporting contract office that all requirements are addressed by some means (ordering officer, blanket purchase requirement, on-the-shelf contract, or mobilization clause).

c. Retain copy of the memorandum to the supporting contract office and their reply in the logistics data file.

d. Procedures must be established to ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed timely for payment prior to deployment.

**4-I-4. TASK** Identify Class V ABL requirement.

**STANDARD:**

a. Annually review ABL listing or prepare FORSCOM Form 149-R IAW FORSCOM Regulation 700-3 and prepare updated DA Form 581 for ABL.

b. Forward the completed DA Form 581 to the MS ammunition supply point (ASP).

c. Coordinate with the MS during triennial mobilization conference and obtain MS ASP SOP procedures for issue and turn-in.

d. Retain a duplicate of the document register file copy (DA Form 581) and acknowledgment of the receipt of the complete DA Form 581 by the MS in the logistics data file with a copy of the ABL authorization listing.

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**4-I-5. TASK:** Identify Class VIII, post-mobilization medical supplies

**STANDARD:**

a. Prepare a list of Class VIII requirements and maintain in logistics data file. Annually review and update.

b. All units will identify medical material required, but not authorized, during premobilization IAW AR 40-61 and AR 725-50. CTA 8-100, Army Medical Department Expendable/Durable Items, and FORSCOM Regulation 700-2, FORSCOM Standing Logistics Instructions, should be reviewed for assistance in identifying these requirements. Items such as field sanitation team requirements (FORSCOM Regulation 700-2) chap stick, earplugs, camouflage sticks, sunscreen, combat lifesaver kits, and wet bulb temperature kits are authorized by CTA. Review Medical Equipment Set Component List/Unit Assemblages for requirements.

**4-I-6. TASK:** Prepare a Unit Movement Plan.

**STANDARD:**

a. Prepare a mobilization movement plan IAW FORSCOM/ARNG Regulation 55-1.

b. Prepare a deployment movement plan IAW, FORSCOM/ARNG Regulation 55-1 if required by the MS.

c. Appoint a UMO in writing IAW FORSCOM/ARNG Regulation 55-1. Retain document in movement plan and forward copy to SI/USPFO.

d. Ensure enroute support requirements are identified to the SI/USPFO.

e. Retain plan in logistics data file or specify location if filed separately.

**4-I-7. TASK:** Prepare and test Unit Load Plan.

**STANDARD:**

a. Prepare, test and evaluate unit load plan IAW FORSCOM/ARNG Regulation 55-1.

b. Annotate test date and evaluation in pencil on load card. File with mobilization movement plan.

**4-I-8. TASK:** Maintain COMPASS AUEL/TC ACCIS UEL documentation.

**STANDARD:**

a. Ensure COMPASS AUEL/TC ACCIS UEL data is current and accurate IAW FORSCOM Regulation 55-2. Update annually, or as significant changes occur.

b. Retain updated COMPASS AUEL/TC ACCIS UEL printout with unit movement plan.

c. Identify commercial transportation requirement IAW FORSCOM/ARNG Regulation 55-1.

**4-I-9. TASK:** Develop and coordinate Unit Retrieval Plan.

**STANDARD:**

a. Develop and coordinate a unit retrieval plan which addresses responsibilities for pickup, list of equipment and locations, material handling equipment, commercial transportation requirements and other areas of concern.

b. Equipment includes not only vehicles and other major end items but also consolidated shipments (conex inserts, pallets, etc.) containing chemical protective equipment, cold weather clothing, tentage, tools, PLL and other supplies/equipment in storage or long-term hand receipt not at HS.

c. Possible locations include ASF, AMSA, and ECS for USAR units and UTES, OMS, CSMS, MATES, and AASF for ARNG.

d. Retain plan with unit movement plan.

**4-I-10. TASK:** Identify property not to be taken to MS.

**STANDARD:**

All RC unit organizational property (including excess property book items unless transferred by direction of the RSC/STARC during the Alert Phase) will be taken to the MS unless mobilization directives indicate otherwise.

Retain a list in the mobilization file or identify where list is kept of property that will not be taken to the MS. The following property will not be taken:

a. Installation property (desk, chairs, computers, STU III, etc.) except units with a MS mission and based on coordination with MS and the RSC/STARC.

b. State property (ARNG Only).

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c. Private property (TV, coolers, POV, weapons).

d. Unit fund property other than recreational equipment.

e. Training aids from supporting TSC (unless the account is located at the unit's MS). Ensure a copy of the written TSC emergency turn-in plan has been received and reviewed. Retain this plan in the logistic data file.

f. Leased/rented equipment.

g. Items furnished on an installed "per training center" basis.

**4-I-11. TASK:** Plan to transfer facility.

### **STANDARD:**

a. Armory/Reserve Center commanders, in coordination with STARC/RSC Plan, must develop a file of actions to be taken if the center is vacated or transferred to a rear detachment.

b. Retain plan in logistics data file.

## **Condition: Phase II - Alert**

**4-II-1. TASK:** Make final coordination for HS Logistics Support Plans.

### **STANDARD:**

a. Review, modify as required and make final coordination on lodging and subsistence plans developed in Phase I.

**4-II-2. TASK:** Update contracting requirements and coordinate with supporting contract office.

### **STANDARD:**

a. Unit will review current plans to mobilize the unit and update any contracting requirements to support the unit at HS.

b. Coordinate this information with supporting contract office and negotiate the most effective method of providing these supplies and services to the unit.

c. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment.

**4-II-3. TASK:** Coordinate requirement for signature cards and delegation authority with mobilization station.

### **STANDARD:**

a. Coordinate through the chain of command to the MS and identify the different requirements for DD Form 577, Signature Cards, and DA Form 1687, Notice of Delegation of Authority - Receipt of Supplies.

b. Begin preparing updated forms with appropriate signatures.

**4-II-4. TASK:** Prepare memorandum to MS Troop Issue Subsistence Activity to establish account.

### **STANDARD:**

a. Prepare a memorandum for subsistence support to the MS TISA IAW AR 30-21. Unit will include the following information in the memorandum: unit name, UIC, DODAAC, Unit Commander, Food Service Officer, Food Operations Officer and phone number, expected present for duty strength, start date and meal, and proposed menu for field training.

b. Coordinate through the chain of command with the MS for additional information.

**4-II-5. TASK:** Prepare to conduct a showdown inspection of OCIE and personal uniforms.

### **STANDARD:**

a. Review and update personal clothing records. Uniform requirements for mobilization are identified in CTA 50-900, Table 1 (Male) and Table 2 (Female) under Active Army - Mobilization (AA-M) allowance. OCIE requirements are in FORSCOM Regulation 700-2 and operational mission guidance.

b. Identify shortages by size. Cross-level where possible. Prepare requisitions for remaining shortages.

**4-II-6. TASK:** Identify and procure POL packaged product basic load.

### **STANDARD:**

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a. Using mission guidance on operational area, historical records and FORSCOM Regulation 700-2, calculate unit packaged POL basic load.

b. Remaining shortages from operational stocks will be requisitioned or cross-leveled.

**4-II-7. TASK:** Review and update ABL documentation.

**STANDARD:**

a. Review and update ABL Recap Listing based on weapon modernization, mission guidance, and cross-leveling of equipment. Use FORSCOM Regulation 700-3 for authorization for new weapons systems and manually update listing.

b. Review and update DA 581, Request for Ammunition, based on any changes to the ABL Recap Listing.

**4-II-8. TASK:** Prepare records and begin to conduct inventory of unit property.

**STANDARD:**

a. Review and update the property book and hand receipts of MTOE/CTA/TDA items.

b. In the interest of time and efficiency, plan for the inventory inspection to be conducted at the lowest possible hand receipt or supervisory level.

c. Inventory will include life support equipment as authorized by CTA 50-909 such as tents, stoves, field desks/tables, water/fuel cans. Unless otherwise specified in mission guidance, all units must be prepared to operate in an austere environment.

d. Based on mission guidance on threat, units will inventory chemical defensive equipment against contingency requirements in FR 700-3.

e. Verify all assets subject to unique item tracking (DODSASP, CCISP, DODRATTS, IAW AR 710-3, Chapter 4).

f. Units that maintain Standard Property Book System - Revised (SPBS-R) accountability for subordinate units will coordinate with RSC/STARC on procedures for transferring records and responsibilities to a non-mobilizing unit/activity.

g. Begin cross-leveling and taking other appropriate supply actions once mission guidance is provided and shortages identified.

**4-II-9. TASK:** Review medical item requirements and prepare requisitions for Class VIII.

**STANDARD:**

a. Prepare requisitions based on listing developed in Phase I.

b. Develop list of personnel needing spectacles, optical inserts and hearing aids. Hold requisitions until Phase III.

**4-II-10. TASK:** Review PLL listing, identify shortages and cross-level.

**STANDARD:**

a. Unit will review PLL based on peacetime demand supported requirements. Identify shortages from current stocks and cross-level with supporting organizational maintenance activity.

b. Remaining shortages will be forwarded through the chain of command to the RSC/STARC to either cross-level or requisition from the wholesale system.

**4-II-11. TASK:** Coordinate for the transfer of property not to be taken to MS to appropriate activity.

**STANDARD:**

Coordinate with the center/armory custodian to transfer any property currently accountable from mobilizing unit. If no one is available, contact the next higher command to resolve accountability conflict. Begin joint inventory of property prior to transfer.

**4-II-12. TASK:** Coordinate with supporting maintenance activities to provide priority service.

**STANDARD:**

a. Coordinate with Area Maintenance Support Activity or Organizational Maintenance Shop to prioritize the required maintenance support to include technical inspections, services, application of material work orders and readiness improvement.

b. Begin updating Material Condition Status Reporting.

**4-II-13. TASK:** Retrieve operational, historical and other maintenance records.

**STANDARD:**

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a. Coordinate retrieval with the supporting organizational maintenance activity and any equipment storage activity that maintains operational, historical or other maintenance records.

b. Coordinate with the supporting Army Oil Analysis (AOAP) Laboratory and obtain completed oil analysis records for all deploying equipment including any items cross-leveled.

c. Identify any printing or MWO requirements that cannot be accomplished prior to M-Day.

d. Retrieve and review these records for accuracy and completeness.

**4-II-14. TASK:** Update calibration records.

**STANDARD:**

a. Coordinate with the supporting AMC TMDE/CSMS facility and update all calibrated items.

b. Obtain a current copy of the TMDE Instrument Master Record File printout and file on computer disk.

**4-II-15. TASK:** Review and coordinate unit Mobilization Movement Plan.

**STANDARD:**

a. Review mobilization movement plans. Make any necessary adjustments. Begin coordination for support (MHE, subsistence and POL en route) with SI/CI/STARC/RSC.

b. If commercial transportation is required make initial coordination with RSC/USPFO.

c. Verify BBPCT requirements and pass information to MPA/Ordering Officer.

d. Ensure supervisor verifies load cards and make adjustments as necessary.

e. Ensure adequate time is allocated on the HS unit activity schedule.

f. Coordinate advance party movement to MS.

g. Prepare a DD Form 1265, Request for Convoy Clearance, and coordinate with the State DMC.

h. Ensure plan adequately addresses security and accountability of weapons, COMSEC equipment, and sensitive items during transportation to the MS IAW Chap 7, 8, App A through E, AR 190-11, DOD Regulation 4500.9-R, Volume II, Cargo Movements, and FORSCOM/ARNG Regulation 55-1.

**4-II-16. TASK:** Update COMPASS AUEL/TC ACCIS UEL based on cross-leveling actions and coordinate with supporting TC ACCIS office.

**STANDARD:**

a. Review current COMPASS AUEL/TC ACCIS UEL and update any outdated information from last annual update.

b. Identify any additional cross-leveling actions, both personnel and equipment, and make appropriate changes to the COMPASS AUEL/TC ACCIS UEL.

c. Coordinate with supporting TC ACCIS office to update COMPASS AUEL/TC ACCIS UEL. If office is not the unit's MS, coordinate the generation of a diskette/cartage with the unit's electronic data and forward to the MS either by the advance party or mail.

**4-II-17. TASK:** Make final coordination and execute equipment retrieval plans.

**STANDARD:**

a. Review plans developed in Phase I and execute.

b. Make final coordination with supporting maintenance and storage facility to:

(1) Refine specific unit personnel and/or equipment requirements necessary to support the plan.

(2) Refine specific support required from facility manager.

(3) Request support beyond the unit's or facility capability from the SI/USPFO.

c. Execute equipment retrieval plans as soon as personnel and equipment assets become available. Ensure adequate time is available on the HS unit activity plan.

**4-II-18. TASK:** Storage of personal property and household goods.

**STANDARD:**

a. Identify soldiers who require storage of personal property including POV IAW AR 55-71 and DOD 4500.34R.

b. Coordinate with nearest Transportation Officer to determine appropriate military installation responsible for storage of personal property. This

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support is governed by the Personnel Property Consignment Instructions Guide (PPCIG) Volume I.

### Condition: Phase III - Home Station

**4-III-1. TASK:** Provide HS support/services.

#### **STANDARD:**

- a. Implement HS lodging and subsistence plans.
- b. Maintain close coordination with USPFO/SI during HS operations. Keep the USPFO/SI informed of all changes in support required as the operation transitions through each phase of mobilization.
- c. Notify the USPFO/SI as soon as possible when HS operations are scheduled for termination.

**4-III-2. TASK:** Execute contracts or Mobilization Purchasing Authority.

#### **STANDARD:**

- a. Initiate agreements/purchases for identified material through MPA/Ordering Officer or DA Form 3953 through SI/USPFO.
- b. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment.

**4-III-3. TASK:** Complete signature cards and delegation authority.

#### **STANDARD:**

- a. Prepare appropriate DA Form 1687, Delegation of Authority, for receipt of Supplies, and DD Form 577, Signature Cards.
- b. Provide to logistical representative of the advance party.

**4-III-4. TASK:** Prepare memo to establish Dining Facility account.

#### **STANDARD:**

- a. Submit memo to MS TISA based on mobilization Present for Duty Strength, MS arrival time and planned training.
- b. Provide to logistical representative of the advance party.

**4-III-5. TASK:** Conduct a showdown inspection of OCIE and Personal Uniforms.

#### **STANDARD:**

- a. Conduct a showdown inspection of OCIE and Personal Uniforms and identify any remaining shortages after cross-leveling and other supply actions. Ensure serviceability and fit during inspection.
- b. Provide shortage listing and requisitions to logistical representative of the advance party.

**4-III-6. TASK:** Prepare requisitions for shortages of packaged POL.

#### **STANDARD:**

- a. Prepare requisitions for shortages of Packaged POL basic load after computation of basic load and fill from operational stocks and cross-leveling from supporting maintenance activity.
- b. Provide requisitions to the logistical representative of the advance party.

**4-III-7. TASK:** Finalize DA Form 581 for ABL.

#### **STANDARD:**

- a. Finalize the DA Form 581 with the commander's signature based on any updated requirements.
- b. Provide to logistical representative of the advance party.

**4-III-8. TASK:** Finalize reconciliation of Property Book and identify shortages after cross-leveling.

#### **STANDARD:**

- a. Update Property Book and equipment on hand based on inventories, cross-leveling and other supply actions. Update EOH rating for USR reporting.
- b. Provide property book or printout to logistics representatives of the advance party.

**4-III-9. TASK:** Finalize Class VIII requisitions and forward to the Installation Medical Supply Account (IMSA).

#### **STANDARD:**

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- a. Complete Class VIII requisitions.
- b. If the IMSA is located at the MS, hand carry requisitions and listing with the advance party.
- c. If the IMSA is not located at the MS, forward requisitions and listing by the most expeditious means available.

**4-III-10. TASK:** Finalize PLL/ASL Listing and prepare requisitions for remaining shortages.

**STANDARD:**

- a. On hand PLL/ASL items organic to mobilizing units will accompany units to the MS unless otherwise directed.
- b. Requisitions for shortages to complete the 15-day PLL and 30-day ASL will be based on makes and models of equipment on hand.
- c. Requisitions for shortages should be first screened against ASF/OMS/AMSA/USPFO stocks. If the parts are not available, the advance party will submit requisitions to the MS. Additionally, a copy of the PLL/ASL for organic units will be furnished to the MS.

**4-III-11. TASK:** Complete transfer of property not to be taken to the MS.

**STANDARD:** Transfer property identified as remaining at home station to the appropriate non-deploying unit or activity.

**4-III-12. TASK:** Finalize material condition status report.

**STANDARD:**

- a. Finalize, as appropriate, an “as of” material condition status report (DA Form 2406, DA Form 1352, and /or DA Form 3266-1) for submission to the MS.
- b. A DA Form 2407/5504 will be taken to the MS for equipment that could not be retrieved from general support maintenance.

**4-III-13. TASK:** Execute Mobilization Movement Plan.

**STANDARD:** Move IAW the unit movement plan and convoy movement order.

**4-III-14. TASK:** Finalize COMPASS AUEL/TC ACCIS UEL.

**STANDARD:**

- a. Complete COMPASS AUEL/TC ACCIS UEL based on cross-leveling and updated load plan.
- b. Provide to logistical representative in the advance party.

**4-III-15. TASK:** Complete transfer of facilities and non-organizational equipment.

**STANDARD:**

- a. ARNG units transfer responsibility for custody and security of armory IAW State Plan.
- b. USAR units transfer responsibility for custodian and security of USAR center IAW RSC Plan.
- c. Notify local law enforcement agencies and utility companies to change the status of the facility.

**4-III-16. TASK:** Complete storage of personal property.

**STANDARD:** Complete actions with supporting military installation to store personal property of authorized individuals.

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

**Planning Phase (Phase I)**

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

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

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

**LEGEND:**

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

**FORSCOM Regulation 500-3-3**

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

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

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<b>PERSONNEL AND ADMINISTRATION (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
<p>(6) Complete Family Care Plans (FCP). Standards identifying soldiers who require a family care plan can be found in AR 600-20. An FCP is required for both members of a dual-service couple, and soldiers who:</p> <ul style="list-style-type: none"> <li>• have no spouse</li> <li>• are divorced, widowed or separated</li> <li>• reside without the spouse when the soldier becomes pregnant, or have joint or full legal and physical custody of one or more children under the age of 19 years</li> <li>• have adult, non-spouse, dependent family members incapable of self-care</li> </ul>		<p>Documents required by paragraph 5-5, AR 600-20 must be current and on file for each soldier requiring a plan.</p>	
<p>(7) Ensure that all unit members have appropriate identification documents.</p>		<p>a. Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A (Red). (AR 600-8-14)                      b. Initiate, for non-combatants, application for Geneva Convention Identity Card (DD Form 1934), if applicable. ( AR 600-8-14)                      c. Issue ID Tags IAW AR 600-8-14.</p>	
<p>(8) Identify and process soldiers with permanent medical profiles of P3 or worse.</p>		<p>Individuals who have a P3 profile or worse must be processed for retention, reclassification, reassignment, retirement or discharge as appropriate (AR 40-501, AR 135-178 and AR 635-40). See Criterion 19, Table 2-1.</p>	
<p>(9) Ensure personnel have a security clearance required by their duty position.</p>		<p>a. Identify personnel requiring security clearances IAW unit structure documents (e.g. MTOE) and other requirements (Annex G). Document the positions requiring a security clearance on a copy of the unit manning roster.                      b. Security managers submit requests for security clearances IAW AR 380-67.</p>	
<p>(10) Provide premobilization legal</p>		<p>a. PLCP/PLS will be provided by RC Judge Advocates IAW Annex Q</p>	

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<b>PERSONNEL AND ADMINISTRATION (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
preparation including: a. The Premobilization Legal Counseling Program (PLCP). b. Premobilization legal services (PLS).		FORSCOM Mobilization Plan (FORSCOM REGULATION 500-3-1, FMP). b. See Table 2-3 for detailed guidance.	
(11) Maintain individual soldier's Master Military Pay Account (MMPA).		a. Maintain individual soldier's MMPA in unit file. b. Review MMPA for accuracy during annual joint review of soldier's personnel records. c. Update the soldier's MMPA on receipt of documentation.	
(12) Maintain Health Record (DA Form 3444 Series).		Update as required IAW AR 40-66 and AR 40-501.	
(13) Ensure medical examinations are current and that required medical warning tags are issued.		The process set forth below will be coordinated by STARCs/RSCs and mobilization installations. a. Schedule and follow-up on unit members to ensure periodic physical examinations are accomplished by appropriate medical personnel IAW AR 40-501. (1) Periodic physicals for all soldiers. For most unit members this requirement occurs every five years (on a quinquennial basis). Lack of a current physical exam will not prevent mobilization. (2) Soldiers over 40 and assigned to early-deploying units will receive physical examinations every two years. (3) Soldiers over 40 must receive additional cardiovascular screening at their next regularly scheduled exam. b. Medical personnel conducting periodic examinations will identify members requiring medical warning tags IAW AR 40-15, prepare DA Form 3365, coordinate to have the tags issued, and affix DA Label 162 to the health record.	
(14) Ensure dental examinations.		The process noted will be coordinated by STARCs/RSCs and mobilization installations. a. All soldiers are required to have a complete dental health record. AR 40-501 provides guidance on how to satisfy the dental examination requirement for a dental health record. b. All soldiers are required to have in the dental record a panoramic x-ray, which provides forensic identification (AR 40-66). c. Lack of a complete dental record will not preclude mobilization.	

