



# COMMAND INFORMATION FACT SHEET

## COMMAND INFORMATION DIVISION INFORMATION OFFICE

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### ON LEAVING ACTIVE SERVICE - YOUR BENEFITS, RIGHTS AND DUTIES

NOTE: This Fact Sheet summarizes the main points about which a man or woman completing active military service should know. Its distribution to separates at the transfer activity will expedite processing.

#### Program for Progress

Take this Fact Sheet with you. Its information may be of vital importance to your future.

As you process for separation, the briefing you will get on veteran's benefits and obligations cannot possibly cover all the details. Many of the details are in DA Pam 360-526, "Once a Veteran - Benefits/Rights/Obligations," 1967, which you will find in the Official Records Envelope (DD Form 473) given you upon separation. If, for some reason, you don't get the pamphlet, or if you misplace it, this Fact Sheet will be a helpful reminder of the most important benefits, rights and duties ahead of you as a reservist or veteran. You may want to have one of the Veterans' Administration publications about veterans' rights: VA Pamphlet 20-67-1, "Summary of Benefits for Veterans with Service Since January 31, 1955," revised May, 1969, which you can get free of charge from the nearest VA office, or have mailed to you. Check the nearest big city phone book, or write the VA, Washington, D. C. 20420. There is another, and more detailed, VA brochure, VA Fact Sheet IS-1, "Federal Benefits for Veterans and Dependents," January, 1969, which may be available at VA offices, and regularly on sale for 30 cents by the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

#### Orientation Items

The list that follows, adapted from AR 635-10, covers the agenda of your separation briefing, depending upon the type of separation: Relief from Active Duty (transfer to reserve status); Discharge (no reserve obligation); or Retirement (completion of military career):

<u>Orientation Requirements</u> by Type of Separation	Relief from		
	<u>Active</u> <u>Duty</u>	<u>Discharge</u>	<u>Retirement</u>
DA Pam 360-526, "Once a Veteran"	X	X	
Protection of Separation Documents	X	X	X
Selective Service Obligation	X	X	X
Reemployment Rights	X	X	
Civilian Employment Opportunities	X	X	X
Unemployment Compensation	X	X	X
Reserve Participation	X	X*	
Safeguarding Military Information	X	X	X
Commercial Life Insurance	X	X	
Conversion of Servicemen's Group Life Insurance (SGLI)	X	X	X
Enlistment or Reenlistment in RA	X	X	
Review of Discharge (if other than honorable)		X	
Retired Activities Program			X
DA Pam 600-5 (Retired Personnel Handbook)			X
Military Status of Retired Personnel			X
Payment Procedures			X
Travel by POV to Home of Selection in Alaska, Newfoundland or Central America			X
Wearing the Uniform	X	X	X

Each of the above items will be considered below.

DA Pam 360-526, "Once a Veteran"

There is one item not in the above list which is spelled out in the DA Pam 360-526. That is schooling. To be eligible for financial aid toward education, you must have had at least 181 days of continuous active service. Active duty for training doesn't count. Basic Combat Training (BCT) time can't be included, nor can the active duty time of men in the Reserve Enlistment Program (REP). However, REP men called to active duty in May 1968 will have compiled almost two years of active service by the time of their release, and this means that they will be eligible for the full 36 months of educational assistance. Since the 36-month maximum refers to months of actual schooling, the period equals a four-year college course, which normally has no more than 36 months of classroom attendance. A man who hadn't finished high school before he entered the Army, but who wanted to go on to college, could get monthly benefits while completing high school without affecting his eligibility for college support. Incidentally, you have eight years after release from active duty to complete your GI bill studies. Keep in touch with your local VA office for changes, extensions of time or final deadlines.

