

**SUBJECT: Voluntary Reclassification Processing**

1. **FIELD LEVEL CAREER COUNSELOR**: Make the Soldier eligible on your worksheet and use reclassification type VOL. Continue processing and select the Request List Processing button. The request should reflect as OVRD or ELIG.

a. **VOLUNTARY RECLASS**: A Soldier can request up to five MOSs in the order of their preference. Highlight the Soldier's name and right click. Go to MOS Quals/Res. Enter desired MOS along with skill level and click Next. On the next screen you can enter each MOS or select from the list box along with skill level. Once finished, click Next. If there are extended eligibility questions, answer the questions. When you have completed adding the MOSs, click Done. A text box will now appear. Type the text for the request, reason for request, assignment preferences, and add your name, phone number, and email address. Select Okay after each MOS. When you have completed all MOSs, the Soldier is now on your Request List and reflects as REQL on your worksheet.

b. **FAST TRACK RECLASS**: The Fast Track reclassification process will be announced through a MILPER message for Soldiers in certain overstrength MOSs. Affected Soldiers will have the opportunity to reclass into a specific MOS prior to DA directing reclassification. If enough Soldiers do not voluntarily reclassify, HRC will direct reclassification (see RECLASS Message 10-06).

c. **APPLICATION RECLASS**: Currently, the following MOSs are processed as APL2 reclassification actions: 21D, 21P, 35L, 51C, 68V, and 89D. Requests for reclass into one of these MOSs must be processed as described in para 1a above, and all required documents must be emailed to the RECLASS Processing Team at EPFR@conus.army.mil.

2. **ACOM-LEVEL CAREER COUNSELOR**:

a. ACOM-level Counselors can initiate a request as shown in paragraph 1 above using your worksheet and Request List or forward the requests prepared from your field users to HRC.

b. Once the request for reclass is on the Request List, it shows as NEW. The ACOM Career Counselor is responsible for submitting each request to HRC. Review each worksheet daily for any new requests. To check for any new requests, go to the worksheet you are reviewing. Using the drop down menu under Reclassification, click on Request List Process. Any NEW requests will appear. Highlight and right click on any NEW request. Validate whether the Soldier is eligible for reclass action and qualified for the requested MOS. Return any request for Soldiers not qualified for reclassification. For those who are qualified, select Submit/Resubmit. Enter appropriate text along with your name, phone number, and email address and select Okay. The request has now been submitted and is in a SUBT status.

3. When a reclass action is completed, it will be in an APRV or DPRV status and the signature block of the Branch Chief will be on the Decision Report. If the signature block does not appear on the Decision Report, it is not complete. If complete, you will need to 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 the Soldier from your worksheet. It will move to History after all actions are completed.

Formatted Courtesy of:  
[www.ArmyReenlistment.com](http://www.ArmyReenlistment.com)

4. Do not send the DA Form 4187 or any documentation for a voluntary reclassification action unless the Soldier's application required a waiver from the Proponent, Soldier has a profile, or Soldier has a transcript reflecting a specific prerequisite for the new MOS.

5. POC for this message is SFC Koval at DSN 221-6932.

End of RECLASS Message 10-03

Mr. Bragg, RRB Chief