

Personnel Data Sheet

Authority to request the information is derived from 5 United States Code 301, Department of Regulations. Purpose of this form is to provide members of the Battalion Chain of Command with readily accessible data concerning personnel under his/her cognizance. The information is used to manage and administer personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the billet-holder to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, SSN, local address, phone number, email address, and number of dependents. All other items are voluntary. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose voluntary items of information.

Personal Information							
Name:		SSN:		DOB:		Class:	
School:		Major:			Community:		
Company:		Platoon:	Squad:		Position:		
Phone:		Alt Phone:			Email:		
Local Address:				Home of Record:			
Marital status:		Spouses name:			No. Dependents:		
Sail Qualifications:							
Mate 'A'				Skipper 'B'			
Written test:		On water:		Written Test:		On Water:	
Swim Qualifications							
Freshman Year				Sophomore Year			
Fall:		Spring:		Fall:		Spring:	
Junior Year				Senior Year			
Fall:		Spring:		Fall:		Spring:	
PRT/PFT							
Freshman Year				Sophomore Year			
	Push-ups	Sit-ups	Run		Push-ups	Sit-ups	Run
Spring				Spring			
Fall				Fall			
Junior Year				Senior Year			
	Push-ups	Sit-ups	Run		Push-ups	Sit-ups	Run
Spring				Spring			
Fall				Fall			

Member's signature

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