Human Resources Plans
Branch
(NGGA-PEP)

GA ARNG Personnel Mobilization and Deployment Reference

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
01 October 2023

Chapter 7 Transition to Active Duty and Redeployment

Chapter 8 G-2

Chapter 9 G-3

Chapter 10 G-4

Chapter 11 G-6

Chapter 12 USPFO

Chapter 13 JAG

Appendix A References

Glossary

Chapter 1 Overview

1–1. Purpose

   a. The purpose of the GAARNG Personnel Mobilization and Deployment Reference (GPMDR) is to inform the force on G-1 support to mobilizing units and individual augmentees.

   b. G-1 HR Plans is the primary point of contact for MSC's and mobilizing units. Send all G-1 support-related mobilization inquiries to ng.ga.gaarng.list.g1-hr-mob@army.mil.

1–2. References

See appendix A.

Chapter 2 Overview of Support

2–1. G-1 Support by GAARNG Unit Mobilization Process Phase

a.   The G-1 supports mobilizing units throughout all four phases of the GAARNG Unit Mobilization Process by participating in G-Staff, MSC, and unit level planning meetings, conducting administrative and medical readiness events, managing mobilization-related IPPS-A transactions, publishing individual mobilization orders, requesting early TRICARE eligibility and managing the Deployment Manning Document (DMD). **Table 2-1** list the critical support provided to mobilizing units by phase.

b.   The phases of the Unit Mobilization Process are divided by event and not a set time. In the past, mobilizing units typically received up to 24 months notification that the unit was deploying. In recent years the time from notification to deployment has been between approximately 12 to 18 months. Several units have received less than six months to prepare. Regardless of the time allotted for a deploying unit, all essential tasks and events must still occur. The phases are as follows:

(1)   Phase 1: Planning. The planning phase begins with the unit receiving a Notification of Sourcing
(NOS) and ends after completing the 1A Multi-Component Joint Assessment (1A MCJA). When the G-3 MRO receives the NOS from NGB, it initiates initial G-Staff, MSC, and unit level planning for the deployment.

(2)   Phase 2: Alert. The Alert phase begins upon the 1A MCJA and ends at the unit's Home Station Active Duty (HSAD) date.

(3)   Phase 3: Mobilization. The mobilization phase begins when the unit reaches its T10 HSAD date and ends during the redeployment from the theater to the demobilization station.

(4)   Phase 4: Redeploy. The Redeploy phase begins with the unit arriving at the DEMOB station and ends with the 60+ day Yellow Ribbon event.

c.   Table 2-1 shows the essential tasks and G-1 support provided by phase.

Table 2-1: G-1 Support by Unit Mobilization Phase

Phase 1: Planning	Phase 2: Alert	Phase 3: Mobilization	Phase 4: Redeploy
• Participate in G-Staff Unit Mobilization In-brief • CG's Mobilization/Demobilization IPR • Participate in CG's Pre-1A MCJA Briefing • Attend BN level and higher 1A MCJA event • Assist MSC with DMD Assessment	• HQDA publishes unit mobilization orders • MSC fills the DMD, identifies critical vacancies and cross levels personnel to the deploying unit • G-1 HR Plans assists with the management of electronic DMD in MARRS, Early Tricare, administrative and medical readiness events, coordinate support from G-1 Medical Actions Branch, publish individual mobilization orders, participate in ongoing mobilization briefings, and performs IPPS-A transactions	• G-1 HR Plans confirms IPPS-A transactions, amends REFRAD personnel individual mob orders • G-1 MFSB conducts ?during deployment Yellow Ribbon events	• G-1 HR Plans amends individual mob orders; inputs IPPS-A transactions confirm TAMP-180 benefits • G-1 MFSB conducts post-deployment Yellow Ribbon events
	• G-1 MFSB conducts pre-deployment Yellow Ribbon events • G-1 screens individual soldier mobilization packets		

2–2. G-1 Supported Mobilization Briefings and Planning Events

a. The GAARNG Unit Mobilization Process employs a series of briefings and meetings to ensure that mobilizing units and their command and control (C2) elements have all the required information and support necessary to prepare for mobilization properly. In addition to the listed briefings and events, MSC, BN, and unit readiness personnel can contact the G-1 HR Plans Officer to coordinate additional G-1 support. Table 2-2 lists the mobilization briefing and planning events during the GAARNG Unit Mobilization Process.

Table 2-2: Mobilization Briefing and Planning Events

Briefing	Level	Description	Frequency	Facilitator
G-Staff Unit Mobilization In brief	G-Staff, MSC, BN, Company	Upon receipt of NOS, the G-3 MRO schedules the unit for a G-Staff Unit Mobilization In-brief. G-Staff sections provide an overview of unit mobilization responsibilities and requirements by warfighting function.	Once	G-3 MRO

CG's Mobilization In-progress Review (IPR)	G-Staff, MSC	Upon receiving NOS, the MSC Commander/AO begins briefing the CG on the subordinate unit's mobilization readiness using the format provided by the G-3 MRO. The G1 or representative and the G-1 HR Plans MOB Officer attend all CG Mobilization IPRs.	Approximate-ly every six weeks	G-3 MRO
CG's Pre-1A MCJA Briefing	G-Staff, MSC	The briefing occurs in conjunction with a CG's Mobilization IPR or a separate briefing. The purpose of the briefing is for the CG to review the mobilizing units' 1A MCJA slide deck that the unit will be a briefing to the 1A GO at the MCJA. The G1 or their representative and the G-1 HR Plans Officer attend the briefing unless held at the desk side.	Once	G-3 MRO
1A MCJA	G-3, MSC, BN, Company	NGB schedules approximately 12 months prior to mobilization. Required attendees are unit leadership and a G-3 MRO representative. In addition, applicable BN, MSC, and State G-Staff representatives require to attend depending on the size and complexity of the mobilization.	Once	G-3 MRO
G-1/S-1 Sync Mobilization Break out	G-1, MSC, BN, Company	Syncs are after the unit attends their 1A MCJA. MSC S-1 designated personnel will conduct a mobilization. Break Out during the monthly G-1 Sync. The HR Plans Officer will coordinate the Mobilization Break Out schedule.	Monthly	G-1 HR Plans
Administrative Readiness Event	G-1, MSC, BN, Company	Units will schedule an administrative readiness event with MSC S-1 and G-1 HR plans to ensure Soldiers who are currently on the DMD are administratively ready. The event consists of but is not limited to: Address Changes, Extensions, Security clearance, and SFPA.	Scheduled at M180 (Once)	G-1 HR Plans

2–3. G-1 Support at Mobilization Station

a. For units mobilizing less than 300 Soldiers, 100% of white cell support at the mobilization station
is required from within the MSCs.

b. For a unit mobilizing 300 or more Soldiers, the G-1 will augment the MSC's white cell support at the mobilization station.

