

Recall of Retired Members

Introduction During a mobilization, reserve retirees may be called to active duty. This includes both retired with pay (RET-1) and retired awaiting pay at age 60 (RET-2). The process/procedures for mobilizing recalled reserve retirees are described below

Process This is the process for recalling a reserve retiree.

Stage	Who does it	What Happens
1	CG Personnel Command (rpm) / (opm) / (epm)	Issues recall from retirement orders. Coordinates travel needs with the recalled member.
2	Member	Reports for mobilization duty. Prepares travel claim.
3	Unit	Reports member aboard for mobilization. Arranges for member to be issued active duty ID card and Dependent Application. If reaches 60 prior to end of orders submit Age Waiver Request to COMDT (G-WTR-1) as soon as possible.
4	SPO	Access member's recall orders, via the Airport Terminal or Track Global Assignments menu, and completes the Depart/Report members tab. This will generate transactions to record the recall from retirement. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
5	PSC (RAS)	If retired with pay (RET-1), stops retired pay.
6	Member	Enters mailing address, emergency contact and direct deposit information in Direct Access. (If access to the CG intranet is unavailable, requests that SPO input.)
7	PSC (TVL)	Processes travel claims and requests for travel advances.
8	Unit	Ensures member is physically qualified for demobilization.
9	Reservist	Notifies Unit and SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
10	SPO	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
11	SPO	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

Continued on next page

Recall of Retired Members, Continued

Process (cont'd)

Stage	Who does it	What Happens
12	Unit	Delivers demobilization documents (DD-214 and instructions to file travel claim). Notifies SPO if uncollected CG Mutual Assistance loan(s) need to be collected from final active duty pay.
13	SPO	Prepares Direct Access transactions to record release from active duty (RELAD). E-mails PSC-RAS and PSC-MAS notifying completion of recall, including effective date of last day of active service. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.
14	PSC (SES)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
15	PSC (RAS)	If retired with pay (RET-1) or reached 60 th birthday during mobilization, starts/restarts retired pay.

Recall of Retired Members, Continued

Mobilization Checklist The unit shall follow the mobilization checklist on page 11-22 of this chapter.

SPO Procedures The SPO shall prepare the following transactions to record recall of a retired reserve under Title 10:

Checklist For Title 10 Mobilization Of Recalled Retiree		
Required/ Optional	Transaction / Input	Reference
Required	<p>Direct Access Recruit Workforce Transaction:</p> <p>Complete the following transactions in Direct Access the instructions in the Directed Access reference for processing a "Rehire" transaction.</p> <ul style="list-style-type: none"> • Applicant Data Transaction • Identification Data Transaction • Applicant Contract Data Transaction • Complete PCS Departing/Reporting only if there was delay enroute. <p>Note: The PCS Departing/Reporting transaction is input and processed by the assignment officer. SPOs will need to modify the transaction only if authorized delay was required to report to PCS unit.</p>	Direct Access Guide, Accessions
Required	<p>Send an E-Mail to PSC-MAS and PSC-RAS providing:</p> <ul style="list-style-type: none"> • Name, Rank, and SSN of recalled retiree • Effective date and period of recall • TONO under which the recall is being effected • Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall. 	PPPM, Sections 3-A-4 and 3-A-5
<p>The SPO shall also prepare the transactions prescribed on pages 11-29 thru 11-31 of this chapter, with the following exceptions:</p> <p>(1) The Reserve Orders transaction on page 11-29 shall <u>not</u> be prepared.</p> <p>(2) The first six transactions on page 11-29 are <u>required</u> transactions for a recalled retiree.</p>		