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

S: 1 April 2004 (Work Sheets)
S: 18 April 2004 (Packets)

AFRC-CAR-PRP (140)

19 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 90th Regional Readiness Command, Lieutenant Colonel Command Assignment Selection Board, **April 2004**

1. References:

a. USARC Regulation 140-5, 1 Jun 95, Colonel and Lieutenant Colonel Command Assignment Selection Program.

b. Army Regulation 140-10, 1 Oct 94, Assignments, Attachments, Details, and Transfers.

c. Memorandum Of Agreement, 18 April 03, subject: 90th Regional Support Command Lieutenant Colonel Command Assignment Selection Board (LTCCASB)

2. A Lieutenant Colonel Command Assignment Selection Board (LTCCASB) is scheduled for April 2004, at this headquarters. The board will consider current Lieutenant Colonel Command vacancies and those projected from 1 January 2005 thru 31 May 2005. Included are units from the 75th Div, 95th Div and 377th TSC located within the geographic region serviced by the 90th Regional Readiness Command. Enclosure 1 contains unit location and reporting relationships.

3. Officers applying for these positions must submit a USARC Form 63-R, Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet (Enclosure 2) through their chain of command to this headquarters, ATTN: AFRC-CAR-PRP (Mr. Raney) not later than the first suspense indicated. Each applicant may apply for no more than four positions. The criteria for assignment are located at Enclosure 3.

4. Officers will subsequently submit their packets through their chain of command to arrive at this headquarters, ATTN: AFRC-CAR-PRP (Mr. Raney) not later than the second suspense indicated. Packets must contain the required documents and be arranged in accordance with Enclosure 4. Packets will not be returned upon conclusion of the board. Packet timeliness, quality and accuracy are the sole responsibility of the applicant.

5. The Surgeon General and the Office of the Chief, Army Reserve (OCAR) have granted approval to allow Army Medical Department (AMEDD) officers in the following branches to apply for Medical Corps Colonel Command positions: Army Nurse Corps (AN), Medical Service Corps (MS), Medical Corps (MC), and Army Medical Specialist Corps (SP).

6. Please ensure widest dissemination of this memorandum. This announcement and enclosures are also available on the 90th RRC network drive at N:/G1/Public/Officer Information Folder.

7. For additional information, please contact CW4 Jimmy Raney at (501) 771-7323 or jimmy.raney@usarc-emh2.army.mil.

FOR THE COMMANDER

for MAJ AG

DAVID T. DORROUGH
COL, GS, USAR
Deputy Chief of Staff, G-1

8 Encls.
1. Position Vacancy List
2. USARC 63-R (Worksheet)
3. Criteria for Assignment
4. Required Documentation
5. Resume Example
6. ORB Instructions
7. Statement of Understanding
8. Commander's Statement

DISTRIBUTION:
90th RRC Hqs Staff
All 90th RRC Subordinate Units
Cdr, 75th Division (EX), ATTN: G1, 1850 Old Spanish Trail, Houston, TX 77054-2025
Cdr, 95th Division (EX), ATTN: G1, 5316 South Douglas Blvd, Oklahoma City, OK 73150
Cdr, 377th TSC, ATTN: G1, 5010 Leroy Johnson Drive, New Orleans, LA 70146-3601
Cdr, 63rd RRC, ATTN: G1, 11200 Lexington Drive, Los Alamitos, CA 90720-5002
Cdr, 65th ARCOM, ATTN: G1, 1307A, Fort Buchanan, PR 00934
Cdr, 70th RRC, ATTN: G1, 4575 36th Avenue W, Seattle, WA 98199-5000
Cdr, 77th RRC, ATTN: G1, Ernie Pyle USAR Center B-200, Fort Totten, NY 11359
Cdr, 78th Division (IT), ATTN: G1, 91 Truman Drive South, Edison, NJ 08817-2487
Cdr, 80th Division (IT), ATTN: G1, 6700 Strathmore Road, Richmond, VA 23237-1198
Cdr, 81st RRC, ATTN: G1, 255 West Oxmore Road, Birmingham, AL 35209-6383
Cdr, 84th Division (IT), ATTN: G1, 4828 West Silver Spring Drive, Milwaukee, WI 53218
Cdr, 85th Division (EX), ATTN: G1, 1515 West Central Road, Arlington Heights, IL 60005

