

OFFICE SYMBOL

DATE

MEMORANDUM THRU Cdr, LTC Kevin A. Smith, 505th Supply Battalion (unit), Insert  
Address\_\_\_\_\_

FOR JFHQ-XX G1 -----Address

Subject: MOS 51C Reclassification Request

I, Rank and Name, SSN: XXX-XX-XXXX, request reclassification into MOS 51C. I exhibit stability in my personal affairs IAW 600-20, meet the height and weight standards IAW AR 600-9, am deployable IAW 40-501 and understand that MOS 51C is a deployable MOS.

Furthermore, if selected for reclassification, I will incur a Service Remaining Requirement of 60 months IAW AR 614-200, Chapter 4. I understand that this is a volunteer reclassification and that I may be subject to a Selective Reenlistment Bonus recoupment. I have no derogatory information in OMPF and have an updated and approved Family Care plan on file (if applicable).

I, Rank and Name, would like to become a 51C, Acquisition, Logistics, and Technology Noncommissioned Officer for the following reasons \_\_\_\_\_.

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 may be subject to UCMJ actions.

Point of contact for this information is the undersigned at XXX-XXX-XXXX (phone) or email [name@us.army.mil](mailto:name@us.army.mil).

Signature Block

Rank