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<b>PERSONNEL AND ADMINISTRATION (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		d. For early deploying units, an annual dental screen and dental care is required to bring soldiers to dental class 2 standards.	
(15) Ensure Deoxyribonucleic Acid (DNA) specimen is completed.		All soldiers are required to have one DNA specimen drawn and noted on an SF 600. There is no longer a requirement for a DNA sample to be placed in the medical record. The set will be stored in a humidity barrier pouch and will be sent to the DNA specimen repository in the mailer provided with the kits. The only accepted documentation is if the repository enters the receipt in DEERS. Each of the reserve components is involved in specimen collection of RC soldiers who have been accessed to active duty. Specimens are routinely collected on all soldiers who are new accessions for the Army (in all components).	
(16) Ensure unit members are tested periodically for HIV.		RC unit members must be screened for HIV every five years. For all RC soldiers entering active duty for 30 days or more, the HIV test must have been completed within the previous 6 months. Individuals who are confirmed HIV antibody positive must be transferred to a non-deploying unit, transferred to the IRR or separated (the individual must select option).	
(17) Ensure immunizations are current.		a. Individual immunization records must be reviewed to ensure soldiers meet the requirements of AR 40-562 plus any additional immunizations required by the immediate mobilization scenario. The only <i>routine</i> immunization requirement is for Tetanus (every 10 years). All other immunizations will be determined by the theater of operations and administered during alert or home station phases or at the mobilization station. b. Hepatitis B- basic series is required for all RC AMEDD personnel. c. Required immunizations will be administered by appropriate medical units or facilities IAW AR 40-562. Commanders are responsible for members receiving scheduled immunizations. d. Medical personnel will document immunizations on SF 601 in the member's health record and on the member's PHS Form 731. e. Lack of immunizations does not prevent mobilization of the soldier.	
(18) Identify personnel who wear spectacles and/or hearing aids.		Require each soldier to provide copy of latest civilian prescription for spectacles/hearing aid and file in the member's medical record.	
(19) Identify personnel requiring lens inserts for protective mask.		Personnel with visual acuity of 20/70 or worse and drivers of military vehicles with visual acuity of 20/40 or worse must have lens inserts IAW	

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<b>PERSONNEL AND ADMINISTRATION (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		AR 600-55. A requisition with copy of prescription for spectacles attached will be submitted to the STARC/RSC IAW AR 40-63.	
(20) Verify application for Uniformed Services Identification Card DEERS Enrollment (DD Form 1172), for family members, as appropriate.		Verify application for Uniformed Services Identification Card DEERS Enrollment (DD Form 1172), for family members, as appropriate. a. Required for each member with family members. Member must provide documents to verify family status and must notify unit as changes occur. b. Member completes and signs DD Form 1172. Unit verifies information based on records and documentation provided and issues DD Form 1173-1 to family members. DEERS enrollment should be accomplished whenever the DD Form 1173-1 is issued/reissued. However, if the unit does not have the capability to issue ID cards, provide family member with verified copy and instruct member to take family to nearest Reserve Center/Armory or ID facility (all services can provide this support) for issue. c. Enrollment will be either on-line or with DEERS Floppy Disk. Current version of DEERS Floppy Disk can be requested through command channels. d. Any time there is a change in family status, e.g., gain/loss of dependents, change of address, member must also change information in DEERS through the unit.	
<b>+ (21) : Establish a Family Support Group (FSG).</b>		Establish a FSG IAW AR 600-20 and DA PAM 608-47 and coordinate liaison with supporting activities. Minimum procedures include: a. Appoint an officer or senior NCO as the unit Family Assistance Coordinator. b. Support preparation of a telephone tree for FSG members. c. Maintain communication between family support group leader and STARC/RSC Family Support Coordinator. d. Post location (and telephone number if available) of supporting Family Assistance Centers. e. Conduct annual briefings to family members IAW Annex C.	
(22) For units with assigned Health Care Providers, screen Practitioner Credentials File (PCF) for update and verification requirements. PCF custodian requests necessary		Prepare roster of individual practitioner PCF status. If PCF is deficient, list deficiencies that require correction. PCF custodian will correct deficiencies and, at mobilization, forward current rosters to STARC (ARNG) and RSC (USAR) for information. Send roster information copy to MS Director of Health Services (DHS) for physicians, nurses, and physician assistants, and	

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<b>PERSONNEL AND ADMINISTRATION (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
verifications and documents updates IAW AR 40-66 and AR 40-68. Review annually.		an information copy to MS Director of Dental Services (DDS) for dentists. Review with MS DHS/DDS at biennial mobilization visit. Units without PCF custodian capability will seek assistance through chain of command.	
(23) Familiarize administrative personnel in SIDPERS.		Ensure appropriate administrative personnel are familiar with SIDPERS AC system IAW DA Pam 600-8-23 (this applies primarily to personnel in the 75 series PMOS, or who are training in that field). Training assistance is available (Training Support Element, Support Installation, MS).	
(24) Appointment/Signature cards, as applicable, prepared for:		Classified Courier - DA Form 2501, AR 25-11 Morale Support Fund Representative - Appointment Memo, AR 215-1 Custodian of Classified Documents - Appointment Memo, AR 380-5 Military Postal Officer - DD Form 285, AR 600-8-3 Mail Clerk & Alternate - DD Form 285, AR 600-8-3 Mail Orderly - DD Form 285, AR 600-8-3 IMO/TASO - Appointment Memo FORSCOM Regulation 500-3-3 Family Assistance Coordinator - Appointment Memo FORSCOM Regulation 500-3-3	
(25) Assemble and maintain unit morale welfare and recreation (MWR) kits.		Assemble and maintain unit MWR supplies and equipment IAW Chapter 7, and Annex E, FM 12-6.	
(26) Identify personnel requiring waiver of benefits.		a. Screen personnel and records to identify personnel receiving retirement pay, disability allowance, and compensation. b. Prepare and submit Declaration of Retired Pay Benefits and Waivers (DA Form 3053) IAW AR 37-104-4 (DRAFT) and 37-104-10.	

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<b>OPERATIONS AND TRAINING (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
<p><b>+ (1) Maintain a unit mobilization file. RC MTMC units will maintain a battle book as prescribed by HQ, MTMC in lieu of a mobilization file. The battle book will include the mobilization file planning requirements of alert and movement plans.</b></p>		<p>a. File will be clearly labeled, logically organized, indexed and tabbed.                      b. All AA level units must have complete MOB file containing:                      (1) Documents required by STARCs and RSCs, including the planning requirements telephone number of the alert and movement headquarters IAW Annex A, App 1.                      (2) The alert and assembly plan and documentation of the result of the last annual test/exercise of the plan.                      (3) A list of key personnel by position to be ordered to duty prior to unit activation, IAW Task 3-I-9.                      (4) Mobilization purchasing authority packet, IAW Annex B.                      (5) Unit commander’s mobilization checklist with Phase I tasks annotated as completed (IAW Annex E) and HS unit activity plan (3-I- 6).                      (6) Mission Guidance Letter (may be maintained in separate location if classified) and other mission guidance provided by unit’s WARTRACE chain of command.                      (7) MS information packet, initial MS activities checklist (completed with available information) (Table 3-1) and documentation of last MS liaison visit (3-I- 8 ).                      (8) A copy of the unit’s postmobilization training plan and latest PTSR.                      (9) Logistics data file. (see Chapter 4)                      (10) A copy of the MS requirements checklist. (Annex G).                      (11) Results of last chain of command review inspection and approval of unit’s mob file .(3-I-2).                      (12) HS unit activity plan.                      c. Organic units with derivative UICs which are not collocated with the parent unit must, as a minimum, maintain an alert and assembly plan, load plan, movement plan for joining with parent, and other data as required by parent command.</p>	
<p>(2) Conduct annual review of the mobilization file by the chain of command (MOFIRE).</p>		<p>The unit’s chain of command (STARC/RSC and below, down to AA-UIC unit ) is responsible to review/inspect and approve the unit’s mobilization file on an annual basis. A record of the results of this review/inspection will be maintained in the mobilization file.</p>	
<p><b>+ (3) Develop the postmobilization</b></p>		<p>a. Of those tasks selected for training prior to mobilization, determine</p>	

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<b>OPERATIONS AND TRAINING (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
<b>training plan and support requirements.</b>		which tasks require additional training to achieve standard. b. Add those tasks to the list of tasks deferred to postmobilization and determine the time required to achieve standard in all tasks. c. Identify the resources needed to train those tasks and develop the plan to be executed at the MS. d. Update the plan annually or any time a significant change takes place in training proficiency.	
<b>+ (4) Develop HS unit activity plan.</b>		Include critical activities to be accomplished at HS during Phases II/III. (This plan should include administrative and logistical activities. Individual and collective training may be included, if time permits.) Use Annex E (Mobilization checklist for unit commanders) to assist in developing the plan.	
(5) Test/exercise the alert notification plan annually.		a. Exercise the alert roster annually IAW STARC/ RSC direction. b. Document the annual test/exercise alert and retain the documentation in the mobilization file. c. Report and assemble only if directed by higher headquarters.	
(6) Maintain liaison with MS.		a. Establish and maintain liaison with the MS, triennially as a minimum. Coordinate all PTSR requirements at this time. b. New commanders of MOB entities (units with UICs ending in AA) or units mobilizing at a MS other than the parent unit's will visit the MS within nine months after assuming command. c. Complete initial MS activities checklist (Table 3-1).	
(7) Identify key personnel to be ordered to duty in advance of the unit.		a. Establish a list of required key personnel capable of performing the critical activities identified in Task 3-I-5. (Key personnel may vary from unit to unit based upon the tasks to be accomplished). b. Each person on the list must initial by his name indicating awareness of the possibility of an early call to duty.	
(8) Conduct a premobilization briefing.		Conduct IAW with Annex C.	
(9) Establish COMSEC Account.		a. Units authorized COMSEC material must either establish a separate COMSEC account or be serviced as a subaccount or hand receipt holder. b. Coordinate with next higher WARTRACE headquarters for determination of type account (separate or sub) prior to submitting a COMSEC request. c. Prepare and submit IAW TB 380-41 series, AR 380-40(C) and	

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<b>OPERATIONS AND TRAINING (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		<p>FORSCOM Regulation 380-41.</p> <p>d. Forecast adequate COMSEC storage requirements at MS to store Emergency Action Procedures (EAP) and other COMSEC material in a secure environment.</p> <p>e. Ensure Controlled Cryptographic Items (CCI) equipment and key for COMSEC purposes are requisitioned by and received from standard logistical service facilities and is handled and governed IAW DA PAM 25-380-2 and 380-41 Series.</p> <p>f. Ensure proper packaging and handling procedures IAW TB 380-41 series, AR 380-40, FR 380-41 and DA PAM 25-380-2.</p> <p>g. Appoint COMSEC custodians and command COMSEC inspectors IAW AR 380-40 and TB 380-41 Series.</p>	
(10) Identify Advance Party positions and their mission.		Identify members of the advance party by position and list the functions each are to perform at the MS. These should be key unit personnel capable of coordinating specific activities for the unit (see Annex G).	
(11) Establish liaison with CI/SI (when different from MS).		Establish and maintain liaison with the CI/SI, as a minimum triennially, when CI/SI is different from the MS. Maintain a list of points of contact to provide support until the unit arrives at the MS.	

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<b>LOGISTICS (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Develop lodging plan for HS.		<p>a. Develop a plan for the lodging of appropriate unit members. Unit should estimate the number of soldiers who will require lodging during HS Phase. Normally, this applies to personnel residing more than 50 miles from HS.</p> <p>b. Plan should address shower, sanitation, and sleeping quarters or identify commercial facilities. If unit plans to use commercial facility, unit will include a coordination letter with the facility manager. Plan should address lodging for those personnel called to active duty early. If the mobilization convoy or advance party departs early, unit may plan for those personnel to sleep at HS prior to departure.</p>	
(2) Develop subsistence plan for HS.		<p>a. Develop a subsistence plan for unit at HS. Plan should address the following: identify how and where rations will be obtained and or served, how the unit will transition from HS to MS with adequate time to load mess equipment, ensure coordination with units using the same facility, identify first and last meal and planned meal hours.</p> <p>b. If unit plans to use a commercial facility, unit will include a coordination letter with the manager. This plan will cover all meals at HS and the mobilization movement plan will address all meals en route to the MS.</p> <p>c. Retain plan in logistics data file.</p>	
(3) Identify contracting requirements to SI or USPFO contracting office.	Yes	<p>a. Identify requirements (who, what, where, when, how) to the servicing contract officer. Unit should list supplies required, i.e. lodging, bulk POL, and maintenance, etc. for Phases II and III, and the possible source of supply. Example: 10 rooms for 2 nights. Units will not negotiate contracts.</p> <p>b. Units will annually verify with their supporting contract office that all requirements are addressed by some means (ordering officer, blanket purchase requirement, on-the-shelf contract, or mobilization clause).</p> <p>c. Retain copy of the memorandum to the supporting contract office and their reply in the logistics data file.</p>	
(4) Identify Class V ABL requirement		<p>a. Annually review ABL listing or prepare FORSCOM Form 149-R IAW FORSCOM Regulation 700-3 and prepare updated DA Form 581 for ABL.</p> <p>b. Forward the completed DA Form 581 to the MS ammunition supply point (ASP).</p> <p>c. Coordinate with the MS during triennial mobilization conference and</p>	

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<b>LOGISTICS (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		<p>obtain MS ASP SOP procedures for issue and turn-in.</p> <p>d. Retain a duplicate of the document register file copy (DA Form 581) and acknowledgment of the receipt of the complete DA Form 581 by the MS in the logistics data file with a copy of the ABL authorization listing.</p>	
(5) Identify Class VIII, postmobilization medical supplies	Yes	<p>a. Prepare a list of Class VIII requirements and maintain in logistics data file. Annually review and update.</p> <p>b. All units will identify medical material required, but not authorized during premobilization IAW AR 40-61 and AR 725-50. CTA 8-100, Army Medical Department Expendable/Durable Items, and FORSCOM Regulation 700-2, FORSCOM Standing Logistics Instructions, should be reviewed for assistance in identifying these requirements. Items such as field sanitation team requirements (FORSCOM Regulation 700-2) chap stick, earplugs, camouflage sticks, sunscreen, combat lifesaver kits, and wet bulb temperature kits are authorized by CTA. Review Medical Equipment Set Component List/Unit Assemblages for requirements</p>	
<b>+ (6) Prepare a Unit Movement Plan.</b>		<p>a. Prepare a mobilization movement plan IAW FORSCOM/ARNG Regulation 55-1.</p> <p>b. Prepare a deployment movement plan IAW, FORSCOM/ARNG Regulation 55-1 if required by the MS.</p> <p>c. Appoint a UMO in writing IAW FORSCOM/ARNG 55-1. Retain document in movement plan and forward copy to SI/USPFO.</p> <p>d. Ensure enroute support requirements are identified to the SI/USPFO.</p> <p>e. Retain plan in logistics data file or specify location if filed separately.</p>	
(7) Prepare and test Unit Load Plan.		<p>a. Prepare, test and evaluate unit load plan IAW FORSCOM/ARNG Regulation 55-1.</p> <p>b. Annotate test date and evaluation in pencil on load card. File with mobilization movement plan.</p>	
<b>+ (8) Maintain COMPASS AUDEL/TC ACCIS UEL documentation.</b>	Yes	<p>a. Ensure COMPASS AUDEL/TC ACCIS UEL data is current and accurate IAW FORSCOM Regulation 55-2. Update annually or as significant changes occur.</p> <p>b. Retain updated COMPASS AUDEL/TC ACCIS UEL printout with unit movement plan.</p> <p>c. Identify commercial transportation requirement IAW FORSCOM/ARNG Regulation 55-1.</p>	

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<b>LOGISTICS (PHASE I)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(9) Develop and coordinate Unit Retrieval Plan.		a. Develop and coordinate a unit retrieval plan which addresses responsibilities for pickup, list of equipment and locations, material handling equipment, commercial transportation requirements and other areas of concern. b. Equipment includes not only vehicles and other major end items but also consolidated shipments (conex inserts, pallets, etc.) containing chemical protective equipment, cold weather clothing, tentage, tools, PLL and other supplies/equipment in storage or long-term hand receipt not at HS. c. Possible locations include ASF, AMSA, and ECS for USAR units and UTES, OMS, CSMS, MATES, and AASF for ARNG. d. Retain plan with unit movement plan.	
(10) Identify property not to be taken to MS.		All RC unit organizational property (including excess property book items unless transferred by direction of the RSC/STARC during the Alert Phase) will be taken to the MS unless mobilization directives indicate otherwise. Retain a list in the mobilization file or identify where list is kept of property that will not be taken to the MS. The following property will not be taken. a. Installation property (desk, chairs, computers, STU III, etc.) except units with a MS mission and based on coordination with MS and the RSC/STARC. b. State property (ARNG Only). c. Private property (TV, coolers, POV, weapons) d. Unit fund property other than recreational equipment. e. Training aids from supporting TSC (unless the account is located at the unit's MS). Ensure a copy of the written TSC emergency turn-in plan has been received and reviewed. Retain this plan in the logistic data file. f. Leased/rented equipment. g. Items furnished on an installed "per training center" basis	
(11) Plan to transfer facility.		a. Armory/Reserve Center commanders, in coordination with STARC/RSC Plan, must develop a file of actions to be taken if the center is vacated or transferred to a rear detachment. b. Retain plan in logistics data file.	

## **FORSCOM Regulation 500-3-3**

### **Alert Phase (Phase II)**

**TASK:** Prepare for the unit's entry on active duty and movement to a mobilization station or port of embarkation.

**CONDITION:** The Reserve Unit is assigned a Mobilization Station and is required to proceed to that Mobilization Station independently.

**STANDARDS:** Upon notification of alert, to properly prepare for the activation of the unit by alerting key personnel early. Plan for the movement to and the subsequent mobilization activities at the MS, as required the Mobilization Station Information Packet.

#### **LEGEND:**

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

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<b>PERSONNEL AND ADMINISTRATION (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Coordinate mission-related travel.		Identify individuals whose duties during Phase II or III will require them to travel beyond the HS local commuting area as determined by STARC/RSC policy (i.e., unit retrieval teams). Request travel arrangements from appropriate USPFO (for ARNG) or RSC (for USAR).	
(2) Review and validate receipt of unit orders.		Unit should receive an Active Duty/Federalization order which includes movement authorization and establishes any operation-unique structure or strength requirements. The CONUSA will process orders for CONUS based units and units in Puerto Rico and the Virgin Islands (less USASOCOM units; USASOCOM will process mobilization orders for its RC units). Similarly, OCONUS MACOMs will process mobilization orders for their RC units.	
(3) Review, coordinate and validate actions requiring individual orders.		<p>Units will normally have soldiers on AT, IET, ADSW, ADT, or TTAD. Units should receive orders transferring non-mobilizing soldiers from their units. They will also receive guidance to coordinate the return of soldiers on ADSW, ADT or TTAD, when appropriate. In addition, they should receive orders assigning new members to the unit through cross leveling actions. They must review and validate these orders and request additional orders or changes from the STARC/RSC, if necessary.</p> <p>a. Some categories of personnel requiring transfer from the unit are:</p> <ul style="list-style-type: none"> <li>(1) Soldiers on ADSW, ADT or TTAD that cannot return to the unit (Criterion 1, Table 2-1).</li> <li>(2) Untrained Soldiers (Criterion 2, Table 2-1).</li> <li>(3) AMEDD Officers in Training (Criterion 35, Table 2-1).</li> <li>(4) Simultaneous Membership Program (SMP) Participants (Criterion 4, Table 2-1).</li> <li>(5) High School Students (Criterion 6, Table 2-1).</li> <li>(6) Selected OCS Candidates (Criterion 31, Table 2-1).</li> <li>(7) Other transfer actions as required.</li> </ul> <p>b. Soldiers on AT, IET, ADSW, ADT or TTAD who can return to the unit will require amendment or revocation of orders (Criterion 1, Table 2-1).</p> <p>c. The unit should receive a copy of assignment orders on all personnel gains based on home station cross leveling actions.</p>	
(4) Release attached personnel and recover unit personnel attached to		Request orders from the headquarters which originally published the attachment order IAW Criterion 8, Table 2-1.	

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<b>PERSONNEL AND ADMINISTRATION (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
another unit. Soldiers will mobilize only with their unit of assignment, not their unit of attachment.			
(5) Screen promotion eligible personnel.		Both officer and enlisted personnel promotions will remain under RC component policies unless otherwise directed by DA.	
(6) Identify personnel who require evaluation reports.		a. Identify all soldiers who will have a change of rater or change of duty upon mobilization. AR 623-105, AR 623-205. b. Review DA/FORSCOM guidance on evaluation requirements for the projected mobilization. Mobilization in itself is not a reason for an evaluation.	
(7) Order unit members to active duty. (For PSRC units see Table 2-2)..		a. Upon receipt of the unit's AD/Federalization order, RC unit commanders will publish orders using FORMAT 153, AR 600-8-105 (ARNG units may use FORMAT 800 NGR 310-10). ING personnel will be included on the unit order except for PSRC activation's, where they are exempt from call. b. ARNG units will submit request for orders to STARC for return of ING to active status concurrent with the unit's M-Date. c. Annotate a copy of the unit manning roster or DA 1379, indicating the status of unit members, i.e., (1) Advance Party. (2) Main Body. (3) Personnel authorized delayed entry. (4) Convoy. (5) TTAD to other units. (6) Other categories as deemed necessary. d. Prepare separate mobilization orders for each unit member using FORMAT 165, AR 600-8-105. e. Distribute individual mobilization orders and unit orders (with authentication rosters) as follows:  <u>INDIVIDUAL ORDERS: Must be separate mobilization order with only one standard name line.</u>  (1) Ten copies to the individual member. (Emphasize need to pass a copy to family member for benefits and ID Card applications and a copy to the employer).	