Cdr, 87th Division (EX), ATTN: G1, 1400 Golden Acorn Drive, Birmingham, AL 35244-1295
Cdr, 88th RRC, ATTN: G1, 506 Roeder Circle, Fort Snelling, MN 55111-4009
Cdr, 89th RRC, ATTN: G1, 3130 George Washington Blvd, Wichita, KS 67210-1598
Cdr, 91st Division (EX), ATTN: G1, Building 602 Murray Circle, Fort Baker, CA 94965-5009
Cdr, 94th RSC, ATTN: G1, 695 Sherman Ave., Ft Devens, MA 01433-4000
Cdr, 96th RRC, ATTN: G1, Douglas Reserve Ctr, Bldg 103, Salt Lake City, UT 84113
Cdr, 99th RRC, ATTN: G1, 5 Logaugh Street, Oakdale, PA 15071-5001
Cdr, 100th Division (IT), ATTN: G1, 3600 Century Division Way, Louisville, KY 40205-5000
Cdr, 104th Division (IT), ATTN: G1, Bldg. 987, Vancouver Barracks, Vancouver, WA 98661
Cdr, 108th Division (IT), ATTN: G1, 1330 Westover Street, Charlotte, NC 28205-5124
Cdr, 335th Theater Signal Command, 2323 Dauphine Street, East Point, GA 30344-2503
Cdr, 412th Engineer Command, Post Office Box 55, Vicksburg, MS 39181-0055
Cdr, 416th Engineer Command, 10 South 100 S. Frontage Road, Darien, IL 60561-1708
Cdr, National AMEDD Augmentation Det, Bldg 708, Fort Gillem, Forest Park, GA 30050

CF:
Cdr, USARC, ATTN: AFRC-PRP-S, 1401 Deshler Street SW, Fort McPherson, GA 30330
Cdr, US Army Human Resources Command-St Louis, ATTN: AHRC-STL-OPM-P, 1 Reserve Way, ST. Louis, MO 63132-5200

LIEUTENANT COLONEL COMMAND ASSIGNMENT SELECTION BOARD
April 2004
90th Regional Readiness Command Service Area

CMD/MSC	BDE/GP	Unit Name	Location: City & State	Position Rank	Position	UIC	TNPSNEXP	POS#
90 RRC	807 MED	94 GEN HOSP (HUS)	NORTH LITTLE ROCK, AR	LTC	67J	WSBWA0	20041209	005
90 RRC	807 MED	994 MED DET (VET SVC)	AUSTIN, TX	LTC	64B	WTVCAA	CURRENT	005
90 RRC	172 CSG	316 QM BN	OKMULGEE, OK	LTC	92F	WSRPAA	CURRENT	005
90 RRC	90 RSG	607 MP BN HHD	GRAND PRAIRIE, TX	LTC	31A	WTEVAA	20041012	005
90 RRC	172 CSG	692 SPT BN HHD	NEW ORLEANS, LA	LTC	90A	WS6LAA	20050507	005
90 RRC	90 RRG	373 SPT BN HHD	BEAUMONT, TX	LTC	90A	WTKGAA	CURRENT	005
90 RRC	647 ASG	809TH QM DET	ALBUQUERQUE, NM	LTC	92F	WYUQAA	CURRENT	005
90 RRC	90 RRG	363 QM BN	SAN MARCOS, TX	LTC	92F	WS6EAA	20050213	005
90 RRC	90 RRG	3420 USA MIL INTEL DET	BRYAN, TX	LTC	35B	W8PVAA	20050513	005
95 DIV	4 BDE	8th BN 95th REGT	SHREVEPORT, LA	LTC	01A	W75MAA	CURRENT	005
95 DIV	2 BDE	1ST BN 377 REGT	SHAWNEE, OK	LTC	01A	W75601	20050421	005
95 DIV	7 BDE	2nd BN 379 REGT	ARKADELPHIA, AR	LTC	01A	W75Z01	20050531	005
75 DIV	3 BDE	2ND 383 REGT	FT LEAVENWORTH, KS	LTC	01A	WZM599	20050531	005
75 DIV	2 BDE	2nd 382 REGT	WACO, TX	LTC	01A	W8HBAA	20040805	005
377 TSC	377 TSC	SPECIAL TROOPS BN HQS	NEW ORLEANS, LA	LTC	90A	WNBUR1	CURRENT	1685

Enclosure 1

RCS exempt AR 335-15, para 5-2b(4)

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))

CRITERIA FOR ASSIGNMENT CONSIDERATION
TO
LIEUTENANT COLONEL 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 (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.