\*Women only

DA Pam 360-526 contains an important set of deadlines for separatees:

Veterans Benefits Timetable  
(after separation)

You are Required Within:

Where

10 days - - -	To advise Selective Service of your address in person or by mail.	Any local board
30 days - - -	To register with Selective Service (if you were not registered prior to entry on active duty).	Any local board

You Have:

90 days - - -	To apply to your former employer for reemployment.	Employer
120 days - - -	To retain insurance protection by converting your Servicemen's Group Life Insurance to an individual policy without examination (Office of Servicemen's Group Life Insurance, 212 Washington St., Newark, New Jersey 07102).	Approved insurance company (get list from SGLI office)
1 year - - - (from date disability rating)	To obtain GI life insurance with service-connected disability.	VA office
1 year - - -	To file for dental care (but VA advises acting within 6 months for quicker care: After 6 months, previous dental records must be received by clinic before care can be given).	VA office
1 year - - -	To receive unemployment compensation.	State employment service
8 years - - -	To complete GI education (you must begin course in time to finish in 8 years).	VA office
10 years - - - (plus 1 year for each 90 days' active duty)	To obtain GI loan.	VA office
No time limit - - -	To file compensation claim for injury or disease.	VA office
No time limit - - -	To obtain VA hospital care.	VA office
No time limit - - -	Assistance in finding employment or job-training program.	Local office of state employment service

### Protection of Separation Documents

Your DD Form 214 is an indispensable document. It is the official record of your transfer from active to reserve duty, or discharge. You have to show it when applying for VA benefits; for unemployment insurance; when processing for reemployment or applying for a new job, and for many other actions. Have it recorded at the City Hall or County Courthouse of the area in which you intend to live. A certified photo-copy can be used when needed.

Take good care, too, of the TD Form W-2 (Wage and Tax Statement) which you will get with your final active duty pay. You need it to file with Federal income tax and state tax, where applicable.

Other papers that should be safeguarded are the SPHS Form 731 (International Certificate of Vaccination) or "shot record" which should be brought to the attention of your doctor so that your immunizations will be part of your continuing health record. Take good care, too, of your DA Form 2139 (Military Pay Voucher), which you need if you intend filing for unemployment benefits.

### Selective Service Obligation

If you were registered with Selective Service before entering the Army, you must notify your local board within ten days of the date you left active duty. Your DD Form 214 and separation orders show this date. If you were not registered, you have 30 days to meet the registration requirement. Make sure they have your correct mailing address.

### Reemployment Rights

The Military Selective Service Act of 1967, as amended, protects your right to the job you left with a private employer or with the Federal Government. If you are a reservist called to active duty for an extended period of time, your reemployment rights cover that period. Persons called to active duty since 1 August 1961 have retained employment rights for up to four years of active service. An additional or fifth year may be covered at the request of the Government.

At time of separation you are advised that if you want to get your job back, you must apply to your old employer within 90 days. Even if you have other plans, you should find out what the boss has to offer. The law entitles you to the benefits of such seniority and wage increases as may have occurred while you were away.

Your old employer may not know the extent of his obligation to take you back. The nearest regional office of the Office of Veterans' Reemployment Rights (OVRR) will be glad to provide the facts for clearer understanding of the reemployment program.

As part of your separation briefing, you should fill out an OVRR-2 form, if you want this agency's help. The form enables them to get in touch with you

to offer assistance on reemployment rights, on entering a desired training program for a new career field, or finding a suitable new job. If you did not fill out an OVRR-2 form, send for one from the nearest OVRR office. Your local state employment office has the address.

#### Civilian Employment Opportunities

As a veteran you are entitled to five points added to your score on a Federal Civil Service examination. You get 10 points if you have a service-connected disability. For information on job openings, visit or write the office of the US Civil Service Commission in your area (your post office has the address) or go to the nearest Federal Building where US Civil Service openings are advertised and methods of application posted. Incidentally, retirees must wait 180 days before becoming eligible for employment by the Department of Defense, unless a waiver is granted.

Many state or municipal jobs offer veterans' preference. If you are interested in such employment, write your state Civil Service Commission in the state capitol, or drop in at the local city hall or other local government office.