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<b>PERSONNEL AND ADMINISTRATION (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		<p>(2) One copy to member’s MPRJ (Each member is required to sign and date this copy).                      (3) One copy to MMPA file.                      (4) Two copies to unit file.</p> <p><u>UNIT ORDERS: The primary unit order with annotated rosters listing unit members by category.</u></p> <p>(1) One copy to each higher headquarters within parent command.                      (2) One copy each to the appropriate STARC (ARNG)/RSC (USAR) and to the CONUSA headquarters.                      (3) One copy to the DFAS (RC) input station on transmittal letter.                      (4) Four copies to the MS (delivered by the advance party if possible).                      (5) Two copies to the SI, if required.                      (6) Two copies to the Family Assistance Center.                      (7) One copy to gaining MACOM (Units with CONUS sustaining mission).                      f. Provide individual orders (Format 165) to each member by the most expeditious means. If the member cannot be presented with the order personally, dispatch it by certified mail, restricted delivery, with a return receipt requested.</p>	
(8) Notify finance input station of unit’s mobilization. (SRP Checklist - Section V, Finance).		Notify USPFPO for ARNG and RSC for USAR to initiate actions to assist and/or complete mobilizing soldier financial readiness processing.	
(9) Process delayed arrival personnel.		<p>a. Identify by individual application and Criteria 1, 14, 17, 18, 19, 22, 32, and 34, of Table 2-1 of this document and process IAW AR 601-25.                      b. Issue delay letter using format contained in AR 601-25.</p>	
(10) Review appointment memoranda.		Review appointment memoranda (e.g., Morale Support Fund Representative, etc.) and issue new memorandum, if appropriate.	
(11) Update unit and personnel data bases.		Ensure that databases (e.g., SIDPERS, CLAS, ARNG unit data bases) are updated on a daily basis.	
(12) Activate the unit family support network.		<p>a. Request that the unit family support group leader activate the telephone tree contact roster by contacting all family members.                      b. Unit family assistance liaison coordinator should provide the STARC</p>	

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<b>PERSONNEL AND ADMINISTRATION (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		Family Program Coordinator family support group information and potential support requirements to assist in setting up a FAC. USAR unit commanders should provide information through their RSC. c. Provide names of non-mobilizing soldiers who could participate in family assistance programs to the STARC/RSC, as appropriate.	
(13) Update/Verify Soldier financial readiness. (SRP Checklist - Section V, Finance).		a. Ensure that the most recent MMPA is available for each alerted unit member. b. Obtain most recent MMPA for each soldier transferred from other units to fill unit vacancies. c. Notify alerted soldiers to report on the first day of mobilization with documentation to support any changes to their MMPA.	

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<b>OPERATIONS AND TRAINING (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
<b>+ (1) Review and update HS activities plan and prepare HS activities schedule.</b>		Refer to 3-I-6 and Annex F, as a minimum, activity schedule should show day, time required, location and responsibility for accomplishment.	
(2) Respond to press inquiries.		Respond IAW with STARC/RSC PAO guidance.	
(3) Take actions outlined in the mobilization checklist for unit commanders.		Use the mobilization checklist for Unit Commanders at Annex E to ensure required tasks are accomplished during each mobilization phase.	
<b>+ (4) Review and finalize Postmobilization Training Plan and PTSR.</b>	Yes	Update all areas of the Postmobilization Training Plan and the PTSR IAW Annex D.	
(5) Identify advance party members and brief advance party for movement to MS.		a. Assign members of the advance party by name. Ensure that they are knowledgeable and understand what they are to do at the MS. b. Ensure the advance party is prepared to provide the MS items identified in Annex G. c. Ensure that members carrying classified documents have courier orders or a courier card, DD Form 2501, for transporting classified material.	
(6) Identify adequate storage for classified documents and/or equipment.	Yes	Coordinate secure storage requirements. Advance party will finalize upon arrival at MS.	
(7) Review Unit Status Report (USR).	Yes	Review the USR (DA Form 2715) and begin updating to ensure that it will be completed for advance party to take to MS.	
(8) Coordinate arrival of filler personnel as appropriate.		Ensure filler personnel cross-leveled into the unit are provided with appropriate arrival and accommodations.	

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<b>LOGISTICS (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Make final coordination for HS Logistics Support Plans.		Review, modify as required and make final coordination on lodging and subsistence plans developed in Phase I.	
(2) Update contracting requirements and coordinate with supporting contract office.		a. Unit will review current plans to mobilize the unit and update any contracting requirements to support the unit at HS. b. Coordinate this information with supporting contract office and negotiate the most effective method of providing these supplies and services to the unit. c. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment.	
(3) Coordinate requirement for signature cards and delegation authority with mobilization station.		a. Coordinate through the chain of command to the MS and identify the different requirements for DD Form 577, Signature Cards, and DA Form 1687, Notice of Delegation of Authority - Receipt of Supplies. b. Begin preparing updated forms with appropriate signatures.	
(4) Prepare memorandum to MS Troop Issue Subsistence Activity to establish account.		a. Prepare a memorandum for subsistence support to the MS TISA IAW AR 30-21. Unit will include the following information in the memorandum: unit name, UIC, DODAAC, Unit Commander, Food Service Officer, Food Operations Officer and phone number, expected present for duty strength, start date and meal, and proposed menu for field training. b. Coordinate through the chain of command with the MS for additional information.	
(5) Prepare to conduct a showdown inspection of OCIE and personal uniforms		a. Review and update personal clothing records. Uniform requirements for mobilization are identified in CTA 50-900, Table 1 (Male) and Table 2 (Female) under Active Army - Mobilization (AA-M) allowance. OCIE requirements are in FORSCOM Regulation 700-2 and operational mission guidance. b. Identify shortages by size. Cross-level where possible. Prepare requisitions for remaining shortages.	
(6) Identify and procure POL packaged product basic load.		a. Using mission guidance on operational area, historical records and FORSCOM Regulation 700-2, calculate unit packaged POL basic load. Remaining shortages from operational stocks will be requisitioned or cross-leveled.	
(7) Review and update ABL		a. Review and update ABL Recap Listing based on weapon modernization,	

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<b>LOGISTICS (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
documentation.		mission guidance, and cross-leveling of equipment. Use FORSCOM Regulation 700-3 for authorization for new weapons systems and manually update listing. b. Review and update DA 581, Request for Ammunition, based on any changes to the ABL Recap Listing.	
(8) Prepare records and begin to conduct inventory of unit property.		a. Review and update the property book and hand receipts of MTOE/CTA/TDA items. b. In the interest of time and efficiency, plan for the inventory inspection to be conducted at the lowest possible hand receipt or supervisory level. c. Inventory will include life support equipment as authorized by CTA 50-909 such as tents, stoves, field desks/tables, water/fuel cans. Unless otherwise specified in mission guidance, all units must be prepared to operate in an austere environment. d. Based on mission guidance on threat, units will inventory chemical defensive equipment against contingency requirements in FR 700-3. e. Verify all assets subject to unique item tracking (DODSASP, CCISP, DODRATTS, IAW AR 710-3, Chapter 4). f. Units that maintain Standard Property Book System - Revised (SPBS-R) accountability for subordinate units will coordinate with RSC/STARC on procedures for transferring records and responsibilities to a non-mobilizing unit/activity. g. Begin cross-leveling and taking other appropriate supply actions once mission guidance is provided and shortages identified.	
(9) Review medical item requirements and prepare requisitions for Class VIII.	Yes	a. Prepare requisitions based on listing developed in Phase I. b. Develop list of personnel needing spectacles, optical inserts and hearing aids. Hold requisitions until Phase III.	
(10) Review PLL listing, identify shortages and cross-level.		a. Unit will review PLL based on peacetime demand supported requirements. Identify shortages from current stocks and cross-level with supporting organizational maintenance activity. b. Remaining shortages will be forwarded through the chain of command to the RSC/STARC to either cross-level or requisition from the wholesale system.	
(11) Coordinate for the transfer of property not to be taken to MS to appropriate activity.		Coordinate with the center/armory custodian to transfer any property currently accountable from mobilizing unit. If no one is available, contact the next higher command to resolve accountability conflict. Begin joint	

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<b>LOGISTICS (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		inventory of property prior to transfer.	
(12) Coordinate with supporting maintenance activities to provide priority service.		a. Coordinate with Area Maintenance Support Activity or Organizational Maintenance Shop to prioritize the required maintenance support to include technical inspections, services, application of material work orders and readiness improvement. b. Begin updating Material Condition Status Reporting.	
(13) Retrieve operational, historical and other maintenance records.		a. Coordinate retrieval with the supporting organizational maintenance activity and any equipment storage activity that maintains operational, historical or other maintenance records. b. Coordinate with the supporting Army Oil Analysis (AOAP) Laboratory and obtain completed oil analysis records for all deploying equipment including any items cross-leveled. c. Identify any printing or MWO requirements that cannot be accomplished prior to M-Day. d. Retrieve and review these records for accuracy and completeness.	
(14) Update calibration records.		a. Coordinate with the supporting AMC TMDE/CSMS facility and update all calibrated items. b. Obtain a current copy of the TMDE Instrument Master Record File printout and file on computer disk.	
<b>+ (15) Review and coordinate unit Mobilization Movement Plan.</b>		a. Review mobilization movement plans. Make any necessary adjustments. Begin coordination for support (MHE, subsistence and POL en route) with SI/CI/STARC/RSC. b. If commercial transportation is required make initial coordination with RSC/USPFO. c. Verify BBPCT requirements and pass information to MPA/Ordering Officer. d. Ensure supervisor verifies load cards and make adjustments as necessary. e. Ensure adequate time is allocated on the HS unit activity schedule. f. Coordinate advance party movement to MS. g. Prepare a DD Form 1265, Request for Convoy Clearance, and coordinate with the State DMC. h. Ensure plan adequately addresses security and accountability of weapons, COMSEC equipment, and sensitive items during transportation to the MS IAW Chap 7, 8, App A through E, AR 190-11, DOD Regulation	

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<b>LOGISTICS (PHASE II)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		4500.9-R, Volume II, Cargo Movements, and FORSCOM/ARNG Regulation 55-1.	
(16) Update COMPASS AUEL/TC ACCIS UEL based on cross-leveling actions and coordinate with supporting TC ACCIS office.		<ul style="list-style-type: none"> <li>a. Review current COMPASS AUEL/TC ACCIS UEL and update any outdated information from last annual update.</li> <li>b. Identify any additional cross- leveling actions, both personnel and equipment, and make appropriate changes to the COMPASS AUEL/TC ACCIS UEL.</li> <li>c. Coordinate with supporting TC ACCIS office to update COMPASS AUEL/TC ACCIS UEL. If office is not the unit’s MS, coordinate the generation of a diskette/cartage with the unit’s electronic data and forward to the MS either by the advance party or mail.</li> </ul>	
(17) Make final coordination and execute equipment retrieval plans.		<ul style="list-style-type: none"> <li>a. Review plans developed in Phase I and execute.</li> <li>b. Make final coordination with supporting maintenance and storage facility to:                             <ul style="list-style-type: none"> <li>(1) Refine specific unit personnel and/or equipment requirements necessary to support the plan.</li> <li>(2) Refine specific support required from facility manager.</li> <li>(3) Request support beyond the unit’s or facility capability from the SI/USPFO.</li> </ul> </li> <li>c. Execute equipment retrieval plan as soon as personnel and equipment assets become available. Ensure adequate time is available on the HS unit activity plan</li> </ul>	
(18) Storage of personal property and household goods.		<ul style="list-style-type: none"> <li>a. Identify soldiers who require storage of personal property including POV IAW AR 55-71 and DOD 4500.34R.</li> <li>b. Coordinate with nearest Transportation Officer to determine appropriate military installation responsible for storage of personal property. This support is governed by the Personnel Property Consignment Instructions Guide (PPCIG) Volume I.</li> </ul>	

## **FORSCOM Regulation 500-3-3**

### **Home Station Phase (Phase III)**

**TASK:** Prepare for the unit's entry on active duty and movement to a mobilization station or port of embarkation.

**CONDITION:** The Reserve Unit is assigned a Mobilization Station and is required to proceed to that Mobilization Station independently.

**STANDARDS:** Properly prepare the facility for the activation of the entire unit and the dispatch of the advance party to the mobilization station. Plan for the movement to and the subsequent mobilization activities as required the Mobilization Station Information Packet.

**LEGEND:**

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

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<b>PERSONNEL AND ADMINISTRATION (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Verify arrival status of personnel at the assembly site.		a. Document the arrival. b. Process those personnel who do not report as ordered IAW Criterion 33, Table 2-1.	
(2) Initiate SRP check for mobilization.		Follow guidance in AR 600-8-101 and any detailed guidance provided in support of the operation for which the unit is being mobilized.	
(3) Identify medically disqualified personnel and screen for medical problems. (SRP Checklist - Section VI, Medical)		Process personnel IAW Criteria 13, 14, 18, 19 or 34, table 2-1 of this document. Soldiers are interviewed (by a military doctor, physician's assistant, or nurse practitioner) regarding medical problems or history which would delay movement or prevent deployment. Soldiers will update Standard Form 93, initiate Report of Medical History, DA Form 8007, and retain updated SF 93 and DA Form 8007 for review by medical in-processing at MS.	
<b>+ (4) Verify soldier financial readiness. (SRP Checklist - Section V, Finance)</b>		a. Using the MMPA as the financial SRP checklist, verify all finance data for accuracy with each mobilized soldier. b. Add any other MMPA change documentation to the MMPA for processing by the USPFO or RSC. Forward those requiring change with supporting documentation to the servicing USPFO or RSC. Retain a copy of the annotated MMPA.	
(5) Review and update those personnel, medical, dental, and health care provider Practitioner Credentials Files not individually identified in this section.		a. Complete all document requirements IAW applicable regulations. b. Forward updated PCF roster to STARC/RSC for information.	
<b>+ (6) Process record of emergency data (DD Form 93), if update is required. (SRP Checklist - Section I, Personnel)</b>		a. Screen for accuracy and completeness IAW AR 600-8-1. b. Prepare new forms as required. Distribute copies as follows: (1) Original . Consolidate with other originals and forward IAW AR 600-8-1. (2) First copy to MPRJ (DA Form 201). (3) Second copy to member. c. For forms not requiring update, the original, which is stored in the MPRJ, will be extracted and forwarded IAW AR 600-8-1	
(7) Prepare evaluation reports.		Mobilization is not a reason for a report. Evaluation reports are required only for changes in duty or rater. Complete OER as required IAW AR 600-8-18. Complete NCOER as required IAW AR 623-205.	

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<b>PERSONNEL AND ADMINISTRATION (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		NOTE: Specific guidance will be provided by HQDA for different stages of mobilization. If DA/FORSCOM guidance directs evaluation reports upon completion of mobilization, then departure reports will be prepared.	
(8) Complete change of address cards.		Complete three Change of Address and Directory Cards (DA Form 3955) for each member IAW DOD Postal Manual 4525.6-M, Volume II and AR 600-8-3. Provide to the post locator upon unit arrival at MS. (Requirement may be eliminated if the mobilization station is using the PERSLOC application. Unit commanders should coordinate this action with the MS).	
(9) Process family member ID cards. (SRP Checklist- Section XII, Family Assistance).		a. When DEERS pre-enrollment has been completed. Provide information noting that family members may take a copy of the individual mobilization orders and their DD Form 1173-1 to any DEERS/Rapids site. b. When DEERS pre-enrollment has not been completed, a DD Form 1172 must be issued. (1) Provide verified copy of Application for Uniformed Services Identification Card DEERS Enrollment (DD Form 1172) to sponsor or family member along with a copy of section IV, annex D. (2) Family members may secure ID Card (DD Form 1173) and be activated in DEERS (transferred from pre-eligible to eligible file) by presenting the verified DD Form 1172 and copy of sponsor's mobilization order to any DEERS/RAPIDS site.	
(10) Verify ID Cards and Tags. (SRP Checklist - Section I, Personnel).		a. Verify that each soldier has a valid ID card (Red or Green). b. Verify ID Tags and Medical Alert Tags.	
(11) Process Geneva Convention Identity Card, if required and not previously issued. (SRP Checklist-Section I, Personnel).		Initiate, for non-combatants, application for Geneva Convention Identity Card (DD Form 1934) if time and blank forms are available. Otherwise process at MS. (AR 600-8-14).	
(12) Security clearance rosters. (SRP Checklist- Section III, Security).	Yes	a. Review security clearance requirements. b. Determine which soldiers do not have the required clearance. c. Initiate required security clearance requests through MS security division.	
(13) Prepare claims for travel from home to assembly site and advance party pay.		a. Prepare travel voucher (DD Form 1351-2) IAW AR 37-106 for travel from home to unit assembly site. Submit to finance station during in-processing. b. Prepare vouchers for final pay for unit members ordered to AT/ADT in	

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<b>PERSONNEL AND ADMINISTRATION (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
		the alert phase to support mobilization activities.	
(14) Arrange for legal services. (SRP Checklist - Section IV, Legal)		a. Coordinate JAG support to prepare legal documents (wills, power of attorney) and provide legal advice as necessary. b. See Table 2-3 for detailed guidance.	
(15) Provide health, MMPA, and personnel records to MS.	Yes	Soldier health records, MMPA, and personnel records must be provided to MS in time to be available for unit personnel in-processing. However, records will not be hand carried by the soldier or transported in the same vehicle. Health records must be marked and sealed IAW AR 40-66.	
(16) Conduct Records Processing for Direct Deploying Units.		The SI and the unit must coordinate to ensure that appropriate records are provided to the SI.	
(17) Account for medical emergencies, perform casualty reporting, and complete LODs.		Per AR 600-8-1.	
(18) Review incentives and entitlements.		Ensure adequate documentation to support future soldier claims in RC incentives and entitlements (SLRP, MGIB, SRIP). Provide rosters of reassigned incentive recipient to the supporting STARC/RSC.	
(19) Provide final personnel report.		Close out DA Form 1379 and provide personnel status report to STARC/RSC and Mobilization Station documenting personnel cross-leveling, status of non-deployable, untrained personnel and other requirements addressed in execution orders.  <u>NOTE:</u> Specific requirements will be provided with execution orders, and will depend on the level of mobilization and data required by HQDA and other authorities.	

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<b>OPERATIONS AND TRAINING (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Coordinate with MS on unit's date and time to report.		Make coordination with MS on scheduled date, time and gate for arrival of advance party and main body.	
(2) Execute HS activities plan, with activities schedule.		Execute HS activities plan with accompanying activities schedule. Schedule must be posted in a location accessible to unit members.	
<b>+ (3) Dispatch advance party to mobilization station.</b>	Yes	a. Dispatch advance party to arrive at MS 24 to 48 hours prior to the main body or as directed by MS. b. Upon arrival, begin the process of converting The Postmobilization Training Plan into a unit training schedule. c. Provide MS items IAW Annex G and any additional requirements from the MS information packet.	
(4) Conduct an operational/information status briefing.		a. Brief unit personnel and spouses, if available, on the current situation and the schedule for move to MS and deployment. b. Provide other information if available (e.g., unit mailing address at MS, nearest family assistance center). c. Advise members of what they can and can not say about the operation. d. Conduct a family member information briefing.	
(5) Update USR.	Yes	Complete the update of DA Form 2715, Unit Status Report, and send to MS with advance party.	
(6) Prepare classified material for movement.		Coordinate for transportation and ensure proper packaging IAW, Chap VIII, AR 380-5.	

