

***Mobilization***  
**Information and Resources**  
***Guide***

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# *Mobilization*

## Information and Resources

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# **SECTION 1**

## **POLICY DOCUMENTS**

### **PRESIDENTIAL DOCUMENTS**

#### **Executive Orders**

- [E.O. 13529 of January 29 2010](#)  
*Ordering the Selected Reserve and Certain Individual Ready Reserve Members of the Armed Forces to Active Duty in support of U.S. Government Disaster Relief Efforts in and around Haiti.*
- [E.O. 13363 of November 29, 2004](#)  
*Establishing the Afghanistan and Iraq Campaign Medals*
- [E.O. 13293 of March 28, 2003](#)  
*Establishing rules for the award of the National Defense Service Medal to Reserve Component Members*
- [E.O. 13289 of March 12, 2003](#)  
*Establishing the Global War on Terrorism Medals*
- [E.O. 13253 of January 16, 2002](#)  
*Amendment to Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation*
- [E.O. 13239 of December 12, 2001](#)  
*Designation of Afghanistan and the Airspace Above as a Combat Zone*
- [E.O. 13223 of September 14, 2001](#)  
*Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation*

#### **Presidential Notices and Proclamations**

##### [Presidential Notice of September 13, 2010](#)

*Continuation of the National Emergency With Respect to Certain Terrorist Attacks*

##### [Presidential Proclamation 7463 of September 14, 2001](#)

*Declaration of National Emergency by Reason of Certain Terrorist Attacks*

#### **White House Memo**

##### [Leave for Federal Civilian Employees](#)

*Authorizes 5 days of leave of uncharged leave for returning activated military personnel*

# **SECRETARY OF DEFENSE/DEPUTY SECRETARY OF DEFENSE**

## **Secretary of Defense Memorandum, “Contiguous Training,” November 5, 2009**

*Secretary of Army authorized to grant limited exceptions to policy barring contiguous training*

## **DoDD 1235.10, “Activation, Mobilization, and Demobilization of the Ready Reserve,” November 26, 2008**

*Establishes policy and assigns responsibilities for ordering members for the RC to active duty in support of operational missions, contingency operations, during national emergencies, or in time of war.*

## **DoDD 1200.17, “Managing the Reserve Components as an Operational Force,” October 29, 2008**

*Establishes the overarching set of principles and policies to promote and support the management of the Reserve Components as an operational forces.*

## **Secretary of Defense Memorandum, “Force Allocation and Reserve Component Alert/Mobilization Decision Process,” May 3, 2007**

*Provides direction for staffing and approval of force allocation and RC alert/mobilization decisions.*

## **Secretary of Defense Memorandum, “Utilization of the Total Force,” January 19, 2007**

*Provides Reserve Component mobilization duration and dwell objectives.*

## **Secretary of Defense Memorandum, “Partial Mobilization (World Trade Center and Pentagon Attacks) and Redlegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12011, 12012, 12302 and 12305,” February 13, 2003**

*Implementation guidance for the number of Ready Reservists the Military Departments can recall under 10 U.S.C. 12302.*

## **Secretary of Defense Memorandum, “Suspension of Requirement of Statutory Requirement for Personnel Tempo (PERSTEMPO) Management,” February 11, 2005**

*Suspends the applicability of 10 U.S.C. 991 in determining per diem payments under 37 U.S.C.436.*

## **Secretary of Defense Memorandum, “Partial Mobilization (World Trade Center and Pentagon Attacks) and Redlegation of Authority Under Title 14, United States Code, Section 331, 359, and 367,” September 15, 2001 January 7, 2004**

*Authorities related to the Ready Reserve of the Coast Guard.*

# **SECTION 2**

## **PERSONNEL POLICY**

### **UNDER SECRETARY OF DEFENSE (PERSONNEL & READINESS)**

**USD(P&R) Memorandum, “Guidance – Tours of Duty/Personnel Management for Operation Unified Response,” March 30, 2010**

*Personnel and Pay Guidance related to relief efforts in Haiti*

**DoDD 1235.12, “Accessing the Reserve Components,” February 4, 2010**

*Establishes policy, assigns responsibilities, and prescribes procedures for ordering units and individual members of the Reserve Components to active duty as an operational force to support the national defense strategy*

