

# NATIONAL GUARD BUREAU GENERAL OFFICER MANAGEMENT OFFICE



## Army General Officer Resume Guide

PREVIOUS EDITIONS OBSOLETE

Prepared by:  
NGB General Officer Management Office  
111 South George Mason Drive, Building 2  
Arlington, VA 22204

**RAR** PUBLISHED: 15 APRIL 25

## **Foreword**

*The career resume and photograph are an important representation of National Guard 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.*

*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.*

**RAR:** This Rapid Action Revision (RAR) is published to align the career resume with regulatory guidance set forth in DoDI 1320.04, with deliberate absences to keep PII off the resume. Additional data points will be listed on an addendum when required by OSD.

The following resume sections are impacted.

1. **Military Schools:** The only schools to be listed are all officer basic and advanced courses, Command and General Staff College, senior service colleges or equivalent (service component war college and fellowships). All others will be listed on an addendum to keep on file, but not a part of the career resume.

If an officer has attended Basic and Advanced Courses for the same branch, the initial template submission will have them listed as separate entries. The career resume will list them as a single entry.

2. **Assignments:** When listing DOD named Operations use all caps for the operation's name only. The use of S1, S2, S3, etc. will no longer be accepted. Common titles, such as: Intelligence Officer, Operations Officer, etc. should be used instead. COL's that have concurrent assignments (AGR/Technician assignment and M-DAY assignment) will only list their M-Day assignment. The AGR/Technician assignment can be listed under civilian occupation.

3. **US Decorations and Badges:** Only individual decorations and badges are permitted on resumes. Unit and foreign decorations/badges will not be included.

4. **Flight Information:** Removed.

5. **Professional Memberships and Achievements:** Removed.

6. **Other Achievements:** Removed.

**Other Changes:** Please submit all resume update requests to our group box and not to an individual email. This ensures continuity in the event one of us is out of the office.

## **Army General Officer Management Branch**

### **LTC Brian Pennington**

Chief, ARNG General Officer Branch

[Brian.a.pennington.mil@army.mil](mailto:Brian.a.pennington.mil@army.mil)

TEAMS: 1 520-672-0704

### **MSG Mayra A. Arias**

NCOIC, ARNG General Officer Branch

[mayra.arias2.mil@army.mil](mailto:mayra.arias2.mil@army.mil)

TEAMS: 1 520-687-8365

### **SFC Jaziere LeFlore**

Operations NCO, ARNG General Officer Branch

[Jaziere.leflore.mil@army.mil](mailto:Jaziere.leflore.mil@army.mil)

TEAMS: 1 520-671-6829

## Contents

Submitting Career Resumes to NGB-GOMO .....	6
<b>Creating an Initial Resume</b> .....	7
<b>Updating an Existing Resume</b> .....	7
<b>Official Photos</b> .....	7
The Resume.....	8
<b>Header</b> .....	8
<b>Source of Commission</b> .....	8
<b>Educational Degrees</b> .....	8
<b>Military Schools Attended</b> .....	9
<b>Foreign Languages</b> .....	10
<b>Promotions and Date of Appointment</b> .....	10
<b>Assignments</b> .....	11
<b>Summary of Joint Assignments</b> .....	11
<b>Summary of Operational Assignments</b> .....	12
<b>US Decorations and Badges</b> .....	12
<b>Civilian Occupation</b> .....	17
<b>Template</b> .....	19
<b>Example Resume Submission</b> .....	21

## Submitting Career Resumes to NGB-GOMO

Submission of an initial or updated career resume occurs:

1. The initial career resume with supporting documents will be submitted during Phase II of the General Officer Federal Recognition Board (GOFRB).
2. An updated resume with supporting documents will be submitted within 30 days of receiving promotion and/or reassignment order.

—or—

3. An updated resume with supporting documents will be submitted within 60 days of receiving an award of the Army Commendation Medal or higher.

