DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATBO-BP

14 APR 97

MEMORANDUM FOR

Commanders, TRADOC Installations
Commandants, TRADOC Service Schools

SUBJECT: Renegotiation of MOS for Holdover Trainees Pending Security Clearance

1. TRADOC staff is currently reviewing policies which impact the number of holdovers in the training base. One category is security holdovers.

2. Renegotiation of trainees' MOS will help to reduce the number of security holdovers, but there is no blanket solution. Enclosed guidance provides information to assist installations in this process. This guidance provides commanders and installation staff proponents a standard process to follow and establishes 60 days as the maximum number of days a trainee should remain in security hold status.

3. Understand most TRADOC installations are already identifying soldiers for renegotiation action where there is potential for long-term hold status. Ask your continued support in this effort. Believe that maximizing renegotiation of MOS for security holds will help assist TRADOC installations in managing anticipated increase in holdover population in FY97.

4. Point of contact is LTC Westrum, Personnel Support Division, DSN 680-5078 or commercial (757) 728-5078.

5. TRADOC--Where Tomorrow's Victories Begin!

FOR THE COMMANDER:

Encl

JAMES J. CRAVENS, JR.
Major General, GS
Chief of Staff

CF:
HQ TRADOC, Deputy Chief of Staff for Intelligence

TRADOC MOS RENEGOTIATION GUIDELINES
FOR
SECURITY HOLDS

1. **Purpose.** To provide information and guidance to installations on processing voluntary MOS renegotiation actions for trainees in security hold status.

2. **References.**

a. Army Regulation 380-67, Personnel Security Program, 9 Sep 88.

b. Army Regulation 612-201, para 3-24, Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers, 26 May 87.

c. Army Regulation 635-200, para 7-16, Enlisted Personnel, 10 Oct 90.

d. TRADOC Regulation, 350-6, para 3-20, IET Retraining Policy, 22 Dec 93.

3. **Scope.** Trainees in the following categories are subject to renegotiation of MOS:

a. Trainees who cannot move from BCT site to AIT.

b. Trainees waiting for security clearance to begin AIT.

c. Trainees waiting for security clearance to complete classified portion of an AIT course.

d. Trainees in hold status after graduation waiting for completed security clearance.

4. **Discussion.** Trainees in hold status create unacceptable readiness problems for the Army and cause morale problems for the trainee and his/her unit. Renegotiation of MOS provides a means by which installations can reduce numbers of holdover trainees pending security clearances.

5. **Procedural Guidance.** The following information provides procedures and guidelines for identifying and processing MOS renegotiation actions:

a. **BCT/AIT Trainee Initial Inprocessing:** During inprocessing at BCT/AIT, the personnel processing center will review files, identify those trainees who need security clearances for AIT, ensure that a security clearance has been initiated, and advise installation security office.

b. **During Training:**

(1) Security office will coordinate with CCF/DIS to determine those trainees who are potential long-term security holdovers upon graduation from BCT/AIT.

(2) Trainees identified by CCF/DIS to receive Letters of Intent (LOI) to deny security clearance must be reclassified into another MOS rather than processed for MOS renegotiation action.

(3) BCT trainees who meet interim clearance eligibility criteria as outlined in AR 380-37, Personnel Security Program, may be authorized an interim clearance and moved on to an AIT site upon completion of training.

c. **Actions During Hold Status:**

(1) Personnel processing center will post ATRRS HO screen with "=" code (Pending Security Clearance).

(2) Installation security office will provide weekly status updates to the brigade commander and personnel center on trainees in security hold status.

(3) In the event that a security clearance is completed on a trainee, the security office will inform soldier's brigade commander and personnel center to begin movement on to next assignment.

(4) Trainees identified by security managers, in coordination with CCF/DIS, for potential long-term hold (several months) will be identified to the brigade commander for voluntary renegotiation of MOS.

d. **Trainees in Security Hold Status after 60 Days:**

(1) Trainees who have 60 days in hold status due to lack of security clearance will be identified for voluntary renegotiation of MOS.

(2) Trainees identified by CCF/DIS to local security manager as having significant problems in their background that warrant possible separation action will not be considered for renegotiation of MOS.

(3) Brigade/battalion commander will document and identify for the company commander those soldiers in security hold status who meet criteria for renegotiation (potential long-term hold or have 60 days in hold status).

(4) Company commander will advise and counsel trainees on voluntary renegotiation action based on information provided by the brigade/battalion commander and the local security manager.

(5) Company commander will forward request for voluntary renegotiation through battalion commander to brigade commander for approval and endorsement to local personnel center (see Figures 1-3).

e. **Process Trainee for Renegotiation of MOS:**

(1) Personnel center will request action for voluntary renegotiation of MOS and process necessary administrative actions and schedule appointment with soldier (waiver of initial enlistment contract)(Figure 4).

(2) Personnel center will work with trainee on a case by case basis in determining possible renegotiated MOS options (Appendix A).

(3) Personnel center will provide copy of completed renegotiation action to unit, update trainees record (201 File), and update status on ATRRS.

(4) Personnel center will forward memorandum to installation security office identifying those soldiers whose MOS have been renegotiated.

