

NCO WEBSITE information

#1 under prerequisites question #3 needs to be changed to read (3) Successful completion of a Leadership Tour (NCOER)

#2 Delete the entire APPLICATION tab

#3 under the FAQ section delete questions 2,3,9,11 and 12.

#4 under the FAQ section change the current question number 8 to: There will be no.....

#5 We have to change the title from NCO program to the following: AL&T Contracting NCOs Career Management field 51, MOS 51C

Mission

The primary objective of the Army Enlisted Acquisition Career Management Field (CMF) 51 and Military Occupational Series (MOS) 51C is to ensure that the Army has Contracting Noncommissioned Officers that are qualified, trained, experienced and available to maintain a high state of combat readiness.

The MOS 51C was designed to aide the Acquisition Corps in bridging the gaps that occur before military logistics resources can be mobilized. In some cases this aide will be necessary for the duration of the contingency, humanitarian, assistance or peacekeeping operations; especially where no Host Nation Support (HNS), nation to nation, agreements exist for the supplies or services required.

We are striving to augment existing logistics support capabilities and provide a new source of support for critically required supplies and services during initial deployment, sustainment, and redeployment of those supplies and services. These requirements are satisfied through planning, solicitation, award, and administration of contracts in support of contingency missions.



Purpose

The purpose of the Army Acquisition Corps Proponent Office is to provide information to Soldiers that want to pursue CMF 51/MOS 51C as a new career. Our goals are to:

- Identify and manage NCO career progression patterns of NCOs that are reclassified into MOS 51C Acquisition, Logistics & Technology Contracting Noncommissioned Officers.
- Ensure NCOs understand the MOS Reclassification requirements for becoming a 51C AL&T Contracting NCO.
- Ensure that NCOs understand what will be required of them while performing duties as Warranted Contract Specialists or Contingency Contracting Officers.
- To distribute information on how to register for the MOS producing training, CON 110 Mission Support Planning (BE0), CON 111 Mission Planning Execution (BE8), CON 112 Mission Performance assessment (BE9).
- Provide basic access information on the Acquisition Career Record Brief (ACRB) and Individual Development Plan (IDP).

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Prerequisites

Reclassification guidance and prerequisites for Military Occupational Specialty (MOS) 51C – Acquisition, Logistics & Technology Contracting Noncommissioned Officer.

1. Reclassification, selection and approval process for MOS 51C - active duty personnel (only):
 - a. NCO meets the basic prerequisites 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 local retention channels 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 through retention channels 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.
2. 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.
3. 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.

4. 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.

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Certification

These instructions apply to NCO certification in Contracting. Please see **Other Info**   for certification in other Acquisition disciplines to include Acquisition Logistics.

Steps/Process for NCO certification

Award of MOS 51C does not satisfy DAWIA certification requirements. It is mandatory that NCOs complete designated NCOEs training course: AIT, BNCOE, ANCOE, and meet DAWIA Civilian education requirements prior to being awarded Level II certifications.

NCOs must meet prerequisites as outlined in DAWIA and supplemental laws (i.e. Section 808, Section 824): NCO packets should include the following:

Step 1-- Update your Individual Development Plan (IDP) with objectives for achieving the education, training, and experience requirements.

Step 2-- Submit via REGULAR mail or fax 703 325-7816.

TAB A DA FM 4187 with support documentation as outlined:

FROM: Contracting Cdr/DOC

TO: Human Resources Command

Acquisition Management Branch (AMB)

Room 7N43, ATTN: Ms. Veronica Gonzalez

200 Stovall Street

Alexandria, VA 22332-0411

TAB B ACRB (signed by Soldier)

TAB C College Diploma and transcripts

TAB D DAU Certificates for CON 100, 111 etc...

TAB E Copies of NCOER showing proof of duties contracting

DO NOT FORWARD ADDITIONAL INFO i.e. ERB, photos (See checklist below)

CONTRACTING CHECKLIST

Requirements effective as of 1 October 2006: Check for latest changes at www.dau.mil/catalog
All items listed are mandatory requirements for certification

Level I -- Must have 12 months with Acquisition Workforce (contingency contracting)

Education

Baccalaureate degree (Section 824 applies to Contingency Contracting NCOs).

