

NATIONAL GUARD BUREAU  
SENIOR LEADER MANAGEMENT OFFICE



# **ARMY NATIONAL GUARD**

## **General Officer Resume Guide**

PREVIOUS EDITIONS OBSOLETE

Prepared by:  
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111 South George Mason Drive, Building 2  
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## FOREWARD

*General Officer resumes and photographs are an important representation of National Guard General Officers across military, civilian enterprises and during board actions. Every attempt must be made to ensure that the appearance of the resume and photograph accurately represent the officer. It is the officer's responsibility to maintain his/her resume and photograph to ensure they are current and in adherence with applicable Army regulations and instructions specified in this guidebook.*

*The resume is used for nominations and board actions. Therefore, due to the importance of this document, it is highly recommended that officers validate their resume (at a minimum) during their birth month records review.*

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## ARNG NGB-SL-GFO Directory

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**All Email addresses, Regulations and websites have been hyperlinked for your convenience. Table of Contents has also been bookmarked to take you directly to that specific section by clicking CTRL + Section.**

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## Submitting Resumes to NGB-SL-GFO

The **Officer Record Brief (ORB)** is the official source document for a General Officer's resume. Every effort must be made to mirror the resume's text with the DA Photo and the ORB. An updated Resume, DA Photo and ORB should be submitted to NGB-SL-GFO **within 30 days** of receiving promotion and/or re-assignment order. Updated Resume info and photographs should be submitted to NGB-SL-GFO **within 60 days** of receiving an award of Army Commendation Medal or above.

A General Officer, Staff POC or State MILPO should submit the final resume, Official Photo (jpeg file) and current ORB (within 30 days) as separate documents to:

**SFC Mayra A. Arias, Operations Non-Commissioned Officer at [ng.ncr.ngb-arng.mbx.gomailbox@mail.mil](mailto:ng.ncr.ngb-arng.mbx.gomailbox@mail.mil)**

**SUBJECT: Resume request for – (RANK, FIRST M. LAST)**

Once a resume is received, an NGB-SL-GFO representative will review the resume and photo for compliance with [AR 670-1](#), [DA PAM 670-1](#), [AR 600-8-22](#) and [AR 640-30](#), as well as the guidelines prescribed in this guidebook. Should any corrections need to be made or addressed, a NGB-SL-GFO representative will return the resume and/or photo via email to the General Officer, Staff POC or State MILPO outlining the nature of the corrections to be made.

The resume and/or official photo cannot be published until deficiencies are corrected. On approval of final draft, the resume and photo will be forwarded to NGB-SL-GFO webmaster for posting to the NGB-SL-GFO public website ([General Officer Resumes](#)) as the official General Officer resume. Publication to the National Guard public website **may take up to 10 business days** after NGB-SL-GFO staff approves the resume and photo.

**Any resume submitted not following the guidelines set forth in this guide will be returned without action.**

## Creating an Initial Resume

1. Open a new word document
2. 1" margins (top, bottom, left, right)
3. Do not justify paragraphs (align left)
4. Do not include any bullets or numerical auto-formatting
5. Font for all body text will be 12 point Arial
6. Font for section headings and position title will be in 14 point Arial (Bold)
7. Font for General Officer name will be in 18 point Arial (Bold)
8. Do not insert photo in word doc (Photo is a separate file and sent as a jpeg file with a minimum of 300 dpi)
9. Do not use nicknames or go-by's
10. Do not save document as read-only file
11. Spell out all acronyms. (Keep "military speak" to a minimum).
12. Do not add a blank space under each section title
13. Do not list any privacy act information (i.e. family, social security or home of record)
14. Do not list awards not on the ORB

15. Do not list awards not worn on the official photo (including state awards)
16. Do not insert State or NGB headings or banners in word doc
17. Capitalize and do not abbreviate devices (i.e. Oak Leaf Cluster or Bronze Star)
18. Abbreviate number of appurtenances (i.e. 1 Silver and 4 Bronze Oak Leaf Clusters)
19. When decoration has only one device, write as "(with 1 Bronze Oak Leaf Cluster)"
20. Spell out months when used with a year: January 2015

**NOTE:** Sample resume is provided later in this guidebook. Use attached sample as a guide when writing or updating the resume. Keep in mind that the resume that you send to NGB-SL-GFO, is not the same as the resume that is published to the website. The information that is in the Word Document will be inserted into a database. The database then generates the "official" resume that is uploaded onto the website.

**Any resume submitted not following the guidelines set forth in this guide will be returned without action.**

## Updating an Existing Resume

ARNG GO resumes mirror that of the Active Component. To update a resume, a General Officer, Staff POC or State MILPO should submit the resume in the updated format to SFC Mayra A. Arias, Operations Non-Commissioned Officer, at [ng.ncr.ngb-arng.mbx.gomailbox@mail.mil](mailto:ng.ncr.ngb-arng.mbx.gomailbox@mail.mil) as a word document (resume) and include a jpeg of the official photo and current (within 30 days) Officer Record Brief (ORB) with the General Officer's name in the subject line. It is the officer's responsibility to initiate updates to his/her resume.

To update an existing resume, use the word doc from last update sent to NGB-SL-GFO.

**Highlight in yellow** the areas that the member is requesting to be updated/added

Strikethrough and color font in red the areas that the member is requesting to be removed/deleted (i.e: ~~National Guard~~). This action helps NGB-SL-GFO review changes and properly identify areas that need to be addressed.

**Any resume submitted not following the guidelines set forth in this guide will be returned without action.**

## Official Photos

*IAW AR 640-30 (dtd 6 Dec 2019) Para 8c. For GOs and promotable colonels only, the photograph will be taken digitally, in color, showing only head and shoulders, with the subject seated, the U.S. flag behind and to the officer's right side with the appropriate general officer's flag behind and to the officer's left side. Portraits will be the traditional chain of command variety without headgear. The digital image must be saved at a resolution that will produce a finished print of 8 x 10 inches and 300 dots per inch (DPI). Type the officers' full name, grade, and the date the photograph was taken in the body of an e-mail.*

1. Any award (including state awards) listed in the resume must be displayed on the accompanying official photo and must match the ORB.
2. Awards listed on the resume, but not worn on photo or on the ORB will be removed from resume.



- Frequency: IAW AR 640-30, General Officers will update their photograph at a minimum every 3 years; Colonels will update their photograph every 5 years; when an award of the Army Commendation Medal or above, a new badge, or a unit award authorized for permanent wear has been awarded; and/or when going before a selection board to meet board requirements.

**Any Photo submitted not following the guidelines set forth in this guide will be returned without action.**

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## Header

**BRIGADIER GENERAL JOHN R. GUARD**  
**The Adjutant General, Maryland**

or

If an officer is authorized to wear the insignia of a grade higher than that to which he/she is federally recognized.

