

Place on unit letterhead

OFFICE SYMBOL

Date XXXX

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

SUBJECT: Civilian Education Plan for SSG Last, First

I, (Rank) XXX, am providing my civilian education plan, which outlines my progress and commitment towards obtaining my college degree. I am applying for 51C reclassification with a total of XX semester hours completed towards my Bachelor's Degree in (What your degree is in). I am currently enrolled at Name of your college/University and have XX classes and XX semester hours remaining for completion of my Bachelor's Degree. Estimated completion of my Bachelor's Degree is NLT Month and Year

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

Signature Block

Rank, USA