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Sanctuary Information Sheet

This information sheet is being provided to help explain the Sanctuary Program. It also lets you know what you should expect when entering active duty (AD) under this program.

Welcome to the Sanctuary Program!

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What is Sanctuary?

Title 10 USC, 12686a. Commonly referred to as “18 year lock in”, “Sanctuary” is the term that is being used for Reserve Component (RC) Soldiers who are mobilized, and have achieved 18 or more years of Active Federal Service (AFS). They are retained on active duty (AD) to achieve 20 years of AFS and become eligible for retirement.

Sanctuary Soldiers have the option to enlist into the Regular Army. On the DA 4187 the Soldier will state will or will not enlist into the Regular Army. If the Soldier circles “will” enlist into the regular army, their packet will be sent to the RC/AC team for processing. In addition to this request additional documents will be needed for the RC/AC packet. The checklist can be located at

https://www.hrc.army.mil/site/active/TAGD/reservecompo/ead_page.htm

The sanctuary program is not considered regular army.

When should I apply for Sanctuary?

If you know that your mobilization orders will take you over 18 years of AFS, you should submit your packet for sanctuary about **120 days** prior to your **demobilization date**. Once you submit your packet you are **eligible for assignments based on the needs of the Army.**

What if I will have 20 years AFS upon completion of my mobilization?

You will need to submit a **Retirement Checklist** with all the supporting documents outlined on the checklist to include a DA Form 4187 (Personnel Action) and DA 31(PTDY and Terminal leave) in order to retire at the end of your mobilization. Upon receipt of all the required documents we will validate your request and process the packet to get you retired at the end of your mobilization period. Ensure that you submit this request at least 120 days prior to demobilization to allow you to use your leave (if desired).

How long will it take to process my application for Sanctuary?

A minimum of 120 days to process the requests is required. It is your responsibility to submit all the documents that verify your AFS. ***If you are missing any documentation such as DD214, you must find orders plus the LES that verifies you completed the time that has been indicated on the order. YOU MUST HAVE A DD214 for EACH PERIOD OF SERVICE OVER 89 ACTIVE DUTY DAYS.*** (Note: Orders without a corresponding LES are not valid source documents.) The only orders that we can accept as a valid source document are your current mobilization orders.

What if I want to withdraw my packet once I have been accepted into the program and received orders?

BY LAW, once we receive your packet and you have received orders for an assignment you have accepted, you cannot withdraw the request. The only exception to this policy is by submitting a request to the Secretary of the Army. This is the only office that can release you from AD. If you wish to withdraw the request you must submit the reason in memorandum format through your chain of command to this office and we will forward it for a decision.

What is the mission of HRC, Mobilization Support Branch and your sanctuary?

Our mission is to assist RC Soldiers with the transition into the sanctuary program. We will send notification to you and your command approximately 180 days from retirement that will explain what steps need to be initiated. If you fail to receive notification within 120 days out from your expected retirement date, please contact us immediately. You are not authorized to go beyond the end date on your orders.

What if I wish to request retirement before the end date of my orders?

In order to request for retirement before the end date of your orders, you will need to inform us 6 months out so we can initiate the retirement process. If you reach or will reach 20 years AFS before the end date on your orders you have the choice to request to retire early. We do not retire you, but we assist the installation in the process. Submit two DA Form 4187 to request retirement with the following information:

1. Request to retire before the projected retirement date on my orders.
2. I am requesting a retirement date of: _____ or _____.
(list 2 different dates; the dates must be the last day of the retiring month)
3. I am requesting to use _____ days of transition leave. (DA Form 31 {Request and Authority for Leave} must be attached).

4. I understand that once this request is approved I cannot withdraw it and I must retire. _____ (SM's initials).

The DA Form 4187 (second DA 4187 see AR 635-200 for enlisted and AR 600-8-24 for officer) and leave form must be signed by your Commander and forwarded to this office. Please submit this request as early as possible. Upon receipt of this request we verify the date in which you will reach 20 years AFS, process the packet and forward the information to the retirement center at the installation you are attached to.

Who determines my assignment while on Sanctuary?

Determination of where you will be assigned varies. The Regular Army needs specific skills and you will be assigned to a slot that they request based on MOS, Rank and experience. Our responsibility regarding filling specific assignments is to benefit the needs of the Army. We take your assignment preferences into consideration, however you will be assigned where you are needed most.

Am I required to continue taking the APFT and Weigh-in while on Sanctuary?

YES, you are required to remain IAW AR 600-9 and take an APFT. Some commands may exempt you from the final APFT before retirement but that is up to their policy. You are not exempt from flags or any other UCMJ actions while on Sanctuary.

What do I need to do in regards to my Reserve Component (RC) Unit?

