

MOS 51C Reclassification Information

MOS 51C Reclassification Instructions:

Soldiers must check with their Career Counselors in order to determine if they are eligible to reclassify. 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 614-200.

Soldiers that decide that they want to request reclassification must complete the packet in coordination with their Career Counselors. Once the packet is completed Soldiers should access the following website to input their application and receive further application instructions.

<http://www.usaascvb.info/51c>

The MOS 51C Proponents contact information can be found at:

<http://asc.army.mil/web/career-development/military-nco/active-component-reclass-program/>

MOS 51C Reclassification packet contents:

- a. Statement from the 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 **at the time of the board convening**) (see example).
- c. Copy of recent updated Enlisted Record Brief (ERB) signed and dated by the Soldier without DA photo.
- d. Letter/verification of security clearance from Security Manager (see example).
- e. Soldiers signed memorandum (see example). Soldiers memorandum must address the following information within the memorandum.
 1. Exhibit stability in personal affairs IAW 600-20.
 2. Meets height and weight standard IAW 600-9.
 3. Ability to maintain a deployable status IAW AR 40-501.
 4. Meets Service Remaining Requirement (SRR) of 60 months IAW AR 614-200, chapter 4.
 5. No derogatory information in OMF.
 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).
- f. Commander reclassification endorsement: Commander's endorsement letter must be signed by a LTC/O-5 or above in the Soldiers chain of command (see example).
- g. Copy of all college transcripts from an accredited institution.

- h. Complete front and back copies of the last four (4) years of Noncommissioned Officer Evaluations Reports (NCOERs). If the Soldier does not have four years of NCOERs, include all the NCOERs you have received. Soldier must have at least 24 months of rated time in order for the reclassification board to evaluate performance.
- i. Soldier must provide all Academic Evaluation Reports (DA 1059) from each NCOES school attended.
- j. Other Information: Soldiers can send in training documents or other information to highlight special skills or accomplishments for consideration.
- k. If the Soldier has a 2 in PULHES, a copy of the Soldiers profile must be included with the packet to determine if the NCO meets the physical requirements for MOS 51C in accordance with DA PAM 611-21, chapter 10.

Current as of 24 March 2016