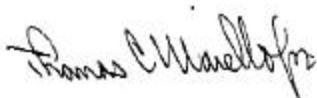


**Army Reserve
 COLONEL AND LIEUTENANT COLONEL
 COMMAND ASSIGNMENT SELECTION BOARD PROGRAM**

FOR THE COMMANDER:

MITCHELL M. ZAIS
 Brigadier General, USA
 Chief of Staff



THOMAS C. MAIELLO, JR.
 Colonel, GS
 Army Reserve Chief Information Officer

History. This printing publishes a revision of USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Program, 1 June 1995.

Summary. This regulation implements policies, procedures and guidance, and prescribes responsibilities for implementing the Colonel Command Assignment Selection Board (CCASB) and Lieutenant Colonel Command Assignment Selection Board (LTCCASB) Programs.

Applicability. This regulation applies to the U.S. Army Reserve Command (USARC) Headquarters and Major Subordinate Commands (MSCs) assigned to the USARC. A

link to this regulation and other Command publications is on the USARC Intranet web site at www.usarcintra. Local reproduction is authorized.

Proponent and exception authority. The proponent of this regulation is the USARC Deputy Chief of Staff, Personnel (DCSPER). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the rank of colonel or the civilian equivalent.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, USARC, ATTN: AFRC-PRP-O, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Interim changes. Interim changes are not official unless authenticated by the Chief Information Office (CIO). Users will destroy interim changes on their expiration date unless superseded, rescinded, or extended.

Suggested improvements. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to this Headquarters, ATTN: AFRC-PRP-O.

Distribution. B

CONTENTS

Chapter 1

Introduction

	Para	Page
Purpose	1-1	2
References	1-2	2
Explanation of abbreviations	1-3	2
Responsibilities	1-4	2
Acting commanders	1-5	3
Promotions	1-6	3

Chapter 2

Colonel Command Selection Process

General	2-1	3
Frequency	2-2	3
Notification	2-3	3

Criteria for assignment consideration	2-4	4
Applications	2-5	4
Command tenure	2-6	4
Requests for extension of command tenure	2-7	4
Board membership	2-8	5
Selection for Judge Advocate General's Corps Legal Services Organization command positions	2-9	5
Selection for Military Intelligence Detachment (Strategic) command positions	2-10	5
Selection for Army Medical Department (AMEDD) command positions	2-11	5
Involuntary release from colonel command assignment or relief for cause	2-12	5

Chapter 3

Lieutenant Colonel Command Selection Process

General	3-1	9
Frequency	3-2	9
Notification	3-3	9
Criteria for assignment consideration	3-4	9
Applications	3-5	9
Command tenure	3-6	9
Requests for extension of command tenure	3-7	10
Board membership	3-8	10
Involuntary relief from lieutenant colonel	3-9	10

command assignment or relief for cause		
Selection for Military Intelligence Detachment (Strategic) command positions	3-10	10
Selection for Army Medical Department (AMEDD) command positions	3-11	10

Appendix A

Required Documentation for Board Consideration

Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation establishes uniform policies, responsibilities, and procedures to improve the quality of United States Army Reserve (USAR) officers being selected for colonel and lieutenant colonel command assignment. These policies, responsibilities, and procedures also apply to those colonel positions that were formerly designated brigadier general upon mobilization.

1-2. References

a. Required publications.

(1) AR 135-382 (Reserve Component Military Intelligence Units and Personnel). Cited in paras 2-4i, 2-10, 3-10, A-1g and A-2g.

(2) AR 140-10 (Assignments, Attachments, Details and Transfers). Cited in paras 1-4e(2), 1-5, 2-4e, 2-7b, 2-11, 2-12a, 3-4e, 3-7a, and 3-9a.

(3) AR 600-9 (The Army Weight Control Program). Cited in paras 2-4h and 3-4h.

(4) AR 600-20 (Army Command Policy). Cited in paras 1-5, 2-12b, and 3-9b.

(5) AR 640-30 (Photographs for Military Personnel Files). Cited in paras A-1d and A-2d.

(6) AR 335-15 (Management Information Control System). Cited in paras A-1a and A-2a.

b. Related publications.

(1) AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers).

(2) AR 623-105 (Officer Evaluation Reporting System).

1-3. Explanation of abbreviations.

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Office of the Chief, Army Reserve (OCAR), General Officer Management Office, solicits and appoints board members (outlined in para 2-8, this regulation).

b. Commander, USARC, has--

(1) Overall responsibility for the selection of colonel and lieutenant colonel commanders in the USARC.

(2) With the concurrence of the Commander, 7th U.S. Army Reserve Command, U.S. Army Europe, select colonel commanders for that command.

(3) Responsibility for selection of officers for colonel command assignment positions, with additional procedures on selection of Judge Advocate General's Corps (JAGC) colonel commanders, Military Intelligence Detachment (Strategic) [MID(S)], and Army Medical Department (AMEDD) colonel commanders (see chapter 2 of this reg).

(4) Convening and approving authority for Colonel Command Assignment Selection Boards (CCASB).

c. The Army Reserve Personnel Command (AR-PERSCOM) commander has--

(1) Overall responsibility for conducting boards for the selection of colonel commanders in the USARC.

(2) With the concurrence of Commanding General, 7th U.S. Army Reserve Command, U.S. Army Europe, convene a board which will select colonel commanders for that command.

(3) Responsibility for selection of officers for colonel command assignment positions, with additional procedures on selection of JAGC colonel commanders, MID(S) colonel commanders and AMEDD colonel commanders (see procedures in chapter 2 of this reg).

(4) Access to the Personnel Electronic Records Management System (PERMS) Official Military Personnel File (OMPF) prior to convening date of the board.

d. Major Subordinate Command (MSC) commanders will--

(1) Select officers for lieutenant colonel command assignment positions in accordance with the delegated authority in subpara 1-4e below.

(2) Follow procedures in chapter 3 of this regulation in carrying out responsibilities for selection of officers for lieutenant colonel command assignment positions.

