

## POINT PAPER

1. PURPOSE: The purpose of this point paper is to standardize the procedures for the submission and processing of request to change de-mobilization (de-mob) stations for deployed units. If there are any questions on the procedures or format please contact one of the points of contact listed above before forwarding the request to First Army.
2. ISSUE: No standard or formalized procedures in place for submitting request to change de-mob stations to First Army.
3. GENERAL GUIDANCE:
  - a. Provide electronic copies of request memo signed by the first 06 in the theater chain of command. Request will not be processed without a 06 signature.
  - b. Provide complete unit data for all UICs/DUICs with de-mob window. Do not provide exact de-mob date (classified); instead provide an estimated window, etc mid-month or end of month. In the subject line of the email include unit name and UIC for easier processing.
  - c. Once received at First Army, request will be reviewed for completeness and entered into the request tracking system. Request will then be forwarded to Division-E or Division-W for coordination with mobilization stations for supportability.
  - d. Equipment movement and/or issues must be coordinated with First Army G-4 staff.
  - e. Once Divisions have ascertained supportability, they will notify First Army via email. First Army will then approve or disapprove based on established criteria. This decision will then be passed to the Divisions, First Army G-3 Movements and G-4 Logistics for necessary actions.