



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY ACQUISITION SUPPORT CENTER**  
**9900 BELVOIR ROAD, BUILDING 201**  
**FORT BELVOIR, VIRGINIA 22060-5552**

SFAE

MEMORANDUM FOR INSTALLATION PHOTO LAB

SUBJECT: Submission of D.A. Photo for Sergeants/Sergeants Promotable and Staff Sergeants

1. The United States Army Acquisition Support Center (USAASC) conducts reclassification assessment boards for NCOs in the grade of SGT/SGT(P) and SSG twice per fiscal year. The assessment panel members review NCO packets in a similar fashion to promotion selection boards, promoting the Total Soldier Concept in assessing the NCOs appearance of fitness, bearing, and attention to detail, discipline, and confidence.
2. We ask for your assistance in providing this NCO whom is looking to reclassify into MOS 51C, in obtaining a photo (4" x 6") commensurate to an official D.A. Photo.
3. The point of contact for this action is the undersigned, at Commercial (703).664.5708, Cell (703).405.8421, or email at james.l.illes.mil@mail.mil.

*James L. Illes*  
James L. Illes  
SGM, USA  
Acquisition Proponent Office