

ANNEX F. RESERVE COMPONENT TABLE OF CONTENTS AND RECOMMENDED CHECKPOINTS FOR RC COMMANDERS.

THIS ANNEX IS STRUCTURED IN TWO SECTIONS. THE FIRST SECTION IS A FILLABLE TABLE OF CONTENTS FOR EACH STAFF SECTION TO COMPLETE BY PHASE. THE SECOND SECTION IS A LIST OF RECOMMENDED CHECKPOINTS FOR UNIT COMMANDERS BY STAFF SECTION AND PHASE.

TABLE OF CONTENTS: PHASE I - PREMOBILIZATION.

LEGEND:

| | |
|---|----------------------|
| + | Critical Task |
|---|----------------------|

| PERSONNEL AND ADMINISTRATION (PHASE I – PREMOBILIZATION) | | | |
|--|------------------|--------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETE | VERIFIED BY |
| (1) Provide Soldiers information | | | |
| + (2) Prioritize the conduct annual SRP level 1 | | | |
| (3) Update OMPF and Army Record Briefs (SRP Section I) | | | |
| (4) Complete Family Care Plans. | | | |
| (5) Screen Soldiers for deployability restrictions | | | |
| (6) Maintain Health Record in the authoritative health records system | | | |
| (7) Ensure Soldiers/Family members have identification cards and tags | | | |
| (8) Identify and process Soldiers with permanent medical profiles of P3/4 | | | |
| (9) Ensure Soldiers have a security clearance required for their duty position | | | |
| (10) Provide pre-mobilization legal preparation | | | |
| (11) Maintain individual Soldier Master Military Pay Account (MMPA) | | | |
| (12) Ensure dental examinations | | | |
| (13) Ensure Soldiers are tested biennially for HIV | | | |
| (14) Ensure DNA specimen draw | | | |
| (15) Ensure medical examinations are current and that required medical warning tags are issued | | | |
| (16) Ensure DNA specimen draw | | | |
| (17) Ensure Soldiers are tested biennially for HIV | | | |

| | | | |
|---|--|--|--|
| (18) Identify Soldiers who wear glasses or hearing aids | | | |
| (19) Ensure immunizations are current | | | |
| (20) Identify personnel requiring protective mask inserts | | | |
| (21) Familiarize administrative personnel in authoritative personnel systems | | | |
| (22) Assemble/maintain MWR kits | | | |
| (23) Process Application for Identification Card/DEERS Enrollment for family members and issue DD Form 1173-1, United States Uniformed Service Identification and Privilege Card as appropriate | | | |
| + (24) Establish a Family Readiness Group | | | |
| (25) Units with assigned Health Care Providers, screen Practitioner Credentials File (PCF) for update and verification requirements. | | | |
| (26) Appointment/Signature cards, as applicable, are prepared | | | |
| (27) Identify personnel requiring waiver of benefits | | | |

| OPERATIONS AND TRAINING (PHASE I – PRE-MOBILIZATION) | | | |
|--|------------------|--------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETE | VERIFIED BY |
| + (1) Maintain unit mobilization file. SDDC units will maintain a battle book as prescribed by HQ, SDDC in lieu of a mobilization file. The battle book will include the mobilization file planning requirements and alert and movement plans | | | |
| (2) Conduct annual inspection of mob file by the chain of command | | | |
| + (3) Develop HS unit activity plan | | | |
| (4) Maintain liaison with MFGI | | | |
| (5) Exercise alert notification plan annually | | | |
| (6) Identify key personnel to be ordered to duty in advance of the unit | | | |
| (7) Establish liaison with CI/SI (when different from MFGI) | | | |
| (8) Conduct pre-mob briefing | | | |
| (9) Establish liaison with CI/SI, when different from MFGI | | | |
| (10) Establish COMSEC Accounts | | | |
| (11) Conduct an Operational / Information Status Briefing | | | |

| LOGISTICS (PHASE I – PRE-MOBILIZATION) | | | |
|---|------------------|--------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETE | VERIFIED BY |
| (1) Develop lodging plan for HS | | | |
| (2) Develop subsistence plan for HS | | | |
| (3) Identify contracting requirements to SI or USPFO contracting office | | | |
| (4) Identify Class V Total Ammunition Management Information System requirement | | | |
| (5) Identify Class VIII, post-mobilization medical supplies | | | |
| + (6) Prepare a Unit Movement Plan | | | |
| (7) Prepare and test Unit Load Plan | | | |
| + (8) Maintain COMPASS AUDEL/TC ACCIS UEL documentation | | | |
| (9) Develop and coordinate Unit Retrieval Plan | | | |
| (10) Identify property not to be taken to MFGI | | | |
| (11) Plan to transfer facility | | | |

TABLE OF CONTENTS: PHASE II – ALERT.

| PERSONNEL AND ADMINISTRATION (PHASE II – ALERT) | | | |
|--|-------------------------|----------------------------|--------------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| (1) Coordinate mission-related travel | | | |
| (2) Review and validate receipt of unit orders | | | |
| (3) Screen Soldiers for advancement or promotion | | | |
| (4) Identify personnel who require evaluation reports | | | |
| (5) Process delayed arrival personnel | | | |
| (6) Review appointment memoranda | | | |
| (7) Update/Verify Soldier financial readiness. | | | |
| (8) Update personnel databases | | | |
| (9) Review, coordinate, and validate actions requiring individual orders | | | |
| (10) Order unit members to active duty. | | | |
| (11) Activate the unit Family Readiness Group network | | | |
| (12) Update/Verify Soldier financial readiness. | | | |
| (13) Ensure medical examinations are current and that required medical warning tags are issued | | | |
| (14) Ensure dental examinations are scheduled | | | |

| OPERATIONS AND TRAINING (PHASE II – ALERT) | | | |
|--|------------------|---------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| + (1) Update HS activities plan and prepare HS training schedule | | | |
| (2) Respond to press inquiries | | | |
| + (3) Review/finalize post-mob training plan/support requirements | | | |
| (4) Identify advance party members and brief advance party for movement to MFGI | | | |
| (5) Identify adequate storage for classified documents/equipment | | | |
| (6) Review Commander's Unit Status Report | | | |
| (7) Coordinate arrival of filler personnel as appropriate | | | |
| + (8) ICW First Army develop post-mobilization training plan and support requirements | | | |

| LOGISTICS (PHASE II – ALERT) | | | |
|--|------------------|---------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| (1) Make final coordination for HS Logistics Support Plans | | | |
| (2) Update contracting requirements and coordinate with supporting contract office | | | |
| (3) Coordinate requirement for signature cards and delegation authority with mobilization station | | | |
| (4) Prepare memorandum to MFGI Troop Issue Subsistence Activity to establish account | | | |
| (5) Prepare to conduct a showdown inspection of OCIE and personal uniforms | | | |
| (6) Identify and procure POL packaged product basic load | | | |
| (7) Review and update Total Ammunition Management Information System | | | |
| (8) Review Prescribed Load List (PLL) listing, identify shortages, and cross-level | | | |
| (9) Prepare records and begin to conduct inventory of unit property | | | |
| (10) Review medical item requirements and prepare requisitions for Class VIII | | | |
| (11) Coordinate for the transfer of property not to be taken to MFGI to appropriate activity | | | |
| (12) Coordinate with supporting maintenance activities to provide priority service | | | |
| (13) Update calibration records | | | |
| (14) Storage of personal property and household goods | | | |
| (15) Retrieve operational, historical and other maintenance records | | | |
| + (16) Review and coordinate unit Mobilization Movement Plan | | | |
| (17) Update COMPASS AU/TC AIMS II UEL based on cross-leveling actions and coordinate with supporting TC AIMS II office | | | |
| (18) Make final coordination and execute equipment retrieval plans | | | |

