DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY 90TH REGIONAL READINESS COMMAND
CAPTAIN MAURICE L. BRITT UNITED STATES ARMY RESERVE CENTER
8000 CAMP ROBINSON ROAD
NORTH LITTLE ROCK, ARKANSAS 72118-2205

REPLY TO
ATTENTION OF

AFRC-CAR-PRP (140)

S: 8 January 2004
9 October 2003

MEMORANDUM FOR Major Subordinate Commands, Direct Reporting Units, Battalions, Companies, Detachments, REPLO Team and SEPLOs AR, TX, NM, OK, LA

SUBJECT: Notification of 90th Regional Readiness Command Staff Position Vacancies

1. An Officer Assignment Nomination Board will convene for the purpose of recommending officers for the following staff positions:

Location	Position	Grade	Branch/AOC	Available Date
North Little Rock, AR	AR State Emergency Preparedness Liaison Officer	COL	IM/01A00	1 July 2004

2. Request interested individuals submit their application(s) to this headquarters, ATTN: AFRC-CAR-PRP (CW4 Jimmy Raney) not later than the suspense date. The format for the application is enclosed. Request the above information be disseminated to all qualified officers in your area.

3. Point of contact for additional information is CW4 Jimmy T. Raney at (501) 771-7323 or **Jimmy.Raney@usarc-emh2.army.mil**.

FOR THE COMMANDER:

Encl

DAVID T. DORROUGH
COL, GS, USAR
Deputy Chief of Staff, G1

CF:
Primary and Special Staff, 90th RRC
TAGs AR, OK, LA, NM, TX

(PRIVACY ACT STATEMENT)
Data Required by the Privacy Act of 1974:

Authority: DO9397
Principal Purpose: To determine eligibility for assignment to position vacancy
Routine Uses: SSN used to identify the applicant
Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Voluntary disclosure. Failure to provide SSN could result in member not being considered for the vacancy.

Application. Forward completed packet to Commander, 90th Regional Readiness Command, ATTN: AFRC-CAR-PRP (CW4 Raney), 8000 Camp Robinson Road, North Little Rock, AR 72118-2205 with the following required enclosures NLT established suspense date. **ANY EXTRA DOCUMENTS, OTHER THAN THOSE REQUIRED, WILL BE REMOVED FROM THE PACKET UPON REVIEW AT THE 90TH RRC HEADQUARTERS.**

1. **Eligibility Qualifications**

a. **TPU Service Requirements**: The applicant must have served a minimum of three of the past five years in an USAR Troop Program Unit (TPU).

b. **Comparable Grade Requirement**: The applicant must possess the grade or be on a published promotion list for the grade of the Emergency Preparedness Liaison Officer (EPLO) staff officer position advertised. This requirement will not be waived.

c. **MRD Requirement**: The applicant must have a mandatory removal date that is a minimum of three years after the projected assignment or vacancy date (whichever is later). This requirement will not be waived.

d. **Commuting Distance**: The applicant must reside within a reasonable commuting distance of the duty station.

e. **Senior Level Managerial Experience**: The applicant must have military operations, planning or force development experience. The successful applicant will have had senior level managerial experience and expertise at the executive level as demonstrated through education and/or military/civilian work experience. The best-qualified applicant will have a record of increased responsibilities, diversity of assignments and accomplishments under pressure.

f. **Army Standards**: The applicant must meet the Army physical fitness, height, and weight standards.

g. **Commander's Release**: The applicant will have a separate written acknowledgement from his/her current Commanding Officer that the applicant will be immediately released upon selection announcement.

h. **Security Clearance**: The applicant must maintain eligibility for a TOP SECRET security clearance. Regional and State EPLOs require a SECRET clearance as a minimum. SEPLOs may require higher clearances to gain access to areas used for planning or execution of MSCA missions.

