DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000

REPLY TO
ATTENTION OF

S: 31 Dec 04

AFRC-TRU (350)

16 JUN 2004

MEMORANDUM FOR Commanders, USARC Major Subordinate Commands

SUBJECT: Department of the Army (DA) Noncommissioned Officer Exchange with Germany (GER) for the Fiscal Year 2005 (FY 05) US Exchange Phase

1. Reference memorandum, USARC, AFRC-OPT-S, 2 Sep 98, Subject: DA Reserve Officer Noncommisioned Officer Exchange with the Federal Republic of Germany for the Fiscal Year 2005 (FY05) U.S. Exchange Program.

2. The U.S. Army Reserve Command has been allocated five positions for the FY 05 exchange. Request applications from the medical, quartermaster, signal, transportation, and chemical troop program units. Forward applications to this office, ATTN: AFRC-TRU (MAJ Joan Smith), NLT 31 Dec 04. Provide the name, phone number, and email address of your MSC point of contact that will recieve additional program information.

3. Nomination packets should be completed in accordance with enclosures 1 and 3. Qualification criteria is listed in enclosure 2. All nominations must be endorsed through the applicants' respective chain of command. The selectees' units may also have the opportunity to host a soldier from Germany.

4. Selection of participants and assignments will be made as early as possible. An order of merit list will be established, and participants will be selected from the list to fill allocations. The exchange will take place during a two-week period between June 1 and September 30, 2005. The USARC G-7, Unit Training Branch will fund this program.

5. Tours of duty to Germany will not exceed 15 days. The tours of duty will be in an Active Duty for Training status. Participation in the Exchange program is not in lieu of annual training with Soldiers respective units. Selectees will partipcate in an Annual Training event with their unit in addition to the 2 week training period in Germany.

6. For additional information, contact MAJ Joan Smith via e-mail or telephone (404) 464-8279.

FOR THE COMMANDER:

ROBERT G. SHAW
Colonel, GS
Deputy Chief of Staff, G-7

3 Encls
1. Required Documentation
2. Qualification Criteria
3. Biographical Summary

Required Documentation
For Germany
Foreign Exchange Program Participants

1. Biographic summary of service career, prepared in accordance with enclosure 3. No attempt should be made to complete military portion of the biographic summary without referring to official military personnel records. Civilian occupation will be described in an addendum on a separate page. The biographic summary must be signed and dated by the applicant.

2. Up-to-date copy of DA Form 2A/2B USAR (SIDPERS-USAR Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II), verified as accurate and complete, signed and dated by the applicant.

3. Photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include date taken, SSN, current height and weight and applicants signature.

4. Chain of command endorsement is mandatory and constitutes availability of soldier to participate in program. Applicant's immediate commander's statement and MSC commander endorsement must be included in packet. The commander's statement validates application.

5. Evaluation Reports (NCOER) for the past 3 years. The NCOERs must be profiled. The unit personnel officer, unit commander, or senior rater or reviewer can certify an evaluation report as a "True Copy."

6. DA Form 330/Defense Language Proficiency Test (DLPT) is recommended for all applicants declaring proficiency in speaking German.

7. Assemble and forward in accordance with instructions in paragraph 8 below. Do not add additional documentation. You are personally responsible for the accuracy of application, and must review each document.

8. Documents will be submitted in a manila folder with label containing applicant's last name, first name, middle initial and rank. The folder will be arranged as follows:

a. Left side of folder: Photograph (stapled).

b. Right side top to bottom (with dividers): Biographic summary of service career, three years of evaluation reports (most current on top), DA Form 2A/2B USAR, DA Form 2-1, immediate commander's endorsement, MSC Commander's endorsement, copy of passport, and DA Form 330.

Qualification Criteria
For Germany
Foreign Exchange Program Participants

1. Be a drilling member of the U.S. Army Reserve and assigned to a USAR Troop Program Unit.

2. In the grade of sergeant through master sergeant. If selected for promotion or promoted to a higher grade than program solicited, your continued participation will be terminated.

3. Have an Enlisted Term off Service (ETS) not less than 2 years from date of application suspense. Exceptions will only be granted if applicant can extend to meet criteria after Foreign Exchange tour is completed.

4. Be qualified in the area of military occupation skill (MOS). Qualified is defined as having completed the appropriate secondary military occupational skill or having been designated the MOS based on experience in previous assignments. Appropriate military professional education for grade is required as well.

5. Have passed the Army Physical Fitness Test within the past 6 months of application suspense. Only USARC participant selection board will consider requests for exception.

6. Meet height and weight standards of Army Regulation 600-9, Army Weight Control Program. For applicants who exceed the screening table weight, but meet body fat standards, submit a certified true copy of DA Form 5500-R/DA Form 5501-R.

7. Have a current physical, HIV test, and pantographic dental X-ray in accordance with OCONUS travel regulations.

8. Have a valid passport, either civilian or military. The expiration date of the passport must be 15 Oct 0 4 or later.

9. Must complete the individual anti-terrorism course (on-line or at the unit level).

Biographical Summary of Service Career

NAME, RANK, MOS, 000-00-0000

Date and Place of Birth:

Height and Weight:

Total Year of Service:

MOS and SSI:

Date of Rank:

Present Assignment: (Include military position, unit name, physical address of the unit, telephone number, and facsimile number.)

Security Clearance and Date:

Total Years RC Service:

Date of Last Physical and HIV test:

Military Schools Attended: (List courses that were a minimum of 40 hours in duration.)

Foreign Language: (List only those languages in which you are proficient. If none, indicate "None recorded.")

Major Duty Assignments: (List by category in chronological order, accounting for all time. Do not use abbreviations. Start with date of initial enlistment or appointment.)

From	To	Assignment

Promotions: (Include rank, component and date)

U.S. Decorations and Badges:

NAME, RANK, MOS, 000-00-0000 (CONTINUTATION SHEET IF REQUIRED)

Current Occupation: (List name of employer, employer address, and telephone numbers.)

Home Address and Telephone Numbers: (List alternative methods of contact e.g., email address, pager or cellular telephone numbers.)

Professional Organization and Memberships: (All clubs and civic organization that you are a member of. Detail any volunteer work that you perform with estimated hours.)

Educational Degrees: (Do not list high school. List institutions that resulted in awarding of an associate, baccalaureate or higher degree. List major area of concentration for the degree.

Desired Area (Unit and Type) of Assignment: (Include justification for this type of unit. Tell how your MOS would benefit from this exchange.)