2. Be in rank of lieutenant colonel, major (P), or in the rank of major with 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 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 the applicant will have 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 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 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. For those who exceed the screening table weight but meet body fat standards, submit a certified true copy of DA Forms 5500-R and 5501-R, Body Fat Worksheet.

REQUIRED DOCUMENTATION FOR
LIEUTENANT COLONEL COMMAND SELECTION
BOARD CONSIDERATION

1. USARC 63-R and applicant's letter to the board requesting consideration for the specific command positions advertised. Applicants are limited to submitting one USARC Form 63-R and may apply for no more than four positions. Applicants will be considered for command positions other than those requested in an effort to meet the needs of the Army Reserve.

2. Resume of Service Career, prepared in accordance with the sample at Enclosure 5. 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 as shown in the sample.

3. Troop Program Unit (TPU) officers must submit:

a. A current copy of DA Form 2B (USAR Personnel Qualification Record – PART 1), verified as accurate and complete, signed and dated by the officer. It is particularly important that the DA Form 2B (USAR) includes the latest PULHES information and date.

b. A current copy of the DA Form 2-1 (Personnel Qualification Record – PART 2) verified as accurate and complete, and signed by the applicant.

c. "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: the Unit Commander; the Unit Personnel Officer; Adjutant; G1/S1; Senior Rater; PSNCO/Personnel Technician; Unit Administrator; or Senior Staff Administrator.

4. 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 (USAR) and DA Form 2-1. Instructions for completing the DA FORM 4037 are provided at Enclosure 6. IRR/IMA officers should contact their Personnel Management Officer (PMO) at AR-PERSCOM to update their DA FORM 4037. It is particularly important that the DA Form 4037 include the latest PULHES information and date.

5. Applicants are required to submit an official photograph taken within the last twelve months that meets all requirements of AR 640-30, "Photographs for Military Personnel Files." Center the photograph on standard white paper. Affix the photograph with clear scotch tape at the photograph's top. On the back of the photograph include the date of photo, SSN, current height/weight, and applicant's signature.

6. Statement of understanding for those Majors who are currently not on any promotion list to Lieutenant Colonel. Enclosure 7 is a sample.

7. Commander's Statement (sample at Enclosure 8).

a. The Unit Records Custodian must fill this out for TPU officers.

Enclosure 4.

b. AR-PERSCOM will complete the Commander's Statement for IRR and IMA applicants

8. 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.

9. Officer Evaluation Reports (OERs) for the past three rating periods. Two sided duplicated OERs must read "head to foot" which allows for easy reading of the backside when flipped up in 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.

10. 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 folder, document placement top to bottom:
(1) USARC 63-R.
(2) Applicant letter to the selection board along with all required documents to complete or substantiate eligibility/suitability for command.
(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) DA Photo per instructions.
(3) Resume of Service (See Enclosure 5 – assignments in chronological order).
(4) Last three OERs
(5) Commander's Statement.
(6) DA Form 5500-R or DA Form 5501-R (if needed).
(7) TPU Officers: DA Form 2-1 and DA Form 2B (USAR).
(8) IRR/IMA Officers: DA Form 4037 (Not applicable for TPU Officers).
(9) Statement of Understanding from Majors.

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 that 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

Enclosure 5

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

MAJOR DUTY ASSIGNMENTS **(In Chronological Order) (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)
ARNG - Not on Active Duty		
Jun 72	Sep 73	Assistant S-4, 1st Battle Group - Ohio **(show state)**
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

US DECORATIONS AND BADGES **(In order of precedence)**
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

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

SOURCE OF COMMISSION ROTC (June 1970)

(SIGN AND DATE *RESUME* HERE)

THOMAS E. JEFFERSON
COL, EN, USAR
000-00-000

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).

INSTRUCTIONS FOR COMPLETING DA FORM 4037,
OFFICER RECORD BRIEF (ORB)

(This is required for IRR/IMA/AGR Officers and Warrant Officers only.)

1. **OVERVIEW**. For promotion or other board consideration, your Officer Record Brief (ORB) is next in importance after your military photo and OERs. A neat, typed ORB assists in presenting a clear picture of you and your professional credentials. The lack of an ORB in your consideration file is often interpreted as a lack of interest in advancement. After completing your ORB, reduce it to 8 ½ x 11, make two copies, and send one to the Board and one to your PMO. Maintain the original for your records. ***Don't forget to sign and date the reduced copies of your ORB in Section X – Remarks***.