(3) Ensure subordinate commanders distribute vacancy announcements to all eligible officers.

(4) Obtain PERMS - OMPF from AR-PERSCOM prior to convening date of the board.

e. Approving Authority.

(1) The Commander, USARC, is the final approving authority for all colonel command assignments, except for JAGC Legal Services Organization (LSO) colonel commanders. The Judge Advocate General (TJAG) is the approval authority for JAGC LSO colonel command positions. [Assignment of MI officers to MID(S) colonel

command positions must have the concurrence of the supported agency, and when applicable, the sponsoring agency.]

(2) Pursuant to AR 140-10, para 2-36c, MSC commanders are delegated final approval authority for all lieutenant colonel command positions within their respective MSC. Assignment of MI officers to MID(S) lieutenant colonel command positions must have the concurrence of the supporting agency, and when applicable their sponsoring agency.

1-5. Acting commanders

Senior raters of vacant command positions may appoint acting commanders, as authorized by AR 140-10, para 2-33. The acting commander will serve during the interim period pending the selection of a commander by the command selection board process. The acting commander will be senior in date of rank to other officers assigned to that unit. Provisions outlined in AR 600-20, paras 2-5 through 2-9, are not applicable in the case of USAR colonel and lieutenant colonel commanders in an inactive status. However, an officer may not be appointed acting commander in any instance that would cause a violation of the applicable ineligibility provisions or restrictions outlined in AR 600-20, paras 2-13 and 2-14. This policy does not prohibit an appropriate officer from assuming temporary command of a colonel or lieutenant colonel command position if an incumbent acting commander is routinely absent.

1-6. Promotions

a. Subsequent to CCASB selection as a colonel commander, a lieutenant colonel promotable (P) may be promoted to colonel if administratively qualified in conjunction with assumption of command. Similarly, subsequent to Lieutenant Colonel Command Assignment Selection Board (LTCCASB) selection as a lieutenant colonel commander, a major (P) may also be promoted to lieutenant colonel if administratively qualified in conjunction with assumption of command.

b. A lieutenant colonel (P) selected as an acting colonel commander pending consideration by the CCASB, may be promoted to colonel on his or her assignment if that date occurs prior to the CCASB. However, if not selected to command a unit by the next CCASB, the officer must be reassigned to another valid colonel position or transferred to the Individual Ready Reserve (IRR) within 30 days of the date of the memorandum announcing selection of the new commander. Within the appropriate rank structure, this policy is equally applicable to majors (P) selected as acting commanders pending consideration by the LTCCASB.

c. If a lieutenant colonel selected for a colonel command position by a CCASB, or a major selected for a lieutenant colonel command position by a LTCCASB, is subsequently considered and not selected for promotion by a position vacancy board, he or she must be reassigned to another valid lieutenant colonel or major position, as applicable, or transferred to the IRR within 30 days of the date of the memorandum announcing the position vacancy promotion board results, provided another officer is selected by the

position vacancy board to fill the position. If no officer is selected by the position vacancy board, the officer may remain in the position until the position is filled by the next scheduled CCASB or LTCCASB. The officer is eligible to apply for the position when it is considered by the next board. If selected, the officer's tenure begins from the date he or she first assumed command of the position.

Chapter 2 Colonel Command Selection Process

2-1. General

a. The Commander, USARC, will approve all USAR colonel command assignments, except JAGC and MID(S) colonel command positions, subsequent to a CCASB recommendation.

b. A position scheduled for elimination within 1 year of the convening date of the CCASB will not be boarded. If necessary, the MSC commander will appoint an acting commander.

2-2. Frequency

The CCASBs are held semiannually, normally during the months of February and August. The February board will consider projected colonel command vacancies for the period 1 March through 31 August; the August board will consider projected vacancies for the period 1 September through 28 February.

2-3. Notification

a. The AR-PERSCOM, Personnel Actions and Services Directorate, USAR Boards Support Branch, will announce projected USARC-wide colonel command vacancies a minimum of 120 days prior to the convening date of the CCASB, based on Total Army Personnel Database- Reserve (TAPDB-R) data verified with the Regional Support Command (RSC) prior to publication. Figure 2-1 shows a sample of the announcement memorandum format. Addressees shown will receive the vacancy announcement, regardless of geographical location, as well as the memorandum announcing those selected for the vacancies. To ensure that all eligible officers are afforded an opportunity to apply, initial recipients of these memoranda must ensure timely endorsement and distribution to all levels of command, as well as to IRR and Individual Mobilization Augmentee (IMA) officers.

b. The AR-PERSCOM should not advertise unprogrammed vacancies occurring after the distribution of the announcement, unless the minimum 120-day notification requirement can be met. Once announced, a vacancy will not be deleted unless it has been officially determined that the position will be eliminated in less than 1 year from the end of the month and year in which the board convenes, or an official reorganization has changed the branch, Area of Concentration (AOC), location requirements or approval of the convening authority. When appropriate, the senior rater will appoint an acting commander in accordance with the requirements of para 1-5 (this reg).

2-4. Criteria for assignment consideration

a. A member of the USAR and assigned to a USAR troop program unit (TPU), 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 or 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.

b. Have the rank of colonel, lieutenant colonel (P), or lieutenant colonel with a minimum of 2 years in grade as of the end of the month and year in which the projected vacancy occurs. Lieutenant colonels previously not selected for promotion to colonel by a DA promotion board convened under Reserve Officer Personnel Management Act (ROPMA) are not eligible to apply.

c. 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; however, applicants must have at least a minimum of 18 months remaining before, as of the end of month and year in which the vacancy occurs.

d. Have an undergraduate degree. The convening authority may waive this requirement.

e. 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, current policy guidance, and the Leader Development Decision Network (LDDN) Action Plan.

f. Be a graduate of the Command and General Staff Officers College or the equivalent, except for AMEDD officers other than Medical Service Corps (MSC) AOC 70-series and AOC 67J. The convening authority may waive this requirement.

g. Have passed the Army Physical Fitness Test (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. Requests for exception will be considered during the board process.

h. 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 Form 5500-R and 5501-R Body Fat Worksheet.

i. If a MID(S) applicant, thoroughly review AR 135-382, chapter 5, to ensure additional criteria for consideration for these positions is met.