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<b>LOGISTICS (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
(1) Provide HS support/services.		a. Implement HS lodging and subsistence plans. b. Maintain close coordination with USPFO/SI during HS operations. Keep the USPFO/SI informed of all changes in support required as the operation transitions through each phase of mobilization. c. Notify the USPFO/SI as soon as possible when HS operations are scheduled for termination.	
(2) Execute contracts or Mobilization Purchasing Authority.		a. Initiate agreements/purchases for identified material through MPA/Ordering Officer or DA Form 3953 through SI/USPFO. b. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment	
(3) Complete signature cards and delegation authority.		a. Prepare appropriate DA Form 1687, Delegation of Authority, for receipt of Supplies, and DD Form 577, Signature Cards. b. Provide to logistical representative of the advance party.	
(4) Prepare memo to establish Dining Facility account.		a. Submit memo to MS TISA based on mobilization Present for Duty Strength, MS arrival time and planned training. b. Provide to logistical representative of the advance party.	
<b>+ (5) Conduct a showdown inspection of OCIE and Personal Uniforms.</b>		a. Conduct a showdown inspection of OCIE and Personal Uniforms and identify any remaining shortages after cross-leveling and other supply actions. Ensure serviceability and fit during inspection. b. Provide shortage listing and requisitions to logistical representative of the advance party.	
(6) Prepare requisitions for shortages of packaged POL.		a. Prepare requisitions for shortages of Packaged POL basic load after computation of basic load and fill from operational stocks and cross-leveling from supporting maintenance activity. b. Provide requisitions to the logistical representative of the advance party.	
(7) Finalize DA Form 581 for ABL.		a. Finalize the DA Form 581 with the commander's signature based on any updated requirements. b. Provide to logistical representative of the advance party.	
(8) Finalize reconciliation of Property Book and identify shortages after cross-leveling.		a. Update Property Book and equipment on hand based on inventories, cross-leveling and other supply actions. Update EOH rating for USR reporting. b. Provide property book or printout to logistics representatives of the advance party.	
(9) Finalize Class VIII requisitions	Yes	a. Complete Class VIII requisitions.	

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<b>LOGISTICS (PHASE III)</b>			
<b>TASKS</b>	<b>Advance Party</b>	<b>STANDARDS</b>	<b>Go/No Go Remarks</b>
and forward to the Installation Medical Supply Account (IMSA).		b. If the IMSA is located at the MS, hand carry requisitions and listing with the advance party. c. If the IMSA is not located at the MS, forward requisitions and listing by the most expeditious means available.	
(10) Finalize PLL/ASL Listing and prepare requisitions for remaining shortages.	Yes	a. On hand PLL/ASL items organic to mobilizing units will accompany units to the MS unless otherwise directed. b. Requisitions for shortages to complete the 15-day PLL and 30-day ASL will be based on makes and models of equipment on hand. c. Requisitions for shortages should be first screened against ASF/OMS/AMSA/USPFO stocks. If the parts are not available, the advance party will submit requisitions to the MS. Additionally, a copy of the PLL/ASL for organic units will be furnished to the MS.	
(11) Complete transfer of property not to be taken to the MS.		Transfer property identified as remaining at home station to the appropriate non-deploying unit or activity.	
(12) Finalize material condition status report.	Yes	a. Finalize, as appropriate, an “as of” material condition status report (DA Form 2406, DA Form 1352, and /or DA Form 3266-1) for submission to the MS. b. A DA Form 2407/5504 will be taken to the MS for equipment that could not be retrieved from general support maintenance.	
(13) Execute Mobilization Movement Plan.		Move IAW the unit movement plan and convoy movement order.	
(14) Finalize COMPASS AUDEL/TC ACCIS UEL.		a. Complete COMPASS AUDEL/TC ACCIS UEL based on cross-leveling and updated load plan. b. Provide to logistical representative in the advance party.	
(15) Complete transfer of facilities and non-organizational equipment.		a. ARNG units transfer responsibility for custody and security of armory IAW State Plan. b. USAR units transfer responsibility for custodian and security of USAR center IAW RSC Plan. c. Notify local law enforcement agencies and utility companies to change the status of the facility.	
(16) Complete storage of personal property.		Complete actions with supporting military installation to store personal property of authorized individuals.	

## **FORSCOM Regulation 500-3-3**

### **Annex A: (Alert And Assembly Plan) To RC Unit Commander's Handbook**

#### A-1. MASTER NOTIFICATION ROSTERS

Each unit will maintain a dated master alert notification roster. A statement saying, "THIS ROSTER IS FOR OFFICIAL USE ONLY IN THIS UNIT, AND EXCEPT AS REQUIRED BY LAW, WILL NOT BE FURNISHED TO ANY COMMERCIAL ENTERPRISE OR ANY ORGANIZATION OR AGENCY OUTSIDE THE DEPARTMENT OF DEFENSE", will be included on each page of the roster. Upon receipt of new editions, all previous editions become obsolete and will be destroyed.

#### A-2. ALERT ORDER

- a. The alert will normally be transmitted to units through the peacetime chain of command.
- b. Telephonic alert messages should be authenticated. Authentication will normally be by return call to the issuing headquarters; however, implementation of the notification plan will not be delayed if authentication cannot be obtained immediately.

#### A-3. PERSONNEL NOTIFICATION

- a. A prioritized list of key personnel authorized to receive the alert order will be designated as shown in Appendix 1. In the event none of the designated personnel can be contacted, the senior soldier will receive the alert order and execute alert notification.
- b. Each member of the unit will be listed in the unit alert notification roster (including INGs of the ARNG). Changes will be reported by individuals as they occur and relayed to the appropriate group leader. Changes to the notification roster will be posted as they occur and will be verified quarterly. Pen and ink changes with a dated signature are sufficient for updated verification.
- c. Quarterly verification will include:
  - (1) Deletion of personnel who are no longer members of the unit (A soldier continues to be a member of the unit until the effective date of transfer or discharge orders).
  - (2) Addition of personnel assigned to unit since last quarterly verification.
  - (3) Changes to addresses and telephone numbers.
- d. Alert notification procedure will be tested annually to update and correct information on the alert roster. All inaccurate or incomplete information will be corrected. Personnel not contacted during the test will be contacted during the next assembly to verify phone and address information. Results of the test alert will be recorded and maintained in the mobilization file.
- e. Upon assignment to the unit, each individual will be briefed on his/her responsibilities in the alert notification system.
- f. Strip maps will be maintained with the unit's notification roster for personnel who do not have an easily identifiable street address. Strip maps are to be simple, practical and may begin from any prominent geographical reference point.
- g. Commercial radio and television will not be used as a primary means for Federal mobilization alert notification.

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### **A-4 MOBILIZATION EXECUTION/CALL TO ACTIVE DUTY**

a. Shortly after receiving an alert notice/order, the unit will normally be ordered to active duty (the normal progression is for units to be alerted and then mobilized however, circumstances may cause some units to be alerted and not mobilized). This will be initiated by an order published by Department of the Army identifying units to be mobilized/called to active duty. Based on this order, CONUSA will publish mobilization execution orders calling to active Federal service those CONUS based RC units identified in the DA order.

b. Telephonic notification of mobilization execution may precede the written order; authentication procedures addressed in paragraph A-2b above will be followed. Once the notification has been authenticated, execution will not be delayed pending written notification.

### **A-5 NOTIFICATION INSTRUCTIONS**

a. A current copy of each group alert notification roster (explained in Appendix 2) will be readily available to all members of the alert group at all times.

b. Upon receipt of an alert message or a mobilization execution message, each group leader (or alternate if necessary) will be required to notify each member of his/her group and give instructions as directed.

c. The following message, modified as necessary to fit the circumstances, will be delivered to each member of the group:

(1) For test/practice alert notification: "This is (GROUP LEADER'S RANK AND NAME) with the (Indicate unit designation). Comply with the following instructions: (Based on instructions provided by those responsible for setting up the test, advise the unit member whether to report in and any other instructions such as what equipment to bring if he is to report in). End of message; do you understand? Do you have any questions?"

(2) For actual Alert: "This is (GROUP LEADER'S RANK AND NAME) with the (Indicate unit designation). Comply with the following instructions: do not come in to the armory/center at this time. Standby either your home phone or your work phone listed in the alert notification roster for further instructions. Do not inform anyone except your employer and immediate family of this notification. This is an official order. End of message; do you understand? Do you have any questions?"

(3) For Mobilization execution/call to active duty: "This is (GROUP LEADER'S RANK AND NAME). (Indicate unit designation) has been ordered to active duty in connection with (specify cause/emergency if unclassified information is available). I say again, "(Indicate unit designation) has been ordered to active duty". This is an official order. Comply with the following instructions: You are ordered to report to (unit armory/center) at (date/time). When you report, bring all government property issued to you and whatever personal articles you will need if we have to stay for several days. Do not inform anyone except your employer and immediate family of this notification at this time. End of message; do you understand? Do you have any questions?"

d. The group leader (or alternate) will report to the commander's designated representative the names of all group members not contacted. Names of individuals who cannot be contacted will be consolidated and additional contact attempts will be made from the assembly area.

e. In accordance with STARC/RSC guidance, group leaders and alternates are authorized to make alert notification calls from their homes, chargeable to the unit telephone number.

f. In the event any group member reports that he/she does not have transportation, the group leader will attempt to coordinate transportation with another group member. If this is not possible, report this information to the First Sergeant or the commander's designated representative.

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### **A-6 ALERT AND ASSEMBLY PLAN DEVELOPMENT**

a. Appendix 1, example alert and assembly plan, is provided to assist in the development of alert and assembly plan. Senior commanders in multi-unit armories/centers will coordinate all aspects of the alert and assembly plan.

b. Appendix 2, example alert notification roster, is provided to assist in the development of alert and assembly plan.

c. Appendix 3, example physical security plan, is provided to assist in the development of alert and assembly plan.

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## Appendix 1: (Example Alert And Assembly Plan) To Annex A (Alert And Assembly Plan)

Unit  
City, State

Date

### (Unit) ALERT AND ASSEMBLY PLAN

#### 1. REFERENCES

State Army National Guard Mobilization Plan or RSC Mobilization Plan as appropriate.

#### 2. PURPOSE

a. This plan prescribes actions necessary to provide for the rapid notification of all members of this unit, the assembly and care of personnel, and the occupation and organization of the designated assembly area at the time of call-up. Although primarily designed for use when ordered or called to active Federal duty, applicable portions of this plan will be used by ARNG units for alert and mobilization for State active duty.

b. This plan supplements State/RSC mobilization plans.

#### 3. ALERT OR CALL TO ACTIVE DUTY ORDER/NOTIFICATION

a. Authentication will be verified by calling (specify unit headquarters, normally next higher headquarters) at (enter phone number to call).

b. The alert or call to active duty order will be transmitted to the units by one or more of the following means:

- (1) Telephone (Primary)
- (2) Personal contact
- (3) Messenger
- (4) Telegram
- (5) Letter
- (6) Electronic Mail
- (7) Facsimile

c. The following personnel are authorized to receive the alert or call to active duty order, in the order of priority listed below:

- (1) Commander
- (2) Executive Officer
- (3) Senior Unit Technician/full time manning person
- (4) First Sergeant

4. PERSONNEL NOTIFICATION. Each member of the unit (separate company, platoon or detachment) will be listed in the unit alert notification roster (Section 1).

#### 5. DESIGNATION OF ASSEMBLY AREAS

The assembly area location is (normally the unit armory/center will be listed here) .

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- 6. TRANSPORTATION OF PERSONNEL TO ASSEMBLY AREA. The primary means of transportation will be.
- 7. ASSEMBLY OF PERSONNEL. Explain who will be in charge, actions in the assembly area, (e.g. report to whom, security etc.).
- 8. CLOTHING AND EQUIPMENT. Explain what uniform to wear and what equipment and personal items are required.
- 9. MEDICAL. Explain how sick call and emergencies will be handled.
- 10. COMMUNICATIONS. Explain primary and alternate means of communication.
- 11. SECURITY. Prepare physical security plans for each area.

- 2 Encls
- 1. Alert notification roster
- 2. Physical security plan

COMMANDER'S  
SIGNATURE  
BLOCK

NOTE: For underlined data, insert correct information.

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**Appendix 2: (Example Alert Notification Roster) To Annex A (Alert And Assembly Plan)**

THIS ROSTER IS FOR OFFICIAL USE ONLY WITHIN THIS UNIT, AND EXCEPT AS REQUIRED BY LAW, WILL NOT BE FURNISHED TO ANY COMMERCIAL ENTERPRISE, COMPANY OR REPRESENTATIVE, NOR ANY ORGANIZATION OR AGENCY OUTSIDE THE DEPARTMENT OF DEFENSE." Upon receipt of new editions, all previous editions become obsolete and will be destroyed. Protection will be given this information as provided in AR 340-17 and AR 340-21.

<u>Unit Member</u> (Name And Rank)	<u>Home Address</u> (Include Area Code)	<u>Phone #</u>	<u>Employer #</u>
BUTLER, HARVEY K. CPT	100 Elm Street Atlanta, GA 30330	404-234-5678	404-567-8901
DONNELL, ED W. SSG	531 Oak Lane Marietta, GA 30068	205-545-1918	NONE
PAYNE, ROBERT O. 1LT	214 Drake Avenue Roswell, GA 30075	904-678-9753	904-678-1980
ROGERS, DAVID A SPC	835 York Blvd Atlanta, GA 30330	404-443-5150	404-467-2358
GREENE, PAUL L. SGT	503 Lane Drive Smyrna, GA 30066	404-766-4329	404-656-8643

NOTES:

1. First individual is further identified as group leader, second is identified as alternate.
2. If member has no home or employer phone, list a relative or neighbor's phone number that can be used to locate the member.
3. If you are unable to notify the group leader, the alternate group leader should be notified and informed to take over the responsibilities of notification.
4. Each soldier should be personally notified. If a soldier can not be contacted directly, leave a name, phone number and a message with the third party for the soldier to call back as soon as possible.

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### Appendix 3: (Example Physical Security Plan) to Annex A (Alert and Assembly Plan)

(This example should be adjusted to the needs and requirements of the unit.) Appendix \_\_\_ to 477th Personnel Service Company Alert and Assembly Plan.

#### PHYSICAL SECURITY PLAN

1. PURPOSE. State purpose of the plan.
2. AREA SECURITY. Define the areas, buildings and other structures considered critical and establish priorities for their protection.
3. CONTROL MEASURES. Define and establish restrictions on access and movement into the Primary Assembly Area (PAA) and Alternate Assembly Areas (AAA).
  - a. Personnel Access:
    - (1) Establish personnel access controls pertinent to both PAA and AAA. The commander must list what he considers his critical access areas (arms room, motor pool, etc.) and determine area specific access controls.
      - (a) Authority for access.
      - (b) Access criteria for:
        1. Unit personnel
        2. Visitors
        3. Maintenance personnel
        4. Contractor personnel
        5. Family members
        6. Media personnel
    - (2) Identification procedures. Determine what constitutes proper identification, sign in and out procedures, etc.
    - (3) Establish guidelines and procedures for use of force.
  - b. Materiel Control.
    - (1) Incoming materiel - should vehicles and cargo be searched for sabotage hazards?
    - (2) Outgoing materiel - what documentation is required? Who has authority to release materiel?
  - c. Vehicle Control.
    - (1) What vehicles will be allowed where?
    - (2) What is the search policy on POVs?
    - (3) Consider use of barriers to assist in vehicle control.

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- d. Issue and control of weapons and ammunition.
  - (1) Establish procedures for weapons and ammunition issue.
  - (2) Establish procedures for daily control and accountability of weapons, ammunition and other sensitive items.
- 4. AIDS TO SECURITY. What physical aids are necessary to enhance your security posture upon mobilization (lighting, securing access doors to restrict entry, etc.)?
- 5. SECURITY FORCES. Detailed instructions such as special orders, SOPs , and use of force should be attached as enclosures to this plan as appropriate. They can be given to the guards when posted. Indicate the guard posts on the map of the PAA/AAAs.
- 6. COORDINATION.
  - a. Security plans should be coordinated with the local police and sheriff's department. Upon mobilization, these agencies are excellent sources on the local threat and can be of assistance in handling problems with the public. The unit Physical Security Officer/NCO should include the Physical Security Threat Statement and Risk Analysis as part of this coordination, and in the preparation of the Physical Security Plan.
  - b. Coordinate with other units using the same armory/ reserve center.
  - c. Coordinate with higher headquarters on THREATCON, to determine proper security measures.

COMMANDER'S  
SIGNATURE  
BLOCK

3 Encls:

- 1. Map of assembly area
- 2. Detailed security instructions  
for SOG and guards.
- 3. Detailed instructions for countering terrorism and  
reporting incidents while enroute to the MS.

## **FORSCOM Regulation 500-3-3**

### **Annex B: (Mobilization Purchasing Authority Guidance) to RC Unit Commander's Handbook**

#### **General**

a. Upon mobilization, your unit may require supplies and services from the local area or while enroute to the Mobilization Station.

b. The aggregate amount of the purchase is not to exceed \$2,500 per transaction, except for aviation POL purchases, which will not exceed \$25,000 (DOD FAR Supplement 13.505-3). Commanders may delegate this authority to an individual or position (any commissioned officer, other than the Property Book Officer). Authority may be delegated to a senior noncommissioned officer (E-7 and above) if no officers or warrant officers are available in the unit. A sample appointment document is at Appendix 1.

c. Not all units or detachments will require Mobilization Purchasing Authority (MPA) designees. The appropriate STARC(USPFO)/RSC, in coordination with the unit will make this determination and coordinate the requirement with the appropriate unit commanders. When feasible, units moving together should have one individual or position preassigned for the group.

d. During Phase I, a Mobilization Purchasing Authority designee will be appointed. The unit commander should review this appointment semiannually to ensure it remains current. Appointment orders should be undated and unsigned. As soon as the unit receives activation orders, appointment orders should be dated and signed. The unit commander will forward an authenticated DD Form 577 (Signature Card) if required, assumption of command document and appointment document (Appendix 1) to the supporting MS FAO (and USPFO for ARNG).

e. All pertinent instructions as determined by the unit commander for the individual authorized to make purchases will be prepared in advance and placed in the MPA packet. The MPA kit will contain a copy of the MPA appointment, all pertinent instructions as determined by the unit commander for the MPA designee to make purchases, the unit mobilization order if issued, an authenticated DD Form 577 (Signature Card) if required and a supply of SF 44s. SF 44s are controlled forms and require security storage, preferably in the unit safe. Instructions concerning preparation of SF 44s are explained on the form. Include two copies of the unit activation order in the MPA.

#### **Authority**

The Mobilization Purchasing Authority designee will --

a. Provide the services of a purchasing agent when purchasing agents are not available, and there is no other small purchase method available.

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b. Make purchases using SF 44, when all of the following conditions are met:

(1) The purchase does not exceed \$2,500 or \$25,000 for aviation POL. Purchases will not be split to avoid this monetary limitation.

(2) Supplies or nonpersonal services are needed immediately.

(3) One delivery and one payment will be made.

c. Authority of the Mobilization Purchasing Authority designee will be temporary and will expire upon arrival of the unit at the MS.

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**Appendix 1: (Sample Appointment Memorandum of Mobilization Purchasing Authority)  
to Annex B (Mobilization Purchasing Authority Guidance)**

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR

SUBJECT: APPOINTMENT OF MOBILIZATION PURCHASING AUTHORITY

1. Under Army FAR Supplement 1.699(b), you are appointed a Mobilization Purchasing Authority for the purposes set forth in paragraph 2. Your appointment shall become effective and remain effective until your organization reports to its mobilization station or permanent station. You are responsible to, and under the technical supervision of, the (enter name of SI) Director of Contracting for your actions as a purchasing authority.

2. Your appointment is subject to the use of the methods of purchase and to the limitations and requirements stated below:

a. The services of the purchasing office named in paragraph 1 are not available and there is no other suitable small purchase method available to meet the needs of our organization.

b. You may make purchases using SF 44 (Purchase Order-Invoice-Voucher) provided all of the following conditions are satisfied:

(1) The aggregate amount of the purchase transaction is not to exceed \$2,500, except for aviation fuel and oil purchases, which will not exceed \$25,000 (DOD FAR Supplement 13.505-3).

(2) Supplies or nonpersonal services are immediately available.

(3) One delivery and one payment shall be made.

c. Items which may be purchased under this appointment include, but are not limited to the following:

(1) Subsistence and lodging.

(2) Transportation costs, such as gasoline and oil for government vehicles; parking, road, bridge, tunnel or ferry fees; roadside repairs; taxicab and commercial bus fares; emergency towing, rental cars used for advanced party travel to MS; blocking, bracing, packing, crating, and tiedown materials.

(3) Emergency telephone calls.

(4) Supplies or services as directed by the unit commander.

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(5) Services beyond capabilities of the unit for doctors and prescriptions for unit members who incur minor illnesses or injuries enroute to mobilization station.

3. You are required to acknowledge receipt of this appointment, in writing, to the agency officer who will make payment for the items purchased by you. A copy of this appointment has been furnished to that agent.

**SIGNATURE BLOCK**

**DISTRIBUTION:**

Individual

Servicing FAO

Custodian of Personnel Records

Director of Contracting, (enter name of SI)

(Others as required)

**Annex C: Personnel Mobilization Guide to RC Unit Commander's Handbook**

**General**

C-1.

a. Commanders should keep unit members and family members informed of the unit role in support of peacetime military operations and mobilization. Briefings will be given at least annually, during welcome briefings to new unit personnel, and when significant changes occur. Additionally, the briefing will be given during the alert or home station phase and include any operational unique personnel guidance (e.g. , requirements to be able to complete a tour, guidance on non-deployables, additional medical requirements, etc.) The briefing will also be given to any unit member(s) being ordered to active duty voluntarily for a period of 30 days or more in support of an active army mission. As a minimum, the information contained in this guide should be included in the briefing.

b. This guide assists members of the Reserve Components and their family members to understand the soldier's military obligation when transitioned to active duty and to arrange their personal affairs in the event of Federal mobilization. Additionally, it provides information on basic rules and policies that affect the soldier and his or her family while the soldier is deployed, during redeployment and demobilization ,and after release from active duty.

c. To provide unit members the opportunity to begin planning their personal affairs, unit commanders will provide each unit member a copy of Sections II and III of this annex and DD Form 1543, Annual Legal Checkup. Soldiers will be required to provide an address for family members to the family assistance center at the MS.

d. Spaces are left in the guide for the member to record personal notes, instructions provided by the unit commander, and other information.