2–4. G-1 Military Family Service Branch (MFSB) Support

a. The Yellow Ribbon Reintegration Program (YRRP) became an official requirement of the Secretary of Defense in 2008 per the FY 2008 NDAA, Sec 582 of Public Law 110-181, and DODI 1342.28. All units that receive a Notification of Sourcing must participate in both Pre-deployment and Post-Deployment Yellow Ribbon events. All YRRP events are planned and executed by the Yellow Ribbon section within MFSB. See below for the time frames and planning considerations for Pre and Post-Deployment YRRP events. POC for questions is the MFSB Yellow Ribbon section at ng.ga.gaarng.list.ngga-mil-family-support@mail.mil.

(1)		Pre-Deployment YRRP events. These are one-day events typically conducted 45-60 days before mobilization. MFSB coordinates with the unit during the G-3 MOB Sync process to determine a suitable date in this range that nests with the unit's premobilization training schedule and a desired geographic location (not a specific venue).

(2)		Post-Deployment YRRP events. These events are two-day events conducted 45-60 days after the unit demobilizes. MFSB coordinates with unit Rear Detachment personnel before the unit redeploying to determine a suitable date in this range and a desired geographic location (not a specific venue).

Chapter 3 Manning the DMD
3–1. Overview of Manning
the DMD

      a.   The official Deployment Manning Document (DMD) for mobilizing units is located in the Mission Analysis, Readiness & Resource Synchronization System (MARRS) application that is part of the MOBCOP suite managed by HQDA, G-3/5/7 Operations and Contingency Plans (DAMO-ODO).

      b. The MARRS DMD defines the personnel mission requirements for a mobilizing unit. DMD's are either directed or non-directed.

      (1)   A directed DMD means that the unit must deploy with the specified personnel requirements provided by HQDA. Unit Commanders can submit DMD substitution requests to FORSCOM through the G-3 MRO.

      (2)   A non-directed DMD means that the deploying Commander has wide latitude in determining the personnel requirements for the mission.

      c. The G-3 MRO is the highest State level MARRS Administrator and is responsible for:

      (1) Controlling access to MARRS.

      (2) Communicating the mission personnel requirements identified by FORSCOM in the Notification of Sourcing document to the MSC.

      (3) Building the DMD in MARRS if not provided by NGB.

      (4) Submitting substitution requests through NGB to FORSCOM.

      d. The MARRS DMD is the platform used to perform the following critical tasks:

      (1) Submit Pass backs to NGB.

      (2) Submit Soldiers for Early Tricare to NGB once the unit identifies Soldiers requesting early Tricare on the DMD via MS Teams.

      (3) Submit Soldiers to the individual order publishing application DAMPS-OCOTCS.

      e. G-1 HR Plans in coordination with the mobilizing unit is responsible for submitting requests for Early Tricare to NGB and the production of individual mobilization orders. The G-3 MRO is responsible for submitting pass backs to NGB.

3–2. Manning the DMD

a. The MSC is responsible for manning the MS Teams DMD of the mobilizing unit. G-1 HR Plans is responsible for updating the DMD in MARRS-N (i.e., removing/adding Soldiers).

b. The MSC must plan to man the DMD at 110% to account for the loss of Soldiers due to administrative and medical screening during the Alert phase.

c. The MSC must quickly identify any critical vacancies once they receive the Notification of Sourcing and DMD from the G-3 MRO. A critical vacancy is a required position that, if left unfilled, will impact mission accomplishment. The deadline to submit critical vacancies to NGB is 180 days prior to the T10 order start date.

d. A critical vacancy is a required position that, if left unfilled, will impact mission accomplishment. The deadline to submit critical vacancies to NGB is 180 days before the T10 orders start (see para 3-5 Critical Vacancy Passback Process).

3–3. MSC Level Medical and Administrative Readiness Pre-Screening

a. The MSC of the mobilizing unit is responsible for conducting medical and administrative pre-screening of Soldiers placed on the DMD. Medical deployment criteria are in AR 40-502 Medical Readiness, DA PAM 40-502 Medical Readiness, and administrative requirements are in AR 600-8-101 Personnel Readiness Processing.

b. MSC medical personnel can contact the Deputy State Surgeon's office for additional guidance and medical clearance processes.

Clinical Deputy State Surgeon, GA ARNG
eboni.c.miller.mil@army.mil
678-569-5090

c. MSC admin personnel can contact G-1 HR Plans for additional guidance on administrative readiness processes.

3–4. Cross-leveling Personnel

a. The MSC Commander has the authority to cross-level personnel in their organization from a non-deploying unit to a deploying unit as long as the Soldier has 120 days prior to the start of the Soldier's individual mobilization order.

b. The CG has the authority to cross-level personnel from any non-deploying unit to a deploying unit as long as the Soldier has 120 days prior to starting the Soldier's individual mobilization order.

c. Voluntary cross-leveling is the process used when a Soldier volunteers to deploy with a mobilizing unit. All volunteered Soldiers must sign a Reserve Component Soldier Waiver of Individual Dwell and Notification for Mobilization under an Involuntary Authorization (RCWS) form if the unit is within 120 days of the unit's T10 start date.

d. Involuntary Cross-leveling is the process of command directing a Soldier to deploy with a unit not assigned to the mobilizing unit on the date HQDA published the Notification of Sourcing.

3–5. Vacancy Passback Process

a. The vacancy passback process is when the MSC cannot fill a vacancy. A vacancy passback is a multistep process requiring the MSC to fill the vacancy before reaching out to other MSCs or requesting CG involvement. A vacancy passback cannot be submitted if the GAARNG has a deployable Soldier who meets the critical vacancy requirements.

