



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)  
5316 SOUTH DOUGLAS BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO  
ATTENTION OF

S: 16 August 2004 (Worksheets)  
S: 3 September 2004 (Packets)

AFRC-TOK-PR (140)

23 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 89<sup>th</sup> Regional Readiness Command, Lieutenant Colonel Command Assignment  
Selection Board, October 2004

1. Your attention is directed to the attached memorandum, 89<sup>th</sup> Regional Readiness Command, AFRC-CKS-PRR, dated 15 June 2004, subject same as above.
2. The Lieutenant Colonel Command position of the 1<sup>st</sup> Bn, 95<sup>th</sup> Regt, 3<sup>rd</sup> Bde is advertised and will be boarded for fill by the 89<sup>th</sup> Regional Readiness Command.
3. As stated in attached memorandum, the USARC Form 63-R and the application packet will be forwarded through the officer's chain of command to arrive at this headquarters, ATTN: AFRC-TOK-PR (Jim Ryan), not later than the suspense dates above.
4. Questions or concerns concerning this board should be directed through the chain of command to the point of contact listed below.
5. POC is Mr Jim Ryan, 800-427-6995, ext 305, comm, 405-419-8305, Fax 405-419-8341, E-Mail, [RyanJL@usarc-emh2.army.mil](mailto:RyanJL@usarc-emh2.army.mil).

FOR THE COMMANDER:

Encl

**//ORIGINAL SIGNED//**  
JIMMIE D. BIGGS  
COL, GS, USAR  
Deputy Chief of Staff, G1

DISTRIBUTION:  
COMMANDERS  
95TH DIVISION (IT) BRIGADES  
HHC, 95TH DIVISION (IT)  
95TH DIVISION BAND

CG: GENERAL & SPECIAL STAFF, 95TH DIVISION (IT)



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY 89TH REGIONAL READINESS COMMAND  
3130 GEORGE WASHINGTON BOULEVARD  
WICHITA, KS 67210-1598

REPLY TO  
ATTENTION OF

S: 19 August 2004 (USARC Fm 63-R)

S: 10 September 2004 (Packets)

AFRC-CKS-PRR (140)

15 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 89<sup>th</sup> RRC Lieutenant Colonel Command Assignment Selection Board, 16-17 October 2004

1. A Lieutenant Colonel Command Assignment Selection Board (LTCCASB) is scheduled to convene 16-17 October 2004 at this headquarters. The board will consider Lieutenant Colonel Command projected position vacancies in the units listed at enclosure 1.

2. The criteria for assignment are at enclosure 2. Item 5 specifically states that the applicant must be qualified in the basic branch of the unit to be assigned for command. Evidence of branch qualification must be provided with USARC Form 63-R to the 89<sup>th</sup> RRC. Lack of verification of branch qualification will cause the packet to not be boarded.

3. The packet checklist is at enclosure 3. The packet format for submission is at enclosure 4. The USARC Form 63-R Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet is at enclosure 5, the statement of understanding is at enclosure 6, and the Resume of Service Career is at enclosure 7.

4. Request 89<sup>th</sup> RRC MSCs, other USARC MSC Commanders, U.S. Army Human Resources Command St. Louis (HRC-STL) (AHRC-ARO), and Commander, USASOCCOM comply with the following:

a. Provide a copy of USARC Form 63-R, Lieutenant Colonel Command Assignment Selection Board Worksheet (enclosure 5) to each interested applicant and appropriate unit commander (or record custodian) for completion. All applicants must attach a copy of branch qualification for each position listed. 89<sup>th</sup> RRC MSCs will consolidate all worksheets for TPU applicants. HRC-STL (AHRC-ARO) will review and consolidate all worksheets for Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) applicants. Both MSCs and HRC-STL will ensure branch qualification document(s) are attached and forward worksheets to this Headquarters, ATTN: AFRC-CKS-PRR, NLT 19 August 2004.

b. Review applicant packets for accuracy and completeness and forward to this Headquarters, ATTN: AFRC-CKS-PRR, **not later than 10 September 2004.**

AFRC-CKS-PRR

SUBJECT: 89<sup>th</sup> RRC Lieutenant Colonel Command Assignment Selection Board, 16-17 October 2004

5. Packets must include the following documents (additional instructions are contained in Appendix A, para A-2, USARC Reg 140-5):

- a. USARC Form 63-R
- b. Resume of Service Career (signed and dated by applicant)
- c. Up-to-date (certified true) copy of DA Form 2B and 2-1
- d. Current photograph (taken within last year)
- e. Statement of Understanding (for under-grade officers)
- f. Copy of last three Officer Evaluation Report (OER)(certified true) with each page printed separately
- g. Copy of the DA Form 705 for the last APFT (taken within the last 6 months)
- h. Copy of Physicals and Medical clearance for deployment for officers with any 3 under the PULHES

6. Requests for waiver of Civilian and Military education requirements must be submitted in writing to the board for consideration by the convening authority.