**Notification and Alert**

C-2. HOW WILL I BE NOTIFIED?

a. INVOLUNTARY CALL. Our unit has an alert notification system. You will normally be alerted by telephone by an alert group leader. If you cannot be reached by telephone, we will make every effort to locate you. If you hear in the news media of a major mobilization of Reserve Components, but you have not been called, you should contact our unit as soon as possible to find out if we have been alerted. It is essential that you keep the unit informed of your current home and job address and telephone!

b. VOLUNTARY CALL. Many peacetime operations depend on reserve component augmentation. This support is accomplished through the solicitation of volunteers. Normally the peacetime chain of command will provide specific guidance on the need for volunteers, to include

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grade, MOS, length of tour and missions essential data. Your specific release as a volunteer will be dependent on the readiness impact on the unit. The alert roster may be used to contact you with volunteer information.

C-2-A. HOW MUCH NOTIFICATION SHOULD I GIVE MY EMPLOYER? You should notify your employer as soon as possible about the notification of alert, projected or known mobilization or active duty date, and length of the call up. In many contingency operations, or stability and support operations, your reserve command and/or the National Committee for Employer Support to the Guard and Reserve may want to get your employer's address to write a letter thanking them for their support and providing additional information, as necessary.

C-2-B. IF YOU ARE SELF-EMPLOYED. Self employment does not justify any special alert period or delay in call-up. If you are self-employed or involved in a small business as a partner, you need to plan effectively for how you want the business to function in your absence.

C-3. HOW MUCH WARNING (ALERT PERIOD) WILL I HAVE?

a. As a member of the Reserve Components, you can be mobilized in case of war, national emergency, in support of contingency operations, or in support of a Peacetime (Stability And Support Operations) mission. (Examples of recent call-ups are operations in Bosnia, Haiti, and support of Hurricane Andrew). Although every unit has a predesignated wartime mission, you must be prepared for a call to support other operations either voluntarily or involuntarily.

b. Every unit is different. Some units will be mobilized and enter active duty a day or two after being alerted. Other units may be alerted but not actually enter active duty for several weeks. Some operations with a rotational requirement (like JOINT ENDEAVOR/GUARD for Bosnia) allow even longer alert windows to maximize training and readiness improvements.

c. Individual readiness means being prepared to go to our nation's defense in the shortest time practicable. It means planning ahead to take care of personal affairs now, so that problems do not become unnecessary crises during the constrained time of a rapid mobilization. If you are volunteering for active duty, it is even more incumbent on you to have your affairs in order.

C-4. WHAT HAPPENS DURING THE ALERT PERIOD?

A lot will happen. How much will depend on the length of our alert period. You will have many personal affairs to get in order before you enter active duty. Section III lists many of them. Additional training assemblies may be possible after the alert notification. Remember that the alert is simply a warning to emplace final personal planning actions. Implementation of these plans should not take place until you receive a mobilization order. The following questions have been asked in almost every operation.

C-4-A. SHOULD I LEAVE MY JOB? WHEN IS THE BEST TIME TO LEAVE MY JOB?

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You should not leave your job during the alert period. The alert is a warning that active duty is pending. You should notify your employer that you have been alerted and call-up may be imminent. You will normally have 72 hours to report to active duty after receipt of execute orders (these will normally be individual mobilization orders). You should provide your employer with a copy of your mobilization orders and coordinate a specific time to leave your job.

#### **C-4-B. WHEN IS THE BEST TIME TO CANCEL MY RENT AND MOVE OUT?**

You should not cancel a lease or rent agreement during alert, but simply coordinate actions to cancel on receipt of mobilization execution orders. You need to be sure you are aware of the projected length of time of the call to active duty (For this operation we are being ordered to active duty for \_\_\_\_\_ days) to ensure there is a need to cancel any lease or rental agreement. Additionally, your mobilization orders should specify the authority to move and store household goods. Finally, if the original call-up is only for a short period, you may want to leave a limited power of attorney with a family member or other trusted agent, authorizing them to cancel leases or store household equipment if your orders are amended or a higher level of mobilization (with a longer tour period) is implemented.

#### **C-4-C. WHEN IS THE BEST TIME TO QUIT SCHOOL?**

As with your job, you should only quit school on receipt of execution (mobilization) orders. If you have received an alert, you should not register for any school courses.

#### **C-5. WHEN I ENTER ACTIVE DUTY, HOW LONG WILL I STAY AT THE UNIT ARMORY OR RESERVE CENTER?**

Current plans indicate that you will enter active duty and remain for only a few days at your unit armory or reserve center before departing for the mobilization station (MS). During those few days, there will be intensive personnel processing, equipment packing and loading, and processing your family members to ensure they receive appropriate active duty benefits. The unit will provide billeting, mess, and medical services for you while you are on active duty at home station (HS). Remember, during this phase you are now on active duty, and subject to all active army regulations and policies.

#### **C-6. WHERE WILL I GO AFTER LEAVING HOME STATION?**

Current plans have us moving from home station directly to \_\_\_\_\_.

#### **C-7. WHAT HAPPENS AT THE MOBILIZATION STATION?**

##### **a. Deploying Units:**

They will spend approximately \_\_\_\_ week(s) at the mobilization station for intensive training, assignment of additional personnel and equipment to fill their shortages, and final preparations for deployment. Training will be long and hard. There may be no free time, and except for emergencies, very few leaves or passes will be authorized.

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b. Non-Deploying Units:

They will be assigned mission(s) to support and assist Fort \_\_\_\_\_ in their efforts to receive, house, train and deploy reserve component units and individuals.

C-8. MAY MY FAMILY ACCOMPANY ME TO THE MOBILIZATION STATION?

NO, Speedy mobilization precludes it. Housing and family member services at mobilization stations and in the surrounding community will not be available and the time you are there may be very short. For this reason, the movement of family members and the shipment of household goods to your mobilization station are not authorized. Short duration operations such as Haiti and JOINT ENDEAVOR/GUARD, executed with a PSRC and using temporary change of station, recognize that AC soldiers will be returning in less than a year and their families are authorized to remain in quarters. Once the military situation has stabilized for operations under Partial or Full mobilization involving permanent change of station, it is anticipated that family members of soldiers in CONUS sustaining units will be authorized to join them at their permanent CONUS duty station.

C-9. WHAT HAPPENS AT THE PORT OF EMBARKATION?

You will normally be at a port of embarkation (air or sea) only long enough for loading and departure.

C-10. MAY I TAKE PERSONAL PROPERTY WITH ME?

NO, unless otherwise specified for non-deploying units. You will not be allowed to take your automobile or large items such as televisions and stereos, although a few small personal items like portable radios and cameras will be allowed, within reason. Normally, guidance from the theater will even dictate the military and civilian clothing authorized in the theater. For this operation the following clothing is authorized:

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Finally, it must be stressed that you cannot take personal weapons with you.

C-11. FAMILY ASSISTANCE AND SINGLE SOLDIERS

a. WHO LOOKS OUT FOR MY FAMILY MEMBERS AFTER I LEAVE?

Key is that you, the soldier, are responsible for actions that will ensure your family is cared for. It is important that you identify all your family members and implement pre-enrollment in DEERS.

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Additionally, you must ensure that your spouse, other family members and anyone with guardianship responsibilities receive a copy of your orders.

(1). We will have a special meeting for you and your family members to discuss the benefits they will be entitled to while you are on active duty, to initiate the necessary paperwork to obtain their identification cards, to explain how they can use their benefits, and to provide them with a point of contact where they can obtain additional information or assistance while you are away.

(2). If you are a single parent or married to another service member you are expected to have a plan for the custody and care of your family members. You will be counseled by your commander or his designated representative and the required forms and legal documents will be filed at the unit.

(3). You and your family members will be encouraged to join the unit family support group. This group is an officially sanctioned organization of officer and enlisted personnel and their family members that provides information and a support network for families and soldiers during their association with the unit, especially during periods of separation (e.g., weekend drills, annual training and/or mobilization). During mobilization, Family Assistance Centers will be established at various locations within each state. These centers act as the link between your family support group and the Army. They will provide continuing advice and essential services, such as ID cards and CHAMPUS forms for your family members after your unit has departed. My family support group leader is \_\_\_\_\_. Her/his telephone number is \_\_\_\_\_. The address for the closest Family Assistance Center is \_\_\_\_\_. The telephone number there is \_\_\_\_\_.

(4). You and your family members should participate in Family Support Group activities now. Waiting until mobilization occurs is too late. Getting family members to know one another now will make them better prepared to offer mutual support during mobilization or other contingencies.

#### **b. IF I AM SINGLE, WHAT DO I DO ABOUT MY APARTMENT, POV AND HOUSEHOLD GOODS?**

AR 37-104-10 and Department of Defense Pay Manual establish criteria for basic allowance and for quarters (to include VHA when orders are for 140 days or more). Orders for this call-up are for \_\_\_\_ days and you (need)(do not need) to ensure you provide copies of lease agreements or house payments to support VHA payments. Changes to field conditions could affect the mobilized reservist the same as it affects active army soldiers, dependent on designation of permanent duty station. You may have to request release from lease or rental agreements and store household goods. Pickup and storage of household goods is normally authorized if orders are for more than 90 days or indefinite periods. If authorization is not in basic order, it will require coordination with our support installation or the mobilization station transportation officers. Orders for this call-up (do)(do not) authorize pickup and storage of household goods. There are, no special authorities for storage or care of POVs. You need to coordinate the storage or care of your car with a family member or friend.



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### **C-12. MAY I BE EXCUSED FROM MOBILIZING WITH MY UNIT?**

Basically, no! If you are a member of our unit on the day we receive our official alert notification, you will be required by law to mobilize with the unit. There are some limited exceptions, but if you have not applied for a discharge or exemption from active duty under the provisions of AR 135-133, and the reasons for requesting excusal from mobilization did not occur since your last scheduled drill, you will go with the unit. Table 2-1 in the Reserve Component Unit Commander's Handbook provides details on identifying soldiers with a condition that would make them a non-mobilization asset. If an operation has a limited strength ceiling or other command unique requirements, Department of the Army or FORSCOM will provide detailed guidance on identification and processing of soldiers who do not meet mobilization standards. For this operation, in addition to guidance in Table 2-1, soldiers in the following categories are not considered as mobilization assets:

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Some specific areas that are always questioned are:

a. **SOLDIERS WITH A PHYSICAL PROFILE.**

Criterion 20, Table 2-1 of the RCUH applies. If separation or transfer actions have not been approved, you must mobilize and report with the unit. Headquarters DA may establish other policies if the operation is of short duration and has a limited strength ceiling and those changes will be briefed upon execution.

b. **FOR SOLDIERS PENDING RETIREMENT, SEPARATION OR DISCHARGE.**

Criterion 25, Table 2-1 of the RCUH applies. If action is required or requested prior to receipt of the alert, it will be effected prior to the unit's M-date. If effective date is after receipt of the alert, member will enter AD with the unit, unless exemption is authorized in the alert message or by separate guidance from DA.

### **C-13. WHAT SHOULD I DO IN THE EVENT OF A NUCLEAR ATTACK ON THIS COUNTRY?**

a. If it appears that an attack is imminent, Reserve Component forces may be directed to quickly mobilize. In such a case, you will be notified as quickly as possible and given instructions on how, when, and where you and your family are to relocate.

b. If a nuclear attack on this country occurs before we can alert you to relocate, you must consider yourself automatically ordered to Federal active duty. Your first action should be to seek shelter for yourself and your family in accordance with your local community's civil defense shelter plan. As soon as possible after the attack, you must make every attempt to contact your unit, first at the unit armory or reserve center, then at the alternate assembly area, which is located at \_\_\_\_\_.

## **Personal Records Checklist**

### **C-14. GENERAL**

a. Leaving your family, your home, your employment, and your property can create enormous financial, legal, and personal complications, unless adequate records and documents are established and safeguarded. Maintaining personal records are important to you - not only for mobilization. They should be kept in a safe place, readily available to you, and, in your absence, to your spouse, next of kin, or executor. It is recommended that you use this checklist to record information or list where your documents are kept.

b. For your family members to obtain identification cards and legal benefits, you must provide those documents indicated by an asterisk (\*) to your unit upon request or on mobilization. The documents should be located now and kept available at all times.

### **C-15. RECORDS AND DOCUMENTS**

The records and documents listed in the remainder of this section are not all inclusive. Some have short explanations and others are named to assist you and your dependents.

a. Your will and testament. A last will and testament is a legal declaration as to the manner in which you would like to have your property or estate disposed of after your death. This document can also name someone to serve as legal guardian for your minor children. You may consult an attorney (military or civilian) during premobilization legal counseling to determine whether you should have a will. It's important to have a will regardless of your military, financial, or marital status. Remember, wills can usually be changed very easily. You should see your attorney about preparing or changing your will or your spouse's will. If you die or become disabled while in Federal service, your death or disability will most likely occur at some place other than your legal residence. Your attorney and you should consider the effects of your State's laws regarding matters that could cause changes, such as substitute written wills (Holographic) or the so-called "death bed" (nuncupative) changes. Depending on your personal circumstances, your attorney can also advise you in naming someone to carry out your will or instructions, and someone to serve as a legal guardian for minor children.

b. Your spouse's will and testament.

c. Power of Attorney. A power of attorney is a legal instrument which gives another person the authority to act for you in matters relating to your responsibilities and obligations. You may consult with an attorney during premobilization legal counseling to determine if you should have a power of attorney prepared. This power of attorney may be signed at the time of mobilization giving someone you trust the authority to act for you in your absence in matters relating to your responsibilities and legal obligations. Your attorney can advise you concerning this power of attorney.

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d. \* Certified copies of birth certificates for your children. (Preenrollment in DEERS will satisfy this requirement.)

e. \* Adoption or legal guardianship documents. (Preenrollment in DEERS will satisfy this requirement).

f. \* Certified copies of your marriage license or certificate. (This document is required to obtain dependent ID card.)

g. \* If you have an unmarried child over 21, who is incapable of self-support because of mental or physical incapacity that existed before age 21, the following is needed: Statement from a licensed physician certifying medical condition which includes whether condition is temporary or permanent. If temporary, physician should estimate the expected length of incapacity. Documentation must be forwarded to DFAS for determination.

h. \* Name and location of places where unmarried children (including adopted or stepchildren) over 21, but under 23 years of age, are enrolled in a full-time course of instruction. (This information will be required to obtain dependent ID cards.) If you are paying tuition for your spouse or family members, you will want to determine what arrangements can be made for tuition abatement or financial assistance. You must also have documentation to verify attendance at the appropriate school/institution. School documentation is a letter from registrar or other official stating student is enrolled full time (12 credit hours per semester for undergraduate, 9 for graduate) and expected date of graduation.

i. \* Copy of any court order giving you legal custody of any children from a previous marriage. (This document will be required to obtain dependent ID cards.)

j. \* For illegitimate children, copy of a court order naming you the natural parent of the child, a copy of the court decision that you contribute to the child's support, or written admission of parentage by you. (This document will be required to obtain dependent ID cards. Preenrollment in DEERS will satisfy this requirement)

k. \* A recent photograph (full face, light background, about 8" x 10" including all of the person's head) for each family member 10 years of age or older. (These photos will be required to obtain dependent ID cards.) Requirement for photograph is applicable only when ID card is applied for through the mail.

l. Full legal names, places and dates of birth, and location of marriage record of your parents.

m. Chronological list of your places of residence (including dates).

n. Names and addresses of schools you attended, with dates of attendance, and graduation or enrollment date.

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o. Proof of citizenship (e.g. Birth Certificate, Passport, Certificate of Naturalization or Alien Registration Card).

p. Copies of divorce or annulment decrees from prior marriages (you and your present spouse) with documents relative to alimony and child support. Decide what effects your orders to duty would have on alimony or child support payments which may or may not have been addressed in divorce, legal separation, annulment, child support, and property settlement decrees and consider amending the decrees as they may pertain to your circumstances upon mobilization.

q. Certified copies of death certificates of members of your immediate family.

r. A list of social security numbers for you, your spouse, children, and other family members. If they don't have a Social Security number, encourage them to apply.

s. A list of all credit card accounts, account numbers, and mailing addresses.

t. Copies of your Federal and State income tax records for the last five years.

u. Copies of insurance policies including life, home, auto, liability, credit life, health, and disability with a list of effective premium dates, agents of record, and the home office address for each insuring company. Keep your policies in one place with a cover list. Check the policies with your insurance advisors and review them to see whether they give adequate coverage, list dates, and provide for payments of premiums upon your mobilization. Certain commercial life insurance policies payments may be covered under Federal law. See paragraphs 5.1 through 5.10, DA Pamphlet 27-166 (Soldiers' and Sailors' Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act).

v. List of names, addresses, and account numbers of your saving and loan associations, banks, trust or holding accounts, safe deposit boxes, and institutions holding certificates of deposit on file in your name. Upon mobilization, you might consider making joint bank and savings accounts with your spouse or parents, and you should notify the institutions where to send statements.

w. Name and address of employers with a list of employment benefits such as dependent health care, pension, or profit sharing plans. Upon receiving alert for mobilization, you will want to discuss with your employer, your intention to return to work after completion of military duty. Legal reemployment rights are described in DA Pamphlet 135-2 (Briefing on Reemployment Rights of Members of the Army National Guard and the US Army Reserve).

x. Name and address of union or professional association (e.g., Bar Association) and date of union/association membership, together with evidence of membership and status. Upon mobilization, membership dues may be suspended or adjusted.

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y. Names and addresses of fraternal or service organizations, with a list of benefits receivable from membership. Upon mobilization, you may want to arrange suspension of membership dues.

z. All evidence relating to home improvements or real property value enhancement.

aa. Deeds or other title documents to real estate and real property, to include mortgages, deeds of trust, abstracts of title (and the names and addresses of the holders of such deeds and abstracts), title insurance policies, and copies of notes payable relating to the property. It may be wise to have at least your home (and perhaps other property) owned jointly with your spouse for estate and tax purposes. However, you should consult with a lawyer before establishing joint ownership of housing. Under current tax law, if you sell your home and don't acquire another within 18 months, there may be capital gain consequences if your home is valued at more than you paid for it. Be aware that 26 USC 1034 (h) extends this period up to 4 years, with limited exception. Thus, it's important for you to keep all records pertaining to home improvements, modernization, or landscaping, etc., all of which are part of your cost basis.

bb. Certificates of title, registration, warranties, and tax receipts for automobiles, boats, recreational vehicles, and other personal property. The names of the persons entitled to your car should be shown on your certificate of title. You should determine the disposition to be made of your car on your mobilization. If the car is to be kept but not used for business purposes, discuss possible premium reduction with your insurance agent. If, upon mobilization, contract purchase payments cannot be made, see paragraph 4.3, DA Pamphlet 27-166 (Soldiers' and Sailors' Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act).

cc. All documents relating to your financial obligations concerning the purchase or rental of real property to include leases, rental contracts, purchase contracts, installments, sales contracts, copies of notes payable, and copies of payment and date schedules where appropriate. If you lease your home or business property, upon mobilization you may want to consider canceling the lease or renegotiating it to include subletting options.

dd. Stocks, bonds (together with buy-and-sell orders); certificates of deposit; savings account passbooks; notes receivable; and other evidence of ownership of real, intangible, personal income-producing property should be kept together, identified, and maintained in your safe deposit box or elsewhere as recommended by your lawyer. Coupon bonds should be exchanged for registered bonds, if possible. These items should be matters of discussion in preparing your will. Consider naming a custodian or trustee(s) to handle income, who will determine the purchase or sale of assets for your account, and comply with your instructions relating to keeping you informed of activity.

ee. All copies of bills of sale of major items of personal property not otherwise included in paragraphs u or w, above.

ff. Business agreements to include partnership documents, agency or sales contracts, royalties or residual agreements, and employment contracts. If you're self-employed, active files

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and accounts should be well organized and someone should be named to take over on mobilization. Include Business Care Plans for Health Care Professionals and others owning or partners in a small business. On mobilization, you should consider notifying customers and suppliers of any change of address to which remittance, orders, invoices, etc. will be delivered.

gg. Evidence of beneficial interest in any business or joint venture.

hh. Copies of all documents designating you as an executor or a trustee.

ii. Copies of military and other employment records.

jj. Record of your health history to include a record of past illnesses or injuries with names and addresses of doctors and hospitals.

kk. Address of your registrar of voters. After mobilization you will want to arrange for absentee ballots to be sent to your military address by sending the registrar an SF-76 (Application for Absentee Ballot).

ll. Record the addresses of all taxing authorities (county assessor, IRS, State income tax, motor vehicles, etc.). Upon mobilization you will want to ensure that all taxes are paid to date, and notify the taxing authorities where further tax bills should be sent. Extension of time to pay certain taxes may be granted under the Soldiers' and Sailors' Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act.

mm. List the names and addresses of all special persons (family, lawyer, business associates, etc.) who are not listed elsewhere. Upon mobilization you may desire to mail them a change of address notification.

nn. Record specific instructions regarding the place and manner of burial in the event of your death. Upon mobilization, these instructions should be left with your spouse or family.

oo. List of documents and items stored in a safety deposit box. You should consult with a lawyer about the advisability of storing important documents and small items in a safety deposit box.

pp. Maintain DD Form 1543, Annual Legal Checkup, to assist in getting personal legal affairs in order.