TABLE OF CONTENTS: PHASE III - MOBILIZATION.

| PERSONNEL AND ADMINISTRATION (PHASE III – MOBILIZATION) | | | |
|--|------------------|---------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| (1) Verify arrival status of personnel at the assembly site | | | |
| (2) Conduct SRP check for mobilization | | | |
| (3) Identify medically disqualified personnel and screen for medical problems. | | | |
| + (4) Verify soldier financial readiness | | | |
| (5) Review and update personnel, medical, dental, and health care provider Practitioner Credentials Files. | | | |
| (6) Notify finance input station of unit's mobilization. | | | |
| + (7) Process record of emergency data (DD Form 93), if update is required | | | |
| (8) Prepare evaluation reports | | | |
| (9) Complete change of address cards | | | |
| (10) Process DD 1173-1 and DD 1172 if family members do not have ID cards | | | |
| (11) Verify ID Cards and Tags | | | |
| (12) Process Geneva Convention Identity Card, if required and not previously issued | | | |
| (13) Review Security Clearance Rosters | | | |
| (14) Prepare claims for travel from home to assembly site and advance party pay | | | |
| (15) Arrange for legal services | | | |
| (16) Conduct Records Processing for Direct Deploying Units | | | |
| (17) Account for medical emergencies, perform casualty reporting, and complete LODs | | | |
| (18) Provide final personnel report | | | |
| (19) Review incentives and entitlements | | | |

| OPERATIONS AND TRAINING (PHASE III – MOBILIZATION) | | | |
|--|------------------|---------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| (1) Coordinate with MFGI on unit's date and time to report | | | |
| (2) Execute HS activities plan, with activities schedule | | | |
| + (3) Dispatch advance party to MFGI | | | |
| (4) Conduct an operational/information status briefing | | | |
| (5) Update CUSR | | | |
| (6) Prepare classified material for movement | | | |

| LOGISTICS (PHASE III – MOBILIZATION) | | | |
|--|------------------|---------------------|-------------|
| TASKS | TASK ASSIGNED TO | DATE/TIME COMPLETED | VERIFIED BY |
| (1) Provide HS support/services | | | |
| (2) Execute contracts or Mobilization Purchasing Authority | | | |
| (3) Complete signature cards and delegation authority | | | |
| (4) Prepare memo to establish Dining Facility account | | | |
| + (5) Conduct a showdown inspection of OCIE and Personal Uniforms | | | |
| (6) Prepare requisitions for shortages of packaged POL | | | |
| (7) Finalize DA Form e581 for Ammunition Management Information System Requirement | | | |
| (8) Finalize reconciliation of Property Book and identify shortages after cross-leveling | | | |
| (9) Finalize Class VIII requisitions and forward to the Installation Medical Supply Account (IMSA) | | | |
| (10) Finalize PLL/Authorized Stockage Level Listing and prepare requisitions for remaining shortages | | | |
| (11) Complete transfer of property not to be taken to the MFGI | | | |
| (12) Finalize material condition status report | | | |
| (13) Execute Mob Movement Plan | | | |
| (14) Finalize COMPASS AUDEL/TC AIMS II UEL | | | |
| (15) Complete transfer of facilities and non-organizational equipment | | | |
| (16) Complete storage of personal property | | | |

RECOMMENDED CHECKPOINTS FOR RC COMMANDERS.

PHASE I - PRE-MOBILIZATION CONSISTS OF PRE-MOBILIZATION PLANNING BY ALL COMPONENTS AND COMMANDS. THE PURPOSE IS TO ENABLE THE RAPID MOBILIZATION AND DEPLOYMENT OF RC FORCES TO SUPPORT CDR REQUIREMENTS. PHASE I IS THE RESPONSIBILITY OF THE RC SUPPORTED BY FIRST ARMY, ASSOCIATED UNIT (AU) CORP/DIVISION HEADQUARTERS OR OTHER ARMY COMMANDS (ACOMS) AND (DIRECT REPORTING UNITS (DRUS) IAW PUBLIC LAW AND ESTABLISHED PRIORITIES. DURING PHASE I, UNITS CONDUCT DAY TO DAY OPERATIONS AT HS TO BUILD AND SUSTAIN READINESS BASED ON THEIR DESIGNATED C-LEVEL PATH WITHIN THE SR PROCESS. PHASE I INCLUDES THE SELECTION OF UNITS TO BE MOBILIZED AND DESIGNATION OF MFGI. AS FORSCOM'S COORDINATING AUTHORITY, FIRST ARMY SYNCHRONIZES POST-MOBILIZATION AND DEMOBILIZATION OPERATIONS IN CONUS ICW SUPPORTING ACOMS, ARMY SERVICE COMPONENT COMMANDS (ASCCS), DRUS, UNITED STATES ARMY RESERVE COMMAND (USARC) AND NATIONAL GUARD BUREAU (NGB)/ARMY NATIONAL GUARD (ARNG). PHASE I ENDS WHEN AN RC UNIT RECEIVES NOTIFICATION OF SOURCING (NOS) OR AN OFFICIAL HQDA ALERT ORDER.

LEGEND:

| | |
|---|----------------------|
| + | Critical Task |
|---|----------------------|

| PERSONNEL AND ADMINISTRATION (PHASE I – PRE-MOBILIZATION) | | | |
|---|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (1) Provide Soldiers information | | a. Present letters to Soldiers during in-processing to provide general guidance and assist them in understanding their role in the unit. b. For personnel readiness planning, order copies of current family assistance support publications for each Soldier to provide to their family. c. Conduct welcome and annual mobilization briefing to Soldiers. d. Conduct annual Military Medical/Dental briefings for family Members. | |
| +(2) Prioritize the conduct of Soldier Readiness Processing (SRP) checks and conduct SRP actions | | a. Based on priorities, only one SRP check (other than for actual mobilization and deployment) will be done annually. (1) Conduct annual Level 1 SRP. Ensure forms and administrative data required to support the Soldier and Family are up to date. Update address IAW AR 135-133. (2) Evaluate Soldier readiness during exercises utilizing MPDV and DA Form 7425. b. Commanders must ensure annual SRP check is included on annual training schedules to reduce multiple SRP checks. (1) Conduct SRP IAW AR 600-8-101 and DA Pam 600-8-101. (2) Supplemental guidance will be provided as required to meet changing policy in SRP management and operational requirements. | |
| (3) Update OMPF and Army Record Briefs (SRP Section I) | | a. Update as required IAW AR 600-8-104. b. Commanders, S1, UAs will ensure personnel data accurate. | |
| (4) Complete Family Care Plans. | | Commanders will ensure all Soldiers are screened and, if required, have an approved Family Care Plan IAW paragraph 5-5, AR 600-20. | |
| PERSONNEL AND ADMINISTRATION (PHASE I – PRE-MOBILIZATION) | | | |

| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
|--|---------------|--|------------------|
| (5) Screen Soldiers for deployability restrictions | | a. Commanders will screen Soldiers annually IAW AR 135-133 and NGR 600-2, AR 614-30, and AR 220-1, and DA Pam 611-21. b. Identify Soldier deployment restrictions/non-deployability and reason. c. Commanders will take actions to resolve the non-deployable condition. d. Soldiers determined to have permanent non-deployable conditions will be transferred or discharged as appropriate. | |
| (6) Maintain Health Record in the authoritative health records system | | Update as required IAW AR 40-66 and AR 40-501. | |
| (7) Ensure Soldiers have identification cards and tags | | a. Ensure Soldiers/Family members 10 and over have serviceable U.S. Armed Forces Identification/Common Access Card IAW AR 600-8-14. b. For non-combatants, initiate application for Geneva Convention Identity Card, DD Form 1934, IAW AFI 36-3026, Chapter 17 and AR 600-8-14. c. Issue ID Tags AFI 36-3026, Chapter 19, and AR 40-66 and AR 600-8-14. | |
| (8) Identify and process Soldiers with permanent medical profiles of P3/4 | | Soldiers with a P3/4 profile must be processed for retention, reclassification, reassignment, retirement, or discharge as appropriate IAW AR 40-501, AR 135-175, AR135-178, and AR 635-40. | |
| (9) Ensure Soldiers have a security clearance required for their duty position | | a. Identify Soldiers requiring security clearances IAW unit structure documents and other mission requirements. Document the positions requiring a security clearance on unit manning roster. b. Security managers will submit clearance requests IAW AR 380-67. | |
| (10) Provide pre-mobilization legal preparation | | Pre-Mobilization Legal Counseling Program (PLCP) and Pre-Mobilization Legal Services will be provided by RC Judge Advocates. | |
| (11) Maintain individual Soldier Master Military Pay Account (MMPA) | | a. Maintain individual Soldier MMPA in unit file. b. Review MMPA for accuracy during annual joint review of personnel records. c. Update the Soldier MMPA on receipt of documentation. | |
| (12) Ensure dental examinations | | a. JFHQs/RDs will coordinate annual dental screening for deploying units, to bring Soldiers to dental class 2 standards. (1) Ensure Soldiers have complete dental health record IAW AR 40-501, to include a Panographic x-ray IAW AR 40-66. (2) Lack of a complete dental record will not preclude mobilization. | |
| (13) Ensure Soldiers are tested biennially for HIV | | a. Soldiers require HIV test at least biennially IAW AR 600-110. b. Soldiers ordered to AD with duty overseas for more than 30 days including travel time require a negative HIV test 180 days prior to report date. c. Soldiers confirmed HIV+ must be transferred to a non-deploying unit, the IRR, or separated (the individual must select option). IAW AR 600-110. | |
| (14) Ensure DNA specimen draw | | Soldiers are required to have a DNA specimen drawn/noted on an SF 600 | |

| PERSONNEL AND ADMINISTRATION (PHASE I – PRE-MOBILIZATION) | | | |
|--|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (15) Ensure medical examinations are current and that required medical warning tags are issued | | a. JFHQs/RDs will coordinate PHAs: (1) Schedule and follow-up to ensure Soldier PHAs are completed annually by appropriate medical personnel IAW AR 40-501. (2) Medical personnel conducting periodic exams will identify Soldiers requiring medical warning tags IAW AR 40-66, Chapter 14, prepare DA Form 3365, coordinate to have the tags issued, and affix DA Label 162 to health record. | |
| (16) Ensure DNA specimen draw | | Soldiers are required to have a DNA specimen drawn/noted on an SF 600 | |
| (17) Ensure Soldiers are tested biennially for HIV | | a. Soldiers require HIV test at least biennially IAW AR 600-110. b. Soldiers ordered to AD with duty overseas for more than 30 days including travel time require a negative HIV test 180 days prior to report date. c. Soldiers confirmed HIV+ must be transferred to a non-deploying unit, the IRR, or separated (the individual must select option). IAW AR 600-110. | |
| (18) Identify Soldiers who wear glasses or hearing aids | | Require each Soldier to provide copy of latest civilian prescription for glasses and or hearing aids and file in the Soldier's authoritative health record system. | |
| (19) Ensure immunizations are current | | a. Commanders are responsible for Soldiers receiving scheduled immunizations. Soldier immunization records must be reviewed to ensure Soldier meets the requirements of AR 40-562 plus any additional immunizations required by the immediate mobilization scenario. The only <i>routine</i> immunization requirement is Tetanus (every 10 years). All other immunizations will be determined by theater of operation and administered during alert at HS or after mobilization at the MFGI. 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. d. Medical personnel will document immunizations on SF 601 in the Soldier health record and on the member's PHS Form 731. e. Lack of immunizations does not prevent mobilization of the Soldier. | |
| (20) Identify personnel requiring protective mask inserts | | a. Identify Soldier who require mask inserts. Soldiers with unaided visual acuity in each eye is worse than 20/20 for military vehicle operators, flight personnel, and enlisted personnel with Profile I occupational requirements, and unaided binocular visual acuity worse than 20/40 for all other personnel IAW 40-63 and AR 40-501. b. Provider will requisition and copy of eye glass prescription will be submitted to the JFHQs/RDs IAW AR 40-63 | |
| (21) Familiarize administrative personnel in authoritative personnel systems | | Ensure administrative personnel are familiar with and have access to personnel systems (this applies primarily to personnel in the 42 series AOC/MOSs, or who are training in that field). | |

