

Standing Operating Procedures

Armor Branch Transfer and Reclassification of Soldiers in the Army National Guard and the United States Army Reserves

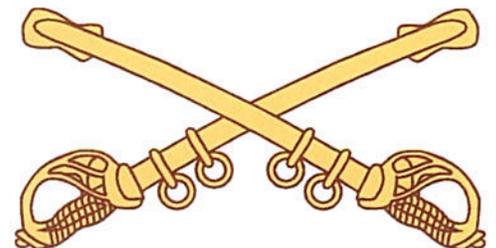
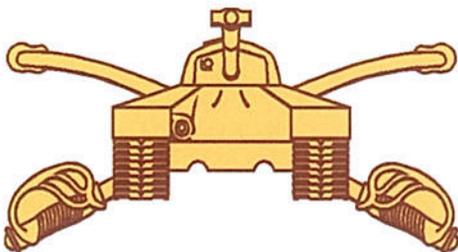


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Armor Branch Transfer and Reclassification of Soldiers in the Army National Guard and the United States Army Reserves

1. Purpose. To provide policies and procedures for officer branch transfers to Armor and the reclassification of Enlisted Soldiers into CMF 19. The intent of this SOP is to support Army National Guard (ARNG) and United States Army Reserve (USAR) commanders to achieve their operational readiness requirements. While this SOP provides guidance on branch transfers and reclassification, there is no specific set of standards that cover every potential situation. The purpose of the SOP is to provide general guidance, to outline required supporting documentation, and to provide an overview of the process.
2. Applicability. This SOP applies to all members of the ARNG and the USAR seeking branch transfer and reclassification into the Armor Branch.
3. Responsibilities.
 - a. IAW AR 5-22 The Army Force Modernization Proponent System; The Chief of Armor, United States Army Armor School (USAARMS) is responsible for Armor Branch proponency. As such, he is responsible for establishing standards governing the award of Armor MOS/AOC.
 - b. Office, Chief of Armor (OCA) is the executive agent and approval authority for implementing this SOP for the Chief of Armor.
 - c. The Deputy Commanding General (DCG-ARNG) office is the lead directorate to the Commanding General for all reserve component issues. The Chief of Staff / Sergeant Major for the DCG-ARNG is responsible for participating in the board process, reviewing and providing recommendations for all requests.
 - d. The Soldier's unit ensures that all requested records and documentation are provided to OCA for processing. The unit ensures that the first COL in the chain of command has reviewed and signed all requests.
 - e. Review boards convene when required and will make a decision as governed by this SOP.
 - f. Once the branch transfer or reclassification is approved by the USAARMS, the State G-1 is responsible for recording in the Soldier's personnel record the newly awarded AOC or MOS.

4. Review Boards.

a. Formal review boards will be conducted as needed. The board results will be published in a memorandum and sent through the Soldier's chain of command.

b. The review board shall be comprised of the following individuals:

(1) Director, Office, Chief of Armor

(2) Chief of Staff / Sergeant Major for the DCG-ARNG

(3) Chief, Career Management NCO

(4) Chief, FI OCOA

(5) Armor Senior Sergeant

5. Implementation.

a. This SOP is effective as of the date signed.

b. A copy of this SOP can be obtained from the Armor Branch website at <http://www.benning.army.mil/Armor/OCOA/>.

c. Any comments or recommended changes to this SOP will be submitted to the Office, Chief of Armor, ATTN: ATZK-AR, 1 Karker Street, McGinnis-Wickam Hall, Ste 6600, Fort Benning, GA 31905.



D. SCOTT MCKEAN
Brigadier General, USA
Chief of Armor

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Chapter 1

Commissioned Officer Branch Transfers

1. Purpose. To outline the policies and procedures concerning the branch transfer of Officers in the ARNG and USAR to Armor.