2. **GENERAL RULES**.

a. DATES. Use only numerals in the sequence YYMMDD, where YY represents the year, MM the month, and DD the day. For example, 12 March 1940 should be shown as 400312.

b. ABBREVIATIONS. Use authorized abbreviations and approved acronyms as much as possible.

c. ACCURACY. Enter only correct, verifiable data. Permanent documents (orders, diplomas, etc.) must exist to support entries. Don't guess; don't enter anything not absolutely true. Falsification of this record may cause your removal from the U.S. Army.

3. **HEADING**. Starting with the very top row, leave the first and third blocks from the left blank. In the second block, enter the current date (YYMMDD). In the fourth block, enter your current rank and date of rank (example: MAJ 840127). In the fifth block, enter your basic control branch using the two-letter abbreviation (EN, AV, MS, QM, etc). In the sixth block, enter "USAR". Leave the seventh block blank. In the eighth block, enter your Social Security Number (###-##-####) and, in the ninth block, enter your name (last name, first name, middle name, followed by Jr., Sr., III, etc., if applicable).

4. **SECTION I – ASSIGNMENT INFORMATION**.

a. OVERSEAS DUTY. List a maximum of the six most recent overseas tours including any enlisted service. If you had no overseas duty, leave these blocks blank. Enter YR MO RTN (year and month returned from overseas); COUNTRY (of assignment), MONTHS (duration of tour in Months), and number of SHORT and LONG tours under NUMBER OF OS TOURS, starting with your earliest tour, even if you had more than six tours. A short tour is considered anything between 11 days and 18 months.

b. SPECIALTY MOS DATA. Remember that any entries made in this section must be verifiable by orders, course completion notices, or other acceptable documentation. In the left-hand block, enter the three or four position code for your Branch Area of Concentration (21B, 31A, 74A, etc.) or Primary Military Occupational Specialty (420A, 153D, etc.). In the right-hand block, enter the three-position code for your Functional Area of Concentration (41A, 51A, 54A, etc.) or Secondary MOS, if you have one.

c. ADDITIONAL SSI MOS. For officers, leave the block blank. For warrant officers, enter the one position character, which identifies your Skill Qualification Identifier (SQI). For your PMOS center it under the PMOS, and respectively the same for your SMOS.

d. ASI DATA. Enter the two-position code for any special skills you possess.

e. SPECIALTIES. Enter the titles of your Branch and Functional Areas of Concentration. Leave all additional blocks blank.

f. AVIATOR/GUNNERY QUALIFICATIONS. Enter your Aviation Service Entry Date (ASED) (YYMMDD). Make entry for each type of aircraft that you are qualified to fly, even if status is not current. Use the alphanumeric description (UH-1, UH-60, CH-46C, CH-47D, U-21, C-12, etc.).

5. **SECTION II – SECURITY DATA**. Your DA Form 873 will contain the following information:

a. SCTY CLEARANCE. Enter your present security clearance level.

b. COMPL DATE OF SCTY INVES. Enter the date your investigation was complete (YYMMDD).

c. TYPE/COMD OF SCTY INVES. Enter the type of investigation conducted (NAC, ENTNAC, BI, etc.), if known.

6. **SECTION III – SERVICE DATA**. Enter data in these blocks:

a. PEBD. Pay Entry Basic Date (YYMMDD).

b. BASIC DATE OF APT. Your date of commission or appointment (YYMMDD).

c. SOURCE OF ORIG APT. OCS, ROTC, USMA, NGU, Direct Appt, Other.

d. TYPE OF ORIG APT. RA, USAR, NGUS, AUS.

e. DATE OF PROJ/MAND RET. Your mandatory retirement date (YYMMDD).

(1) Officers (LT – LTC): The date you reach 60 or 28 years commission service, whichever is soonest.
(2) Warrant Officers: The date you turn age 60.

f. PDOR. Enter your date of rank (permanent) for each grade (YYMMDD).