| PERSONNEL AND ADMINISTRATION (PHASE I – PRE-MOBILIZATION) | | | |
|---|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (22) Assemble/maintain MWR kits | | Assemble/maintain unit MWR supplies and equipment IAW AR 215-1 | |
| (23) Process Application for Identification Card/DEERS Enrollment for family members and issue DD Form 1173-1, United States Uniformed Service Identification and Privilege Card as appropriate | | <p>a. Soldiers with family members will complete and sign DD Form 1172-2, Application for Identification Card/DEERS Enrollment and provide documents to verify family status. Soldiers must provide DEERS/RAPIDS updates when a change in family status occur.</p> <p>b. Unit will verify DEERS Enrollment for family members, as appropriate, and issue DD Form 1173-1 (Dependent ID Card). DEERS enrollment will be accomplished whenever the DD Form 1173-1 is issued/reissued.</p> <p>c. If the unit does not have the capability to issue ID cards, provide Soldier /family member with instructions to report to the nearest Reserve Center, Armory, or ID facility. All services can issue ID cards.</p> | |
| +(24) Establish a Family Readiness Group (FRG) | | <p>a. Establish FRG IAW AR 600-20 and AR 608-1, and coordinate liaison with supporting activities.</p> <p>b. Appoint an officer or senior NCO as Unit Family Assistance Coordinator (FAC) and maintain lines of communication between FRG leader(s) and FAC.</p> <p>c. Support preparation of a telephone tree for FRG members.</p> <p>d. Post location and phone number of supporting Family Assistance Centers.</p> <p>e. Conduct annual briefings to family members.</p> | |
| (25) Units with assigned Health Care Providers, screen Practitioner Credentials File (PCF) for update and verification requirements. | | <p>a. PCF custodian will conduct annual review and request necessary verifications and documents updates IAW AR 40-66 and AR 40-68.</p> <p>b. PCF will 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 ARNG JFHQs and USAR RSCs for information.</p> <p>c. PCF will send information copy of the healthcare practitioner rosters to MFGI Director of Health Services (DHS) for physicians, nurses, and physician assistants.</p> <p>d. PCF will send an information copy of the dental care roster to MFGI Director of Dental Services (DDS) for dentists.</p> <p>e. PCF will review credential file with DHS/DDS at biennial mobilization visit. Units without PCF will seek assistance through chain of command</p> | |

| PERSONNEL AND ADMINISTRATION (PHASE I – PRE-MOBILIZATION) | | | |
|--|----------------------|---|-------------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (26) Appointment/Signature cards, as applicable, prepared for: | | 1. Classified Courier - DD Form 2501, Courier Authorization Card, IAW AR 380-5. 2. Key and Lock Custodian for Classified Material, IAW AR 380-5. 3. Appoint Command Security Manger, IAW AR 380-5. 4. Morale Support Fund Representative - Appointment Memo IAW AR 215-1. 5. Appointment Unit Postal Officer IAW AR 600-8-3. 6. Complete DD Form 285, to appoint primary and alternate Military Postal Clerk, Unit Mail Clerk or Mail Orderly IAW AR 600-8-3. 7. Appoint IASO primary and alternate IAW AR 25-2. 8. Voting Assistance Officer IAW AR 608-20. | |
| (27) Identify personnel requiring waiver of benefits | | a. Screen Soldiers and records to identify personnel receiving retirement pay, disability allowance, and compensation. b. Prepare and submit Declaration of Retired Pay Benefits and Waivers as required | |

| OPERATIONS AND TRAINING (PHASE I – PREMOBILIATION) | | | |
|---|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| + (1) Maintain unit mobilization file. SDDC units will maintain a battle book as prescribed by HQ, SDDC in lieu of a mobilization file. The battle book will include the mobilization file planning requirements of alert and movement plans | | a. All AA level units must maintain complete mob file (clearly labeled, logically organized, indexed, and tabbed containing: (1) Include documents required by ARNG JFHQs and USAR GFC. (2) Alert and assembly plan. Documentation results from last annual exercise. (3) List of key personnel by position to be ordered to duty prior to unit activation. (4) Mobilization purchasing authority packet. (5) Unit commander’s mob checklist with Phase I tasks annotated as complete and HS unit activity plan. (6) MFGI information packet, initial MFGI activities checklist (completed with available information) and documentation of last MFGI liaison visit. (7) Logistics data file. (8) Results of last COC review inspection and approval of unit mob file. b. Organic units with derivative UICs which are not co-located with parent unit must, at a minimum, maintain an alert and assembly plan, load plan, movement plan for joining with parent, and other data as required by parent command. | |
| (2) Conduct annual inspection of mob file by the chain of command | | Unit chain of command, JFHQs/GFCs down to AA-UIC, will conduct an annual inspection/approval of unit mob file. Results will be maintained in the mob. | |
| + (3) Develop HS unit activity plan | | Develop HS activity plan for administrative and logistical activities. Individual and collective training may be included, if time permits. Include critical activities to be accomplished at HS during Phases II/III. | |
| (4) Maintain liaison with MFGI | | Establish and maintain liaison with permanent MFGI, biennially as a minimum, coordinate all support requirements at this time. | |
| (5) Exercise alert notification plan annually | | a. Annually exercise alert roster IAW JFHQ/GFC SOP. b. Document annual alert exercise results and retain documents in mob file. c. Report and assemble only if directed by higher headquarters. | |
| (6) Identify key personnel to be ordered to duty in advance of the unit | | a. Establish list of required key personnel capable of performing critical activities based upon the unit mission. b. Each Soldier must initial by their name indicating awareness of the possibility of an early call to duty. | |
| (7) Establish liaison with CI/SI (when different from MFGI). | | Establish and maintain liaison with the CI/SI, as a minimum triennially, when CI/SI is different from the MFGI. Maintain a list of points of contact to provide support until the unit arrives at the MFGI. | |
| (8) Conduct pre-mob briefing | | Conduct pre-mobilization briefings | |
| (9) Establish liaison with CI/SI, when different from MFGI. | | Establish and maintain liaison with the CI/SI, as a minimum biennially, when CI/SI is different from the MFGI. Maintain a list of points of contact to provide support prior to MSAD. | |

| OPERATIONS AND TRAINING (PHASE I – PRE-MOBILIZATION) | | | |
|---|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (10) Establish COMSEC Account | | <ul style="list-style-type: none"> a. Units authorized COMSEC material must either establish a separate COMSEC account or be serviced as a sub-account or hand receipt holder. b. Prepare and submit IAW AR 380-40(C). c. Forecast adequate COMSEC storage requirements at MFGI to store COMSEC material in a secure environment. d. Ensure Controlled Cryptographic Items (CCI) equipment and key for COMSEC purposes are requisitioned by and received from standard logistical service facilities and is handled IAW AR 380-40. e. Ensure proper packaging and handling procedures IAW AR 380-40. f. Appoint COMSEC custodians and CMD COMSEC inspectors IAW AR 380-40 | |
| (11) Conduct an operational / information status briefing | | <ul style="list-style-type: none"> a. Brief Soldiers and spouses, if available, on the current situation and planned movement schedule to MFGI. b. Provide other information if available (e.g., unit mailing address at MFGI, nearest family readiness center). c. Advise members of what they can and cannot say about the operation. d. Conduct a family member information briefing. | |

