

ARMY NATIONAL GUARD (ARNG) ACQUISITION WORKFORCE MEMBERSHIP FOR T32 51C

**NCO Checklist:**

**NCOs:**

1. NCOs must be eligible for reclassification per 614-200 (2 years on contract, waivable to receive bonus). At a minimum, all reclassification applicant packages will contain:

\_\_\_ A DA 4187 requesting MOS reclassification submitted through the unit's chain of command to the ARNG Acquisition Management Office (AMO).

\_\_\_ A copy of the Soldier Record Brief (SRB) or DA Form 2-1 to verify:

\_\_\_ Time in Service (TIS). The ideal ARNG candidate NCO is the rank of SGT through SFC with less than 10 years of service in any Career Management Field at the time of submission for reclassification. (may be waived at discretion of **NGB-AMO career manager**)

\_\_\_ The candidate NCO possesses a minimum score of 110 in aptitude of GT (**not waivable**).

\_\_\_ SRB reported profile must not exceed 222222. Soldier must state they are deployable to a combat zone in accordance with Army Regulation (AR) 40-501 (Standards of Medical Fitness). A copy of existing medical profile must be included.

\_\_\_ Recommendation letter signed by O-5 or higher commander including:

\_\_\_ Verification the Soldier possesses a valid U.S. driver's license.

\_\_\_ Verification of a Family Care Plan for single parent or dual military Soldiers.

\_\_\_ A verifying statement that the Soldier exhibits stability in personal in accordance with AR 600-20 (Army Command Policy).

\_\_\_ A verifying statement that the Soldier meets height and weight standards IAW AR 600-9 (The Army Weight Control Program).

\_\_\_ A verifying statement that the Soldier does not have derogatory information in Official Military Personnel Files.

\_\_\_ Include most recent Non-Commissioned Officer Evaluation Reports (NCOERs) (no more than four) in your reclassification packet.

\_\_\_ An official copy of college transcript(s) or a diploma from an accredited institution (if applicable).

\_\_\_ DA Form 705 (APFT)

\_\_\_ DA Form 5500 (if applicable, bodyfat worksheet)

\_\_\_ Copy of profile (if applicable)

\_\_\_ A copy of training certifications related to contracting training (if applicable DA 1059 for AAPC or equivalent 1102 training).

\_\_\_ Verification that Soldier has a secret security clearance or interim secret security clearance via:

\_\_\_ Official letter from Security Manager or letter from BDE S2 stating verified level of security clearance.

\_\_\_ Copy of Soldier's security information obtained by the Joint Personal Adjudication System (JPAS).

\_\_\_ Be a U.S. citizen verified by the Soldier's JPAS printout or a valid U.S. passport.

\_\_\_ A signed statement from the candidate Soldier:

\_\_\_ Agreeing to the Service Remaining Requirement (SRR) as outlined in Chapter 4 of AR 614-200, Enlisted Assignments and Utilization Management. Note: The specifics of this requirement will be coordinated with the Soldiers gaining unit upon successful reclassification.

\_\_\_ Confirming stability in personal affairs in accordance with (IAW) Army Regulation (AR) 600-20 Army Command Policy.

\_\_\_ Confirming that the Soldier meets height and weight standards IAW AR 600-9,

The Army Weight Control Program.

\_\_\_ Confirming that the Soldier does not have derogatory information in Official Military Personnel Files.

\_\_\_ Unit Assignment Order