



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

CEHR-M

30 June 2003

MEMORANDUM FOR Reserve Component Personnel

SUBJECT: Letter of Instruction (LOI) RC Demobilization

1. The following instructions are provided to assist RC personnel outprocess from USACE and demobilize from contingency operations.

2. Soldiers are responsible to ensure that their chain of command has completed evaluation reports and awards prior to departing the duty location. Do not leave without completed/ signed copies.

3. Soldiers are responsible for publishing a "Continuity Book" describing roles and responsibilities, day-to-day activities, points of contact, and learned experiences that will help transition new personnel into their positions. The incumbent to help transition new personnel will use the Continuity Book as a tool.

4. Preparing for Demobilization.

a. Soldiers will return to the same installation (Transition Center) where first assessed onto active duty for demobilization.

b. All soldiers are required to fax the following documentation to their servicing Transition Center (see Transition Center Directory for fax numbers and POCs) and a back-up copy to Reserve Personnel Support Team (fax 202-761-5700) two weeks prior to departing current duty location:

- (1) Last DD214 worksheet received
- (2) Copy of all mobilization orders and amendments
- (3) Copy of any awards (completed DA Form 638) received during this tour
- (4) Leave Verification Form (signed by Commander)
- (5) Completed Individual Active Duty Certificate of Performance (APRC Form 3924).
(Block 1 leave blank; soldier completes block 2; Commander/Supervisor completes block 3)
- (6) Certificates of military training received during this tour

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c. Always confirm receipt of faxed documents with the Transition Center POC. Soldiers are required to confirm their demobilization date with the Transition Center once all documents are received. Transitions Centers will schedule appointments for soldiers outprocessing.

d. Accrued Leave.

(1) Soldiers who have accumulated leave during the mobilization time period can opt to cash in accrued leave or take transitional leave prior to the end of their tour (when orders expire).

(2) When cashing in leave days, soldiers will receive base pay only for the days accumulated. It is important to note that cashed in leave is subject to all tax withholdings. Leave cashed in under Contingency Operations does not count against the 60-day career maximum.

(3) Soldiers taking transitional leave will continue to receive Base Pay, Basic Allowance for Housing and Basic Allowance For Subsistence. Family separation allowance WILL STOP. Hardship duty pay, hostile fire/imminent danger pay, combat zone tax exclusion WILL NOT BE PAID. Soldier's REFRAD date will be one day after last day of terminal leave (last day of active duty).

e. Travel to Transition Center.

(1) Soldiers will travel back to the Transition Center with the same set of Mobilization/TCS orders that brought them to their duty location. Soldiers are responsible to make travel/flight arrangements (if applicable) through Carlson Wagonlit (1-800-288-5042). Transportation (taxi) to and from the airport is a reimbursable expense when filing final travel vouchers.

(2) Soldiers demobilizing at FT Eustis please coordinate flights into and out of Newport News Airport (closest to post) or Norfolk Airport.

(3) Soldiers demobilizing at FT Myer or FT Belvoir please coordinate flights into and out of Reagan National Airport.

(4) Soldiers demobilizing at Red Stone Army Arsenal please coordinate flights into and out of Huntsville Airport.

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f. Reporting to the Transition Center.

(1) FT Eustis - Report to BLDG 1540. POC is MAJ Peck (757) 878-4952. Fax outprocessing paperwork to Ms. Elie at (757) 878-2482/4359.

(2) FT Myer - Report to BLDG 202, Lower Level. POC is SSG Seabrooks (703-696-3520; Fax 703-696-2780).

(3) FT Belvoir - Report to BLDG 213. POC is SPC Accetta (703-805-1027; Fax 703-805-3002).

(4) Red Stone Arsenal - Report to BLDG 3710. POC is Ms. Barb Moudy (256-842-2717; Fax 256-842-7374).

g. Lodging at Transition Center.

(1) If Government lodging is not provided at the Transition Center, soldiers must utilize the Army's Lodging Success Program by calling 1-800-GO-ARMY-1. If billeting is not available on post obtain a non-availability control number (for lodging and meals) to file with final travel vouchers.

