



DEMOB Requirements



5th Armored BDE

THE INDIVIDUAL DEMOBILIZATION PROCESS WILL TAKE ANYWHERE FROM 7-14 DAYS TO COMPLETE!!!

Only exception is Red Cross or a Hardship Memo signed by an O6 or higher.

*No reservations required to DEMOB.

*Soldiers must be deployed to an OCONUS location.

*Active-Duty Soldiers are not required to DEMOB – CRC provides housing, facilitate gear turn-in, and flight to their HOR upon request.

Soldiers MUST return to DEMOB site to REFRAD IAW current BOG policy or **NLT 39 days** prior to end of Mobilization/Activation/TDY Orders to out-process and take authorized leave.

DEMOB now holds documents electronically. All required documents will be added to a digital packet during in-processing. No need to bring hard copies UNLESS you have no internet access/issues with CAC.

Soldiers deployed for one or more mobilization must make sure orders DO NOT overlap or have a gap in their orders.

LOA on orders must be the current FY IOT get a government issued flight to Soldier's HOR.



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CONUS REPLACEMENT CENTER (CRC) **OCONUS** INDIVIDUAL DEMOBILIZERS

Welcome Home to Fort Bliss and the CRC Individual Demobilization

24 Hour Post Shuttle: (915) 568-5098

CRC Staff Duty: (915) **568-6762**

Individual Demobilization: (915) 568-7323/1136/0052

NOTE: THE INDIVIDUAL DEMOBILIZATION PROCESS WILL TAKE ANYWHERE FROM 7-14 DAYS TO COMPLETE

1. Upon arrival at the El Paso International Airport, contact the 24-hour Post Shuttle and you will be transported to CRC Facilities to receive billeting. Please add yourself to the **DEMOB Cohort Groupchat** on Signal by scanning the QR code which will be provided at facilities.
2. If arriving on the weekend or outside of normal duty hours (0830-1530) during a weekday, you will report to HHC/DEMOB Building at 0830 hours on the next business day to in-process and receive further guidance.
3. If arriving during business hours, report directly to the DEMOB Office to in-process.
4. Contact staff duty number above regarding any issues you encounter before reporting to DEMOB.



CONUS REPLACEMENT CENTER INDIVIDUAL DEMOBILIZATION



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Wear and Appearance of Army Uniforms and Insignia



Only authorized uniform for Service Members are OCP/APFU.

Unit tops/shirts are NOT authorized.



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New Requirements

Announcement: Effective **1 May 2025**, it is essential for all Soldiers to collaborate with their **Unit S1/HR PRO** to verify and update their Records, DD 214/DD 214-1 online in IPPS-A before arriving for DEMOB at MFGI Fort Bliss, TX.

Taking this important step will ensure a smoother transition and protect your benefits, and records so don't wait—make sure your information is accurate and up-to-date!



PMCS Your Records for the IPPS-A DD 214



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DD214 Data Correctness Checklist

Tasks

- Update Restrictions and/or Suspension of Favorable Personnel Actions (SFPAs)*:**
 - Reference(s): User Manual (Ch. 20)
 - UPK(s)/Replays Demo: [Add/Remove SFPA](#) and [Add/Remove Restrictions to Member's Record](#)
- Process Separations*:**
 - Reference(s): User Manual (Ch. 13) and [Retirement and Separation PAR Job Aid](#)
 - UPK(s)/Replays Demo: [Voluntary Separation](#) and [Involuntary Separation](#)
- Validate Accessions:**
 - Reference(s): User Manual (Ch. 14, Process 14-1)
 - UPK(s)/Replays Demo: [Manual Direct Hire](#)
- Validate/Process Assignments and Departures/Arrivals:**
 - Reference(s): User Manual (Ch. 12)
 - UPK(s)/Replays Demo: [Modify Assignment Entitlements](#), [Depart a Member](#) and [Arrive a Member / Depart Member to Assignment and Arrive Member to Assignment](#)
 - Webinar(s): [G1-S1 TouchPoint Arrivals/Departures](#)
- Process Reductions*:**
 - Reference(s): User Manual (Ch. 19, Process 19-1)
 - UPK(s)/Replays Demo: [Back-Dated Reduction / Process a Reduction](#)
- Process Absences:**
 - Reference(s): User Manual (Ch. 23); [Absence Analytics](#), [Absence Analytics Dashboard Update](#), [Canceled Absence](#), [Mass Absence Update](#), and [Monitor Approvals Job Aids](#)
 - UPK(s)/Replays Demo: Search "Absence" for a complete listing
 - Webinar(s): [G1-S1 TouchPoint Arrivals/Departures](#)

*NOTE: The User Manual is regularly updated. Please ensure you utilize the most current version by accessing the manual through the system.

