



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 88TH REGIONAL READINESS COMMAND  
506 ROEDER CIRCLE  
FORT SNELLING, MINNESOTA 55111-4009

USARC Form 63-R Due: 15 July 2004  
Consideration File Due: 1 August 2004

REPLY TO  
ATTENTION OF  
AFRC-CMN-PR

13 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 88<sup>th</sup> Regional Readiness Command Lieutenant Colonel Command Assignment  
Selection Board (LTCCASB) 13 August 2004

1. Reference USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Program.

2. The 88<sup>th</sup> Regional Readiness Command Lieutenant Colonel Assignment Selection Board has been scheduled for 13 August 2004. The board will consider lieutenant colonel command positions that are vacant through 12 August 2005 in the units shown at enclosure 1. Applicants may apply for up to six positions. The criteria for assignment is at enclosure 2. Documents that must be included in applicants' consideration file are at enclosures 3-7.

3. Request Major Subordinate Commanders of this Command, other USARC Major Subordinate Command (MSC) Commanders, Human Resource Command (HRC), ATTN: AHRC-PAV-BB, Commander, USASOC, and Commander 9<sup>th</sup> RRC comply with the following:

a. Reproduce and provide a copy of USARC Form 63-R, Colonel/Lieutenant Colonel Command Assignment Board Worksheet (enclosure 7) to each interested applicant and appropriate unit commander (or records custodian) for completion. The units will review all worksheets for TPU applicants. AR-PERSCOM, ATTN: ARPC-PSV-BB, will review and consolidate all worksheets for Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) applicants. Forward USARC Form 63-R to this Headquarters, ATTN: AFRC-CMN-PR, not later than 15 July 2004.

b. Forward completed consideration packets to **G1, 88<sup>th</sup> RRC, ATTN: AFRC-CMN-PR (CW3 Cummings), 506 Roeder Circle, Fort Snelling, MN 55111-4009** to arrive not later than 1 August 2004.

c. Ensure widest dissemination of this announcement to ensure that all eligible officers are provided the opportunity to apply.

AFRC-CMN-PR

SUBJECT: 88<sup>TH</sup> Regional Readiness Command Lieutenant Colonel Command Assignment  
Selection Board (LTCCASB) 13 August 2004

4. If you need additional information, contact CW3 Cummings at 1 800 843-2769, Ext. 3058 or  
DSN 783-3058.

FOR THE COMMANDER:

Encl  
as



KATHRYN A. BECHER  
Chief Reserve Personnel Division

DISTRIBUTION:

US Army Reserve Personnel Command (ARPC-PSV-BB)  
US Army 63rd Regional Readiness Command (AFRC-CCA-PRP-S)  
US Army 65th Regional Readiness Command (AFRC-APR-PR)  
US Army 70th Regional Readiness Command (AFRC-CWA-PRR-O)  
US Army 77th Regional Readiness Command (AFRC-CNY-PR-M-F)  
US Army 81st Regional Readiness Command (AFRC-CAL-PRR)  
US Army 88th Regional Readiness Command (AFRC-CMN-PR)  
US Army 89th Regional Readiness Command (AFRC-CKS-PRR)  
US Army 90th Regional Readiness Command (AFRC-CAR-PRR)  
US Army 94th Regional Readiness Command (AFRC-CMA-PR)  
US Army 96th Regional Readiness Command (AFRC-CUT-PRR-O)  
US Army 99th Regional Readiness Command (AFRC-CPA-PR-D)  
3d Medical Command (AFRC-MCGA-PR)  
9th Theater Support Command (APNS-GA-MP)  
19th Theater Support Command (AFRC-TAIA-PR)  
75th Division (Training Support) (AFRC-ETX-PR)  
78th Division (Training Support) (AFRC-ENJ-PR)  
80th Division (Institutional Training) (AFRC-TVA-PR)  
84th Division (Institutional Training) (AFRC-TWI-PR)  
85th Division (Training Support) (AFRC-EIL-GA)  
87th Division (Training Support) (AFRC-EAL-PEO)