(1)   Step 1 – MSC vet their ranks first to fill the vacancy

(2)   Step 2 – MSC submits a memorandum to G1 that identifies the vacancy MOS and lists all personnel within the MSC who hold the MOS and why they cannot deploy.

(3)   Step 3 – G-1 HR Plans provides a list of all qualified personnel to the other MSCs in search of volunteers to fill vacancy

(4)   Step 4 – MSCs submits the names of all the qualified personnel that volunteered

(5)   Step 5 – The gaining MSC will request approval from the losing MSC Commander, and a volunteer cross-leveling action occurs.

(6)   Step 6 – If there are no volunteers, the MSC submits a request to the CG routed through the G1 requesting the CG command direct an available Soldier to deploy.

(7)   Step 7– If the CG elects to command direct a Soldier to deploy, an involuntary cross-leveling action occurs.

(8) Step 8 – If the CG elects not to command direct a Soldier to deploy or no Soldiers who hold the MOS are medically or administratively deployable, the G-3 MRO will initiate an NGB Passback.

(9)   Step 9 – G-3 MRO submits a NGB passback in MARRS. The mobilizing unit loses that position on the DMD while NGB seeks a fill. If a Soldier in the GAARNG becomes available to fill the position or a substitution request is approved, the G-3 MRO will request to stop the passback, and if approved, NGB will re-assign the position to the DMD.

3–6. Healthcare Provider (HCP) Positions

a. Per (PPOM 20-018) Manning Strategy for Army National Guard (ARNG) Army Medical Department (AMEDD) Personnel in Support of Contingency Operations and Preplanned Missions, States with units sourced for deployment will:

(1)   Conduct cross-leveling, including command-directed cross-leveling, to reach assigned mission manning levels.

(2) Notify ARNG-CSG at **M-330** of any HCP vacancies the State is unable to fill internally.

b. ARNG Chief Surgeon (CSG), in conjunction with ARNG G3, may mobilize individual HCP to meet other States' mission obligations.

c. MSC's can contact the GAARNG Deputy State Surgeon for additional guidance related to deploying HCP's.

3–7. Management of MARRS DMD

a. MSCs are required to designate personnel at the MSC, Battalion, and Unit level to have view

Access "only" to MARRSN.

b. Designated personnel can request access to MARRS at:
https://mobcop.aoc.army.pentagon.mil/MOBCOPPortal/UI/MobcopHome.aspx.

c. G-1 HR Plans supports mobilizing units by performing administrative actions on behalf of the unit in MARRS. These actions include adding and removing personnel from the DMD, sending Early Tricare requests to NGB, and submitting orders to OCOTCS.

d. The process steps to assign personnel to the DMD are:

(1)   G-3 MRO notifies MSC, and G-1 HR Plans that a unit has been alerted and MARRS-N has a loaded DMD.

(2)   Unit reviews the DMD and submits personnel names to add to the DMD to G-1 HR Plans. This process is repeated as much as necessary throughout the Alert phase.

(3)   G-1 HR Plans submits the Early Tricare Eligibility request to NGB as applicable.

(4)   G-1 HR Plans performs IPPS-A Transactions:

a)   Attaches Soldiers to AUGOE

b)   Assigns Soldiers to mobilization templates

(5) G-1 HR Plans submits Request for Orders in MARRS

(6) G-1 HR Plans publishes individual mobilization order (see Chapter 5: Mobilization Orders)

Chapter 4 Soldier Readiness Processing (SRP) 4–

1. Overview

    a. The G-1 supports mobilizing units by conducting two SRP's for mobilizing units during the planned Annual and Quarterly SRP events.

      (1) The first unit mobilization SRP should be conducted at approximately M-365 to screen and resolve any medical
and administrative readiness issues.

      (2) The second unit mobilization SRP should be conducted between M-120 and M-90 to finalize the medical and
administrative readiness of Soldiers on the mobilizing units DMD to include bench personnel.

    b. G-1 HR Plans will coordinate the mobilizing unit's SRP events with the MSC after the unit's receipt of a Notification.
of Sourcing (NOS).

    c. For detailed information on the SRP process, refer to Soldier Readiness Processing SOP.

Chapter 5 Mobilization Orders

5–1. Overview of Mobilization Orders

a.   All mobilizing units require a set of mobilization orders issued during different phases of the GAARNG unit mobilization process and categorized as either unit-level or individual level and issued unit-level mobilization orders to a specific mobilizing UIC and issue-specific Soldiers individual mobilization orders. The Department of the Army Mobilization Processing System (DAMPS) is the HQDA system used to publish and distribute unit and individual-level mobilization orders.

b.   Leaders and planners at all levels involved in the unit's mobilization should understand the
importance and purpose of each type of order. For example, Early Tricare eligibility can only begin after HQDA has issued the unit DA Mobilization order and the CONUSA order.

c.   G-3 MRO is responsible for coordinating unit-level mobilization orders published by HQDA.

d.   G-1 HR Plans is responsible for publishing individual Soldier mobilization orders and amendments based on HQDA published unit mobilization orders.

e.   The Mobilization Force Generating Installation (MFGI) is responsible for publishing individual TCS, NATO, and REFRAD orders. Table 5-1 lists the various order types by mobilization phase.

Table 5-1: Mobilization Orders by Phase

MOBILIZATION Phase	Level	Order Type	Publishing Agency	DAMPS Publishing System		Time Frame
				Publish	**View**	
Alert	Unit	ALERT Order	HQDA	DAMPS-U	DAMPS-U	N/A
		DA MOBILIZATION Order	HQDA	DAMPS-U	DAMPS-U	10 to 6 months prior to T10 HSAD
		CONUSA MOBILIZATION Order	HQDA	DAMPS-U	DAMPS-U	10 to 6 months prior to T10 HSAD
	Individual	Individual Mobilization Order (IMO)	GAARNG G-1	DAMPS-OCOTCS	DAMPS-Orders	<60 days prior to T10 HSAD or post State MOB SRP
Mobilization	Individual	Temporary Change of Station (TCS) Order	MFGI	DAMPS-OCOTCS	DAMPS-Orders	Post T10 MSAD
		NATO Order	MFGI	DAMPS-OCOTCS	DAMPS-Orders	Post T10 MSAD
Redeployment	Individual	REFRAD Order	MFGI	DAMPS-OCOTCS	DAMPS-Orders	3 to 14 days after arrival at MFGI
		Amended Individual Mobilization Order	GAARNG G-1	DAMPS-OCOTCS	DAMPS-Orders	30 days after arrival at MFGI

g. Table 5-2 lists a description of each order by type and GAARNG coordinating agency. The coordinating agency is the first official notified of questions or issues related to that type of order.

