

RMB Message 06-15

13 December 2005

SUBJECT: Offline Options Processing Procedures

1. The following procedures will be used when requesting Offline Options:

A. Army Training Reenlistment Option:

(1) Offline training requests will only be approved if Soldier is qualified for the retraining option, MOS requested is Y/N as reflected in the latest IN/OUT calls, Soldier has been qualified for the requested MOS utilizing the RETAIN MINQUALS and the MOS Smart Book which can be found online at: <https://perscomnd04.army.mil/MOSMARTBK.nsf/> and training is available.

(2) If Soldier is not offered desired MOS or training is not available in RETAIN for the desired MOS, you should submit an "Offline Option" hotform to category OPT 3.

(3) Utilize the "Critical MOS" tab for updates on training availability as this will be updated to give a better picture on training seats verses using the AIT class display, which is not always accurate.

B. Ranger Training:

(1) Requests for "Ranger" training or AI to the 75th Ranger Regiment will be submitted to the "Ranger" category, using the "Ranger" hotform.

(2) Ranger training is available for male Soldiers in the following MOS': 11B, 11C, 13F, 18B, 18C, 18D, 18F, and 21B.

(3) Male Soldiers in the following MOS' are also afforded the opportunity to attend Ranger training provided, their follow on is to the 75th Ranger Regiment: 21H, 21U, 21R, 21W, 25C, 25U, 25W, 25S, 27D, 42A, 42L, 44B, 44C, 45B, 45K, 52C, 52D, 56M, 63B, 74D, 79S, 88M, 88N, 89B, 91J, 91S, 91W, 92A, 92F, 92G, 92L, 92R, 92W, 92Y, 94E, 94F, 94W, 96B, 96D and 97B.

(4) Soldier's who currently hold an authorized ranger MOS and are being assigned to the 75th Ranger Regiment must attend the ranger assessment and selection program (RASP) and/or ranger school.

(5) The following MUST be faxed to the Ranger Team (DSN 221-4840) prior to sending a hotline. Requests submitted without these items will be returned without action.

Record APFT
Airborne/Ranger physical
CWST STATEMENT
4187 requesting school endorsed by Chain of Command

(6) For additional info, the Ranger Team can be reached at DSN 221-8905/7676 or https://www.hrc.army.mil/site/active/epinf/ranger_team.htm.

C. Airborne Training:

(1) Soldiers may also request reclassification into an MOS identified under note (2) of the In/Out call in conjunction with Airborne training, provided they do not already hold an Airborne shortage MOS.

(2) Qualify and process Soldiers request IAW AR 614-200, Chapter 5. Career Counselor will maintain documentation with residual packet locally.

(3) Place Soldier on Option 3 ASI/SQI/Language Waitlist.

(4) Submit hotline request to "Airborne" category using the "Airborne" hotform.

D. Language Training:

(1) This option will be utilized for Soldiers who are PMOS qualified in a language dependant MOS and desire to reenlist for Basic, Intermediate or Advanced Language training or to retrain from an overstrength language into a shortage language within the same MOS.

(2) All requests will be sent to category "ASI/SQI" using the "Language" hotform. Ensure hotform is filled out completely and DA Form 330 (*Language Proficiency Questionnaire*) is dated within 12 months of scheduled class start date. These requests will then be forwarded to the appropriate branch for approval and scheduling of the training.

(3) For further information and guidance refer to AR 611-6 or visit the Language web page at: <https://www.hrc.army.mil/site/active/epmpmilang/lang/languageteam.htm>.

E. ASI/SQI Training:

(1) All other "ASI/SQI" training will be requested by sending a hotline to category "ASI/SQI" using the "ASI/SQI" Training hotform. All ASI's and what MOS's they coincide with can be found in either the ATRRS Course Catalog or the MOS Smartbook online.

(2) Send all "ASI/SQI" requests IAW RMB 06-01.

2. POC for this message is SFC Nagle at DSN 221-6924.

End of RMB 06-15

SGM Bragg, RMB Sergeant Major