**13 April 2004**  
**88<sup>TH</sup> REGIONAL READINESS COMMAND LIEUTENANT COLONEL COMMAND**  
**ASSIGNMENT BOARD POSITION VACANCY LIST**

<u>MSC/UNIT</u>	<u>LOCATION</u>	<u>BR-AOC/FA</u>	<u>VACANCY DATE</u>
<b>84<sup>TH</sup> Division (IT)</b>			
1/329 <sup>th</sup> Regt, 1 <sup>st</sup> Bde	Bloomington, IN	01A	May 2005
2/330 <sup>th</sup> Regt, 1 <sup>st</sup> Bde	Livonia, MI	01A	May 2005
3/334 <sup>th</sup> Regt, 2 <sup>nd</sup> Bde	Milwaukee, WI	01A	Aug 2005
11/84 <sup>th</sup> Regt, 5 <sup>th</sup> Bde	Columbus, OH	AMEDD IM	Mar 2005
1/334 <sup>th</sup> Regt, 7 <sup>th</sup> Bde	Milwaukee, WI	01A	May 2005
<b>85<sup>TH</sup> Division (TS)</b>			
2/337 <sup>th</sup> Regt, 3 <sup>rd</sup> Bde	Selfridge, MI	01A	Feb 2005
2/338 <sup>th</sup> Regt, 3 <sup>rd</sup> Bde	Indianapolis, IN	01A	Jun 2005
3/411 <sup>th</sup> Regt, 3 <sup>rd</sup> Bde	Indianapolis, IN	01A	Aug 2005
<b>88<sup>th</sup> RSG</b>			
326 <sup>th</sup> AG Bn (Repl)	Indianapolis, IN	42B	Mar 2005
380 <sup>th</sup> QM Bn	Evansville, IN	92F	Aug 2004
<b>244<sup>th</sup> Avn Bde</b>			
*2-228 <sup>th</sup> Avn Regt	Horsham, PA	15B	Feb 2005
<b>300<sup>th</sup> MP Bde</b>			
*327 <sup>th</sup> MP Bn (I/R)	Arlington Hts, IL	31A	Aug 2004
<b>330<sup>th</sup> Med Cmd</b>			
323 <sup>rd</sup> CS Hosp (HUS)	Grand Rapids, MI	61J/MC	Aug 2004
360 <sup>th</sup> Med Co	Parma, OH	63R/DE	Jul 2005
373 <sup>rd</sup> Med Co	Blacklick, OH	63R/DE	Aug 2004
452 <sup>nd</sup> CS Hosp	Milwaukee, WI	61J/MC	Aug 2004
*629 <sup>th</sup> Med Tm	Blacklick, OH	61J/MC	Aug 2004
785 <sup>th</sup> Med Co	Fort Snelling, MN	60W/MC	Aug 2004
848 <sup>th</sup> Med Det	Brooklyn, OH	61J/MC	Aug 2004
909 <sup>th</sup> Med Det	Fort Sheridan, IL	61J/MC	Aug 2004
*911 <sup>th</sup> Med Det	Madison, WI	61J/MC	Jun 2005
*945 <sup>th</sup> Med Det	Fort Snelling, MN	61J/MC	Mar 2004
7212 <sup>th</sup> IMSU	Rochester, MN	AMEDD IM	Jun 2005

<u>MSC/UNIT</u>	<u>LOCATION</u>	<u>BR-AOC/FA</u>	<u>VACANCY DATE</u>
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**644<sup>th</sup> ASG**

*367 <sup>th</sup> Engr Bn	Saint Cloud, MN	21B/EN	Sep 2004
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**646<sup>th</sup> ASG**

376 <sup>th</sup> FI Bn	Wausau, WI	44A/FI	Aug 2005
397 <sup>th</sup> Engr Bn	Eau Claire, WI	21B/EN	Jun 2005