At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Experience

1 year of contracting experience

Training

CON 100 Shaping Smart Business Arrangements

CON 111 Mission Planning Execution

1 Elective (Elective course will be CON 234 Contingency Contracting)

Level II -- Must have 24 months with Acquisition Workforce (contingency contracting)

Education

Baccalaureate degree.

At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

(Desired) Graduate studies in business administration or procurement.

Experience

2 years of contracting experience

(Desired) An additional 2 years of contracting experience

Training

CON 214 Business Decisions for Contracting

CON 215 Intermediate Contracting for Mission Support

CON 216 Legal Considerations in Contracting

CON 217 Cost Analysis and Negotiation Techniques

CON 218 Advanced Contracting for Mission Support

2 Electives (Electives are approved by Supervisor and should be job related)

Level III --

Education

Baccalaureate degree.

At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management .

(Desired) Master's degree in business administration or procurement.

Experience

4 years of contracting experience

(Desired) An additional 4 years of contracting experience

Training

CON 353 Advanced Business Solutions for Mission Support

2 Electives (Electives are approved by Supervisor and should be job related)

Step 3 -- Fax or mail Certification packet to:

Human Resources Command
Acquisition Management Branch (AMB)
Room 7N43, ATTN: Ms Veronica Gonzalez
200 Stovall Street
Alexandria, VA 22332-0411
FAX: 703 325-7816

Step 4 -- Be patient while certification packets are being processed. The normal turn around is usually within 30 days of submission.

Step 5 -- Contact your Enlisted Workforce Career Manager if certificate is not received within 60 days.

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Assignments

- ▶ See Prerequisites
- ▶ All Contracting NCO assignments are requested through HRC QM Enlisted Career Branch.

HRC 

Recommended remarks:

Request favorable consideration for contract assignment located at _____ I understand assignments are made in accordance with the needs of the Army and the Acquisition Corps mission. Feel free to provide supporting documentation or reasons for specific location request.

HRC web site: <https://www.hrc.army.mil> 

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MOS 51C Assimilation Process

Step 1 Soldiers from the Army Enlisted Corps in the rank of (E-6-E-7) from any MOS are able to request reclassification through their local Retention channels.

Step 2 The request for reclassification will be provided to DA Reclassifications Branch for initial review and approvals are based on needs of the Army.

Step 3 Upon initial approval by DA Reclassifications Branch of a Soldier to reclassify they will forward the reclassification request to HRC Quartermaster Branch MOS 51C NCO assignment and career manager for further processing. The Quartermaster Enlisted Career Management Branch in conjunction with the U.S. Army Acquisition Support Center (USAASC) will review Soldier requests for reclassification and provide approval or disapproval to DA Reclassification Branch.

Step 4 Upon approval of the Soldier to reclassify the Quartermaster Enlisted management Branch MOS 51C NCO Assignment and Career manager will place the Soldier on reassignment instructions to a Contracting Unit and will approve the initial MOS training courses for the Reclassifying Soldier.

Step 5 Upon completion of MOS training, the Soldier will be awarded the 51C MOS and managed as an AL&T Contracting NCO.

The MOS Award requirements include: The MOS 51C will only be awarded to Soldiers through the MOS reclassification process.



Step 1 Approval/selection for reclassification and assignment to Contracting training and assignment

Step 2 Completion of the initial MOS producing courses: CON 110 Mission Support Planning, CON 111 Mission Planning Execution, CON 112 Mission Performance Assessment

No action is required by the local installation, the MOS will be top loaded by the HRC MOS 51C NCO Assignment and Career manager upon completion of required courses.

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IDP/ACRB

Both the Individual Development Plan (IDP)  and Acquisition Career Record Brief (ACRB)  are linked through automation. All NCOs assigned to MOS 51C positions that are performing contracting duties will be accessed into the NCO Acquisition Workforce Program and are required to maintain an IDP and ACRB upon completion of MOS 51C Reclassification requirements. Neither the IDP nor ACRB interact with the Enlisted Distribution Assignment System (EDAS); therefore it is necessary to maintain the ACRB, IDP, and the Enlisted Record Brief (ERB).

What is an Individual Development Plan (IDP)?

This is a developmental tool used by the Acquisition Corps to assist individuals and supervisors in documenting and planning long range and short range training objectives. (It is a plan for projected training needs). Notification of IDP approval does not mean the individual has been approved for a seat in a residence course. Course seating is requested through Army Training (AITAS/ATRRS .

