

NOAA Corps Officer Training Center



Basic Officer Training Class Pre-Reporting Guide

Table of Contents

Welcome	3
Pre-Reporting	4
Arrival & Transportation.....	6
Transportation & Campus Map.....	7
Reporting to BOTC	8
Required Records & Computer.....	9
Flight School Applicant.....	10
Medical & Financial.....	11
Uniform Requirements	12
Items to Purchase & Bring.....	13
Personnel Policies	14
Academics	15
Leadership and Management	16
Health & Physical Readiness	17
HPR Standards & Swimming.....	18
Physical Fitness Pre-Assessment.....	19
Personal Data Questionnaire	20



Mission

The mission of the NOAA Corps Officer Training Center (NCOTC) is to prepare individuals to serve effectively as commissioned officers in operational leadership roles in the National Oceanic & Atmospheric Administration.

Welcome

On behalf of the Director of the Commissioned Personnel Center (CPC) and the Chief of the NOAA Corps Officer Training Center, we want to congratulate you on your selection to Basic Officer Training Class (BOTC). You have successfully undergone close scrutiny and the NOAA Corps believes that you possess the skills and exhibit the qualities that will make you an effective officer. It is up to you to prove the selection process works. BOTC represents a new way of life, which will require many adjustments. You will be entering a joint training environment with USCG Officer Candidate School.

This packet will help you in arranging your personal affairs for BOTC.

If you have any questions or encounter any emergent problems, you may contact the NOAA Corps Officer Training Center duty cell phone (240) 429-7496.

Again, we congratulate you on your selection.

Contact Information

While you embark on this journey, you will have limited contact with your family and friends. The approved method of contact will be via mail at:

Commanding Officer
Leadership Development Center
OCS/NOAA
37 Mohegan Ave
New London, CT 06320
Attn: OC _____

In the case of an emergency while you are at BOTC, it is recommended that your family contact the nearest Red Cross and inform them that you are attending NOAA Basic Officer Training at the United States Coast Guard Academy. They will be able to assist your family in reaching you during this period.





Pre-Reporting Guidance

BOTC is divided into two sections, which make up the academic and service aptitude portions of the curriculum. Service aptitude includes personal and professional qualities. The following assignments are expectations set forth in preparation for both sections.

Personal Leadership Philosophy

BOTC operates within the NOAA Corps Leadership Development Framework. This document establishes the leadership development framework for the entire NOAA Corps, identifying 30 key leadership competencies, and behaviors associated with each of those competencies. These competencies are aligned under four major leadership categories: Leading Self, Leading Others, Leading Performance and Change, and Leading Organizations. At BOTC we will concentrate on the first three categories. You can find a copy of the Leadership Development Framework here: <http://www.corpscpc.noaa.gov/careermgmt/pdf/Leadership%20Development%20Framework.pdf>

During your preparations for reporting to BOTC, you are required to write a short paper outlining your personal leadership philosophy. This assignment should reflect *your* personal beliefs and philosophies about leadership. Keeping within the spirit of this assignment and the standards of the program, it is important that all referenced information *requires* citation. Plagiarism is *NOT* acceptable. This assignment will be collected *immediately* upon arrival and should not exceed two single-spaced pages.

Personal Data Questionnaire

Prior to your arrival you will also need to fill out a Personal Data Questionnaire. This is information based upon your civilian and military background that will help the school understand your experiences. It is beneficial that you are detailed, accurate and thorough with this information. Use this form to communicate with the staff your background and history, family life, and future goals. This form shall be submitted with the Physical Fitness Pre-Assessment (optional) and is included at the end of this packet.

Physical Fitness Pre-Assessment (optional)

To ensure that you are physically prepared to become an officer, you are highly encouraged to complete a Physical Fitness Pre-Assessment prior to reporting to BOTC. The BOTC program begins with an initial boot camp atmosphere with your OCS officer candidate (OC) counterparts. Physical training is an important part of both BOTC and being a commissioned officer. Maintaining physical fitness is a requirement for being mission ready. If you choose to submit the physical fitness pre-assessment, document and record your score on the assessment form at the end of this Pre-Reporting Guide. This assessment is due 30 days prior to the class convening date. Email the completed Physical Fitness Pre-Assessment documentation to assistantchief.ncotc@noaa.gov. When saving this file name the file with your last name followed by your first and middle initial (if applicable). For example “SmithAB.pdf”.