[User Manual](#)

Learn more at: <https://ipps-a.army.mil/>

*This action requires a Personnel Action Request (PAR) in IPPS-A. For further information on PARs, please see User Manual (Ch. 7).

PMCS Your Records for the DD 214

Soldiers should ensure their data is up to date! PMCS Your Records by using the steps below specific for each component. Additionally, HR Professionals can also support Soldiers by following the tasks listed on the [DD 214 Data Correctness Checklist](#).



PMCS your records



5 STEPS FOR SOLDIERS

Review current personnel records online for accuracy from:

- 1 **DMDC** | Defense Manpower Data Center
- 2 **ATRRS** | Army Training Requirements and Resources System
- 3 **IPPS-A** | ATRRS completed schools, Soldier Talent Profile (STP) and Awards
- 4 **RPAM** | NGB23 Retirement Points Account Management annual statement
- 5 Work with HR Professionals on a Personnel Records Review to make any corrections



PMCS your records



3 STEPS FOR SOLDIERS

Review current personnel records online for accuracy from:

- 1 **ATRRS**
Army Training Requirements and Resources System
- 2 **IPPS-A**
 - ATRRS completed schools
 - Retirement Points
 - Soldier Talent Profile (STP)
 - Awards
- 3 Work with HR Professionals on an Enhanced Personnel Records Review to make any corrections





Order Amendments



- Mobilization orders be changed by the unit – Orders must state Fort Bliss or we're unable to process a flight for demobilization
- TCS Orders must state that the Service Member will demobilization at Fort Bliss to demobilize at Fort Bliss
 - To amend Orders Generated at Fort Bliss contact:
usarmy.bliss.imcom-central.list.domad-fbmb-s1-admin@army.mil
 - To amend Orders Generated at Fort Cavazos:
usarmy.cavazos.iii-corps.list.mobbed-s1@army.mil



Army Transition Assistance Program (TAP)



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- **45-Days Pre-MOB Identification of Unemployed Soldiers to the Transition Assistance Program:** Unit Commanders must identify and report by-name, all Soldiers unemployed at the time of DEMOB via memorandum to: Transitions Center Supervisor at 915.568.7040. Public Law 112-56 (VOW ACT) requires completion of minimum VOW standards for all DEMOB Soldiers. However, unemployed Soldiers have additional mandates. Early by-name identification expedites unit DEMOB.

- **Complete TAP Training Online during downtime:** Good for 24 months, saves days at DEMOB.

All Soldiers must begin the TAP process no later than 365 days prior to the date of their anticipated transition from active duty. Reserve component Soldiers with more than 180 days of continuous service but less than 365 days of mobilization must complete the self-assessment and individualized initial counseling during pre-mobilization, or as soon as possible thereafter.



- TAP is a Congressionally mandated program. AR 600-81 is the regulation governing TAP.
- Classes are offered in person and virtually.

Step 1-3: All Soldiers will create their portal in the Transitioning Servicemembers and Counselors Reporting System (TSCRS) and must register and complete the **Enterprise Individualized Self-Assessment**. Soldiers will then complete their **Individualized Initial Counseling** with a TAP counselor and then will be scheduled for their **Pre-Separation Counseling**. Soldiers will receive their Tier status and information about the mandatory classes during this first process.

- **Step 4:** The Career Readiness Standard curriculum consists of the following subcomponents:

Army Day

- **MY Transition** (DOD-standardized ITP which is the **mandatory deliverable** for all Tiers).
- **MOC Crosswalk** (military to civilian skills-gap analysis which is the **mandatory deliverable for Tier 2 and 3**).
- **Financial Planning for Transition** (DOD-standardized 12-month post-separation financial plan mandatory deliverable for Tier 2 and 3).

VA Benefits and Services

- Register for a DS Logon/ Login.gov online account at (www.va.gov).

DOL Employment Fundamentals of Career Transition

- Identify requirements and eligibility for certification, licensure, and apprenticeship in desired career field.

Tracks:

- Employment:** A tailored resume for Employment Track
- Education:** Comparison of Schools- Education or Technical Track
- Vocational**
- Boots 2 Business**

Step 5: Capstone

- DD2648

***Asynchronous Classes**

- All TAP classes are also provided at the link: <https://tapevents.mil/courses>.

- New Portal: <https://armytap.appsplatformportals.us>.
- Clients must register and complete the Self-Assessment prior to scheduling IC.
- New portal allows client to track their progress by Tier.
- Client must take a post-assessment before they complete their Capstone (DD2648).

- AGR personnel can be exempted from TAP requirements.



