

Personnel Action Packet Checklist

T-2-E-1 Request for Reclassification

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. POC CONTACT INFORMATION 11. G&F CMD 12. RD 13. POC SIGNATURE

a. Phone:

b. Email:

14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth:

15. Required Forms and Documents:

1. Copy of this checklist
2. DA Form 4187 completed ONLY for Reclassification for MOS in CMF 17, 18, 35, 37, 38, 46, 51 & 68, and ASI 1X, 1Y, 1Z, and 6T, which require review and approval by proponent, or their delegated authority, for classification / reclassification. All other MOS do not require use of DA Form 4187.
3. HRC Checklist for SQI/ASI/MOS Identifier/update (HRC Approval Authority Only)
4. USAR Form 140-R (OFTS Command Approval)
5. Copy of Soldier's DA Form 1059 or other applicable source documents (if applicable)
6. Copies of previous MOS Award Orders (if applicable)***
7. Copy of current professional license/certification (i.e. NREMT, LPN,) (if applicable)
8. DA Form 2A (Personnel Qualification Record)
9. Orders publishing authority uploads orders to IPERMS

Requested MOSC*:

*NOTE #1: For enlisted Soldier requests, please indicate the requested full 9alpha-numeric MOS Code (MOSC). 9 alpha-numeric MOSC = 3 MOS + 1 Skill level + 1 SQI + 2 ASI + 2 Language Code. MOSC has 3 spaces for the MOS, one space for skill level, one space for SQI, two spaces for ASI and two spaces for Language. Each MOS can only have ONE of each associated with that MOS. If the Soldier does NOT have any additional skill, place the appropriate O or 0 in that spot. Example A: 42A 5 O 00 OO '5' skill level with no additional skills
Example B: 42A 4 8 F5 QB '4' skill level, '8' SQI, 'F5' ASI, 'QB' language

*NOTE #2: Requests for reevaluation as a 68W and award of CMF 68 (AMEDD) Army Civilian Acquired Skills Program MOS or requests for AMEDD MOS award waivers must be forwarded from the OFTS to Commander, AMEDDC&S, AMEDD Personnel Proponent Directorate, ATTN: MCCS-DE, 2377 Greeley Road, Suite A, Fort Sam Houston, TX 78234-7584. The AMEDD Personnel Proponent Directorate is the approval authority for these actions. Orders will be published by HRC.

*NOTE #3: A DD214 can be ILO MOS order for Soldiers in IET status.

*NOTE #4: For award of ASI 3Y, submit requests per ASPDO Procedural Guide #2 located on the Army Space Knowledge Management Site at <https://army.deps.mil/army/sites/ASKMS/badges/SitePages/Home.aspx>

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

18. REMARKS