Arrival

You will arrive in New London to the Holiday Inn (35 Governor Winthrop Blvd, New London, CT 06320) three days prior to check in at BOTC/OCS for administrative processing. You should report in appropriate business attire. You will be informed of which morning to expect to muster in the lobby and be transported to the United States Coast Guard Academy (USCGA) for your issuance of Operational Dress Uniforms (ODUs). Please ensure you have proper payment, a white t-shirt, and appropriate undergarments on beneath your civilian attire to facilitate your uniform issue.

You will be transported to the USCGA on check in day. BOTC/OCS is located at the USCGA in Chase Hall. All students will check in at the Chase Hall Archway located on Bear Drive adjacent to the parade field that you will notice on your left upon arriving on campus. The Chase Hall Archway will be recognizable by the word "Chase" located on an archway between two buildings approximately 3/4 of the way down Bear Drive.

There are five commonly used methods of transportation for arrival: automobile, plane, train, bus, and taxi. Your transportation when initially reporting for duty will be arranged by CPC. Commercial air is the directed mode of travel. **DO NOT ATTEMPT TO MAKE YOUR OWN FLIGHT ARRANGEMENTS, THEY WILL BE HANDLED AND PAID FOR BY CPC.**

Automobile

Only if you are specifically authorized to travel via privately owned vehicles (POV) will you be reimbursed for your travel. Verify with your travel manager and recruiter that you are authorized this method of travel. The USCGA is approximately one hour from Providence and two and a half hours from either Boston or New York City. Directions can be found at the USCGA website (www.cga.edu) under the Campus tab followed by the Directions link.

Upon arrival at the gate, you will need a current drivers license, military identification (if applicable), registration, and proof of insurance in order to obtain a temporary pass and driving privileges on campus. You should request further direction from the front gate security guards on where to park your vehicle.

Once parked, lock your vehicle and bring your baggage to the archway to begin the check in process.

Airports

T.F. Green International Airport (Providence, RI) and Bradley International Airport (Windsor Locks/Hartford, CT) are the two nearest and most commonly used airports. Providence is approximately 50 miles and Hartford is approximately 60 miles. **Taxi service can run upwards of \$150 from either; authorization for a taxi will be the last option.** CPC personnel will attempt to coordinate pick-ups at T.F. Green Airport with a government van. Official travel costs are reimburseable with receipts.



Train and Bus Stations

Both Greyhound and Amtrak run out of the same station in New London, CT. The taxi ride from this location to the USCGA is approximately \$8 and a good alternative to taxi services from the airports. It is recommended that you attempt to utilize these services when completing travel arrangements.

Amtrak (800) USA-RAIL
 Greyhound (800) 231-2222

Taxi

If arriving by local taxi, ensure that you have identification to enter the front gate and instruct the driver to make their first left onto Bear Drive once through security and on campus. Most local taxi drivers will understand the location if you mention the “Chase Hall Archway” or simply “the Arches”.



BUILDINGS

- | | | |
|-------------------|------------------------------------|-----------------------------|
| 1. WAESCHE HALL | 24. ROWING CENTER | 31. BEAR DRIVE |
| 2. THE CHAIN | 25. VISITOR CENTER | 32. WASHINGTON PARADE FIELD |
| 3. BERTHOLF PLAZA | 26. ROLAND HALL | 33. SATTERLEE HALL |
| 4. DIMICK HALL | 27. ROBERT CROWN PARK | 34. FLAGPOLE |
| 5. SMITH HALL | 28. CAPTAIN HOPLEY YEATON MEMORIAL | 35. HAMILTON HALL |
| 6. MUNRO HALL | 29. COAST GUARD MEMORIAL CHAPEL | 36. CHASE HALL |
| 7. JOHNSON HALL | 30. THE HILL | 37. NORTH GATE |

UNITED STATES
COAST GUARD
 ACADEMY

NEW LONDON, CONNECTICUT
 Telephone: 800-883-8724
 Email: admissions@uscga.edu | Web: www.uscga.edu
 31 Moberg Avenue | New London, CT 06320

Arrival Day

You will report to the Chase Hall Archway on your class convening date – line up outside of the archway and await further instructions. Processing begins sharply at 0730. Note that orders may specify a different arrival time. You will be dropped off at the Chase Hall Archway by CPC personnel.

Both civilian men and women shall wear appropriate business attire. Shoes with heels are not recommended.

Lunch will not be provided upon check-in, so eat a substantial breakfast. There will be light snacks served in the wardroom.