2-5. Applications

a. Application packets will include documentation listed in appendix A.

b. The MSCs will review all packets in accordance with the instructions in the vacancy announcement memorandum and meet all suspense dates. Each MSC will consolidate the packets and forward them through their servicing RSC to reach AR-PERSCOM, ATTN: ARPC-PSV-BB, not later than the suspense date indicated in the vacancy announcement.

c. All IRR and IMA officers must submit their packets directly to AR-PERSCOM, ATTN: ARPC-PSV-BB.

d. The MSCs will review all packets in accordance with the instructions in the vacancy announcement memorandum and meet all suspense dates. Do not forward incomplete packets to AR-PERSCOM. If packets contain third party information, that information will not be considered during the board process.

2-6. Command tenure

a. The initial tenure period for colonel command positions, except MID(S), is no more than 3 years. The MID(S) commanders will be initially assigned for a period of no more than 4 years. Thereafter, these commanders may not be assigned as commanders of the same type or similar type unit without an approved waiver by the convening authority.

b. For officers who assumed acting command status during the period of the vacancy and are subsequently selected for the position by the CCASB, tenure commences on the date he or she assumed acting commander status. Newly selected commanders will assume command of their units the day following completion of the tenure of the current incumbent. In any event, assumption of command must take place within 30 days of the date of the memorandum announcing selection or the tenure ending date of the incumbent, as applicable. Forward requests for exception to this requirement with full justification, as well as intermediate and MSC commanders' comments, to this Headquarters, ATTN: AFRC-PRP-O.

c. Once selected for a colonel command position, the officer must remain in that position a minimum of 2 years before being considered for another colonel command position, unless the unit is scheduled for inactivation or reorganization prior to that time. Officers may apply for Assistant Division Commander colonel positions prior to the 2-year minimum. Additional exceptions to the above will be considered for officers who have relocated to a new geographical area. Requests for exceptions to the 2-year policy, together with intermediate and MSC commanders' comments, will be considered by the CCASB process. The CCASB will consider the incumbent commander's application packet along with those of all other qualified officers applying for the position.

2-7. Requests for extension of command tenure

a. Beyond the initial 3-year tenure period, incumbents of colonel command positions [except LSO and MID(S) commanders] may request extensions of tenure up to 1 year at a time, for no more than a total of 2 years. Extension of

tenure must be based on mission essential requirements and be granted only in the best interests of the USAR. Due consideration must be given to the limited number of colonel positions, command or otherwise, available in the USAR as well as the impact an extension could have on the career progression of both the incumbent and potential replacement commanders.

b. Pursuant to AR 140-10, para 2-18d(1), MSC commanders have the authority to extend a colonel commander's [except LSO and MID(S)] initial 3 year tenure up to 6 additional months. These extensions of tenure must include specific reason(s) for granting the extensions and be personally signed by the MSC commander. Provide a copy of approved extensions to this Headquarters, ATTN: AFRC-PRP-O.

c. Requests for extension of colonel command tenure beyond 3 years, 6 months [3 years for LSO commanders and 4 years for MID(S) commanders], together with intermediate and MSC commanders' comments, will be considered by the CCASB process. The CCASB will consider the incumbent commander's application packet along with those of all other qualified officers applying for the position.

2-8. Board membership

a. The CCASB membership will consist of not more than 11 members. Membership will include as a minimum:

- (1) One Active Army general officer.
- (2) One Medical Corps general officer.
- (3) One female general officer.
- (4) Two RSC general officers.
- (5) One each training division, exercise division and echelons above division/corps C 2 command general officers.

(6) USARC Staff Judge Advocate when an LSO position is being considered. Only LSO applications are reviewed by this officer.

(7) Recorder (without vote).

b. Members of minority ethnic groups will routinely be on the CCASB, even though the board may not be considering officers of minority ethnic groups. No specific number or ratio of these officers will be on any given board. However, the board will not be composed of all minority ethnic group members.

2-9. Selection for Judge Advocate General's Corps Legal Services Organization (LSO) command positions

The Judge Advocate General (TJAG) approves assignment of JAGC officers to JAGC LSO colonel command positions. Subsequent to approval of the board's proceedings, AR-PERSCOM, ATTN: ARPC-PSV-BB, will provide TJAG the application packets of the officers recommended for each position, as well as the packets for all JAGC officers considered. The final selection rests with TJAG.

2-10. Selection for Military Intelligence Detachment (Strategic) command positions

Assignment of MI officers to MID(S) colonel command positions must be in accordance with the requirements of AR 135-382, para 5-3.

2-11. Selection for Army Medical Department (AMEDD) command positions

Assignment of AMEDD officers (Medical Corps, Dental Corps, Army Nurse Corps, Veterinary Corps, Medical Service Corps, and Army Medical Specialist Corps) to AMEDD colonel commander positions must be in accordance with the requirements of AR 140-10, chapter 2, section V, current policy guidance, and the LDDN Action Plan.

2-12. Involuntary release from colonel command assignment or relief for cause

a. Involuntary release from colonel command assignment is governed by AR 140-10, para 2-20. The USARC Commander is the final approval authority.

b. Relief for cause of a colonel commander is governed by AR 600-20, para 2-15. Provide a copy of the general officer correspondence directing or approving the relief for cause to this Headquarters, ATTN: AFRC-PRP-O.

c. The convening authority may direct the removal of an officer from the selection board results prior to assumption of command. The officer must be notified in writing of the convening authority's intent and the reason for proposed removal. Notification will be accomplished via certified mail return receipt requested. The officer will be given 30 days to submit comments to the convening authority and will be notified by the convening authority of its final decision.