For college graduates wanting to survey placement opportunities, there is the College Placement Annual, showing needs of corporations and Government agencies. A copy is available for college graduates at the transfer activity.

#### Unemployment Compensation

If you are able to take a job, but have none upon separation, you may be eligible for unemployment benefits. When you register for placement with your state employment service, ask how to file for unemployment benefits. You may not collect such benefits if you are receiving certain educational allowances, and you are also denied compensation for any period of accrued leave for which you were paid at the time of separation. Be ready to show your DD Form 214, your social security card and record of employment, if any, for the past two years, when you go to register.

#### Reserve Participation

After completion of active service, you may still have a reserve obligation to meet. At the transfer activity, you will have been advised about the reserve requirement as it applies to you. Here is a brief summary of Reserve facts:

The Reserve components of the Army are the Army National Guard (ARNG) and the US Army Reserve (USAR). There are three categories of reserve status: The Ready Reserve, the Standby Reserve and the Retired Reserve.

The Ready Reserve is made up of units and persons who may be called to immediate active duty in time of national emergency declared by Congress, proclaimed by the President, or otherwise authorized by law.

The Standby Reserve contains those who, after active duty and service in the Ready Reserve, are transferred to inactive reserve status for the remainder of their obligated term. Standby Reservists have no mandatory training requirement, but may be called to active duty in a national emergency or after a declaration of a state of war by Congress.

The Retired Reserve contains mostly retirees from the military career and others retired for disability. The special skills of some people in this category may be called into active service in time of war.

Now, a brief look at the reserve obligation, over-all. Normally, the two-year draftee has a two-year Ready Reserve membership ahead, and then a transfer to a Standby Reserve for the final two years of his six years' service. He has a 90-day readjustment period during which he can shop around for a National Guard or Reserve unit within commuting distance of his home, if they have a space for him.

By the 61st day, if the transferee from active to reserve status hasn't found a "reserve home," the US Army Administration Center, St. Louis, may assign him to a unit in his area. If there is none within traveling distance, or if there is no opening for a man with his particular MOS, the Center may assign him to the US Army Reserve Control Group (Annual Training), the pool of reservists who, for one reason or another, cannot take the regular weekly reserve training.

Many reservists enlist in the State Guard or join a US Army Reserve unit for definite advantages. They train with the same group of men, develop friendships and have good times together.

The EM who, as soon as he completes two years of active service goes into a reserve unit, has to take unit training for only two years, or until the fifth anniversary of his combined active and reserve service, whichever comes first.

The man in the Control Group cannot transfer to the Standby Reserve until the end of his fifth year of combined active and Ready Reserve service, and if called up may be sent anywhere to serve in a unit completely new to him.

The justification for this is seen in the contrasted training requirements. The man in a training situation attends 48 mid-week or weekend meetings, plus a 15-day annual active duty for training period. The man in the Control Group is required to take the 15-day annual training only.

The man who enlisted in the Reserve Enlistment Program (REP) by joining a Reserve component unit (ARNG or USAR), normally took six months of active duty and had five-and-a-half years of reserve duty to perform. Many REP men were in units called to active service in May 1968. The following information is of importance to them and all persons returning to reserve status or completing obligated service who were in the called-up units.

Those enlisted USAR individuals who have served on active duty (to include all periods of active duty for training) for twenty-four or more months will, upon request, be assigned to the appropriate control group of the Individual Replacement Reserve (IRR) for the remainder of their six-year statutory obligation. Those enlisted USAR individuals who have served less than 24 months on active duty (including all periods of annual active duty for training) will be reassigned to their original units. Enlisted USAR members who have served in a hostile fire zone, regardless of the amount of time served on active duty, upon request will be assigned to the appropriate control group of the IRR.

Army National Guard (ARNG) members eligible for transfer either to the IRR, Standby Reserve, or Retired Reserve, may request such transfer subject to the approval of the appropriate state governor.