2. **Application Packet**

a. Applicant's letter to the board requesting consideration for the SEPLO position advertised. Include reason(s) for wanting assignment to the position applied for and what contributions you feel you can make if selected for the position.

b. Updated Resume of Service Career. Use Times New Roman or Arial font, 12-pitch in preparing the resume. Refer to official military records when completing the military portions of the resume. Describe civilian experience in Addendum A. Applicant must sign and date resume.

c. Current copy DA Form 2B and DA Form 2-1 verified as accurate, complete and signed by the applicant. "True Copy Certifications" are a mandatory requirement for the DA Form 2B (USAR) and DA Form 2-1. The following are approved certifying officials for these forms: Unit Commanders; Unit Personnel Officer; Adjutant; G1/S1; PSNCO/Personnel Technician; Unit Administrator; or Senior Staff Administrator. Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) officers will submit a DA Form 4037 (Officer Record Brief) in lieu of the DA Form 2B and DA Form 2-1. IRR/IMA officers should contact their Personnel Management Officer (PMO) at AR-PERSCOM to update their DA Form 4037.

d. Current official photograph taken in Class A uniform. Affix the photograph with clear scotch tape at the photograph's top in the center of standard size white paper. On the back of the photograph include the date of photo, social security number, current height/weight and applicant's signature.

e. Officer Evaluation Reports (OERs) for the past five available years. Two sided duplicated OERs must read "head to foot" which allows for easy reading of the backside when flipped up on the packet. Applicants can get profiled copies of their OERs by logging on to AR-PERSCOM's web page 2Xcitizen using their AKO account and password. TPU or AR-PERSCOM certifying officials must authenticate as "Certified True Copy" all unprofiled copies of OERs.

f. Commander's Statement will include applicant's current height/weight and last physical fitness test results. DA Form 5500-R or DA Form 5501-R is required when the applicant's weight exceeds the maximum allowable weight standard for his/her height IAW AR 600-9. A local Troop Program Unit (TPU) certifying official can complete and sign these forms for the IMA/IRR applicant.

g. Waivers, if required.

h. Commander's Letter of Release. This is separate from and not to be confused with the "Commander's Statement". The unit commander will state that he/she will release the officer if selected for the advertised position. Include a statement that the applicant has a SECRET or TOP SECRET security clearance and that the applicant was counseled on maintaining eligibility for a TOP security clearance.

3. **Waivers** Waivers for items in paragraph 2a – h must be submitted at the time of applications. Waivers will only be considered when no other applicant meets the minimum requirements.

4. **Packet Assembly** Officers are reminded that they are personally responsible for the accuracy of their packet and must review each document contained in the packet. Do not add additional documents.

a. Submit all documents to the board in a straight edge (non-tab) manila folder with a white folder label containing only the applicant's last name, first name middle initial and rank.

b. Left side of file folder, document placement top to bottom:
(1) Applicant letter to the selection board.
(2) Commander's letter of release with security clearance statement.
(3) Documents will be stapled at the top with sharp points inside.

c. Right side of folder, document placement top to bottom:
(1) All documents will be fastened on the right side using a file document fastener, minus the top portion of the fastener.
(2) Resume of Service.
(3) OERs for the last five available years.
(4) Commander's Statement.
(5) If needed, DA Form 5500-R or DA Form 5501-R.
(6) TPU Officers: DA Form 2-1 and DA Form 2B (USAR).
(7) IRR/IMA Officers: DA Form 4037.

5. **Required Initial Training Program** All newly assigned EPLOs will attend the DOD Emergency Preparedness Course and complete the initial training requirements listed in Appendix B FORSCOM Regulation 140-12. Newly appointed EPLOs will perform their first tour of duty with the appropriate CONUSA for initial training, orientation and completion of Appendix B in Section 1. Newly appointed EPLOs must complete the orientation training and qualification program specified in Appendix B, Section 2-6 within six months of assignment and Section 7 within one year of assignment. Progress on completion of required actions must be reviewed and discussed with the appropriate CONUSA EPLO Program Manager within on year of appointment date.