



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

S: 5 January 2005

AFRC-TOK-C-SAA (140)

5 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Staff Officer Vacancy, HQs 3rd Bde (CS), 95th Div (IT)

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following staff position as indicated below
 - S-4 OIC, HQs 3RD Brigade (CS), 95TH Division (IT), Tulsa OK; GRADE: Major;
Branch: Immaterial; AOC: 01A00; Position available upon selection.
 - ASST S2/23, HQs 3RD Brigade (CS), 95th Division (IT), Tulsa OK; GRADE: Captain;
Branch: Immaterial; AOC: 01A00; Position available upon selection.
 - HHD Commander, HHD, 3RD Brigade (CS), 95th Division (IT), Tulsa OK; GRADE: Captain;
Branch: Immaterial; AOC: 01A00; Position available upon selection.
3. Applicants will possess the following prerequisites:
 - a. Be presently in the grade for the position or have three years time in grade.
 - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
 - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
 - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-SAA (Mrs Barnes), to arrive not later than 5 January 2005. The application will consist of the following items:
 - a. A transmittal letter depicting the position for which you desire to be considered. Include both business, home telephone numbers and email, as shown at enclosure 1.
 - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.
 - c. Biographical Summary, as shown at enclosure 2.
 - d. Verified up-to-date copy of DA Form 2B (PQR).

e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.

f. Copy of applicants last three (3) Officer Evaluation Reports (OER).

AFRC-TOK-C-SAA

SUBJECT: Announcement of Staff Officer Vacancy

g. Commander's statement shown at enclosure 3.

h. Statement of Travel Distance, if applicable, shown at enclosure 4.

i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).

5. Application packets may be forwarded directly to this headquarters.

6. Qualified applicants will be notified of the personal interview schedule, if applicable.

7. POC is SAA/SFC Melissa Barnes, 918-447-0470 ext 255, 888-287-1233 ext 255, Fax 918-447-0486, E-Mail BarnesML@usarc-emh2.army.mil during normal business hours.

5 Encls

1. Transmittal Ltr

2. Resue of Service Career

3. Commander's Statement

4. Travel Statement

5. Sample Packet Arrangement

//ORIGINAL SIGNED//

OTTO B. SCHACHT

COL, EN, USAR

Commanding

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330

Cdr, AR-PERRCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75th Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 78th Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487

Cdr, 80th Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237

Cdr, 84th Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218

Cdr, 87th Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244

Cdr, 91st Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

Cdr, 98th Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609

Cdr, 100th Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205

AFRC-TOK-C-SAA
SUBJECT: Announcement of Staff Officer Vacancy

Cdr, 104th Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661

Cdr, 108th Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205

Cdr, 63rd RRC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720

Cdr, 70th RRC, ATTN: AFRC-TOK-PR, 4575 36th Avenue West, Seattle, WA 98199

Cdr, 77th RRC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359

Cdr, 81st RRC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209

Cdr, 88th RRC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111

Cdr, 89th RRC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720

Cdr, 90th RRC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, 94th RRC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433

Cdr, 96th RRC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113

Cdr, 99th RRC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071

Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000

Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000

Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000

Cdr, 19th TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

Cdr, 377th TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

TRANSMITTAL LETTER EXAMPLE

Date

JEFFERSON, Thomas E., 000-000-000, COL

SUBJECT: Announcement of Staff Officer Vacancy

President

HQs, 3rd Brigade (CS), 95th Division (IT) Officer Vacancy Selection Board

ATTN: AFRC-TOK-C-SAA (Mrs Melissa Barnes)

7520 West 41st Street

Tulsa, OK 74107-8630

1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:

As advertised in referenced memorandum

2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010

**7 Encls
as**

**THOMAS E. JFFERSON
LTC, IN, USAR**



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

Encl 1

RESUME OF SERVICE CAREER

of

JEFFERSON, THOMAS EDWARD, Colonel (USAR)

DATE AND PLACE OF BIRTH 4 July 1940, Jefferson, Iowa

YEARS OF COMMISSIONED SERVICE Over 28 Year

PRESENT ASSIGNMENT AR-PERRCOM, Control Group (Individual Mobilization Augmentee)

CURRENT OCCUPATION Executive Vice President, DFS Corporation

MILITARY SCHOOLS ATTENDED

Infantry School, Officer Basic Course (Resident)
Quartermaster School, Officer Advanced Course (Nonresident)
Command and General Staff College (Nonresident)
National Defense University, National Security Management
Course (Nonresident)
Army War College (Enrolled)

EDUCATIONAL DEGREES

University of Iowa, Iowa City, Iowa - BA Degree - Political Science
Antioch School of Law, Washington, DC - JD - Law

MAJOR DUTY ASSIGNMENTS

FROM	TO	ASSIGNMENT
------	----	------------

USAR - Not on Active Duty

Jun 66	Jan 67	Control Group (Annual Training)
--------	--------	---------------------------------

Active Duty

Jan 67	Apr 67	Student, Infantry School, Fort Benning
May 67	Jun 67	Casual Status
Jun 67	Oct 68	Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment - Vietnam

USAR - Not on Active Duty

Oct 68 May 75 Control Group (Reinforcement)
May 75 Aug 75 Student, USAR Schools

ARNG - Not on Active Duty

Aug 75 Sep 76 Assistant S-4, 1st Battle Group - Ohio (show state)

JEFFERSON, Thomas E., Colonel (USAR)

