

Unit approved letterhead

Office Symbol

Date

MEMORANDUM THRU COL or LTC Kevin Smith, Commander, HHC 505th Supply Battalion or Brigade, Bldg. T-754, 777 Tank Hill Road, Fort Hood, TX.

FOR Director, Army Acquisition Career Management, US Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567.

Subject: MOS 51C reclassification request

1. I, Staff Sergeant William A Jones XXX-XX-XXXX am requesting reclassification into MOS 51C. I exhibit stability in my personal affairs IAW AR 600-20, meet the height and weight standards IAW AR 600-9, I am deployable IAW AR 40-501 and understand that MOS 51C is a deployable MOS. Furthermore, if selected for reclassification I will incur a Service Remaining Requirement of 36 months IAW AR 614-200, chapter 4. I understand that this is a volunteer reclassification and that I maybe subject to a Selective Reenlistment Bonus recoupment. I have no derogatory information in my OMPF and have an updated and approved Family Care Plan on file.
2. The information provided is true to the best of my knowledge and if any of this information is found to be untrue throughout the reclassification process, I can be subject to UCMJ actions.
3. The point of contact for this information is the undersigned at DSN 665-7898 or Commercial (512) 775-7898 or email William.a.jones@us.army.mil .

William A. Jones
Last Four SSN: XXXX
SSG, USA

EXAMPLE