

ADDENDUM (Example)

PAT COLLINS, Brigadier General (ARNG/ANG)

ANNOUNCEMENT NUMBER: NGB–SL–23–001

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

G-3/5/7/9 for an operational three-star headquarters and the only US field Army, supporting US Forces Korea, Combined Forces Command, and United Nations Command, with the mission to maintain readiness, deter aggression, and conduct NEO, RSOI, and offensive combat operations if deterrence fails. Assume duties as CJ3 for a CJTF upon declaration of hostilities. Provide operational guidance, force management and training support to a heavy infantry division, an expeditionary sustainment command, five separate brigades, and fifteen other units and activities. Supervise and lead a staff of over 500 officers, NCOs, US and Korean civilians.

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

Senior Vice President for a luxury travel trailer company. 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 ten vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2022 is more than \$29 million. Position requires intercontinental travel to customer locations.

Include a paragraph for each relevant military/civilian position or board/committee involvement at the national level that provides additional information and qualifying experience.

Addendum is limited to one page.

Pitch should be no smaller than 10. Margins should be no less than 1”.

Nominated officer's signature

Date