



# USAG Fort Bliss

Directorate of Human Resources  
/JMFGI MOB/DEMOB Best Practices



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MOB/DEMOB/TRANSITIONS  
Directorate of Human Resources/JMFGI  
U.S. Army Installation Management Command



## MOB Success

At the MCJA Conference ensure POC Sheets are accurate. Must identify proper personnel that will be available to answer e-mails and questions when needed. Communication is crucial for success prior to mobilizing to Fort Bliss.

Ensure subject matter expert/key unit leaders attend all teleconferences starting 90 days out.

- Provide Unit Report Card ASAP (accurate). Less chance for errors if correct.
- Provide required information/documents requested as soon as possible after the first teleconference (supports integration of mob process).
- Ensure SRP Packets are accurate and completed. Units are provided a CD for briefs. Leadership must ensure SRP Packets are completed so timelines are not missed or delayed.
- Identify equipment requirements in theater by providing accurate UDL to meet deployment timeline.
- Key to a successful Mobilization is having leadership involved soonest and communicate issues or concerns. Knowing early can find timely resolution.





## MOB Best Practices

- **120-Day Pre-MOB TELECON Attendance/Compliance:** 95% of all unit MOB questions are answered in 120-Day and sequential pre-MOB TELECON(s). But to get answers, key unit leaders must attend all TELECON(s). Units must schedule their 120-Day and sequential pre-MOB TELECON through Bliss/unit S3 channels. At the first TELECON, the sequential schedule of TELECON is published all unit timelines and pre-MOB deliverables.
- **120-Day Pre-MOB Passport/VISA Requirements Assessment and Initiation:** NLT 120-Days pre-MOB, units must identify passport and Visa needs for the specific area of deployment by going to: <https://www.fcg.pentagon.mil/fcg.cfm> and then start the passport application process for 100% of Soldiers.
- **90-Day Pre-MOB Unit Conducted Level II SRP:** Best practice is for units to conduct first 100% Level II SRP NLT 90 days pre-MOB. Then conduct a second 100% Level II SRP follow-up between 45- and 60-days pre-MOB. Required documents for completion NLT 60 days pre-MOB are: ISOPREP, DD93/SGLI and Defense Manning Document.
- **90-Day Pre-MOB Systems and Travel Card Activation:** Units must ensure 100% of Soldiers establish individual Defense Travel Service accounts and request Government Travel Cards as part of 90-Day Level II SRP.
- **45-Day Pre-MOB Unit-in-Mass Documentation Transmission to Fort Bliss:** Unit S1 (OIC/NCOIC or MOB REP) must digitally send the completed DMD and 100% of all unit personnel ISOPREP, DD93/SGLI and individual MOB orders with all amendments and revocations of orders and drop them in the Microsoft Teams unit folders or send at [usarmy.bliss.imcom-central.list.domad-s-1-mob-owner@army.mil](mailto:usarmy.bliss.imcom-central.list.domad-s-1-mob-owner@army.mil).
- **45-Days Pre-MOB Identification of Unemployed Soldiers to the Soldier for Life :** Transition Assistance Program: Best practice is units identify and report by-name, all Soldiers unemployed/underemployed at time of MOB and report information via memorandum, contact the Transition Center supervisor at 915-568-7040 for emailing coordination. This allows Transition Assistance Program to connect counselors with pre-MOB Soldiers; work the situation during deployment; and expedite a Soldier's DEMOB timeline and return to home of record.





