DEPARTMENT OF THE ARMY
Hqs, 1st Brigade (FA)(OSUT), 95th Division (IT)
900 Cache Road
Lawton, Oklahoma 73507-5405

REPLY TO
ATTENTION OF

S: 1 March 2004

AFRC-TOK-ACO (140) 1 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Staff Vacancy Selection Board

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.

2. Applications are now being accepted for the following staff position as indicated below:

HHD Commander, 1st Brigade, 95th Division, Lawton, 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 selected for promotion.

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-ASSA (Mr White), to arrive NLT the suspense date listed above. 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 and home telephone numbers, 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).

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, encl 5).

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 for this action is James R. White, comm (580) 355-5500/5507, email whitejr@usarc-emh2.army.mil.

MICHAEL E. EICHINGER
COL, FA, Army Reserve
Commanding

5 Encls
1. Transmittal Ltr
2. Biographical Summary
3. Commander's Statement
4. Travel Statement
5. Sample Packet Arrangement

DISTRIBUTION:
Cdr, 1st Bde, 95th Div Battalions
Cdr, 95TH Div (IT) Brigades
Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330
Cdr, AR-PERSCOM, 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, 89th RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720
Cdr, 90th RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118