When do I get an IDP?

After Approval/selection for reclassification and assignment to a NCO Contracting assignment.

How Do I get an IDP? (DO NOT SEND NAMES)

When a Soldier is selected for Reclassification and is assigned to a contracting position the MOS 51C Assignment and Career manager or the Proponent will coordinate for the creation of the initial IDP account. We will use the following data points to build the IDP.

- SSN

- Unit Address
- Unit phone
- Home Address
- Home phone
- Email
- Local supervisor name, phone, email
- This information will be used to add you to the Acquisition database (CAPP MIS)

Who is the supervisor for my IDP?

Upon initial MOS reclassification the supervisor that will approve the initial MOS training MOS 51C NCO Assignment and Career manager. Upon completion of the AIT training requirements the Soldiers local supervisor will approve the training. Supervisors include Contingency Contracting Team Leaders, Senior Contingency Contracting Team Leaders, Contingency Contracting Battalion or Contracting Support Brigade Operations Officers.

How do I change my IDP supervisor?

You don't. Each time you get a new supervisor, he/she has to log into the IDP supervisor module and add your SSN to their employee profile.

Are my IDP and ACRB reviewed by the NCO Promotion Board?

No, these are internal tools used by Acquisition Corps to manage and train qualified individuals.

Who updates my IDP?

You do.

Who updates my ACRB?

The MOS 51C NCO Assignment and Career manager or your local Acquisition Career Manager.

MOS Reclassification

Reclassification Packet information:

ATTACHMENT: NOFC files:

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Training

Courses required for certification:

See certification

It is desired that NCOs complete their designated NCOES i.e. AIT, BNCOC, ANCOC and DAWAI Civilian education requirements prior to level II certification. All NCOs are encouraged to complete ACQ 101 (Fundamentals of Acquisition) prior to requesting Level II certification.

Who is eligible to take DAU courses:

See DAU homepage 

Course location:

DAU contracting courses are taught globally throughout the Armed Forces. In support of the Army Acquisition Corps vision to continue to access NCOs into the workforce, training attendance will generally be at the following geographical sites when available: Wright-Patterson AFB OH, Ft Lee, VA, Port Huemene, CA, Huntsville, AL or Kaiserslautern Germany. NCOs attending DAU courses TDY and return should request resident courses within their theatre of operation. Training requested TDY enroute should be requested based on geographical location and availability of courses.

Completion of Defense Acquisition University (DAU) Web courses prior to requesting MOS reclassification does not guarantee acceptance into MOS 51C. Please review prerequisites and reclassification information then submit reclassification requests through the local retention channels if you believe you qualify.

Note: Only NCOs performing 51% or more duties in or being reassigned to a contracting position will be considered for resident course attendance and funding.

Instructions to request DAU course enrollment on AITAS/ATRRS for MOS 51C Soldiers:

Go to AITAS/ATRRS Web site 

1. Review updates on bulletin
2. Scroll to bottom of screen and click continue
3. Click prepare application
4. Select category : Non Acquisition Corp (command funding required)
5. Type in your SSN, DOB,
6. Click logon
7. Select appropriate FY, course title ACQ 101, CON 101 etc...
8. Click search
9. Click the underlined Web page
10. Click the class number (301)
11. Enter your personal data
12. Select pay plan E for enlisted
13. Type NO for intern
14. Type 4 character MOS (i.e. 51C3)
15. Select local no funding for travel
16. Type the name of your Supervisor: Initial Reclassifying soldiers will use their 51C NCO Assignment and Career manager and once the MOS AIT training is completed, AL&T Contracting NCOs will use the supervisor in their Contracting Chain of Command.

Review and select applicable comment(s) from list below and paste in ATRRS student comment block:

1. I understand Web course must be completed within 60 days of enrollment in the virtual campus.
2. I will be traveling TDY enroute from (location/date) to (location/date). Leave requested in conjunction from (location/date) to __ (location/date) __, leave request will be submitted with travel voucher.
3. I will be traveling TDY and return from (location/date) return to (location/date). Leave requested in conjunction from (location/date) to (location/date), leave request will be submitted with travel voucher.