(2) Lodging (barracks) and mess is provided at FT Eustis, VA and FT Benning, GA.

h. Operation Noble Eagle (CONUS) personnel that have "TCS allowance authorized" on their mobilization orders can contact their local Transportation Office and schedule an outbound shipment of household goods (400-600lbs). Soldiers are required to make an appointment to complete a pre-information form and receive a briefing (provide copies of active duty orders at this appointment).

(1) Soldiers assigned to the Military District of Washington can contact the Pentagon Transportation Office and schedule an appointment (703-695-4163). FT Belvoir accepts walk-ins but will require soldiers to return the second day for the briefing (703-806-4900).

(2) Soldiers assigned at USACE Divisions must coordinate through their servicing installation.

5. Reporting to Transition Point.

a. Upon arriving into the Transition Point all soldiers are required to call into the USACE

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Operation Center (UOC). Inform the duty officer your status (reporting to outprocess), provide lodging location and phone number you can be reached at. UOC phone number is **(202) 761-1001**.

b. Duty uniform to outprocess is BDU's. Outprocessing can normally be accomplished in a day. Soldiers at a minimum should outprocess the following locations:

(1) Personnel. Have copies of your original orders and amendments, signed Certificate of Completion (ARPC 3924), and copies of any awards (DA 638) received. Soldiers will receive final DD214, REFRAD order, update to DEERS and a new Reserve ID Card. Ensure that your REFRAD orders indicate transitional health coverage. Reserve component members ordered to active duty for more than 30 days in support of contingency operations and their family members are entitled to transitional health care benefits upon separation. Soldiers separated with less than 6 years active service are eligible for 60 days of transitional health care. Soldiers separated with more than 6 years active service are eligible for 120 days of transitional health care. All transitional medical or dental coverage for Reservists and their family members is authorized at military installations only. Family members enrolled in TRICARE PRIME or EXTRA will need to **reenroll** to ensure coverage during this time period. Nothing is required if you are enrolled in TRICARE STANDARD.

All soldiers must fax a copy of their REFRAD Order and DD214 to (202) 761-5700 prior to departing the transition point. HQUSACE will ensure that all soldiers are processed back to their appropriate reserve status with AR-PERSCOM.

(2) Finance. Have copies of your orders and amendments, signed Certificate of Completion (ARPC 3924), Leave Verification Form, and transitional leave form (signed with control number). Finance personnel will review soldier's master military pay account (MMPA), entitlements during transition leave, remaining pay dates, documents for submission of your travel voucher, and address any pay concerns.

(3) Medical. Soldiers will complete a medical questionnaire administered by health clinic personnel. Soldiers requesting an end of tour physical must schedule and complete appointments at current duty location prior to reporting to outprocess.

6. Returning to Home Station/Home of Record.

a. TPU soldiers will be returned to their unit's home station (HS) after demobilizing. TPU soldiers are responsible for travel from HS to their Home of Record (HOR). Soldiers are authorized to file for reimbursement on their final travel voucher for one round trip from HOR to HS and return.

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- b. IMA soldiers are responsible for making travel arrangements through Carlson Wagonlit (1-800-288-7366) to schedule return flights home (if applicable). The travel office will need a copy of your orders to book a reservation.
 - c. Submit final travel vouchers to DFAS-IN. Final travel vouchers (staple together signed original copy of DD 1351-2; one copy of orders & amendments; lodging receipts; original receipts \$75 or more) and fax to (317) 510-2189/1190/4351 or mail to:
DFAS-IN/Contingency Operations Travel,
Dept. 3900, 8899 East 56th St.,
Indianapolis, IN 46249-3900.
7. POC for this memo is MAJ Nadine Kokolis, (202) 761-0335 or MSG Georgetta Robinson, (202) 761-0328.

