MOS CONVERSION BONUS ELIGIBILITY CHECKLIST

FULL NAME   **RANK**

CURRENT PRIMARY MOS   **REQUESTED MOS**

	YES	NO
GAINING COMMANDER'S MEMO		▓
CURRENT PRIMARY MOS ON OUT-CALL LIST		
REQUESTED MOS ON IN-CALL LIST		
SSG OR BELOW		
LESS THAN 12 YEARS OF TOTAL MILITARY SERVICE (PEBD)		
MEET QUALIFICATIONS IAW DA PAM 611-21, AR 140-11, AR 135-200, DA PAM 351-4, AND ALL OTHER SPECIAL QUALIFICATIONS FOR THE REQUESTED MOS RECLASSIFICATION		
CURRENTLY TPU (NOT IMA OR AGR)		
HAS 36 MONTHS REMAINING BEFORE ETS		
CURRENTLY SERVING ON A BONUS CONTRACT	▓	
ELIGIBLE FOR THE SELECTED RETENTION BONUS	▓	
ALREADY COMPLETED TRAINING FOR REQUESTED MOS	▓	
IS ENROLLED IN TRAINING FOR REQUESTED MOS	▓	
IS CURRENTLY FLAGGED	▓	
PASSED LAST RECORD APFT		
PASSED LAST HTWT OR BF%		
IS NOT AN UNSAT AND HAS NOT RECEIVED AN UNEXCUSED ABSENCE IN THE LAST 90 DAYS		
IF POSITION OR UNIT IS INTERVIEW REQUIRED, COMMANDER HAS ACCEPTED SOLDIER		

*If there are any checks in the grey boxes, the Soldier is ineligible for the bonus.

If the Soldier meets all eligibility criteria listed above, they must go to https://selfservice.rcms.usar.army.mil to apply for the bonus. The site is accessible from a civilian network using a CAC reader. It is recommended that the Soldier use Google Chrome for the application.

The gaining Commander's memo needs to be uploaded into the bonus request under the documents tab.