

MOS 51C Reclassification Information

A. MOS 51C Reclassification Instructions:

1. Soldiers must check with their Retention NCO and Career Counselors in order to determine if they are eligible to reclassify. Retention NCOs and Career Counselors will provide the Soldier with an initial assessment as to whether or not they meet the prerequisites for MOS 51C and the eligibility requirements for reclassification IAW AR 614-200.
2. Soldiers that decide they want to request reclassification must complete the packet in coordination with their Retention NCO and Career Counselors. Once the packet is completed Soldiers should email the reclassification packet to the following email address: usarmy.belvoir.usaasc.mbx.usaasc-usarfa51-mosboardcmf51@mail.mil
3. The MOS 51C Proponents contact information can be found at: <http://asc.army.mil/web/career-development/military-nco/pocs/>

B. MOS 51C Reclassification packet contents:

- a. Statement from the Soldier's Retention NCO or Career Counselor stating that the Soldier has been counseled and that the Soldier has been informed of the prerequisites for reclassification to MOS 51C.
- b. DA 4187- Personnel Action (must indicate TIS in years and months) (see example).
- c. Copy of a recent updated DA Form 2-1 and 2A signed and dated by the Soldier.
- d. Letter / verification of security clearance from Security Manger (see example).
- e. Soldier's signed memorandum. (see example). Soldier's memorandum must address the following information within the memorandum:
 - (1) Exhibit stability in personal affairs IAW AR 600-20.
 - (2) Meets height and weight standard IAW 600-9.
 - (3) Ability to maintain a deployable status IAW AR 40-50.
 - (4) Meets Service Remaining Requirement (SRR) IAW AR 614-200, Chapter 4 (60 months).
 - (5) No derogatory information in OMPF.
 - (6) Family Care Plan is current and approved, if applicable.
 - (7) Statement that the Soldier understands the Army's Selective Reenlistment

Bonus recovery policy. (See Career Counselor or Retention NCO for details)

f. Commander reclassification endorsement: Commander's endorsement letter must be signed by a LTC/O-5 or above Commander in the Soldier's chain of command (see example). The Commander's endorsement letter should include the following information about the Soldier:

(1) Reclassification recommendation.

(2) Soldier's current performance and potential.

(3) A statement that confirms the statements made by the Soldier in their memorandum based on the Commander's knowledge of the Soldier:

(a) Exhibit stability in personal affairs IAW AR 600-20.

(b) Meets height and weight standard IAW 600-9.

(c) Ability to maintain a deployable status IAW AR 40-501.

(d) Meets Service Remaining Requirement (SRR) IAW AR 614-200, chapter 4.

(e) Soldier is not pending any UCMJ action and does not have any derogatory information in OMPF.

(f) Family Care Plan is current and approved if applicable.

(g) Copy of College transcripts (credits or degree) completion from accredited institutions. If the DA 2-1 indicates degree completion or credit hours, transcripts MUST BE submitted with packet.

(h) Complete front and back copies of the last four (4) Noncommissioned Officer Evaluation Reports (NCOERs).

(i) Other Information: Soldiers may send in training documents or other information to highlight special skills or accomplishments for consideration.

(j) Soldiers must have at least five years remaining prior to meeting maximum years of service for rank: SSG and below, 27 years and SFC, 29 years.

Current as of 1 January 2014