Persons who complete a normal short tour prior to the demobilization of their original unit will be redeployed and separated at the transfer stations as individuals. EM who complete their obligation or have an ETS prior to demobilization of their original unit will be separated as individuals upon expiration of their obligation or expiration of term of service (ETS). Those who were ordered to active duty with a unit and subsequently transferred to another mobilized Guard or Reserve unit will be separated at the time the earlier of the two units is demobilized.

At time of separation, whether there is a reserve obligation to fulfill or not, the possibilities of a reserve career should be considered and its advantages understood: Promotions and a day's pay for each drill attended, pay in grade that is, plus a day's pay for each of the 15 served in annual field training. By staying with his Ready Reserve unit after the obligated tour is over, a man continues to train with the same outfit and stays with them in the event they are called up by a Congressional declaration of national emergency or war. Then, after 20 years of combined active and reserve duty, at age 60, the reserve careerist gets retirement pay and lifelong benefits such as the PX, the commissary, and medical service equal to that of the Regular Army retiree.

#### Safeguarding Military Information

Release from active service does not relieve a man from his military duty to safeguard classified military information. To divulge such information, even to members of one's own family, might jeopardize the national security and violate espionage laws.

#### Commercial Life Insurance

If, when you entered upon active service you took advantage of the Soldiers' and Sailors' Civil Relief Act to have the Government guarantee premium payments on your commercial life insurance policy, remember that this guarantee ends two years after you leave active duty. To continue the insurance, you must resume premium payments and arrange with the company for repayment

of back premiums. If you don't make such arrangement, the unpaid premiums are charged as a loan with interest against the policy. Neglect can cost you the entire value of the policy, when the debt, with increasing interest charges, finally exceeds the face value of the policy itself.

Conversion of Servicemen's Group Life Insurance (SGLI)

You can convert this insurance to a commercial policy, and have 120 days after leaving active service to do so. Just select the participating company you want to deal with, apply to them for conversion, inclosing the first premium payment and a copy of your DD Form 214. They will handle the rest. The VA, within three weeks of your separation, will write explaining insurance conversion, inclosing a complete list of some 600 participating commercial insurance companies. If you don't hear from them, or have any question, write to the Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, New Jersey 07102. There is an advantage to conversion if you have a disability: There is no physical examination required for the changeover.

Upon release from active duty, if for reasons other than completion of active duty for training and/or retirement, you and your authorized dependents lose eligibility for medical care at military expense. It is therefore in your interest to know about short term medical insurance which covers you from the day you leave active service. The Department of Defense has arranged with two large commercial agencies to sell medical policies giving 90 days' coverage, during which you can make arrangements for long-range insurance. You should be briefed on this insurance at the transfer activity and given the company brochures that tell you about it. Application forms are at the backs of the brochures. You have to pay for the coverage in a single full payment before separation processing ends. If you don't get the briefing or the brochures, ask for them.

Enlistment or Reenlistment in the Regular Army

A man with four or less years of service who acts within three months after separation may reenlist in grade and may qualify for one of these options: Army Career Groups; Army Bands; Army Service School Courses; Special Forces; Special Intelligence Duties; Army Security Agency; Oversea Assignment (other than the one returned from); Army Air Defense, or Airborne. A second choice should be indicated, if a vacancy in first choice isn't available.

The man who reenlists may also be eligible for a reenlistment bonus, payment for accrued leave and travel pay and up to 45 days' reenlistment leave may be authorized, to be taken before reporting to the new assignment.

To reenlist for Army Service School courses or an oversea area you have to be E5 in grade or lower, with over four but less than seven years of active Federal service.

If you have had more than seven years of active Federal service, you must reenlist immediately after separation or stay out for 93 days. If you decide to go back in after that, you lose the re-up bonus and have to take a one-grade reduction.\* If you have had this much time in and are uncertain about reenlisting, keep the door open by not signing your DD Form 214 or accepting final separation pay until you talk matters over with a career counselor at the Post Reenlistment Office or finally decide on a course of action. Once you accept final pay, the only way back is through a recruiting main station.

