

MEMORANDUM FROM (Career Counselor Address)

FOR Director, United States Army Acquisition Support Center, ATTN: 51C Proponent, 9900
Belvoir Road, Fort Belvoir, VA 22060

SUBJECT: Verification of Career Counseling for (Soldier's Rank, Name)

1. I, (Rank, Name), Career Counselor for (Unit or Organization), provided counseling to (Soldier Rank, Name) on the prerequisites for MOS 51C – Acquisition, Technology and Logistics (ALT) Contracting NCO.
2. Soldier has been counseled and the Soldier has been informed of the prerequisites for reclassification to MOS 51C.
 - a. Meet height and weight standard IAW AR 600-9.
 - b. Ability to maintain a deployable status IAW AR 40-501.
 - c. Meet Service Remaining Requirement (SSR) IAW AR 614-200, Chapter 4, (60 months).
 - d. No derogatory information in OMPF.
 - e. Family Care Plan is current and approved, if applicable.
 - f. Soldier understands the Army's Selective Reenlistment Bonus recovery policy.
 - g. Soldier will attend training prior to assignment; failure to do so could result in immediate reclassification/reassignment to the needs of the Army.
 - h. Assignment instructions for MOS 51C are dependent upon the needs of the Army upon completion of training.
3. POC this memorandum is the undersigned, XXX-XXX-XXXX (phone) or email xxx-xxx-xxxx@us.army.mil.

Signature Block
SSG, USA
Retention NCO