

RESUME OF SERVICE CAREER

REF: AR 135-156, 600-8-104, NGR (AR) 600-100 paragraph 11-8a(3)

1. In the Resume of Service Career example, the items in Italics are for assistance and should not be typed on the resume. Use the guidance below to prepare this document.
 - a. Microsoft Word 6.0 or higher
 - b. Arial regular 12 pitch font (Turn off Auto Format as You Type under Tools, Auto Correct)
 - c. 1" margins (left, right, top, bottom)
 - d. Use tabs (not spaces) and do NOT use templates
 - e. Upper and lower case letters, single spacing
 - f. Use headers and footers for Name Line and page numbers
 - g. Underline and use all titles and subtitles
 - h. There are no mandatory page breaks in this document
 - i. List only OFFICER military duty assignments
2. When writing the Resume of Service Career, avoid abbreviations, brevity codes, acronyms and military jargon that may not be familiar to the reader. Awards must be listed in order of precedence (highest to lowest).
3. Each entry on the Resume of Service Career must be documented on the officer's OMPF. If an entry is not documented on the OMPF, the substantiating document(s) must be provided IAW AR 600-8-104, to NGB-ARP-C (Customer Service).
4. A separate addendum will be included describing the nature of the officer's full-time occupation and the scope and extent of responsibilities. The officer must sign and date the last page of the Resume of Service Career to verify all information.

Resume of Service Career

JOHN Q. SHAFF, Brigadier General (ARNGUS)

YEARS OF COMMISSIONED SERVICE Over 20 years

TOTAL YEARS OF SERVICE Over 24 years

SOURCE AND DATE OF COMMISSION ROTC, 3 Jun 74 (*Choose - USMA, Direct OCS or ROTC*)

PRESENT ASSIGNMENT Assistant Division Commander, 67th Infantry Division, Birmingham, Alabama, since May 93

PROPOSED ASSIGNMENT Commander, 67th Division, Birmingham, Alabama
(*For certificate of eligibility nominees only*)

MILITARY SCHOOLS ATTENDED (*Minimum - 40 hours duration*)

Airborne

Ranger

Infantry School Basic and Advanced Courses

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 (*List only baccalaureate or higher degrees*)

1975 Fisk University - BS Degree - Psychology

1980 America University - MS Degree – Criminal Justice

1994 Massachusetts Institute of Technology- PhD - Psychology

PROMOTIONS DATES OF APPOINTMENT

<u>Rank</u>	<u>Component</u>	<u>Date</u>
2LT	AUS	3 Jun 74
2LT	RA	8 Jun 74
1LT	AUS	8 Jun 76
1LT	RA	8 Jun 77
CPT	USAR	3 Mar 79
MAJ	ARNG	5 Jun 83
LTC	ARNG	5 Jun 87

JOHN Q. SHAFF, Brigadier General (ARNGUS) *(Note this example does not show the header and footer embedded)*

MAJOR DUTY ASSIGNMENTS

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
<u>ARNG – Not on Active Duty</u>		
Oct 90	Dec 91	Commander, 1 st Brigade, 67 th Infantry Division, Mobile, Alabama
Jan 92	May 93	Chief of Staff, Headquarters, 67 th Infantry Division, Birmingham, Alabama
May 93	Present	Assistant Division Commander, 67 th Infantry Division, Montgomery, Alabama

US DECORATIONS AND BADGES

Silver Star
Bronze Star with 'V' Device
Meritorious Service Medal (with 3 Oak Leaf Clusters)
Air Medals
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)
Armed Forces Reserve Medal (with Silver Hourglass)
Senior Parachutist Badge

As of 12 Feb 01 *(Change "as of" date each time resume is updated)*

ADDENDUM TO RESUME OF SERVICE CAREER

JOHN Q. SHAFF, Brigadier General (ARNGUS)

CURRENT OCCUPATION Executive Vice President, RJT 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 worldwide locations. Annual operating budget for 1999 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

Current Position only

Do not list previous positions and/or civic/military or religious affiliations

Limit addendum to one separate page

Sign and date the addendum

Nominated Officer's Signature

Date