| LOGISTICS (PHASE I – PRE-MOBILIZATION) | | | |
|---|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (1) Develop lodging plan for HS | | <p>a. Develop plan for lodging of Soldiers. Unit should estimate the number of Soldiers who will require lodging while at HS. Normally, this applies to Soldiers residing outside local commuting distance of the 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 Soldiers called to active duty early. If the mobilization convoy or advance party departs early, unit may plan for advanced party to sleep at HS prior to departure.</p> | |
| (2) Develop subsistence plan for HS | | <p>a. Develop subsistence plan for unit at HS.</p> <p>b. Identify how and where rations will be obtained and or served.</p> <p>c. Define how unit will transition from HS to MFGI 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>d. If unit plans to use a commercial facility, unit will include a coordination letter with the manager. Plan will cover all meals at HS.</p> <p>e. Movement plan will address all meals enroute to MFGI.</p> <p>f. Retain plan in logistics data file.</p> | |
| (3) Identify contracting requirements to SI or USPFO contracting office | X | <p>a. Identify requirements (who, what, where, when, how) for the servicing contract officer. Unit should list supplies required, i.e. lodging, bulk POL, and maintenance, etc. and the possible source of supply.</p> <p>b. Units will not negotiate contracts.</p> <p>c. Units will annually verify with 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>d. Retain copy of the memorandum to the supporting contract office and reply in the logistics data file.</p> | |
| (4) Identify Class V Total Ammunition Management Information System requirement | | <p>a. Annually review IAW AR 710-2, FORSCOM Regulation 700-4-1, and FORSCOM Regulation 700-3 and prepare updated DA Form e581.</p> <p>b. Units will forward validated DA Form e581 to MFGI (when in receipt of a warning order) in order to coordinate with FORSCOM, IMCOM and Regional Ammunition Centers for Delivery of mobilization ammunition.</p> <p>c. Coordinate with the MFGI during MCJA and obtain MFGI SOP procedures for issue and turn-in.</p> <p>d. Retain duplicate copy of document register (DA Form e581) and acknowledgment of the receipt of the complete DA Form e581 by the MFGI in the logistics data file with a copy of the ABL authorization listing.</p> | |

| LOGISTICS (PHASE I – PRE-MOBILIZATION) | | | |
|---|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (5) Identify Class VIII, post-mobilization medical supplies | X | <p>a. Prepare and review annually list of Class VIII requirements and maintain in logistics data file.</p> <p>b. All units will identify medical material required, but not authorized, during pre-mobilization IAW AR 40-61 and AR 725-50. CTA 8-100, Army Medical Department Expendable/Durable Items, and FORSCOM Regulation 700-2.</p> <p>c. FORSCOM Standing Logistics Instructions, should be reviewed for assistance in identifying items such as field sanitation team requirements, lip balm, earplugs, camouflage sticks, sunscreen, combat lifesaver kits, and wet bulb temperature kits are authorized by CTA.</p> <p>c. Review Medical Equipment Set Component List/Unit Assemblages for requirements</p> | |
| +(6) Prepare a Unit Movement Plan | | <p>a. Prepare movement plan IAW FORSCOM / ARNG Regulation 55-1.</p> <p>b. Prepare deployment movement plan IAW, FORSCOM / ARNG Regulation 55-1 if required by the MFGI.</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 | | Prepare, test, and evaluate unit load plan IAW FORSCOM/ARNG Regulation 55-1. | |
| +(8) Maintain COMPASS AUDEL/TC ACCIS UEL documentation | X | <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> | |
| (9) Develop and coordinate Unit Retrieval Plan | | <p>a. Develop and coordinate unit retrieval plan which addresses responsibilities for pickup, list of equipment and locations, material handling equipment, commercial transportation requirements and other areas of concern.</p> <p>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.</p> <p>c. Possible locations include: ASF, AMSA, and ECS for USAR units and UTES, OMS, CSMS, MATES, and AASF for ARNG.</p> <p>d. Retain plan with unit movement plan.</p> | |

| LOGISTICS (PHASE I – PRE-MOBILIZATION) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (10) Identify property not to be taken to MFGI | | <p>All RC unit organizational property (including excess property book items unless transferred by direction of the GFC/JFHQ during the Alert Phase) will be taken to the MFGI unless mobilization directives indicate otherwise. Retain a list in the mobilization file or identify where location of list for property that will not be taken to the MFGI. The following property will not be taken.</p> <ul style="list-style-type: none"> a. Installation property (desk, chairs, computers, SIPR phones, etc.) except units with a MFGI mission and based on coordination with MFGI and the GFC/JFHQ. b. State property (ARNG Only). c. Private property (TVs, coolers, POVs, weapons). d. Unit funded property other than recreational equipment. e. Training aids from supporting ATSC (unless the account is located at the unit's MFGI). Ensure a copy of the written ATSC 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 | | <ul style="list-style-type: none"> a. Armory / Reserve Center commanders, in coordination with JFHQ/RDs plan, must develop an action file should the center be vacated or transferred to a rear detachment. b. Retain plan in logistics data file. | |

PHASE II - ALERT IS THE RESPONSIBILITY OF THE UNIT COMMANDER SUPPORTED BY THE MOBILIZATION ENTERPRISE. PHASE II BEGINS WITH THE SIGNING OF THE SECRETARY OF DEFENSE ORDERS BOOK. HQDA PUBLISHES THE ALERT/MOBILIZATION ORDER FOR RC UNITS. FORSCOM PUBLISHES DEPLOYMENT ORDERS FOR ASSIGNED ACTIVE COMPONENT (AC) AND RC UNITS PROVIDING MISSION SPECIFIC REQUIREMENTS AND DEPLOYMENT DATA AS APPLICABLE. RC UNITS CONDUCT MISSION SPECIFIC TRAINING, PLAN SUSTAINMENT, AND PREPARE FOR MOBILIZATION. PHASE II ENDS ON THE MOBILIZATION DATE (M-DATE) OR ON THE EFFECTIVE DATE OF THE HQDA DE-ALERT ORDER.

| PERSONNEL AND ADMINISTRATION (PHASE II – ALERT) | | | |
|--|----------------------|---|-------------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (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 JFHQ/GFC policy (i.e., unit retrieval teams). Request travel arrangements from appropriate USPFO (for ARNG) or GFC (for USAR). | |
| (2) Review and validate receipt of unit orders | | Unit should receive an Active Duty/Federalization order which includes movement authorization and establishes 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, USAREUR, INDOPACOM, and SOCOM will process mobilization orders for their assigned RC units. | |
| (3) Screen Soldiers for advancement or promotion | | Both officer and enlisted personnel promotions will remain under RC component policies unless otherwise directed by DA. | |
| (4) Identify personnel who require evaluation reports | | Identify Soldiers who require Change of Rater/Duty evaluations upon mobilization per AR 623-3 and DA Pam 623-3. Note: Mob in itself is not a reason for an eval. | |
| (5) Process delayed arrival personnel | | a. Identify by individual application/Criteria and process IAW AR 601-25. b. Issue delay letter using format contained in AR 601-25. | |
| (6) Review appointment memoranda | | Review appointment memoranda (e.g., Morale Support Fund Representative, etc.) and issue new memorandum, if appropriate. | |
| (7) Update/Verify Soldier financial readiness. | | a. Ensure 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 | |