Click submit application (If data is typed incorrectly application will not process. Make corrections and click submit again. Be sure to double check your email addresses)

Courses required for MOS 51C:

Phase 1 AIT: Training to obtain MOS:

CON 110 Mission Support Planning
CON 111 Mission Planning Execution
CON 112 Mission Performance assessment

Phase 2 Additional MOS training after award of MOS 51C

CON 100 Shaping Smart Business Arrangements
CON 120 Mission Focused Contracting
CON 234 Contingency Contracting

Training Process and priorities:

Noncommissioned Officers in the grade of Staff Sergeant through Sergeant Major will attend contracting training as part of their NCO professional education and contracting career development training requirements.

Initially Soldiers selected for reclassification into MOS 51C will complete all DAU on-line Level I contracting courses. The on-line contracting courses satisfy the Training and Doctrine Commands (TRADOC) Advanced Individual Training (AIT) training requirements for Soldier reclassifications. All AL&T Noncommissioned Officers participating in the Contracting MOS reclassification AIT will be priority one for level one on-line contracting courses. Upon completion of phase 1 training AIT Soldiers will be awarded MOS 51C by the ASA (AL&T) Military Deputy and the Director U.S. Army Acquisition Support Center.

Noncommissioned Officers undergoing MOS reclassification training will be given 120 days to complete all of the DAU on-line level one contracting courses in order to obtain the MOS 51C AL&T Contracting Noncommissioned Officer. The 120 day training timeframe begins when the Soldier within the reclassification process reports to his or her contracting unit of assignment.

Soldiers that are unable to complete the on-line DAU level one Contracting training within the 120 day timeframe must request a time extension in writing through their contracting chain of command to the Human Resources Command Enlisted Quartermasters Branch to the MOS 51C Assignment and Career Manager. The MOS 51C Assignment and Career manager is the AIT training approval manager and is authorized to grant only one time extension for Soldiers to complete on-line Contracting MOS reclassification training. The final decision on the time

extension will be made by the career manager however the total AIT training time will with an extension will not exceed 180 days.

The training will begin after the Soldier is approved for Reclassification to MOS 51C and upon reporting for duty at their respective gaining contracting command, unit or team. If a Soldier fails to complete the required training in the time allotted they will be sent back to their original MOS. Soldiers that fail the training or that do not complete the training in the required amount of time will be available for immediate PCS based on the needs of the Army for their primary MOS.

All Army AL&T Contracting Noncommissioned Officers (NCOs) in MOS 51C will complete, at a minimum, all of the level one Contracting certification training courses and the Contingency Contracting course CON 234.

Certificates of Completion

Certificates of completion may be downloaded from the [DAU Homepage](#) 

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Frequently Asked Questions

Q: What will be the total numbers for the new 51C MOS?

A: 118 (AC); 54 (AR); 110 (NG)

Q: Will they be taken from various MOS' or will the Army increase the current authorization for SGM numbers?

A: No, they will not be taken from various MOS' and no, the Army will not increase end strength.

Q: What is the drop dead date for the MOS?

A: The MOSC proposal has a suspense date of 20 Sept 06 with selection for those in the program 15 Sept 06.

Q: How much will new selected Soldiers from the various MOS' previous assignment weigh on the first 51C promotion board?

A: The review board is only selecting non-promotable personnel across the enlisted corps. Once a NCO has been in the new MOS 51C for 2 to 3 years, there will be sufficient amount of documented experience to evaluate the NCO for further advancement within MOS 51C. Naturally, you have to look at his or her past NCOERs for trends in potential, performance and personal growth.

Q: If an NCO has already completed ANCOC, will the NCO be required to go through MOS 51C NCOES training?

A: Yes, all newly selected E6/E7 and for those in the NCO Acquisition workforce program who have not attended their respective BNCOC or ANCOC will have to attending the contracting BNCOC/ANCOC.

Q: What is the timeline for the fielding of the MOS?

A: Official fielding is FY 08.

Q: Can NCOs still get assigned to jobs outside of contracting? (recruiter, DS, 1SG)

A: No, due to the fact this will be a low density MOS and that all contracting NCO positions are mission critical

Q: Will there be any ASI for 51C i.e., Program Management NCO, RD&TE?

A: There will no ASI for MOS 51C. Base on the success of MOS 51C, there could possible be other acquisition career fields added i.e., PM, and AL.

Q: With an already top heavy NCO program, what are the realistic goals for promotions in the Senior NCO ranks?

