

NAVAL RESERVE QUALIFICATION QUESTIONNAIRE FOR INACTIVE DUTY PERSONNEL

Please read important instructions on reverse [OFFICER PERSONNEL ONLY]

PRIVACY ACT STATEMENT

AUTHORITY: Authority for requesting this information is contained in 10 United States Code, Chapter 11.
 PURPOSE: To provide current information concerning your skills, education and civilian experience for use in determining appropriate mobilization assignments, promotion opportunity, and status in the Naval Reserve. Completion and return of this form is mandatory; failure to complete and return this form may affect priority of recall on mobilization, accuracy of mobilization assignment and your status in the Naval Reserve.

EDUCATION/CIVILIAN EXPERIENCE

HIGH SCHOOL, COLLEGE or PROFESSIONAL <i>(Name and Location)</i>	ATTENDED		SEM HOUR <i>(Credits)</i>	DEGREE		MAJOR FIELD OF STUDY	SPECIALIZATION WITHIN MAJOR
	FROM	TO		TITLE	DATE		

NAME AND ADDRESS OF EMPLOYER: *(If Federal Government, include title of agency, grade and series)* Kind of Business:

EXACT TITLE OF YOUR POSITION: *(Give present and former position if change occurred during past year)* PRESENT POSITION: *(YRS and MOS)* NO EMPLOYEES SUPERVISED: FORMER POSITION: *(YRS and MOS)*

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES. INDICATE SPECIAL SKILLS OR LICENSES IN EFFECT: *(Bar Membership, CPA, Denomination if a member of the Chaplain Corps, Medical or Dental Board Certification, Merchant Marine, Professional Engineer or Engineer-in-Training, Registered Architect-in-Training, etc.)*

CIVIC RESPONSIBILITIES, COMMUNITY ACTIVITIES:

RESERVE UNIT TITLE: *(Address not required)* BILLET TITLE AND MONTHS IN THIS BILLET: COMMAND HOLDING YOUR SERVICE RECORD: *(Address not required)*

ANNUAL TRAINING DURING PAST FISCAL YEAR: DUTIES: DATES:

FOREIGN LANGUAGE PROFICIENCY <i>(See instruction sheet)</i>	LANGUAGE PROFICIENCY SOURCE CODE	PROFICIENCY RATING <i>(Digit Code)</i>			
		SPEAK	WRITE	READ	LISTEN

DATE: **04Feb05**

SIGNATURE

SOCIAL SECURITY NUMBER: RANK: DESIGNATOR: FY OF REPORT:

PRINT ADDRESS HERE IF
PREPRINTED ADDRESS IS INCORRECT





NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Official Business

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 315 NEW ORLEANS LA

POSTAGE WILL BE PAID BY ADDRESSEE

COMMANDING OFFICER
N3
NAVAL RESERVE PERSONNEL CENTER
4400 DAUPHINE ST
NEW ORLEANS LA 70149-9900



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IMPORTANT INSTRUCTIONS - READ CAREFULLY BEFORE COMPLETING QUESTIONNAIRE

1. PURPOSE. Accurate and complete preparation of the Naval Reserve Qualifications Questionnaire by each reserve member is important both to the individual and to the Navy. This questionnaire serves several purposes:

- a. It provides current information to the Naval Reserve Personnel Center on your experience, education and skills for use in determining mobilization assignments.
- b. It provides information and your current achievements and activities to boards considering you for selection to the next higher grade and to disposition boards considering you for retention in or release from the Naval Reserve.
- c. It provides information required by the Armed Forces Reserve Act of 1952, as revised, codified and enacted in Title 10, United States Code, affecting your priority of recall or mobilization and your present status in the Naval Reserve.

2. GENERAL INSTRUCTIONS:

- a. Be as brief and specific as possible. Avoid the use of supplemental sheets. DO NOT include technical papers, professional articles, newspaper clippings, brochures or similar publicity materials.
- b. This questionnaire should be typewritten if possible.
- c. Complete all items, if changes have occurred in information previously reported, or if not previously reported.
- d. Upon completion and after folding tape DO NOT STAPLE closed at top center.

NOTE: ATTACH COPIES OF ORDERS, CERTIFICATES, DIPLOMAS, OR OTHER OFFICIAL DOCUMENTS TO SUBSTANTIATE ANY INDICATED CHANGES.

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3. FOREIGN LANGUAGE PROFICIENCY:

<u>DIGIT CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
06.....	MEMORIZED.....	Adequate for minimum practical needs.
10.....	ELEMENTARY.....	Able to satisfy minimum courtesy requirements, maintain simple conversations.
16.....	ELEMENTARY, PLUS.....	Able to initiate and maintain predictable conversations, satisfy limited social demands.
20.....	LIMITED WORKING.....	Able to satisfy routine social demands and limited work requirements.
26.....	LIMITED WORKING, PLUS.....	Able to satisfy most work requirements, generally acceptable and effective.
30.....	GENERAL PROFESSIONAL.....	Able to participate effectively <u>in most</u> formal and informal conversations on social and professional topics.
36.....	GENERAL PROFESSIONAL, PLUS....	Able to initiate and participate <u>in all</u> formal and informal conversations on social and professional topics.
40.....	ADVANCED PROFESSIONAL.....	Able to use the language fluently and accurately on all levels pertinent to professional needs.
46.....	ADVANCED PROFESSIONAL, PLUS....	Proficiency is regularly superior in all respects, equivalent to a well-educated native speaker.
50.....	FUNCTIONALLY NATIVE.....	Proficiency is functionally equivalent to a well-educated native speaker, uses language with complete flexibility.

LANGUAGE PROFICIENCY SOURCE CODE & DESCRIPTION

A.....	CIVILIAN SCHOOL COURSE	D.....	HOME ENVIRONMENT
B.....	DEFENSE LANGUAGE INSTITUTE (DU)	E.....	MILITARY SCHOOL (OTHER THAN DU)
C.....	FOREIGN RESIDENCE	F.....	SELF STUDY