2. Discussion.

a. Reference memo dated 29 Aug 13, Guidance on Cross Branch Assignments of Infantry and Armor Officers in the Army National Guard (PPOM #13-032) officers should only seek branch transfers into Armor as a permanent change in their career track, not as a temporary change in branch simply to become qualified on the Unit Manning Report.

b. A branch transfer permanently changes the commissioned officer's branch. Officers are usually not transferred without their consent. Branch transfers generally affect the ranks of lieutenant and captain; majors will be considered on a case by case basis.

c. A commissioned officer's request for branch transfer will clearly state the reasons for the transfer and will provide all supporting documentation or school graduate certificates. The request will be forwarded through the first COL in the chain of command. Supporting documentation should show experience related to maneuver and combat arms and must include schools attended. At a minimum the packet will consist of the following information: Officer Record Brief, last five OERs, other OERs showing maneuver leadership experience, all DD 214s and all DA Form 1059s.

(1) Officer Record Brief

(2) Last five Evaluation Reports

(3) Additional OERs demonstrating maneuver leadership experience

(4) All DD 214s

(5) All DA 1059 Academic Evaluation Reports

(6) Any additional documentation demonstrating required maneuver leadership and/or tactical and technical skillset.

d. Armor branch is a demanding profession that requires leadership, as well as tactical, and technical skills to be successful. These skills are refined through recurring assignments in operational units, rounded out with quality generating force experience and improved through institutional functional training.

e. All requests for branch transfer will be reviewed by a board process and approved or denied on a case by case basis. Branch transfers above the rank of Captain must reflect an overwhelming wealth of experience and knowledge in maneuver and combat arms to be

considered. Because of the opportunities available to develop the maneuver skills and to attain leadership positions critical for professional development, officer branch transfers will generally not extend beyond the company grade level. Failure to attain the requisite experience as a platoon leader and company/troop commander would likely place the officer at a disadvantage when placed in Battalion/Squadron level leadership positions. Understanding the unique, state-driven nature of the career paths and force structure of the ARNG, requests will be considered based on both the best interest of Armor Branch and the career progression of the requesting officer.

f. The officer may be required to attend the Army Reconnaissance Course or the Cavalry Leaders Course to be considered for branch transfer.

g. The board will return one of the following findings:

(1) Approval. Approval may be outright or contingent upon the completion of specified schools. This officer's experience and leadership assignments have provided a solid base of maneuver warfare skills and leadership experience. The officer will successfully complete the required schools based upon the board findings in order to complete the branch transfer.

(2) Disapproval. The officer's experience has not provided either the leadership experience or the institutional training to develop the maneuver skills necessary to successfully perform critical war fighting missions. The completion of multiple courses will not be able to substitute the experience required for approval of the branch transfer.

Chapter 2

Enlisted Soldier Reclassification

1. Purpose. To outline the policies and procedures concerning the Reclassification of Enlisted Soldiers in the ARNG and USAR to Armor.

2. Discussion.

a. Enlisted Soldiers (Private through Specialist).

(1) Soldiers in the ranks of PVT through SPC only need the approval of their unit chain of command to reclassify into the CMF 19.

(2) Reclassification is accomplished through the successful completion of a TRADOC approved skill level 1 MOS reclassification course offered at one of the Regional Training Institutes.

b. Noncommissioned Officers.

(1) Armor branch is a demanding profession that requires solid leadership, tactical, and technical skills to be successful. These skills are refined through recurring assignments in operational units, improved through institutional training and rounded out with quality generating force experience.

(2) Soldiers in the ranks of Sergeant through Staff Sergeant need the approval from the first COL in their chain of command to reclassify into the CMF 19.

(3) Reclassification is accomplished through the successful completion of a TRADOC approved skill level 2/3 MOS reclassification course offered at one of the Regional Training Institutes.

(4) Reclassification of SFC are considered on a case by case basis. Request for reclassification will clearly state the reasons and provide all supporting documentation and school course certificates. The request will be forwarded through the first COL in the chain of command. Supporting documentation should show experience related to maneuver and combat arms and include functional schools attended. Each case will be considered utilizing a review board. The board will consider the Soldier's military education, previous duty positions and key leadership assignments. Approval will be a direct result of consideration of the Soldier's previous leadership assignments and their tactical and technical knowledge of maneuver and combat arms operations. The packet will consist of the following information:

(a) Enlisted Record Brief

(b) Last five NCOERs

(c) Additional NCOERs demonstrating maneuver leadership experience

(d) All DD 214s

(e) All DA 1059 Academic Evaluation Reports

(f) Any additional documentation demonstrating required maneuver leadership and/or tactical and technical skillset.

