

Section III Personnel Classification/Reclassification

3–16. Classification

The enlisted MOS classification and structure, including the CMF, for the U.S. Army is prescribed by AR 611–1.

3–17. Scope of reclassification

An awarded MOS, especially the PMOS, represents significant time and effort, both to the Army and the Soldier. The needs of the Army will be the overriding factor in reclassification actions. However, in changing a PMOS, carefully consider the costs and benefits to the Army and the Soldier. Current policy and guidance in AR 611–1, DA Pam 611–21, DA Pam 351–4, and as announced in HRC reenlistment/reclassification IN/OUT call messages will be followed unless otherwise specified in this regulation.

3–18. Reclassification of primary military occupational specialty/secondary military occupational specialty

a. Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, Soldiers will be routinely reclassified—

- (1) For normal career progression.
- (2) As announced in HRC reenlistment/reclassification IN/OUT call message.
- (3) For mandatory reasons listed below:
 - (a) Erroneously awarded entry on ERB. These entries will be deleted per AR 600–8–104.
 - (b) Disciplinary action taken under UCMJ when it adversely affects Soldier's performance in MOS.
 - (c) Loss of MOS qualifications (DA Pam 611–21). These cases will be determined and documented by a field grade officer. However, Soldiers disqualified due to their own misconduct will be processed for separation (See AR 635–200, applicable chap.) and have a copy of the separation approval authority's decision included with the reclassification action.
 - (d) Disqualification resulting from action of the MOS Medical Reclassification Board in accordance with AR 600–60, physical performance evaluation system.
 - (e) Appointment to, or reduction from, grade that is not in line with, or authorized for, MOS.
 - (f) MOS eliminated from MOS structure.
 - (g) When directed by HRC. When possible, reclassifications will be limited to SSG and below with less than 15 years of active Federal service.

b. Soldiers may request (through channels) voluntary reclassification; however, they must meet the following criteria to be reclassified:

- (1) The PMOS must be over-strength and requested MOS must be short, and/or as announced by the HRC reenlistment/reclassification IN/OUT call message.
- (2) They must meet the required criteria of DA Pam 611–21 for new MOS.
- (3) They cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)

- (4) They must have completed 12 months at their current duty station.
 - (5) They may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP). (See AR 601–210.)
 - (6) They may not be receiving a bonus for current term of enlistment or reenlistment. However, as an exception, the Soldier must agree in writing to recoupment of the unearned portion of bonus entitlement to be eligible. (See AR 601–280.)
 - (7) They must be within 12 months, but not less than 5 months, of date eligible for return from overseas (DEROS).
 - (8) They may not be within 12 months of ETS.
 - (9) They must have fulfilled all time-in-service-remaining requirements.
 - (10) If first term Soldier is serving in an overstrength MOS, Soldier may request reclassification into a shortage MOS, as announced in HRC reenlistment/reclassification IN/OUT call message.
 - (11) When stabilized as a result of reenlistment, Soldiers must waive their reenlistment option through reenlistment channels.
 - (12) They must be eligible to reenlist or extend per AR 601–280.
- c. For reasons not listed above, requests may be processed as an exception to policy and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to HRC (AHRC–EPR–F). Documentation may include transcripts/certificates/correspondence showing Soldiers' training/educational and work experience for requested MOS.
- d. For mandatory actions, the effective date for award of new PMOS will be the date of final action by HRC or a date as directed by HRC. If MOS training is required, Soldier will also be awarded ASI "4A" when directed by HRC.
- e. For voluntary actions, the effective date for award of new PMOS will be date of graduation from MOS training or date as directed by HRC.
- f. A reclassification control number (RCN) is required for all personnel management actions that change Soldiers' PMOS and will be cited in MOS orders unless the change resulted from—
- (1) Promotion.
 - (2) Normal career progression.
 - (3) Change to MOS structure.
 - (4) New equipment training (NET).
 - (5) Award or withdrawal of PMOS OOB.
- g. Reclassification processing requirements on the Reenlistment, Reclassification, Reserve Component Assignment and Information Management System (RETAIN).
- (1) Mandatory actions and requests for MOS producing service schools identified in *h*, below, and table 4–2 will be prepared in hard copy, including current ERB, and be processed through channels to the field reclassification authority (FRA). The FRA will complete initial RETAIN "determine eligibility" processing and, if appropriate, forward the documented action to HRC (AHRC–EPR–F).

(2) Voluntary actions will be prepared in hard copy, including ERB, and be processed through channels to the FRA. The FRA will process the action on RETAIN “request list–REQL” and, if appropriate, electronically submit to HRC for action. HRC will provide response electronically via RETAIN.

h. Soldiers may request consideration for reclassification into MOS 21D, 94S, 31D, 21P, 89D, 68W, and 68V, regardless of their PMOS, if otherwise fully eligible.

i. The SMOS or AMOS provides an alternative specialty for assignment when Soldiers cannot be utilized in their PMOS or CPMOS specialty. All Soldiers, regardless of grade, may possess one SMOS and one AMOS. However, Soldiers will not be awarded a SMOS or AMOS that progresses to their PMOS at the rank of SFC or below.

Conditions for award of SMOS or AMOS are as follows:

(1) HRC is the approval authority for award of SMOS to Soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18, 42, or MOS 21D, 31D, 21P, 79R, 79S, 79T, 89D, 92R, and 97B.

(2) For other MOSs, commands with reclassification approval authority may award a SMOS or AMOS when it is determined Soldier meets the MOS eligibility requirements outlined in DA Pam 611–21 and other pertinent regulations, including successful completion of MOS training.

(3) Award of SMOS and AMOS will be done without a RCN and will cite this paragraph as authority on the orders.

3–19. Regimental affiliation

Combat Arms (CA) Soldiers reclassified to non–combat MOSs and vice versa must change their regimental affiliation to coincide with their new MOS. However, they may remain assigned to a battalion of the original regiment if a vacancy exists in the new MOS.