If you plan to reenlist, but not during processing at the transfer activity, you will receive a DA Form 1811 (Physical and Mental Status on Release from Active Service) which is good for one year, making it unnecessary to re-take mental tests. Use the form within 90 days and you won't have to take a physical examination prior to reenlistment. If the form isn't given to you during transfer processing, ask for it.

#### Review of Discharge (if other than honorable)

Persons concerned will have explained to them during processing, just how the Army Discharge Review Board (AR 15-180) and the Army Board for Correction of Military Records (AR 15-185) operate. Such individuals can further pursue the matter of review and possible correction by writing for forms and information to the Commanding Officer, US Army Administration Center, St. Louis, Missouri 63132.

#### The Retired Activities Program

Under this program, initiated in 1955, there are Retired Activities units at DA level and in Army areas across the country, ready to help all retirees. There are units in overseas commands as well.

#### DA Pam 600-5 (Retired Personnel Handbook)

Every retiree gets a copy of this book. It lists Retired Activities Unit addressees and gives valuable information on Government support for travel and shipment of household goods to one's home site; on training for civilian employment; and other matters of importance to the retiree and his family. The monthly "Retired Army Personnel Bulletin" keeps retirees aware of developments in their interest. To keep getting it, make sure The Adjutant General: AGPO-A, DA, Washington, D. C. 20315 has your current address.

#### Military Status of Retired Persons

Retired RA officers go on the US Army Retired List, remain subject to military law and may be ordered to active duty by the President and assigned duties he deems necessary to the national defense.

Retired Reserve officers, RA warrant officers and EM who had temporary commissions or warrants in the Reserve components, and receive retired pay of the component in which they served, are placed on the Army of the US Retired List.

\*E6 and below have 30 months without loss of pay grade: AR 601-210 as changed.

Such persons may be ordered to active duty in time of war or national emergency declared by Congress, but not at other times without their consent unless the Secretary of the Army, with the approval of the Secretary of Defense, determines that the Ready Reserve lacks enough qualified members who are readily available.

Those retired with disability which may be permanent are on the Temporary Disability Retired List. Refusal to take the physical examination required every 18 months of persons on this list, or failure to report as ordered, may be cause to terminate disability pay.

#### Payment Procedures for Retired Personnel

Monthly pay checks, mailed on the last calendar day of each month, will be issued by the Chief, Retired Pay Division, Finance Center, US Army, Indianapolis, Indiana 46249. The retiree who wants checks mail to his bank must find out from the bank whether a limited power of attorney is required for such action.

#### Travel by POV

Retired persons traveling to homes in Alaska, Newfoundland, or Central America (including the Canal Zone) in their own cars, must have it authorized in orders. If it isn't, the reimbursement voucher must be approved by the CG of the Finance Center in Indianapolis.

#### Wearing the Uniform

At times deemed proper by the Commanding General of an area, and in ceremonies that call for wearing of the uniform, retirees may so appear, with insignia of grade held on the retired list. The occasion must be one in which military garb is more suitable than a civilian suit, and the event must be military in character. The uniform will not be worn in connection with any commercial enterprise, nor exploited in any way which might tend to bring disgrace or reproach upon it.

#### An End to Processing

Now, the procedures, the form-filling, the questions and answers, all intended to inform you of the **benefits**, rights, privileges and obligations that are ahead of you as an ex-soldier, are over. For many, military duty continues in the Reserve Forces, although sharply curtailed. For some, the return to civilian life may make the Army seem remote; but some things about your service will be with you forever - not unpleasant things which the mind tends to reject - but good, worthwhile memories. If you were in Vietnam, such memories may include a village scene, a child, a girl, a buddy. Whatever your recollection and in whatever you do, the Army wishes you every success for a bright future you have so fully earned.