Communication between you and your RC unit during this process is a must. Once you are granted sanctuary you will be transferred into the USAR IRR (Control Group) and then retiring upon release from your sanctuary assignment. You must completely clear the unit of all unit equipment and hand receipts per the guidelines that are outlined by your units clearing procedures. You will also be required to complete all administrative actions prior to transferring into the IRR which may include, closing out any OERS/NCOERS. All Soldiers are required to be released from their current reserve assignments. The following information is a guide to help with the process:

Reserve Soldiers – must transfer to the Individual Ready Reserve (IRR). Soldiers will fill out a DA Form 4651-R (Request for Reserve Component Assignment or Attachment) and submit the form through your chain of command to the appropriate Regional Support Command (RSC). The RSC will publish the Orders assigning you to the IRR. The effective date of the transfer should be the day before the Report date for your Sanctuary Orders. Block 5 needs to be completed with the following information:

USAR Control Group (REIN)
1 Reserve Way
St. Louis, MO 63132

It will then be your responsibility to forward a copy of the IRR orders to this office prior to our office releasing orders for the Sanctuary orders. If you will need to have a memorandum from this office verifying that this office is placing you on an active duty assignment we can provide that for you at your request.

ARNG Soldiers – must submit the request for transfer through the chain of command to the respective TAG office. They will then publish a release memo for the Soldier to the State then a Transfer order will be published. The Soldier must provide a copy of the sanctuary order to their State. Once the State has receive the orders for the sanctuary Soldiers, the State will discharge and concurrently transfer the Soldier to the USAR IRR (Control Group Reinforcement). It will then be your responsibility to forward a copy of the letter of release and transfer orders to this office prior to this office releasing orders for the Sanctuary orders.

IRR Soldiers – must notify the IRR that they need to forward all records to you or your gaining active duty Command. If they mail the records please make sure they enclose a copy of your orders.

IMA Soldiers – must contact your program manager so that they know you are not available to fill that IMA position anymore.

Can I take leave before reporting to my new assignment?

Yes, you must report NLT 1700 on the reporting date as stated on your Sanctuary orders. Your orders bring you on active duty from your home address. You will need to settle your mobilization travel voucher with your Mobilization Finance Office prior to starting your active duty sanctuary orders.

Can I transfer my leave from Mob status to the Regular Army Pay System?

Yes, you must first get your unused mobilization leave days verified and documented by the mobilization station finance office. Please have your commander sign a memorandum stating the following information and then fax the memo to this office (Attn: EAD Branch). See example of leave verification memo below:

MEMORANDUM FOR DFAS

SUBJECT: Verification of Leave for LAST NAME, First Name, Rank, SSN

1. Request transfer or cash in of accrued leave to DJMS-AC for Soldier listed above. The following is a breakdown of used and unused leave.

Total Days Accrued: ___
Total Days Used: ___
Total Days Cashed In: ___
Balance to Transfer: ___

2. I have verified that this information is correct. Soldier is not scheduled to use anymore leave between now and the start date of his/her active duty tour.

3. Point of contact is for this action is _____. POC email address is _____.

SIGNATURE BLOCK
Demobilization Finance OIC

Am I authorized Permissive TDY once I get to my assignment?

Once you report to your gaining unit, it is up to your gaining commander to determine your eligibility for permissive TDY (10 days max, this will include weekends). If at all possible you should refrain from taking Permissive TDY until after you have completely finished your in-processing of the installation assigned. Failure to in-process completely or in a timely manner may cause problems. You are authorized to reside in the Guest Housing on post for up to 10 days while looking for more permanent quarters. If no on-post lodging is available you must obtain a "Statement of Non-Availability" from Lodging/Housing, in order to be reimbursed for off-post lodging.

Am I entitled to an Advance Pay for travel to gaining unit?

No, because you are not yet loaded into the active duty pay system. Your settlement voucher, which you will file at the installation, once you have arrived, will cover all travel expenses from home to gaining command.

Who manages my MPRJ, Medical and Dental Records?

It is important that you get your MPRJ from your RC unit and hand carry the records to the gaining installation. You will need all these records to be properly in-processed at the installation. If it is impossible to obtain your MPRJ in time then you should try to access their digital file on <https://www.2xcitizen.usar.army.mil/>. Print all the documents you can so that the installation can create a temporary file until your OMPF is received.

What should I expect when I arrive at my new Duty Station?

Upon arrival at the installation, you must in-process at the installations in/out processing center. The unit should assign a sponsor to you to assist in your in-processing. Duty uniform is required for in-processing. Please be patient with the installation, some installations will not know how to handle you based on your Sanctuary status.

What do I need to do to update my digital file?

Your digital file is still managed by HRC-St. Louis. Take the time to update your file at <https://www.hrc.army.mil/>. ARNG Soldiers may have to have to build a file from scratch on the RC side of the house through this website. All unprofiled or missing NCOERS and OERS must be sent as "true certified copy" by your PSNCO. Normal business rules are that they will not accept them from you. All missing OERS/NCOERS must be forwarded to the Evaluations section at HRC, St. Louis before being digitally permed. Other documents can be forwarded by you directly to your digital file. The web site has a list of what they can accept. Ensure that you attach a copy of your Sanctuary orders to any mailings to HRC, St. Louis so that they know what your status is. It can take awhile to get the documents permed so please be patient.

What are pay entitlements while on Sanctuary?