Table 5-2: Description of Mobilization Orders

Order Type	State Coordinating Agency	Description of Order
Alert	GAARNG G-3	Alert Orders must be published prior to the DA MOBILIZATION Order and CONUSA Order; however, Alert Orders are commonly published simultaneously as the DA Mobilization Order and CONUSA Order. Therefore, the Alert Order does not affect how the GAARNG prepares units for mobilizations. The G-3 MRO is the State POC for this order.

DA Mobilization Order	GAARNG G-3	The DA Mobilization Order is published by HQDA and distributed via DAMPS-U. This order signifies the official Sourcing for a specific mission and is required for a unit to be eligible for Early Tricare. The DA MOBILIZATION Order only contains UIC, COMPO, PAX, Tour Length (Days), Home Station, and Mobilization Station. The G-3 MRO is the State POC for this order.
CONUSA Order	GAARNG G-3	The CONUSA Order is published by HQDA and distributed via DAMPSU. The CONUSA Order provides specific mission and financial instructions. This order is required to be published before individual Soldier mobilization orders can be published. The G-3 MRO is the State POC for this order.
Individual Mobilization Order (IMO)	GAARNG G-1	G-1 HR publishes IMO's and amendments using DAMPS OCOTCS and distributes via DAMPS-Orders. IMO's require a published DA Mobilization Order and CONUSA Mobilization Order before they can be published. The G-1 HR Plans office is the State POC for IMO's.
TCS Order	MFGI	The MFGI publishes TCS Orders. The purpose of TCS Orders is to change the station of Active Duty personnel. The G-1 HR Plans office is the State POC for TCS Orders.
NATO Order	MFGI	Only if required MFGI will publish NATO Orders. The G-1 HR Plans office is the State POC for NATO Orders.
REFRAD Order	MFGI	REFRAD Orders are published by the MFGI when Soldiers demobilize. Orders establish the end date for Active Duty pay.

5–2. Overview of DAMPS Applications

a. HQDA uses the DAMPS suite of web-based applications to publish unit and individual mobilization orders, the management of Reserve Component (RC) DMD's, and RC Soldiers' staffing for temporary ADOS assignments. DAMPS applications are at https://mobilizationcop.army.mil. To access DAMPS applications, users must be on a military network and have a working CAC.

b. The primary DAMPS applications used in the deployment of units and individual augmentee's are:

(1) DAMPS Orders. DAMPS Orders is the repository for all DAMPS issued individual orders.
Additionally, all Soldiers can view and download their Active Duty T10 Orders, including ADOS-AC, Mobilization, TCS, and NATO orders. Access requests to DAMPS orders to MSC, Battalion, and Unit level representatives send requested access to the G-1 HR Plans or G-3 MRO.

(2) MARRS. Mission Analysis, Readiness & Resource Synchronization System (MARRS) is for the management of mobilization DMDs. MARRS is the official electronic DMD for mobilizing units. G-3 MRO is the state-level administrator for MARRS. MARRS-N is the NIPR-based application used by mobilizing units to manage their DMD at the state level. MARRS-N only shows FOUO information. MARRS-S is the SIPR based application used by HQDA, FORSCOM, NGB, and the G-3 MRO primarily during the mission resourcing process.

(3) DAMPS-U. DAMPS-U is the repository for published unit CONUSA (First Army) mobilization orders, unit DA Mobilization Orders, and unit Alert orders. MSC, Battalion S-1, and Unit Representatives can request unit level access to DAMPS U, allowing them to view all published unit level mobilization orders for an entire UIC. The access request can be sent to the G-1 HR Plans Office or G-3 MRO.

(4)   DAMPS-OCOTCS. DAMPS-OCOTCS is the application used to generate individual mobilization orders and amendments. Access below the State level is not authorized. G-1 HR Plans will provide MSCs with information from DAMPS-OCOTCS to assist them in determining and resolving administrative flags that would prevent publishing an individual mobilization order for a Soldier.

(5)   Tour of Duty. G-3 MRO manages Tour of Duty for the GAARNG. Tour of Duty (TOD) is an employment website where RC Soldiers can apply for posted active duty (AD) job opportunities. RC Soldiers can use TOD to look for available tours that match their skills and submit their applications. Soldiers can volunteer for specific available tours, and the hiring commands can screen and recommend interested candidates. All RC Soldiers can access TOD using the CAC. In addition, the application has online user training that Soldiers can use to become more familiar with the system. Most positions posted in Tour of Duty are for ADOS-AC orders. However, some are for individual mobilization augmentee positions. Individual mobilization positions require HQDA to publish the full complement of mobilization orders for a UIC. Therefore, the individual who has accepted

(6)   CRC MGMT. The G-3 MRO uses CRC MGMT to make seat reservations for individual mobilization augmentees or small unit mobilizations through the CONUS Replacement Center (CRC) at Ft. Bliss, TX. Additionally, granted access to CRC MGMT for MSC representatives to assist their small unit and individual mobilizing Soldiers.

5–3. Overview of Publishing Individual Mobilization Orders

a. MSC's are responsible for ensuring deploying Soldiers meet all medical, administrative, DMD position requirements and confirm primary residence prior to requesting individual mobilization orders from G-1 HR plans.

(1)   Medical deployment criteria are outlined in AR 40-502 Medical Readiness. MSC's must coordinate with the DSS to address all medical issues identified before, during, and after the Soldier Readiness Processing events. The Deputy State Surgeon is the final authority on determining whether a Soldier is medically fit for deployment.
(2)   Clinical Deputy State Surgeon, GA ARNG, MAJ Miller, Eboni can be reached at eboni.c.miller.mil@army.mil or 678-569-5090

(3)   Administrative deployment criteria are outlined in AR 600–8–101, Personnel Readiness (In-, Out-Processing, Soldier Readiness, and Deployment Processing).

