

ARMY PUBLIC AFFAIRS CENTER
INFORMATION PAPER

SAPA-PAC
02 December 2013

SUBJECT: Application Packet Requirements for Personnel Seeking to Transition (Reclassify) Into Military Occupational Specialty (MOS) 46Q, Public Affairs Specialist, or MOS 46R, Public Affairs Broadcast Specialist

1. Purpose: To provide background on the Career Management Field (CMF) 46 Application Packet requirement as outlined in Department of the Army Pamphlet (DA PAM) 611-21, Military Occupation and Structure

a. Army Regulation (AR) 5-22, The Army Force Modernization Proponent System, RAR issue date: 25 March 2011

b. AR 40-501, Standards of Medical Fitness, 23 August 2010

c. AR 340-21, Army Privacy Act Program, 5 July 1985

d. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure (MOS Smartbook), Chapter 1, Chapter 10-46Q & 10-46R, and Chapter 11, 11 January 2007

e. APAC Memorandum, Application Packet Prerequisite for Army MOS 46Q and MOS 46R, 2 December 2013

f. APAC Memorandum, ETP Procedures for Public Affairs' Functional Area (FA) 46 and CMF 46 Prerequisites, 1 May 2013

g. APAC Memorandum, Request for ETP Procedures for Reserve Component Reclassification into FA 46 and CMF 46 Public Affairs, 1 May 2013

h. Notification of Future Change (NOFC) E-1310-13, 26 September 2013

2. Discussion Points.

a. Effective 1 October 2013, Retention Noncommissioned Officers (NCO) and career counselors must submit a CMF 46 Application Packet to the Director of Army Public Affairs for approval, prior to completing a reenlistment contract or prior service enlistment for all applicants seeking to reenlist or transition (reclassify) into CMF 46 Public Affairs MOS 46Q or MOS 46R. Non-prior service accessions are not required to submit an application packet to APAC. See DA PAM 611-21, Chapter 10-46Q/10-46R.

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b. As the Army public affairs proponent, acting on behalf of the Chief, Public Affairs, APAC is the sole approval authority and provides the final disposition for approval or disapproval of all applicants in all Army Components seeking to reclassify into CMF 46 Public Affairs MOS 46Q or MOS 46R. See APAC Memorandum, XXAUG13.

c. CMF 46 Application Packets will be submitted to the Director, APAC, Attention: the FD & PP Division Chief and FD & PP DIV NCOIC via the APAC organizational e-mail address, usarmy.meade.hqda-ocpa.mbx.apac-force-development@mail.mil. If email is unavailable, packets should be mailed to Director, U.S. Army Public Affairs Center, ATTN: Force Development, 8607 6th Armored Cavalry Road, Fort George G. Meade, MD 20755-5650. All information and enclosures must be clearly legible. APAC will return incomplete packets to sender without further action.

d. When evaluating a CMF 46 Application Packet, APAC reviews all eligibility prerequisites and factors as outlined in DA PAM 611-21; carefully considering each request on a case-by-case basis; all CMF 46 Application Packets are evaluated based upon applicant's ability to meet the prerequisites outlined in DA PAM 611-21. CMF 46 does not accept reclassification at the grade of E-7 into MOS 46Z, Public Affairs Operations NCO; E-8, Senior Public Affairs NCO; or E-9, Chief Public Affairs NCO.

e. All requests for reclassification must be processed through the unit Retention office to Human Resources Command (HRC) via the RETAIN System. APAC will provide a formal response in the form of a memorandum for record to all submitting recruiting personnel through the applicant's chain of command, and will provide a courtesy copy to the CMF 46 Assignment Manager, HRC, and the applicant's respective component public affairs office, as applicable.

f. The Director of APAC will provide a written decision within ten (10) business days of receipt of all required documents. See APAC Disposition Example, XX August 2013. Any applicant who does not meet requirements identified in DA PAM 611-21 and does not receive a letter of approval from the Director, APAC, will not be entered into the Army Training Requirements and Resources System for School Code 212 without an approved APAC Exception to Policy (ETP).

g. An APAC-approved CMF 46 Application Packet does not guarantee reclassification into MOS 46Q or MOS 46R if there are no current IN-quotas for the respective MOS, i.e. an approval letter from the Director, APAC, does not supersede or waive current IN-quotas for MOS 46Q or MOS 46R.

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h. All CMF 46 accessions, with the exception of non-prior service, must submit a CMF 46 Application Packet. See CMF 46 Application Criteria, 15 August 2013. Packet must include the following documentation:

(1) Must provide DA 4187, Personnel Action; requesting reclassification to CMF 46 and endorsed by Soldier's commander, stating the Soldier meets all requirements and standards listed in all applicable physical requirements and standards of grade as outlined in DA PAM 611-21, Chapter 10.

(2) Must provide updated Electronic Records Brief or DA Form 2-1, Personnel Qualification Record, with DA photo, if applicable.

(3) Must provide statement from Retention NCO/Career Counselor, addressing all waivers and/or background, financial and medical issues, and must state Soldier meets prerequisites defined in DA PAM 611-21, Chapter 10.

(4) Must provide a recommendation letter signed by commander O-5, or higher, including recommendation and commenting on the Soldier's performance and potential.

(5) Must provide last two (2) Army Physical Fitness Test (APFT) results, DA Form 705, APFT Scorecard, including DA Form 5500/5501, Body Fat Content Worksheet (Male/Female) as applicable. APFTs must be dated within past twelve (12) months.

(6) Must provide DA Form 3349, Physical Profile; and any relevant medical information if Soldier has a "2" in PULHES.

(7) Must provide copy of approved Defense Information School Voice Analysis Evaluation (for MOS 46R only).

(8) If applicable, provide a copy of college transcript(s) or a diploma from an accredited institution.

(9) Must provide a memorandum signed by Soldier; containing reason for wanting to serve in Public Affairs and acknowledgement of compliance with AR 600-20, Army Command Policy; AR 600-9, The Army Weight Control Program; AR 40-501, Standards of Medical Fitness; no derogatory information in Official Military Personnel File, and statement of understanding of the Army's Selective Reenlistment Bonus Recovery Program.

(10) Must provide copy of last two (2) DA Form 2166-8, NCO Evaluation Report, if applicable.

(11) Must provide Security Clearance Verification letter signed by Unit Security Manager, or verification of application for a Secret clearance entered into Joint Personnel Adjudication System.

(12) Must provide other information; training documents or other information to highlight special skills or accomplishments for consideration.

h. Any candidate requesting an APAC Exception to Policy (ETP) to any component of the CMF 46 Application Packet must submit a formal request via the APAC organizational e-mail address, usarmy.meade.hqda-ocpa.mbx.apac-force-

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development@mail.mil, with all relevant information and supporting documentation. See APAC ETP Policy Letters, 1 May 2013.

3. Point of Contact for this Information Paper is the Army Public Affairs Center Force Development and Personnel Policy Division Chief, Mr. Stephen Barger at stephen.e.barger.civ@mail.mil, (301) 677-7295, or SFC Brent M. Williams at brent.m.williams4.mil@mail.mil, (301) 677-7281.

Encl

1. DA PAM 611-21, Chapter 10-46Q/10-46R
2. APAC Memorandum, 15AUG13
3. APAC Disposition Example, 15AUG13
4. CMF 46 Application Criteria, 15AUG13
5. APAC ETP Policy Letters, 1MAY13

SFC Williams/APAC/2861
APPROVED BY: COL Patterson