A: When creating a new MOS it required to fill your initial manpower requirement up to 50% minimum and no more then 75% to ensure upward mobility as the MOS matures.

Q: How will MSGs be considered for SGM without any 1SG time? Or will they compete just against 51C50?

A: MSG who are currently serving, or have previously served, as Senior Enlisted Contracting Advisor/NCOIC/Operations Sergeant or Sergeant Major in contracting will be looked highly for advancement to SGM in contracting without 1SG time. MSG who has had 1SG time and other senior Army positions throughout their career will also be looked at highly for promotion to SGM in contracting.

Q: If a NCO is unsuccessful in contracting, will they be able to revert back to their old MOS?

A: Yes, Soldiers will be able to revert back to current MOS or needs of the Army. This type of personnel actions request will have to go through the contracting chain of command in writing and approved by reclassification branch.

Q: How do I contact the Proponent for NCOs in the Acquisition Workforce?

A: PH: (703) 805-1249 or (703) 325-2766

FAX: (703) 805-1256 or (703) 325-7816

Q: Who is eligible to receive the MOS 51C?

A: The MOS 51C will only be awarded to Soldiers through the MOS reclassification process.

Q: How do I get an assignment in the contracting field?

A: A soldier will have to request MOS reclassification, be accepted and complete the AIT training requirements while assigned to a Contracting assignment.

Q: How many career fields are in the Acquisition Corps?

A: 12

Q: What field of Acquisition is open to NCOs?

A: Contracting field (with specifics in contingency contracting)

Q: What responsibilities are given to NCOs in contracting?

A: They are given the same responsibilities as our Contracting Officers and Department of the Army Civilian (1102 series).

Q: What courses are required to obtain the MOS?

A: Phase 1 AIT: Training to obtain MOS:

CON 110 Mission Support Planning
CON 111 Mission Planning Execution
CON 112 Mission Performance assessment

Q: Where are the Contracting courses taught?

A: Several locations such as the ones listed below

Wright-Patterson AFB, OH
Ft Lee, VA
Port Huemene, CA
Huntsville, AL or
Kaiserslautern Germany
Lackland AFB Texas

Q: Are these courses available on the Web?

A: Yes, some of the courses are Web-based; however, majority of the Web-based courses require resident prerequisites.

Q: Can the courses be fulfilled through other means?

A: Yes, DAU has acknowledged acceptance of equivalent courses and personal experience (see DAU catalog) Also see accredited colleges.

Q: Does the Acquisition Corps provide the funding for the residence courses?

A: Yes, provided individual is performing 51% or more duties in contracting or has been identified for contracting duties by the Acquisition Corps proponent office.

Q: Do NCOs have to meet the civilian education requirements outlined in the Defense Acquisition Workforce Improvement Act (DAWIA)?

A: Yes, NCOs will have to meet the Education requirements in order to receive certification in contracting. However in performing contracting duties some exceptions concerning BA/BS degree requirements have been approved regarding simplified acquisitions contract warranting.

(All NCOs interested in pursuing duties in contracting are strongly encouraged to complete a 4 year degree in either accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management).

Q: What is an Individual Development Plan (IDP)?

A: This is a developmental tool used by the Acquisition Corps to assist individuals and supervisors in documenting and planning long range and short range training objectives.

(It is a plan. Notification of IDP approval does not mean you have been approved for a seat in a residence course. Course seating is requested through Army Training (AITAS/ATRRS).

Q: Where are the Contracting positions located?

A: These Army Materiel Command/ Army Sustainment Command MTOE Contracting units are located both CONUS and OCONUS with all of the Major warfighting units.

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Points of Contact

NCO Proponent Office

Director

U.S. Army Acquisition Support Center

ATTN: Enlisted Proponent, CMF and MOS 51

9900 Belvoir Road, Suite 201,

Fort Belvoir, Virginia 22060-5567

703 805-2732

FAX 703 805-1321

E-mail: james.bamburg@us.army.mil

Contracting Sergeant Major

Director

U.S. Army Acquisition Support Center

ATTN: Enlisted Proponent, CMF and MOS 51

9900 Belvoir Road, Suite 201,

Fort Belvoir, Virginia 22060-5567

703-805-1332 or 703-681-7560

E-mail: ethan.a.jones@us.army.mil