## MOB Best Practices (Continued)

• **45-Day Pre-MOB Unit Coordination for Additional DHR Services:** MOB units have access to all Fort Bliss DHR unit and Soldier services as a component of the MOB process. Individual Soldiers and/or MOB unit S1 must pre-coordinate direct with DHR-Divisions, IOT receive the following services during their MOB timeline at Fort Bliss:

**Army Continuing Education Services:** DHR supports MOB unit Soldiers with education and testing needs as follows:

- Individual Educations Admissions/Questions: First the Soldier must go to [www.GoArmyEd.com](http://www.GoArmyEd.com) and establish an individual account; and then schedule to meet an ACES counselor during MOB by calling (915) 568-6831/2025/6792.
- Army Language Proficiency Testing: Requires a Commander-Signed DA 4187 call (915) 568-2439 to schedule written/oral exam during MOB window.
- No-Cost National Testing Center (CLEP, DANTES or Test Proctor): Call (915) 238-7884 to schedule during MOB window.
- Testing (AFCT) to Raise Individual GT Score: Call (915) 568-2439 to schedule during MOB window.
- Administrative Services
- Official/Unit Mail Handler Course: Contact (915) 568-6144
- Official Passport Photo: (Ability to Support/Photographers Vary): Email [usarmy.bliss.imcom.mbx.dhr-daphoto@army.mil](mailto:usarmy.bliss.imcom.mbx.dhr-daphoto@army.mil)
- Individual Security (eEquip/JPAS) Issues: call POC at (915) 569-7705 or email at the USARMY Ft Bliss ID-READINESS Mailbox Domad S2 undefined [usarmy.bliss.id-readiness.mbx.domad-s-2@army.mil](mailto:usarmy.bliss.id-readiness.mbx.domad-s-2@army.mil)

## **Army Substance Abuse Program**

- **Unit MOB Urinalysis:** Contact POC at (915) 744-4849 Ext.4949
- Unit Prevention Coordinator Course: Contact (915) 744-4849 Ext.4949
- Unit MOB ASAP Brief: Contact (915) 744-5188







## DEMOB

- Identify one POC or your S1 OIC/NCOIC to be accountable throughout the complete administrative demobilization process (ensures efficiency).
- Meet all timelines expressed in the D120 TELECON slide packs and attend ALL TELECON(s) D90s through to D15s (95% of questions are addressed during sessions). If there are questions, ask immediately.
- Turn in all requested data within timelines that are briefed. Without all information turned in as requested, slows down processing.
- Do not hold onto paperwork. If you receive paperwork to distribute to Soldiers, don't wait to pass it out. DEMOB is very fluid and can change depending on the OPTEMPO. If paperwork can be completed earlier than requested, please complete and turn it in. Again, if there are questions, or something is not clear about the paperwork, get clarification immediately from your DEMOB cell. Will work to correct issues or offer clear guidance on a way forward.
- The S1 or OIC/NCOIC (Unit DEMOB Representative) needs to ensure Annex R-1 is printed out. Have Soldiers requiring updates to DD214s print out necessary documents and place in a folder prior to arriving to Fort Bliss. This allows Soldiers to be prepared to submit the information for update upon arrival and saves valuable time.
- Once Soldier receives second review, will have **24 hours** to turn in any additional documents. When Soldiers keep submitting documents and/or requesting changes after second review, it becomes very difficult to finalize and conduct S1 validation.



## DEMOB

- Home Station White Cells are great with Brigade Combat Teams. Helps the process and assists DEMOB effort and Staff.
- Identify equipment requirements in theater by providing accurate UDL to meet deployment timeline.
- Provide accurate IRT Cargo/Baggage. Continue to receive inaccurate equipment/baggage list prior to movement, causing aircraft to be overweight and needing to ship via ground to home station. There are mandatory flight times and inaccurate information causes missed movements and sometimes personal baggage to be shipped without the Soldier due to aircraft being overweight.
- When submitting manifest for Main Body flights, units need to ensure the manifest is followed without changes. Changes cause extreme complications and disruptions (slows the process).
- Leadership ensures bags are checked prior to boarding aircraft for flights. Be aware of hazardous cargo. Batteries are the biggest complaint from the Unit Movement Branch. Mobilization Retention Processing – Evaluation.
- Have a scheduled LOA for the FY. Delayed funds cause significant problems receiving the LOA and being able to purchase individual tickets.
- Ensure Soldiers don't procure tickets on their own. Fort Bliss owns the process and scheduling of flights for all Mobilization Retention Processing - Evaluation Soldiers. Fort Bliss works directly with ITO and SATO.