7. **SECTION IV – PERSONAL/FAMILY DATA**.

a. DATE OF BIRTH. YYMMDD.

b. BIRTHPLACE. Enter the city and state/country.

c. COUNTRY OF CIT. Enter the country of citizenship.

d. SEX/RACE. Example: M/CAU, F/HISP.

e. NO. DEPENDENT ADULTS/CHILDREN. Enter the number of adult dependents followed by a slash (/) and the number of dependent children. Example: 1/2

f. RELIGION. Example: Bapt, Rom Cath, Meth, etc..

g. MARITAL STATUS. Example: SINGLE, MARRIED, DIVORCED.

h. SPOUSE BIRTHPLACE/CIT. Enter state abbreviation or country abbreviation of spouse's birthplace followed by (/) and the country abbreviation of citizenship. Example: MO/US, GER/US.

i. PUHLES/DATE. Enter your current physical profile and date of last physical exam from SF 88. Example: 111111/920101.

j. HEIGHT/WEIGHT. Enter height in inches followed by a slash (/) and weight from last physical exam. If weight has changed drastically since last physical exam enter current weight. Example 72/185.

k. MAILING ADDDRESS. Self-explanatory.

8. **SECTION V – FOREIGN LANGUAGE**. Enter your LANGUAGE, i.e., German, Spanish, etc. For READ and LISTEN enter NONE, ELEM, LIMITED, MIN PROF, FUL PROF, NATIVE. Enter your last DLAT Scores (if not more than 2 years old) or leave blank.

9. **SECTION VI – MILITARY EDUCATION**. Enter highest MILED Code:
M + CAS3 PHASE I GRAD; 1 = Senior Service School Graduate;
2 = Senior Service School Resident Selectee/Deferred; 3 = Army War College (Correspondence) Course Selectee; 4 = Staff College Level Graduate;
5 = Staff College Level Selected/Deferred; 6 = Branch Advance Course Graduate; 7 = Branch Basic Course Graduate. Enter in chronological order each military school/course for which you have received a diploma or DA Form 1059 and the year of completion. The course must be at least two weeks in duration (or require equivalent effort if a correspondence course), is a requirement for promotion, or support your military specialty. Include any courses in which you are currently enrolled or for which you have received a 50 percent completion certificate. Use approved abbreviations and restrict yourself to a single line for each course.

10. **SECTION VII – CIVILIAN EDUCATION**. Enter highest CEL Code: 8 = HS, 7 = some college;
6 = AS/AA; 5 = BS/BA; 4 = graduate study; 3 = MD/DDS/LLB; 2 = MS/MA; 1 = PHD. Enter in chronological order each institution above high school level that granted a degree and the year awarded. Use abbreviations and do not exceed the lines provided.

a. INSTITUTION. Enter the name of the College or University attended.

b. DISCIPLINE. Enter the major field of study.

c. DEG. If a degree was received, enter the type and year degree was awarded (BA, BS, MS, etc). If a degree has not been completed enter the number of semester hours earned toward the degree.

d. YEAR. Year in which education was completed and degree was awarded (YY).

11. **SECTION VIII – AWARDS AND DECORATIONS**. List awards, decorations, tabs, and badges awarded/earned in order of precedence. Use abbreviations. Show number of awards

of the same medal as "ARCOM-3", meaning the Army Commendation Medal and two oak leaf clusters. Do not list state or National Guard awards.

a. Decorations are as follows in order from highest to lowest precedence:

ABBREVIATION	ITEM
MH	Medal of Honor
DSC	Distinguished Service Cross
DDSM	Defense Distinguished Service Medal
DSM	Distinguished Service Medal
SS	Silver Star
DSSM	Defense Superior Service Medal
LM	Legion of Merit
DFC	Distinguished Flying Cross
SM	Soldier's Medal
BSM	Bronze Star Medal
PH	Purple Heart
DMSM	Defense Meritorious Service Medal
MSM	Meritorious Service Medal
AM	Air Medal
JSCM	Joint Service Commendation Medal
ARCOM	Army Commendation Medal
JSAM	Joint Service Achievement Medal
AAM	Army Achievement Medal
POWM	Prisoner of War Medal
GCM	Good Conduct Medal
ARCAM	Army Reserve Comp Achievement Medal

b. Service medal in order from highest to lowest:

