

OFFICE SYMBOL

DATE

MEMORANDUM FOR Director, Army Acquisition Career Management, US Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060.

Subject: Letter of Recommendation for SSG Bill Jones

1. I, LTC \_\_\_\_\_, Cdr, Unit, recommend SSG Bill Jones SSN XXX-XX-XXXX, as a candidate for reclassification into MOS 51C. While assigned as the duty description, unit, SSG Jones performance has been ....
2. In this paragraph, the Commander should explain why the Soldier is qualified for selection as a 51C and should speak to their strengths and weaknesses.
3. SSG Bill Jones meets the height and weight standards IAW AR 600-9. He exhibits stability in personal affairs IAW AR 600-20. SSG Bill Jones is also deployable, has no profile, has no derogatory information in OMPF and has an updated and signed Family Care Plan on file (if applicable). He or she is aware that he must comply with the Service Remaining Requirement of 60 months IAW 614-200.
4. I understand that if SSG Bill Jones is selected for MOS 51C, he is authorized Permanent Change of Station orders to receive 51C Reclassification training while his unit may be in a Stop loss/Stop Movement or in a stabilized posture.
5. Endorsement statement if applicable by Commander.
6. 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, BRANCH  
Commanding