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US Army Reserve Command
Fort McPherson, GA 30330
281530RFEB07

OPERATION ORDER 07-036 (Processing Retiree Recall Requests)

References:

- a. 10 U.S.C., Sections 668 and 12301
- b. AR 601-10, Management and Mobilization of Retired Soldiers of the Army, 30 Nov 04
- c. Memorandum, HQ USARC, AFRC-PRP-O, 9 Sep 04, subject: Applications for Retiree Recall
- d. Personnel Policy Guidance (PPG), 31 Jan 07

Time Zone used Through the Order: Romeo

1. SITUATION. In an effort to sustain our Reserve forces combating the Global War on Terrorism (GWOT), the Army Reserve (AR) allows Reserve Soldiers to continue supporting Operations Enduring Freedom and Iraqi Freedom after retirement from the US Army Reserve. All MSCs are encouraged to identify Reserve Soldiers within 1-year of retirement and encourage them to submit an application for voluntary recall.

On 5 Feb 07, the CofS, USARC directed the AR G-1 to update procedures requiring Major Subordinate Commands (MSCs) and Direct Reporting Units (DRUs) to submit their retiree recall requests and any extensions requests for Soldiers in the grades of E8-E9 and 05 and above to the USARC for staff coordination and General Officer (GO) recommendation before going to HRC-St. Louis (HRC-STL).

2. MISSION. Effective immediately MSCs and DRUs will implement the enclosed procedures to process retiree recall requests and extensions for E8s-E9s and 05s and above for AR units in order to provide continuing military service in support of the ongoing GWOT. All requests will be forwarded to the AR G-1 (ARRC-PRP).

3. EXECUTION.

- a. Concept of Operation.
 - (1) Procedures for Requesting Retiree Recall.

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(a) MSCs/DRUs will use the guidance contained in Annex A and the current PPG, paragraph 2-4, to determine eligibility and to prepare requests and extensions.

(b) MSCs/DRUs will prepare their recommendation using the format in Annex B. This recommendation will be signed by a GO in your command.

(2) By-name requests for positions in AR units under the USARC.

(a) Forward applications for Soldiers (TPU/AGR) E8-E9 and O5 and above through the appropriate chain-of-command to the AR G-1 (ARRC-PRP), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000. The AR G-1 will review the packet for completeness/accuracy and coordinate with the Office of the Chief, Army Reserve, Senior Leader Development Office/General Officer Management Office, or Army Reserve Active Duty Management Directorate, as appropriate. Upon review and coordination, the packet will be submitted to the USARC Command Group for a USARC GO-level recommendation. If recommended for approval, the packet will be submitted to HRC-STL for further processing. A copy of the recommendation will be provided to the MSC/DRU. If not recommended for approval, the packet will be returned to the MSC/DRU.

(b) Forward applications for all other ranks (SFC/below and MAJ/below) with GO recommendation directly to Commander, US Army Human Resources Command (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200.

(3) By-name requests for assignment outside the USARC should be submitted through the Soldier's current chain-of-command, through the unit the Soldier wishes to join, to HRC-STL.

(4) Other Volunteers (no specific position):

(a) Active Guard Reserve Soldiers will forward applications to Commander, US Army Human Resources Command, Army Reserve Active Duty Management Directorate (AHRC-AR), 1 Reserve Way, St. Louis, MO 63132-5200.

(b) Retired Soldiers will forward applications to Commander, US Army Human Resources Command (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200.

b. Task to Subordinate Units. Once a Soldier is approved for recall, regardless of grade, MSCs and DRUs will provide a copy of the HRC order recalling the Soldier to Active Duty and any subsequent extension orders to AR

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G-1 (ARRC-PRP/Ms. Heidi King). This will facilitate accountability of all recalled retirees within the command.

c. Coordinating Instructions.

(1) The Secretary of the Army (Manpower & Reserve Affairs) is the approval authority for recalling retired Army personnel. Based on this, the normal processing time for Retiree Recalls is 120 days (from start to finish), so plan requests accordingly.

(2) This OPOD supersedes USARC Memorandum dated 9 Sep 04, SAB.