ABBREVIATION	ITEM
AOM	Army of Occupation Medal
NDSM	National Defense Service Medal
KSM(1-10)	Korean Service Medal(1-10 Campaign)
ASM	Antarctica Service Medal
AFEM	Armed Forces Expeditionary Medal
VSM(1-17)	Vietnam Service Medal (1-17 Campaign)
SWASM	Southwest Asia Service Medal
KOSM	Kosovo Campaign Medal
AFSM	Armed Forces Service Medal
HSM	Humanitarian Service Medal
MOVSM	Military Outstanding Volunteer Service Medal
AFRM	Armed Forces Reserve Medal
NCOPDR	NCO Professional Development Ribbon
ASR	Army Service Ribbon
OSR	Overseas Service Ribbon
ARCOTR	USAR Components Overseas Training Ribbon

c. Foreign decorations in order from highest to lowest:

ABBREVIATION	ITEM
UNSM	United Nations Service Medal
IADBM	Inter-American Defense Board Medal
UNM	United Nations Medal
NM	NATO Medal
MFOM	Multinational Force and Observers Medal
RVNCM	Republic of Vietnam Campaign Medal
KLM	Kuwait Liberation Medal (Kingdom of Saudi Arabia)
KLM	Kuwait Liberation Medal (Government of Kuwait)
ROKWSM	Republic of Korea War Service Medal

d. Unit Citations in order from lowest to highest:

ABBREVIATION	ITEM
PUC	Presidential Unit Citation
JMUA	Joint Meritorious Unit Award
VUA	Valorous Unit Award
MUC	Meritorious Unit Commendation
ASUA	Army Superior Unit Award
PRPUC	Philippine Republic Presidential Unit Citation
ROKPUC	Republic of Korea Presidential Unit Citation
VNPU	Vietnam Presidential Unit Citation
ROVGCUC	Republic of Vietnam Gallantry Cross Unit Citation
ROVCAUC	Republic of Vietnam Civil Actions Unit Citation

e. Combat and Special Skills Badges:

ABBREVIATION	ITEM
CIB	Combat Infantry Badge
EIB	Expert Infantry Badge
MEDBAD	Combat Medical Badge
EXPELDMB	Expert Field Medical Badge
MSTPRCHT	Master Parachutist Badge
SRPRCHTB	Senior Parachutist Badge
PRCHTBAD	Parachutist Badge
PRB	Parachute Rigger Badge
MSTARAVB	Master Army Aviator Badge
SRARAVB	Senior Army Aviator Badge
ARAVBAD	Army Aviator Badge
MSTFLSBAD	Master Flight Surgeon Badge
SRFLSBAD	Senior Flight Surgeon Badge
FLTSURGB	Flight Surgeon Badge
MASTDIVB	Master Diver Badge
FCDIVBAD	First Class Diver Badge
SALVDIVB	Salvage Diver Badge
SCDIVBAD	Second Class Diver Badge

ABBREVIATION	ITEM
SCBDIVBAD	Scuba Diver Badge
MSTEODB	Master Explosive Ordnance Disposal Badge
SREODB	Senior Explosive Ordnance Disposal Badge

EODBAD	Explosive Ordnance Disposal Badge
PFDRBAD	Pathfinder Badge
AAB	Air Assault Badge
MSTACCMB	Master Aircraft Crewman Badge
SRACCMB	Senior Aircraft Crewman Badge
ACCMB	Aircraft Crewman Badge
DRVMECHB	Driver and Mechanic Badge

f. Identification Badges:

ABBREVIATION	ITEM
PSVCBAD	Presidential Service Badge
VPSVBAD	Vice Presidential Service Badge
QUSIDBAD	Office of the Secretary of Defense ID Badge
JCSIDBAD	Joint Chiefs of Staff ID Badge
ASIDB	Army Staff Identification Badge
TOMBBAD	Guard/Tomb of the Unknown Soldier ID Badge
AROTCNCPB	Army ROTC Nurse Cadet Program Badge
USARECB	U.S. Army Recruiter Identification Badge

g. Tabs:

ABBREVIATION	ITEM
RGRT	Ranger Tab
SFT	Special Forces Tab

12. **SECTION IX – ASSIGNMENT HISTORY**. Leave DATE OF AVAILABILITY blank.

a. DATE OF LAST PCS. Enter the date you were assigned to your last current unit. This should be the same as the date entered in "FROM DATE" column for current unit of assignment (YYMMDD).

b. DATE OF LAST OER. Enter the ending date of your last officer evaluation or academic report (YYMMDD).

c. ORG ZIP CODE. Enter the zip code (ZIP + 4) of your unit of assignment.

d. PROJ. Leave this line blank.