**MAJOR GENERAL (MD) JOHN R. GUARD**  
**The Adjutant General, Maryland**

Font for General Officer name will be in 18 point Arial (Bold)

## Source of Commissioned Service

**SOURCE OF COMMISSIONED SERVICE** OCS, USMA, ROTC, Direct Commission, etc.

You do not need to distinguish between Federal or State OCS, ROTC Scholarship or Non-Scholarship. This is only section where an abbreviation is allowed except for Direct Commission. You do not need to spell out "Officer Candidate School," "United States Military Academy," etc. Type the commissioning source immediately following the section heading.

## Educational Degrees

### **EDUCATIONAL DEGREES:**

List civilian education (undergraduate and above) in chronological order from earliest to the most recent underneath the section heading. Do not list Associate's Degrees or Certificates. Certificates and Certifications can be listed in "OTHER ACCOMPLISHMENTS."

The format is as follows:

Year, Name of College/University, Degree Level (i.e. MBA, MA, BS, BBA, PhD, JD, etc.), Specialization, City, State

For example:

### **EDUCATIONAL DEGREES:**

1985, University of Maryland, Bachelor of Science, Chemistry, College Park, Maryland

## Military Schools Attended

### **MILITARY SCHOOLS ATTENDED**

List military education in chronological order from earliest to the most recent underneath the section heading. Only list courses that are more than **40 hours and have been completed as Colonel or above**. EXCEPTION: **All officer basic and advanced courses, Command and General Staff College, senior service colleges or equivalent must be listed (service component war college and fellowships), and all courses attended at the GO Level**. Do not use abbreviations. All school names must be spelled out.

The format is as follows:

Year, Course, Method (i.e. correspondence, in-residence, seminar or fellowship), City, State

For example:

**MILITARY SCHOOLS ATTENDED**

1985, Infantry Officer Basic Course, in residence, Fort Benning, Georgia

2000, United States Army War College, by correspondence, Carlisle, Pennsylvania

2013, Harvard University, Senior Executives in National and International Security, in residence, Cambridge, Massachusetts

**Course information:**

**A. Officer Basic/Advanced Courses:**

Chemical  
Engineer  
Military Police  
Special Forces  
Infantry  
Armor  
Signal Corps  
Cyber Corps  
Military Intelligence  
Adjutant General  
Finance  
Chaplain Corps  
Field Artillery  
Air Defense Artillery  
Logistics (Transportation, Ordnance, and Quartermaster)  
Aviation  
Army Medical Department (AMEDD)  
Judge Advocate General's Corps

**B. Senior Service Colleges (IAW ARMY BULLETIN NO. 17-3 14 March 2017)**

**Please ensure that you are noting whether SSC was completed in residence or by correspondence, as the resident course gives you credit for JPME-II. Please also note the difference in degrees earned at the different colleges.**

**1. The ARNG SSC resident quotas are offered at the following:**

a. **US Army War College (USA WC), Carlisle, PA.** Course graduates earn Military Education Level (MEL) 1, Joint Professional Military Education II (JPME-II), and a Master's Degree in Strategic Studies (MSS).

b. **College of Naval Warfare (CNW), Newport, RI.** Course graduates earn MEL 1, JPMEII and a Master's Degree in National Security and Strategic Studies.

c. **United States Air War College (A WC), Montgomery, AL.** Course graduates earn MEL 1, JPME-II and a Master's Degree in Strategic Studies.

d. **National War College (NWC), Washington, DC.** Course graduates earn MEL 1, JPMEII and a Master's Degree in National Security.

e. **College of Information and Cyberspace (CIC), Washington, DC.** Course graduates earn a Master's Degree. This course is seeking certification for MEL 1/JPME-II; however, current graduates earn constructive credit.

f. **Eisenhower School for National Security and Resource Strategy, Washington, DC.** Course graduates earn MEL 1, JPME-II, and a Master's Degree in National Resource Strategy.

g. **Inter-American Defense College (IADC), Washington, DC.** Course graduates earn MEL 1 qualification.

2. **USA WC Distance Education Program (USA WCDEP).** Course graduates earn MEL 1/JPME-I and a Master's Degree in Strategic Studies.

3. The **USA WC Fellowship Program.** Graduates earn MEL 1 qualification. The ARNG currently participates in the following resident Fellowship courses:

a. **Harvard University, Boston, MA.** The National Security Fellow acquires an understanding of how National Security Policy and programs are formulated, approved, and executed.

b. **University of Texas, Austin, TX.** Fellow conducts research based on National Security Policy and process, technology and industry, and the Army/Joint policy processes.

c. **Tufts University, Boston, MA.** Fellow conducts research relevant to National Security.

d. **Scowcroft Institute of International Affairs, Texas A&M, College Station, TX.** Fellow conducts research relevant to policy-oriented international affairs.

e. **Stanford University, Stanford, CA.** Fellow conducts research to influence/impact public policy issues relating to domestic and international affairs.

f. **Massachusetts Institute of Technology, Boston, MA.** Logistics and Supply Chain Management Fellowship. Fellowship focuses on strategic level leadership competencies, culture and ethics, strategic theory and practice, and art in logistics.

**C. Senior Leader Management Office managed courses:**

**Army Strategic Education Program – Advanced (ASEP-A)**

Formerly:

Army Strategic Leader Development Program – Advanced (ASLDP-A)

Army Strategic Leader Development Program - Intermediate (ASLDP-I)

Army Senior Executive Education Program – Intermediate (ASEEP-I)

**Army Senior Leader Development Seminar (SLDS)**

Formerly:

Army Strategic Education Program – Basic (ASEP-B)

Army Strategic Leader Development Program – Basic (ASLDP-B)

Interim Guard Senior Leader Training (IGSLT) (Constructive Credit given)

**Army Strategic Education Program – Command (ASEP-C)**

Formerly:

Army Strategic Leader Development Program – Command (ASLDP-C)

Deputy Commanding General (DCG) (Constructive Credit given prior to 2015)

**Army Strategic Education Program – Senior (ASEP-S)**

Formerly:

Army Strategic Leader Development Program - Senior (ASLDP-S)

**Army Strategic Education Program – Transition (ASEP-T)**

**CAPSTONE**

**Combined/Joint Force Air Component Commander (C/JFACC)**

**Combined/Joint Force Land Component Commander (C/JFLCC)**

**Combined/Joint Force Special Operations Component Commander (C/JFSOCC)**

**Cyberspace Operations Executive Course Junior (COEC JR)**

**Cyberspace Operations Executive Course Senior (COEC SR)**

**George C. Marshall Center, Senior Executive Seminar (SES)**

**Harvard University, General and Flag Officer Homeland Security Executive Seminar (GFO-SES)**

**Harvard University, Senior Executive in National & International Security (SENIS)**

**Joint Combined Warfighting School - Hybrid (JCWS-Hybrid)**

Formerly:

Advanced Joint Professional Military Education (AJPME)

Joint Professional Military Education Phase II (JPME-II)

**Joint Combined Warfighting School - Resident**

**Joint Flag Officer Warfighting Course (JFOWC)**

**Leadership at the Peak**

**Pinnacle**

**Senior International Defense Management Course (SIDMC)**

**Senior Joint Information Applications Course (SJIOAC)**

**Syracuse University, National Strategic Studies Management Course (NSSMC)**

**System Acquisition Management Course (ACQ-404)**

## **Foreign Languages**

**FOREIGN LANGUAGE(S)** If applicable, please list any fluent (verbal and non-verbal) foreign languages found in Department of the [Army Strategic Language List \(ASLL\)](#), Office of the Deputy Chief of Staff, G-2 and is listed on your ORB. If not, leave blank. This will be listed immediately after the section heading. Even if you leave this blank, the system will still populate this on your resume.