If you have not received a Pre-Reporting email 30 days prior to your class convening, call NCOTC duty cell phone at (240) 249-7496. Additionally, if you foresee problems with any of these instructions, call before you report.



Records

You will have the following documents in-hand immediately upon check-in:

- Original Orders to BOTC
- Identification (military, drivers license and/or student ID)
- Original or certified copy of birth certificate, OR Social Security Card *
- Valid Tourist Passport (blue) or Official Government Passport (red)**
- Credit Card (for payments, if necessary)
- 5ZM[Taa]
- Original Vaccination Record
- DD-214 (copy-prior service only)
- Any other necessary paperwork as directed by your Recruiting Office
- Vehicle Registration (if driving)
- Vehicle Proof of Insurance (if driving)

* Two forms of ID are required for Common Access Card (CAC) issuance; one being a photo ID and the other bc or ssc

** You must have a valid tourist passport prior to reporting to 4AF5. In addition, you will need two passport photos. These can be obtained at most local drugstores or Post Offices. These photos will be used for a US Official Government Passport. If you already have a valid Official Government Passport (red) the two additional photos are not required.

These should all be neatly packaged and organized in an envelope.

Computer Accounts

You will be issued a government laptop for official purposes to be used during training. Usage is limited to the barracks. You are encouraged to bring a personal laptop for usage during the administrative process prior to check in, but if you do not bring one, one will be provided for you during this time. NOTIFY THE ASSISTANT CHIEF (assistantchief.ncotc@noaa.gov) OF YOUR INTENTIONS ON BRINGING A LAPTOP WITH YOU NLT 30 DAYS PRIOR TO THE START OF TRAINING.





Flight School Applicants

If you are reporting to BOTC with the desire to compete for flight training, you are required to take the Aviation Selection Test Battery (ASTB) prior to your arrival at BOTC. Your local recruiting office shall provide you with more information and a testing facility for this exam.

The application process for flight school will be completed upon confirmation that OMAO's Aircraft Operations Center (AOC) is selecting a candidate from BOTC.

Note: Please bring a copy of ASTB score and any necessary documentation to include with your flight application.

Flight School Applicant Physicals

You will undergo a thorough flight physical within the first few weeks of the program if this is not already completed. This physical is more intensive than the standard BOTC physical and it will be the responsibility of the student to make appointments and make up work missed in class.



Physical Examinations

If your physical condition has changed since your application to the program or you are aware of any condition that may preclude your full participation in a physically and emotionally demanding military indoctrination program, contact the recruiting office immediately.

If you are currently taking prescription medication of any kind for an already disclosed medical condition, every effort should be made to arrive with a minimum of a three-week supply in hand. In the event you are unable to obtain a three-week supply prior to your arrival, it is your responsibility to bring this to the attention of the doctor during your physical examination so that an order can be placed for the necessary refills.

Costs

You can expect to spend approximately \$3,600 at BOTC on uniforms and supplies. This estimate depends on tailoring costs and what uniform items you will be required or choose to purchase in addition to other various expenses. You will receive a one time initial uniform allowance of \$800 in addition to your monthly pay once you have been completely processed into the personnel system. NOTE: Prior service members who received an initial uniform allowance upon entry in another service are not eligible to receive an initial uniform allowance upon entry to the NOAA Corps.

There will be a cost of \$300.00 for class dues upon arrival that you should have available in the form of cash or check.

Meals will cost \$11.85/day and will be paid on a bi-weekly basis by cash or check for the meals consumed at the Academy.

Available Finances

It can take several weeks to receive your first paycheck. You should have access to approximately \$3,600 upon arrival to cover your *initial* expenses for uniforms and required purchases. While you may not spend this all, you should have it available.

ATM's are available on base. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Bookstore and Tailor Shop.



Uniforms

The uniform is what identifies us as members of the NOAA Corps. When we wear it, we are representing our service. Accordingly, our appearance must be impeccable at all times. The standards set at BOTC reflect this need. As explained before, a majority of the expenses you will pay will be for uniform items.

