



AIRBORNE & RANGER TRAINING BRIGADE



Rangers Lead The Way!

MAJ HIRING PACKET

- Copy of ORB (updated)
- Letter of Intent (Example Attached)
- Letters of Recommendation from Rater and Senior Rater
- Copies of last four OERs
- Assignment Worksheet (Attached)
- Most recent APFT Card

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 (Dahlonoga, 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. I have contacted my brigade commander and branch manager and I am available to report on 01 JUNE 2014.
2. I would like to be hired as a battalion executive officer 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, IOBC, ICC, etc.
5. List your family information, which battalion you would like to be assigned to in order of precedence (including HHD/BDE staff), hobbies, goals, etc.

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NAME
RANK, BR
Position