MAJOR DUTY ASSIGNMENTS

FROM TO ASSIGNMENT

USAR - Not on Active Duty

Oct 76 Jan 79 Plans & Policy Officer (IMA), Fort Huachuca
Jan 79 Dec 85 Plans & Policy Officer, 103d Corps Support Command, Des Moines, Iowa
Jan 86 Dec 88 Executive Officer, 3d Battalion, 75th Field Artillery,

USAR-AGR

Jan 89 Dec 92 Staff Officer, Personnel Division, Office of the Chief, Army Reserve,
Washington, DC

USAR - Not on Active Duty

Jan 93 Present Operations Staff Officer (IMA), Office of the Chief of Operations,
Washington, DC

PROMOTIONS

DATES OF APPOINTMENT

Rank	Component	Date
2LT	USAR	07 Jun 66
1LT	AUS	23 Jan 68
CPT	USAR	14 Mar 72
MAJ	USAR	14 Mar 79
LTC	USAR	14 Mar 86
COL	USAR	14 Mar 91

U.S. DECORATIONS AND BADGES

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

Army Reserve Components Achievement Medal with Two Oak Leaf Clusters

National Defense Service Medal

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

(Put addendum on a separate page)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

ADDENDUM TO RESUME OF SERVICE CAREER

THOMAS E. JEFFERSON, Colonel (USAR)

CURRENT OCCUPATION: Executive Vice President, DES 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 and has overall responsibilities for 200 employees at three locations. Annual operating budget for 1994 is in excess of \$10 million. Position requires world-wide travel to customer locations.

(Signature of officer and date)

**ADDENDUM B TO RESUME OF SERVICE CAREER
EXPLANATION OF COMMAND EQUIVALENCY (OPTIONAL)**

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR)

A. Position/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 assignment such as assistant division commander, chief of staff, commander of a brigade in the Total Army School System, or duty of a command authorized a general officer, which you believe should be considered as experience equivalent to command.
2. Identify key assignments or civilian experience for consideration as equivalent to command experience.
3. Officers serving in one of the special branches without command opportunities will identify assignment 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, brigade or group commander would do in the United States Army Reserve.

* Command experience as battalion level or higher which totals two years for command in the Reserve Components or one year of such command while serving in the Active Component.



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

COMMANDER'S STATEMENT

NAME OF OFFICER _____
(Last, First, MI)

RANK _____ SSN _____ DOB _____

ARMY PHYSICAL FITNESS TEST

Date of last testing: _____

Results (Passed/Failed) _____

If failed, status _____

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons

Yes No NA

WEIGHT STANDARDS:

AGE _____ Current Height: _____ Current Weight _____ Max Allowable Weight _____

*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

(Date)

STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Staff Position being consider is

of Approximately _____miles. If selected for assignment, method

Travel will be by _____.

I will be available to participate in all administrative and MUTA drills, regardless of distance.

(SIGNATURE)

(TYPED OR PRINTED NAME, GRADE, SSN)

(DATE)



DEPARTMENT OF THE ARMY

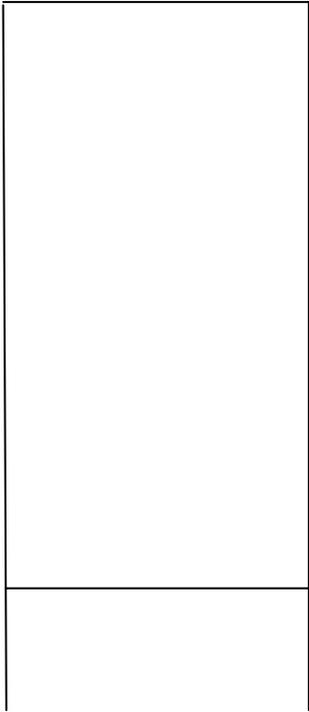
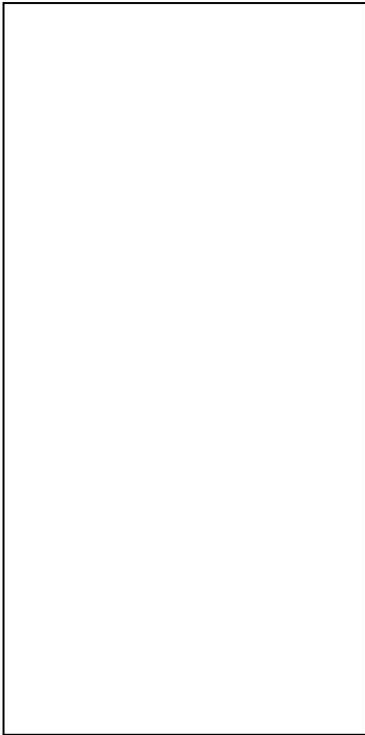
3rd Brigade (Combat Support)
95th Division (Institutional Training)
7520 West 41st Street
Tulsa, Oklahoma 74107

REPLY TO
ATTENTION OF:

ENCL 4

SAMPLE ARRANGEMENT OF APPLICATION PACKET

Rank, Name, SSN

LEFT SIDE	RIGHT SIDE
	

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

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

- 1) Photograph**
- 2) Biographical Summary**
- 3) 2B (PQR)**
- 4) DA Form 2-1**
- 5) Last 3 OER's**
- 6) Commander's Statement**
- 7) Mileage Statement (if applicable)**

b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)

- 1) Transmittal Letter**

Encl 5