DEPARTMENT OF THE ARMY

(AR-PERSCOM LETTERHEAD)

REPLY TO
ATTENTION OF

S: 15 Dec 98
14 Nov 98
12 Sep 98
03 Sep 98

ARPC-PSV-BB (140)

MEMORANDUM FOR Commanders, USARC Subordinate Commands and Installations
Commander, 7th U.S. Army Reserve Command

SUBJECT: U.S. Army Reserve Command Colonel Command Assignment Selection Board,
February 1999 [RCS Exempt AR 335-15, Management Information Control Systems, para
5-2b(7)]

1. Reference USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Board Program.
2. The next U.S. Army Reserve Command (USARC) Colonel Command Assignment Selection Board (CCASB) is scheduled for February 1999, in St. Louis, MO. The board will consider colonel command projected position vacancies occurring from 1 March 1998 through 31 August 1998, in the units shown in enclosure 1 (___pages). Units are listed under the appropriate U.S. Army Regional Support Command (RSC).
3. Applicants may apply for up to four positions. The criteria for assignment and a list of the documents that must be included in applicant packets are in USARC Regulation 140-5, paragraphs 2-4 and A-1, respectively. Assemble packets in accordance with enclosure 2. Do not add additional documents.
4. Request strict compliance with the following:
 - a. The RSC Points of Contact telephonically acknowledge receipt of this memorandum to this Headquarters (ARPC-PSV-BB), (Appropriate Phone Number), by 12 September 1998.
 - b. Ensure widest dissemination of this announcement is made intact with appropriate endorsement to ensure that all eligible officers are provided the opportunity to apply.
 - c. Reproduce and provide a copy of USARC Form 63-R, Colonel and Lieutenant Colonel Command Assignment Selection Board Worksheet (enclosure 4), to each interested applicant and appropriate unit commander (or records custodian) for completion. The RSCs will consolidate all worksheets for troop program unit (TPU) applicants. Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) applicant worksheets will be forwarded directly to AR-PERSCOM. Do not forward IRR and IMA applicant worksheets through RSCs. Regional Support Commands and IRR or IMA applicants will forward worksheets to AR-PERSCOM not later than 14 November 1998. This Headquarters will not accept worksheets after the suspense date.
5. Forward applications from TPU officers through the MSC and RSC. The RSCs will thoroughly review packets for accuracy and forward only complete packets to AR-PERSCOM, ATTN: ARPC-PSV-BB, 1 Reserve Way, St. Louis, MO 63132-5200, to arrive not later than 15 December 1998. Individual Ready Reserve and IMA officer applications must be submitted directly to AR-PERSCOM not later than 15 December 1998. Packets submitted after the suspense date require an written explanation for lateness.

Figure 2-1. Sample USARC Colonel Vacancy Announcement

ARPC-PSV-BB

SUBJECT: U.S. Army Reserve Command Colonel Command Assignment Selection Board, February 1999
[RCS Exempt AR 335-15, Management Information Control Systems, para 5-2b(7)]

6. Additional information can be provided by (POC and phone number).

FOR THE COMMANDER:

4 Encls

SIGNATURE BLOCK

CF:

Cdr, First U.S. Army, ATTN: AFKA-PR

Cdr, Third U.S. Army, ATTN: AFRD-CS

Cdr, Fifth U.S. Army, ATTN: AFKC-PR

Cdr, USASOC

Cdr, USACAPOC

Cdr, USAPAC

Cdr, 9th RSC

2

Figure 2-1. (continued) Sample USARC Colonel Vacancy Announcement - page 2

COLONEL COMMAND ASSIGNMENT SELECTION BOARD, 24-28 FEB 98					
<u>DDMMYY-DDMMYY POSITION VACANCY LIST (# PAGES) AS OF 22 OCT 97</u>					
<u>MSC</u>	<u>UNIT</u>	<u>LOCATION</u>	<u>BR</u>	<u>AOC/FA</u>	<u>DATE VACANT</u>
63D RSC	78TH LSO	LOS ALAMITOS, CA	JA	55A	APR 98
	1394TH DEPLOY SPT BDE	CAMP PENDLETON, CA	TC	88A	MAY 98
	6220TH USARF SCH	BELL, CA	BR IMM	01A	MAY 98
	143D TRANSCOM/ 3D TMCA	TAMPA, FL	TC	88A	APR 98
65TH RSC	369TH FLD HOSP	FORT BUCHANAN, PR	MC	60A	APR 98
77TH RSC	4TH LSO	BRONX, NY	JA	55A	MAY 98
	320TH EVAC HOSP	NEWBURGH, NY	MC	60A	APR 98
	331ST GEN HOSP	UTICA, NY	MC	60A	JUL 98
	338TH GEN HOSP	NIAGARA FALLS, NY	MC	60A	APR 98
	343D CSH	FORT HAMILTON, NY	MC	60A	APR 98
	344TH GEN HOSP	QUEENS, NY	MC	60A	APR 98
	356TH FLD HOSP	ROCKY POINT, NY	MC	60A	APR 98
	364TH FLD HOSP	ALBANY, NY	MC	60A	JUL 98
376TH CSH	LIVERPOOL, NY	MC	60A	AUG 98	
88TH RSC	HQ BDE	FORT SNELLING, MN	BR IMM	01A	APR 98
	84TH DIV(IT), 6TH BDE	WAUKEGAN, IL	BR IMM	01A	MAY 98
	85TH DIV(EX), 2D BDE	FORT MCCOY, WI	BR IMM	01A	APR 98

