

Sanctuary Information Sheet

This information sheet is being provided to help explain how Reserve Soldiers can apply for the Sanctuary Program. It also lets you know what you should expect when entering active duty (AD) under this program. All sanctuary applications are sent to the Mobilization Support Branch, RC Tours Section located at the Human Resources Command-St Louis.

CONTACT INFORMATION:

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What is Sanctuary?

Title 10 USC, 12686a. Commonly referred to as “18 year lock in”, “Sanctuary” is the term that is used for Reserve Component (RC) Soldiers who are mobilized, and have achieved at least 18 years, but less than 20 years of Active Federal Service (AFS). RC Soldiers are required to apply for sanctuary and may be retained by law until they reach 20 years AFS when they become eligible for retirement pay.

When should I apply for Sanctuary?

If you know that your mobilization orders will take you over 18 years of AFS, you should submit your packet for sanctuary about **120 days** prior to your demobilization date. Once approved for sanctuary, Soldiers are eligible for world-wide assignments based on the needs of the Army.

How are Sanctuary assignments determined?

The Mob Support Branch DOES NOT determine where a Soldier will be assigned. Enlisted (SGT - MSG/1SG) assignments are determined by Enlisted Personnel Management Division (EPMD) based on the Army's need for a particular rank and MOS. Assignments for SGM/CSM are determined by the SGM Branch. Assignments for officers (WO1-LTC) are determined by Officer Personnel Management Division (OPMD). Assignments for Colonel's are determined by Senior Leadership Development Office (SLDO). Assignments for General Officers are managed by General Officers Management Office (GOMO). The only exception to this concerns medical personnel whose assignments are determined by MEDCOM.

Can I apply to go Regular Army?

Yes, sanctuary Soldiers who are eligible to serve beyond 20 years AFS (dependent on age and years of service) have the option to apply into the Regular Army, but can only stay in until they reach the Retention Control Point (RCP) for their rank. On the DA 4187 the Soldier will state “will or will not enlist into the Regular Army”. If the Soldier circles “will” enlist into the Regular Army, their packet will be sent to the RC to AC team for processing. In addition to this request additional documents will be needed for the RC/AC packet. The checklist is located at:

<https://www.hrc.army.mil/site/protect/Active/dcsops/reservecompo/index.htm>

What are pay entitlements while on Sanctuary?

Soldiers will receive Basic Allowance for Housing (BAH) based on duty station zip code and marital/dependent status. While on orders you are authorized to move your family to the area of your gaining command. You will not be authorized family separation pay unless the assignment prohibits your dependents to PCS. If you are married or have dependents and your dependents are moving with you, then you are entitled to add your name to the family housing list and reside on post. The wait list for Government Quarters varies per installation. If you are a single Soldier without dependents, the gaining unit may require that you live in the designated billets. Check with your gaining unit PSNCO about the rules on enlisted Soldiers BAH entitlements. Enlisted Soldiers will receive a clothing allowance. Enlisted Soldiers will not be allowed to DX military clothing once this begins. Officers are not entitled to a yearly clothing allowance.

How will I be assessed into the Regular Army Pay System?

The Mob Support Branch will assist Soldiers initially assessed into pay through a special accession cell at HRC. However, the gaining installations must input all local entitlements. It will take a minimum of 3 working days from the start date of the Soldier’s orders for this to be accomplished. Please keep in mind we have no control over the cutoff dates set by DFAS Indianapolis. If the Soldier misses the cutoff date that is set the Soldier may request a casual pay from the local finance office.

Will I be able to view my pay on the MYPAY website?

Yes, it will take up to 4 to 6 weeks before you will be able to view your AD LES on MYPAY. Once your information is available to view, you will see two windows to select from, one that will have your Reserve information and other that will have your AD information. You will need to access the active duty side to view your current LES for your Sanctuary status.

How long will it take to process my application for Sanctuary?

A minimum of 120 days to process requests is required. It is your responsibility to submit all the documents that verify you’re AFS. ***If you are missing any documentation such as DD214, you must find orders plus the LES that verifies you completed the time that has been indicated on the order. YOU MUST HAVE A DD214 for EACH PERIOD OF SERVICE OVER 89 ACTIVE DUTY DAYS.*** (Note: Orders without a corresponding LES are not valid source documents.) The only orders that we can accept as a valid source document are your current mobilization orders. If

you are missing, any other documents on the Sanctuary Checklist your packet will be returned without action.

What kind of order are Sanctuary Orders?

