



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

30 May 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-052, ARNG Initial Entry Training Seat Renegotiation Procedures (Amended 30 May 2018)

1. Effective immediately, all ARNG training seat renegotiations will be approved through the ARNG HRR REQUEST Operations Center (ROC). All training seat cancellations and renegotiations will be coordinated through the ROC. States will no longer conduct cancellations or renegotiations without approval from the ROC. All requests will be initiated solely by the MEPS GC. All other REQUEST users are not authorized to adjust a shipper's training seat reservation.
2. YTD (FY18) we have cancelled or renegotiated over 5,200 seats and 5,190 seats have gone unutilized. This is a trend that we are experiencing every year which impacts the Guard's ability to receive the appropriate amount of future training seat needs. Unutilized seats are held against the ARNG when programming future training during the Structured Manning Decision Review (SMDR). TRADOC and the ARMY G3/5/7 track this utilization and use historical utilization rates to assist them in validating the training requirements set forth by the ARNG. The ARNG is held to a monthly and annual 95% training seat utilization rate. If the ARNG does not utilize what is validated and programmed, we have a significant potential of losing seats allocation in the near future.
3. Soldiers who have their IET training renegotiated stand the greatest chance of losing enlistment incentives. It is our responsibility to counsel Soldiers requesting a change in their original initial entry training reservation to inform them that they stand a chance of losing any accession incentives they were awarded upon enlistment. Enlistees should not show up to enlist at the MEPS with an initial understanding that their training seat reservation will be renegotiated at a later time. The enlistment contract that Soldiers sign is a legally binding agreement between the Soldier and the Army. Failure to live up to the enlistment contract, including the agreed-to-job and job training can expose all parties to potential criminal or civil penalties. Generally renegotiations are reserved for applicants who are unable to complete training due to reasons that are beyond the Soldiers' control. A desire to change agreed-to-job and job training is not something that is beyond Soldiers' control. RRNCOs, NCOICs, and MEPS GCs will counsel all ARNG shippers on the importance of keeping their original training seat reservation. All DAT, HCB, HIV, and POS Matches must be canceled out of their training seat immediately.
4. States will adhere to the following guidance to manage the remaining training seats this

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FY and beyond:

a. CAT IVs will ship within 90-days from enlistment. They also have to enlist into a qualifying MOS that are needs of the organization. Beginning in FY19, CAT IVS will ship within 60-days from enlistment. Renegotiation of training seats for CAT IVs will not be considered.

b. High School Degree Graduates (HSDG) will ship during current FY and enlist into an MOS that meets the needs of the organization. August 1st we will shift to a "ship within 90-day" requirement from enlistment date and enlist into a MOS that meets the needs of the organization.

c. High School Juniors (HSJRs) will have STO1 training pulled to ship within 270 days from enlistment date. HSJRs will receive priority on STO1 seats.

d. High School Seniors (HSSRs) will ship within 365 days from enlistment date and no sooner than 10 days after graduation date.

e. Applicants that have college letters showing they have been accepted for the upcoming semester will pull straight thru training for the following semester (not STO1 training). Scholarships will be reviewed and ship option and date will be made on a case by case basis.

f. Applicants that enlisted and have a training seat reservation and subsequently enroll in college that starts prior to their ship date, will be held to their ship date and have to postpone their college start date.

5. The States and Territories must adhere to the following procedures:

a. All training seat renegotiations must be conducted at the MEPS. This change is necessary to ensure data accuracy in the Soldier's record and to ensure that good training seat management is being accomplished. At the time of renegotiation the Soldier must resign all annexes and forms that would be modified by this renegotiation. Soldiers in states that have geographic challenges such as cost to travel long distances back to MEPS by air may receive an exception to this rule.

b. JPAS status/security clearance verification:

(1) All renegotiations must be reviewed by the ASO, prior to authorization for Renegotiation, to check the JPAS status, and security clearance level of the Soldier. This will ensure that the proper clearance level is in place, or the ASO will direct the GC to have the State Security Manager (SSM) 'up scope' the current investigation or clearance to the next higher level. All renegotiation requests (email or workflow) must include the desired MOS so the ASO can determine the required security clearance level.

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(2) If the desired MOS is the same security clearance level or lower, the ASO will authorize the Soldier to renegotiate, if otherwise qualified. This means the Soldier meets or exceeds the desired security clearance level, however, the GC must review all other MOS qualifications to determine overall MOS qualifications prior to renegotiating the Soldier.

(3) If the desired MOS requires a higher level security clearance, the ASO will place a statement in the GCR workflow record directing the GC to call or email the SSM to request an up-scoped investigation or clearance. The GC is required to follow up to ensure the proper security clearance is in place prior to the new ship date. The Soldier is not authorized to ship to training without the required JPAD status or security clearance level in place. All questions should be directed to the ASO. Once the security check is completed, the GC may then submit to ROC for Reno.

c. All Cancellation and Renegotiation requests must be signed by the RRC using DA Form 4187 recommending approval. The signed DA Form 4187 will be sent to the ARNG-HRR-ROC for approval consideration, prior to the Soldier traveling to MEPS. The DA Form 4187 must include a detailed description of the reason for request; to include enlistment date and original ship date. Request for MOS changes will only be granted for exceptional cases such as: Unit Re-organization, Loss of Security Clearance, or hardship, etc. The MEPS GC must contact the ROC to validate the reason for the renegotiation prior to the Soldier going back to the MEPS and new training being allocated.

d. The ARNG-HRR-ROC approved DA Form 4187 must accompany the Soldier to the MEPS. All renegotiations must take place prior to 45 days from shipment to ensure that training seats are not lost. MEPS GCs will contact the ROC for assistance with the renegotiation. ARNG-HRR will compile a monthly report, by State/Territory and MEPS to monitor all renegotiations conducted.

e. Renegotiations require that all forms and documents are updated to reflect the new training, updated BASD, and adjustments to any incentives awarded. If these updates are not accomplished at the time of renegotiation, there will be data discrepancies in the Soldier's record and potentially cause issues with pay, benefits, and incentives. HQDA tracks and monitors these types of discrepancies and the ARNG has to answer as to why such data deficiencies exist.

6. Point of contact for this SMOM is MSG Larry A. Nmashie at (703) 607-0944 or email [larry.a.nmashie.mil@mail.mil](mailto:larry.a.nmashie.mil@mail.mil).

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A handwritten signature in black ink, reading "Robert E. Kuster II". The signature is written in a cursive style with a long horizontal flourish extending to the right.

ROBERT E. KUSTER II  
COL, AG  
Chief, Strength Maintenance Division  
Army National Guard