Enclosure 1

Figure 2-1. (continued) Sample USARC Colonel Vacancy Announcement - enclosure 1

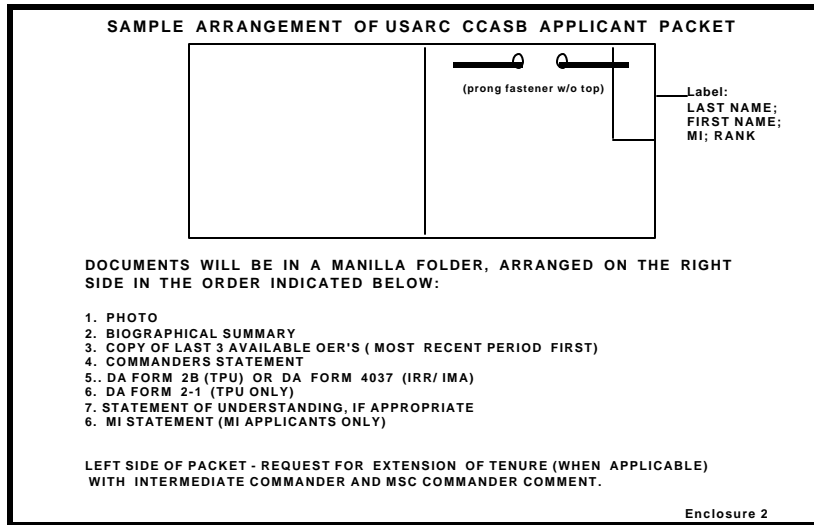


Figure 2-1. (continued) Sample USARC Colonel Vacancy Announcement - enclosure 2

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: _____		AGE: _____	
CURRENT DUTY ASSIGNMENT: _____									
(Title, Unit, MSC/IRR/IMA)									
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.									
POSITION	LOCATION	MSC	MILEAGE	MODE OF TRANS	BR & AOC	YES	NO	(USARC/MS USE ONLY)	
1. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
2. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
3. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
4. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
5. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
6. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>		
HOME ADDRESS: _____									
BUSINESS TELEPHONE #: _____					HOME TELEPHONE #: _____				
(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) <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> PROFILE (Enter date) _____									
CURRENT HEIGHT: _____		WEIGHT: _____		MAX ALLOWABLE WEIGHT IAW AR 600-9: _____					
IF STANDARD EXCEEDED, DA FORM 5500-R (MALE)/5501-R (FEMALE) ATTACHED: (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO									
I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED HEREIN:									
(SIGNATURE/DATE)									
(TYPED NAME/GRADE/TITLE)									
Part III. USARC/MS USE ONLY									
HIGHEST MILITARY EDUCATION: _____					HIGHEST CIVILIAN EDUCATION: _____				
** PREVIOUS COMMAND EXPERIENCE: _____									
DISQUALIFYING MEDICAL CONDITIONS: _____									
REMARKS: _____									

** LTC or higher for CCASB consideration; as determined by MSC commander for LTCCASB.									

USARC FORM 63-R
1 NOV 99

Previous edition is obsolete

Figure 2-1. (continued) Sample USARC Colonel Vacancy Announcement - enclosure 3

Chapter 3

Lieutenant Colonel Command Selection Process

3-1. General

a. Subsequent to a LTCCASB recommendation, the appropriate MSC commander will approve all USAR lieutenant colonel command assignments.

b. A position scheduled for elimination within 1 year of the LTCCASB convening date will not be boarded. If necessary, the senior rater of the position may appoint an acting commander.

3-2. Frequency

Lieutenant Colonel Command Assignment Selection Boards will be convened at least annually based on projected vacancies.

3-3. Notification

a. Each MSC will announce projected lieutenant colonel command vacancies a minimum of 120 days prior to the convening date of the LTCCASB, based upon validated Regional Level Application Software (RLAS) data. Figure 3-1 shows a sample of the announcement memorandum format. Addressees shown will receive the vacancy announcement, regardless of geographical location, as well as the memorandum announcing those selected for the vacancies. To ensure that all eligible officers are afforded an opportunity to apply, initial recipients of these memoranda must ensure timely endorsement and distribution to all levels of command, as well as to IRR and IMA officers.

b. The MSC must forward a copy of the vacancy announcement(s) to this Headquarters, ATTN: AFRC-PRP-O, upon publication, and the memorandum announcing those selected to fill the vacancies should reach this Headquarters, ATTN: AFRC-PRP-O, not later than 30 days after approval by the convening authority.

3-4. Criteria for assignment consideration

(MSCs may not add or change criteria.)

a. Be a member of the USAR and assigned to a USAR TPU, USAR Control Group (annual training), USAR Control Group (Reinforcement), or 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 or 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.

b. Be in the 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.

c. Have a 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 the MRD, as of the end of month and year in which the vacancy occurs.

d. Have an undergraduate degree. The convening authority may waive this requirement.

e. 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.

f. 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.

g. 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. Requests for exception will be considered during the board process.

h. 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.

3-5. Applications

a. Application packets will include the appropriate documentation listed in appendix A.

b. All IRR and IMA officers must submit their packets through AR-PERSCOM, ATTN: ARPC-OP (Operations Officer), and ARPC-HS (Operations Officer) for AMEDD applicants.

c. Review and process all packets in accordance with the instructions in the vacancy announcement memorandum. If packets contain third party information, that information will not be considered during the board process.

3-6. Command tenure

a. The initial tenure period for lieutenant colonel command positions may be for periods less than the normal 3 years; however, tenure periods must be consistent throughout the MSCs. The MSCs should discourage command assignments of less than 24 months, as they will not be considered as a completed assignment by future selection boards. Commanders serving less than 24 months, therefore, will not be as competitive for assignments by future CCASBs.

b. For officers who assumed acting command status during the period of the vacancy and are subsequently selected for the position by the LTCCASB, tenure commences on the date he or she assumed acting commander status. Newly selected commanders will assume

command of their units the day following completion of the tenure of the current incumbent. In any event, assumption of command must take place within 30 days of the date of the memorandum announcing selection or the tenure ending date of the incumbent, as applicable. Requests for exception to this requirement must be fully justified and approved by the convening authority.

3-7. Requests for extension of command tenure

a. Beyond the individual MSC-wide initial tenure period, MSC commanders have the authority to extend the tenure for incumbents of lieutenant colonel command positions up to 1 year, pursuant to AR 140-10, para 2-18d(1). The extension must be based on mission essential requirements, be in the best interest of the USAR, and be personally approved by the MSC commander.

b. Requests for extension of tenure up to a 5th year require the approval of this Headquarters, and must reach this Headquarters, ATTN: AFRC-PRP-O, at least 90 days before the next scheduled LTCCASB. Requests must be based on mission essential requirements, be in the best interests of the USAR, and include the personal recommendation of each intermediate commander in the chain of command below this Headquarters.

