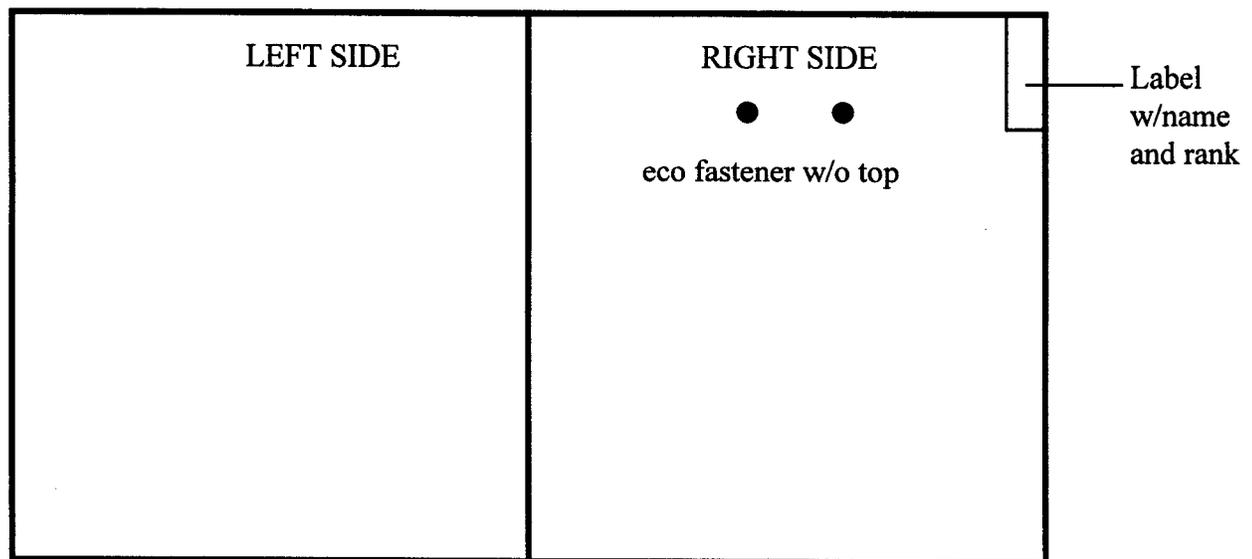


REQUIRED DOCUMENTATION FOR BOARD CONSIDERATION

1. USARC Form 63-R, **regardless of position applied for**, verified by Commander if in TPU.
2. Letter to President of Selection Board (optional).
3. Military Photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include current height, weight and officer's signature
4. Resume of Career Service prepared in accordance with figure A-1.
5. Up-to-date copy of DA Form 2B USAR (SIDPERS-USAR Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II) verified as accurate and complete, and signed/dated by the officer.
6. Copies of last 3 Officer Evaluation Reports.

SAMPLE FOLDER OF APPLICATION PACKET



DOCUMENTS WILL BE SUBMITTED IN A MANILA FOLDER, ARRANGED ON THE RIGHT SIDE IN THE ORDER INDICATED ABOVE, WITH NO TABS, STAPLES, PAGE DIVIDERS, OR DOCUMENT PROTECTORS. PACKETS ARE SUBMITTED DIRECTLY TO POINT OF CONTACT.

Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet

(For use of this form see USARC Reg 140-5; the proponent agency is DCSPER)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S. Code Annotated, Sections 3012 and 3013. **PRINCIPAL PURPOSE:** To provide information essential to select candidates to fill U.S. Army Reserve position vacancies in the ranks of Lieutenant Colonel and Colonel. **ROUTINE USES:** To provide selection board members with a synopsis of pertinent qualifications and to compile the list of Official Military Personnel Files that the board will require. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Furnishing this information is voluntary, but failure to do so may delay or prevent assignment of the respondent to a command position in the rank of Lieutenant Colonel or Colonel.

Section I. INDIVIDUAL OFFICER COMPLETE

NAME: _____ SSN: _____
(Last, First, MI)

* RANK: _____ DOR: _____ BR & AOC: _____ MRD: _____ DOB: _____

CURRENT DUTY ASSIGNMENT: _____
(Title, Unit, MSC/RR/MA)

ASSIGNMENT PREFERENCES

Mileage from my home address to the positions/locations is listed below. I will be available to participate in all administrative and Multiple Unit Training Assemblies (MUTA), regardless of distance.

| UNIT | LOCATION | MSC | MILEAGE | MODE OF TRANS | BR & AOC |
|----------|----------|-------|---------|---------------|----------|
| 1. _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ | _____ |

HOME ADDRESS: _____

BUSINESS TELEPHONE #: _____ HOME TELEPHONE #: _____

E-MAIL ADDRESS: _____

(SIGNATURE/DATE)

* Do not include "(P)" unless you are currently listed on a promotion selection list.