FOR THE COMMANDER:



WILLIAM H. FRITZ, JR
Colonel, Corps of Engineers
Deputy Chief of Staff, Operations

Encl:

1. DD214 Worksheet
2. APRC 3924
3. Leave Verification Form
4. Transition Center Directory

DD FORM 214 WORKSHEET
RESERVE PERSONNEL INFORMATION

1. Provide the following information the Transition Center prior to outprocessing:

- Active duty orders and all amendments
- Individual Active Duty Certificate of Performance (APRC Form 3924)
- Any award (DA Form 638) received during this active duty period
- Any military education (certificate) received during this active duty period
- DA Form 2A, 2B, or Enlisted Records Brief (*Optional*)
- Officer Record Brief or DA Form 2-1 (*Optional*)
- Any previous DD Form 214 (*Optional*)

2. In reference to your separation from active duty, please submit the following information for completion of your DD Form 214:

- Your Home of Record at time of entry on active duty:

(City, State, and Zip Code)

- Your place entered or ordered to active duty:

(City, State, and Zip Code)

- Your nearest relative name and address:

- Your mailing address after separation:

- Your phone number and email address:

- Your date of birth: _____

(Print Name: Last, First, MI)

(Sign)

(Date)

INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE

(SEE ARPC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	U.S. Code, Title 37, Section 101 and following.
PRINCIPAL PURPOSE:	To certify duty performed as ordered for compensation IAW AR 37-104-10 and internal controls as a Reserve Component soldier.
ROUTINE USES:	To specify and certify as correct the performance of duty.
EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:	Disclosure is voluntary. However, failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:

then submit:

Performing individual AT/ADT/ADSW of less than 30 days

A Certificate of Performance (ARPC Form 3924) on the last duty day or no later than 5 days after duty performance to the **Pay Processing Office cited in your order.**

TPU members file through unit administrator.

Performing individual AT/ADT/ADSW of 30 days or more

A Certificate of Performance (ARPC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty.

A final certificate of performance is required NLT 5 days after tour completion.

Date _____

I certify that

RANK

NAME

SSN

completed _____ days of the active duty period specified in order #T - _____

HQ, U. S. AR-PERSCOM, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.

SIGNATURE OF CERTIFYING OFFICIAL

RANK

BRANCH OF SERVICE

TITLE

TELEPHONE NUMBER

DSN:

COMMERCIAL:

PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).

LEAVE VERIFICATION

TO: BN S1, ATTN: PAC SUPERVISOR: This soldier is scheduled to separate or retire from the active Army. In order to properly compute the soldier's final leave authorization, we require your assistance. Please list in item 9 below, all leaves taken or scheduled within the last 45 days prior to the soldier's separation or retirement date. This information must be provided, confirmed by the soldier, and hand-carried by the soldier, along with the soldier's completed DA Form 137-2-R (Installation Clearance Record) to the transition point for final transition processing. Failure to provide this information will cause the withholding of 45 percent of the soldier's final pay at separation or retirement, pending Defense Finance and Accounting System (DFAS) final verification of leave taken by the soldier.

1. SOLDIER'S NAME	2. RANK	3. SSN
4. UNIT	5. PROJECTED DATE OF SEPARATION	
6. TYPED NAME AND TITLE OF FINANCE OFFICER	7. SIGNATURE OF FINANCE OFFICER	
	8. DATE	

9. FOR CHIEF, TRANSITION PROCESSING:
According to unit records, the above soldier took the following leave:

LOG NUMBER (a)	DEPARTURE DATE (b)	RETURN DATE (c)	TYPE OF LEAVE (d)	SOLDIER'S INITIALS (e)

10. POINT OF CONTACT	11. PHONE NO.
12. SIGNATURE OF COMMANDER OR 1SG	13. DATE

TRANSITION CENTER DIRECTORY

Fort Eustis

Commander, U.S. Army Transportation Center
BLDG 662
Fort Eustis, Virginia 23604-5090
Ms Deatric Elie / SFC Finch
DSN 927-4406/COM 757-878-4406/2227/
~~Fax 927-2181~~ **757-878-4359**

Fort Myer

U.S. Army Transition Point
BLDG 202
Fort Myer, Virginia 22211-5050
PVT Young/ Ms. Phillips
DSN 426-3350/COM 703-696-3520/3332
Fax DSN 426-2780/COM 703-696-2780

Fort Belvoir

DA, USAG Fort Belvoir
BLDG 213
Fort Belvoir, Virginia 22060-5920
SPC Accetta/Ms. Kelley
DSN 655-1027/COM 703-805-1027/4438
Fax 655-3002