---

Documents will be submitted to the Army General Officer Branch group box at:

[ng.ncr.ngb-arng.mbx.gofm-army@army.mil](mailto:ng.ncr.ngb-arng.mbx.gofm-army@army.mil)

SUBJECT: Resume Update Request – RANK LAST, FIRST M. (state abbreviation)

---

Once a resume is received, a staff member 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, the staff member will return the resume and/or photo via email to the officer, Staff POC or State MILPO outlining the nature of the corrections required.

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

Submit the following documents to Army GO Force Management Branch at [ng.ncr.ngb-arng.mbx.gofm-army@army.mil](mailto:ng.ncr.ngb-arng.mbx.gofm-army@army.mil) :

1. Resume (use template)
2. Education Addendum
3. Photo
4. Officer Record Brief (ORB)
5. Joint Officer History Report (JOHR)

## Updating an Existing Resume

### Update using Microsoft Word

Use the Word doc from the last update sent to NGB-GOMO. Highlight in **yellow** the areas that need to be updated/added. Strikethrough with **red** color font the areas that need to be removed or deleted.

### Update using Adobe

Pull the published resume from the National Guard website. Using the Comment Tool, select the Highlight button and highlight in **yellow** the items that need to be updated/added and insert comment. Use the **Strikethrough** button and strikethrough the items that need to be removed or deleted and insert comment.

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) 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).

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.

**Note: Officers on Active Federal Service, under the provisions of 10 USC, are not authorized to wear State, Territory, or District awards on their uniforms.**

# The Resume

## 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

## Source of Commission

SOURCE OF COMMISSIONED SERVICE:

OCS  
USMA  
ROTC  
Direct Commission

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

List civilian education (undergraduate and above) in chronological order from earliest to the most recent underneath the section heading. Do not list associate degrees or Certificates.

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**

List military education in chronological order from earliest to the most recent underneath the section heading. The **only** schools to be listed are: All officer basic and advanced courses, Command and General Staff College, senior service colleges or equivalent (service component war college and fellowships). We will ask if you have attended any course listed in our education portfolio in a separate addendum.

The format is as follows:  
Year, Course, City, State

For example:

### **MILITARY SCHOOLS ATTENDED**

1985, Infantry Officer Basic Course, Fort Benning, Georgia

1989, Infantry Officer Advanced Course, Fort Benning, Georgia

1995, United States Army Command and General Staff College, Fort Leavenworth, Kansas

2000, United States Army War College, Carlisle, Pennsylvania

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**

##### **1. Senior Service College Resident Courses:**

- a. US Army War College (USA WC), Carlisle, PA.
- b. College of Naval Warfare (CNW), Newport, RI.
- c. United States Air War College (A WC), Montgomery, AL.

- d. National War College (NWC), Washington, DC.
- e. College of Information and Cyberspace (CIC), Washington, DC.
- f. Eisenhower School for National Security and Resource Strategy, Washington, DC.
- g. Inter-American Defense College (IADC), Washington, DC.

**2. USA WC Distance Education Program (USA WCDEP).**

**3. The USA WC Fellowship Program.**

- a. Harvard University, Boston, MA.
- b. University of Texas, Austin, TX.
- c. Tufts University, Boston, MA.
- d. Scowcroft Institute of International Affairs, Texas A&M, College Station, TX.
- e. Stanford University, Stanford, CA.
- f. Massachusetts Institute of Technology, Boston, MA.

## **Foreign Languages**

FOREIGN LANGUAGE(S) If applicable. Although you may be a native speaker, do not list on here unless it is documented in your military record (DLAB results), more specifically your ORB. If not, leave blank.

For example:

FOREIGN LANGUAGE(S) Spanish

Or

FOREIGN LANGUAGE(S) None Recorded

## **Promotions and 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

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 Day Year – Month Day Year, Position Title, Unit/Command, City, State

For example:

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

Position Titles: Do **NOT** use S1, S2, S3, etc. instead use the common titles, such as: Intelligence Officer, Operations Officer, etc.

### 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

### **ONLY GENERAL OFFICERS CAN BE DUAL-HATTED.**

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

COL's that have concurrent assignments (AGR assignment and M-DAY assignment) will only list their M-Day assignment.

