DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
ATTENTION OF:

ATZQ-AP 6 May 2004

MEMORANDUM FOR RECORD

SUBJECT: Grade/Rank Waivers to Attend Skill Level One Training at the Grade of SGT/E-5 (non-promotable)

1. The Aviation Proponency (AP) Office is responsible for determining the validity of Grade/Rank waiver requests for SGT/E-5 in Army Reserve and National Guard to attend Aviation Skill Level One training at their current grade. In Accordance With (IAW) DA PAM 611-21 the highest grade that a soldier may reclassify into an Army Aviation Maintenance/Component repair MOS is SPC/E-4 (non-promotable). The Army Reserve and National Guard do not have the ability to fill vacancies like their Active Duty counterparts. They must promote or reclassify soldiers from within the unit or state. Moving soldiers within the state normally does not occur due to the soldiers' civilian job location. The purpose of this memorandum is to provide the Army Reserve and National Guard the ability and guidance needed in the selection process for filling key vacancies. Before a determination is made on any request for a waiver of formal training, it will be carefully evaluated to ensure that the individual meets the requirements of AR 601-210, DA PAM 611-21 and as reference only DOD 1312.1-1. Exceptions to Policy for E-6/SSG Soldiers and above will not be accepted. Once a determination is made AP will recommend approval or disapproval as required. Exceptions to Policy Packets must be in accordance with established standards noted on the Aviation Proponency Home Page; (Enlisted Waivers), located at http://www-rucker.army.mil/ap/default.htm. Packets will consist of the following documents and be submitted through channels, to the AP office.

(1) Request for waiver signed by the first LTC in chain of command through USAR or NGB to CDR, USAAVNC, Attn: ATZQ-AP, Fort Rucker, AL 36362
(2) Soldier must attend an Aviation BNCOC.
(3) Copy of current and validated 2-1 w/current ASVAB scores (must have date and place)
(4) Copy of a current 2a, ERB or PQR
(5) Proof of color vision (SF88 or DD2808)
(6) DA Form 3081 (Periodic Medical Examination)
(7) DA Form 5500 if required (Body fat content worksheet)
(8) Proof of PULHES
(9) Secret Security Clearance (MOS 15N and 15J)
(9) DD Form 214 (if applicable)
(10) Soldiers Paragraph and Line number
(11) Points of Contact

2. USAAVNC point of contact is the Aviation Proponency Office (ATZQ-AP), DSN 558-2359, Commercial (334) 255-2359 or email: atzqap@rucker.army.mil.

FOR THE COMMANDER:

//Original Signed//
Director, Aviation Proponency