Fort Hood

U.S. Army Transition Center
ATTN: Separations/Retirements Branch,
Fort Hood, Texas 76544-5056
Contact Mr. Jim Fields at SWD (214-767-2518)

Fort Richardson

Commander, 203rd PSB, Det 2
Fort Richardson, Alaska 99505-5103
CW2 Sarah Hembree / SSG D. Lambert
DSN 317-384-2669 / COM 907-384-0412/0393 /
fax 384-0374

Redstone Arsenal

Commander, AMCOM
U.S. Army Transition Point
BLDG 3710
Redstone Arsenal, Alabama 35898-5193
Barbara Moudy/Mr. Leary
DSN 788-2717/COM 256-842-2717/fax 788-
7374

Fort Benning

CRC
Fort Benning, Georgia 31905-5010
Ms. W. V. McDonald / Ms. Coraritta Belsar
DSN 835-2715 / COM 706-545-2541 / fax 835-
6312

Fort Rucker

USAAVNC & Fort Rucker
ATTN: TC
5700 Novosel St, RM 280R
Fort Rucker, Alabama 36362-5000
Roy Watkins / Doug Hamrick
DSN 558-9241 / COM 334-255-1816 / fax 558-
9751

Fort Wainwright

Commander, 203D PSB Bldg 3401
Fort Wainwright, Alaska 99709
CW2 D Betancourt / SFC William Hagzan
DSN 317-353-2279 / COM 907-353-2159 / fax
353-2266

Schofield Barracks

Authorized Station of Choice
Commander, 25th ID(L) & USARHAW
ATTN: APVG-PA-PSB-TP
Bldg 2037 (Stop 412 SB)
Schofield Barracks, Hawaii 96857-6000
Sean Karamath / Don Carter
DSN 315-455-1043 / COM 808-655-5064/4374 /
fax 455-6933

Fort Huachuca

Chief, Transition Point
ATTN: ATZS-AGP-T
Fort Huachuca, Arizona 85613-6000
Ted R Hartman / Gail Desmond
DSN 821-1120/COM 520-533-1120/5065/fax 821-
3823

Fort Stewart

Commander, 3d INF Div
ATTN: AFZP-GAM-DT
Fort Stewart, Georgia 31314-5000
Mr. M. Dougherty / Mrs. Betty Culberth
DSN 870-5602 / COM 912-767-5602/8785 / fax
870-6151

Fort Carson

Commander, HQ Fort Carson
ATTN: Transition Center,
Bldg 1218 (AFZC-AG-TC)
Fort Carson, Colorado 80913-5014
Teresa Romero / SFC Gene Garcia
DSN 691-2888 / COM 719-526-4298 / fax 883-
1110

Fort McPherson

Military Personnel Division
ATTN: AFZK-DPM-TC
1598 McIntyre Place SW
Fort McPherson, Georgia 30330-1083
Mr. Hugh Weldon / Marion Monroe
DSN 367-3621 / COM 404-464-2965 / fax 367-3180

Fort Gordon

Chief, USA Transition Point
ATTN: ATZH-HRA-P
Fort Gordon, Georgia 30905-5282
Janet Whatley / Sandy Huffman
DSN 780-4774 / COM 706-791-2914 / fax 780-1698

Fort Riley

Transition Point
ATTN: AFZN-GA-ATP, Bldg 210
Fort Riley, Kansas 66442
Teresa Rader / Donald A. Kidd
DSN 856-2980 / COM 785-239-3320 / fax 856-2671

Fort Leavenworth

Adjutant General,
ATTN: ATZL-GCA-PR,
861 McClellan Ave, Bldg 193
Fort Leavenworth, Kansas 66027-1361
Cindy Helm
DSN 552-2425 / COM 913-684-2425 / fax 552-4240

Fort Knox

Commander, U.S. Army Armor Center
ATTN: ATZK-AGP, Bldg 1384
Fort Knox, Kentucky 40121-5000
Tom Hertz / Larry Carroll
DSN 464-3114 / COM 502-624-3114/1404 / fax 464-4267