\* Unit Mobilized

**CRITERIA FOR ASSIGNMENT CONSIDERATION  
TO  
LIEUTENANT COLONEL COMMAND POSITIONS**

1. Be a member of the U.S. Army Reserve and assigned to an USAR Troop Program Unit, USAR Control Group (Annual Training), USAR Control Group (Reinforcement) or the USAR Control Group (IMA). An officer assigned to the USAR Control Group (Active Guard Reserve), if otherwise eligible, may also apply for a position vacancy if he/she is scheduled to leave full-time active duty in sufficient time to assume command of the unit on the announced vacancy date. An officer assigned to the Army National Guard (ARNG), if eligible, may apply for a position vacancy if he or she becomes a member of the USAR prior to the convening date of the board.

2. Be in the rank of lieutenant colonel (not in a promotable status to colonel), major (P), or in the rank of major with a minimum of 3 years in grade as of the end of the month and year in which the projected vacancy occurs. Majors previously not selected for promotion to lieutenant colonel by a DA promotion convened under ROPMA are not eligible to apply.

3. Have an MRD not less than 3 years from the end of the month and year in which the board convenes. The convening authority may waive this requirement provided an applicant will have a minimum of 18 months remaining before MRD as of the end of the month and year in which the board convenes.

4. Have an undergraduate degree.

5. Be qualified in the basic branch of the unit prior to assuming command is preferred. Qualified is defined as having completed the appropriate branch officer advance course or having been designated the applicable AOC based on experience in previous branch assignments. All AMEDD officers must also meet the requirements of AR 140-10, chapter 2, section V, and current policy guidance.

6. Be a graduate of Command and General Staff Officers Course or the equivalent, except for AMEDD officers other than Medical Service Corps AOC 70-series and AOC 67J. The convening authority may waive this requirement to 50% completion.

7. Have passed the APFT within the past 12 months as of the end of the month and year in which the board convenes. Must be physically qualified to command troops in a field/combat environment and be physically able to mobilize and deploy with assigned unit. Request for exception will be considered during the board process.

8. Meet height and weight standards of AR 600-9.

ENCL 2

**LIEUTENANT COLONEL COMMAND ASSIGNMENT  
SELECTION BOARD PACKET**

1. Documents will be placed in a manila folder, arranged as shown below, and fastened with an Acco (prong type) fastener. Folder label will show "LAST NAME, FIRST, MI and GRADE".

2. Assemble packets IAW these instructions with the first item on top.

a. On the RIGHT SIDE under prong fastener w/o top.

- 1) Photo
- 2) Resume of Service Career
- 3) Copy of last five available OER's (most recent period first)
- 4) Commander's Statement; DA Form 5500-R/DA Form 5501-R (if applicable)
- 5) DA Form 2B (or DA Form 4037 for IRR/IMA officers)
- 6) DA Form 2-1 (TPU only)
- 7) MI Statement (MI Applicants only) AR 135-382, para 5-3e
- 8) Statement of Understanding (if appropriate)

b. Stapled on the LEFT SIDE.

- 1) Copy of USARC Form 63-R originally submitted, list positions in preference order.
- 2) Request for extension of tenure (When applicable, with intermediate commander's endorsement giving detailed reasons supporting the extension request).
- 3) Letter to the board president (Letter to the board president is not a requirement).

3. The Resume of Service Career is to be prepared in accordance with enclosure 4. No attempt should be made to complete military portions of the summary without referring to official military personnel records. Civilian occupation will be described in an addendum on a separate page, as shown. The summary will be signed and dated by the applicant.

4. Up to date copy of DA Form 2B USAR (TAPDB-R USAR Personnel Qualification Record- Part I) and DA Form 2-1 (Personnel Qualification Record – Part II) verified as accurate and completed, signed and dated by the officer. IRR and IMA officers will submit DA Form 4307, and contact their PMO at AR-PERSCOM to update their ORB.

5. Military photograph taken in accordance with AR 640-30 "Photographs for Military Personnel files". General Staff insignia will not be worn for this photograph.