e. CURRENT ASGMT. Start on the line for CURRENT assignment, and then list prior assignments in reverse chronological order. Under FROM DATE column, enter the date you were assigned to your current unit (YYMM). In the MO column, enter the number of months served in the assignment. In the UNIT NO column, enter the unit numerical designation. In the ORGANIZATION column, enter the unit description in not more than 19 characters. List enough of the unit designation to distinguish it from other like units. In the STATION column, enter the military installation or city. In the LOC column, enter abbreviation for the state, or for overseas, the country. COMD column, enter the major command. In the DUTY TITLE column, enter the official position title from the OER received for that assignment. Use authorized abbreviations (Opns Off, Co XO, Ass S-4) and, if necessary to clarify the scope of the position, include the organization title (Chief, Mob Tng Div; Bn S-3, Dep Ch, Trans Div). In the DMOS column, enter the 3-position or 5-position code for the MTOE TDA duty assignment. If you held more than one

position in the same unit, enter the dates on separate lines and repeat the organizational information. If your current assignment is the IRR (not TPU or IMA), the entry in Section IX will be ORGANIZATION: ARPERCEN, STATION: St Louis; LOC: MO; DUTY TITLE: IRR; AND DMOS: your current primary ACO.

13. **SECTION X – REMARKS**. Enter and provide the following in parenthesis:

a. HPN: Home phone number (XXX) XXX-XXXX).

b. BPN: Business phone number (XXX) XXX-XXXX)

c. RYE: Retirement Year Ending Date (MMDD).

d. C/G: Control Group CODES – R = Reinforcement; A = Annual Training; M = IMA.

e. PPED: promotion Pending Eligibility Date (YYMMDD). This is the date upon which you could be promoted if selected, the date you acquire the appropriate number of years in grade and time in service for promotion to the next higher grade. A first time passover will add one year to the PPED.

f. R/AD: Date Released from Active Duty (YYMMDD). This is the date you were released from your most recent active duty tour. It does not include Annual Training (AT); nor does it include any Active Duty for Training (ADT) tours less than 180 days. The date needed is the date on which you ended an Active Duty tour and surrendered a green ID card.

g. CIV OCCUP: civilian occupation.

h. EMPLOYER: Present employer.

i. PX/COMM AGENT: Spouse's name (Ann M.).

j. FAX: Facsimile number (if you have one) (XXX) XXX-XXXX)

k. LAST PHOTO: Date of last photograph received by ARPENCEN (YYMMDD).

l. MISC: Enter additional pertinent military/civilian information not covered elsewhere on the ORB; or use a continuation sheet if space is limited. Regimental affiliation and any enlisted service may be listed in this section.

m. At the bottom of Section X-REMARKS. After reducing the master ORB to 8 ½ x 11, sign and date (YYMMDD) the copy of the ORB. Your signature and date verifies the information provided is true and accurate.

14. **SUMMARY**. Your ORB is just as important to advancement in your military career as an effective resume is to advancement in your civilian career. Your ORB summarizes your net worth to your profession. Basically, it's a picture of your military life.

STATEMENT OF UNDERSTANDING

1. I understand that the position for which I am applying requires a rank above the rank that 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 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)
JOEBAGE O. DONUTS
XXX-XX-XXXX
MAJ, BR, USAR
Dd Mmm YY

COMMANDER'S STATEMENT

NAME OF OFFICER:

_____

DATE LAST PHYSICAL EXAM: _____ PULHES: _____
(This date should be current within 5 years from the end of the month and year in which the board convenes. This date should be the same date on DA Form 2B & 2-1.)

COMPLETION OF LAST ARMY PHYSICAL FITNESS TEST:
DATE: _____ PASS _____ FAIL _____
(This date should be current within 12 months from the end of the month and year in which the board convenes. This date should be the same date on DA Form 2B & 2-1.)

CURRENT HEIGHT: _____WEIGHT: _____ Date of Weigh-in____
(This date should be current within 6 months from the end of the month and year in which the board convenes. This date should be the same date on DA Form 2B & 2-1.)

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9:_____

IF STANDARD EXCEEDED, DA FORM 5500-R/5501-R ATTACHED?
YES _____ NO_____
(This form and the data should be current with the Height/Weight requirement above.)

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

_____
SIGNATURE OF RECORDS CUSTODIAN

_____
TYPED NAME, GRADE, DUTY TITLE

_____
DATE