DEPARTMENT OF THE ARMY
UNITED STATES ARMY INFANTRY SCHOOL
1 KARKER STREET
FORT BENNING, GEORGIA 31905-4500

REPLY TO ATTENTION OF

ATSH-IP

21 April 2014

MEMORANDUM THRU Personnel Policy and Readiness Division, ATTN: NGB-ART (SGM Kelley, Mark A.), National Guard Bureau, 111 South George Mason Drive, Arlington, VA 22204

FOR Chief, Personnel Policy and Readiness Division, National Guard Bureau, 111 South George Mason Drive, Arlington, VA 22204

SUBJECT: MOS Determination and Waiver Policy for CMF 11 Enlisted Personnel

1. The Office of the Chief of Infantry is the proponent for all CMF 11 personnel policies and the only entity authorized to approve waivers for the CMF 11 field.

2. Units may request a waiver for formal training in order to award a CMF 11 MOS to Soldiers who have prior service experience, or current operational and training experience that can be considered equivalent to the skills taught in formal resident courses under the auspices of the United States Army Infantry School.

3. The waiver process is intended to place qualified Soldiers in Infantry units and positions. Waivers will not be considered for personnel assigned outside of an Infantry unit, personnel not assigned to a documented CMF 11 position, or the awarding of a secondary/additional MOS. Other than under extenuating circumstances, waiver requests will not be considered for deployed personnel.

4. MOS determination packets will be processed through the unit chain of command and routed through the Joint Forces Headquarters (JFHQ). The JFHQ will forward MOS determination packets through National Guard Bureau (NGB) Personnel Policy and Readiness Division (NGB-ART). Point of contact for these actions is SSG Ira J. Leslie via e-mail at ira.j.leslie@us.army.mil

5. In most cases Soldiers in the grade of E1 through E7 will be required to attend a recognized CMF 11 MOS producing course or approved MOS Transition (MOS-T) course taught through a Regional Training Institute. All requests will be reviewed and a determination will be made solely on the merit of each individual Soldier being considered.

6. There are no MOS producing courses for Senior Infantry Sergeants (11Z). The 11Z MOS may only be awarded to Soldiers who possess the 11B or 11C MOS as their primary MOS at the time they are selected for Master Sergeant. If a Soldier does not meet this requirement then an MOS Determination Packet must be submitted for waiver consideration.

7. In order for operational experience to be considered relevant, Soldiers must have been assigned to an Infantry unit and/or performed duty in a documented CMF 11 position within a three year period of the request being made. Experience gained through assignment to a CMF 11 position on a Directed Manning Document will be considered, but is not acceptable as the only source of Infantry related experience.

8. The following documents must be included in all determination packets:

a. Letter from the Chain of Command justifying the need for an MOS Waiver.

b. Certified DA form 2-1 or certified Enlisted Record Brief (ERB).

c. DD 214s from all periods of previous active duty service.

d. NCOERs covering the last 5 year period.

e. DA 1059s and Certificates of Training for all schools attended.

f. Last 3 Record DA705s and DA 5500 (if required).

g. Current MEDPROS report to verify PULHES rating.

h. Copies of any waivers or permanent profiles.

i. Signed copy of DD Form 2870 for HIPA disclosure purposes.

j. ASVAB score report to verify MOS eligibility.

9. Units may include letters of recommendation and copies of awards to serve as additional supporting documentation if relevant. Incomplete packets will be returned to NGB without action.

10. MOS Determinations will be conducted based on the needs of the Army National Guard, a Soldier's relevant experience, resident and non-resident training, and ability to meet the criteria established in DA PAM 600-25 and DA PAM 611-21 for CMF 11.

11. Point of contact for this action is MSG Joseph S. Bannon at commercial (706) 545-8788 or via e-mail at joseph.s.bannon.mil@mail.mil

SHAWN J. DOUCETTE
SGM, USA
Office Chief of Infantry