6. Commander's Statement (Encl 5). For IRR and IMA applicant, the Commander's Statement will be completed by AR-PERSCOM

7. Statement of Understanding (Encl 6) prepared by officers applying for positions which require a rank above their current rank.

ENCL 3

**LIEUTENANT COLONEL COMMAND ASSIGNMENT  
SELECTION BOARD PACKET**

8. Officer Evaluation Reports (OER) for the past five available years. When duplicating, ensure reverse sides of the reports are in the same position as the original reports, or prepare a separate page for each side. OER must be complete and downloaded from 2xcitizen profiled.

9. For those applying for Military Intelligence Detachment (MID) positions, statement from the commander/PMO certifying favorable Special Background (SBI) with access to Sensitive Compartment Information (SCI). Additionally, applicants for area studies MID commander positions must provide a separate statement addressing each of the requirements of AR 135-382, para 5-3e). Similarly, applicants for medical/life science, scientific or technical MID commander positions must be also providing a statement addressing each of the requirements of paragraph 5-3f of the reference.

10. For serving commander: Request for 1-year extension of tenure, if applicable. Each request must be based on stated mission essential requirements and include the personal recommendation of each intermediate commander in the chain of command below Headquarters, 88<sup>th</sup> RRC.

RESUME OF SERVICE CAREER

of

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

DATE AND PLACE OF BIRTH 16 July 1948, Beech Grove, Indiana

YEARS OF COMMISSIONED SERVICE Over 27 years

TOTAL YEARS OF SERVICE Over 29 years

PRESENT ASSIGNMENT Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC  
20310-2400, since May 1993

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg, Maryland

**MILITARY SCHOOLS ATTENDED (Only list courses that were a minimum of 40 hours in duration)**

Airborne School

Ranger School

Infantry School - Basic and Advanced Courses

Engineer School - Advanced Course

United States Army Command and General Staff College

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

United States Army War College

**EDUCATIONAL DEGREES (Do not include high school. List only those institutions which resulted in the awarding of a baccalaureate or higher degree. Include major area of concentration. The major area of concentration for The United States Military Academy (USMA) will always be "No Major").**

Austin Peay State University - BS Degree - Psychology

Indiana University - JD Degree - Law

**FOREIGN LANGUAGE(S) (List only those languages which the officer professes to have proficiency. If none, indicate "None recorded.")**

None recorded

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

**MAJOR DUTY ASSIGNMENTS (Do not include enlisted or warrant officer service. List by category in chronological order accounting for all time. Do not use abbreviations. Start with date of appointment. Duty titles used should match those used in OERs rendered during same period.)**

FROM	TO	ASSIGNMENT
<b><u>Active Duty (show casual status and non-rated periods)</u></b>		
Jun 70	Feb 71	Student, Engineer School, Fort Belvoir, Virginia
Feb 71	Mar 71	Casual Status
Apr 71	Oct 71	Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, United States Army, Vietnam
Nov 71	Dec 71	S-2, 3d Battalion, 16th Infantry Regiment, United States Army, Vietnam (non-rated)

**USAR - Not on Active Duty**

Jan 72	May 72	Platoon Leader, 100th Military Police Company, Boston, Massachusetts (Jan-Feb 72, non-rated)
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**ARNG - Not on Active Duty**

Jun 72	Sep 73	Assistant S-4, 1st Battle Group - Ohio <b>(show state)</b>
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**USAR - Not on Active Duty**

Oct 73	Jan 74	Plans and Policy Officer (IMA), Fort Huachuca, Arizona
Jan 74	Feb 75	Plans and Policy Officer, 310th Support Command, Fort Belvoir, Virginia
		Deputy Assistant Chief of Staff, Services 310th Theater Army Area Command (TAACOM), Fort Belvoir, Virginia (Jul - Sep 74, ADSW)

**Note: Major duty assignments is the only section which may be divided between pages. Place page numbers at the bottom of all pages except page 1.**

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty (continued)

Mar 75	Aug 83	Executive Officer, Headquarters and Headquarters Company, 310th Support Command, Fort Belvoir, Virginia
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USAR - AGR