| PERSONNEL AND ADMINISTRATION (PHASE II – ALERT) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (8) Update personnel databases | | Ensure authoritative personnel systems/databases are updated on a routine basis. | |
| (9) Review, coordinate, and validate actions requiring individual orders | | <p>a. Units will normally have Soldiers on AT, IET, ADT, or ADOS.</p> <p>b. Units will receive guidance to coordinate the return of Soldiers on, ADT or ADOS, when appropriate.</p> <p>c. Units should receive orders assigning new members to the unit through cross leveling actions. Review and validate orders for new Soldiers and request amendments as necessary through JFHQ/GFC.</p> <p>d. Soldiers on AT, IET, ADT or ADOS who can return to the unit will require amendment or revocation of orders.</p> <p>e. The unit should receive a copy of assignment orders on all personnel gains based on HS cross leveling actions.</p> <p>f. Units should transfer non-mobilizing Soldiers from their units. Some categories of personnel requiring transfer from the unit are:</p> <p>(1) Soldiers on ADT or ADOS that cannot return to the unit.</p> <p>(2) Untrained Soldiers.</p> <p>(3) AMEDD Officers in Training.</p> <p>(4) Simultaneous Membership Program (SMP) Participants.</p> <p>(5) High School Students.</p> <p>(6) Selected OCS Candidates.</p> | |
| (10) Order unit members to active duty. | | <p>a. Upon receipt of the unit's Alert/Mobilization order, JFHQ/GFC will publish individual mobilization orders using FORMAT 163 IAW AR 600-8-105. Inactive National Guard (ING) personnel will be included on the unit order except for 10 USC Section 12304 (PRC) activation's, where they are exempt from call up.</p> <p>b. ARNG units will submit request for orders to JFHQ for return of ING to active status concurrent with the unit's M-Date.</p> <p>c. Annotate a copy of the unit manning roster or DA 1379, indicating the status of unit members, for example, Advance Party, Main Body, Personnel Authorized Delayed Entry, Convoy, ADOS to other units, or other categories deemed necessary.</p> <p>d. Distribute unit (with authentication) and individual mob orders as follows:</p> <p>(1) Ten copies to the Soldier. (Emphasize need to pass a copy to family members for benefits and ID card applications and a copy to the employer).</p> <p>(2) One copy to member's MPRJ.</p> <p>(3) One copy to MMPA file.</p> <p>(4) Two copies to unit file.</p> | |

| PERSONNEL AND ADMINISTRATION (PHASE II – ALERT) | | | |
|--|----------------------|---|-------------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (11) Activate the unit Family Readiness Group network | | a. Request FRG Leader activate phone roster and report status. b. Unit Family Readiness Liaison (FRL) should provide the JFHQ Family Program Coordinator family readiness group information and potential support requirements to assist in setting up a Family Assistance Center. c. USAR unit commanders should provide information through their GFC. d. Provide names of non-mobilizing Soldiers who could participate in family readiness programs to the JFHQ/GFC, as appropriate. | |
| (12) Update/Verify Soldier financial readiness. | | a. Ensure 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 | |
| (13) Ensure medical examinations are current and that required medical warning tags are issued | | a. JFHQs/RDs will coordinate PHAs: (1) Schedule and follow-up to ensure Soldier PHAs are completed annually by appropriate medical personnel IAW AR 40-501. (2) Medical personnel conducting periodic exams will identify Soldiers requiring medical warning tags IAW AR 40-66, Chapter 14, prepare DA Form 3365, coordinate to have the tags issued, and affix DA Label 162 to health record. | |
| (14) Ensure dental examinations are scheduled | | a. JFHQs/RDs will coordinate annual dental screening for deploying units, to bring Soldiers to dental class 2 standards. (1) Ensure Soldiers have complete dental health record IAW AR 40-501, to include a Panographic x-ray IAW AR 40-66. (2) Lack of a complete dental record will not preclude mobilization. | |

| OPERATIONS AND TRAINING (PHASE II – ALERT) | | | |
|---|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| +(1) Update HS activities plan and prepare HS training schedule | | As a minimum, training schedule should show day, time required, location and responsibility for accomplishment. | |
| (2) Respond to press inquiries | | Respond IAW with JFHQ/GFC PAO guidance. | |
| +(3) Review/finalize post-mob training plan/support requirements | X | Update all areas of the post-mobilization Training Plan and the support requirements IAW First Army guidance. | |
| (4) Identify advance party members and brief advance party for movement to MFGI | | a. Assign Soldiers to the advance party by name. Ensure Soldiers understand MFGI responsibilities. b. Ensure the advance party is prepared to provide the MFGI required items. c. Ensure Soldiers carrying classified documents have courier orders or a Courier Card, DD Form 2501, for transporting classified material. | |
| (5) Identify adequate storage for classified documents/equipment | X | Coordinate secure storage requirements. Advance party will finalize upon arrival at MFGI. | |
| (6) Review Commander’s Unit Status Report (CUSR) | X | Review the CUSR and begin updating to ensure it will be completed for advance party to take to MFGI. | |
| (7) Coordinate arrival of filler personnel as appropriate | | Ensure Soldiers cross-leveled into the unit are provided with appropriate arrival and accommodations. | |
| +(8) ICW First Army develop post-mobilization training plan and support requirements | | a. For tasks selected for training prior to mobilization, determine which tasks require additional training to achieve standard. b. Define tasks deferred for post-mobilization training and determine the time required to achieve standard in all tasks. c. Identify resources needed to develop plan to be executed at the MFGI. d. Update plan annually or when significant changes occur in training proficiency. | |

| LOGISTICS (PHASE II – ALERT) | | | |
|---|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (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. Commander will review current plan to mobilize the unit and update any contracting requirements to support the unit at HS. b. Coordinate with supporting contract office for the most effective method of providing 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 MFGI and identify the 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 MFGI Troop Issue Subsistence Activity to establish account | | Prepare a memorandum for subsistence support to the MFGI TISA IAW AR 30-22 and DA Pam 30-22. Coordinate through the chain of command with the MFGI 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 and 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. b. Remaining shortages from operational stocks will be requisitioned or cross-leveled. | |
| (7) Review and update Total Ammunition Management Information System | | a. Review and update based on weapon modernization, mission guidance, and cross-leveling of equipment. Use FORSCOM Regulation 700-3 for authorization of new weapons systems and manually update listing. b. Review and update DA Form e581, Request for Ammunition, based on changes. | |
| (8) Review Prescribed Load List (PLL) listing, identify shortages, and cross-level | | a. Commander 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 chain of command to JFHQ/GFC to either cross-level or requisition from the wholesale system | |