**USD(P&R) Memorandum, “Mobilization for Training (MFT)/Individual Skills Training,” December 21, 2007** *Approved courses for MFT*

**USD(P&R) Memorandum, “Programs to Support Utilization of the Total Force,” April 18, 2007**  
*Establishes baseline program for Post-Deployment/Mobilization Respite Absence*

**USD(P&R) Memorandum, “Updating CENTCOM Rest and Recuperation (R&R) Leave Program,” January 30, 2007**

*Updates R&R responsibilities and designated contingency locations*

**USD(P&R) Memorandum, “Operational Support Duty – Update,” January 29, 2007**

*Provides information and guidelines for implementing Section 416 of FY05 NDAA*

**USD(P&R) Memorandum, “Revised Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks – Section 1,” March 15, 2007**

*Personnel and Pay Guidance related to E.O. 13223 and Declaration of National Emergency by Reason of Certain Terrorist Attacks*

**USD(P&R) Memorandum, “Reserve Component Policy Options During Operational Force Reductions,” June 19, 2006**

*Policy guidelines for evaluating mobilization decisions during operational force reductions*

**USD(P&R) Memorandum, “Policy Guidance for Mobilization for Training Legislation,” February 11, 2005**

*Provides principal objectives for implementing Section 514 of FY05 NDAA*

**USD(P&R) Memorandum, “Health Care Benefits for Reserve Component Members and Their Dependents,” February 11, 2005**

*Provides additional guidance for medical/dental screening and care for Reserve Component members identified for active duty and the families of those members*

**USD(P&R) Memorandum, “Health Care Benefits for Reserve Component Members and Their Dependents,” January 7, 2004**

*Health Care Benefits for Reserve Component Members and Their Dependents*

### **ASSISTANT SECRETARY OF DEFENSE (RESERVE AFFAIRS)**

**Employer Database** memo of November 6, 2001

*Capturing Data on Employers of Guard and Reserve Members*

**Family Healthcare** memo of November 7, 2001

*TRICARE Reserve Family Demonstration Project*

**USERRA Limit Exemption** memo of September 20, 2001

*Reemployment Protections for Activated Reserve Component Members*

- [Navy/Marine Corps](#) USERRA Exemption Policy
- [Air Force](#) USERRA Exemption Policy

# **OFFICE OF PERSONNEL MANAGEMENT**

## **OPM Compensation Policy Memorandum of September 14, 2001**

*Rights and Benefits of Reservists Called to Active Duty*

- **Attachment 1** (Updated June 2003)
- **Attachment 2**

## **Coordination of Health Care Benefits for Federal Employees:**

*Federal Employee Health Benefit (FEHB), Transitional Health Care (TAMP) and TRICARE Reserve Select (TRS)*

- **Benefits Administration Letter 05-411 (FEHB &TAMP/TRS)**
- **FEHB after TAMP/TRICARE Reserve Select**
- **Waiver of Immediate FEHB Reinstatement**

## **Military Leave for Federal Civilian Employees**

Effective November 24, 2003, all employees who have been activated in support of the national emergency declared by the President are entitled to the 22 days of military leave under 5 U.S.C. 6323(b).

- **Military Leave — FAQ**
- **Additional Leave for Returning Federal Civilian Employees**

# **MISCELLANEOUS POLICY DOCUMENTS**

Employer Information — **Register Your Employer**

Key Employees — **Screening the Ready Reserve**

- **DoD Directive 1200.7 – *Screening the Ready Reserve***
- **Mobilization Delays and Exemptions**

## **Awards/Medals**

### **[Armed Forces Reserve Medal](#)**

- **[Armed Forces Reserve Medal](#)** — Frequently Asked Questions (FAQ)

### **Global War on Terrorism Medals — Two new medals**

- **[Executive Order](#)**
- **[Global War on Terrorism Service Medal](#)**
- **[Global War on Terrorism Expeditionary Medal](#)**
- Campaign Medals For **[Afghanistan and Iraq](#)**
  - **[Executive Order](#)** Establishing the Afghanistan and Iraq Campaign Medals
- Eligibility for GWOT Medals Extended to **[GITMO and Colombia](#)**
- **[News release](#)** - DoD
- **[News release](#)** - AF