For example

**FOREIGN LANGUAGE(S)** Spanish

Or

**FOREIGN LANGUAGE(S)** None Recorded

## Promotions and Date of Appointment

### **PROMOTIONS DATE OF APPOINTMENT**

List chronologically from earliest to most recent. The format is as follows:

List rank (no comma) date (day, month, year format). Do not abbreviate rank, month and/or year.

For example

### **PROMOTIONS DATE OF APPOINTMENT**

Second Lieutenant	11 August 1985
First Lieutenant	10 August 1987
Captain	14 January 1989
Major	16 December 1994
Lieutenant Colonel	15 July 1999
Colonel	2 September 2004
Brigadier General	8 September 2007

**Note:** If an officer is authorized to wear the insignia of a grade higher than he/she is federally recognized, it will not be listed under this heading.

## Assignments

### **ASSIGNMENT**

List in chronological order from current assignment to earliest assignment upon commissioning (do not list any enlisted assignments). List each individual assignment separately and number accordingly. Do not abbreviate Month, State or Year. The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, City, State

For example

1. August 2016 – Present, The Adjutant General – Maryland, Reisterstown, Maryland

### **Dual-Hat Assignments:**

IAW AR 135-156 Para 2-3a.

There are 2 elements of a dual-hat billet— the primary GO position and the additional duty billet. Dual-hat billets require the incumbent of the primary position to perform the duties of the dual-hat billet as an additional duty.

**Note:** If dual-hatted, add assignment after main assignment. The format is as follows:

Month Year – Month Year, Position Title, Unit/Command, City, State; dual-hatted, Month Year – Month Year, Position Title, Unit/Command, City, State

For example

1. August 2016 – Present, Assistant Adjutant General, Maryland Army National Guard, Reisterstown, Maryland; dual-hatted, October 2015 - Present, Deputy Commander and Army Reserve Component Integration Advisor, United States Army Africa and Southern European Task Force, United States Africa Command, Vicenza, Italy

### Other Additional Duties:

Outside of a Federally Recognized Dual Hat Assignment, a General Officer may be assigned an additional duty within the state.

For example

1. August 2016 – Present, Assistant Adjutant General, Maryland Army National Guard, Reisterstown, Maryland; **also serving as**, August 2016 - Present, Commander, Maryland Army National Guard, Reisterstown, Maryland

Your Joint Assignments and Operational Assignments must be listed within the “**ASSIGNMENTS**” Section and not just under “**SUMMARY OF JOINT ASSIGNMENTS**” or “**SUMMARY OF OPERATIONAL ASSIGNMENTS**.” More on these two sections on the next page.

For example

8. July 1997 – July 2001, Commander, 229th Main Support Battalion, Reisterstown, Maryland  
9. December 1995 – June 1997, Commander, 110th Engineer Battalion, Reisterstown, Maryland **and OPERATION IRAQI FREEDOM, Tikrit, Iraq\***  
10. July 1993 – November 1995, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland

**\*Note: this is to prompt the reader to look at Summary of Operational Assignments. This means that while the Commander of the 110<sup>th</sup> Engineer Battalion, you were deployed at some point during your tenure.**

## Summary of Joint Assignments

### SUMMARY OF JOINT ASSIGNMENTS

If applicable. List underneath section heading. Assignments must meet the definition of joint matters per [DoDI 1300.19](#) and must also be on the approved Joint Duty Assignment List (JDAL).

This Joint Assignment would be on your Joint Officer History at [HTTPS://JQS-PKI.DMDC.OSD.MIL/APPJ/JQS](https://JQS-PKI.DMDC.OSD.MIL/APPJ/JQS).

Do not abbreviate Month, State or Year. The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, City, State/Country

For example

1. October 2015 - Present, Deputy Commander and Army Reserve Component Integration Advisor, United States Army Africa and Southern European Task Force, United States Africa Command, Vicenza, Italy

Just because you were assigned to a Joint Force Headquarters unit, does not mean this qualifies for a Joint Assignment; however, there are exceptions (listed below). **You must** have received credit on your Joint Officer History Report in order to list these assignments under Summary of Joint Assignments. Credit is **not** automatic.

## Currently approved State JDAL Positions at JFHQs (as of 6 Nov 2019)

**NG JFHQs-State JDAL List**  
Thru results of JCS June 2019 JDAL Board  
Total: 68

### Alabama-JFHQ

1. **J3 DOMS** (O5); Service Para/Ln 100/10; JDAL ID ALAJ39B7

### Alaska-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 100/02; JDAL ID AKACS764
2. **Director of Operations Training and Exercises (J3/7)** (O6); Service Para/Ln 130/01; JDAL ID AKFJ3765
3. **Director of Future Plans and Programs (J5)** (O6); Service Para/Ln 150/02; JDAL ID AKAJ5766
4. **J3/7 Deputy Director of Operations, Training and Exercises** (O5); Service Para/Ln 130/01; JDAL ID AKAJ3774

### Arizona-JFHQ

1. **Chief, Joint Staff** (O6); Service Para/Ln 70286134; JDAL ID AZFJ5892

### California-JFHQ

1. **J3 Director of Joint Operations** (O6); Service Para/Ln 130/01; JDAL ID CAAJ3767
2. **J5 Chief Joint Strategy Policy and Plans** (O5); Service Para/Ln 150/01; JDAL ID CAAJ5768
3. **Chief of Staff, Joint Staff** (O6), Service Para/Ln 100/06, JDAL ID CAAJS59B8

### Colorado-JFHQ

1. **Chief of Joint Staff** (O6); Service Para/Ln 100/02; JDAL ID COACS775
2. **Director, Joint Directorate of Military Support (J3)** (O6); Service Para/Ln 219/01; JDAL ID COAJ38A5

### District of Columbia-JFHQ

1. **Deputy J3/DOMS** (O5); Service Para/Ln XXX/XX; JDAL ID DCAJ39C1
2. **J3, Director of Joint Operations** (O6); Service Para/Ln XXX/XX; JDAL ID DCAJ39C2
3. **J5/7, Director, Strategy, Plans and Policy** (O5); Service Para/Ln XXX/XX; JDAL ID DCAJ59C4
4. **Director, Joint Staff**, (O6); Service Para/Ln XXX/XX; JDAL ID DCAJS9C0

### Florida-JFHQ

1. **International Partnership Specialist (J3)** (O4); Service Para/Ln 013A/01; JDAL ID FLAJ38A6

### Georgia-JFHQ

1. **International Affairs Officer** (O4); Service Para/Ln 233C/02; JDAL ID GAAJ39C5

