



## 27D MOS Grade Waiver Checklist



**Soldier's Rank and Name:** \_\_\_\_\_

a. Recommendations from:

1.  Staff Judge Advocate;

2. Soldier's Unit, Chief Paralegal SGM/NCO containing at a minimum:

1. Statement that the Soldier has been counseled on the requirements of the 10-week, 3-day MOS course held at Fort Lee, VA;

2. Statement verifying evidence of a successful typing speed of a minimum of 25 words per minute (WPM) or with a typing test administered with an industry-standard computer software (e.g. Mavis Beacon);

3. Verification that the Soldier has no record of civil conviction (other than minor offenses) or punishment under Formal Article 15 proceedings (If the Soldier has a record of conviction or Article 15, the unit/command MUST submit a separate Article 15 waiver request for approval or disapproval);

4. Verification that the Soldier has no record of conviction by Special or General Courts-Martial or civilian courts of offenses listed in AR 27-10, Chapter 24 or otherwise registered as a sexual offender under AR 27-10, Chapter 24;

5. Verification that there is no pattern of undesirable behavior as evidenced by civilian or military record; and;

6. Verification of no lost time under 10 USC §972 (See Appendix 3, MCM). (If there is lost time, a separate request for waiver must be submitted for consideration).

b.  Unit information, paragraph position, line number and Unit Identification Code (UIC) the Soldier will be slotted against (preferably unit's UMR).

1. Statement there is no MOS 27D Soldiers available within the commuting area to fill the vacant position.

c.  Soldier's biographical summary.

d.  Soldier's college transcripts (if applicable) or  NA.

e.  Reenlistment Eligibility Data Display (REDD) Printout (obtain from your retention NCO) with qualifying scores of:

a. A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

b. A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

c. A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

d. If the Soldier does not have the required CL score as indicated above, the Soldier may submit a request for waiver if current CL is within 1-2 points below minimum required score.

f.  A security eligibility of Secret to maintain MOS 27D as verified by the unit Security Manager and that the Soldier is a U.S. citizen.

g.  DA Form 2A/Enlisted Record Brief (ERB)/Personnel Qualification Record (PQR) and DA Form 2-1.

- h.  Current APFT Scorecard (DA Form 705) and DA Form 5500-R or 5501 (if applicable) or  NA.
- i.  Service School Academic Reports (DA Forms 1059) for all NCOES courses attended.
- j.  All NCOERs.
- k.  MEDPROS printout/deployability status.



**NAME OF UNIT**

**ADDRESS**

**CITY, STATE ZIP CODE**

Office Symbol

Date

MEMORANDUM THRU Chief Paralegal, National Guard Bureau, Office of the Chief Counsel, ATTN: NGB-JA, 1636 Defense Pentagon, Washington, DC 20301-1636

FOR Regimental Command Sergeant Major, OTJAG, ATTN: DAJA-SM, 2200 Army Pentagon, Suite 3E548, Washington, DC 20310

SUBJECT: Request Grade Waiver for 27D Reclassification

1. Sample template for 27D reclassification. When the requests from the unit and State JA are combined, the information listed below should be included or addressed:

a. The request should include a memorandum from the State Judge Advocate, recommending approval. The SJA should indicate if this a critical fill that cannot be filled by a current 27D in the state. The RCSM will want to know why we need to send someone above the rank of SGT to the reclassification course.

b. The second recommendation should be from the gaining unit, and should include the following:

(1) Statement that the Soldier has been counseled on the requirements of the 10-week, 3-day MOS course held at Fort Lee, VA;

(2) Statement verifying evidence of a successful typing speed of a minimum of 25 words per minute (WPM) or with a typing test administered with a industry-standard computer software (e.g. Mavis Beacon);

(3) Verification that the Soldier has no record of civil conviction (other than minor offenses) or punishment under Formal Article 15 proceedings (If the Soldier has a record of conviction or Article 15, the unit/command MUST submit a separate Article 15 waiver request for approval or disapproval);

(4) Verification that the Soldier has no record of conviction by Special or General Courts-Martial or civilian courts of offenses listed in AR 27-10, Chapter 24 or otherwise registered as a sexual offender under AR 27-10, Chapter 24;

(5) Verification that there is no pattern of undesirable behavior as evidenced by civilian or military record; and;

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(6) Verification of no lost time under 10 USC §972 (See Appendix 3, MCM). (If there is lost time, a separate request for waiver must be submitted for consideration).

(7) Unit information, paragraph position, line number and Unit Identification Code (UIC) the Soldier will be slotted against (preferably unit's UMR).

(8) Statement there is no MOS 27D Soldiers available within the commuting area to fill the vacant position.

c. Additionally, the packet should include the following:

(1) Soldier's biographical summary.

(2) Soldier's college transcripts (if applicable).

(3) Reenlistment Eligibility Data Display (REDD) Printout (obtained from the retention NCO) with qualifying scores of:

(a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) If the Soldier does not have the required CL score as indicated above, the Soldier may submit a request for waiver if current CL is within 1-2 points below minimum required score.

(4) Verification security eligibility of Secret to maintain MOS 27D as verified by the unit Security Manager and that the Soldier is a U.S. citizen.

(5) DA Form 2A/Enlisted Record Brief (ERB)/Personnel Qualification Record (PQR) and DA Form 2-1.

(6) Current APFT Scorecard (DA Form 705) and DA Form 5500-R or 5501 (if applicable).

(7) Service School Academic Reports (DA Forms 1059) for all NCOES courses attended.

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SUBJECT: Request Grade Waiver for 27D Reclassification

(8) All NCOERs.

(9) MEDPROS printout/deployability status.

Encls

SIGNATURE BLOCK