**[National Defense Service Medal](#)** — New eligibility rules for Guard and Reserve members

**[Military Personnel Record Request](#)** — for Military Veterans from the National Military Personnel Record Center

## **[Volunteer Strategy](#)**

**SECTION 3**

**PAY & BENEFITS**

**Under Revision**



**SECTION 4**  
**HEALTHCARE &  
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**Under Revision**

**SECTION 5**  
**REEMPLOYMENT &  
STUDENTS**

**Under Revision**

## **SECTION 6**

# **LEGAL & FINANCIAL ASSISTANCE**

## **LEGAL ASSISTANCE**

### **Legal Services Information**

- An Army site, but the information applies to all service members and their families. Once in the site, just click on any of the topics listed below to find a wealth of information.

- ▶ **Consumer & Contract Matters:**
- ▶ **Estate Planning:**
- ▶ **Family Law Matters:**
- ▶ **Housing & Real Estate:**
- ▶ **Immigration:**
- ▶ **Insurance:**
- ▶ **Landlord & Tenant:**
- ▶ **Military Matters:**
- ▶ **Money Matters:**
- ▶ **Reserve Components:**
- ▶ **Servicemembers Civil Relief Act:**
- ▶ **Tax:**
- ▶ **Veterans:**
- ▶ **Voting:**
- ▶ **Miscellaneous:**

Legal Assistance from the [American Bar Association](#)

## **FINANCIAL ASSISTANCE**

[Financial Guide](#) — Army National Guard Guide for Mobilized Soldiers

[Financial Aid](#)

## **Assistance for Small Business Owners**

- [Small Business Administration](#) (SBA) Disaster Assistance
- [Military Reservist Economic Injury Loans](#) Fact Sheet

## **Servicemembers Civil Relief Act (SCRA) —**

(Formerly the Soldiers' and Sailor's Civil Relief Act (SSCRA))

- [Army Legal Services](#) — Click on “Servicemembers’ Civil Relief Act”
- [Public Law 108-189](#) — Servicemembers Civil Relief Act
- [SCRA](#) Information Paper
- [SSCRA-SCRA Crosswalk](#)

## **Child Support**

- [Department of Health and Human Services](#) — Support Payments when Mobilized
- [Assistant Secretary for Children and Families](#) — Support Payment Adjustments
- Link to your [State Child Support Office](#)
- States with additional information for activated Guard and Reserve personnel
  - [Arizona](#)
  - [California](#)
  - [Colorado](#)
  - [Delaware](#)
  - [Florida](#)
  - [Massachusetts](#)
  - [Missouri](#)
  - [Montana](#)
  - [Nebraska](#)
  - [New Jersey](#)
  - [North Dakota](#)
  - [Oklahoma](#)
  - [Virginia](#)
  - [Washington](#)
  - [Wisconsin](#)

## **School Lunch Program**

# **SECTION 7**

## **FAMILY READINESS**

### **FAMILY READINESS**

**Child Support** — See Section 6 (Legal and Financial Assistance)

#### **Family Readiness Toolkit**

- Finances
- Legal Affairs and Estates Planning
- Family Support
- Your Family
- Departing and Returning to Your Civilian Career
- Relocation Resources
- Toolkit Resources and Web Links

#### **Guide to Reserve Family Benefits**

**Homecoming**—Assistance to ease the transition

- **Resilience** in time of war
- **Intro** to tips for resilience
- **Tips for building resilience** in children and teens
- Tips for parents of **pre-school children**
- Tips for parents of **elementary school children**
- Tips for parents of **middle school children**
- Tips for parents of **high schoolers**
- Resilience for **teens**

#### **Military Departments Family Readiness Information**

- ARMY — **Army Families Online**
- NAVY / MARINE CORPS — **LifeLines**
- AIR FORCE — **Crossroads**

# **SECTION 8**

## **DEMOBILIZATION & TRANSITION BENEFITS**

### **DEMOBILIZATION**

#### **[Personnel Policy Demobilization Guidance](#)**

**Highlighted Sections from the Personnel and Pay Memo of September 20, 2001**

*Provides additional guidance for proactively managing Reserve Component Members identified for mobilization and demobilization*