### Hawaii-JFHQ



1. **Chief of the Joint Staff** (O6); Service Para/Ln 007/01; JDAL ID HIACS8A7
2. **Director of Joint Staff** (O6); Service Para/Ln 120/01; JDAL ID HIACS776
3. **J3, Director of Operations and Military Support** (O6); Service Para/Ln 130/01; JDAL ID HIAJ3777
4. **Director of Strategic Plans and Policy** (O5); Service Para/Ln 100/24; JDAL ID HIAJ5887

#### Illinois-JFHQ

1. **Director of Homeland Security and Joint Operations (J3/7)** (O5); Service Para/Ln 150/02; JDAL ID ILAJ3769
2. **International Partnership Specialist/State Partnership Program Officer** (O4); Service Para/Ln 150/10; JDAL ID ILASP770

#### Iowa-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 100/07; JDAL ID IAFCS8A8
2. **Director of Joint Staff** (O6); Service Para/Ln 0074719234; JDAL ID IAFCS778 (Revalidation)
3. **State Partnership Program Director** (O5); Service Para/Ln 100/25; JDAL ID IAASP779
4. **State Counterdrug Coordinator** (O5); Service Para/Ln 100/15; JDAL ID IAAJ38A9
5. **Director, J3** (O6); Service Para/Ln 100/12; JDAL ID IAAJ38B0
6. **J5, Director, Strategic Plans and Policy** (O5); Service Para/Ln 100/09; JDAL ID IAF59C6

#### Kentucky-JFHQ

1. **State Partnership Program Director** (O5); Service Para/Ln 100/25; JDAL ID KYASP9C7

#### Louisiana-JFHQ

1. **Director of Strategic Plans and Policies (J5)** (O6); Service Para/Ln 150/01; JDAL ID LAAJ58B1

#### Massachusetts-JFHQ

1. **SPP Officer** (O5); Service Para/Ln 100/26; JDAL ID MAASP9C8

#### Maryland-JFHQ

1. **Director of Strategic Plans and Policies (J5)** (O6); Service Para/Ln 240/01; JDAL ID MDAJ58B2

#### Michigan-JFHQ

1. **Director of Strategic Plans and Policies (J5)** (O6); Service Para/Ln 100/24; JDAL ID MIAJ58B3
2. **Chief of the Joint Staff** (O6); Para/Ln 100/04; JDAL ID MIAJS9C9

#### Mississippi-JFHQ

1. **Director of Joint Plans & Training** (O5); Service Para/Ln 84094834; JDAL ID MSFJ5894

#### New Jersey-JFHQ

1. **State Partnership Program Officer** (O5); Service Para/Ln 100/25; JDAL ID NJASP9D5

#### New Mexico-JFHQ

1. **Director of the Joint Staff** (O6); Service Para/Ln 100/05; JDAL ID NMAJS9D6

#### New York-JFHQ

1. **State Partnership Program Director** (O5); Service Para/Ln XX/XX; JDAL ID NYASP9D8
2. **J3, Director of Joint Operations** (O6); Service Para/Ln 200/19; JDAL ID NYAJ39D7

#### North Dakota-JFHQ

1. **J3, Director of Military Support** (O6); Service Para/Ln 100/12; JDAL ID NDAJ39D0

#### Ohio-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 200/05; JDAL ID OHACS888
2. **J3, Director of Joint Operations** (O6); Service Para/Ln 100/12; JDAL ID OHAJ3889
3. **J5, Director of Strategic Plans and Policy** (O5); Service Para/Ln 100/24; JDAL ID OHAJ5890
4. **Director of Joint Communications and Information Technology** (O5); Service Para/Ln 100/25; JDAL ID OHAJ6891
5. **Director, State Partnership Program** (O4); Service Para/Ln 130A/05; JDAL ID OHASP892
6. **J5, Deputy Director, Strategic Plans** (O5); Service Para/Ln 70432634; JDAL ID OHFJ5897

#### Pennsylvania-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 007/01; JDAL ID PAACJ893
2. **Director of Operations** (O6); Service Para/Ln 219/01; JDAL ID PAAJ3894
3. **Plans Branch Chief** (O6); Service Para/Ln 227/01; JDAL ID PAAJ5895

#### Texas-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 100/06; JDAL ID TXACJ896
2. **J3, Director of Joint Operations** (O6); Service Para/Ln 130/01; JDAL ID TXAJ3780
3. **J7, Chief Joint Training/Exercises and International Engagements** (O5); Service Para/Ln 160/01; JDAL ID TXAJ7781
4. **Plans and Policy Officer (J5)** (O5); Service Para/Ln 233A/01; JDAL ID TXAJ58B4
5. **J2, Director of Intelligence** (O6); Service Para/Ln 100/08; JDAL ID TXFJ29E4

#### Virginia-JFHQ

1. **Director of Intelligence Analyst** (O6); Service Para/Ln 100/11; JDAL ID VAFJ2897
2. **J5, Director of Strategic Plans and Policy** (O6); Service Para/Ln 150/01; JDAL ID VAAJ5771
3. **J3, Director of Operations** (O4); Service Para/Ln 100/12; JDAL ID VAAJ39E0

#### Washington-JFHQ

1. **Director of Operations Training and Exercises (J3)** (O6); Service Para/Ln 130/01; JDAL ID WAAJ3772

#### West Virginia-JFHQ

1. **Chief of the Joint Staff** (O6); Service Para/Ln 100/02; JDAL ID WVFCS773
2. **Director of Operations** (O6); Service Para/Ln 100/12; JDAL ID WVAJ3899
3. **Director of Joint and Strategic Plans** (O6); Service Para/Ln 100/13; JDAL ID WVAJ58A0
4. **Director of Joint Communications and Information Technology** (O5); Service Para/Ln 100/14; JDAL ID WVFJ68A1
5. **Director, State Partnership Program** (O5); Service Para/Ln 100/15; JDAL ID WVASP8A2

#### Wisconsin-JFHQ

1. **Director of Joint Operations, Plans, Training and Exercises** (O6); Service Para/Ln 100/12; JDAL ID WIAJ3898
2. **J5, Director, Domestic Operations** (O5); Service Para/Ln 100/20; JDAL ID WIAJ59E2
3. **State Partnership Program Director** (O5); Service Para/Ln 100/21; JDAL ID WIASP9E3

#### Wyoming-JFHQ

1. **Director of Joint Operations (J3)** (O6); Service Para/Ln 219/01; JDAL ID WYAJ38B5

### **Summary of Operational Assignments**

#### **SUMMARY OF OPERATIONAL ASSIGNMENTS**

If applicable. List underneath section heading. Operational assignments are assignments held while in a deployed status serving in combat areas, peacekeeping or humanitarian missions of at least 30 days or greater. Do not abbreviate Month, State or Year.

The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, OPERATION NAME, City, State/Country

For example

1. January 1996 – December 1996\*\*\*\*, Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq

**\*\*\*\*Only list actual dates of deployment.**

## US Decorations and Badges

### **US DECORATIONS AND BADGES**

List underneath section heading. List all awards, appurtenances, badges and tabs in order of precedence IAW the current version of the [DA PAM 670-1](#). Awards listed must match photo and ORB. Appurtenances and devices will be listed next to award with the word “with” in parenthesis. Officers on Active Federal Service, under the provisions of 10 USC, are not authorized to wear State or territory awards on their uniforms.