(5) Security office will notify CCF/DIS upon receipt of completed renegotiation action to close out trainee's security investigation at DIS.

6. **Local Procedures**. Local procedures and administrative process may be used in place of those shown here. Deviations from these guidelines must ensure that the expedient processing of security hold renegotiations are for the good of the soldier and the Army.

EXAMPLE MEMORANDUM AND ENDORSEMENTS

OFFICE SYMBOL DATE

MEMORANDUM FOR Cdr, 1st Bn, 55th Tng Bde

SUBJECT: Request for MOS Renegotiation

1. The following trainee(s) request approval to renegotiate their MOS due to lack security clearance:

RANK/NAME(S)	SSN	UNIT	REMARKS

2. POC for this action is the undersigned.

Company Commander's Signature

Figure 1

OFFICE SYMBOL (1st End) DATE
SUBJECT: Request for MOS Renegotiation

Cdr, 1st Bn, 55th Tng Bde

FOR Cdr, 55th Tng Bde

1. The trainee(s) listed in basic memorandum is/are approved for MOS renegotiation action. Request appointment be scheduled with personnel center for voluntary MOS renegotiation.

2. POC for this action is CPT Doe.

Battalion Commander's Signature

Figure 2

EXAMPLE MEMORANDUM AND ENDORSEMENTS

OFFICE SYMBOL (2d End) DATE
SUBJECT: Request for MOS Renegotiation

Cdr, Cdr, 55th Tng Bde

FOR Military Personnel Center

1. The trainee(s) listed in basic memorandum is/are approved for MOS renegotiation action. Request personnel center schedule appointment for MOS renegotiation

2. POC for this action is CPT Jack.

Brigade Commander's Signature

Figure 3

EXAMPLE WAIVER STATEMENT

DATE

S T A T E M E N T

I voluntarily waive my enlistment commitment which states enlistment option MOS 14S made at the time of my enlistment. I realize and fully understand that as a result of doing so, I will be given a new enlistment MOS 88H and I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Army and will be required to complete the full term of service for which I enlisted.

Trainee's Signature
Rank, SSN
Current Unit

WITNESS:

SIGNATURE BLOCK
(Trainee Personnel Processing Center)

DISTRIBUTION:
1. Cdr, USA Enlisted Records and Evaluations Center
   ATTN: PCRE-F
2. DA Form 201
3. Indiv concerned
4. file copy

Figure 4

ATRRS FUNCTIONS AND SCREENS

The TS Display and TQ Display

Trainees sometime need to be renegotiated, retrained or reclassified into another MOS. There are allocations reserved in classes specifically for trainees being renegotiated, reclassified, or retrained.

Before trying to renegotiate MOS for a trainee, you should run the RETAVAL report in TSO. This report provides a list of classes with available Renegotiation/Reclass/Retrainee allocations. If specific Social Security numbers are input to the RETAVAL report, it will provide a listing of available classes for MOS training that the trainee is qualified to attend.

The **TQ display** also shows Renegotiation/Reclass/Retrainee allocations.

```
03 MAR 97          RECLASS/RETRAIN ALLOCATIONS (TQ)          PAGE   1 OF  1
FY 97  SCH 091   CRS 643-45K10                  PHASE

                                AA      ARNG    USAR                      ALLOCS
       REPORT     ALLOCS       USED    USED    USED      TOTAL    CLASS   % CLS
U CLS  DATE       AVAIL        M  F    M  F    M  F      ALLOCS   QUOTAS  QUOTAS
_ 009 07 MAR 97    1           0  0    0  0    0  0          1       10     10.0
_ 010 21 MAR 97    2           0  0    0  0    0  0          2        0      0.0
_ 011 04 APR 97    1           0  0    0  0    0  0          1        0      0.0
_ 012 18 APR 97    0           0  0    0  0    0  0          0        0      0.0

FIND =>                        PAGE =>              WHERE NEXT =>
PF1:HELP  PF4:OPT  PF6:ALL    PF7:UP  PF8:DOWN
```

ATRRS FUNCTIONS AND SCREENS

The TS Display and TO Display

The **TS display** is used to renegotiate, retrain, or reclassify a trainee into an MOS *different* than the one they are currently being trained in. Processing a trainee on this display will result in any subsequent reservations for their old MOS being removed and reservations for their new MOS being made.