7. For additional information, contact Mr. Clark, email [Dean.Clark@usarc-emh2.army.mil](mailto:Dean.Clark@usarc-emh2.army.mil), or by phone 1.800.892.7266 Ext. 1289 or commercial (316) 681-1759 Ext. 1289.

FOR THE COMMANDER:

7 Encls  
as

JOHN E. BRYAN  
Colonel, GS, USAR  
Deputy Chief of Staff, G1

DISTRIBUTION:

Subordinate Units

Command Group

HQ Staff

CDR, HRC-STL (AHRC-ARO)

CDR, USARC, (AFRC-PRP-S)

CDR, National AMEDD Aug Det

AFRC-CKS-PRR

SUBJECT: 89<sup>th</sup> RRC Lieutenant Colonel Command Assignment Selection Board, 16-17 October 2004

DISTRIBUTION: (CONT)

CDR, 63<sup>rd</sup> RRC

CDR, 70<sup>th</sup> RRC

CDR, 77<sup>th</sup> RRC

CDR, 81<sup>st</sup> RRC

CDR, 88<sup>th</sup> RRC

CDR, 88<sup>th</sup> RSG

CDR, 90<sup>th</sup> RRC

CDR, 94<sup>th</sup> RRC

CDR, 96<sup>th</sup> RRC

CDR, 99<sup>th</sup> RRC

Commander, USA Element HQ, Atlantic Cmd

CDR, 7<sup>TH</sup> ARCOM

CDR, 19<sup>TH</sup> TSC

CDR, 65<sup>th</sup> ARCOM

76<sup>th</sup> Division (IT)

CDR, 78<sup>th</sup> Division (EX)

CDR, 80<sup>th</sup> Division (IT)

CDR, 84<sup>th</sup> Division (IT)

CDR, 87<sup>th</sup> Division (EX)

CDR, 91<sup>st</sup> Division (EX)

CDR, 95<sup>th</sup> Division (IT)

CDR, 98<sup>th</sup> Division (IT)

CDR, 104<sup>th</sup> Division (IT)

CDR, 310<sup>TH</sup> TAACOM

CDR, 311<sup>th</sup> Theater Signal Cmd

CDR, 335<sup>th</sup> Theater Signal Command

CDR, 377<sup>th</sup> TAACOM

CDR, 412 Engineer Cmd

CDR, 416<sup>th</sup> Engineer Cmd

**LIEUTENANT COLONEL COMMAND VACANCY LIST  
89TH REGIONAL READINESS COMMAND**

<b>UNIT</b>	<b>LOCATION</b>	<b>BR/AOC</b>	<b>VACANCY DATE</b>
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1 <sup>st</sup> Bn, 95 <sup>th</sup> Regt, 3 <sup>rd</sup> Bde	Fort Leonard Wood, MO	IM/01A	May 2005
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Commands functionally aligned combat support Engineer training battalion under the Total Army School System (TASS). Responsible for accomplishment of the battalion's assigned mission of conducting MOS training in the nine state Region F. Responsible for achieving and maintaining operation academic and administrative standards as specified by TRADOC, the proponent school, USARC and the 95th Division (IT).

243 <sup>rd</sup> CS Bn	Parsons, KS	QM/	Mar 2004
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Provides command and control for assigned or attached units. The headquarters company provides administration and logistical support for the battalion staff sections. Provides command, control, and supervision of three to seven assigned or attached logistic units (less medical); staff coordination and planning assistance to supported commands.

325 <sup>th</sup> FH (HUH)	Independence, MO	IM/05A	Aug 2005
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Provides hospitalization for up to 280 patients consisting of seven patient support sections providing convalescent care; unit level Health Service Support, less dental, for organic personnel; physical therapy and occupational therapy support to patients; medical administrative and logistical services.

