

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

To ensure Soldiers meet the requirements of the Acquisition Corps, a pre-determination for selection of Functional Area (FA) 51 (officers) and reclassification to MOS 51(NOCs) is required. Please adhere to the below, as well as, the information found on the United States Army Acquisition Support Center's (USAASC) website <https://asc.army.mil/web/career-development/military-nco/arng-reclassification-program/>.

The information below identifies the process and documentation necessary when submitting requests for 51C reclassification or functional area (FA) 51. Please note, although some of the documentation required is the same, the process for officers and NCOs differ.

### Officers

1. Officers must meet the following requirements:
  - a. Be a U.S. citizen.
  - b. Have a secret clearance or higher at the time of application.
  - c. Exhibit stability in personal affairs as outlined in AR 600-20. Be willing to undertake a financial background check if required by policy/regulation.
  - d. Be a CPT/O-3 or above (a waiver can be submitted)
  - e. Be branch qualified in their basic branch in accordance with DA Pam 600-3 to include having at least one key development OER in iPERMS.
  - f. Be world-wide deployable; able to operate in an austere, combat, deployed environment wearing a full complement of Personal Protective Equipment (to include helmet, mask, body armor, and individual weapon).
2. The officer's state G-1 must confirm all minimum requirements are met and must send requests directly to ARNG-AMO-ACMO. FA51 Predetermination Request will contain:
  - g. A copy of the Soldier's updated Soldier Record Brief (SRB).
  - h. A DA 4187 requesting FA51 submitted through the unit's chain of command to the ARNG Acquisition Management Office (AMO).
  - i. An official copy of college transcript(s) from an accredited institution.
  - j. If applicable, a copy of training certifications related to contracting training.
  - k. DA Form 705
  - l. DA Form 5500 (if applicable)
  - m. Copy of profile (if applicable)
  - n. A memorandum for record from the Soldier stating reason for request. Include the following:
    - Officer qualifications, education and background for FA51
    - Confirming Official Military Personnel File is updated and current
3. Please email complete packets with individual documents in PDF format (Soldier's rank last name\_ first name\_unit\_state\_51C; i.e. SSG Snuffy\_ Alex\_1976\_IN\_51C) to [richard.t.corcoran9.mil@army.mil](mailto:richard.t.corcoran9.mil@army.mil)

### NCOs

1. NCOs must be eligible for reclassification per 614-200. At a minimum, all reclassification applicant packages will contain:

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- a. A DA 4187 requesting MOS reclassification submitted through the unit's chain of command to the ARNG Acquisition Management Office (AMO).
- b. 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.
  - 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.
- c. 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.
- d. Include most recent Non-Commissioned Officer Evaluation Reports (NCOERs) (no more than four) in your reclassification packet.
- e. An official copy of college transcript(s) or a diploma from an accredited institution (if applicable).
- f. A copy of training certifications related to contracting training (if applicable).
- g. 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.
- h. 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.

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2. Please email complete reclassification packets with individual documents in PDF format (Soldier's rank last name\_ first name\_ unit\_ state\_ 51C; i.e. CPT Snuffy\_Alex\_1976\_IN\_51C) to richard.t.corcoran9.mil@army.mil.