To access the TS display, enter the course the trainee is *currently* enrolled in. This is what will first appear. The available date will default to the current date.

```
STUDENT MOS SELECTION DISPLAY (TS)

          FY 1997  SCH 081    CRS 313-F1                          PH
          CLS 006  START DATE 07 MAR 1997  END DATE 18 MAR 1997

NAME SOLO HAN                      SSN 987-98-7987  GRADE E1   GENDER M  CP ANM

                     ED  DVR VAL CIT  M S SEC
          MOS  PULHES CAT BAT DRL STAT A C CLR DOB          AGE
          65S1 111111 E   100 Y   1    7 7 F   23 SEP 1978 18

                                                        COLOR  TYPING
          GT  GM  EL  CL  MM  SC  CO  FA  OF  ST  DLAB  PERCEP FAILURE
          100 100 100 100 100 100 100 110 100 100 000   Y      N

          REASON CODE _   MOS SELECTION 1ST ____ 2D ____ 3D ____
          CONTRACT RENEGOTIATION N (Y)ES OR (N)O
          CANCEL RECLASSIFICATION/RENEGOTIATION N (Y)ES OR (N)O
          AVAIL DATE FOR TRAINING 03 MAR 1997                DA QUAL EXCP N
                                                             DA ALOC EXCP N


WHERE NEXT =>
PF1:HELP  PF3:END  PF4:OPT  PF6:MOS LIST  ENTER:PROCESS SELECTION
```

ATRRS FUNCTIONS AND SCREENS

The TS Display and TQ Display

Pressing PF6 will display a list of all MOS the trainee is qualified to train for.

```
STUDENT QUALIFIES FOR MOS(S) LISTED
11B1  11C1  11H1  11M1  11X1  12B1  12C1  13B1  13C1  13E1  13F1  13N1  13P1
13R1  15E1  16D1  16E1  16F1  16G1  16J1  16P1  16R1  19D1  19E1  19K1  21G1
24L1  25Q1  25R1  25S1  25V1  26T1  27G1  27H1  27L1  27M1  29M1  29N1  31C1
31D1  31K1  31L1  31M1  31N1  31Q1  31U1  31V1  35M1  35R1  36M1  39L1  41C1
42D1  42E1  43E1  43M1  44B1  44E1  45B1  45D1  45E1  45G1  45K1  45L1  45N1
45T1  51B1  51G1  51K1  51M1  51R1  52C1  52D1  52F1  54B1  55B1  55G1  55R1
57E1  57F1  62B1  62E1  62F1  62G1  62H1  62J1  63B1  63E1  63H1  63J1  63N1
63W1  68J1  68L1  68N1  68Q1  68R1  71G1  71L1  71M1  72E1  73C1  74C1  74D1
74F1  75B1  76C1  76J1  76P1  76V1  76X1  76Y1  77F1  77W1  81B1  81C1  81E1
81Q1  82C1

PF2:RETURN
```

Press PF2 to return to the previous page. To renegotiate/reclass the trainee, enter up to three MOS in order of preference and a reason code, then press ENTER. Valid reason codes can be found in Table 9 of the VR display.

```
STUDENT MOS SELECTION DISPLAY (TS)
FY 1997  SCH 081    CRS 313-F1                          PH
         CLS 006  START DATE 07 MAR 1997  END DATE 18 MAR 1997

 NAME SOLO HAN                    SSN 987-98-7987  GRADE E1   GENDER M  CP ANM

                     ED  DVR VAL CIT  M S SEC
         MOS  PULHES CAT BAT DRL STAT A C CLR DOB          AGE
         65S1 111111 E   100 Y   1    7 7 F   23 SEP 1978 18

                                                      COLOR  TYPING
         GT  GM  EL  CL  MM  SC  CO  FA  OF  ST  DLAB PERCEP FAILURE
         100 100 100 100 100 100 100 110 100 100 000  Y      N

         REASON CODE 9   MOS SELECTION 1ST 65K1 2D        3D
         CONTRACT RENEGOTIATION N (Y)ES OR (N)O
         CANCEL RECLASSIFICATION/RENEGOTIATION N (Y)ES OR (N)O
         AVAIL DATE FOR TRAINING 03 MAR 1997                DA QUAL EXCP N
```

ATRRS FUNCTIONS AND SCREENS

The TS Display and The TQ Display

The trainee's new reservation information will be shown.

```
STUDENT MOS SELECTION DISPLAY (TS)

          FY 1997  SCH 081    CRS 313-F1                          PH
          CLS 006  START DATE 07 MAR 1997  END DATE 18 MAR 1997

 NAME SOLO HAN                      SSN 987-98-7987  GRADE E1   GENDER M  CP ANM

                     ED  DVR VAL CIT  M S SEC
          MOS  PULHES CAT BAT DRL STAT A C CLR DOB          AGE
          65S1 111111 E   100 Y   1    7 7 F   23 SEP 1978 18

                                                        COLOR  TYPING
          GT  GM  EL  CL  MM  SC  CO  FA  OF  ST  DLAB  PERCEP FAILURE
          100 100 100 100 100 100 100 110 100 100 000   Y      N

          REASON CODE Z   MOS SELECTION 1ST 45K1 2D ____ 3D ____
          CONTRACT RENEGOTIATION N (Y)ES OR (N)O
          CANCEL RECLASSIFICATION/RENEGOTIATION N (Y)ES OR (N)O
          AVAIL DATE FOR TRAINING 04 MAR 1997                DA QUAL EXCP Y
                                                             DA ALOC EXCP Y
 MOS 45K1 RESERVED AT SCHOOL 091  STARTING 07 MAR 97
 SCHOOL LOCATION ORDNANCE SCH, ABD
 WHERE NEXT =>
 PF1:HELP  PF3:END  PF4:OPT  PF6:MOS LIST  ENTER:PROCESS SELECTION
```