You are treated the same as any Regular Army Soldier and will receive Basic Allowance for Housing (BAH) based on your duty station and your marital/dependent status. To check how much BAH you can expect, check out the following website and enter the zip code of the gaining command. www.dtic.mil/perdiem/bahform.html while on sanctuary

orders you are authorized to move your family to the area of your gaining command. Unless the assignment prohibits your dependents to PCS you will not be authorized family separation pay. If you are married or have dependents and your dependents are moving with you, then you are entitled to add your name to the family housing list and reside on post. The wait list for Government Quarters varies per installation. If you are a single Soldier without dependents, the gaining unit may require that you live in the designated billets. Check with your gaining unit PSNCO about the rules on enlisted Soldiers BAH entitlements. You will not receive Per Diem as you may have been on mobilization unless your command sends you TDY, but that is up to the command to authorize not the EAD Management Branch. Enlisted Soldiers will receive a clothing allowance. Enlisted Soldiers will not be allowed to DX military clothing once this begins. Officers are not entitled to a yearly clothing allowance.

How will I be assessed into the Regular Army Pay System?

EAD Branch will get the Soldier initially assessed into pay through a special accession cell in place here at HRC-Alexandria. But, the gaining installations must input all local entitlements. It will take a minimum of 3 working days from the start date of the Soldier's orders for this to be accomplished. Please keep in mind we have no control over the cutoff dates set by Indianapolis DFAS. If the Soldier misses the cutoff date that is set the Soldier may request a casual pay from the local finance office.

Will I be able to view my pay on the MYPAY website?

Yes, it will take up to 4 to 6 weeks before you will be able to view your AD LES on MYPAY. Once your information is available to view you will see two windows to select from. One that will have your reserves information and other that will have your AD information. You will need to access the active duty side to view your current LES for your EAD tour.

Who do I forward my OERS/NCOERS?

Please ask your PSNCO to attach a DA form 200 to all original OERS/ NCOERS and forward them to the following address.

Human Resources Command
ATTN: AHRC-PL-M-MS
(RC TOURS BRANCH)
200 Stovall Street
Alexandria, VA 22332

Will I be able to attend schools while on Sanctuary?

Since your period of AD is normally 2 years or less it depends on whether it benefits the Army. Only the required NCOES and Officer Development Courses are allowed. Each case is looked at on an individual basis and ruled on independently.

How are promotions handled?

ENLISTED – Currently, Sanctuary Soldier compete for promotion against the Regular Army Component. You follow the same guidelines as the RA does for preparing for boards.

OFFICERS – Officers compete for the Reserve Active Status List (RASL) promotions and Warrant Officers compete on the Active Duty List (ADL) for promotion. Please make sure that your digital record is updated. Attached is a link that will help you view your records online
<https://www.2xcitizen.usar.army.mil/2xhome.asp>

Do I need to do anything to my Thrift Savings Plan (TSP), Delta Dental Plan, Family SGLI or DEERS?

TSP – You must transfer this over to the active component side of the house. Go to the website for **MY PAY** and it gives important information on how to update, start or change your TSP.

Delta Dental – To start or transfer your family dental plan from the reserve component side you, will need to ensure that you discuss this during your finance appointment. They have all the documentation that you will need to take care of this.

DEERS – You must re-register under your new orders to receive an active duty ID card and to receive ID cards for your dependents. Your end date on your orders will act as the ETS date for DEERS.

SGLI – Make sure that finance either initiates or transfers your SGLI over to the AD side if you wish to carry this coverage.

Who do I contact to update my Officer Record Brief (ORB) or my Enlisted Record Brief (ERB)?

OFFICERS: We have the authority to update the ORBs. We follow all guidelines outlined in AR 600-8-104. We will not under any circumstance make a change without an authorized source document. Before forwarding anything for updating it is important first to check and make sure you show up in the system. If you cannot pull an ORB off of MY ORB <https://www.perscomonline.army.mil/index2.asp> then you must check with this office to make sure that the proper transaction to arrive you at the installation was done correctly. You can fax this to this office using the fax number that is listed on the front of the packet. Allow at least two weeks for the changes before contacting us.

ENLISTED: This should be done locally at your installation PSB. Keep in mind that there are some fields that they will not be able to update (i.e. input promotion, assignment history). Before contacting the PSB please make sure that the proper

transactions has been completed and there is an ERB in the system for you. Your gaining installation must attach you to the attached UIC on your sanctuary orders.

If you cannot pull an ERB off of MY ERB

<https://www.perscomonline.army.mil/index2.asp> then you must check with this office to make sure that the proper transaction to arrive you at the installation was done correctly.

I was dishonorably discharged from the Regular Army on a previous or current period of Active Duty; does this disqualify me from Sanctuary?

We do not have the authority to make a decision on this. All requests from Soldiers who fall in this category are forwarded from this office to the Assistant Secretary of the Army for a decision. It can take up to 4 to 6 months to get the response from the Assistant Secretary of the Army. Based on the decision that we receive from the Assistant Secretary of the Army we will then continue with the process to place you on AD to retire effective the following month or forward you the disapproval in memorandum format.