The format is as follows:

Full Name of Award (with number and exact type of device)

For example

Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)

IAW [AR 670-1](#) and [DA PAM 670-1](#). Any updates to [AR 670-1](#) and [DA Pam 670-1](#), to include MILPER messages will supersede this list.

### **Order of Precedence by Category of Medal** (IAW Para 20-4, [AR 670-1](#), 25 May 2017)

- a. U.S. Military Decorations
- b. U.S. Unit Awards
- c. U.S. Non-military decorations
- d. U.S. Service campaign medals, and service and training ribbons.
- e. U.S. Merchant Marine Awards
- f. U.S. Non-Military unit awards
- g. Foreign military decorations
- h. Foreign unit awards
- i. Non-U.S. Service medals
- j. State awards for ARNG Soldiers.

#### **Order of Precedence:**

##### **a. U.S. Military Decorations:**

- (1) Medal of Honor (Army, Navy, and Air Force).
- (2) Distinguished Service Cross.
- (3) Navy Cross.
- (4) Air Force Cross.
- (5) Coast Guard Cross.
- (6) Defense Distinguished Service Medal.
- (7) Distinguished Service Medal (Army, Navy, Air Force, and Coast Guard).
- (8) Silver Star.
- (9) Defense Superior Service Medal.
- (10) Legion of Merit.
- (11) Distinguished Flying Cross.
- (12) Soldier's Medal.
- (13) Navy and Marine Corps Medal.
- (14) Airman's Medal.
- (15) Coast Guard Medal.
- (16) Bronze Star Medal.
- (17) Purple Heart.
- (18) Defense Meritorious Service Medal.

- (19) Meritorious Service Medal.
- (20) Air Medal.
- (21) Aerial Achievement Medal.
- (22) Joint Service Commendation Medal.
- (23) Army Commendation Medal.
- (24) Navy Commendation Medal.
- (25) Air Force Commendation Medal.
- (26) Coast Guard Commendation Medal.
- (27) Joint Service Achievement Medal.
- (28) Army Achievement Medal.
- (29) Navy Achievement Medal.
- (30) Air Force Achievement Medal.
- (31) Coast Guard Achievement Medal.
- (32) Combat Action Ribbon (Navy and Marine Corps, and Coast Guard).
- (33) Air Force Combat Action Medal.

**b. U.S. Unit Awards:**

- (34) Presidential Unit Citation (Army and Air Force)
- (35) Presidential Unit Citation (Navy and Marine Corps).
- (36) Presidential Unit Citation (Coast Guard).
- (37) Joint Meritorious Unit Award.
- (38) Army Valorous Unit Award.
- (39) Navy Unit Commendation.
- (40) Air Force Gallant Unit Award.
- (41) Coast Unit Commendation.
- (42) Army Meritorious Unit Commendation.
- (43) Navy Meritorious Unit Commendation.
- (44) Air Force Meritorious Unit Award.
- (45) Coast Guard Meritorious Unit Commendation.
- (46) Army Superior Unit Award.
- (47) Air Force Outstanding Unit Award
- (48) Coast Guard Meritorious Team Commendation.
- (49) Navy "E" Ribbon.
- (50) Air Force Organizational Excellence Award.
- (51) Coast Guard "E" Ribbon.

**c. U.S. nonmilitary decorations:**

- (52) Presidential Medal of Freedom.
- (53) Presidential Citizen's Medal.
- (54) President's Award for Distinguished Federal Civilian Service Award.
- (55) Department of Defense Distinguished Civilian Service Award.
- (56) Secretary of Defense Medal for the Defense of Freedom.
- (57) Secretary of Defense Meritorious Civilian Service Award.
- (58) Office of the Secretary of Defense Exceptional Civilian Service Award.
- (59) Secretary Distinguished Service Award.
- (60) National Intelligence Distinguished Service Medal.
- (61) National Intelligence Superior Service Medal.
- (62) National Intelligence Exceptional Achievement Medal.
- (63) Surgeon General's Exemplary Service Medal.

- (64) National Aeronautics and Space Administration Space Flight Medal.
- (65) Public Health Service Commendation Medal.
- (66) Public Health Service Achievement Medal.
- (67) Department of State Distinguished Service Award.
- (68) Department of State Distinguished Honor Award.
- (69) Department of State Superior Honor Award.
- (70) Department of State Meritorious Honor Award.
- (71) Decoration for Exceptional Civilian Service.
- (72) Meritorious Civilian Service Award.
- (73) Superior Civilian Service Award.
- (74) Commander's Award for Civilian Service.
- (75) Achievement Medal for Civilian Service.

**d. U.S. service (campaign) medals and service and training ribbons:**

- (76) Prisoner of War Medal.
- (77) Good Conduct Medal. Good Conduct Medals from the other Services follow the Army Good Conduct Medal in order of precedence. The Army Reserve Component Achievement Medal and equivalents awarded by other Service Reserve Components follow the Army Good Conduct Medal and Good Conduct Medals from the other U.S. Services, in order of precedence.
- (78) American Defense Service Medal.
- (79) Women's Army Corps Service Medal.
- (80) American Campaign Medal.
- (81) Asiatic-Pacific Campaign Medal.
- (82) European-African-Middle Eastern Campaign Medal.
- (83) World War II Victory Medal.
- (84) Army of Occupation Medal.
- (85) Medal for Humane Action.
- (86) National Defense Service Medal.
- (87) Korean Service Medal.
- (88) Antarctica Service Medal.
- (89) Armed Forces Expeditionary Medal.
- (90) Vietnam Service Medal.
- (91) Southwest Asia Service Medal.
- (92) Kosovo Campaign Medal.
- (93) Afghanistan Campaign Medal.
- (94) Iraq Campaign Medal.
- (95) Inherent Resolve Campaign Medal
- (96) Global War on Terrorism-Expeditionary Medal.
- (97) Global War on Terrorism-Service Medal.
- (98) Korean Defense Service Medal.
- (99) Armed Forces Service Medal.
- (100) Humanitarian Service Medal.
- (101) Military Outstanding Volunteer Service Medal.
- (102) Army Sea Duty Ribbon.
- (103) Armed Forces Reserve Medal.
- (104) NCO Professional Development Ribbon.
- (105) Army Service Ribbon.
- (106) Overseas Service Ribbon.
- (107) Army Reserve Components Overseas Training Ribbon.

- (108) Coast Guard Special Operations Service Ribbon.
- (109) Air Force Combat Readiness Medal.
- (110) Navy Sea Service Deployment Ribbon.

**e. U.S. Merchant Marine awards:**

- (111) Distinguished Service Medal.
- (112) Meritorious Service Medal.
- (113) Gallant Ship Citation.
- (114) Mariner's Medal.
- (115) Combat Medal.
- (116) Defense Medal.
- (117) Atlantic War Zone Medal.
- (118) Pacific War Zone Medal.
- (119) Mediterranean-Middle East War Zone Medal.
- (120) Victory Medal.
- (121) Korean Service Medal.
- (122) Vietnam Service Medal.
- (123) Expeditionary Medal.
- (124) Philippine Defense Ribbon.
- (125) Philippine Liberation Ribbon.