3-8. Board membership

a. Boards will consist of no less than three colonels, and will include either the MSC commander, the deputy MSC commander, or the chief of staff, as president. An MSC that does not have three assigned colonels has authorization to request a colonel member from an MSC within the immediate geographic area. When MSCs convene consolidated boards, representation on the board from each command is encouraged but not required.

b. Ensure at least one voting member of the board is the same sex as the individual being considered. When this is not feasible due to cogent reasons, such as geographical location or organization mission, cite the reason in the record of the board proceedings. Any MSC not having an eligible female member has authorization to request such a member from an MSC within the immediate geographic area.

c. Members of minority ethnic groups will routinely be on the LTCCASB, even though the board may not be considering officers of minority ethnic groups. No specific number or ratio of these officers will be on any given board. However, the board will not be composed of all minority ethnic group members.

3-9. Involuntary release from lieutenant colonel command assignment or relief for cause

a. Involuntary release from lieutenant colonel command assignment is governed by AR 140-10, para 2-20.

b. Relief for cause of a lieutenant colonel commander is governed by AR 600-20, para 2-15. Provide a copy of the general officer correspondence directing or approving the relief for cause to this Headquarters, ATTN: AFRC-PRP-O.

c. The convening authority may direct the removal of an officer from the selection board results prior to assumption of command. The officer must be notified in writing of the convening authorities intent and the reason for proposed removal. Notification will be accomplished via certified mail return receipt requested. The officer will be given 30 days to submit comments to the convening authority and will be notified by the convening authority of its final decision.

3-10. Selection for Military Intelligence Detachment (Strategic) command positions

Assignment of MI officers to MID(S) lieutenant colonel command positions must be in accordance with the requirements of AR 135-382, para 5-3.

3-11. Selection for Army Medical Department (AMEDD) command positions

Assignment of AMEDD officers (Medical Corps, Dental Corps, Army Nurse Corps, Veterinary Corps, Medical Service Corps, and Army Medical Specialist Corps) to AMEDD lieutenant colonel commander positions must be in accordance with the requirements of AR 140-10, chapter 2, section V, current policy guidance, and the LDDN Action Plan.



DEPARTMENT OF THE ARMY

(MSC LETTERHEAD)

REPLY TO
ATTENTION OF

S: 29 Jul 98

S: 19 Aug 98

AFRC-XXX (140)

26 Apr 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (MSC) Lieutenant Colonel Command Assignment Selection Board, 12-16 Sep 98
[RCS Exempt AR 335-15, Management Information Control Systems, para 5-2b(7)]

1. Reference USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Board Program.
2. A Lieutenant Colonel Command Assignment Selection Board (LTCCASB) is scheduled for 12-16 Sep 98, at this Headquarters. The board will consider lieutenant colonel command projected position vacancies occurring from 1 Oct 98 through 30 Sep 99, in the units shown at enclosure 1.
3. Applicants may apply for up to four positions or request exception to apply for additional position(s). The criteria for assignment and a list of the documents that must be included in applicant packets are in USARC Regulation 140-5, paragraphs 3-4 and A-2, respectively.
4. Request Major Subordinate Commanders of this Command, other USARC Major Subordinate Command (MSC) Commanders, Army Reserve Personnel Command (AR-PERSCOM), ATTN: ARPC-PSV-BB, Commander, USASOC, and Commander 9th RSC comply with the following:
 - a. Reproduce and provide a copy of USARC Form 63-R, Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet (enclosure 2) to each interested applicant and appropriate unit commander (or records custodian) for completion. The MSCs will consolidate all worksheets for TPU applicants. The AR-PERSCOM, ATTN: ARPC-PSV-BB, will review and consolidate all worksheets for Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) applicants. Do not forward IRR and IMA applicant worksheets through MSCs. Both MSCs and AR-PERSCOM will return worksheets to this Headquarters, ATTN: (appropriate office symbol), not later than 27 Jun 98. This Headquarters will not accept worksheets after the suspense date.
 - b. Forward applications through the MSC; submit IRR and IMA officer applications to AR-PERSCOM, ATTN: ARPC-OP (Operations Officer), and ARPC-HS (Operations Officer) for AMEDD applicants, 1 Reserve Way, St. Louis, MO 63132-5200. The receiving headquarters will thoroughly review packets for accuracy and forward only complete packets to this Headquarters, ATTN: (appropriate office symbol), to arrive not later than 10 Aug 98. This Headquarters will accept packets after the suspense date, but a written explanation of lateness must be provided.
5. For additional information, contact (Name and telephone number(s) of POC).

FOR THE COMMANDER:

2 Encls

JOE SMITH
LTC, GS
Deputy Chief of Staff
for Personnel

Figure 3-1. Sample MSC Lieutenant Colonel Vacancy Announcement

AFRC-XXX

SUBJECT: (MSC) Lieutenant Colonel Command Assignment Selection Board, 12-16 Sep 98
[RCS Exempt AR 335-15, Management Information Control Systems, para 5-2b(7)]

DISTRIBUTION:

Commander

First U.S. Army, ATTN: AFKA-PR

Third U.S. Army, ATTN: AFRD-CS

Fifth U.S. Army, ATTN: AFKB-PR

USARC, ATTN: AFRC-PRP-O

MSC (Brief address may be used here in lieu of listing each MSC; however, memo must be sent to all USARC MSCs)

AR-PERSCOM, ATTN: ARPC-PSV-BB

USASOC, ATTN: AOPE-RPB

USAPAC, ATTN: APAG-RC

9th RSC

National AMEDD Aug Det

ARRTC

7th ARCOM

244th Theater Aviation Brigade

USA Element, U.S. Army Atlantic Command (USACOM)

U.S. Army Reserve Small Arms Training Team

USAG Fort McCoy

Devens Reserve Forces Training Area

Parks Reserve Forces Training Area

Fort Hunter Liggett

USAG & Fort Dix

Joint Transportation Reserve Unit

Figure 3-1. (continued) Sample MSC Lieutenant Colonel Vacancy Announcement - page 2

LIEUTENANT COLONEL COMMAND VACANCY LIST, (MSC)

1 OCT 98 - 30 SEP 99

<u>MSC</u>	<u>UNIT</u>	<u>LOCATION</u>	<u>BR</u>	<u>VACANCY</u>
<u>DATE</u>				<u>AOC</u>
1.	(Include brief description of unit's mission and number of subordinate units in the command, if any, as well as any other pertinent remarks unique to the position.)			
2.	(Include brief description of unit's mission and number of subordinate units in the command, if any, as well as any other pertinent remarks unique to the position.)			