### **TRANSITION ASSISTANCE**

#### **[Homecoming](#)—Assistance to ease the transition**

#### **[Leave Options](#)**

#### **Leave for [Returning Federal Civilian Employees](#)**

#### **Federal Employment Information**

- Office of Personnel Management **[Federal Job Search](#)**
- Office of Personnel Management **[Veterans Information](#)**
- Office of Personnel Management **[VetGuide](#)**  
*Provides detailed information about the special rights and privileges that veterans enjoy in Federal civil service employment.*
- Office of Personnel Management **[VetInfo Guide](#)**  
*Provides general information about Federal civil service employment for veterans.*

#### **Transition Assistance Program**

- DoD Transition Assistance Program **[Portal](#)**

## Unemployment Insurance

- [General Facts](#)
- About [Unemployment Insurance](#)
- Unemployment Compensation for [Service Members](#)
- Find Your [State](#)

## **REEMPLOYMENT**

### Reemployment Rights

Uniformed Services Employment and Reemployment Rights Act (USERRA)

- [The Law](#)
- [USERRA](#) — Department of Labor
- [Employment Law Guide](#) for Uniformed Service Members
- [E-law USERRA Advisor](#) — Department of Labor
- E-law USERRA Advisor — Answers to [Employee and Employer Issues](#)
- USERRA [Regulations](#) — Department of Labor
- [Non-Technical Resource Guide to USERRA](#) from the Department of Labor
- [Return to Civilian Employment](#)
- [Employee Benefits](#) — Pension and Healthcare Coverage
- [Frequently Asked Questions](#) by Employers
- [Frequently Asked Questions](#) by Employees
- [NCESGR Ombudsman Services and the Law](#)
- [USERRA Fact Sheet](#) — Department of Labor
- [Army Legal Services](#) — Click on “Reserve Components”  
Just click on “Reserve Components” then USERRA FAQs

# **STUDENTS**

## Assistance for Student-Reservists

- Information for [student-reservists](#)
- Assistance available through the [Servicemembers Opportunity Colleges](#)
- Department of Education [Loan Relief for Military Personnel](#) Called to Active Duty
- Department of Education — [Relief for Borrower of Student Loans](#)
- Department of Education — [Institutional Reporting Deadlines](#)
- Department of Education — Treatment of Student Loans for [Mobilized Reservists](#)
- Treatment of Student Loans — [Federal Register](#)
- [Student Loan Fact Sheet](#)

# **SMALL BUSINESS OWNERS**

## Assistance for Small Business Owners

- [Small Business Administration](#) (SBA) Disaster Assistance
- [Military Reservist Economic Injury Loans](#) Fact Sheet

# **HEALTHCARE**

## [Transitional Healthcare](#)

### [Post-Deployment Health Assessment](#)

- [DD Form 2796](#) — Post Deployment Health Assessment
- [DD Form 2900](#) — Post Deployment Health Reassessment
- [DD Form 2697](#) — Report of Medical Assessment

## [Post Deployment Health Care](#)

### [Certificate of Creditable Coverage](#) for healthcare

A certificate that your insurance company may require when you request reinstatement under your employer-sponsored or personal health insurance policy.

- [Certificate of Creditable Coverage](#) Fact Sheet



# **VA HEALTHCARE**

## VA Healthcare of Combat Veterans

- [OEF/OIF Veterans](#)
- [VA Directive](#)
- [News Release](#)
- [Combat Vet Information](#)
- [Frequently Asked Questions](#)

## VA Study of War-Related Illnesses

- [Home Page](#)
- [Broacher](#)
- [Frequently Asked Questions](#)

## [VA Environmental Agents Service](#)

# **VETERANS' BENEFITS**

## [Federal Benefits for Veterans and Dependents](#)

Benefits for [Veterans of Enduring Freedom/Iraqi Freedom](#)  
and Other Theaters of Operation

Summary of [VA Benefits](#) for Guard and Reserve Members

VA Benefits [Timetable](#)

[VA Benefits](#) for Surviving Spouse

VA Benefits — [Afghanistan Veterans](#)

VA Benefits — [Iraqi Veterans](#)

VA [Compensation and Pension Benefits](#)

VA [Benefits](#) Summary

# **SECTION 9**

## **USEFUL LINKS**

[Department of Defense](#)

[Military Services](#)

[Assistance from Service and Other Organizations](#)

[Reserve Components](#)

[Other Federal Government Links](#)

[Calculate Benefits](#)

[Reserve Associations](#)