Section II. UNIT COMMANDER COMPLETE *(or records custodian if unit commander applying or unavailable)*

DATE LAST PHYSICAL EXAM: _____ PULHES: _____

DATE LAST APFT: _____ *(Check one)* PASS FAIL PROFILE *(Enter date)* _____

CURRENT HEIGHT: _____ WEIGHT: _____ MAX ALLOWABLE WEIGHT IAW AR 600-9: _____

MEETS BODY FAT STANDARDS: *(Check one)* YES NO NA

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED HEREIN:

(SIGNATURE/DATE)

(TYPED NAME/GRADE/TITLE)

RESUME OF CAREER SERVICE (SAMPLE)

As of (insert date)

JEFFERSON, Thomas Edward, 00-00-0000

Lieutenant Colonel, Infantry, USAR

Date and Place of Birth: 4 July 1948, Jefferson, Iowa

Mandatory Removal Date: 15 March 2003

Home Address: 15 Main Street, Anywhere, ST 00000-0000

Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)

Civilian Occupation: Executive Vice President

Business phone Number: (800) 456-7890

Enlisted Service:

RA 20 January 1966 - 19 January 1969

Source and Date of Commission or Appointment:

ROTC, 15 June 1973 (Distinguished Graduate)

Total Years of Commissioned Service (Active Duty and Active Reserve):

Over 27 Years

Total Years of Service:

Over 31 Years

Military Education (Resident and Non-Resident):

| | <u>Year Completed</u> |
|--|-----------------------|
| Infantry School, Officer Basic Course (Resident) | 19xx |
| Quartermaster School, Officer Advanced Course (Non-resident) | 19xx |
| Command & General staff College (Non-resident) | 19xx |
| National Defense University, National Security Management Course (Non-resident) | 19xx |
| Army War College (Non-resident) | Enrolled |

Figure A-1

JEFFERSON, Thomas Edward, 000-00-0000

Educational Degrees (School, City, State, Degree, Major, Date):

| | | | |
|---|------|-------------------|------|
| University of Iowa, Iowa City, Iowa | B.A. | Political Science | 1973 |
| Antioch School of Law, Washington, D.C. | J.D. | | 1985 |

Decorations, Service Medals and Badges (List by Precedence):

Bronze Star
Meritorious Service Medal with Two Oak Leaf Clusters
Army Reserve Components Achievement Medal with Two Oak Leaf Clusters
National Defense Service Medal with Bronze Service Star Device
Armed Forces Reserve Medal

Decorations, Service Medals and Badges (continued):

Vietnam Service Medal with Four Bronze Service Stars
Army Service Ribbon
Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge
Republic of Vietnam Campaign Medal

Chronological List of Appointments:

*By category in chronological order without abbreviations.
Use OER dates (Mo Yr)*

ACTIVE DUTY (show casual status and non-rated periods)

| | <u>From</u> | <u>To</u> |
|--|-------------|-----------|
| Student, Engineer School, Fort Belvoir, Virginia | Jun xx | Feb xx |
| Casual Status | Feb xx | Mar xx |
| Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, Vietnam | Apr xx | Dec xx |

USAR - Not on Active Duty:

| | | |
|---------------------------------|--------|--------|
| Control Group (Annual Training) | Jan xx | Aug xx |
| Student, USAR Schools | Sep xx | Feb xx |
| Control Group (Reinforcement) | Feb xx | May xx |

ARNG - Not on Active Duty:

| | | |
|---|--------|--------|
| Assistant S-4, 1st Battle Group - Ohio (show State) | Jan xx | Sep xx |
|---|--------|--------|

USAR - Not on Active Duty:

| | | |
|--|--------|--------|
| Plans & Policy Officer (IMA), Fort Huachuca, Arizona | Oct xx | Jan xx |
| Plan & Policy Officer, 103rd Corps Support Command Des Moines, Iowa | Jan xx | Feb xx |

Figure A-1 (cont'd)

| | | |
|---|--------|---------|
| Executive Officer, 3rd Battalion, 75th Field Artillery, Des Moines, Iowa | Aug xx | Sep xx |
| <u>USAR - AGR:</u> | | |
| Personnel Management Officer, Engineer Branch, OPMD, RCPAC, St Louis, Missouri | Aug xx | Oct xx |
| Staff Officer, Personnel Division, Office of the Chief, Army Reserve, Washington, D.C. | Oct xx | Mar xx |
| <u>USAR - Not on Active Duty:</u> | | |
| Engineer Staff Officer (DMA), Office of the Chief of Engineers, Washington, D.C. | Mar xx | Present |

Figure A-1 (cont'd)

RESUME OF CAREER SERVICE - ADDENDUM
CIVILIAN OCCUPATION

As of (insert date)

JEFFERSON, Thomas Edward, 000-00-0000

Civilian Occupation:

Executive Vice President, DFS Corporation, Gaithersburg, Maryland

Nature, Scope and Extent of Responsibilities:

Have overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Marketing to Europe and the Pacific Rim are being implemented within the next two years. Supervise a staff of three vice presidents and have overall responsibility for 200+ employees at three locations. Annual operation budget for 1995 was in excess of \$9 million. Position requires world-wide travel to customer locations.

(Signature and Date)

Figure A-1 (cont'd)