Pre-Order Items

Please provide the following information to assistantchief.ncotc@noaa.gov as soon as you receive this guide and no later than 30 days prior to the start of your training:

- Boot Size, including width (<http://www.uscg.mil/HR/udc/SuperBoot.asp>)
- ODU coat and trouser size (<http://www.uscg.mil/HR/udc/ODUUntuckedUniforms.asp>)

You also are required to pre-purchase an "Ensign BOTC kit" from the NOAA Store <http://www.noaastore.com/botckit.html>. This kit is essential to begin your training and should be ordered NLT 30 days prior to the start of training. Mail the kit to:

Commanding Officer
Leadership Development Center
OCS/NOAA
37 Mohegan Ave
New London, CT 06320
Attn: OC _____



Bookstore Purchases

The following items will be purchased upon arrival by all Ensigns:

- Small Memo Pad
- Blister Kit
- Sewing Kit
- Foul Weather Parka
- Foul Weather Parka Liner
- Black Sharpie
- NOAA Gym Bag
- Ruler
- Masking Tape
- Cotton Balls
- Black Shoe Polish
- Laundry Bag
- Laundry Soap
- Reflective Belt
- 10 Pack Pens (1 blue/1 black)
- Canteen
- 5 Subject Notebook (2)

There is a one-time laundry facility usage charge of \$98.00. This charge covers the cost of the laundry facilities and maintenance. This will be paid on the first day during check in. The approximate total at the Bookstore will be \$650 and can be paid with cash, Visa, or MasterCard.

Required Items to Bring

You *SHALL* bring the following items with you to BOTC or you will purchase them at the Bookstore upon arrival:

- 2 White Towels/2 White Washcloths
- Six pairs of white athletic socks (ankle, mid, or full)
- Six pairs of black boot socks
- Six pairs of black dress socks
- Six pairs of conservative white or flesh colored underwear
- Six white cotton crew (male) or v-neck (female) t-shirts
- Flashlight with a red lens
- Shower shoes (flip flops) - black or navy blue
- Running shoes in any color – properly fitted
- Solid black cross trainers – these are in addition to the running shoes and are not optional
- Two standard sized locks (key, dial, or combination)
- Bathrobe (white and conservative in nature) – the length must reach below knees
- Knife, folding, pocket sized; belt holster recommended
- White Plastic Hangers (10-12)
- Dark blue swimsuit, conservative in nature)

In addition, females *SHALL* bring or purchase at the Bookstore:

- Six white or flesh tone bras
- Hair pins, barrettes, and/or elastic bands – these should be plain, black, dark blue, brown, or similar to your hair color so as to not detract from the wearing of your uniform.

Optional Items to Bring

You *MAY* bring the following items with you to BOTC:

- Wristwatch, conservative (blue or black)
- A small clock/radio
- Miscellaneous toiletries
- Vitamins and supplements
- One 8x10 inch (or smaller) frame for pictures
- Personal medications (all medication will be checked in at the CGA clinic)
- Camera/Camcorder
- Thermal underwear
- Swim goggles
- Civilian attire*

*Civilian clothing will not be permitted during the junior phase of the program. Storage space is limited, do not bring more than one small suit case of civilian clothing. Appearance counts; you will not be allowed to depart if your attire does not meet the spirit of our professional standards.

Dependents

NCOTC strongly discourages bringing your dependents to New London for many reasons to include the extremely limited liberty hours and reimbursement costs *not* being authorized.

Leave

Leave will only be granted for extreme emergencies. Generally, 10 days of leave may be granted upon graduation before you report to your new duty station. This, of course, may be limited or expanded by the needs of your new unit. Emergencies will be considered on a case-by-case basis and pre-existing significant events that are known prior to arrival will not generally be considered an emergency. Ensure you plan accordingly.

Liberty

During the first several weeks, you are not permitted any visitors. Liberty is a privilege which may be granted based on class performance. Only when you have earned liberty will you be allowed to have visitors. These policies are outlined in the OCS Regulations Manual you will receive upon arrival.

Disenrollment

Ensigns and Officer Candidates are strongly encouraged not to disenroll by their own request prior to completion of the 5th week or after the 13th week of the program. Ensigns and Officers candidates may be disenrolled at anytime for failing to meet academic requirements, low service aptitude, and/or honor violations.



Academics

BOTC offers a comprehensive academic curriculum with an emphasis on nautical science, leadership, and fundamental military training. Subjects offered are related to the tasks expected of a junior officer and are in response to the needs of the service.

Classes

The following are a few topics included in the BOTC Curriculum:

- NOAA Corps History
- Basic Seamanship
- Compass and ATONS
- Nautical Rules of the Road
- Navigation I
- Navigation II
- Basic Safety Training
- Advanced Fire Fighting
- RADAR
- ARPA
- Fast Rescue Boat
- Shiphandling
- Electronic Navigation
- Bridge Resource Management (BRM)
- Underway training on vessels
- Leadership in Writing
- Leadership and Management School
- Weather
- Rates and Ranks
- Core Values
- Interpersonal Relationships
- Sexual Assault and Prevention
- EEO Training
- Health and Physical Readiness
- Correspondence
- Customs and Courtesies
- Team Building

Rules of the Road and RADAR

All Ensigns, regardless of your history of completing and passing the exam or not, will complete the closed book Coast Guard Deck Watch Officer (DWO) Exam and the RADAR Practical with a 90% or better to meet the BOTC graduation standards.