Enclosure 1

Figure 3-1. (continued) Sample MSC Lieutenant Colonel Vacancy Announcement - 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: _____ AGE: _____

CURRENT DUTY ASSIGNMENT: _____
(Title, Unit, MSC/IRR/IMA)

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. (USARC/MSC USE ONLY)

POSITION	LOCATION	MSC	MILEAGE	MODE OF TRANS	BR & AOC	YES	NO
1. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE

HOME ADDRESS: _____

BUSINESS TELEPHONE #: _____ HOME TELEPHONE #: _____

(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: _____

IF STANDARD EXCEEDED, DA FORM 5500-R (MALE)/5501-R (FEMALE) ATTACHED: (Check one) YES NO

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

(SIGNATURE/DATE)

(TYPED NAME/GRADE/TITLE)

Part III. USARC/MSC USE ONLY

HIGHEST MILITARY EDUCATION: _____ HIGHEST CIVILIAN EDUCATION: _____

** PREVIOUS COMMAND EXPERIENCE: _____

DISQUALIFYING MEDICAL CONDITIONS: _____

REMARKS: _____

** LTC or higher for CCASB consideration; as determined by MSC commander for LTCCASB.

USARC FORM 63-R
1 NOV 99

Previous edition is obsolete

Figure 3-1. (continued) Sample MSC Lieutenant Colonel Vacancy Announcement - enclosure 2

Appendix A

Required Documentation for Board Consideration

A-1. Colonel Command Assignment Selection Board

a. USARC Form 63-R, Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet (RCS exempt AR 335-15, para 5-2b(4)), must be completed by each applicant and appropriate unit commander. A blank form is at the back of this regulation for local reproduction. A form is also provided as enclosure 3 to the USARC Colonel Vacancy Announcement memorandum (see figure 2-1).

b. Resume of Service Career prepared in accordance with figure A-1. No attempt should be made to complete military portions of the summary without referring to official military personnel records. Civilian occupation will be described in an addendum on a separate page, as shown. The summary must be signed and dated by the applicant.

c. Up-to-date copy of DA Form 2B (USAR), TAPDB-R Personnel Qualification Record-PART I (database form) and DA Form 2-1, Personnel Qualification Record-PART II, verified as accurate and complete, signed and dated by the officer. Individual Ready Reserve and Individual Mobilization Augmentee officers will submit DA Form 4037, Officer Record Brief (ORB), in lieu of DA Form 2B USAR and DA Form 2-1. They should contact the appropriate Personnel Management Officer (PMO) at AR-PERSCOM to update their ORB. It is particularly important that DA Forms 2B USAR and DA Form 4037 include the latest Physical Profile Serial Code (PULHES) information and date.

d. Photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include date taken, SSN, current height and weight, and officer's signature. General Staff insignia will not be worn for this photograph.

e. Statement of Understanding (reference position vacancy promotion board consideration) prepared by officers applying for positions which require a rank above their current rank (see figure A-2).

f. Copy of Officer Evaluation Reports for the past 3 available years. When duplicating, ensure the reverse side of the reports are in the same position as the original reports, or prepare a separate page for each side.

g. Statement from the commander or PMO certifying favorable Special Background Investigation (SBI) with access to Sensitive Compartmented Information (SCI) for those applying for Military Intelligence Detachment (MID) positions. Additionally, applicants for area studies MID(S) commander positions must provide a separate statement addressing each of the requirements of para 5-3e, AR 135-382. Similarly, applicants for medical life science, scientific, or technical MID(S) commander positions must also provide a statement addressing each of the requirements of para 5-3f of the reference.

h. Request for 1-year extension of tenure, if applicable. Each request must be based on stated mission essential requirement(s) and include the personal recommendation of

each intermediate commander in the chain of command below this Headquarters.

i. Officers are not authorized to appear in person before the board in their own behalf or in the interest of another officer being considered

j. Officer being considered may write to the selection board. The memorandum may call attention to DA matters of record that are important. Memorandums considered by the board become a permanent record in the soldier's file.

(1) Memorandums to the board will be accepted only from the officer being considered, except as indicated above.

(2) Memorandums to the board will be filed in the officers record except as shown in para A-1j(3) (below).

(3) Memorandums that contain criticism or reflect adversely on the character, conduct, or motives of any officer will not be filed or given to the board.

k. Proper memorandums from officers will be considered if received before the date the board convenes. Memorandums should be mailed to the convening authority. Documents should be either photostatic or certified true copies because they will not be returned.

l. Appeal of efficiency evaluation reports must be prepared and submitted as prescribed in AR 623-105. Appeals that are received with memorandums to the board will be returned to the applicant

A-2. Lieutenant Colonel Command Assignment Selection Board

a. A USARC Form 63-R, Colonel and Lieutenant Colonel Command Assignment Selection Board Worksheet [RCS exempt AR 335-15, para 5-2b(4)] completed by each applicant and appropriate unit commander. A blank form is at the back of this regulation for local reproduction. A form is also provided as enclosure 2 to the USARC Lieutenant Colonel Vacancy Announcement memorandum (see figure 3-1).

b. Resume of Service Career prepared in accordance with figure A-1. No attempt should be made to complete military portions of the summary without referring to official military personnel records. Civilian occupation will be described in an addendum on a separate page, as shown. The summary must be signed and dated by the applicant.

