

# 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: LAST NAME, FIRST MI		SSN: 123-45-6789		DOB: 80 Jan 20		Class: OC	
School: Old Dominion		Major: HISTORY			Community: Aviation		
Company: Delta		Platoon: 1st	Squad: 2nd		Position: MIR		
Phone: (757) 123-4567		Alt Phone: (757) 555-5555			Email: saltysailor@yahoo.com		
Local Address: 123 Melrose Parkway Norfolk, VA 23508				Home of Record: 729 Carrleigh Parkway Burke, VA 22015			
Marital status: Married		Spouses name: JENNIFER			No. Dependents: 1		
Sail Qualifications:							
Mate 'A'				Skipper 'B'			
Written test: Aug-05		On water:		Written Test:		On Water:	
Swim Qualifications							
Freshman Year				Sophomore Year			
Fall:		Spring:		Fall:		Spring:	
				2nd Class			
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	72	90	11:32
Fall				Fall	75	92	11:17
Junior Year				Senior Year			
	Push-ups	Sit-ups	Run		Push-ups	Sit-ups	Run
Spring				Spring			
Fall				Fall			

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Member's signature

Enclosure 1