## **Instructions for Obtaining Family Member Identification Cards**

(To be maintained as a separate page. Units should make copies for soldiers to provide to family members)

### **C-16. General**

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a. The DD Form 1173 (Uniformed Services Identification and Privilege Card) identifies the holder as a family member of a member of the Armed Forces on active duty. This card is necessary to obtain the entitlements for which you are eligible.

b. You may obtain an ID card by reporting to the ID card issuing facility at any installation of any military service or State Family Assistance Center with a verified DD Form 1172 (Application for Uniformed Services Identification and Privilege Card).

c. If you have difficulty getting to a military facility, the following procedures apply:

(1) Mail a verified copy of the DD Form 1172 and a copy of your sponsor's mobilization orders to:

(Mailing address of unit MS or other military facility)

(2) The issuing officer will mail a partially processed ID card to you.

(3) Complete as many items on the card as possible. Don't forget to sign it.

(4) Return the ID card to the issuing office with a 8" x 10" photograph.

(5) Your ID card will be completed and returned to you by mail.

d. While waiting for your ID card to be made, you can use a verified copy of the DD Form 1172, along with a copy of your sponsor's mobilization orders as identification for your family for a period of 180 days. If you do not have a verified copy of DD Form 1172, you may use your DOD Family Member ID Card (DD Form 1173-1) with your sponsor's mobilization orders.

## **Deployment/Employment Policy**

As noted earlier, you are now on active duty and all personnel actions (less pay and promotions) will be implemented following active army policies and procedures. Some of the key areas that always create problems or are addressed as concerns during all operations include:

a. **LEAVE.** (Theater and Emergency). Guidance in AR 600-8-10 applies. You will earn leave 2.5 days per month while on active duty. Leave while in theater will be determined by the theater commander.

b. **EARLY RELEASE FROM ACTIVE DUTY.** After M-date at home station (\_\_\_\_\_ for this operation) you fall under active army regulations. Unless otherwise directed by DA, you will be required to report to the mobilization station and process for separation under AR 635-200 (enlisted) or AR 600-8-24 (officers).

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c. **MEDICAL EVACUATION.** If you are medically evacuated from theater to CONUS, both medical and personnel systems establish accountability to ensure you receive appropriate benefits. Accountability problems can occur when released from the hospital. If asked where your home station is and where you should report to upon release, you should provide the name of the installation where you mobilized. Upon release, you need to report to or coordinate with the appropriate mobilization installation (For this operation your mobilization station is \_\_\_\_\_) for coordination of leave, return to theater, CONUS assignment or other personnel assignments.

### **Redeployment and Demobilization**

a. **LEAVE (Transition).** Most soldiers may complete Active Duty with accrued leave. You will have options of taking that leave or being paid for the leave. The maximum allowable leave a soldier may sell back to the Army is 60 days cumulative. Any leave you sold to the Army after previous active duty tours will count against the total.

b. **PHYSICAL EXAM/EVALUATION.** Guidance on physical examinations or evaluations may change for each operation. Actions could range from a simple screening to a complete examination. It is important that you participate fully in any medical processing to avoid problems with medical issues after release from active duty.

c. **EVALUATIONS and AWARDS.** Most operations will require that soldiers receive evaluations for their period of active duty. There is no problem on coordinating the signatures for the evaluation if you stay within the same command chain. If there is a change in command or rating schemes, it is critical to ensure that appropriate documents are signed before you leave the theater. Although this is a rating chain responsibility, you need to be aware of who is rating you during the active duty period and support actions to ensure that all forms are signed. Similarly, administrative processing for awards should be completed in theater. If you believe you are authorized an award, you should check with your chain of command prior to redeployment.

d. **DD FORM 214.** This is critical. Each soldier will receive a completed DD Form 214 prior to release from active duty. In the annual review of your personnel files, you should ensure that a copy of the last DD Form 214 you were issued is on file. All soldiers must carefully review the DD 214 prepared at the DMS before signing.

e. **FINAL PAY.** Under current procedures, you will remain on the reserve pay system. If you aren't already on SURE PAY, processing will be accomplished during in-processing. Final pay will continue to be deposited in soldier's account after his/her tour ends. Wherever your account is, that's where you will receive final pay.

f. **MEDICAL HOLD AND CONTINUED CARE.** You may not be released from active duty at the same time as others. Your release could be delayed because of medical hold. If you are not hospitalized, you may be released from active duty before treatment is complete. If

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you are released before treatment is complete, you will still be authorized medical care and may be authorized incapacitation pay. It is critical that a line of duty determination be completed, prior to your release, to ensure that benefits and entitlements are authorized.

g. **REEMPLOYMENT.** Whether you are ordered to active duty involuntarily or voluntarily, you are protected from discharge from employment because of military obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) (39 US Code Sections 20221-2026). The position you held prior to mobilization must be an “other than temporary” position to obtain protection under the law. For soldiers serving under PSRC, application for reemployment must be made within 31 days after demobilization. For those activated under other authorities, the application period is 90 days. In all cases, you should apply for reinstatement as soon as possible after release from active duty.

### **Summary**

This briefing has been presented to provide you and your family with basic information on what will happen during a call to active duty. As more detailed information is available, it will be provided to you and your family. Information will be provided by command briefings, pamphlets and the mailing of reserve publications, benefits packages and information letters to your family. Again, it is critical that you provide addresses for your family and employers to the mobilization installation to support the mailing of information packages prior to and during the period you are on active duty.

**Annex D: (Postmobilization Training) to RC Unit Commander's Handbook**

Section I Postmobilization Training and Support Requirements (PTSR)

D-1. GENERAL.

a. The concept for Postmobilization Training and Support Requirements (PTSR) is to provide for collection and submission of essential information in a standard format to identify what the unit needs from the MS to prepare it to meet deployability criteria once mobilized. The report will be prepared as of 30 September and forwarded, through channels as directed by the STARC/RSC, to arrive at the Mobilization Station assigned by MOBPLANS by 15 December. Also, a copy is updated and hand carried to the MS by the unit's advance party upon mobilization. FORSCOM Form 319-R is available in automated form (Formflow).

b. The purpose of the PTSR is two fold: 1) to allow the unit an opportunity to express its unfulfilled needs, and 2) to give the MS a heads-up on what support it will be expected to provide to the mobilized unit. It is a snapshot in time. The PTSR is designed primarily for deploying units. Requirements should be based on what is needed to bring the unit to the highest level of readiness in all areas. The PTSR will be reviewed at the unit's triennial MS visit.

D-2. REPORT

a. General. As stated previously, Reserve Component (RC) units will prepare the report at least annually, as of 30 September to arrive at the assigned mobilization stations by 15 Dec. Updates are required within 45 days after a major MTOE change/reorganization, significant change in training readiness or change of mobilization station. All blocks should be filled in, either with data, none, or N/A, except those exempted in the following instructions.

b. Instructions for Completion of FORSCOM Form 319-R. Most items are self-explanatory. Instructions/clarification are provided for selected items as follows:

1. Section A - General information.

Item 6 - List all sub-units of your AA UIC that are included in this PTSR. If units with sub-UICs are submitting their own PTSR, they should not be listed here.

Item 7 - Troop Program Sequence Number (TPSN). Units are exempt from reporting this item under the manual system.

2. Section B - Training and Support Plan. Information provided in this section will be based on the unit's approved postmobilization training plan. It should reflect requirements necessary to achieve proficiency in all tasks on the training plan. These tasks will be those that were deferred for postmobilization as well as any pre-mobilization tasks in which the unit is not proficient.

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Critical Individual Tasks. List requirements for critical tasks.

Equipment Required. List devices, GTAs, films, audiovisual equipment, etc., needed to complete training. Use Army-wide numbers (DA Pamphlets 25-37, 25-90, 350-9 and 350-100; TRADOC Pamphlet 71-9) to identify requirements.

Ammunition Required. Project ammunition required for postmobilization training only. This ammunition is managed through training channels.

Assistance Required. List other training requirements. Be specific and describe clearly.

Ranges/firing points. List requirements for ranges/firing points/firing tables.

Training areas. List ground maneuver areas, and other training areas.

Issues or Assumptions Affecting Training. Use to amplify or to continue requirements listed above.

### **Section II Postmobilization Training Schedule**

#### **D-3. General**

Based on the approved training and support plan and the support provided from the MS as a result of the PTSR, the unit will develop the training schedule to be followed at the MS. This is the next progression in accomplishing the training necessary for the unit to be declared validated for deployment.

#### **D-4. REPORT**

The postmobilization training schedule will be refined upon arrival at the mobilization station. The schedule format will be IAW guidance from the MS. Upon arrival at the MS, the unit commander should be prepared to thoroughly articulate his unit's training requirements/shortfalls to the MS commander and his staff.

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**Appendix 1 to Annex D (PTSR)**

<b>POST MOBILIZATION TRAINING AND SUPPORT REQUIREMENTS (PTSR)</b> (FORSCOM Reg 500-3-3)			<i>Requirements Control Symbol</i> AFOP-366(R5)	
SECTION A - GENERAL INFORMATION				
1. UNIT NAME		2. UIC	3. DATE	
			a. As Of	b. Of Last Report
4. STARC/MUSARC POC ( <i>Name, Grade, Tel No</i> )		5.		
		a. MTOE/TDA ( <i>No/date</i> )	b. ALO	
6. DODAAC LIST OF ALL UNITS MOBILIZING UNDER AA UIC				
UNIT NAME	UIC	DODAAC	ADDITIONAL DODAAC	
7. TPSN				
8. HOME STATION (HS) ADDRESS ( <i>Street, City, State, ZIP Code</i> )			9. MAILING ADDRESS ( <i>If different from HS Address</i> )	
10. TEL NO ( <i>List All</i> )			11. MAILING ADDRESS ( <i>TAG/MUSARC</i> )	
COMMERCIAL	DSN			
12.				
a. TRAINING SUPPORT BRIGADE (TSB) POC ( <i>Name, Grade, Tel No</i> )			b. TSB POC VERIFICATION SIGNATURE	
13. MOBILIZATION LOCATION ( <i>Station, Army Area, State</i> )			14. COORDINATING INSTALLATION ( <i>Mobilization</i> )	
15. SUPPORTING INSTALLATION ( <i>Mobilization</i> )			16. MILEAGE ( <i>HS to Mobilization Location</i> )	
17.				
COMMANDER'S NAME, GRADE, TEL NO		SIGNATURE		DATE

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**Appendix 1 to Annex D (PTSR) Cont'd**

SECTION B - TRAINING AND SUPPORT PLAN	
1. UNIT	2. WEEK NUMBER OF TRAINING
3. PRIORITIZED COLLECTIVE TASKS	
4. CRITICAL INDIVIDUAL TASKS	
5. EQUIPMENT REQUIRED	
6. AMMUNITION REQUIRED	
7. ASSISTANCE REQUIRED	
8. RANGES/FIRING POINTS	
9. TRAINING AREAS	
10. ISSUES OR ASSUMPTIONS AFFECTING TRAINING	

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

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

#### PLANNING PHASE (PHASE 1)

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

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	TASK	REFERENCE CHAP/PHASE/TAS K OR ANNEX	PERSON ASSIGNED ACTION	DATE/TIME COMPLETED	VERIFIED
(29)	Develop postmobilization training plan	3-I-3			
(30)	Develop HS unit activity plan.	3-I-4			
(31)	Test the alert notification plan.	3-I-5			
(32)	Establish liaison with MS.	3-I-6			
(33)	Identify key personnel to be ordered to duty early.	3-I-7			
(34)	Conduct a premobilization briefing	3-I-8			
(35)	Establish COMSEC account.	3-I-9			
(36)	Identify advance party position and mission.	3-I-10			
(37)	Establish liaison with CI/SI.	3-I-11			
(38)	Develop lodging plan for HS.	4-I-1			
(39)	Develop subsistence plan for HS.	4-I-2			
(40)	Identify contracting requirements to the SI /USPFO	4-I-3			
(41)	Identify Class V ABL requirement	4-I-4			
(42)	Identify Class VIII, medical supply requirement.	4-I-5			
(43)	Prepare a unit movement plan .	4-I-6			
(44)	Test unit load plan.	4-I-7			
(45)	Maintain COMPASS AUDEL/TC ACCIS UEL documents.	4-I-8			
(46)	Develop and coordinate unit retrieval plans.	4-I-9			
(47)	Identify property not be taken to the MS.	4-I-10			
(48)	Plan to transfer facility responsibility	4-I-11			

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**ALERT PHASE (PHASE II)**

	<b>TASK</b>	<b>REFERENCE CHAP/PHASE/TAS K OR ANNEX</b>	<b>PERSON ASSIGNED ACTION</b>	<b>DATE/TIME COMPLETED</b>	<b>VERIFIED</b>
(1)	Coordinate mission related travel.	2-II-1			
(2)	Review and validate receipt of unit orders.	2-II-2			
(3)	Review, coordinate/validate orders	2-II-3			
(4)	Release attached personnel.	2-II-4			
(5)	Screen promotion eligible personnel.	2-II-5			
(6)	Identify personnel who require evaluation reports.	2-II-6			
(7)	Order unit members to active duty.	2-II-7			
(8)	Notify finance of unit's mobilization	2-II-8			
(9)	Process delayed arrival personnel.	2-II-9			
(10)	Review appointment memo.	2-II-10			
(11)	Increase update to unit/personnel data bases.	2-II-11			
(12)	Activate the unit family support network	2-II-12			
(13)	Soldier financial readiness.	2-II-13			
(14)	Update HS activities plan.	3-II-1			
(15)	Respond to press inquiries.	3-II-2			
(16)	Finalize postmobilization training plan and PTSR.	3-II-3			
(17)	Identify advance party members.	3-II-4			
(18)	Identify storage for classified material at MS.	3-II-6			
(19)	Review Unit Status Report.	3-II-7			
(20)	Coordinate arrival of fillers.	3-II-8			
(21)	Make final coordination for HS logistics plans.	4-II-1			
(22)	Update contracting requirements.	4-II-2			
(23)	Coordinate requirement for signature cards with MS.	4-II-3			
(24)	Prepare memo to MS to establish account.	4-II-4			
(25)	Prepare to conduct a showdown inspection of OCIE and personal uniforms.	4-II-5			
(26)	Identify and procure POL packaged product.	4-II-6			
(27)	Review and update ABL documentation.	4-II-7			
(28)	Prepare records/conduct inventory of unit property	4-II-8			
(29)	Review medical item, requisition for Class VIII	4-II-9			
(30)	Review PLL listing	4-II-10			
(31)	Coordinate transfer of property not taken to MS	4-II-11			
(32)	Coordinate with maintenance activities	4-II-12			
(33)	Retrieve operational records	4-II-13			
(34)	Update calibration records	4-II-14			
(35)	Review and coordinate unit movement plan.	4-II-15			

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<b>TASK</b>		<b>REFERENCE CHAP/PHASE/TAS K OR ANNEX</b>	<b>PERSON ASSIGNED ACTION</b>	<b>DATE/TIME COMPLETED</b>	<b>VERIFIED</b>
(36)	Update COMPASS AUDEL/TC ACCIS UEL	4-II-16			
(37)	Execute equipment retrieval plans.	4-II-17			
(38)	Storage of personal property and household goods.	4-II-18			

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**HOME STATION PHASE (PHASE III)**

	<b>Task</b>	<b>Reference Chap/Phase/Task or Annex</b>	<b>Person Assigned Action</b>	<b>Date/Time Completed</b>	<b>Verified</b>
(1)	Verify arrival status of personnel .	2-III-1			
(2)	Initiate SRP check for mobilization.	2-III-2			
(3)	Identify medically disqualified personnel.	2-III-3			
(4)	Verify soldier financial readiness	2-III-4			
(5)	Review and update individual records.	2-III-5			
(6)	Process record of emergency data.	2-III-6			
(7)	Prepare evaluation reports.	2-III-7			
(8)	Complete change of address cards.	2-III-8			
(9)	Process family member ID cards.	2-III-9			
(10)	Verify ID cards and tags.	2-III-10			
(11)	Process Geneva Convention identity card if required.	2-III-11			
(12)	Security clearance rosters.	2-III-12			
(13)	Prepare claims for travel.	2-III-13			
(14)	Arrange for legal services.	2-III-14			
(15)	Provide health, MMPA, and personnel to MS.	2-III-15			
(16)	Records processing for Direct Deploying Units.	2-III-16			
(17)	Account for medical emergencies/complete LOD.	2-III-17			
(18)	Incentives and entitlements.	2-III-18			
(19)	Provide final personnel report .	2-III-19			
(20)	Coordinate with MS on date/time for reporting.	3-III-1			
(21)	Execute HS activities plan	3-III-2			
(22)	Dispatch advance party to MS.	3-III-3			
(23)	Conduct an operations/information status briefing.	3-III-4			
(24)	Update Unit Status Report.	3-III-5			
(25)	Prepare classified material for movement.	3-III-6			
(26)	Provide HS support/services.	4-III-1			
(27)	Implement contract process.	4-III-2			
(28)	Complete signature cards.	4-III-3			
(29)	Prepare memo to establish Dining Facility account	4-III-4			
(30)	Conduct a showdown inspection.	4-III-5			
(31)	Prepare requisitions for POL.	4-III-6			
(32)	Finalize DA Form 581 for ABL.	4-III-7			
(33)	Finalize reconciliation of Property Book.	4-III-8			
(34)	Finalize Class VIII requisitions.	4-III-9			
(35)	Finalize PLL/ASL listing and prepare requisitions.	4-III-10			

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	<b>Task</b>	<b>Reference Chap/Phase/Task or Annex</b>	<b>Person Assigned Action</b>	<b>Date/Time Completed</b>	<b>Verified</b>
(36)	Complete transfer of property not taken to MS.	4-III-11			
(37)	Finalize material condition status report.	4-III-12			
(38)	Finalize COMPASS AUDEL/TC ACCIS UEL	4-III-13			
(39)	Complete transfer of facilities/property	4-III-14			
(40)	Complete storage of personal property	4-III-15			

**Annex F: (Guidelines for Determining Security Clearance Requirements) to RC Unit Commander's Handbook**

F-1. General guidelines to assist the commander in determining clearance requirements are:

- a. All officers and warrant officers commissioned after 1 Jan 88 will have a SECRET security clearance prior to commissioning.
- b. Need for access to classified information.
- c. Certain personnel, because of their MOS, are required by Army regulation to have a security clearance. Refer to AR 611-201 (enlisted), AR 611-101 (officers), and AR 611-122 (warrant officers). Even if the individual does not currently require access, they must maintain the clearance to retain the MOS.
- d. All message center, administrative and distribution personnel should have at least a SECRET clearance.
- e. All individuals who have unescorted access to unopened official first class mail, accountable mail, bulk shipments or other potentially classified shipments must possess at least a SECRET clearance.
- f. All company and battalion administrative personnel should have at least a CONFIDENTIAL clearance.
- g. All communications personnel should have at least a SECRET clearance. This includes personnel who operate communications equipment (e.g., the commander's driver and radio operator).
- h. All personnel in a chemical or ADP personnel reliability program (PRP) should have appropriate investigations and clearances (AR 50-5, AR 50-6, and AR 380-19).
- i. In each situation, operational considerations may dictate a higher degree of security clearance. This must be anticipated and planned for by the commander and his staff.

F-2. Some basic questions the commander and security manager should ask to assist in determining the overall personnel security clearance requirements are:

- a. Does the unit have a classified mission during peacetime?
- b. Does the unit have a classified mobilization mission?
- c. What is the highest level of classification of the unit's mission?

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- d. Does the unit have a support role that may require the unit to handle classified documents or material?
- e. Have clearance problems identified during training been documented? What is required to solve these problems?
- f. Does the unit have classified equipment? Who handles or has access to it? Who repairs it?
- g. Will the unit be issued classified equipment upon mobilization? Who will be required to handle it?
- h. Does the unit have equipment that will be fitted with classified components upon mobilization? Who will be required to use it?
- i. Does the unit possess, or will it be required to possess, classified cryptographic keying material?

F-3. When a determination is made on who requires a clearance and the levels, the following actions are taken:

- a. Annotate the unit manning report indicating the level of clearance required.
- b. Contact the next higher unit in the chain of command for assistance in resolving problems that cannot be handled at the unit level.
- c. Submit the appropriate investigative forms and request for security clearance actions on unit personnel who require a security clearance for your unit IAW established clearance processing procedures.
- d. Develop a suspense system to follow-up on clearance actions that have been submitted.
- e. Develop a system to ensure quality control of paperwork to avoid costly delays caused by paperwork being returned for correction.

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### **Annex G: (Required Documents Checklist) to RC Unit Commander's Handbook**

G-1. The purpose of this checklist is to standardize the required documents that a unit commander must prepare and take to the mobilization station (MS) upon mobilization or during mobilization exercises. This checklist will not be supplemented. Any recommended additions or deletions may be forwarded to HQ FORSCOM, AFOP-OCM, for consideration.