| LOGISTICS (PHASE II – ALERT) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (9) Prepare records and begin to conduct inventory of unit property | | <p>a. Review/update property book and hand receipt for MTOE, CTA, and TDA items.</p> <p>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.</p> <p>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, units must BPT operate in austere environments.</p> <p>d. Based on mission guidance and threat, units will inventory chemical defensive equipment against contingency requirements IAW FORSCOM Regulation 700-3.</p> <p>e. Verify all assets subject to unique item tracking IAW AR 710-3 and DOD 4000.25-2-M, Military Standard Transaction Reporting and Accountability Procedures, Change 8, dated 14 December 2016.</p> <p>f. Units that maintain GCSS-A accountability for subordinate units will coordinate with JFHQ/GFC on procedures for transferring records and responsibilities to a non-mobilizing unit/activity.</p> <p>g. Begin cross-leveling and taking other appropriate supply actions once mission guidance is provided and shortages identified.</p> | |
| (10) Review medical item requirements and prepare requisitions for Class VIII | X | <p>a. Prepare requisitions based on listing developed in Phase I.</p> <p>b. Develop list of personnel needing spectacles, optical inserts, and hearing aids. Hold requisitions until Phase III.</p> | |
| (11) Coordinate for the transfer of property not to be taken to MFGI to appropriate activity | | Coordinate with the center/armory custodian to transfer 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 | |
| (12) Coordinate with supporting maintenance activities to provide priority service | | <p>a. Coordinate with Area Maintenance Support Activity or Organizational Maintenance Shop to prioritize required maintenance support (technical inspections, services, application of material work orders, and readiness improvement.)</p> <p>b. Begin updating Material Condition Status Reporting.</p> | |
| (13) Update calibration records | | <p>a. Coordinate with the supporting AMC TMDE/CSMS facility and update all calibrated items.</p> <p>b. Obtain a current copy of the TMDE Instrument Master Record File printout and file on computer disk</p> | |
| (14) Storage of personal property and household goods | | <p>a. Commander's will identify Soldiers who require storage of personal property including POV IAW Joint Travel Regulation.</p> <p>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.</p> | |

| LOGISTICS (PHASE II – ALERT) | | | |
|---|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (15) Retrieve operational, historical and other maintenance records | | <ul style="list-style-type: none"> a. Coordinate retrieval with supporting organizational maintenance activity and any equipment storage activity that maintains operational, historical, or other maintenance records. b. Coordinate with supporting Army Oil Analysis (AOAP) Lab to obtain completed oil analysis records for deploying equipment including items cross-leveled. c. Identify printing/Modification Work Orders (MWO) requirements that cannot be accomplished before mobilization date. d. Retrieve and review these records for accuracy and completeness. | |
| + (16) Review and coordinate unit Mobilization Movement Plan | | <ul style="list-style-type: none"> a. Review mobilization movement plans. Make any necessary adjustments. b. Begin coordination for enroute support (Material Handling Equipment, subsistence and Petroleum, Oil, Lubricants) with SI/CI/JFHQ/GFC. If commercial transportation is required initiate coordination with GFC/USPFO. c. Verify BBPCT requirements and pass information to Mobilization Purchasing Authority (MPA)/Ordering Officer. d. Ensure supervisor verifies load cards and make adjustments as necessary. e. Ensure adequate time is allocated on the HS unit training schedule. f. Coordinate advance party movement to MFGI. g. Prepare a DD Form 1265, Request for Convoy Clearance, and coordinate with the State Department of Movement Control (DMC). h. Ensure plan adequately addresses security and accountability of weapons, COMSEC equipment, and sensitive items during transportation to the MFGI IAW AR 190-11, DODD 4500.9E with change 1, Transportation and Traffic Management, dated 31 July 2017 and FORSCOM/ARNG Regulation 55-1. | |
| (17) Update COMPASS AUDEL/TC AIMS II UEL based on cross-leveling actions and coordinate with supporting TC AIMS II office | | <ul style="list-style-type: none"> a. Review current COMPASS AUDEL/TC AIMS II UEL and update outdated information from last annual update. b. Identify additional cross-leveling actions (personnel and equipment) and make appropriate changes to the COMPASS AUDEL/TC AIMS II UEL. c. Coordinate with supporting TC AIMS II office to update COMPASS AUDEL/TC AIMS II UEL. | |
| (18) Make final coordination and execute equipment retrieval plans | | <ul style="list-style-type: none"> a. Review plans developed in Phase I and execute. b. Make final coordination with supporting maintenance and storage facility to: <ul style="list-style-type: none"> (1) Refine specific unit personnel and/or equipment requirements necessary. (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 plan as soon as Soldiers and equipment assets become available. Ensure adequate time is available on the HS unit training plan | |

PHASE III - MOBILIZATION BEGINS ON M-DATE AS DOCUMENTED ON THE HQDA MOBILIZATION ORDER AND CORRESPONDING FIRST ARMY ORDER. PHASE III IS THE RESPONSIBILITY OF FIRST ARMY, CORP/DIV HQS, OR OTHER ACOMS AND DRUS. THE PURPOSE IS TO ACTIVATE UNITS FOR ACTIVE FEDERAL SERVICE UNDER THE PROVISIONS OF TITLE 10 OF THE USC AND COMPLETE POST-MOBILIZATION TRAINING AND VALIDATION REQUIREMENTS. RC UNITS WILL ASSEMBLE AT HOME STATION (HS) AND ON ORDER, MOVE TO THE DESIGNATED MFGI. UPON COMPLETION OF POST-MOBILIZATION TRAINING AND VALIDATION REQUIREMENTS UNITS WILL DEPLOY IN SUFFICIENT TIME TO MEET THE PRESCRIBED LATEST ARRIVAL DATE (LAD) IN THEATER. WHEN APPROVED BY CG, FORSCOM ICW HQDA, TRAINING, ASSESSMENT, AND VALIDATION MAY OCCUR AT DESIGNATED HS FOR CASES IN WHICH IT WILL OPTIMIZE PRE-DEPLOYMENT TIMELINES AND COST EFFECTIVENESS WITHOUT DIMINISHING QUALITY. UPON DEPARTURE FROM POE, THE UNIT IS UNDER OPERATIONAL CONTROL OF THE GAINING CDR OR UPON ARRIVAL AT THE DESIGNATED LOCATION FOR MOBILIZATION SUPPORT FORCE OR CONUS SUPPORT BASE MISSIONS. PHASE III ENDS WHEN THE UNIT IS RELEASED BY THE CDR (OR OTHER DESIGNATED COMMANDER), AND ATTACHED TO FIRST ARMY ON ARRIVAL AT THE PORT OF DEBARKATION (POD) ENROUTE TO THE DESIGNATED MFGI FOR DEMOBILIZATION.