Sanctuary orders are **PCS orders**, not TCS or MOB orders. These orders authorize you Movement of Dependents and Household Goods. **DUAL LODGING IS NOT AUTHORIZED.**

What if I will have 20 years AFS upon completion of my mobilization?

You will also need to submit a **Retirement Checklist** with all the supporting documents outlined on the checklist to include a DA Form 4187 (Personnel Action) and DA 31(PTDY and Terminal leave) in order to retire at the end of your mobilization. Upon receipt of all the required documents we will validate your request and process the packet to get you retired at the end of your mobilization period. Ensure that you submit this request at least 120 days prior to demobilization to allow you to use your accrued leave (if desired).

When do I receive my Approved Sanctuary Retirement?

All approved Sanctuary Retirements are sent to the Soldier and the Installation's transition center (Retirements Branch) up to one year from the scheduled date of Retirement.

What regulation governs Retirement?

AR 635-200 for enlisted and AR 600-8-24 for officers

How can I request Extension?

A request for extension **MUST** be submitted in writing no later than 120 days before you are scheduled to retire. Both the Soldier and the first O-6 for which he/she works **MUST** submit a memorandum requesting an extension. The memorandum from the O-6 must have justification as to why the Soldier should be extended. All extensions are approved by HQDA G-1 on a case by case basis.

Does STOP LOSS affect Sanctuary Soldiers?

Sanctuary Soldiers are Reserve Soldiers assigned to active duty units. Reserve Component Soldiers assigned to Active Army units are not affected by the AA Unit Stop Loss Policy, according to the PPG, Ch 4d (1) (b). Additional clarification can be found in MILPER message 06-232, paragraph 3.D.

What if I want to withdraw my packet once I have been accepted into the program and receive orders?

In accordance with Title 10 12686, once we receive your packet and you have received orders for an assignment you have accepted, you cannot withdraw the request. The only exception to this policy is by submitting a request to the Secretary of the Army delegated to the Assistant Secretary of the Army for Manpower and Reserve Affairs. If you wish to withdraw the request you must submit the reason in memorandum format through your chain of command to this office and we will forward it for a decision.

What if I wish to request retirement before the end date of my orders?

In order to request for retirement before the end date of your orders, you will need to inform us 6 months out so we can initiate the retirement process. If you reach or will reach 20 years AFS before the end date on your orders you have the choice to request to retire early. We do not retire you, but we assist the installation in the process. Submit two DA Form 4187s and a DA Form 31 to request retirement with the following information:

1. Request to retire before the projected retirement date on my orders.
2. I am requesting a retirement date of: _____ or _____.
(list 2 different dates; the dates must be the last day of the retiring month)
3. I am requesting to use _____ days of transition leave. (DA Form 31 {Request and Authority for Leave} must be attached).
4. I understand that once this request is approved I cannot withdraw it and I must retire. _____ (SM's initials).

The DA Form 4187 (second DA 4187 see AR 635-200 for enlisted and AR 600-8-24 for officer) and leave form must be signed by your Commander and forwarded to this office. Please submit this request as early as possible. Upon receipt of this request we verify the date in which you will reach 20 years AFS, process the packet and forward the information to the retirement center at the installation you are attached to.

Am I required to continue taking the APFT and Weigh-in while on Sanctuary?

YES, you are required to remain IAW AR 600-9 and take an APFT. You are not exempt from flags or any other UCMJ actions while on Sanctuary.

What do I need to do in regard to my Reserve Component (RC) Unit?

You must completely clear the unit of all unit equipment and hand receipts per the guidelines that are outlined by your units clearing procedures. You will also be required to complete all administrative actions, prior to being issued sanctuary orders, such as closing out any OERS/NCOERS prior to coming into the Sanctuary Program. All Soldiers are required to be released from their current reserve assignments. The following information is a guide to help with the process:

All Soldiers (USAR, ARNG, IMA, IRR) will remain a member of their respective component in regard to promotion issues. All other administrative actions, UCMJ, and pay issues will be the responsibility of your attached unit per your sanctuary orders.

It will be your responsibility to forward a copy of the sanctuary orders to your parent command/unit. If you will need to have a memorandum from this office verifying that this office is placing you on an active duty assignment we can provide that for you at your request.

Why am I required to take 14-20 days Terminal leave prior to my end date?

Once you forward your DD214 and REFRAD order to us, we will use those 14-20 days to get an assignment and publish PCS orders. If not you will have a break in service.

Can I take leave before reporting to my new assignment?