**f. U.S. nonmilitary unit awards.** The Public Health Service Unit Award and the National Intelligence Meritorious Unit Citation are authorized for wear on the Army uniform.

**g. Foreign decorations.** Personnel who are specifically authorized by law to accept decorations from foreign governments may wear them in the order of their receipt after all U.S. decorations, the Good Conduct Medal, campaign and service medals, and service and training ribbons. (See AR 600–8–22 for application procedures to request authorization to accept and wear foreign decorations.) Personnel may not wear any foreign decorations on the uniform unless at least one U.S. decoration or service medal is worn at the same time. Personnel will not wear foreign awards that do not conform to the standard U.S.-sized ribbon bar or medal.

**h. Foreign unit awards.** The following foreign unit awards, listed in their order of precedence, are authorized for wear on the Army uniform, when at least one U.S. decoration, service medal, or ribbon is worn at the same time. See AR 670–1, para 20–10, for permanent and temporary wear criteria.

- (1) Philippine Republic Presidential Unit Citation.
- (2) Republic of Korea Presidential Unit Citation.
- (3) Vietnam Presidential Unit Citation.
- (4) Republic of Vietnam Gallantry Cross Unit Citation.
- (5) Republic of Vietnam Civil Actions Unit Citation.
- (6) Fourrageres (no order of precedence).
  - (a) French fourragere.
  - (b) Belgian fourragere.
  - (c) Netherlands orange lanyard.

**i. Non-U.S. service awards.** The following non-U.S. service awards, listed in their order of precedence, are authorized for wear on the Army uniform when at least one U.S. decoration, service medal, or ribbon is worn at the same time. An individual may not wear any other foreign service medal, unless the wearer was awarded such medal while a bona fide member of the armed forces of a friendly foreign nation

and has received HQDA approval to wear the medal or ribbon. (See AR 600–8–22 for application procedures to request authorization to accept and wear foreign service medals or ribbons.)

- (1) Philippine Defense Ribbon.
- (2) Philippine Liberation Ribbon.
- (3) Philippine Independence Ribbon.
- (4) United Nations Service Medal.
- (5) Inter-American Defense Board Medal.
- (6) United Nations Medal.
- (7) North Atlantic Treaty Organization Medal.  
NATO Non-Article 5
- (8) Multinational Force and Observers Medal.
- (9) Republic of Vietnam Campaign Medal.
- (10) Kuwait Liberation Medal (Saudi Arabia).
- (11) Kuwait Liberation Medal (Government of Kuwait).
- (12) Republic of Korea War Service Medal.

**j. State awards for Army National Guard Soldiers.** ARNG personnel are authorized to wear State awards under applicable State laws or regulations when assigned to the ARNG under the command and control of the Governor or Adjutant General, under the provisions of 32 USC. The term “State” includes the 50 States, U.S. territories (which include Guam and the U.S. Virgin Islands), Puerto Rico, and the District of Columbia. The following personnel statuses are included in this authorization: Active Guard Reserve; active duty for training, active duty for special work; full-time National Guard duty for special work or training; annual training; and inactive duty training (drill status), including periods when personnel may be attached to the AA or reserve of any Service, whether paid or unpaid. Personnel will wear such awards in the State order of precedence, after Federal and foreign awards. Soldiers on active Federal service, under the provisions of 10 USC, are authorized to accept, but not wear, State or territory awards.

**Order of precedence Marksmanship badges and tab (IAW Para 20-15, DA Pam 670-1, 25 May 2017).**

a. Listed below in their order of precedence are the marksmanship badges authorized for wear on the Army uniform.

- (1) Distinguished international shooter badge (see fig 20–15).
- (2) Distinguished rifleman badge (see fig 20–16).
- (3) Distinguished pistol shot badge (see fig 20–17).
- (4) National trophy match badge.
- (5) Inter-Service competition badge.
- (6) U.S. Army excellence in competition rifleman badge (see fig 20–18).
- (7) U.S. Army excellence in competition pistol shot badge (see fig 20–19).
- (8) Marksmanship qualification badges (expert, sharpshooter, and marksman) (see fig

20–20).

**Order of precedence Combat and special skill badges and tabs (IAW Para 20-16a, DA Pam 670-1, 25 May 2017).**

a. Listed below in order of group precedence are combat and special skill badges authorized for wear on the Army uniform. The order of precedence for combat and special skill badges are established only by group. There is no precedence for combat or special skill badges within the same group. For example, personnel who are authorized to wear the Parachutist and Air Assault badges may determine the order of wear between those two badges.



(1) **Group 1.** Combat Infantryman badges (three awards) (see fig 20–31); Expert Infantryman badge (see fig 20–32); Combat Action badge (see fig 20–33).

(2) **Group 2.** Combat Medical badges (three awards) (see fig 20–34); Expert Field Medical badge (see fig 20–35).

(3) **Group 3.** Army Astronaut device (worn attached to any aviation badge or Army Space Badge) (see fig 20–36); Army Aviator badges (three degrees) (see fig 20–37); Flight Surgeon badges (three degrees) (see fig 20–38); Aviation badges (three degrees) (see fig 20–39); Explosive Ordnance Disposal badges (three degrees) (see fig 20–40).

(4) **Group 4.** Glider badge (see fig 20–41); Parachutist badges (three degrees) (see fig 20–42); Parachutist badges with combat jump device (four degrees are shown at fig 20–43); Pathfinder badge (see fig 20–44); Military Freefall Parachutist badges (two degrees) (see fig 20–45); Military Freefall Parachutist badges with combat jump device; Air Assault badge (see fig 20–46); Space badges (three degrees are shown at fig 20–47); Ranger, Special Forces, and Sapper tab metal replicas (see figs 20–48 through 20–50).

(5) **Group 5.** Diver badges (six badges) (see fig 20–51); Driver and Mechanic badge (see fig 20–52); Parachute Rigger badge (see fig 20–53).

(6) **Physical fitness badge.** The physical fitness badge is authorized for wear only on the physical fitness uniform (see fig 20–54).

#### **Order of precedence Identification Badges (IAW Para 20-17, [DA Pam 670-1](#), 25 May 2017).**

a. Order of precedence. The following is the order of precedence of U.S. military ID badges authorized for wear on the Army uniform:

- (1) Presidential service ID badge (see fig 20–67).
- (2) Vice-Presidential service ID badge (see fig 20–68).
- (3) Secretary of Defense ID badge (see fig 20–69).
- (4) Joint Chiefs of Staff ID badge (see fig 20–70).
- (5) Combat service ID badge (see fig 20–71).
- (6) The Army staff ID badge (see fig 20–72).
- (7) Guard, Tomb of the Unknown Soldier ID badge (see fig 20–73).
- (8) Drill sergeant ID badge (see fig 20–74).
- (9) U.S. Army recruiter ID badge (AA/USAR) (see fig 20–75).
- (10) Army career counselor ID badge (see fig 20–76).
- (11) Recruiting and retention ID badge (basic, senior, and expert (ARNG)) (see fig 20–77).
- (12) Instructor ID badge (basic, senior, and master) (see fig 20–78).
- (13) Retired service ID badge (for retirees only) (see fig 20–79).