| PERSONNEL AND ADMINISTRATION (PHASE III - MOBILIZATION) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (1) Verify arrival status of personnel at the assembly site | | a. Document Soldier arrival b. Process Soldiers who do not report. | |
| (2) Conduct 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. | | Identify medically non-deployable Soldiers and those Soldiers with medical issues that may delay movement or prevent deployment for review by medical in-processing at MFGI. | |
| + (4) Verify soldier financial readiness | | 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/GFC. c. Forward items requiring change with supporting documentation to the servicing USPFO/GFC. Retain a copy of the annotated MMPA. | |
| (5) Review and update personnel, medical, dental, and health care provider Practitioner Credentials Files. | | a. Based on actions in Phase I, ensure the PCF are complete and all documents have been processed/validated IAW AR 40-66 and AR 40-68. b. If PCF custodian has not conducted the annual review. Conduct now and request necessary verifications and documents updates. PCF will review roster of individual practitioner PCF status. If PCF is deficient, list deficiencies that require correction. PCF custodian will correct deficiencies. c. At mobilization, PCF will forward current rosters to MFGI (Director of Health Services (DHS) for physicians, nurses, and physician assistants and Director of Dental Services (DDS) for dentists) and send information copy to JFHQ/GFC. | |

| PERSONNEL AND ADMINISTRATION (PHASE III – MOBILIZATION) | | | |
|---|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (6) Notify finance input station of unit's mobilization. | | Notify USPFO for ARNG/GFC to initiate actions to assist and/or complete mobilizing Soldier financial readiness processing. | |
| + (7) Process record of emergency data, if update is required | | a. Screen Soldiers records and prepare new DD Form 93 as required. b. Distribute one copy to IPERMS and provide one copy to the Soldier | |
| (8) Prepare evaluation reports | | Mobilization is not a reason for a report. Complete evaluations IAW AR 623-3. | |
| (9) Complete change of address cards | | Complete three Change of Address and Directory Cards (DA Form 3955) for each Soldier IAW DOD Postal Manual 4525.6-M and AR 600-8-3. | |
| (10) Process DD 1173-1 and DD 1172 if family members do not have ID cards | | a. When DEERS pre-enrollment has been completed. Notify Soldiers that family members may take a copy of individual mobilization orders and their dependent ID Card, DD Form 1173-1, to any DEERS/Rapids site. b. When DEERS pre-enrollment has not been completed, a DD Form 1172-2, Application for Identification Card/DEERS Enrollment, must be issued. | |
| (11) Verify ID Cards and Tags | | a. Verify that each Soldier has a valid ID card. b. Verify Soldiers have two sets of ID Tags and Medical Alert Tags. | |
| (12) Process Geneva Convention Identity Card, if required and not previously issued | | Initiate DD Form 1934, Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces. If time is not available process at MFGI IAW AR 600-8-14. | |
| (13) Review Security Clearance Rosters | X | a. Review security clearance requirements. b. Determine which Soldiers do not have the required clearance. c. Initiate required security clearance requests through MFGI security division. | |
| (14) Prepare claims for travel from home to assembly site and advance party pay | | a. Prepare travel voucher (DD Form 1351-2) IAW JTR 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. | |
| (15) Arrange for legal services | | Coordinate JAG support for legal documents and legal advice as necessary. | |
| (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 600-8-4, Line of Duty Policy, Procedures, and Investigations. | |
| (18) Provide final personnel report | | Close out IDT/AT/ADT and provide personnel status report to JFHQ/GFC and MFGI documenting personnel cross- leveling, status of non-deployable, untrained personnel and other requirements addressed in execution orders. | |
| (19) Review incentives and entitlements | | Ensure adequate documentation to support future claims (Student Loan Repayment Program, Montgomery GI Bill, LRP, and Selected Reserve Incentive Program). Provide rosters of reassigned incentive recipient to the supporting JFHQ/GFC. | |

| OPERATIONS AND TRAINING (PHASE III – MOBILIZATION) | | | |
|--|---------------|--|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (1) Coordinate with MFGI on unit's date and time to report | | Make coordination with MFGI regarding date, time, and gate for advance party and main body arrival. | |
| (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. | |
| + (3) Dispatch advance party to MFGI | X | Dispatch advance party to arrive at MFGI 24 to 48 hours prior to the main body or as directed by MFGI. | |
| (4) Conduct an operational / information status briefing | | <ul style="list-style-type: none"> a. Brief Soldiers and spouses, if available, on the current situation and the movement schedule to MFGI. b. Provide other information if available (e.g., unit mailing address at MFGI, nearest family readiness center). c. Advise members of what they can and cannot say about the operation. d. Conduct a family member information briefing. | |
| (5) Update CUSR | | Complete updated Commander's Unit Status Report within 24 hours of arrival at IAW AR 220-1. | |
| (6) Prepare classified material for movement | | Coordinate transportation and ensure proper packaging IAW AR 380-5 Chapter 8. | |

| LOGISTICS (PHASE III – MOBILIZATION) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (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, Notice of 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 MFGI TISA based on mobilization Present for Duty Strength, MFGI arrival time and planned training. b. Provide to logistical representative of the advance party. | |
| + (5) Conduct a showdown inspection of OCIE and Personal Uniforms | | 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 e581 for Ammunition Management Information System Requirement | | a. Finalize DA Form e581 with the commander's signature based on any updated requirements IAW AR 710-2, FORSCOM Regulation 700-4-1 and FORSCOM Regulation 700-3. b. Provide to logistical representative of the advance party. | |
| (8) Finalize reconciliation of Property Book and identify shortages after cross-leveling | | Update Property Book based on inventory of equipment on hand, cross-leveling, and other supply actions. Update CUSR EOH rating. | |

| LOGISTICS (PHASE III – MOBILIZATION) | | | |
|--|---------------|---|------------------|
| TASKS | Advance Party | STANDARDS | Go/No Go Remarks |
| (9) Finalize Class VIII requisitions and forward to the Installation Medical Supply Account (IMSA) | | <ul style="list-style-type: none"> a. Complete Class VIII requisitions. b. If the IMSA is located at the MFGI, hand carry requisitions and listing with the advance party. c. If the IMSA is not located at the MFGI, forward requisitions and listing by the most expeditious means available. | |
| (10) Finalize PLL/Authorized Stockage Level Listing and prepare requisitions for remaining shortages | X | <ul style="list-style-type: none"> a. On hand PLL/ASL items organic to mobilizing units will accompany units to the MFGI 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 MFGI. Additionally, a copy of the PLL/ASL for organic units will be furnished to the MFGI. | |
| (11) Complete transfer of property not to be taken to the MFGI | | Transfer property identified to remain at HS to the appropriate non-deploying unit or activity. | |
| (12) Finalize material condition status report | X | <ul style="list-style-type: none"> 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 First Army. b. A DA Form 2407 will be taken to the MFGI for equipment that could not be retrieved from general support maintenance. | |
| (13) Execute Mob Movement Plan | | Move IAW the unit movement plan and convoy movement order. | |
| (14) Finalize COMPASS AUDEL/TC AIMS II UEL | | <ul style="list-style-type: none"> a. Complete COMPASS AUDEL/TC AIMS II 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 | | <ul style="list-style-type: none"> a. ARNG units transfer responsibility for custody and security of armory IAW State Plan. b. USAR units transfer responsibility for custody and security of USAR center IAW RDs 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 SI to store personal property as authorized. | |