G-2. The checklist contains all unit requirements to meet mobilization station needs. RC unit commanders will ensure that these documents accompany the advance party, and that members of the party are knowledgeable of them and the requirements of the unit to complete preparations for deployment. If time (accelerated Phase II and/or Phase III) precludes completion, the main body must comply with the provisions upon arrival at the MS. This checklist does not relieve the unit from taking all unit equipment and administrative records and files.

G-3. If the stated requirements are not completed at the home station, they will have to be completed upon arrival at the MS. Every effort will be made to complete all requirements prior to departure from home station, since time is of the essence after arrival at the MS.

G-4. The following checklist is intended to provide a sequential identification of unit mobilization requirement references. A unit organization (Derivative UIC) which is organized at less than full MTOE capabilities will not be required to fulfill full unit requirements, i.e. USR (Item g), PTSR, TAM, etc.

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<u>ITEM</u>	<u>REFERENCE</u>
a. Assumption of command letter	FORSCOM Reg 500-3-3
b. Updated unit Postmobilization Training Plan and revised FORSCOM Form 319-R, Postmobilization Training and Support Requirements (PTSR Hardcopy)	FORSCOM Reg 500-3-3
c. Latest evaluation of Annual Training (TAM) (ARNG only) and latest Compliance Inspection by STARC/RSC	FM 25-100/101
d. Copies of Unit Mobilization Order	FORMDEPS
e. Copy of MTOE/TDA and letters of authorization	
f. Complete Updated Unit Status Report (DA Form 2715 and 2715-R)	AR 220-1
g. Required Memorandums	
1. Dining Facility Account	AR 30-1
h. Appointment Orders (Memorandum Format) for:	
1. Mobilization Purchasing Authority	FORMDEPS
2. Claims Officer	
3. Property Book Officer	AR 710-2
4. Army Oil Analysis Program Coordinator and alternate	TB 43-0210
5. COMSEC Custodian/Alternate	FORSCOM Reg 380-41; AR 380-40; TB 380-41-2
6. Security Manager	AR 380-5
7. Safety Manager	AR 385-10
8. Telephone Control Officer	AR 105-23
9. Publications Control Officer	AR 25-30
10. Classified Custodian	AR 380-5
11. ISSO (Information Systems Security Officer)	AR 380-19
i. Purchase Order (Invoice/Voucher) SF 44	FORMDEPS
j. Unit Property Book	FORMDEPS
k. DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577, Signature Card (as required by the mobilization station) prepared for:	FORMDEPS
1. Training aids/Audiovisual	AR 710-2
2. Central Issue Facility	
3. IMPACT Account	AR 710-2
4. IMSA (Class VIII)	
5. Signal	
6. Engineer supplies	
7. TDA/TOE supplies	AR 710-2
8. Real property	AR 710-2
9. Troop Issue Subsistence Activity (TISA)	
10. Ammunition Supply Point (ASP)	
l. Class II -	
1. DA Form 3645, Organization Clothing & Equipment (record)	
Shortages.	FORMDEPS
2. DA Form 2765-1 for Shortages or DA Form 3161.	
3. DA Form 3078 for personal clothing	
m. Class IV-DA Form 2765-1, Construction and Fortification Shortages (Training Requirements Only)	FORMDEPS
n. Class V - DA Form 581, Request for issue and Turn-in of Ammunition basic load (ABL), AIIQ TAT.	FORMDEPS
o. Class VIII-Medical Supply Requisitions (DA Form 2765-1)	FORMDEPS
p. Class IX- Copy of PLL/ASL and shortage requisitions	FORMDEPS

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- q. Maintenance
  - 1. DA Form 2406, Materiel Condition Status Report and/or DA Form 1352, Materiel Condition Report (Aircraft) and/or DA Form 3266-1 Army Missile Readiness Report FORMDEPS
  - 2. List of items requiring calibration FORMDEPS
- r. Transportation
  - 1. COMPASS AUEL/TC ACCIS UEL Update FORSCOM Reg 55-1
  - 2. Deployment Movement Plan FORSCOM Reg 55-1
  - 3. Driver Qualifications FORMDEPS
- s. Computerized Unit Manning Roster/Report annotated with:
  - 1. Roster of Nondeploying personnel with reason why nondeployable FORMDEPS
  - 2. Roster of AWOLs and no shows (Name, Rank, SSN, Unit Home Address, and Security Clearance.) FORMDEPS
  - 3. Positions requiring security clearances
  - 4. Disciplinary actions
- t. Records (NOTE: Records for advance party will not be transported in the same vehicle or aircraft as the personnel) FORMDEPS
  - 1. Military Personnel Jacket (DA Form 201) AR 600-8-104
  - 2. Finance (DA Form 2356)
  - 3. Medical (DA Form 3444 Series) AR 40-66
  - 4. Dental (SF 603) Paragraph AR 40-66
  - 5. Health care provider AR 40-68 Practitioner Credentials Files (PCFs) Certified Mail Preferred
    - (a) DA Form 4691-R
    - (b) Current DA Form 5440-(Specialty)-R
    - (c) Current DA Form 5441-(Specialty)-R
    - (d) Current DA Form 5754-R
    - (e) Current DA Form 537
    - (f) Medical school diploma w/primary source verification
    - (g) Graduate Medical Education diploma(s)
    - (h) Current state license
    - (i) Proof of current basic or advanced cardiac life support.
    - (j) Any other document that may affect privileging.
- u. Pending Personnel actions: Promotions
- v. DA Form 3955 (Change of Address and Directory Cards) FORMDEPS  
AR 340-5, DOD 4526.6.M
- w. Serious Incident Reports (if applicable) AR 190-10 & AR 190-11
- x. Accident Reports (if applicable) AR 190-5 & AR 190-9
- y. Form 3986, Personnel Asset Inventory AR 680-31
- z. Roster of personnel requiring Identification Tags FORMDEPS
- aa. DD Form 577, Signature Cards, as applicable. Prepared for: FORMDEPS
  - 1. Classified Courier AR 105-31; AR 380-5
  - 2. Morale Welfare Recreation Fund Representative
  - 3. Custodian of Classified Documents AR 37-103; AR 380-5
  - 4. Mobilization Purchasing Authority (MPA) FORMDEPS
- ab. DD Form 285, Appointment of Military Postal Personnel AR 340-3
  - 1. Postal Officer AR 40-5
  - 2. Mail Clerk AR 40-5
  - 3. Alternate Mail Clerk AR 40-5
- ac. Personnel Security Clearance Roster for entrance to EOC FORMDEPS

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- ad. Roster of Personnel requiring security clearances and appropriate forms necessary to obtain a clearance. AR 380-67
1. CONFIDENTIAL and SECRET clearance
    - (a) Proof of US citizenship.
    - (b) SF 86 (Questionnaire for National Security Positions)
    - (c) FD 258 (Fingerprint Card).
  2. TOP SECRET
    - (a ) SF 86 (Questionnaire for National Security Positions) [Items 9, 10 & 11 must contain information for past 10 years.]
    - (b) FD 258 (Fingerprint Card).
    - (c) Proof of US Citizenship.
    - (d) DD Form 1879 (Request for Personal Security Investigation).
- ae. Claims for travel from home to assembly site (DD 1351-2) FORMDEPS
- af. Mobilization Purchasing Authority (MPA) Procurement Reporting Information FORMDEPS

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### Annex H: (References) to RC Unit Commander's Handbook

This annex lists the publications and blank forms used as source references for compiling this handbook.

#### *PUBLICATIONS.*

<u>NUMBER</u>	<u>TITLE</u>
AR 5-9	Intraservice Support Installation Area Coordination
AR 20-1	Inspector General Activities and Procedures
AR 25-1	The Army Information Resources Management Program
AR 25-11	Record Communications and the Privacy Communications System
AR 25-30	The Army Integrated Publishing and Printing Program
AR 25-51	Official Mail and Distribution Management
AR 27-10	Military Justice
AR 30-1	The Army Food Service Program
AR 30-21	The Army Field Feeding System
AR 37-103	Finance and Accounting for Installations: Disbursing Operations
AR 37-104-4	Military Pay and Allowances Policy and Procedures Active Component
AR 37-104-10	Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay System, Reserve Components.
AR 37-106	Finance and Accounting for Installations Station and Evacuation Allowances Finance Handbook (Update)
AR 40-3	Medical, Dental and Veterinary Care
AR 40-5	Preventive Medicine
AR 40-15	Medical Warning Tag and Emergency Medical Identification
AR 40-61	Medical Logistics Policies and Procedures
AR 40-63	Ophthalmic Services
AR 40-66	Medical Record and Quality Assurance Administration
AR 40-68	Quality Assurance Administration
AR 40-501	Standards of Medical Fitness
AR 40-562	Immunization Requirements and Procedures
AR 50-5	Nuclear Surety
AR 50-6	Chemical Surety Program
AR 55-71	Transportation of Personal Property and Related Services
AR 55-113	Movement of Units Within Continental United States
AR 135-91	Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures - Reserve Components Personnel (Update)
AR 135-133	Ready Reserve Screening, Qualification Records System and Change of Address Reports - Reserve Components Personnel (Update)
AR 135-155	Promotion of Commissioned Officers and Warrant Officers Other than General Officers - Reserve Components Personnel (Update)
AR 135-175	Separation of Officers - Reserve Components Personnel (Update)
AR 135-178	Separation of Enlisted Personnel - Reserve Components Personnel (Update)
AR 135-210	Order to Active Duty as Individuals during Peacetime
AR 145-1	Senior ROTC Program Organization Administration and Training
AR 190-5	Motor Vehicle Traffic Supervision
AR 190-9	Military Absentee and Deserter Apprehension Program
AR 190-11	Physical Security of Weapons, Ammunition, and Explosives - Physical Security Handbook (Update)
AR 190-51	Security of Unclassified Army Property (Sensitive and non-sensitive - Physical Security Handbook (Update)

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AR 215-1	Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities
AR 220-1	Unit Status Reporting (RCS JCS 6-11-2-1-6)
AR 220-10	Preparation for Overseas Movement of Units (POM)
AR 220-45	Duty Roster
AR 310-50	Catalog of Abbreviations and Brevity Codes
AR 340-21	The Army Privacy Program replaced by AR 25-51AR 350-30
AR 380-5	Department of Army Information Security Program Regulation
AR 380-19	Information Systems Security
AR 380-19-1(C)	Control and Compromising Emanation (TEMPEST)
AR 380-40	Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (C)
AR 380-67	Personnel Security Program Regulation
AR 381-12	Subversion and Espionage Directed Against US Army and Deliberate Security Violations (Short Title: SAEDA)
AR 381-26	The Army Foreign Materiel Exploitation Program
AR 385-10	The Army Safety Program
AR 385-40	Army Accident Investigation and Reporting
AR 500-5	The Army Mobilization and Operations Planning and Execution System (AMOPES)
AR 600-8-1	Army Casualty, Memorial Affairs and Investigations
AR 600-8-3	Unit Postal Operations
AR 600-8-6	Personnel Accounting and Strength Reporting
AR 600-8-14	Identification Cards, Tags, and Badges
AR 600-8-101	Personnel Processing (In-and-out and Mobilization), Soldier Readiness Processing (SRP)
AR 600-8-104	Military Personnel Information Management/Records
AR 600-8-105	Military Orders
AR 600-20	Army Command Policy and Procedures
AR 600-43	Conscientious Objection
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
AR 600-60	Physical Performance Evaluation Systems (AC)
AR 600-110	Identification, Surveillance and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)
AR 600-200	Enlisted Personnel Management System (Update)
AR 601-25	Delay in Reporting for and Exemption From Active Duty and Active Duty Training
AR 601-210	Regular Army and Army Reserve Enlistment Program Serviceman's Group Life Insurance (SGLI); Veteran's Group Life Insurance (VGLI)
AR 600-8-29	Officer Promotions
AR 611-5	Army Personnel Selection and Classification Testing
AR 611-6	Army Linguist Management
AR 611-101	Commissioned Officer Classification System, Military Occupational Classification Structure Handbook (Update)
AR 611-112	Manual of Warrant Officer Military Occupational Specialties, Military Occupational Classification Structure Handbook (Update)
AR 611-201	Enlisted Career Management Fields and Military Occupational Specialty, Military Occupational Classification Structure Handbook (Update)
AR 612-201	Processing , Control, and Distribution of Personnel at US Army Reception Battalions and Training Centers (RCS MILPC-17 [R1]) and Distribution of Trainees (RCS MILPC-17)
AR 614-30	Overseas Service All Ranks Personnel Handbook (Update)
AR 623-105	Officer Evaluation Reporting System Evaluation Handbook (Update)
AR 623-205	Enlisted Evaluation Reporting System Evaluation Handbook (Update)
AR 630-10	Absence Without Leave, Dereliction and Administration of Personnel involved in Civilian Court Proceedings

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AR 690-11	Mobilization Planning and Management
AR 700-84	Issue and Sale of Personal Clothing, Unit Supply Update
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level - Unit Supply Update
AR 710-3	Asset and Transaction Reporting System
AR 725-5	Requisitioning, Receipt, and Issue System
AR 735-5	Policies and Procedures for Property Accountability - Unit Supply Update
AR 750-1	Army Material Maintenance Policies, Maintenance Management Update
DA PAM 25-33	The Standard Army Publications System (STAR PUBS)
DA PAM 25-37	Index of Graphic Training Aids (GTA)
DA PAM 25-380-2	Security procedures for controlled cryptographic items
DA PAM 40-501	Hearing Conservation
DA PAM 350-9	Index and Description of Army Training Devices
DA PAM 350-100	Extension Training Materials Consolidated Catalog
DA Pam 385-40	Army Accident Investigation and Reporting
DA PAM 600-8	Management and Administrative Procedures
DA PAM 600-8-1	Standard Installation/ Division Personnel System (SIDPERS) Battalion S1 Level Procedures (VOL I)
DA PAM 600-8-2	SIDPERS User Manual - Military Personnel Office (Level Procedures)
DA PAM 608-47	A Guide to Establishing Family Support Groups
DA PAM 611-54	Manual for Testing Women Applicants at Reserve Components
DA PAM 611-54-1	Manual for Testing Men Applicants at Reserve Components
DA PAM 710-2-1	Using Unit Supply System Manual Procedures - Unit Supply Update
DA PAM 710-2-2	Supply Support Activity Supply System: Manual Procedures - Unit Supply Update
DA PAM 738-750	Functional User Manual for the Army Maintenance Management System (TAMMS) - Maintenance Management Update
DOD 4500.9-R	Vol II, Cargo Movements
DOD 4500.9-R	Vol III, Mobility
DOD 4500.34-R	Personal Property Traffic Management Regulation
DOD 4525.6-M Vol 1	
DOD 4525.6-M Vol 2	DOD Postal ManualDOD 5040.2-C-1
DA PAM 25-30	Index of Administrative Publications and Blank Forms (Microfiche).
CTA 8-100	Army Medical Department Expendable/Durable Items
CTA 50-900	Clothing and Individual Equipment
CTA 50-909	Field and Garrison Furnishing and Equipment
CTA 50-970	Expendable/Durable Items
FM 14-7	Finance Operations
FM 19-30	Physical Security
FM 25-100	Training the Force
FM 25-101	Battle Focused Training
FM 55-30	Army Motor Transport Operations and Units
FM 55-312	Military Convoy Operations in the Continental United States
FM 100-17	Mobilization, Deployment, Redeployment and Demobilization (MDRD)
FORSCOM/ARNG Reg 55-1	Unit Movement Planning
FR 55-2	Unit Movement Data Reporting and Systems Administration
FR 115-11	Climatic, Hydrological and Topographic Service
FR 135-7	Training Assessment
FR 380-41	Communications Security
FR 500-3	FORSCOM Mobilization and Deployment Planning System (FORMDEPS)
FR 700-2	FORSCOM Standing Logistics Instructions
FR 700-3	Ammunition Basic Load
TB 380-41	Procedure for Safeguarding, Accounting, and Supply Control of COMSEC Material
DOD PAM	A Guide to Reserve Component Families.
TM 746-10	Marking, Packaging, and Shipment of Supplies and Equipment: General Packing

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	Instructions for Field Units
NGR 310-10	Military Orders
NGR 600-2	Screening of Army National Guard
NGR 600-200	Enlisted personnel management
NGR 614-1	Inactive Army National Guard Administration
NGR 635-100	Formation of Appointment and Withdrawal of Federal recognition
NGR 680-2	Automated Retirement Points Accounting System
ACP 190 US Suppl 1 (C) -	
Guide to Frequency	
Planning	

### BLANK FORMS.

### DA FORMS:

<u>FORM NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
2 Series		Personnel Qualification Record Part I
6	CS	Duty Roster
12 Series		Publications and Blank Forms Accounts
17	CS	Request for Publications and Blank Forms
31	CS	Request Authority for Leave
201	FL	Military Personnel Records Jacket, U.S. Army
285-AB-R		U.S. Army Abbreviated Ground Accident Report (AGAR)
330	ST3	Language Proficiency Questionnaire
581	STC6	Request for Issue and Turn in of Ammunition
705	CD	Army Physical Fitness Test Card
1352	CS	Army Aircraft Inventory, Status and Flying Time Report
1380	ST3	Record of Individual Performance of Reserve Duty Training
1687	ST3	Notice of Delegation of Authority-Receipt for Supplies
2062	CS	Hand Receipt/Annex Number
2356	CS	
2397 Series		Technical Report of U.S. Army Aircraft Accident
2406	CS	Materiel Condition Status Report
2407	ST5	Maintenance Request
2715-R		Unit Status Report
2765	TCBX	Request for Issue or Turn-in
2765-1	ST4	Request for Issue or Turn-in
3053	CS	Declaration of Retired Pay Benefits Waiver
3078	ST6	Personnel Clothing Request
3161	ST6	Request for Issue or Turn-in
3266-1	CS	Army Missile Materiel Condition Status Report
3365	CS	Authentication for Medical Warning Tag
3444 Series		Terminal Digit File for Treatment Records
3645	PD50	Organization Clothing and Individual Equipment Record
3964		Classified Document Accountability Record
3685R		JSS-Army Pay Elections
3716		JUMPS/JSS-Army Personnel Financial Records U.S. Army
3953	PD50	Purchase Request and Commitment
3955		Change of Address and Directory Card
4187		Personnel Action
4886	CS	Issue-in-Kind Personal Clothing Record (Enlisted Reserve)
5304 R		Family Care Counseling Checklist

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5504 Maintenance Request  
5960 Authorization to Start and Stop BAQ

### *DD FORM*

<b><u>FORM NUMBER</u></b>	<b><u>TITLE</u></b>
2A	Active Duty Military ID Card
4	Enlistment/Reenlistment Document
93	Record of Emergency Data
137	Application for BAQ with Secondary Dependents
214	Certificate of Release Discharge from Active Duty
285	Appointment of Military Postal Personnel
577	Signature Card
1172	Application for Uniformed Services Identification Card DEERS Enrollment
1173	Uniformed Services Identification and Privilege Card
1173-1	DEERS
1348-6	DOD Single Line Item Requisition System Document
1351-2	Travel Voucher or Subvoucher
1561	Authorization for Family Separation Allowance
1879	Request for Personal Security Investigation
1934	Geneva Convention Identity Card for Medical and Authorized Religious Personnel who serve in or Accompany the Armed Forces
2501	Courier Authorization
2558	Change of Allotment
2559	Savings bond allotment authorization/active duty or retired pay

### *FORSCOM FORMS*

12-R	Request to Establish/Change a FORSCOM Publications Account
149-R	Ammunition Basic Load Computation Sheet
248-R	Request for Motor Transportation
285-1-R	Request for Commercial Transportation
319-R	Postmobilization Training and Support Requirements (PTSR)
900-R	Computerized Movement Planning and Status System (COMPASS)

### *SF FORM*

44	Purchase Order - Invoice Voucher
76	Post Card Application for Absentee Ballot
86	Questionnaire for National Security Positions
601	Immunization Record
603	Dental Record
1199A	Authorization for Deposits of Federal Recurring Payments

### *NGB FORMS*

23A	Retirement Credits-Records
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### *SGLV FORMS*

