

1. Reclassification guidance and prerequisites for Military Occupational Specialty (MOS) 51C - Acquisition, Logistics & Technology Contracting Noncommissioned Officer.
2. Reclassification, selection and approval process for MOS 51C - active duty personnel (only):
 - a. NCO meets the basic perquisites for MOS 51C.
 - b. NCO request reclassification through local retention channels and submits application (DA Form 4187).
 - c. Application is sent to HRC Reclassification Branch and HRC 51C Career and Assignment NCO for further processing.
 - d. The pre-approved application is forwarded to the USA Army Acquisition Support Center 51C proponent for final approval.
 - e. Once approved for reclassification into MOS 51C, the NCO will receive a message from HRC Reclassification Branch through their AKO email informing them to contact the MOS 51C Career and Assignment Manager to receive assignment instructions and to be enrolled into contracting AIT/MOS training.
 - f. If not approved for reclassification, HRC Reclassification Branch will send a message by AKO to the NCO explaining the reasons why their application for reclassification was disapproved.
 - g. Active duty NCOs will request reclassification for MOS 51C through local retention channels to HQDA HRC Reclassification, Retirement and Separations Branch, ATTN: AHRC-EPF-M, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450.
3. Army Reserve and National Guard personnel must contact the following to receive further guidance.
 - a. Army Reserve NCOs will request reclassification for MOS 51C through Army Human Resources Command-St Louis, ATTN: AHRC-RSE-Q, 1 Reserve Way, St. Louis, MO 63132-5200
 - b. National Guard NCOs will request reclassification for MOS 51C through National Guard Bureau, Acquisition Career Management Officer, ATTN: NGB-ZA-PARC-ACM, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231.
4. Prerequisites for MOS 51C:
 - (1) For SSG - SFC with less than 10 years of active duty service in any Career Management Field at time of submission for reclassification, all Army components
 - (2) Recommendation letter signed by a battalion commander O5 and higher.
 - (3) Successfully leadership tours (NCOER).
 - (4) Copy of college transcripts or a diploma from an accredited institution.
 - (5) Copies of training certification related to contract training if applicable.
 - (6) Letter/verification of security clearance.

- (7) No derogatory information in OMPF.
- (8) Exhibit stability in personal affairs IAW 600-20.
- (9) Meet height and weight standard IAW 600-9.

5. NCO must possess the following qualifications to be awarded MOS 51C - AL&T Contracting NCO:

- (1) Must be eligible for reclassification per 614-200.
- (2) Must successfully complete Defense Acquisition University Level I and Level II contracting courses.
- (3) A physical demand rating of moderately heavy.
- (4) A physical profile of rating: 222222.
- (5) Qualifying scores. A minimum score of 110 in aptitude area GT.
- (6) Normal color vision.
- (7) Be a U.S. citizen.
- (8) A security eligibility of favorable National Agency Check (NAC) or Entrance National Agency Check (ENTNAC), per AR 370-67, para 3-613.
- (9) Exhibits stability in personal affairs as outlined in AR 600-20.
- (10) Have a valid U.S. driver's license.
- (11) Meet Service Remaining Requirement (SRR) as outlined in AR 614-200, chapter 4.
- (12) Meet height and weight standard as outlined in AR 600-9.
- (13) Maintain Deployable status as outlined in AR 40-501.
- (14) Waiver authority for eligibility criteria or MOS Qualification issues will be forwarded to the Director, Acquisition Career Management, USA Acquisition Support Center (ASC), 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060, for decision.
- (15) Formal training (completion of MOS 51C Qualification courses conducted under the auspices of the Assistant Secretary of the Army (AL&T)) and USAASC 51C Proponent, 9900 Belvoir, Rd, Bldg 201, Ft Belvoir, VA 22060, mandatory.