TRANSITION ASSISTANCE PROGRAM

TSCRS PLATFORM

START YOUR TAP JOURNEY
Login To:
<https://armytap.appsplatformportals.us>

Complete 'Initial Assessment' **answer ALL questions** once completed
Call 915.568.3870 | 915.568.7996 | 915.568.1452
OR
Stop by TAP Center (Mon-Fri 0730-1630) to schedule Initial Counseling

LEARN MORE  Contact Your Local TAP Center  Our Website www.armytap.army.mil

Fort Bliss Transition Center - Transition Assistance Program
Bldg. 503 Room 309, Pershing Road, Fort Bliss, TX 79916

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SOLDIER RECOVERY UNIT (SRU)



6/16/2025

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- Admittance is only approved through SRP provider and case manager.
- If accepted the DEMOB process will **STOP**, and the SM will be assigned to the CRC SRU section.
- Timeline on SRU orders being issued varies with each SM. It could take anywhere from 1 week to 30 days.
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- SRU is **OPTIONAL**, not mandatory.



Line of Duty Care

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- If you elect to continue demobilization and receive care at home, you will be provided with a completed informal Line Of Duty (LOD) determination (DA 2173 and approval memo) to initiate care.
 - LOD required when Soldiers live outside of 40 miles of a Military Treatment Facility and continuity of care exceeds 180 days.
- Transitional Assistance Management Program (TAMP) – has co-pays and deductibles that will need to be met by the Soldier.
 - TAMP is not LOD care and will only be valid for 180 days after deployment.
 - LOD will provide care up to 1 year with no charge to the Soldier.
- The following documents will need to be processed in Medcharts when Soldiers return to their organic unit:
- MMSO/DHA-GL Worksheet-01: Medical Eligibility Verification (Pays the initial medical bill)
- MMSO/DHA-GL Worksheet-02: Pre-Authorization Request (Must have Pre-Authorization approval for any/all follow-on medical care)
- MMSO/DHA-GL Worksheet-06: Surgical Pre-Authorization Request



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**Complete the forms below if
Soldier is a Red Cross to help
expedite their DEMOB process.**



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Medical Health Assessments

Pre Deployment DD2795 Post Deployment DD2796 Post Deployment Health Reassessment DD2900 Mental Health Assessment DD2978 PHA SHPE

Medical Health Assessments

Please select the survey you would like to view, edit, or complete

- DOD PERIODIC HEALTH ASSESSMENT FORM**
(Should be completed annually)
DD3024
- PRE DEPLOYMENT HEALTH ASSESSMENT FORM**
(Should be completed within 30 Days prior to Deployment Date)
DD2795
- POST DEPLOYMENT HEALTH ASSESSMENT FORM**
(Should normally be completed within 30 Days prior to Re-Deployment or immediately upon return)
DD2796
- POST DEPLOYMENT HEALTH REASSESSMENT FORM**
(Should be completed 90 - 180 days from Post Deployment Date)
DD2900
- MENTAL HEALTH ASSESSMENT FORM**
(Should be completed every 180 days while in theater)
DD2978

Historical forms, both completed and partial, where the name data does not match that recorded in the Army Personnel Databases will no longer be accessible to Soldiers via this AKO link. Those partial forms will be available when you visit with your health care provider (and any changes can be made at that time).

1. Select Medical Health Assessments tab

2. Complete member portions of following forms:

- DD Form 3024
- DD Form 2796



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Type SSN / EDIPN or Scan ID Card Enter SSN SSN: Name: Rank: DOB: UIC: Gender:

Medical Health Assessments

Pre Deployment DD2795 Post Deployment DD2796 Post Deployment Health Reassessment DD2900 NCA Tracking PHA SHPE **← HERE**

DHA 2012 Training Material

- DHA 2012 Form Revisions
- DHA 2012 Auto Calculation Methods
- DHA 2012 Summary of Form Changes

Version 2.1.8.3

3. Select the "SHPE" tab.

4. Complete and **PRINT** the following forms:

- DD Form 2807-1
- DD Form 2808

Note:
(Forms needs to be dated no more than 30 days prior to SHPE appointment)

Medical Health Assessments

SHPE

DD Form 2697 - Report of Medical Assessment

Start New Survey

	Last Name	First Name	Created	Completed	Status	PDF	Archive	Edit & Resign
Edit			06/10/2015		Member Portion Not Completed			
View			04/10/2015	04/10/2015	Completed			
View			03/12/2015	03/12/2015	Completed			
View			03/10/2015	03/12/2015	Completed			

DD Form 2807-1 - Report of Medical History

Start New Survey

	Last Name	First Name	Created	Completed	Status	PDF	Archive	Edit & Resign
Edit			06/10/2015		Member Portion Not Completed			
View			03/12/2015	03/13/2015	Completed			
View			03/10/2015	03/12/2015	Completed			

DD Form 2808 - Report of Medical Examination

→ HERE Start New Survey

	Last Name	First Name	Created	Completed	Status	PDF	Archive	Edit & Resign
View			03/13/2015	03/13/2015	Completed			