



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

S T A T E M E N T	DATE
<p>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.</p>	
<p>Trainee's Signature Rank, SSN Current Unit</p>	
<p>WITNESS:</p>	
<p>SIGNATURE BLOCK (Trainee Personnel Processing Center)</p>	
<p>DISTRIBUTION:</p> <ol style="list-style-type: none">1. Cdr, USA Enlisted Records and Evaluations Center ATTN: PCRE-F2. DA Form 2013. Indiv concerned4. file copy	

Figure 4

ATRRS FUNCTIONS AND SCREENS

The TS Display and TO 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				
REPORT		ALLOCS	AA		ARNG		USAR		TOTAL	CLASS	ALLOCS	
U	CLS	DATE	AVAIL	USED	USED	USED	USED	USED	ALLOCS	QUOTAS	% CLS	
				M	F	M	F	M	F	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.

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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
    
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ATRRS FUNCTIONS AND SCREENS

The TS Display and TO 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 * MOS SELECTION 1ST 45X1 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		