c. Up-to-date copy of DA Form 2B (USAR), TAPDB-R Personnel Qualification Record--PART I, and DA Form 2-1, Personnel Qualification Record--PART II, verified as accurate and complete, signed and dated by the officer. The IRR and IMA officers will submit DA Form 4037 in lieu of DA Form 2B (USAR) and DA Form 2-1. They should contact the appropriate PMO at AR-PERSCOM to update their ORB. It is particularly important that DA Form 2B (USAR) and DA Form 4037 include the latest PULHES information and date.

d. Photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include date taken, SSN, current height and weight, and officer's signature. General Staff insignia will not be worn for this photograph.

e. Statement of Understanding (reference position vacancy promotion board consideration) prepared by officers applying for positions which require a rank above their current rank (see figure A-2).

f. Copy of Officer Evaluation Reports for the past 3 available years. When duplicating, ensure the reverse side of the reports are in the same position as the original reports, or prepare a separate page for each side.

g. Statement from the commander or PMO certifying favorable Special Background Investigation (SBI) with access to Sensitive Compartmented Information (SCI) for those applying for Military Intelligence Detachment (MID) positions. Additionally, applicants for area studies MID(S) commander positions must provide a separate statement addressing each of the requirements of para 5-3e, AR 135-382. Similarly, applicants for medical life science, scientific, or technical MID(S) commander positions must also provide a statement addressing each of the requirements of para 5-3f of the reference.

h. Officers are not authorized to appear in person before the board in their own behalf or in the interest of another officer being considered.

i. Officer being considered may write to the selection board. The memorandum may call attention to DA matters of record that are important. Memorandums considered by the board become a permanent record in the soldier's file.

(1) Memorandums to the board will be accepted only from the officer being considered, except as indicated above.

(2) Memorandums to the board will be filed in the officers record except as shown in para A-2i(3) below.

(3) Memorandums that contain criticism or reflect adversely on the character, conduct, or motives of any officer will not be filed or given to the board.

j. Proper memoradums from officers will be considered if received before the date the board convenes. Memorandums should be mailed to the convening authority. Documents should be either photosatic or certified true copies because they will not be returned.

k. Appeal of evaluation reports must be prepared and submitted as prescribed in AR 623-105. Appeals that are received with memorandums to the board will be returned to the applicant.

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 Years

PRESENT ASSIGNMENT AR-PERSCOM, 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)

Figure A-1. Sample Resume of Service Career

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, D.C.

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)

Figure A-1. (continued) Sample Resume of Service Career

ADDENDUM TO RESUME OF SERVICE CAREER

THOMAS E. JEFFERSON, Colonel (USAR)

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 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)

Figure A-1. (continued) Sample Resume of Service Career

**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.

Figure A-1. (continued) Sample Addendum B to Resume of Service Career

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 position vacancy promotion board for which I am eligible, I may be removed from that command position.

(Signature of officer and date)

Figure A-2. Statement of Understanding

Glossary

AMEDD	Army Medical Department	OCAR.....	Office of the Chief, Army Reserve
AOC.....	Area of Concentration	PERMS.....	Personnel Electronic Records Management Systems
APFT	Army Physical Fitness Test	PMO.....	Personnel Management Officer
AR-PERSCOM U.S.	Army Reserve Personnel Command	PULHES.....	Physical Profile Serial Code (numerical)
CCASB	Colonel Command Assignment Selection Board	RCS	Requirement Control Symbol
CIO.....	Chief Information Office	RLAS	Regional Level Application Software
DCSPER.....	Deputy Chief of Staff, Personnel	RSC	Regional Support Command
IMA	Individual Mobilization Augmentee	ROPMA.....	Reserve Officer Personnel Management Act
IRR	Individual Ready Reserve	SBI.....	Special Background Investigation
JAGC.....	Judge Advocate General's Corps	SCI.....	Sensitive Compartmentalized Information
LSO	Legal Service Organization	SSN	Social Security Number
LTCCASB	Lieutenant Colonel Command Assignment Selection Board	TAPC.....	U.S. Total Army Personnel Command
LDDN.....	Leader Development Decision Network	TAPDB-R.....	Total Army Personnel Database-Reserve
MI.....	Military Intelligence	TJAG.....	The Judge Advocate General
MID(S).....	Military Intelligence Detachment (Strategic)	TPU	Troop Program Unit
MRD	Mandatory Removal Date	USAR.....	U.S. Army Reserve
MSC.....	Medical Service Corps	USARC.....	U.S. Army Reserve Command
MSC.....	Major Subordinate Command		

Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet

[For use of this form see USARC Reg 140-5; the proponent agency is G-1.]

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 command vacancies in the ranks of Lieutenant Colonel and Colonel.

Official Military Personnel Folders that the board will require.

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: _____ MRD: _____ DOB: _____

CONSIDER ME FOR THE FOLLOWING BRANCH/AOC VACANCIES

[Only include BR/AOC for which current qualification is held; i.e., qualified in last 5 years.]

BR & AOC: _____ BR & AOC: _____ BR & AOC: _____

ALL OFFICERS WILL BE CONSIDERED FOR BRANCH IMMATERIAL POSITIONS.

CURRENT DUTY STATUS: AGR TPU IMA IRR ARNG

CURRENT DUTY ASSIGNMENT: _____
(Title, Unit, UIC, MSC/IRR/IMA)

HOME ADDRESS: _____

BUSINESS TELEPHONE #: _____ HOME TELEPHONE #: _____

E-MAIL ADDRESS: _____

TPU ONLY

1. I am willing to travel up to _____ miles for a command position.
2. I am willing to accept personal responsibility to any financial obligation incurred based on any such assignment. YES NO
3. I am willing/available to serve on an active duty tour. YES NO
4. My total years of Active Federal Service (AFS): _____ (IF APPLYING FOR AD TOUR - AFS MAY NOT EXCEED 15 YEARS)

(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)