Fort Campbell

Personnel Processing Branch
ATTN: AFZB-SSB-M-TC
101st ABN Div (ASSLT) & Fort Campbell
2577A Screaming Eagle Blvd
Fort Campbell, Kentucky 42223-5370
Billie P. Weddinton / William Zentmyer
DSN 635-5280 / COM 270-798-3310/2961 / fax 635-6284

Aberdeen Proving Ground

Commander, U.S. Army Garrison
Aberdeen Proving Ground
ATTN: AMSSB-GAG-MC
2201 Aberdeen Boulevard
APG, Maryland 21005-5001
Ms. Mary Leftwich / SSG Omar Lugo
DSN 298-7017 / COM 410-278-7020/21 / fax 298-9193

Fort Detrick

Commander, USAG
ATTN: MCHD-CSM
1520 Freedman Dr, Suite 300
Fort Detrick, Maryland 21702-5016
Eddie Coleman / Mr. Patrick Garbart
DSN 343-3381 / COM 301-619-3381/3277 / fax 343-3597

Fort Meade

Commander, U.S. Army Garrison
ATTN: ANME-PER-PT
2234 Huber Road
Fort George G. Meade, Maryland 20755-5076
Raymond Moul / Marion Wells
DSN 622-9597 / COM 301-677-9531/3 / fax 622-9598

Fort Dix

Commander, U.S. Army Garrison
ATTN: AFRC-FA-MPO
Building 5418
Fort Dix, New Jersey 08640-5150
Mr. T. D'Abrosca / Mr. Hank Cumming
DSN 944-3373 / COM 609-562-2652 / fax 944-3632

Fort Drum

Transition Center
ATTN: Mr. F. Dantas
537 Oswego Ave., Bldg T-547
Fort Drum, New York 13602
Mr Frank Dantas / LT Torres
DSN 341-6434 / COM 315-772-7771 / fax 341-3885

West Point

United States Military Academy
ATTN: MAAG-P
West Point, New York 10996-1985
Ms. Pamela Lozell / Ms. Earl Vass
DSN 688-8474 / COM 845-938-8452 / fax 688-2736

Fort Bragg

Transition Services Office
ATTN: AFZA-AG-T
18th Soldier Support Group (Airborne)
Fort Bragg, North Carolina 28310-5000
CW2 Cheryl Minick / SFC James Cromwell
DSN 236-7472 / COM 910-396-5602/9694 / fax
236-6131

Fort Jackson

HHC, Transition Point
Fort Jackson, South Carolina 29207-5000
CPT Kim / 1SG Roberts
DSN 734-7177 / COM 803-751-4571 / fax 734-
6889

Fort Sill

Fort Sill Welcome Center
ATTN: ATZR-OPT
Fort Sill, Oklahoma 73503-5100
Linda Tunnell / SFC Gains
DSN 639-5325/COM 580-442-5325/4766/fax
639-7114

Fort Sam Houston

Center, Transition Services,
ATTN: MCCS-BHR-HT, Bldg. 2267
2406 Braunfels,
Fort Sam Houston, Texas 78234-5028
Connie Thomas / Lawrence Riceberg
DSN 471-2964 / COM 210-221-0761/2467 / fax
471-9284

Fort Monroe

Fort Monroe Composite Team
ATTN: ATZF-AGFM-TA
Fort Monroe, Virginia 23651
WO1 Stoney M. King / Ethel Carson
DSN 680-2492 / COM 757-727-3175 / fax 680-
2595

Fort Lee

USA Transition Center
ATTN: ATZM-AGP-T
3312 A Avenue
Fort Lee, Virginia 23801-1723
Thea Williams
DSN 687-7789 / COM 804-734-7790 /fax 687-
7110

Fort Lewis

Commander, I Corps & Fort Lewis
ATTN: AFZH-AGI-PT
Box 339500
Fort Lewis, Washington 98433-5000
Larry Clay / SFC B. George
DSN 357-3582 / COM 206-967-3620 / fax 357-
8000

Camp Zama

Commander, USARJ, 9th TSC
Unit 45005
APO AP 96343-5005
Cedric Green / Ms. Satsuki Sato
DSN 263-3940 / COM 011-81-3117-63-3940 /
fax 263-8259