387 <sup>th</sup> Repl Bn	Wichita, KS	AG/42B	Aug 2005
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Provides processing and quality of life for Non-Unit Related Personnel (NRP), while at CONUS Replacement Centers, that are designated for deployment to or redeploying from OCONUS operations. Provides command, control, and supervision for two to six Replacement Companies (CRC).

389 <sup>th</sup> En Bn	Dubuque, IA	EN/21B	Vacant
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EN Cbt Bn, Hvy: To provide command and control, coordination, planning and support of the EN Cbt Bn (Hvy) and attached units.

450 <sup>th</sup> TC Bn	Manhattan, KS	TC/88A	Jun 2005
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To command, control, and supervise movement control teams. Provides command and control for movement control teams. Provides one cook and one mechanic to the supporting unit to augment food service and maintenance support.

530 <sup>th</sup> MP Bn	Omaha, NE	MP/31A	Jun 2005
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Provides command, staff planning, administrative and logistical support for the operation of an internment/resettlement facility for either US military prisoners or enemy prisoners of war/civilian internees. Provides operational control and supervision for assigned MP DET (I/R).

809<sup>th</sup> CS Bn

Fremont, NE

QM/92A

Sep 2005

Provides command and control for assigned or attached units. The headquarters company provides administration and logistical support for the battalion staff sections. Provides command, control, and supervision of three to seven assigned or attached logistic units (less medical); staff coordination and planning assistance to supported commands.

949<sup>th</sup> Med Det

Ames, IA

VC/64B

Vacant

To provide veterinary service and medical support in the areas of approved food sources, facility sanitation, procurement and surveillance inspection of food and environmental zoonotic disease hazards. Veterinary care for government owned animals and civic action programs and veterinary preventive medicine and public health functions for all branches of the uniformed services throughout the theater of operations.

4204<sup>th</sup> USAH-LOG

Topeka, KS

MS/70K

Vacant

US Army Hospital: To assist the U.S. Army European Regional command (ERMC) in Germany in satisfying the backfill requirements for the hospitals located in Germany & USAMMCE in accordance with the current United States Army Medical command Mobilization Plan.

## CRITERIA FOR ASSIGNMENT CONSIDERATION TO COMMAND POSITIONS

1. Be a member of the U. S. Army Reserve and assigned to a USAR Troop Program Unit, USAR Control Group (Annual Training), USAR Control Group (Reinforcement), or the USAR Control Group (Individual Mobilization Augmentation). 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, Major (P), or in the rank of Major with three 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 board convened under ROPMA are not eligible to apply.
3. Have a mandatory removal date (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 at least a minimum of 18 months remaining before MRD as of the end of the month and year in which the vacancy occurs.
4. Have an \*undergraduate degree. The convening authority may waive this requirement.
5. Be qualified in the basic branch of the unit prior to assuming command. Qualified is defined as having completed the appropriate branch officer advanced 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 the 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.
7. Have passed the Army Physical Fitness Test within the past twelve 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 the assigned unit. Requests for exception will be considered during the board process.
8. Meet height and weight standards of AR 600-9. For those who exceed the screening table weight but meet the body fat standards, submit a **certified true copy** of DA Forms 5500-R/5501-R, Body Fat Worksheet.
9. Assignment of MI officers to MID(S) lieutenant colonel command positions must be in accordance with the requirements of AR 135-382, paragraph 5-3.

\* Defined as Bachelor/Baccalaureate level degree.

## Lieutenant Colonel Command Assignment Selection Board

NAME:

PACKET REQUIREMENT

PRESENT?  
YES NO

USARC Form 63-R

Resume of Service Career (signed and dated on page 4)

DA Form 2B/DA Form 2-1 (certified true copies)

Current Photograph (taken within the last year)

Statement of Understanding (for under-grade officers, if applicable)

Copy of Officer Evaluation Reports for the past 3 available years (certified true copies printed each page singly) (latest to earliest in descending order)