Yes, you must report NLT 1700 on the reporting date as stated on your Sanctuary orders. Your orders bring you on active duty from your current home address. You will need to settle your mobilization travel voucher with your Finance Office prior to starting your active duty sanctuary orders.

Am I authorized Permissive TDY once I get to my assignment?

Once you report to your gaining unit, it is up to your gaining commander to determine your eligibility for permissive TDY (10 days maximum to include weekends). If at all possible you should refrain from taking Permissive TDY until after you have completely finished your in-processing of the installation assigned. Failure to in-process completely or in a timely manner may cause problems. You are authorized to reside in the Guest Housing on post for up to 10 days while looking for more permanent quarters. If no on-post lodging is available you must obtain a "Statement of Non-Availability" from Lodging/Housing, in order to be reimbursed for off-post lodging.

Am I entitled to an Advance Pay for travel to gaining unit?

No, because you are not yet loaded into the active duty pay system. Your settlement voucher, which you will file at the installation, once you have arrived, will cover all travel expenses from home to gaining command.

What should I expect when I arrive at my new Duty Station?

Upon arrival at the installation, you must in-process at the installations in/out processing center. The unit should assign a sponsor to you to assist in your in-processing. Duty uniform is required for in-processing. Please be patient with the installation, some installations will not know how to handle you based on your Sanctuary status.

Will I be able to attend schools while on Sanctuary?

Since your period of AD is normally 2 years or less, it depends on whether it benefits the Army. Only the required NCOES and Officer Development Courses are allowed. Each case is looked at on an individual basis and ruled on independently.

Can I transfer my leave from Mob status to the Regular Army Pay System?

Yes, you must first get your unused mobilization leave days verified and documented by the finance office. Please have your commander sign a memorandum stating the following information and then fax the memo to this office. See example of leave verification memo:

AHRC-PDZ-RC

Current Date

MEMORANDUM FOR DFAS

SUBJECT: Verification of Leave for LAST NAME, First Name, Rank, SSN

1. Request transfer or cash in of accrued leave to DJMS-AC for Soldier listed above. The following is a breakdown of used and unused leave.

Total Days Accrued: ___
Total Days Used: ___
Total Days Cashed In: ___
Balance to Transfer: ___

2. I have verified that this information is correct. Soldier is not scheduled to use anymore leave between now and the start date of his/her active duty tour.

3. Point of contact is for this action is _____. POC email address is _____.

SIGNATURE BLOCK
Demobilization Finance OIC

Who manages my MPRJ, Medical and Dental Records?

It is important that you get your MPRJ from your RC parent command/unit and hand carry the records to the gaining installation. You will need all these records to be properly in-processed at the installation. If it is impossible to obtain your MPRJ in time then you should try to access their digital file on <https://www.hrc.army.mil/site/reserve/> Print all the documents you can so that the installation can create a temporary file until your personnel record is received.

If I get promoted, can I retire with that rank? Do I have a time requirement to keep the rank?

If a Soldier gets promoted before entering the Sanctuary program, he may retire at the promoted rank if all time requirements can be met before retirement. Once an enlisted Soldier enters the Sanctuary program, he/she is not eligible for promotion consideration. Officers compete on the Reserve Active Status List (RASL) and Warrant Officers compete on the Active Duty List (ADL) for promotion. Existing promotion policies currently in effect for commissioned officers, warrant officers, and enlisted Soldiers remain in effect. Promotion guidance can be found in AR 135-155, AR 600-8-19, chapter 5 (Reserve enlisted), and AR 600-8-29.

Do I need to do anything to my Thrift Savings Plan (TSP), Delta Dental Plan, Family SGLI or DEERS?

TSP- You must transfer this over to the active component. Go to the website for **MY PAY** and it gives important information on how to update, start or change your TSP.

Delta Dental – In order to start or transfer your family dental plan from the reserve component to the active component, you will need to ensure that you discuss this during your finance appointment. They have all the documentation that you will need to take care of this.

DEERS -You must re-register under your new orders to change your status to active duty to receive benefits and to receive ID cards for your dependents. Your end date on your orders will act as the ETS date for DEERS. To locate your nearest DEERS location, go to www.dmdc.osd.mil/rsl/owa.home . You also need to verify all your dependents are enrolled in TRICARE (www.tricare.mil/mybenefit/home/overview/Eligibility/DEERS)

SGLI - Make sure that finance either initiates or transfers your SGLI to AD if you wish to carry this coverage.