Long Cruise

Each Ensign will be provided the opportunity to experience life underway on the USCGC Barque EAGLE (WIX-327), learning fundamental aspects of seamanship, engineering, and leadership. In the event that the Barque EAGLE is unavailable, an alternate unit will be chosen.

Commencement Cruise

After commencement with your USCG shipmates, NOAA Corps officers will be afforded the opportunity to sail on a NOAA ship to prepare for their first sea tours. In the event that a NOAA ship is unavailable, an alternate plan will be devised.

Career Advice

During BOTC, you will have the opportunity to interact with NOAA Corps officers attending Refresher Training (REFTRA), a training attended by officers who are currently on land assignments but scheduled to go back to sea within the next year. This interaction provides a personalized and unique introduction to career opportunities in the NOAA Corps. Additionally, personnel from the Comissioned Personnel Center (CPC) provide support into the officer assignment process and PCS guidance, along with development of realistic career goals.



Leadership and Management

Through the service aptitude program, Ensigns and Officer Candidates undergo an intensive screening and socialization process to determine suitability. During the 19 weeks, strict standards of appearance, barracks department, conduct, and obedience to orders must be conformed to. Time management, adherence to the chain of command, and officer bearing are also stressed and measured.

The Leadership and Management Section (LAMS) is responsible for two functions:

- Provide members with a fundamental knowledge of leadership concepts
- Develop students into NOAA Corps Officers

Leadership

A series of leadership courses are offered with exposure to theoretical and philosophical aspects of leadership, which focuses each Ensign on developing their personalized model for current and future leadership roles.

In addition to professional lectures on leadership, the classroom environment also provides a forum to discuss and learn leadership principles, which will be applied in the day-to-day BOTC organization.

Service Indoctrination

The BOTC program begins with an initial “boot camp” atmosphere. Physical activities shall be assigned to correct training related deficiencies. Disciplinary actions will change as the course and each Ensign and Officer Candidate evolves. You will stand a variety of watches to gain experience and hands-on training in directing subordinates, standing duty, and evaluating subordinates. After each watch, you are evaluated by the Duty Officer or your peers and will receive counseling on your performance. You may also be placed in Company/Platoon leadership positions and will be assigned collateral duties, which allow you to implement and practice leadership techniques taught in the classroom.

Grooming Standards

All male Ensigns will receive a haircut when they arrive on check in day. The cost is \$9.00 for a standard haircut. Haircuts are mandatory for males unless you have a very short buzz cut; haircuts are not mandatory for females unless your hair is outside of the NOAA Corps grooming standards.

Women’s hair must meet the standards as set forth by the Uniform Regulations in the NOAA Corps Directives, Chapter 12.



Health and Physical Readiness

Ensigns and OCs will participate in an indoctrination period which represents your crossing over from civilian to service life. During this time, you will undergo a period of rigorous military training. The following are the objectives of the BOTC/OCS Health and Physical Readiness (HPR) program:

- **Conditioning and Fitness** - Enable you to improve overall health and physical readiness through aerobic conditioning
- **Swimming and Water Safety** - Enable you to improve your overall swimming abilities and increase confidence during water survival situations
- **Recreation and Lifetime Sports** - Enable you to actively participate individually or as a team member in a variety of sports
- **Wellness** - Enable you to live and promote a healthy lifestyle while achieving overall wellness of body, mind and spirit
- **Tobacco Use** - All tobacco products are prohibited at BOTC/OCS

HPR Requirements

Physical training is a very important aspect of BOTC. BOTC is a physically and mentally demanding program; candidates need to train *months* prior to arrival. Do not expect to have time to “get in shape” at BOTC, you will not have time. Don’t underestimate our demands or overestimate your abilities, especially in aerobic fitness and upper body strength. You will participate in a physical fitness test within the first 72 hours of reporting. This assessment will gauge your individual physical fitness level.

While there are currently no physical requirements for a commission in the NOAA Corps, in order to prevent injury and undue stress, ensure that you arrive well prepared by being both physically and mentally fit.