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."

For example:

1. August 1, 2016 – Present, Chief, Administrative Law, 101st Airborne Division (Air Assault), Fort Campbell, Kentucky and Operation IRAQI FREEDOM, Iraq

## Summary of Joint Assignments

If applicable. You **must** have received credit on your Joint Officer History Report to list any assignment under Summary of Joint Assignments. Credit is **not** automatic regardless of whether it is a JDAL billet.

Officers may view their joint qualification level by viewing their Joint Officer History Record in the Joint Qualification System (JQS) at <https://dhrmission.servicenowservices.mil>. Simply log in and find the “Officer Joint Experience Portal” within the “All” tab. Click on the “Joint Officer History” to review all information pertinent to your joint officer records.

The format is as follows:

1. Month Day Year – Month Day Year, Position Title, Unit/Command, City, State/Country  
For example:

1. October 10, 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

### **Summary of Operational Assignments**

If applicable. 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. **\*\*\*\*Only list actual dates of deployment\*\*\*\*** When listing DOD named Operations use all caps for the operation’s name only.

The format is as follows:

1. Month Day Year – Month Day 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

### **US Decorations and Badges**

**Only** individual decorations and badges are permitted on resumes. Unit and foreign decorations/badges are **not** included on the resume.

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 (IAW DA PAM 670-1, Para 22-5, 26 January 21)

**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. service (campaign) medals and service and training ribbons:** U.S. service (campaign) medals and service and training ribbons authorized for wear on the uniform are listed below in order of precedence. Personnel may wear service medals and service and training ribbons awarded by other U.S. Services on the Army uniform, except for the Air Force Longevity Service Award ribbon

and Air Force, Navy, and Coast Guard marksmanship medals and ribbons. Personnel will wear service and training medals and ribbons awarded by other U.S. Services after U.S. Army service and training ribbons and before foreign awards.

- (34) Prisoner of War Medal
- (35) 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.
- (36) American Defense Service Medal
- (37) Women's Army Corps Service Medal
- (38) American Campaign Medal
- (39) Asiatic-Pacific Campaign Medal
- (40) European-African-Middle Eastern Campaign Medal
- (41) World War II Victory Medal
- (42) Army of Occupation Medal
- (43) Medal for Humane Action
- (44) National Defense Service Medal
- (45) Korean Service Medal
- (46) Antarctica Service Medal
- (47) Armed Forces Expeditionary Medal
- (48) Vietnam Service Medal
- (49) Southwest Asia Service Medal
- (50) Kosovo Campaign Medal
- (51) Afghanistan Campaign Medal
- (52) Iraq Campaign Medal
- (53) Inherent Resolve Campaign Medal
- (54) Global War on Terrorism-Expeditionary Medal
- (55) Global War on Terrorism-Service Medal
- (56) Korean Defense Service Medal
- (57) Armed Forces Service Medal
- (58) Humanitarian Service Medal
- (59) Military Outstanding Volunteer Service Medal
- (60) Army Sea Duty Ribbon
- (61) Armed Forces Reserve Medal
- (62) NCO Professional Development Ribbon
- (63) Army Service Ribbon
- (64) Overseas Service Ribbon
- (65) Army Reserve Components Overseas Training Ribbon
- (66) Coast Guard Special Operations Service Ribbon
- (67) Air Force Combat Readiness Medal
- (68) Navy Sea Service Deployment Ribbon

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

- (69) Distinguished Service Medal
- (70) Meritorious Service Medal
- (71) Gallant Ship Citation
- (72) Mariner's Medal
- (73) Combat Medal
- (74) Defense Medal
- (75) Atlantic War Zone Medal
- (76) Pacific War Zone Medal
- (77) Mediterranean-Middle East War Zone Medal
- (78) Victory Medal
- (79) Korean Service Medal
- (80) Vietnam Service Medal
- (81) Expeditionary Medal
- (82) Philippine Defense Ribbon
- (83) Philippine Liberation Ribbon

**d. 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

**e. 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 22-15, DA Pam 670-1, 26 January 2021).

a. Order of precedence. The marksmanship badges authorized for wear on the Army uniform are listed below in order of precedence.