(4)   DMD position requirements are defined in MARRS. For directed DMD's, each position has a required Rank, MOS, and Clearance requirement. Soldiers must meet these requirements before an individual mobilization order can be published.

a)   MOS. Soldiers must have the position required MOS as either their PMOS, SMOS, or AMOS.

b)   Rank. Enlisted Soldiers must be no more than two grades higher or one grade lower than the required rank of the position. Officers and Warrant Officers must be no more than one grade above or below the rank of the position.

c)   Security Clearance. Soldiers must meet the security clearance level of the position.

(4) Primary residence confirmation. IPPS-A "Mailing Address" is the address that establishes the primary residence address published on individual mobilization orders that sets the Basic Allowance for Housing (BAH) that Soldiers receive.

b. MSC's are responsible for submitting formal requests for orders to G-1 HR Plans when an individual Soldier has met all the requirements. After G-1 HR Plans verifies that a Soldier has met all medical, administrative, and DMD-based requirements, the G-1 HR Plans will use DAMPS-OCOTCS to publish the individual mobilization order. Once the order is published, the MSC can access the orders using DAMPS-Orders.

5–4. Request for Individual Mobilization Orders Process

a. The publishing of IMO's is a multistep, collaborative process that requires synchronization between the G-3 MRO, MSC S-1, and G-1 HR Plans. The role of the G-3 MRO is to ensure that the HQDA unit-level mobilization orders are published accurately. The MSC S-1 is responsible for identifying and correcting any medical and administrative issues and submitting requests for IMO's to G1 HR Plans office. The role of G-1 HR Plans is to process OCOTCS flag overrides, verify that there are no medical or administrative issues. In addition, verification of the home of record (HOR) address in OCOTCS before publishing an individual's mobilization order.

b. Publishing IMO's is a cyclical multistep process that occurs until all individual mobilization orders are published.

(1)   Step 1: MSC submits personnel names to load in MARRS to G-1 HR Plans.

(2)   Step 2: MSC views and coordinates with G-1 HR Plans to address and correct any issues identified through status flags in MARRS. (see para 4-5)

(3)   Step 3: Only the DSS-C confirms Soldier is medically deployable.

(4)   Step 4: MSC confirms Soldier's IPPS-A mailing address is correct.

(5)   Step 5: MSC submits IMO Request memorandum to G-1 HR Plans requesting publication of individual mobilization order.

(6)   Step 6: G-1 HR Plans confirms that the Soldier meets all mobilization requirements and submits the Request for Orders transaction in MARRS to DAMPS-OCOTCS.

(7)   Step 7: G-1 HR Plans publishes the individual mobilization order in DAMPS-OCOTCS and notifies MSC that the individual mobilization order is published.

(8)   Step 8: MSC designated personnel can view and download IMO's from DAMPS-Orders.

5-5. Overview of Flags in MARRS and DAMPS OCOTCS

a.   MARRS and DAMPS OCOTCS use a colored flag system to identify administrative issues that
may prevent the Soldier from receiving an IMO. Soldier information in both systems is from TAPDB, which gets IPPS-A updates at different intervals. MARRS flags are informational only and do not prevent the Soldier from being submitted for orders in DAMPS-OCOTCS. Any flags in OCOTCS that prevent a Soldier from receiving a published IMO must be corrected.

b.   False flags are situations when an administrative metric in OCOTCS is out of date and does not
match the information in IPPS-A. Common examples of false flags are ETS, Rank, and MOS. G-1 HR Plans can perform a flag override for these metrics based on information from IPPS-A.

c.   MSC's and G-1 HR Plans work collaboratively to identify and correct any flags that prevent an IMO from being published. MSC's can view all system-generated flags through viewing DMD's in MARRS and reviewing OCOTCS flag reports provided by G-1 HR Plans.

5-6. Flags in MARRS

a. When the DMD is initially populated, the MSC should concentrate on the most common disqualifier red flags in MARRS. These flags are:

(1)   ETS/MRD. MARRS will display a red flag for any Soldier with less than 490 days remaining from the start of their T10 HSAD.

(2)   Rank. For enlisted Soldiers, MARRS will show a red flag when the Soldiers rank is more than two grades higher or more than one grade lower than the position requirement. For Officers, MARRS will show a red flag when the Soldiers rank is more than one grade higher or lower than the position requirement.

(3)   MOS. MARRS will display a red flag when the Soldier does not have a PMOS, SMOS, or AMOS that matches the position requirement.

(4)   Clearance. MARRS will display a red flag when the Soldier does not have the minimum-security clearance based on the position requirement.

5-7. Flags in DAMPS-OCOTCS

a. The programmatically checked metrics in DAMPS OCOTCS are called Alerts. A red flag for any DAMPS OCOTCS Alert will prevent a Soldier from receiving an IMO unless the MSC can provide the appropriate documentation to allow G-1 HR Plans to submit a flag override. The programmatically checked alerts in DAMPS OCOTCS are:

Table 5-3: DAMPS-OCOTCS Alerts

Alert	If Alert has a Red Flag	Override Available
A Soldier does not already have orders (IND, TCS) intersecting this deployment	A Soldier currently has an Active-Duty order that overlaps their projected deployment date. Therefore, an amendment to the current Active-Duty Order is published before an IMO can be published.	N
Soldier Current Organization is valid	The Soldier must be a member of COMPO 2, Army National Guard.	N
Soldier grade matches grade required	For directed DMD's a Rank Substitution memo must be submitted by the MSC to G-3 MRO through NGB to FORSCOM for approval	Y
Soldier MOS / AOC matches MOS / AOC required	For directed DMD's a MOS Substitution memo must be submitted by the MSC to G-3 MRO through NGB to FORSCOM for approval	Y

Soldier security clearance matches or is higher than the security clearance required	A directed DMD may have positions coded for a TSSCI, TS, or Secret clearance; the Soldier must have an active equal or higher-level clearance. Units can confirm the G-2 that the Soldier assigned to the position has an active interim clearance if the IMO's are published prior to an active opened investigation. Additionally, the unit can submit a memorandum from the MSC S-2 through the MSC Commander to the G-1 that the Soldier is submitting all applicable documentation IOT grants an interim clearance. If the Soldier is unable to receive their clearance, they will not deploy.	Y
ETS / MRD more than 90 days	The G-1 will submit an override of this flag in	Y
past return date	OCOTCS for Soldiers who have an ETS or MRD date > HSAD + 400 days but less than HSAD + 490 days. All other Soldiers with an ETS date of < HSAD + 400 must extend their enlistment up to the HSAD + 400-day mark. The completion of the IPSS-A ETS date must be before the completion of an override.	