The initial physical fitness test consists of four parts:

- Cadence Push-ups (2 minute time limit)*
- Curl-ups/Sit-ups (2 minute time limit)
- 1.5 Mile Run
- 12 Minute Lap Swim (one length equals 25 yards)

* The push-ups are completed to an approved cadence that consists of pushing up for one second and lowering down for one second without stopping. There is a maximum number of 60 push-ups that can be completed in a 2 minute period.



HPR Standards

The following are the *MINIMUM* USCG standards for the Physical Fitness Test (for reference):

- Cadence Push-ups (Men) 32
- Cadence Push-ups (Women) 24
- Curl-ups (Men/Women) 60
- 1.5 Mile Run (Men) 10:59
- 1.5 Mile Run (Women) 12:49

You will also be required to complete a 12 minute lap swim and basic swim assessment to gauge your swimming ability. The USCG requirements of the both assessments are listed below (for reference):

Lap Swim:

- 12 Minute Lap Swim (Men 20-29) 18.5 lengths
- 12 Minute Lap Swim (Men 30-39) 17 lengths
- 12 Minute Lap Swim (Women 20-29) 17.5 lengths
- 12 Minute Lap Swim (Women 30-39) 15.5 lengths

Basic Swim:

- Back float - 60 seconds
- Prone float (holding breath) - 10 seconds
- Treading Water (no hands) - 60 seconds
- Elementary backstroke - 10 yards
- Front Crawl - 25 yards
- Unassisted swim (any stroke) - 75 yards
- 1-meter front dive, remain submerged and 15 yards swim underwater without breaking the surface

If you are not a strong swimmer, now is the time to contact your local swimming facility or fitness club to strengthen your abilities. You will be required to complete an arduous survival swim course while at BOTC. Again, do not overestimate your abilities.



Pre-Assessment Questionnaire

The following test needs to be completed and submitted 30 days prior to your class convening date to assistantchief.ncotc@noaa.gov. It is imperative that you accurately test yourself to assist in determining your level of physical preparedness for the challenges that you will face at BOTC. **THIS ASSESSMENT IS OPTIONAL, BUT HIGHLY ENCOURAGED.**

<i>Health and Physical Readiness Pre-Assessment Information</i>
Name (Last, First, Middle)
Date of Assessment
Describe where the Assessment was Administered (Indoor, outdoor, etc.)
Birthdate/Age
Gender (Male -or- Female)
<i>Health and Physical Readiness Pre-Assessment Scores</i>
Pushups (# completed at 1 second cadence in 2 minute time period without stopping)
Curl-Ups/Situps (# completed in 2 minutes)
1.5 Mile Run Time
Swim (# of 25yd laps completed in 12 minute time period)

Personal Data Questionnaire

These two forms also need to be completed and submitted 30 days prior to your class convening date to assistantchief.ncotc@noaa.gov.

Please take the time to fill out this form completely and accurately.

<i>Personal Information</i>			
Name (Last, First, Middle)	Rate (If Applicable)	Employee ID (If applicable)	Last 4 SSN
Date Enlisted (If Applicable)	Birthplace	Birth Date	Age
Address		Religious Preference	Phone Number
Legal Residence (State)	Hometown	Height	Weight
Spouse (Last, First, Middle)	Occupation	Children(s) (First, Gender, Age)	Phone Number
Adult Next of Kin (Not Spouse)	Relation	Address	Phone Number
<i>Education Information</i>			
High School			Dates
College or University			Dates
Degree(s) and Year Received		Major	Minor
<i>Military Background</i>			
Current Duty Station		Position	Dates
Service Schools Attended		Correspondence Courses Completed	
<i>Civilian/Personal Background</i>			
Significant Civilian Employment (Employer, City, State)		Position(s)	Dates
Additional Items of Interest (Special skills/talents, foreign language proficiency, professional qualifications, hobbies, etc.)			
<i>Prior Military Service/Family Background</i>			
Prior Military Service (CG Included) List previous duty assignments chronologically from earliest to most recent			
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
Relatives in Federal/Military Service			
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____

Personal Data Questionnaire

The biographical sketch is your opportunity to communicate any experiences or goals

<i>Biographical Sketch</i>
Name (Last, First, Middle)
Background: Elaborate on educational experiences, jobs held, childhood, places lived, additional information or clarification on PDQ, dietary concerns, etc.
Military Experience: Expand upon your duty stations, ROTC, positions held, etc.
Why do you want to attend this program?
Career Aspirations