Personal Letter

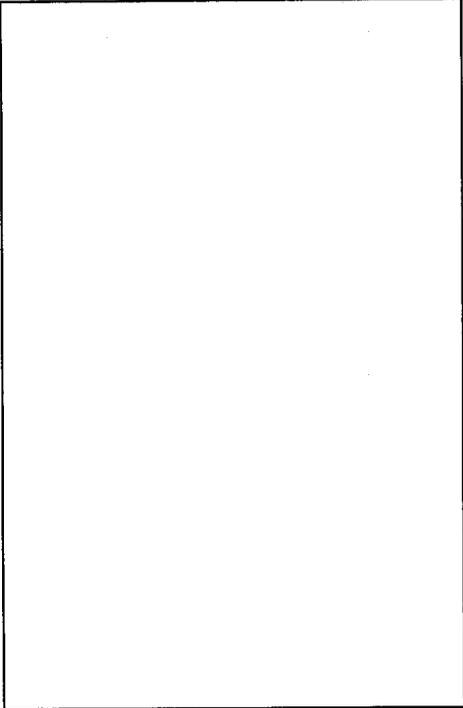
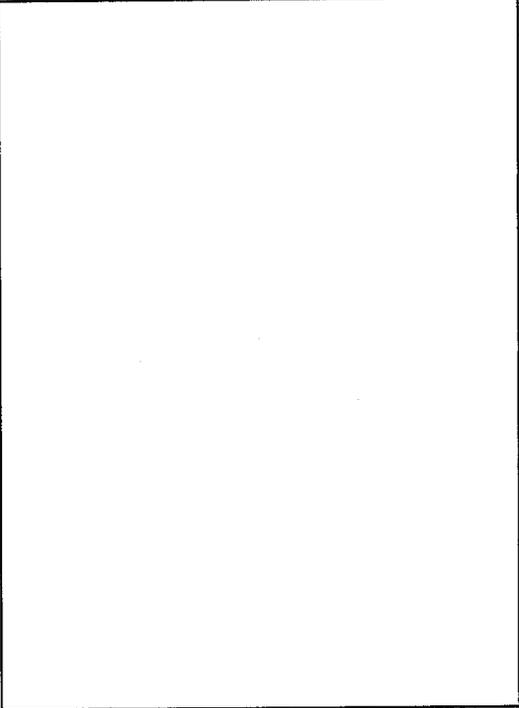
DA Form 5500/5501, Army Body Fat Computation Worksheet (if applicable)

DA Form 705, APFT card (taken within the last 6 months)

NOTES

# PACKET FORMAT

RANK, LAST NAME, FIRST, MI

Left Side	Right Side
	

Documents will be in a manila folder arranged as follows with the first item shown on top

## STAPLED TO THE LEFT SIDE

- 1) USARC Form 63-R
- 2) DA Form 5500/5501 (if applicable)
- 3) Personal letter

## FASTENED TO THE RIGHT SIDE

- 1) Photograph
- 2) Resume of Service Career
- 3) 2B (RLAS-PQR)
- 4) DA Form 2-1
- 5) Last 3 OERs (one sided)  
(most recent first)
- 6) Statement of Understanding  
(if applicable)
- 7) DA Form 705

# 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))

**STATEMENT OF UNDERSTANDING**

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

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

(Signature of officer and date)

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

ENCL 7

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

Active Duty (show casual status and non-rated periods)

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

USAR - Not on Active Duty (continued)

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

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)

\* 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

USAR - Not on Active Duty

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 Medals

Army Commendation Medal (with 1 Oak Leaf Cluster)

Meritorious Unit Commendation

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 Gallantry Cross Unit Citation

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Kingdom of Saudi Arabia)

Kuwait Liberation Medal (Government of Kuwait)

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

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signature

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date

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).

ADDENDUM B TO RESUME OF SERVICE CAREER  
EXPLANATION OF COMMAND EQUIVALENCY

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

A. Positions/assignments (military and civilian) submitted for consideration as equivalent to battalion commander or higher.

Indicate the amount of time you served in each position to the right of each entry.

1. List assignments such as assistant division commander, chief of staff, commander of a brigade in the Total Army School System, or deputy of a command authorized a general officer, which you believe should be considered as experience equivalent to command.

2. Identify other key assignments or civilian experience for consideration as equivalent to command experience.

3. Officers serving in one of the special branches without command opportunities, for example, nurses or chaplains, will identify assignments of significant responsibility or other civilian experience which attests to the officer's technical expertise, executive level experience or achievement within the profession.

B. Justification.

Here you must explain why you feel the positions you listed above are equivalent to battalion command or higher. In all cases, you must structure your explanation so that the experience you are using as command equivalent ties into what a battalion or brigade/group commander would do in the United States Army Reserve.