



AIRBORNE & RANGER TRAINING BRIGADE

Rangers Lead The Way!



KD CPT (BQ) HIRING PACKET

- ORB
- Letter of Intent (Example Attached)
- Letters of Recommendation from Rater and Senior Rater
- Copies of last three OERs (Or as many as applicable)
- Assignment Worksheet (Attached)
- Most recent APFT Card
- 4187 Requesting Reassignment to the ARTB with date of availability endorsed by BDE CDR (Example Attached)

Once you have collected the necessary files, submit the packet as one completed document (pdf). If this is not possible contact the ARTB S1 and make alternative arrangements. E-mail or call the ARTB S1 if you have any additional questions.



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ASSIGNMENT WORKSHEET

NAME: _____

SPOUSE' S NAME: _____

CHILDREN (Y/N): _____

NAMES/AGE:

_____	_____
_____	_____
_____	_____
_____	_____

EFMP (Y/N): _____

DUAL MILITARY (Y/N): _____

ASSIGNMENT CHOICES RANK ORDER, 1-5

***We will make every attempt to get you your first preference, but this is not always possible. Not all battalions may be open when you apply**

BRIGADE STAFF (Fort Benning): _____

4th RTB (Fort Benning): _____

5th RTB (Dahlonaga, GA): _____

6th RTB (Eglin AFB, FL): _____

1-507th PIR (Fort Benning): _____

MAILING ADDRESS:

PHONE NUMBER: _____

EMAIL: _____

ADDITIONAL CONSIDERATIONS – PLEASE STATE BELOW:



DEPARTMENT OF THE ARMY
HEADQUARTERS, AIRBORNE & RANGER TRAINING BRIGADE
10850 SCHNEIDER ROAD
FT BENNING, GA 31905

OFFICE SYMBOL

26 June 2014

MEMORANDUM FOR COL David G. Fivecoat, Commander, Airborne & Ranger Training Brigade

SUBJECT: Letter of Intent

1. This letter provides the Airborne & Ranger Training Brigade (ARTB) my written intent to pursue assignment to the ARTB upon completion of my current assignment and pending release by my Brigade Commander. I understand that this assignment is for a period of at least 24 months.
2. I would like to be hired as a Company Commander for the following reasons... I feel I can make a contribution to the ARTB because...
3. My previous assignments include... My previous deployments include...
4. I am a XXXX graduate of XXXXX with a Bachelor of XXXX in XXXX. I was commissioned as an Infantry Officer. I have successfully completed the following military courses: Ranger School, IBOLC, MCCC, etc.
5. List your family information, which battalion you would like to be assigned to in order of precedence, hobbies, goals, etc.

Rangers Lead the Way!

NAME
RANK, BR
Position



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, COMBINED TASK FORCE DUKE
FOB APACHE, AFGHANISTAN
APO AE 09383

AFID-BCD

07 November 2013

KYLE
MEMORANDUM FOR: Commander, Ranger Training Brigade, Fort Benning, GA
31905-5843

SUBJECT: Letter of Recommendation for 1LT [REDACTED]

1. I highly recommend Lieutenant [REDACTED] for selection for service in the Ranger Training Brigade. [REDACTED] is an extremely physically fit, intelligent, and hard-working officer. Throughout his time in 3/1 IBCT, he has proven to be a skillful Infantry Officer who has done an outstanding job leading his platoon during our trainup and during our current deployment to Afghanistan.
2. Lieutenant [REDACTED] excelled at numerous training events including the brigade fire support exercise during which his company set the standard for the brigade in planning and execution. His abilities to employ his platoon across the battlefield and synchronize CCA and 60mm mortars set him apart from his peers.
3. Lieutenant [REDACTED] was instrumental in the success of Bravo Company, 2-2 Infantry while deployed in support of SOTF-N during OEF XII-XIV. His platoon was given an unconventional mission to support US Special Forces conducting village stability operations. This required him to develop and implement creative solutions. His hard work and ability to integrate his platoon with three Special Forces Operational Detachment Alpha Teams across three locations enabled the SFOD-A teams to be 100% successful in over 80 combat missions.
4. Lieutenant [REDACTED] will excel at the Ranger Training Brigade and serve with distinction. Once again, I strongly support his request to serve in the Ranger Training Brigade. If I can amplify my endorsement in any way, please contact me at: [REDACTED] mil@mail.mil or by phone at [REDACTED] 5748.

* A VERY MATURE AND
COMPETENT 1LT. [REDACTED]

[Signature]
[REDACTED]
COL, IN
Commanding

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) COMMANDER HQ, 1-26 IN Regiment 3rd IBCT, 1st Infantry Division Fort Knox, KY 40141	2. TO (Include ZIP Code) CDR, RANGER TRAINING BRIGADE HQ, RANGER TRAINING BRIGADE 10850 SCHNEIDER ROAD FORT BENNING, GA 31905	3. FROM (Include ZIP Code) COMMANDER B Co, 1-26 IN Regiment Fort Knox, KY 40121
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC O3/CPT	6. SOCIAL SECURITY NUMBER
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____
effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) REASSIGNMENT TO RTB
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. CPT _____ will be available and released for reassignment to the Ranger Training Brigade on _____.

2. CPT _____ is branch qualified as of _____.

3. UCMJ Action Pending: YES / NO Flagged: YES / NO Bar to Re-Enlist: YES / NO

4. CPT _____ is not pending or on separation orders.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☒ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)