Aug 83	Mar 84	Personnel Management Officer, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri
Mar 84	Oct 86	Chief, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri (Mar 84, non-rated)
Oct 86	Mar 88	Staff Officer, Personnel Division, Office of Chief, Army Reserve, Washington, DC

USAR - Not on Active Duty

Mar 88	Jul 88	Control Group (Reinforcement)
Jul 88	Jan 91	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC *Assistant Chief, Administrative Support Team, Sixth Army Evaluation Headquarters, Camp Roberts, California (Jun 89, ADSW)

Active Duty

Jan 91	Jun 91	Engineer Staff Officer, Headquarters, 18th Airborne Corps, United States Army, Saudi Arabia (non-rated)
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\* To account for AT, ADT or ADSW tours **for which an OER or AER was rendered while you were assigned to another unit**, place entry below unit of assignment with period of duty shown in parenthesis (see example above).

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
<u>USAR - Not on Active Duty</u>		
Jul 91	Present	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC
		**Deputy Chief of Staff (RTU), 5778th Corps Support Command (COSCOM), Dallas, Texas (Jul 92 - Dec 93 attached for points only)

**\*\* Show RTU duty only if an OER was rendered.**

PROMOTIONS	DATES OF APPOINTMENT	
Rank	Component	Date
2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 89
COL	USAR	10 Mar 94

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

US DECORATIONS AND BADGES

Silver Star

Bronze Star Medal with "V" Device

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Air Medal

Army Commendation Medal (with 1 Oak Leaf Cluster)

Army Reserve Components Achievement Medal (with Silver Oak Leaf Cluster)

National Defense Service Medal (with 1 Bronze Service Star)

Vietnam Service Medal (with 3 Bronze Service Stars)

Southwest Asia Service Medal (with 2 Bronze Service Stars)

Armed Forces Reserve Medal (with Silver Hourglass and "M" Device)

Army Reserve Components Overseas Training Ribbon

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Kingdom of Saudi Arabia)

Kuwait Liberation Medal (Government of Kuwait)

Meritorious Unit Commendation

Republic of Vietnam Gallantry Cross Unit Citation

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

(SIGN AND DATE RESUME HERE)

## ADDENDUM A TO RESUME OF SERVICE CAREER

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

CURRENT OCCUPATION Executive Vice President, DFS Corporation,  
Gaithersburg, Maryland

### NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen locations worldwide. Annual operating budget for 1996 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

\* Use this example with single spaced format as your specific guide. Do not list previous positions and civic or religious affiliations - current position only.

Limit addendum to one separate page. Must be completed by all applicants (with exception of AGR soldiers).

COMMANDER'S STATEMENT

NAME AND SSN

OF OFFICER: \_\_\_\_\_

DATE LAST PHYSICAL EXAM: \_\_\_\_\_ PUHLES: \_\_\_\_\_

COMPLETION OF LAST PHYSICAL FITNESS TEST:

DATE: \_\_\_\_\_ PASS: \_\_\_\_\_ FAIL: \_\_\_\_\_

CURRENT HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9: \_\_\_\_\_

If EXCEEDED, DA FORM 5500-R/5501-R IS ATTACHED. YES: \_\_\_\_\_

I CERTIFY THAT I HAVE PERSONNALLY VERIFIED ALL INFORMATION CONTAINED  
HEREIN.

\_\_\_\_\_  
SIGNATURE OF RECORDS CUSTODIAN

\_\_\_\_\_  
TYPED NAME, GRADE, DUTY TITLE

\_\_\_\_\_  
DATE

## **STATEMENT OF UNDERSTANDING**

1. I understand that the position for which I am applying requires rank above the rank which I hold. I am not currently on an approved promotion

2. I understand that if selected for a command position for which I have applied, and am not selected for promotion by a position vacancy promotion board for which I am eligible, I will be removed from that command position.

(Signature of officer and date)

## 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 Folders 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/IRR/IMA)*

**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)