- (1) Distinguished international shooter badge (see fig 22-18)
- (2) Distinguished rifleman badge (see fig 22-19)
- (3) Distinguished pistol shot badge (see fig 22-20)
- (4) National trophy match badge
- (5) Inter-Service competition badge
- (6) U.S. Army excellence in competition rifleman badge (see fig 22-21)
- (7) U.S. Army excellence in competition pistol shot badge (see fig 22-22)
- (8) Marksmanship qualification badges (expert, sharpshooter, and marksman) (see fig 22-23)

Order of precedence Combat and special skill badges and tabs (IAW Para 22-16a, DA Pam 670-1, 26 January 2021).

a. Order of group precedence. The order of group precedence for combat and special skill badges authorized for wear on the Army uniform is as follows:

- (1) Group 1. Combat infantryman badges (three awards) (see fig 22-34), combat medical badges (three awards) (see fig 22-35); and combat action badge (see fig 22-36).
- (2) Group 2. Expert infantryman badge (see fig 22-37); expert field medical badge (see fig 22-38); and expert Soldier badge (see fig 22-39).
- (3) Group 3. Army astronaut device (worn attached to any aviation badge or Army space badge) (see fig 22-40); Army aviator badges (three degrees) (see fig 22-41); flight surgeon badges (three degrees) (see fig 22-42); aviation badges (three degrees) (see fig 22-43); EOD badges (three degrees) (see fig 22-44); and parachute rigger badge (see fig 22-45).
- (4) Group 4. Glider badge (rescinded) (see fig 22-46); parachutist badges (three degrees) (see fig 22-47); parachutist badges with combat jump device (four degrees) (see fig 22-48); pathfinder badge (see fig 22-49); military freefall parachutist badges (two degrees) (see fig 22-50); military freefall parachutist badges with combat jump device; air assault badge (see fig 22-51); diver badges (six badges) (see fig 22-52); space badges (three degrees) (see fig 22-53); and Ranger, Special Forces, and Sapper tab metal replicas (see figs 22-54 through 22-56).

- (5) Group 5. Driver and mechanic badge (see fig 22–57) and marksmanship badges (see figs 22–18 through 22–23).
- (6) Group 6. Physical fitness badge. The physical fitness badge is authorized for wear only on the APFU (see fig 22–58).

Order of precedence Identification Badges (IAW Para 22-17, DA Pam 670-1, 26 January 2021).

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

- (1) Presidential service ID badge (see fig 22–70)
- (2) Vice Presidential service ID badge (see fig 22–71)
- (3) Secretary of Defense ID badge (see fig 22–72)
- (4) Joint Chiefs of Staff ID badge (see fig 22–73)
- (5) Combat service ID badge (see fig 22–74)
- (6) The Army staff ID badge (see fig 22–75)
  - (a) The 3-inch Army staff ID badge (the MacArthur Badge) is authorized for current and former Army Chiefs of Staff.
  - (b) The 2-inch Army staff ID badge is worn by all others authorized to wear the badge.
- (7) Guard, Tomb of the Unknown Soldier ID badge (see fig 22–76)
- (8) Military horseman ID badge (see fig 22–77)
- (9) Drill sergeant ID badge (see fig 22–78)
- (10) U.S. Army recruiter ID badge (Regular Army and U.S. Army Reserve) (see fig 22–79)
- (11) Master gunner ID badge (see fig 22–80)
- (12) Army career counselor ID badge (see fig 22–81)
- (13) Recruiting and retention ID badge (basic, senior, and expert) (ARNG) (see fig 22–82)
- (14) Instructor ID badge (basic, senior, and master) (see fig 22–83)
- (15) Retired service ID badge (for retirees only) (see fig 22–84)

### **Civilian Occupation**

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

This is also where you would state if you are an AGR officer/Technician concurrently serving in 2 positions.

For example:

Former 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.