5–8. Revoking Individual Mob Orders

    a. MSC's must submit individual mob order revoke requests to G-1 HR Plans.

5–9. Individual Mob Order Amendments

    a.G-1 HR Plans can only adjust the start date and end date of individual mob orders. All other amendment requests require approval and support from NGB and HQDA.

5–10. Primary Residence Amendment Requests

    a.   Per AR 135-133 Chapter 4-1 through 4-5 Ready Reserve Screening, Qualification Records System, and Change of Address Reporting (October 3 2019), the primary residence may not be changed after entry on active duty. The only exception is an administrative error in designating the primary residence when the active-duty order was published.

    b.   The GAARNG Unit Mobilization Process, through MSC and unit-level oversite, multiple Administrative Readiness events, and State MOB SRP's offers Soldiers multiple opportunities to update their primary residence in the lead up to their mobilization.

    c.   Administrative errors occur when the Soldier has provided the correct primary residence information to their unit and the unit has failed to update the Soldier's IPPS-A "Mailing Address properly."

    d.   A Soldier failing to update their IPPS-A "Mailing Address" to establish their primary residence.
through the IPPS-A Self-service portal when their primary residence changes do not constitute an administrative error.

    e.   NGB is the approval authority for all primary residence amendment requests.

f.   The primary residence amendment request process is:

(1) MSC S1 submit a memorandum to the GAARNG G1 that:

   a) Verifies the Soldier provided the appropriate primary residence information to their unit, and the unit failed to update the Soldiers IPPS-A "Mailing Address properly."

   b) Verifies that the MSC submitted request for individual mobilization order did not correctly verify the Soldier's primary residence.

   c) Includes Soldier's signed mortgage or lease agreement and utility bills dated at least one day before the publish date on the Soldier's mobilization order.

(2)   G1 will review the request submitted, and if the request meets the requirements, G-1 HR Plans will submit a memorandum signed by the G1 along with supporting documentation provided by the MSC to NGB.

(3)   If NGB approves the primary residence request, NGB will provide G-1 HR Plans with a memorandum of approval submitted in a help-desk ticket in OCOTCS.

(4)   The average request approval at NGB takes approximately 60 to 90 days.

Chapter 6 Tricare for Deploying Soldiers

6–1. Overview of Early Tricare for Deploying Soldiers

a. Early Tricare is an elected benefit. All Soldiers assigned to a DMD in MARRS are eligible for early Tricare once the UIC has a published DA mobilization Order and the unit is within 180 days to mobilization. The type of Tricare deploying Soldiers are eligible for is either Tricare Prime or Tricare Prime Remote, and determined by the Soldiers HOR distance from a Medical Treatment Facility (MTF). DEERS registered family members will be auto enrolled in Tricare Prime if they live in a PSA. Otherwise, they will be auto enrolled in Tricare Select. Family members may elect to change their auto enrolled coverage within 90 days of the date of the auto-enrollment.

1. If the Soldier's HOR is less than 50 miles from the nearest MTF, they will enroll in Tricare Prime.
2. If the Soldier's HOR is greater than 50 miles from the nearest MTF, they will enroll in Tricare Prime Remote.

b. The Early Tricare eligibility window is 180 days prior to a unit T10 mobilization date and requires the publication of the unit's DA mobilization order. Therefore, if the DA mobilization order is published more than 180 days before the unit T10 mobilization date, Soldiers will be eligible for the full 180 days of coverage. However, suppose the publication of the DA mobilization order is less than 180 days from the unit's T10 mobilization date. In that case, the Soldier is only eligible for that period between the publish date of the HQDA unit mobilization order and the T10 mobilization date.

c. T32 or T10 AGR Soldiers DO NOT get submitted for early Tricare eligibility.

d. Soldiers on ADOS for longer than thirty days are not eligible for early Tricare.

e. Civilian employees on Active Military Duty:
1. Suppose the Soldier is a Federal employee enrolled in the Federal Employees Health Benefits (FEHB) Program and entered one of the uniformed services for thirty days or less. In that case, their FEHB enrollment will continue without change.
2. If Soldier is placed on leave without pay for active military duty for more than thirty days, they may continue their coverage for up to twenty-four months or elect to terminate it.

f. Civilian employees who serve in support of a contingency operation:
1. Their agency has the authority to pay the entire cost of their premium (including the employee share) for twenty-four months if called to active duty on or after September 14, 2001, and are:
    i.   Enrolled in an FEHB plan
    ii. A member of a reserve component of the armed forces
    iii. Called or ordered to active duty in support of contingency operation (as defined in section 101(a)(13) of title 10)
    iv. Placed on leave without pay or separated from service to perform an active duty; and
    v.   Serving on active duty for more than thirty consecutive days
g. Civilian employees who do not serve in support of a contingency operation:
1. Suppose Soldier does not meet all of the above requirements of FEHB law. In that case, the authority to continue their FEHB coverage comes from the Uniformed Services Employment and Reemployment Rights Act (USERRA), now codified at section 4317 of title 38, United States Code.
2. The Soldier's agency has no authority to pay their premiums while the Soldier is on military duty. Therefore, the Soldier is responsible for the enrollee's share of the premium during the first twelve months. After that, the agency will pay its shares. For continued FEHB coverage

for up to an additional twelve months, the Soldier is responsible for paying both the employee and agency shares of the premium, plus an additional two percent administrative fee.