(5) The Soldier may be required to attend the Army Reconnaissance Course or the Tank Commanders Certification Course to be considered for reclassification.

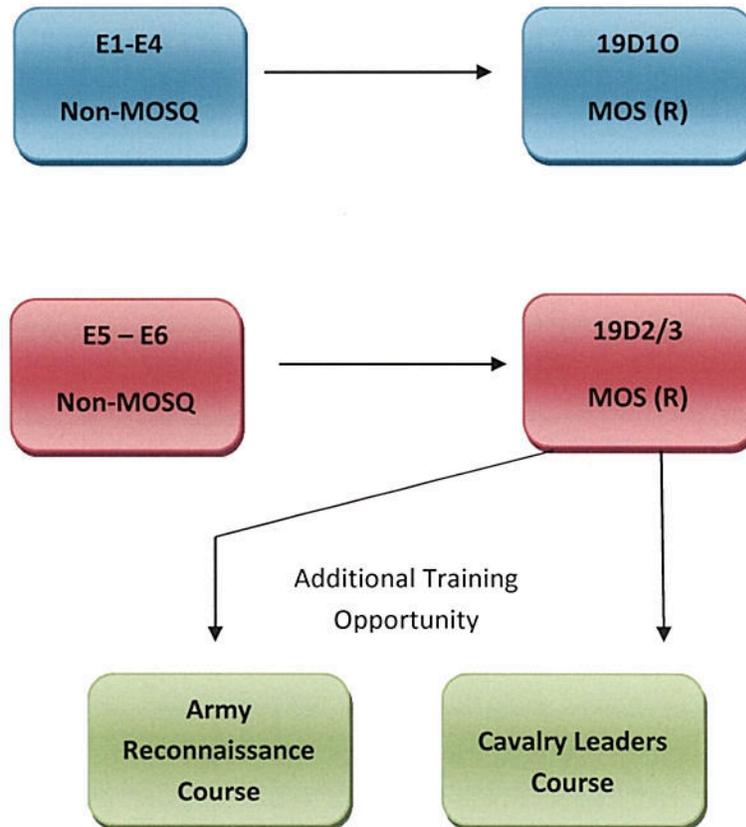
(6) Reclassification of MSG/1SG and above are not authorized.

c. The board will return its decision with one of the following findings:

(1) Approved. The NCO's experience and leadership assignments have provided a solid base of maneuver warfare knowledge and leadership experience. Although the board recommends approval, the request may be contingent upon the successful completion of NCOES or functional training. The NCO will complete the required schools based upon the board findings in order to become MOS Qualified.

(2) Disapproval. The NCO's previous experience has not provided either the requisite leadership or maneuver skills necessary to successfully perform required war fighting missions. The completion of multiple courses will not be able to substitute the experience required for reclassification into CMF 19.