## DEMOB

- Assign a unit LNO to track Soldier Recovery Unit (SRU) enrollments. Good communication is crucial to resolve issues related to SRU. Fort Bliss assigns an action officer to manage all SRU Soldiers and maintain visibility until departure to Home Station. Eligibility criteria and application instructions are prescribed in AR 40-58.
- When Transaction Record Log is submitted with a specific departure date, provide a realistic date to project a flight for departure. Need to ensure there is enough time for ticketed flights.
- **Post-DEMOB/MOB Respite Absence:**
- To be eligible for Post-DEMOB/MOB Respite Absence recalculations, Soldiers must have served on 10 USC 12302 or 12304 involuntary orders (either CONUS or OCONUS); or 10 USC 12301(d) or 10 USC 688 Retiree Recall voluntary orders if served in Iraq, Afghanistan or Kuwait. Also, only Soldiers with orders that have a start date prior to Oct. 1, 2011, and who have remained on active duty after that date are eligible for the former accrual rates of one, two or four days per month based on qualifying months on orders.
- Synchronization with the Soldier, S1 and Finance is crucial for PDMRA to ensure Soldier receives proper/accurate benefits.





## DHR DEMOB Best Practices

### Keys to DEMOB Success:

- **Communicate Individual DEMOBs early:** Contact 5th AR BDE early to provide time to prepare for Soldier DEMOB • **Maintain MOB Alpha Roster:** When DEMOB, need to account for everyone that mobilized with Unit.
- **Complete SFL-TAP Training Online during downtime:** Good for 24 months, saves days at DEMOB.
- **Reach out if not contacted by R-120:** If haven't heard from Fort Bliss, verify MOB timeline.
- **Complete Due Outs on Time or Early if possible:** Suspense dates are set to allow for a seamless and successful DEMOB.







## DHR DEMOB Best Practices (Continued)

- **Establish a Single Point of Contact for Entire Unit:** It is critical to Military Personnel Operations that DHR-DEMOB deal with one POC for each unit (S1 OIC/NCOIC or DEMOB REP). This individual must be accountable throughout the entire unit demobilization process (i.e. last-flight-to-leave) and have access to all standard Army MILPER Systems.
- **Strict Adherence to All D-# Day Documentation Timelines:** The speed of a unit's DEMOB at Fort Bliss hinges on timely, accurate and complete submission of all required paperwork to DHR-DEMOB NLT the timelines established in the DTELECON(s). Distro all paperwork you receive from Fort Bliss to Soldiers immediately and prioritize the full completion and return of all paperwork to Fort Bliss DHR-DEMOB. Do not hold on to paperwork – earlier is always better.
- **DEMOB-120 Days TELECON Attendance/Compliance:** 95% of all unit DEMOB questions are answered in DEMOB-120 Days and sequential D-90 through D-15 TELECON(s). But to get answers, all key unit leaders must attend all TELECON. Units must schedule their D-120 Day and sequential pre-MOB TELECON through Fort Bliss/unit S3 channels. At the first TELECON, the sequential schedule of TELECON is published, as are all unit timelines and pre-MOB deliverables
- **45-Days Pre-MOB Identification of Unemployed Soldiers to the Soldier for Life:** 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.
- **D-30 Days Commanders Memos and DD-214 Prep:** That Single Unit S1 POC must post documents assigned unit Microsoft teams folders. Any documents required to update the DD214 need to be submitted. If the documents are not in iPERMS the Soldier will need to provide it. **NGB23s and DA Form 5016s** need to be updated within the current year.
- **At Fort Bliss 24-Hour DEMOB DD214 Final Scrub:** Every Soldier gets two looks at their DD214. The second look carries a 24-hour suspense for return of the reviewed DD214; with ALL supporting documentation for changes; back to DHR-DEMOB. Any Soldier submitting any documents and/or requesting any changes to their DD214 after this second look, takes full and complete responsibility for their own delay in DEMOB from Fort Bliss.





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