3. The FEHB handbook provides additional information regarding FEHB coverage for Federal employees who are serving in the military.

h. SF 2809 is the form used to elect to cancel health benefits. The enrollee's cancelation is effective on the last day of the pay period. His/her employee's office received his/her Health Benefits Election Form (SF 2809) or other enrollment requests. When the enrollee cancels enrollment, he/she is not eligible for the thirty-one-day extension of coverage, and he/she cannot convert their coverage to an individual policy. When the enrollee cancels his/her enrollment, family members' coverage terminates at midnight that the enrollee's cancellation is effective, with no thirty-one-day extension of coverage.

i. SF 2810 is the form used to terminate the enrollee's benefits. Accordingly, the employee's enrollment will terminate, subject to a thirty-one-day extension of coverage, on the earliest of the following dates:

1. The last day of the pay period includes the 365th day of continuous leave without pay status or the last day of leave under the Family and Medical Leave Act, whichever is later.
2. The last day of the pay period in pay status, if he/she has not had four consecutive months of pay status after he/she has exhausted the 365 days continuation of coverage in leave without pay status.
3. The day he/she is separated, furloughed, or placed on a leave of absence to serve in the uniformed services for duty over thirty days, if he/she elects in writing to have his/her employing office terminate his/her enrollment.
4. The date that is twenty-four months after the date his/her separation, furlough, or leaves of absence to serve in the uniformed services for active duty over thirty days, or the date his/her entitlement to continued coverage ends, whichever is earlier. The employee's enrollment may also terminate when he/she enters leave without pay status.

6–2. Establishing Early Tricare Eligibility

a. Establishing Early Tricare eligibility is a multistep process that requires communication between G-1 HR Plans, MSC, and the mobilizing unit. The steps of the process are:

(1) Step 1: G-1 HR Plans in coordination with the MSC determine which Soldiers are eligible and elect to utilize the Early Tricare benefit.

(2) Step 2: G-1 HR Plans submits an enclosure 9 to NGB for eligible Soldiers electing to utilize the benefit. This action signals the NGB ARNG DEERS/RAPIDS Project Office to turn on the Soldiers Early Tricare benefit.

(3) Step 3: NGB ARNG DEERS/RAPIDS Project Office updates DEERS to show the Soldier is eligible for the early Tricare benefit. This process can take up to 10 days before a Soldier will receive eligibility for Early Tricare in DEERS.

(4) Step 4: 48-72 hours after Step 1, Soldier contacts and enrolls in Tricare using either of the following methods:

a) Call Tricare Enrollment at 1-(800)-444-5445, or

b) Log into MilConnect at https://www.tricare.mil/enroll

Important Note: When the DEERS/RAPIDS Project Office updates the DEERS record for Soldiers currently using Tricare Reserve Select, those Soldiers will be automatically switched to Tricare Prime once the MARRS signal sends to DEERS.

6–3. Troubleshooting Early Tricare Eligibility

a. Troubleshooting issues with Early Tricare eligibility is a multistep process that requires communication between G-1 HR Plans, MSC, and the mobilizing unit. The steps of the process are:

(1)   Step 1: MSC confirms that the Soldier is not showing Early Tricare eligibility in DEERS. If DEERS shows that the Soldier has early Tricare eligibility, the Soldier should contact Tricare to enroll.

(2)   Step 2: MSC checks any open segments and sends a report to HR Plans. If identified open segments, HR Plans office will process RADT transactions in IPPS-A.

(3)   Step 3: G-1 HR Plans will submit an e-Tracker case to NGB and notify the MSC representative when eligibility is corrected.

6–4. Troubleshooting Tricare Coverage Issues

The G-1, MSC S-1, and BN S-1 do not get involved in disputes in coverage between Tricare and the Soldier. However, the Soldier should contact Tricare directly to address any issues.

6–5. Transitional Assistance Management Program (TAMP)

a. Redeploying Soldiers are eligible for TAMP, which provides 180 days of premium-free transitional health care benefits after regular Tricare benefits end.

b. An established TAMP of eligibility when the Soldier demobilizes at an MFGI. During the SRP out-process, DEERS updates the TAMP eligibility for Soldiers.

c. Troubleshooting TAMP issues. Steps to troubleshoot TAMP eligibility issues are:

(1)   Step 1: MSC confirms that the Soldier is not showing TAMP eligibility in DEERS. If DEERS shows that the Soldier has early TAMP eligibility, the Soldier should contact Tricare to enroll.

(2)   Step 2: MSC contacts G-1 HR Plans.

(3)   Step 3: G-1 HR Plans submits an IPPS-A CRM case to NGB and notifies the MSC representative after correcting eligibility.

6–6. Tricare resources

a. Tricare website: https://www.tricare.mil

b. Defense Manpower Data Center (DMDC) https://milconnect.dmdc.osd.mil

c. Tricare enrollment: 1-800-444-5445

d. Tricare question NG Hotline 1-877-298-3408 (M-F 8 am-6 pm)

Chapter 7 Transition to Active Duty and Redeployment 7–

1. Overview

This chapter outlines the processes utilized to transition mobilizing Soldiers onto and off of Active-Duty mobilization tours.

7–2. Pay

    a. MSC's are responsible for ensuring that their mobilizing Soldiers pay is submitted correctly. The G-1 is not involved with the submittal for pay.

    b. MSC's must coordinate with GAARNG USPFO for the submittal of pay.

7–3. MPDV to DARTS

    a. Individual Soldier electronic DA7425's are updated in MPDV during each SRP event.

    b. The G-3 MRO is responsible for submitting the digital DA 7425 data from MPDV to DARTS as required by the MFGI Mobilization BDE. The completion of transferring digital records is at M-60, M-30, M-15, and three days prior to unit arrival.

7–4. Screening Individual Mobilization Packets

    a. Both MFGI's require mobilizing units to provide individual mobilization packets 30 days prior to T10 HSAD. G-1 HR Plans will screen individual mobilization packets to ensure that all the required administrative information is up to date and complete. Likewise, G-1 Medical Action Branch will review screen packets to ensure that all required medical information is up to date and complete.

    b. The MSC is responsible for coordinating a review of individual mobilization packets with G-1 HR Plans to occur between 60 to 30 days from the units T10 HSAD.

7–5. EADT IPPS-A Transactions on T10 HSAD

    a. G-1 HR Plans will submit EADT transactions on the units T10 HSAD date.

    b. G-1 HR Plans will confirm Tricare status for deploying Soldiers.

7–6. 25 Day REFRAD Process

    a. The MFGI conducts a medical SRP when Soldiers report. All Soldiers found medically non-deployable less than 25 days after their T10 HSAD will be released from active duty (REFRAD) and issued a REFRAD order (format 523) and a DD 220 Active-Duty Report from the MFGI.

    b. The Process for transitioning the Soldier from Active Duty back to T32 status is:

        (1)   MFGI issues a REFRAD order, DD 220, and makes travel arrangements for the Soldier to return to the home station.