Appendix A
19D MOS Training Requirements



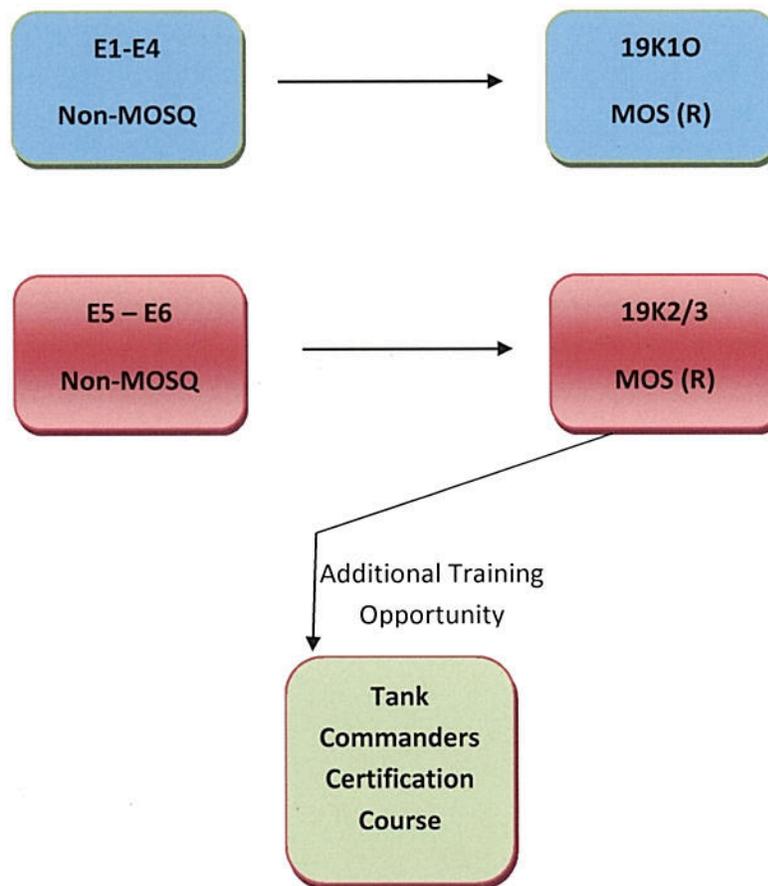
Example 1: Soldier is a Specialist. Soldier will attend 19D10 MOS reclassification at an ARNG Regional Training Institute (RTI) that offers the course (refer to ATRRS). Upon completion of 19D10 MOS-T the Soldier is considered reclassified and eligible for award of MOS 19D. They would then follow the NCOES path of a career 19D along a promotional path timeline as stipulated in DA PAM 600-25.

Example 2: Soldier is a SGT/SSG. The SGT/SSG would attend the 19D2/3 MOS reclassification course pending course approval at one of the RTIs (refer to ATRRS). Upon completion of the 19D2/3 MOS reclassification course the Soldier is considered reclassified and eligible for award of MOS 19D. They would then follow the NCOES path of a career 19D along a promotional path timeline as stipulated in DA PAM 600-25.

Example 3: Soldier is a SFC desiring to reclassify into MOS 19D. Soldier prepares a packet for submission to the Office, Chief of Armor for review. Packet should contain strong evidence of maneuver experience and represent the Soldier's ability to perform in the MOS.

Appendix B

19K MOS Training Requirements



Example 1: Soldier is a Specialist. Soldier will attend 19K10 MOS reclassification at an ARNG Regional Training Institute (RTI) that offers the course (refer to ATRRS). Upon completion of 19K10 MOS-T the Soldier is considered reclassified and eligible for award of MOS 19K. They would then follow the NCOES path of a career 19K along a promotional path timeline as stipulated in DA PAM 600-25.

Example 2: Soldier is a SGT/SSG. The SGT/SSG would attend the 19K2/3 MOS reclassification course pending course approval at one of the RTIs (refer to ATRRS). Upon completion of the 19K2/3 MOS reclassification course the Soldier is considered reclassified and eligible for award of MOS 19K. They would then follow the NCOES path of a career 19K along a promotional path timeline as stipulated in DA PAM 600-25.

Example 3: Soldier is a SFC desiring to reclassify into MOS 19K. Soldier prepares a packet for submission to the Office, Chief of Armor for review. Packet should contain strong evidence of maneuver experience and represent the Soldier's ability to perform in the MOS.

Appendix C
Sample Memorandum

Routing will be from the chain of command, through State Joint Forces Headquarters, and to the Office, Chief of Armor, Fort Benning, GA. USAR routing will be from the unit headquarters, through Human Resources Command to the Office, Chief of Armor.

Unit Letterhead

OFFICE SYMBOL

Date

MEMORANDUM THRU Joint Forces Headquarters (any state)

FOR Office of the Chief of Armor 1 Karker Street, Fort Benning, Georgia 31905-5000.

