DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

MEMORANDUM FOR RECORD

SUBJECT: Fiscal Year (FY) 2016 U.S. Army Reserve (USAA) 51C Non-commissioned Officer (NCO) Reclassification Board

1. The United States Army Acquisition Support Center (USAASC) Army Reserve Proponent Office will conduct a 51C NCO Reclassification Board to consider all submitted USAR NCO Reclassification packets, from 11 April 2016 thru 14 April 2016. All USAR 51C NCO Packets for reclassification consideration shall be submitted electronically to the below email address and MUST be received NLT 2359 on 25 March 2016. Please encrypt your email for security purposes.

usarmy.belvoir.usaasc.mbx.usaasc-usatfa51-mosboardcmf51 @mail.mil

2. Board applicants should provide the best possible electronic versions/scans of your documents. Board Members must be able to review your documents as clearly as possible. Group scan of your documents vs. individual document scan. Ensure you scan all documents in the order of the checklist (see website for checklist) and all documents are right-side up. If you elect to scan individual documents, ensure all documents are right-side up and named EACH file with what the document is.

3. The reclassification packet MUST have the correct and current contact information. If the packet needs an additional document, a corrected format or is missing a document or signature a member of the USAASC staff will attempt to contact you by phone or email the address provided. Based on the limited USAASC staff to review, consolidate and construct the Reclassification packets, multiple attempts to correct a submitted Reclassification packet are NOT possible.

4. In order to ensure the timely conduct of the USAR 51C NCO Reclassification Board, the below timeline applies:

- 25 March 2015: ALL USAR 51C NCO Reclassification Packets are required to be submitted electronically using the link above NLT 2359 hrs.
- 11 April 2016- 14 April 2016: USAR 51C NCO Reclassification Board commences review of submitted Reclassification Packets.
- (T) April 2016: USAR 51C NCO Reclassification Board results approved and/or released.

4. The Point of Contact regarding this correspondence is LTC William Graham at, 703-805-1239, email: william.h.graham20.mil@ mail.mil.

William H. Graham
LTC, SC
USAR Proponency Officer