(2)   MSC submits movement report to G-3 MRO and G-1 HR Plans.

(3)   MSC provides a copy of the REFRAD order and DD 220 to G-1 HR plans and checks with GAARNG USPFO that the MFGI correctly submitted a stop pay action on the date specified on the individual Soldier's REFRAD order and DD 220.

(4)   G-1 HR Plans publishes an amendment to the Soldier's mobilization order.

(5)   G-1 HR Plans submits a RADT transaction in IPPS-A dependent on the end date of the amended individual mobilization order.

(6)   G-1 HR Plans return the Soldier to their unit of assignment in IPPS-A.

7–7. Mid-tour REFRAD Process

a. A mid-tour REFRAD is when a Soldier is REFRAD after 30 days from their T10 HSAD but prior to the unit's main body demobilization. These Soldiers will be issued a REFRAD order and a DD 214 Certificate of Release or Discharge from Active Duty.

b. If the Soldier is <u>not</u> extending on an MRP order for further medical evaluation, the process to transition the Soldier from Active Duty back to T32 status is:

(1)   MFGI issues a REFRAD order, DD 214, and makes travel arrangements for the Soldier to return to the home station.

(2)   MSC submits movement report to G-3 MRO and G-1 HR Plans.

(3)   MSC provides a copy of the REFRAD order and DD 220 or DD 214 to G-1 HR plans and checks with GAARNG USPFO that the MFGI correctly submitted a stop pay action on the individual's specified date Soldier's REFRAD order and DD 214.

(4)   G-1 HR Plans publishes an amendment to the Soldier's mobilization order.

(5)   G-1 HR Plans submits a RADT transaction in IPPS-A dependent on the end date of the amended individual mobilization order.

(6)   G-1 HR Plans return the Soldier to their unit of assignment in IPPS-A.

c. If the Soldier is extending on an MRP order for further medical evaluation, the process to transition the Soldier from Active Duty back to T32 status is:

(1)   HQDA issues a MEDEVAC order which AC will use to facilitate moving the Soldier to a CONUS military treatment facility (MTF).

(2)   MSC submits movement report to G-3 MRO and G-1 HR Plans.

(3)   G-1 HR Plans monitors DAMPS-Orders to publish the Soldier's MRP order issued by the MTF and monitors the weekly Soldier Recovery Unit report provided by GAARNG Casualty Ops.

(4)   If the MTF <u>does</u> issue an MRP order for continuation in an active-duty status:

a) G-1 HR Plans publishes amendment to the Soldier's mobilization order to end the day prior to the start date on the Soldier's MRP order.

b) While on an MRP order, the Soldier is still on Active Duty and will be issued a DD 214 when released from the SRU program.

c) The MSC provides the DD 214 to G-1 HR Plans when the Soldier's MRP orders end so a RADT transaction can occur.

(5) If the MTF <u>does not</u> issue an MRP order and releases the Soldier, they will be issued a REFRAD order and DD 214 from the MTF.

a) G-1 HR Plans publishes amendment to the Soldier's mobilization order to end the day prior to the start date on the Soldier's DD 214.

b) G-1 HR Plans submits a RADT transaction in IPPS-A dependent on the end date of the amended individual mobilization order.

c) G-1 HR Plans returns the Soldier to their unit of assignment in IPPS-A.

7–8. RADT Demobilization Process

a. The Process to return a Soldier from active duty once the unit completes their demobilization at the MFGI is:

(1)   MFGI issues a REFRAD order, DD 214, and makes travel arrangements for the Soldier to return to the home station.

(2)   MSC submits movement report to G-3 MRO and G-1 HR Plans.

(3)   MSC provides a copy of the REFRAD order and DD 220 or DD 214 to G-1 HR plans and checks with GAARNG USPFO that the MFGI correctly submitted a stop pay action on the date specified on the individual Soldier's REFRAD order and DD 214.

(4)   G-1 HR Plans publishes an amendment to the Soldier's mobilization order.

(5)   G-1 HR Plans submits a RADT transaction in IPPS-A dependent on the end date of the amended individual mobilization order.

(6)   G-1 HR Plans return the Soldier to their unit of assignment in IPPS-A.

Appendix A References

AR 600–8–101, Personnel Readiness (In-, Out-Processing, Soldier Readiness, and Deployment Processing)

AR 40-502 Medical Readiness Procedures

AR 135-133 Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

DA PAM 40-502 Medical Readiness Procedures

GAARNG Regulation 525-30 Army Comprehensive Readiness

Glossary Abbreviations

ADOS
Active Duty Operational Support

AKO
Army Knowledge Online

CAC
Common Access Card

DAMPS
Department of the Army Mobilization Processing System

DAMPS Orders
Department of the Army Mobilization Processing System Orders

DAMPS OCOTCS
Department of the Army Mobilization Processing System Overseas Contingency Operations Temporary Change of Station

DAMPS OCOIND
Department of the Army Mobilization Processing System Overseas Contingency Operations Individual

DAMPS - U
Department of the Army Mobilization Processing Unit

DEERS
Defense Enrollment Eligibility Reporting System

DMD
Deployment Manning Document

DSS
Deputy State Surgeon

GAARNG
Georgia Army National Guard

HOR
Home of Record

HSAD
Home Station Active Duty

HQDA
Headquarters Department of the Army

IPPS-A
Integrated Personnel and Pay System-Army

MARRS

Mission Analysis, Readiness & Resource Synchronization System

MARRS-N
Mission Analysis, Readiness & Resource Synchronization System NIPR

MARRS-S
Mission Analysis, Readiness & Resource Synchronization System SIPR

MODS
Medical Operational Data System

MSAD
Mob Station Active Duty

RAPIDS
Real-time Automated Personnel Identification System

RC
Reserve Component

RCAS
Reserve Component Automation System

REFRAD
Release from Active Duty

SGLI
Service Members Group Life Insurance

SOES
SGLI Online Enrollment System

SOP
Standard Operating Procedure

SRP
Soldier Readiness Processing

TAPDB (or ITAP)
Need to find out what TAPDB stands for

ToD
Tour of Duty

USR
Unit Status Report