

## RESUME OF SERVICE CAREER

Of

THOMAS EDWARD JEFFERSON, Colonel, Engineer (Army Reserve), 000-00-0000

DATE AND PLACE OF BIRTH 16 July 1948, Beech Grove, Indiana

YEARS OF COMMISSIONED SERVICE Over 27 years

TOTAL YEARS OF SERVICE Over 29 years

MANDATORY REMOVAL DATE: 30 April 1998

PRESENT ASSIGNMENT Engineer Staff Officer (IMA), Office of the Chief of Engineers,  
Washington, DC 20310-2400, since May 1993

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg,  
Maryland

MILITARY SCHOOLS ATTENDED (Only list courses that were a minimum of 40 hours  
in duration and are **complete**)

Airborne School

Ranger School

Infantry School .Basic and Advanced Courses

Engineer School .Advanced Course

United States Army Command and General Staff College

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

United States Army War College

EDUCATIONAL DEGREES (Do not include high school. List only those institutions that  
resulted in the awarding of a baccalaureate or higher degree. Include major area of  
concentration. The major area of concentration for The United States Military Academy  
(USMA) will always be "No Major").

Austin Peay State University .BS Degree .Psychology Indiana University .JD Degree .  
Law

FOREIGN LANGUAGE(S) (List only those languages which the officer professes to  
have proficiency. If none indicate, "None recorded.")

None recorded

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MAJOR DUTY ASSIGNMENTS (Do not include enlisted or warrant officer service. List by category in chronological order accounting for all time. Do not use abbreviations. Start with date of appointment. Duty titles used should match those used in OERs rendered during same period.)

FROM TO

ASSIGNMENT

Active Duty (show casual status and non-rated periods)

Jun 70 Feb 71

Student, Engineer School, Fort Belvoir, Virginia

Feb 71 Mar 71

Casual Status

Apr 71 Oct 71

Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, United States Army, Vietnam

Nov 71 Dec 71

S-2, 3d Battalion, 16th Infantry Regiment, United States Army, Vietnam (non-rated)

Army Reserve .Not on Active Duty

Jan 72 May 72

Platoon Leader, 100th Military Police Company, Boston, Massachusetts (Jan-Feb 72, non-rated)

ARNG .Not on Active Duty

Jun 72 Sep 73

Assistant S-4, 1st Battle Group .Ohio (show state)

Army Reserve .Not on Active Duty

Oct 73 Jan 74

Plans and Policy Officer (IMA), Fort Huachuca, Arizona

Note: Major duty Assignments" is the only section which may be divided between pages. Place page numbers at the bottom of all pages except page 1.

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## MAJOR DUTY ASSIGNMENTS (continued)

FROM TO

ASSIGNMENT

Jan 74 Feb 75

Plans and Policy Officer, 310th Support  
Command, Fort Belvoir, Virginia  
Deputy Assistant Chief of Staff, Services  
31 0th Theater Army Area Command  
(TAACOM), Fort Belvoir, Virginia  
(Jul-Sep 74, ADSW)

Army Reserve .Not on Active Duty (continued)

Mar 75 Aug 83

Executive Officer, Headquarters and  
Headquarters Company, 31 0th Support  
Command, Fort Belvoir, Virginia

Army Reserve .AGR

Aug 83 Mar 84

Personnel Management Officer, Engineer  
Branch, Officer Personnel Management  
Directorate, Reserve Component Personnel  
Administration Center, St. Louis, Missouri

Mar 84 Oct 86

Chief, Engineer Branch, Officer Personnel  
Management Directorate, Reserve  
Component Personnel Administration  
Center, St. Louis, Missouri  
(Mar 84, non-rated)

Oct 86 Mar 88

Staff Officer, Personnel Division, Office of  
Chief, Army Reserve, Washington, DC

Army Reserve .Not on Active Duty

Mar 88 Jul 88

Control Group (Reinforcement)

Jul 88 Jan 91

Engineer Staff Officer (IMA), Office of the  
Chief of Engineers, Washington, DC  
\*Assistant Chief, Administrative Support

Team, Sixth Army Evaluation Headquarters,  
Camp Roberts, California (Jun 89, ADSW)

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MAJOR DUTY ASSIGNMENTS (continued)

FROM TO

ASSIGNMENT

Active Duty

Jan 91 Jun 91

Engineer Staff Officer, Headquarters, 18th Airborne Corps, United States Army, Saudi Arabia (non-rated)

To account for AT, ADT or ADSW tours for which an OER or AER was rendered while you were assigned to another unit, place entry below unit of assignment with period of duty shown in parenthesis (see example above).

Army Reserve Not on Active Duty

Jul 91 Present

Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC

\*\*deputy Chief of Staff (RTU), 5778th Corps Support Command (COSCOM), Dallas, Texas (Jul 92 - Dec 93 attached for points only)

Show RTU duty only if an OER was rendered.

PROMOTIONS

DATES OF APPOINTMENT

Rank	Component	Date
2LT	Army Reserve	7 Jun 71
1LT	AUS	23Apr73
1 LT	Army Reserve	20 Oct 73
CPT	ARNG	19Oct78
MAJ	Army Reserve	12 Mar 82
LTC	Army Reserve	11 Mar 89
COL	Army Reserve	10 Mar94

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US DECORATIONS AND BADGES

Silver Star

Bronze Star Medal with "V" Device

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Air Medal

Army Commendation Medal (with 1 Oak Leaf Cluster)

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

National Defense Service Medal (with 1 Bronze Service Star)

Vietnam Service Medal (with 3 Bronze Service Stars)

Southwest Asia Service Medal (with 2 Bronze Service Stars)

Armed Forces Reserve Medal (with Silver Hourglass and "M" Device)

Army Reserve Components Overseas Training Ribbon

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Kingdom of Saudi Arabia)

Kuwait Liberation Medal (Government of Kuwait)

Meritorious Unit Commendation

Republic of Vietnam Gallantry Cross Unit Citation

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

(SIGN AND DATE RESUME HERE)

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ADDENDUM A TO RESUME OF SERVICE CAREER

THOMAS EDWARD JEFFERSON, Colonel, Engineer (Army Reserve), 000-00-0000

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg,  
Maryland

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen locations worldwide. Annual operating budget for 1996 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

. Use this example with single spaced format as your specific guide. Do not list previous positions and civic or religious affiliations .current position only.

Limit addendum to one separate page. Must be completed by all applicants (with exception of AGR soldiers).