SUBJECT: Request for Branch Qualification Determination

1. Request favorable consideration for a Branch transfer to Armor for CPT Jim Jones.
2. (Appropriate justification).
3. Enclosed are copies of CPT Jones' Officer (Enlisted) Record Brief, last five OERs (NCOERs), OERs (NCOERs) showing maneuver leadership experience, all DD 214s and all DA Form 1059s.
4. POC for this action is SGM Jones at (XXX) XXX-XXXX.

Encls

BDE COMMANDER
COL, AR
Commanding



Appendix D

NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH

29 August 2013

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: Guidance on Cross Branch Assignments of Infantry and Armor Officers in the Army National Guard (PPOM #13-032)

1. Reference: Army Regulation 614-100, Officer Assignment Policies, Details, and Transfers, dated 10 January 2006
2. This guidance applies to all Armor Officers with Area of Concentration (AOC) 19A, 19B, and 19C and all Infantry officers AOC 11A in the rank of 2LT through LTC.
3. It is completely within the discretion of the Battalion or Brigade Commander to assign Armor officers to Infantry positions and Infantry officers to Armor positions. As always, special attention must be given to selecting the most appropriate individual for any duty assignment, but there is no regulatory restriction to cross branch assignments. In fact, it is advantageous to the maneuver units to maximize the use of its officers in leadership positions using a holistic assignments process, and it is consistent with the maneuver operational concept that cross-pollination occurs across branches.
4. A lieutenant who successfully graduates from a branch-producing course such as IBOLC or ABOLC is fully qualified to serve in positions designated as Armor, Cavalry, or Infantry. In fact, officer career development is enhanced by having experience, training, and/or education in multiple branches.
5. Infantry officers may be assigned to positions designated for Armor Branch officers (19) without branch transfer and remain qualified on the Unit Manning Report and the SIDPERS database for the duration of the assignment. Depending on availability of training funds it is recommended that Infantry lieutenants assigned to Cavalry Squadrons attend the Army Reconnaissance Course (ARC) and Captains and above attend the Cavalry Leaders Course at the Maneuver Center of Excellence, Fort Benning, Georgia. If an Infantry officer is assigned to a Tank Company it is recommended that he attend the Tank Commander Certification Course taught at Gowen Field, Idaho.
6. Armor officers may be assigned to positions designated for Infantry officers (11) without branch transfer and remain qualified on the Unit Manning Report and in the

ARNG-HRH

SUBJECT: Guidance on Cross Branch Assignments of Infantry and Armor Officers in the Army National Guard (PPOM #13-032)

SIDPERS database for the duration of the branch detail. It is recommended that an Armor officer assigned to a Rifle Company attend the Ranger Course, or the Bradley Commander Certification Course if assigned to a Mechanized Infantry Company.

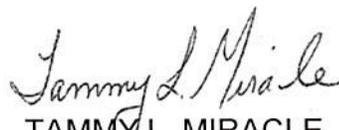
7. Assignments longer than 36 months warrant consideration for Branch Transfer. Branch Transfers are processed in accordance with Standing Operating Procedures authorized by the Chiefs of Armor and Infantry, Fort Benning, GA.

8. For USR purposes the following information is provided. If an officer is Armor in an Infantry slot, or vice versa, then the unit can manually change in USR and in SIDPERS to reflect DMOSQ.

9. All Boards reviewing the officers Officer Records Brief (ORB) for advancement or career development will consider any assignment in 11 or 19 for these officers as qualified.

10. The officer will remain eligible for promotion during the assignment provided they complete the required Professional Military Education (PME) Courses. The courses listed in Paragraph 5 above are not a requirement for promotion; these courses are for the bettered of the individual officers performance will assigned to this position only.

11. Point of contact is CW5 Shuttleworth, Chief, Warrant Officer Policy Branch, at commercial (703) 707-3295, DSN 327-3295, or email Rodger.I.shuttleworth.mil@mail.mil.



TAMMY L. MIRACLE
COL, GS
G1, Army National Guard