

SUBJECT: Voluntary Reclassification Processing

FIELD LEVEL COUSELOR:

1. Make the Soldier eligible on your worksheet and the reclassification type will be VOL. Continue processing and click on the Request List Processing button. The request is now in an OVRD or ELIG status.
2. Each MOS the Soldier is requesting are now added. **A Soldier can request up to five MOS in the order of preference.** Highlight Soldier and right click. Go to MOS Quals/Res. Enter desired MOS along with skill level and click Next. On the next screen you can add each MOS at the Enter MOS or select from list: box along with skill level and click Next. If there are extended eligibility questions, answer these questions. When you have completed adding the MOS, click on done. A text box will now appear. Type the text for the request, reason for request, assignment preference and please add your name, phone number and email address. Click Okay after each MOS. When you have completed all MOS, the Soldier is now on your request list in a REQL status on your worksheet.

MACOM LEVEL COUNSELOR

3. As a MACOM Counselor you can initiate a request as shown in paragraphs 1 and 2 on your worksheet and request list or submit the request from the field users for HRC review and processing.
4. Once the request is put on the Request List it is in a NEW status. The MACOM Counselor is responsible to submit each request to HRC. You will want to review each worksheet at least daily for new request to be submitted. Go to the worksheet you are reviewing. Go to the drop down menu under Reclassification and click on Request List Process. Any NEW request will show. Highlight and right click on a NEW request. Click on Submit/Resubmit. Type in text along with your name, phone number, and email address and click okay. The request has now been submitted and is in a SUBT status. You can see the status change as the request is worked.
5. When the action is completed, it will be in an APRV or DPRV status, the signature block of the Branch Chief will also be on the request. If the signature block does not appear on the request, it is not complete. You will then print the Decision Report and ACKNOWLEDGE the request. The Soldier will come off the Request List, but will remain on the worksheet. Do not remove Soldier from your worksheet. It will move to history after all actions are completed.
6. You do not need to send the DA Form 4187 or any documentation for a voluntary reclassification action unless the Soldier has a waiver for training from the Proponency or any other waiver from the Proponent, a profile, or a transcript when a specific course is required.
7. POC for this message is MSG Nagle at DSN 221-6924.