## **FORSCOM Regulation 500-3-3**

8286 Request for Insurance - SGLI

### *IRS FORM*

W-4 Employee's Withholding Exemption Certificate

### *FBI FORMS*

FD 258 Fingerprint Card

## FORSCOM Regulation 500-3-3

### Annex X: (Glossary) to RC Unit Commander's Handbook

#### SECTION I: ABBREVIATIONS AND ACRONYMS

AASF	Army Aviation Support Facility	AUEL	Automated Unit Equipment List
ABL	Ammunition Basic Load	AWOL	Absent Without Leave
AC	Active Component	BBM	Blocking, Bracing Material
ACB	Army classification battery	BBPCT	Blocking, Bracing, Packing, Crating and Tiedown material
AD	Active Duty	BFTMS	Battle Focused Training Management System
ADP	Automated Data Processing	BLDG	Building
ADPE	Automated Data Processing Equipment	CARS	Combat Arms Regimental System
ADSW	Active Duty for Special Work	CASP	Civilian Acquired Skills Program
ADT	Active Duty for Training	CBS-X	Continuing Balance System- Expanded
AEC	Area Equipment Compounds	CCISP	Controlled Cryptographic Item Serialization
AESR	Army Equipment Status Report	CHAP	Chapter
AF	Augmentation Force	CI	Coordinating Installation
AFO	Army Finance Officer	CNGB	Chief, National Guard Bureau
AFS	Aviation Support Facility	CO	Conscientious Objector
AG	Adjutant General	COMPASS	Computerized Movement Planning and Status System
AGC	Adjutant General's Corps	COMPO	Component Code
AGR	Active Guard/Reserve	COMSEC	Communications Security
AIQ	Ammunition Initial Issue Quantity	CONUS	Continental United States
ALD	Available to Load Date	CONUSA	Continental US Army
ALO	Authorized Level of Organization	CPX	Command Post Exercise
AMC	Army Materiel Command	CRS	Calibration Recall System
AMDF	Army Master Data File	CSMS	Combined Support Maintenance Shop
AMEDD	Army Medical Department	CTA	Common Table of Allowances
AMO	Automation Management Office	DA	Department of the Army
AMOPES	Army Mobilization and Operations Planning and Execution System	DACG	Departure Airfield Control Group
AMSA	Area Maintenance Support Activities	DAMPL	Department of the Army Master Priority List
AOMS	Area Organization Maintenance Shop	DC	Dental Corps
APOE	Aerial Port of Embarkation	DDU	Direct Deployment Unit
ARCASP	Army Readiness Civilian Acquired Skills Program	DEFCON	Defense Readiness Condition
ARPERCOM	U.S. Army Reserve Personnel Command	DIV (EX)	Division (Exercise)
ARNG	Army National Guard	DIVARTY	Division Artillery
ARTEP	Army Training and Evaluation Program	DMC	Defense Movement Coordinator
ASGD	Assigned	DOD	Department of Defense
ASL	Authorized Stockage Level	DODAAC	DOD Activity Address Code
AT	Annual Training	DODIC	DOD Identification Code
ATP	Army Training Plan	DODSASP	DOD Small Arms Serialization Program
ATTN	Attention		

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DPA	Data Processing Activities	ING	Inactive National Guard
DPCA	Director, Personnel and Community Activities	IRR	Individual Ready Reserve
DRL	Date Required to Load	ISO	Installation Supply Officer
EAD	Earliest Arrival Date	ITO	Installation Transportation Officer
EAP	Emergency Action Procedures	JAGC	Judge Advocate General's Corps
ECS	Equipment Concentration Site	JCS	Joint Chiefs of Staff
E-DATE	Date of Status Change of Unit	JSS	Joint Service System
ED	Effective Date unit enters Federal active duty	JUMPS	Joint Uniform Military Pay System
EDDA	Estimated Departure Date Air	LAD	Latest Arrival Date
EDDS	Estimated Departure Date Sea	LIN	Line Item Number
ESR	Equipment Status Report	LRA	Local Reproduction Authorized
ETS	Expiration of Term of Service	MACOM	Major Army Command
EXMOVREP	Expedited Movement Report	MAT	Mobilization Assistance Team
FAD	Force/Activity Designator	MATES	Mobilization and Training Equipment Site
FAO	Finance and Accounting Office	M-DATE	Mobilization Date
FAR	Federal Acquisition Regulation	M-DAY	For Full Mobilization Day
FC	Finance Corps	MC	Medical Corps
FEMA	Federal Emergency Management Agency	MDC	Movement Designator Code
FID	Format Identification Data	MEPS	Military Entrance Processing Station
FMP	FORSCOM Mobilization Plan	METL	Mission Essential Task List
FORMDEPS	FORSCOM Mobilization and Deployment Planning System	MFR	Memorandum For Record
FORSCOM	Forces Command	MHE	Materiel Handling Equipment
FTM	Full-Time Manning	MI	Middle Initial
FTNGD	Full Time National Guard Duty	MILPO	Military Personnel Office
FTUS	Full-time Unit Support	MOBCON	Mobilization Movement Control
FTX	Field Training Exercise	MOBPERS	Mobilization Personnel Processing System
GCCS	Global Command and Control System	MOBTDA	Mobilization Table of Distribution and Allowances
GCCS-A	Global Command and Control System - Army	MOS	Military Occupational Specialty
GEOLOC	Geographical Location Code	MOU	Memorandum Of Understanding
GOCOM	General Officer Command	MP	Mobilization Plan
GSF	General Support Force	MPA	Mobilization Purchasing Authority
GTA	Graphic Training Aid	MPL	Mandatory Parts List
HQ	Headquarters	MPRJ	Military Personnel Records Jacket
HQDA	Headquarters, Department of the Army	MRE	Meal, Ready to Eat
HS	Home Station	MS	Mobilization Station
HSC	Health Services Command	MSAD	Mobilization Station Arrival Date
HSDD	Home Station Departure Date	MSCA	Military Support of Civil Authority
IAW	In Accordance With	MTDA	Modified Table of Distribution and Allowances
ID	Identification	MTMC	Military Traffic Management Command
IDS	Intrusion Detection System	MTOE	Modified Table of Organization and Equipment
IDT	Inactive Duty Training		
IET	Initial Entry Training		
IMA	Individual Mobilization Augmentee		
IMSA	Installation Medical Supply Account		
INCONREP	Intra-CONUS Movement Report		

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MUTA	Multiple Unit Training Assembly	RDYLD	Ready to load date
NAC	National Agency Check	REDCON	Readiness Condition
NBC	Nuclear, Biological, and Chemical	REG	Regulation
NGB	National Guard Bureau	ROBCO	Requirement Objective Code
NGR	National Guard Regulation	ROTC	Reserve Officer Training Corps
NO	Number	RSC	Regional Support Command
NSLI	National Service Life Insurance	RSG	Regional Support Group
NSN	National Stock Number	SAEDA	Subversion and Espionage Directed against the Army
OBC	Officer Basic Course	S-DAY	Day PSRC Mobilization begins
OCONUS	Outside Continental U.S.	SB	Supply Bulletin
OCS	Officer Candidate School	SCIF	Sensitive Compartment Information Facility
OMA	Operations and Maintenance, Army	SDT	Skill Development Test
OMS	Organizational Maintenance Shop	SECDEF	Secretary of Defense
OPCOM	Operational Command	SGLI	Servicemen's Group Life Insurance
OPCON	Operational Control	SI	Support Installation
OPLAN	Operation Plan	SIB	SIDPERS Interface Branch
OSGLI	Office of Servicemen's Group Life Insurance	SIDPERS	Standard Installation/Division Personnel System
PAA	Primary Assembly Area	SMOS	Secondary MOS
PAM	Pamphlet	SMP	Simultaneous Membership Program
PARA	Paragraph	SOMS	State Operated Mobilization Stations
PBO	Property Book Officer	SORTS	Status of Resources and Training System
PCS	Permanent Change of Station	SPOE	Sea Port Of Embarkation
PFR	Personal Financial Record	SRC	Standard Requirement Code
PLASSN	Planning Association	SRP	Soldier Readiness Processing
PLCP	Premobilization Legal Counseling Program	SSAN	Social Security Account Number
PLL	Prescribed Load List	SSI	Specialty skill identifier
PLS	Premobilization Legal Services	SSO	Special Security Office
PMOS	Primary MOS	STARC	State Area Command
PMT	Postmobilization Training	TAG	The Adjutant General
POD	Port Of Debarkation	TALCE	Tanker/Airlift Control Element
POE	Port Of Embarkation	TAM	Training Assessment Model
POL	Petroleum, Oil, and Lubricants	TAT	To Accompany Troops
POM	Preparation for Overseas Movement	TBEP	Training Base Expansion Plan (TRADOC)
POV	Privately Owned Vehicle	TCS	Temporary Change of Station
PPP	Power Projection Platform	T-DAY	Day Partial Mobilization begins
PRP	Personnel Reliability Program	TDA	Table of Distribution and Allowances
PSP	Power Support Platform	TDY	Temporary Duty
PSRC	Presidential Selected Reserve Call-up	TOE	Table of Organization and Equipment
PTSR	Postmobilization Training and Support Requirements	TPSN	Troop Program Sequence Number
PWRS	Prepositioned War Reserve Stocks	TPU	Troop Program Unit
RC	Reserve Component	TRADOC	Training and Doctrine Command
RCAS	Reserve Component Automation System	TSB	Training Support Brigade
RCU	Reserve Component Unit		

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TSC	Training Support Center
TTAD	Temporary Tour of Active Duty
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
ULMS	Unit Level Management System
UMC	Unit Movement Coordinator
US	United States
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command
USPFO	U.S. Property and Fiscal Officer
USR	Unit Status Report
UTA	Unit Training Assembly
UTES	Unit Training Equipment Site
VA	Veterans Administration
WETEP	Weekend Training Equipment Pool
WETS	Weekend Training Site
YTP	Yearly Training Program

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### **SECTION II: TERMS**

**“AA UNIT:”** See Mobilization Entity

**ACTIVE DUTY:** Full-time duty in the active U.S. military service. A general term applied to all active military service with the active force without regard to duration or purpose.

**ALERT:** Any form of communication used by Headquarters, Department of the Army, or other competent authority, to notify RC unit commanders that orders to active duty are pending for the units. Simultaneously with the alert, or as soon as possible in the HQDA mobilization order, the unit is given the effective date of entry on active duty, its mobilization station, MTOE, and other basic data as determined by the orders issuing authority

**AUTHORIZED LEVEL OF ORGANIZATION (ALO):** ALO establishes the authorized strength and equipment level for units. ALO may be expressed in numerically or letter designated levels representing percentages of full manpower spaces (e.g., ALO 1 is 100 percent, ALO 2 approximately 90 percent, ALO 3 approximately 80 percent, ALO 4 approximately 70 percent). The JCS term "Readiness Rating Limitations" is synonymous with ALO for Army unit status reporting.

**CALLUP :** Procedures by which the President brings all or a part of the Army National Guard into the active Federal service of the United States under Section 3500 and Chapter 25 of Title 10 United States Code.

**C-DAY:** The unnamed day on which a deployment operation commences or is to commence.

**Component Code:** Identifies the duty status of a unit (1=Active Army; 2-ARNG; 3=USAR, 4=Unmanned/unequipped).

**COMPUTERIZED MOVEMENT PLANNING AND STATUS SYSTEM (COMPASS):** A computer assisted activity designated to provide movement planning aids to Active Component and RC units and activities.

**CONTINENTAL U.S. ARMY (CONUSA):** Within a geographic area of responsibility, commands the Readiness Groups; provides direct

support to ARNG and USAR units; facilitates, assists and assesses training of RC forces; evaluates readiness of all forces; and executes operations, mobilization and deployment as directed by FORSCOM.

**COORDINATING INSTALLATION (CI):** A supporting installation assigned to coordinate specified types of intra-service support within a prescribed geographical area.

**CONUS SUSTAINING BASE:** Those minimum essential units required on station immediately after mobilization to expand rapidly the training base, to serve as AC backfill and to perform priority tasks in deploying the early force and shipping essential supplies.

**D-DAY:** The day on which an operation commences or is due to commence. This may be the commencement of hostilities of any operation.

**DELAY:** The postponement of either the date a member is available to report for his active duty tour or the reporting date specified in orders to active duty.

**DIRECT DEPLOYING UNIT:** A Reserve Component unit that moves directly from Home Station (HS) to a Port of Embarkation (POE). The unit does not move through a Mobilization Station (MS).

**DIRECT REPORTING COMMAND (DRC):** A USAR troop program unit, other than a U.S. Army Regional Support Command (RSC). It is commanded by a general officer.

**DIRECTED TRAINING ASSOCIATION:** A directed training association (DTA) program whereby early deploying units are affiliated with like-type AC units to improve their readiness.

**EARLIEST ARRIVAL DATE (EAD):** The earliest date a unit should arrive "in theater" in support of a specific operation plan.

**EQUIPMENT CONCENTRATION SITE (ECS):** A site at which equipment has been placed, with provisions for its maintenance and security, for storage and/or use by USAR units.

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**EXEMPTION:** Total relief from the requirement to report for active duty on the reporting date specified in orders to active duty.

**F-HOUR:** The time, specified by the Secretary of Defense, at which the military departments will initiate mobilization.

**FORCE ACTIVITY DESIGNATOR (FAD):**

Each unit in the Army is assigned a number from I to V which is known as the FAD. The FAD provides guidance for the allocation and distribution of resources such as equipment and personnel. The higher the FAD number, the lower the unit's priority to receive resources.

**FULL-TIME MANNING:** Full-time military personnel, either ARNG, USAR, or Active Component, assigned to a unit to increase the mobilization readiness of that unit.

**HOME STATION (HS):** The assigned permanent location or assembly point of ARNGUS and USAR units, or initial active duty station for individuals reporting separately.

**INACTIVE NATIONAL GUARD (ING):** A continuing military status for those qualified officers, warrant officers, and enlisted persons prevented temporarily from participation in National Guard training. Individuals so assigned continue to be in the Ready Reserve and subject to order to active duty in time of war or national emergency as members of the Army National Guard of the United States.

**INDIVIDUAL MOBILIZATION AUGMENTEE (IMA):** A member of the Individual Ready Reserve who is pre-selected, pre-trained, and assigned to occupy an authorized active duty position.

**LATEST ARRIVAL DATE (LAD):** The latest date a unit is projected to arrive at its overseas theater.

**M-DAY:** The day the Secretary of Defense directs that Full mobilization commence based on a decision by the President, the Congress, or both. All mobilization planning (e.g., alert, movement, transportation, and deployment or employment) is based on this date.

**M-DATE:** The specific day an RC unit enters active duty.

**MOBILIZATION:** The act of assembling and organizing national resources to support national objectives in the time of war or other emergencies. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve components as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Armed Forces includes the following categories:

a. **Selective mobilization.** Expansion of the active Armed Forces resulting from action by Congress and/or the President to mobilize Reserve component units, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack.

b. **Presidential Selected Reserve Call-up (PSRC).** The President may augment the active forces by a call-up of units or individuals of the Selected Reserve, up to 200,000 personnel (all services), for up to 270 days, with additional 90 days, if necessary, to meet the requirements of an operational mission. While the PSRC is not a statutory level of mobilization, it is part of the graduated mobilization response.

c. **Partial Mobilization.** Expansion of the active Armed Forces resulting from action by Congress (up to full mobilization) or by the President (not more than 1,000,000) to mobilize for up to 24 months Ready Reserve component units, individual reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

d. **Full Mobilization.** Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all Reserve component units in the existing approved force structure, all individual reservists, retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

e. **Total Mobilization.** Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support,

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

### **MOBILIZATION AND TRAINING**

**EQUIPMENT SITE (MATES):** A site at which a portion of an Army National Guard unit's authorized equipment is positioned by direction of Chief, National Guard Bureau, and maintained to support unit mobilization and training.

**MOBILIZATION DEPLOYMENT EXERCISE:** An Army National Guard exercise for units selected to participate in RC Deployment Training Overseas. The exercise evaluates the unit's mobilization planning, completion of all requirements for overseas training, completion of individual records review and update, deployment planning and training, and an assessment of the STARC's/unit's capability to support/execute mobilization procedures.

**MOBILIZATION ENTITY (UIC ENDING IN "AA"):** A unit which is organized under an approved authorization document (MTOE or TDA), implemented by general order, and which mobilizes as one entity. All sub-elements are organic and have a common troop program sequence number and a common Mobilization Station. A battalion with organic companies would be a mobilization entity.

**MOBILIZATION STATION (MS):** The designated military installation (active, semiactive, or inactive) or mobilization center to which a Reserve Component unit is moved for further processing, organizing, equipping, training, and employing after mobilization.

**MOBILIZATION PLANNING APPLICATION, MOBILIZATION PRODUCT LINE (MPAMPL):** Provided for mobilization and deployment planning and execution, which displays the U.S. Army within CONUS, OCONUS, FORSCOM, and USARPAC along with projected mobilization deployment/employment of units.

**ORDER:** The procedure by which the Reserve Components (ARNGUS and USAR) enter into the active military service of the United States, under Sections 672 and 673 of Title 10 United States Code, or other acts of Congress.

**PORT OF EMBARKATION (POE):** An air (APOE) or sea (SPOE) terminal at which troops, units, military sponsored personnel, unit equipment, and materiel board and/or are loaded.

**READINESS FOR MOBILIZATION EXERCISE (REMOBE):** Army National Guard exercise conducted by STARCs as the former's major subordinate commands for ARNG units within the states. It is an announced exercise designed to examine alert notification procedures, mobilization procedures at HS, load plans, movement plans, and where feasible, actual unit movement. REMOBE may be conducted in conjunction with an AT move.

**READY RESERVE:** Units and unit members of the Reserve Components and individuals liable for involuntary active duty in time of war, national emergency as declared by Congress, national emergency declared by the President, or when otherwise authorized by law.

**READY TO LOAD DATE (RDYLD):** The projected date a unit is capable of starting and sustaining movement from its MS to an assigned POE.

**REGIONAL SUPPORT COMMAND:** A geographic area command that commands USAR units and is under the combatant command of the appropriate CINC.

**REQUIRED DELIVERY DATE (RDD):**

- a. The calendar date on which material is required by the requisitioner.
- b. The date a unit is required to arrive at the main battle area in support of a specific operations plan.

**RETIRED RESERVE:** Consists of those individuals whose names are placed on the Reserve Retired list by proper authority in accordance with law or regulations. Members of the Retired Reserve may, if qualified, be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law, and then only when it is determined by the Secretary of the Army that adequate numbers of qualified individuals in the required categories are not readily available in the Ready Reserve or in active status in the Standby Reserve.

**S-DAY:** The day PSRC is declared.

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**SELECTED RESERVE:** That portion of the Ready Reserve consisting of units and individual reservists required to participate in inactive duty training and annual training, both of which are in a pay status. The Selected Reserve also includes persons performing Initial Active Duty for Training 10 USC 268(b).

**STANDARD REQUIREMENTS CODE (SRC):** A basic set of codes, integral to each current table of organization and equipment for the purpose of expressing each and every possible combination or variation thereof, which, when associated with organizational data, is the basis for personnel and supply computations.

**STANDBY RESERVES:** Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only after being certified as available by the Selective Service System when requested by the Secretary of Defense.

**STATE ADJUTANT GENERAL:** An individual appointed by the Governor of a state or elected by popular vote to administer the military affairs of the state. A state adjutant general may be federally recognized as a general officer, provided he meets the prescribed requirements and qualifications. Otherwise, he will be federally recognized as a general officer, Adjutant General Corps, for tenure of office.

**STATE AREA COMMAND (STARC):** A mobilization entity within the ARNG that is ordered to active duty when ARNG units in that state are alerted for mobilization. It provides for command and control of mobilized ARNGUS units from HS until arrival at MS. It is also responsible for planning and executing military support for civil defense and land defense plans under the respective area commander.

**SUPPORT INSTALLATION (SI):** An installation or activity that provides a type of support to off-post units and activities within a specific geographic area.

**T-DAY:** The day Partial mobilization is declared.

**TRAINING ASSESSMENT MODEL (TAM):** A standard, comprehensive means for commanders to monitor and assess the current training readiness of

their units and soldiers. It is scheduled to replace the FORSCOM Form 1-R, AT evaluation, in FY93. It also incorporates FORSCOM Form 1-1-R, Mission Essential Task List (METL). Guidance for TAM is FORSCOM Reg 135-7.

**TECHNICIAN:** A full-time civilian employee of the Army National Guard or U.S. Army Reserve, normally a military member of the unit for which employed, retained to provide day-to-day continuity of operations. Technicians provide support in the performance of functions that cannot be performed by unit personnel during the regularly scheduled training periods.

**UNIT ("AA" LEVEL):** For the purpose of mobilization planning:

a. Any military element of the Selected Reserve whose structure is prescribed by an approved authorization document, such as an MTOE or a TDA.

b. An organizational title of a subdivision of a group in a task force.

**UNIT IDENTIFICATION CODE (UIC):** A code to identify uniquely each unit of the Active Army, Army National Guard, United States Army Reserve.

**UNIT STATUS REPORTING SYSTEM:** A system for reporting the current status of Active and Reserve Component units.

**UNIT TRAINING ASSEMBLY:** An authorized and scheduled training assembly of not less than four hours duration, including roll call and rest periods. One retirement point and one day's pay are authorized for each assigned and attached individual who satisfactorily completes the entire assembly. This type of assembly is mandatory for all troop program units, except USAR schools.

**UNIT TRAINING EQUIPMENT SITE (UTES):** A consolidation of ARNG organizational equipment at or in close proximity to and serving an authorized weekend training site. Under the UTES concept, such pooling of equipment assets extends existing organizations rather than creating a separate TDA type activity. UTES equipment is derived from and cannot exceed MTOE, TDA or MTDA authorization or HS allowances established by the National Guard Bureau for participating units and accounted for on

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unit property books. Organizational identity of all pooled equipment is maintained and all units using such equipment provide for normal organizational maintenance and reporting.

**WEEKEND TRAINING SITE (WETS):** A state operated training site normally used to conduct unit training assemblies in a field environment. Army approved ranges (except at annual training sites) are WETS.

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