4. SERVICE SUPPORT. N/A

5. COMMAND AND CONTROL. Additional information can be provided by Ms. Heidi King, Army Reserve G-1 Enlisted Personnel Management Branch at 404-464-8914 or heidi.king@usar.army.mil.

ACKNOWLEDGE:



**ANDERSON
BG**



**OFFICIAL:
LOWRY
Army Reserve G3**

ANNEXES:

Annex A (Retiree Recall Request Requirements)
Annex B (Sample Memorandum Format)

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US Army Reserve Readiness Command

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CDR, AR-Medical Command
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ANNEX A (Retiree Recall Request Requirements) to OPERATION ORDER 07-036 (Processing Retiree Recall Requests)

1. Retirees can register online, download required forms, and review eligibility requirements and instructions for volunteering at the HRC-STL website at <https://www.hrc.army.mil>.
2. You must apply through the unit that you wish to join. Application to volunteer for recall includes:
 - a. DA Form 160-R (Application for Active Duty)
 - b. DA Form 7349 (Initial Medical Review – Annual Medical Certificate)
 - c. Electronics Personnel Security Questionnaire (EPSQ)
 - d. Current retention physical (no less than 1-year-old)
 - e. Copy of retirement orders
 - f. If applicable, DA Form 5500-R (males) or 5501-R (females) (Body Fat Content Worksheet)
3. Requests and extensions will be in memorandum format as indicated in Annex B, and signed by the first general officer (GO) in the chain-of-command. Requests will be forwarded through appropriate channels for processing. Requests must include the following information:
 - a. Unit (Name, UIC, Address)
 - b. Position/Assignment (para/line)
 - c. Required Grade/Rank
 - d. Required MOS/AOC
 - e. Required Security Clearance
 - f. Duration of Assignment
 - g. Contingency Operation Supporting
 - h. Requested Report Date
 - i. Duty Location
 - j. Brief Duty Description
 - k. Special Skills
 - l. Unit mobilization order (if vacancy is in deploying unit)
4. By-name requests will also include the following information:
 - a. Soldier's Name, Rank and SSN
 - b. Soldier's MOS/AOC
 - c. Copy of Soldier's volunteer packet

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**ANNEX B (Retiree Recall Memorandum (By-Name Request) Template) to
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1. I recommend {Rank, Name, SSN} be recalled to Active Duty effective {date} for {period, e.g., 1-2 years} to support Operation {e.g., OIF, OEF, etc.}. {Rank Name} will serve as {Position Title, AOC/MOS}, {Organization}, {UIC, Para/Line}, {Location}. A copy of his/her application is enclosed.
2. {Rank, Name} has the appropriate security clearance of {Secret/Top Secret} to perform the mission {or has completed EPSQ to update his/her clearance}. {Rank Name} has a current physical taken on {date} and meets medical retention standards. (Note, if the physical is more than a year old, state "Soldier understands that since their physical is over 1-year-old, he/she will be given a physical upon recall to Active Duty and if they do not meet medical retention standards, they will be released from Active Duty.")
3. **Justification:** List special skills, experience, training, etc., Soldier has that are critical to performing the mission. Identify impacts to mission accomplishment if this Soldier is not selected. {For example: LTC King has over 4 years experience in teaching the Intermediate Level Education (ILE) Course as both a primary and assistant staff leader. This course enhances critical problem-solving and decision-making skills for battalion and higher commands which are vital to current operations on the battlefield. Few officers have his technical expertise, vast knowledge, and keen desire to teach, which have been instrumental in conducting numerous courses for Active Duty, Troop Program Unit, and mobilized officers, including pop-up, short-notice, and geographically-remote courses. He is currently serving as a primary staff officer, and his loss due to his impending Mandatory Removal Date (MRD) will severely affect the school's ability to accomplish its mission.}
4. Other notes, as required. {For example: LTC King is currently serving on Active Duty (mobilized, COTTAD, etc.) until his/her MRD on {date}. Date of recall is requested in conjunction with his/her MRD so there is no break in service.}
5. For additional information, contact {Name, phone number, email address}.

Encl

Signature Block (GO)

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