

**BIOGRAPHICAL SUMMARY**

**AS OF Today's Date**

**DOE, JAMES G. Jr., 123-45-5768**

Major, Field Artillery, USAR

Date and Place of Birth: 17 September 1958, Anytown, MO

Mandatory Removal Date: 16 August 2009

Home Address: 34 Grand Place, APT 3A  
St. Louis, MO 63132  
(314) 555-5555

Civilian Occupation: Human Resources Manager, ABC Corporation

Enlisted Service:  
RA 26 January 1976-25 January 1980

Source and Date of Commission:  
ROTC, 26 January 1984

Total Years of Commissioned Service:  
Over 17 Years

Total Years of Service:  
Over 22 Years

<u>Military Education:</u>	<u>Year Completed</u>
Field Artillery Officer Basic Course (Resident)	1984
Field Artillery Officer Advanced Course (Resident)	1988
Combined Arms Services Staff School (CAS 3) (Non-Resident)	1990
Command and General Staff Officers Course (CGSC) (Resident)	1992

<u>Educational Degrees:</u>	<u>Year Received</u>
Missouri Southern State College, Baccalaureate of Science in Business Administration Joplin, MO	1984
University of Akron, Master of Administration Akron, OH	1986

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SIGNATURE  
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NOTE: Signature goes at the bottom of the first page, regardless of where you are in your summary.

**DOE, JAMES G. Jr., 123-45-5768**

Decorations, Service Medals, and Badges:

Meritorious Service Medal w/1 Oak Leaf Cluster (1998)  
Army Commendation Medal w/3 Oak Leaf Clusters (1999)  
Army Achievement Medal (1984)  
Good Conduct Medal (1980)  
Army Reserve Component Achievement Medal (1988)  
National Defense Service Medal (1976)  
Armed Forces Reserve Medal (1990)  
NCO Professional Development Ribbon (1977)  
Army Service Ribbon (1977)  
Overseas Service Ribbon (1979)  
Army Reserve Component Overseas Training Ribbon (1984)  
Parachutist Badge (1980)

Chronological List of Appointments:

2LT	USAR	18 August 1981
1LT	USAR	17 August 1984
CPT	USAR	16 August 1988
MAJ	USAR	15 August 1995

Chronological List of Duty Assignments:

**US Army-Active Duty**

	<u>From</u>	<u>To</u>
Enlisted Service-Sergeant, Infantryman	January 1976	January 1980

**US Army Reserve - Not on Active Duty**

Fire Direction Officer, B Btry, 3d Bn, 14th FA	August 1980	January 1984
Student-Field Artillery Officer Basic Course	January 1984	May 1984
Executive Officer, B Btry, 5th Bn, 1st FA	June 1984	May 1988
Student-Field Artillery Officer Advanced Course	May 1988	October 1988
Fire Direction Officer, HQ, 3d Bn, 86d FA	October 1988	August 1992
Student-Command & General Staff Officers Course	August 1992	January 1993
S1, Personnel Officer, HQ, 3d Bn, 75th FA	January 1993	June 1995
Assistant Plans and Operations Officer, HQ, 4001d US Army Garrison Support Unit	June 1995	June 1998
Plans Officer, HQ, 4001d US Army Garrison Support Unit	June 1998	May 1999
Assistant Operations Officer, 3 <sup>rd</sup> COSCOM	May 1999	Present

Civilian Occupation

Human Resources Manager-ABC Corporation,

Scope of Duties: Overall responsible for personnel functions of the ABC Corporation. Reports directly to the president of the corporation. Provides statistical human relations reports under EEO guidelines. Designs and implements compensation packages for all employees. Supervises fourteen administrative employees which cover the areas of recruiting, labor relations, employee relations, and conflict management.