## 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, City, State

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

Year, United States Army Command and General Staff College, City, State

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

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

### **PROMOTIONS**

Second Lieutenant

First Lieutenant

Captain

Major

Lieutenant Colonel

Colonel

Brigadier General

### **DATE OF APPOINTMENT**

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Year

Year

Year

Year

Year

Year

Year

### **ASSIGNMENTS**

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

a. Is this a Joint Assignment that is listed on their Joint Officer History Report?

\_\_\_\_\_ Yes \_\_\_\_\_ No

b. Was the officer mobilized during this assignment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

Deployment Dates: Month Day Year – Month Day Year

Position Title, Unit/Command, operation NAME, city, state and/or Country

2. Month Day Year – Month Day Year, Position Title, Unit/Command, City, State or Country
3. Month Day Year – Month Day Year, Position Title, Unit/Command, City, State or Country
4. Month Day Year – Month Day Year, Position Title, Unit/Command, City, State or Country
5. Month Day Year – Month Day Year, Position Title, Unit/Command, City, State 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.

## **CIVILIAN OCCUPATION**

*Limit to 75 words if applicable.*

## 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, Strategic Studies, Carlisle, Pennsylvania

### MILITARY SCHOOLS ATTENDED

1985, Infantry Officer Basic Course, Fort Benning, Georgia  
1988, Infantry Officer Advanced Course, Fort Benning, Georgia  
1992, United States Army Command and General Staff College, Fort Leavenworth, Kansas  
2000, United States Army War College, Carlisle, Pennsylvania

### 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

### ASSIGNMENTS

1. August 2016 – Present, The Adjutant General - Maryland, Reisterstown, Maryland  
2. October 2015 – July 2016, Deputy Commander and Army Reserve Component Integration Advisor, United States Army Africa and Southern European Task Force, United States Africa Command, Vicenza, Italy

a. Is this a Joint Assignment that is listed on their Joint Officer History Report?

☒ Yes ☐ No

b. Was the officer mobilized during this assignment?

☒ Yes ☐ No

If Yes:

Deployment Dates:

October 2015 – July 2016, Deputy Commander and Army Reserve Component Integration Advisor, United States Army Africa and Southern European Task Force, United States Africa Command, Vicenza, Italy

3. April 2015 – September 2015, Assistant Adjutant General, Maryland Joint Forces Headquarters, Reisterstown, Maryland
4. December 2013 – March 2015, Land Component Commander, Maryland Joint Forces Headquarters, Reisterstown, Maryland
5. January 2010 – November 2013, Chief of Staff – Army, Maryland Joint Forces Headquarters, Reisterstown, Maryland
6. February 2008 – December 2009, Director, Joint Staff, Maryland Joint Forces Headquarters, Reisterstown, Maryland
7. December 2004 – January 2008, Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
8. August 2001- November 2004, Deputy Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
9. July 1997 – July 2001, Commander, 229th Main Support Battalion, Reisterstown, Maryland
10. December 1995 – June 1997, Commander, 110th Engineer Battalion, Reisterstown, Maryland and Operation IRAQI FREEDOM, Tikrit, Iraq
  - a. Is this a Joint Assignment that is listed on their Joint Officer History Report?  
☐ Yes ☒ No
  - b. Was the officer mobilized during this assignment?  
☒ Yes ☐ NoIf Yes:  
Deployment Dates:  
January 1996 – December 1996, Commander, 110th Engineer Battalion, Operation IRAQI FREEDOM, Tikrit, Iraq
11. July 1993 – November 1995, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland
12. June 1992 – June 1993, Student, Command and General Staff College, Fort Leavenworth, Kansas
13. August 1985 – May 1992, Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland

#### 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)  
Army Reserve Components Achievement Medal (with 1 Silver Oak Leaf Cluster)  
National Defense Service Medal (with Bronze Star)  
Iraq Campaign Medal (with 1 Campaign Star)  
Armed Forces Expeditionary Medal

#### CIVILIAN OCCUPATION

Former 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.

As of 15 April 2025