## Flight Information

### **FLIGHT INFORMATION**

*If applicable.* Listed underneath section heading. Please list rating ([IAW Para 2-5, AR 600-105, 5 June 2020](#)), military flight hours, and military aircraft flown (do not list civilian aircraft or civilian flight time). List military aircraft in alphabetical and in numerical order. If not, leave blank.

#### **U.S. Army Aeronautical Ratings:**

Army Aviator  
Senior Army Aviator  
Master Army Aviator  
Flight Surgeon  
Senior Flight Surgeon  
Master Flight Surgeon

The format is as follows:

Rating:

Flight Hours:

Aircraft flown:

Pilot Wings:

#### **For example**

Rating: Master Aviator

Flight hours: 2,500

Aircraft flown: OH-58 A/C, TH-55, UH-1H, UH-60 A/L

Pilot wings: Fort Rucker, Alabama

## Civilian Occupation

### **CIVILIAN OCCUPATION**

*Optional, but HIGHLY RECOMMENDED.* List underneath section heading. Please do not list privacy act information (i.e. home of record, names of family members, etc.). List only current civilian occupation title, company name and a brief description of duties. Please limit Job description to **no more than 75 words**. You may list any special civilian skill set(s) relevant to civilian or military profession. Format is in narrative form. If not, leave blank.

It is **HIGHLY Recommended** that you insert something into this field, even though you may not be currently doing this job. NGB-SL-GFO will occasionally get Requests for Information or Requests for Nominations looking for Officers with a particular skillset. This section provides that insight.

For example

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

## Professional Memberships and Achievements

### **PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS**

*Optional.* List underneath section heading. For those who wish to include this information, please list in chronological order from earliest to most recent. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, etc.).

For example

Board of Directors Red Cross Chapter of Maryland

National Guard Association of Maryland

## Other Achievements

### **OTHER ACHIEVEMENTS**

*Optional.* List under section heading. For those who wish to include this information, please list noteworthy civilian and/or military achievements in chronological from most recent to earliest. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, etc.).

The format is as follows:

**Year, Achievement - Organization**

For example

2000, Distinguished Alumni Award – University of Maryland

1987, Outstanding Officer of the Year - Maryland Army National Guard

## Template

Choose an item. **NAME**

**Position, Choose an Item National Guard**

**SOURCE OF COMMISSION** Choose an item.

### **EDUCATIONAL DEGREES**

Year, Name of College/University, Degree Level, Specialization, City, Choose an Item

Year, Name of College/University, Degree Level, Specialization, City, Choose an Item

Year, Name of College/University, Degree Level, Specialization, City, Choose an Item

### **MILITARY SCHOOLS ATTENDED**

Year, Choose an item. Officer Basic Course, Choose an item., City, Choose an Item

Year, Choose an item. Officer Advanced Course, Choose an item., City, Choose an Item

Year, Course, Choose an item., City, Choose an Item

Year, Course, Choose an item., City, Choose an Item

Year, Choose an item., Choose an item., City, Choose an Item

**FOREIGN LANGUAGE(S)** Choose an item.

### **PROMOTIONS**

### **DATE OF APPOINTMENT**

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

Choose an item. Choose an item. , Choose an item. Year

### **ASSIGNMENTS**

1. Choose an item. Year - Choose an item., Position Title, Unit/Command, City, Choose an Item or Country

2. Choose an item. Year - Choose an item., Position Title, Unit/Command, City, Choose an Item or Country; dual-hatted, Choose an item. Year - Choose an item., Position Title, Unit/Command, City, Choose an Item or Country

3. Choose an item. Year - Choose an item., Position Title, Unit/Command, City, State and OPERATION NAME, City, Choose an Item or Country

4. Choose an item. Year - Choose an item., Position Title, Unit/Command, OPERATION NAME, City, Choose an Item or Country

### **SUMMARY OF JOINT ASSIGNMENTS**

1. Choose an item. Year - Choose an item., Position Title, Unit/Command, OPERATION NAME, City, Choose an Item or Country

### **SUMMARY OF OPERATIONAL ASSIGNMENTS**

2. Choose an item. Year - Choose an item., Position Title, Unit/Command, OPERATION NAME, City, Choose an Item or Country

### **US DECORATIONS AND BADGES**

Choose an item.

Choose an item. (with Choose an item. Choose an item. Oak Leaf Cluster)

Choose an item. (with Choose an item. Choose an item. Oak Leaf Cluster)

Choose an item. (with Choose an item. Choose an item. Oak Leaf Cluster)

Choose an item. (with Choose an item. Choose an item. Oak Leaf Cluster)

Choose an item.

**FLIGHT INFORMATION**

Rating: Choose an item.

Flight Hours:

Aircraft flown:

Pilot Wings: Location received.

**CIVILIAN OCCUPATION**

*Limit to 75 words if applicable.*

**PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS**

*If applicable.*

**OTHER ACHIEVEMENTS**

Year, Achievement - Organization

## **Example Resume Submission**

**BRIGADIER GENERAL JOHN R. GUARD**  
**The Adjutant General, Maryland**

### **SOURCE OF COMMISSIONED SERVICE** OCS

### **EDUCATIONAL DEGREES**

1985, University of Maryland, Bachelor of Science, Chemistry, College Park, Maryland  
1990, University of Maryland, Master of Business Administration, Organizational Leadership, College Park, Maryland  
2000, United States Army War College, Master of Strategic Studies, Carlisle, Pennsylvania

### **MILITARY SCHOOLS ATTENDED**

1985, Infantry Officer Basic Course, in residence, Fort Benning, Georgia  
1988, Infantry Officer Advanced Course, in residence, Fort Benning, Georgia  
2000, United States Army War College, by correspondence, Carlisle, Pennsylvania  
2013, Army Strategic Leadership Development Program – Basic, in residence, Falls Church, Virginia

### **FOREIGN LANGUAGE(S)** Spanish

### **PROMOTIONS DATE OF APPOINTMENT**

Second Lieutenant	11 August 1985
First Lieutenant	10 August 1987
Captain	14 January 1989
Major	16 December 1994
Lieutenant Colonel	15 July 1999
Colonel	2 September 2004
Brigadier General	8 September 2007

### **ASSIGNMENT**

1. August 2016 – Present, The Adjutant General - Maryland, Reisterstown, Maryland
2. April 2015 – July 2016, Assistant Adjutant General, Maryland Joint Forces Headquarters, Reisterstown, Maryland
3. December 2013 – March 2015, Land Component Commander, Maryland Joint Forces Headquarters, Reisterstown, Maryland
4. January 2010 – November 2013, Chief of Staff – Army, Maryland Joint Forces Headquarters, Reisterstown, Maryland
5. February 2008 – December 2009, Director, Joint Staff, Maryland Joint Forces Headquarters, Reisterstown, Maryland
6. December 2004 – January 2008, Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
7. August 2001- November 2004, Deputy Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
8. July 1997 – July 2001, Commander, 229th Main Support Battalion, Reisterstown, Maryland
9. December 1995 – June 1997, Commander, 110th Engineer Battalion, Reisterstown, Maryland and OPERATION IRAQI FREEDOM, Tikrit, Iraq
10. July 1993 – November 1995, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland

11. June 1992 – June 1993, Student, Command and General Staff College, Fort Leavenworth, Kansas
12. October 1987 – May 1992, Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland
13. August 1985 – September 1987, Feb 08

#### **SUMMARY OF JOINT ASSIGNMENTS**

None

#### **SUMMARY OF OPERATIONAL ASSIGNMENTS**

1. January 1996 – December 1996, Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq

#### **US DECORATIONS AND BADGES**

Defense Distinguished Service Medal

Distinguished Service Medal (Army)

Defense Superior Service Medal

Legion of Merit (with 2 Bronze Oak Leaf Clusters)

Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)

Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)

Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)

Presidential Unit Citation (Army)

Joint Meritorious Unit Award

Army Reserve Components Achievement Medal (with 1 Silver Oak Leaf Cluster)

National Defense Service Medal (with Bronze Star)

Armed Forces Expeditionary Medal

#### **FLIGHT INFORMATION**

NA

#### **CIVILIAN OCCUPATION**

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

#### **PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS**

Board of Directors Red Cross Chapter of Maryland

National Guard Association of Maryland

#### **OTHER ACHIEVEMENTS**

2000, Distinguished Alumni Award - Maryland State University

1987, Outstanding Officer of the Year - Maryland Army National Guard

As of 6 Sep 18

## Example OFFICIAL Resume

Page 1 of 2



National Guard

Brigadier General John R. Guard

The Adjutant General- Maryland,  
Reisterstown, MD  
Since: August 2016



### SOURCE OF COMMISSIONED SERVICE OCS

### EDUCATIONAL DEGREES

University of Maryland - BS - Chemistry  
University of Maryland - MBA - Organizational Leadership  
United States Army War College - MSS - Strategic Studies

### MILITARY SCHOOLS ATTENDED

Infantry Officer Basic Course  
Infantry Officer Advanced Course  
United States Army War College  
Army Strategic Leadership Development Program – Basic

### FOREIGN LANGUAGE(S) Spanish

<u>PROMOTIONS</u>	<u>DATE OF APPOINTMENT</u>
2LT	11 Aug 85
1LT	10 Aug 87
CPT	14 Jan 89
MAJ	16 Dec 94
LTC	15 Jul 99
COL	2 Sep 04
BG	8 Sep 07

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
Aug 16	Present	The Adjutant General, Reisterstown, Maryland
Apr 15	Jul 16	Assistant Adjutant General, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Dec 13	Mar 15	Land Component Commander, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Jan 10	Nov 13	Chief of Staff – Army, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Feb 08	Dec 09	Director, Joint Staff, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Dec 04	Jan 08	Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
Aug 01	Nov 04	Deputy Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland

9/6/2018



Jul 97	Jul 01	Commander, 229th Main Support Battalion, Reisterstown, Maryland
Dec 95	Jun 97	Commander, 110th Engineer Battalion, Reisterstown, Maryland and OPERATION IRAQI FREEDOM, Tikrit, Iraq
Jul 93	Nov 95	Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland
Jun 92	Jun 93	Student, Command and General Staff College, Fort Leavenworth, Kansas
Oct 87	May 92	Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland

<u>SUMMARY OF OPERATIONAL ASSIGNMENTS</u>	<u>DATE</u>	<u>GRADE</u>
Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq	Jan 96 - Dec 96	Major

#### US DECORATIONS AND BADGES

Defense Distinguished Service Medal  
 Distinguished Service Medal (Army)  
 Defense Superior Service Medal  
 Legion of Merit (with 2 Bronze Oak Leaf Clusters)  
 Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)  
 Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)  
 Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)  
 Presidential Unit Citation (Army)  
 Joint Meritorious Unit Award  
 Army Reserve Components Achievement Medal (with 1 Silver Oak Leaf Cluster)  
 National Defense Service Medal (with Bronze Star)  
 Armed Forces Expeditionary Medal

#### CIVILIAN OCCUPATION

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

#### PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS

Board of Directors Red Cross Chapter of Maryland  
 National Guard Association of Maryland

#### OTHER ACHIEVEMENTS

2000, Distinguished Alumni Award - University of Maryland  
 1987, Outstanding Officer of the Year - Maryland Army National Guard

As of: 6 Sep 18

*The date of publication indicated on this biography reflects the most recent update. It does not necessarily reflect the date of printing.*

9/6/2018

## Colonel GOFRB Resume Guidelines

1. Follow the guidelines set forth for a General Officer Resume.
2. Official Photos should be a **DA Photo** in a 4x6 format and at least 300 dpi resolution.
3. No Dual-Hat assignments will be listed. There are 2 elements of a dual-hat billet— the primary position and the additional duty billet. Dual-hat billets require the incumbent of the primary position to perform the duties of the dual-hat billet as an additional duty.

Being the Commander on drill weekend, but working full time in a different position **does not** constitute a “Dual-Hat” assignment.

4. A Colonel, Staff POC or State MILPO should submit the resume, Official Photo (jpeg file) and current ORB as separate documents to:

SFC Mayra A. Arias, Operations Non-Commissioned Officer at [ARNG GO FEDREC](#)

SUBJECT: GOFRB Resume request for – (RANK, FIRST M. LAST)

**Any request submitted that does not follow these guidelines will be returned without action.**

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**IAW DA MEMO dtd 24 June 2020, Subject: Elimination of Department of Army (DA) Photos for Officer Selection Boards, “Effective August 1, 2020, the requirement for Officer selection boards to include DA Photos as part of their consideration for promotion is suspended. Elimination of the photos will help ensure that selection boards are as fair and impartial as possible.”**

## Colonel Bench Resume Guidelines

1. Follow the guidelines set forth for a General Officer Resume.
2. Official Photos should be a **Command** Photo in a 4x6 format and at least 300 dpi resolution.
3. No Dual-Hat assignments will be listed. There are 2 elements of a dual-hat billet— the primary position and the additional duty billet. Dual-hat billets require the incumbent of the primary position to perform the duties of the dual-hat billet as an additional duty.
4. A Colonel, Staff POC or State MILPO should submit the resume (Mil Bio) without Photo and current ORB (without photo) as PDF documents as part of the combined 2023 Bench submission: All nomination packages should be emailed directly to [ng.ncr.ngb-arng.mbx.gobench@mail.mil](mailto:ng.ncr.ngb-arng.mbx.gobench@mail.mil) the NGB-SL-Bench OIC and NCOIC, [alpa.c.ladani.mil@army.mil](mailto:alpa.c.ladani.mil@army.mil) and [briane.l.mccaslin.mil@army.mil](mailto:briane.l.mccaslin.mil@army.mil) with the subject line “Last Name, First Name, Middle Initial\_2023 officer Bench”. Please include both on package submissions.

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