

**APPLICATION FOR APPOINTMENT IN THE
NOAA COMMISSIONED OFFICER CORPS**

Privacy Act Statement

Authority: The collection of this information is authorized under 33 U.S.C Chapter 43, National Oceanic & Atmospheric Administration Commissioned Officer Corps.

Purpose: The information requested in this form is utilized to evaluate your qualifications for appointment in the NOAA Commissioned Officer Corps (NOAA Corps).

Routine Use: Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the System of Records Notice

NOAA-1, Applicants for the NOAA Corps.

Disclosure: Furnishing this information is voluntary. However, failure to provide the requested data will preclude you from consideration for appointment in the NOAA Corps.

Paperwork Reduction Act

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0047. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 2 hours for each application, 5 hours for each interview, and 15 minutes for each reference, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the NOAA Commissioned Personnel Center, Chief.NOAACorps.Recruiting@noaa.gov.

**APPLICATION FOR APPOINTMENT IN THE
 NOAA COMMISSIONED OFFICER CORPS**

Furnishing this data is voluntary for use in determining your qualifications for appointment in the NOAA Commissioned Officer Corps.

INSTRUCTIONS - Type or print neatly in ink. Answer all questions completely by checking boxes and/or entering the information required. Enter "N/A" in any question not applicable to you. Be certain to sign and date application in Section XII. If additional space is needed, answers may be continued in Section XI. Detailed instructions for each question are provided on pages 8-10 of this form.

I. PERSONAL DATA

1. Last Name - First Name - Middle Name (explain variations from birth certificate in Section XI):			2. Date of Birth:		
3. Mailing Address:			4. Physical Address (for receipt of overnight mail):		
City:	State:	Zip:	City:	State:	Zip:
5. Daytime Phone (with area code): Evening Phone (with area code):			6. Primary e-mail address: Alternate e-mail address:		
7. Birth Place (city/state or city/foreign country):		8. Country of Citizenship:		9. How was citizenship acquired?	
10. Selective Service Registration (check one): <input type="radio"/> I am registered with Selective Service. <input type="radio"/> I am not required to register with Selective Service.					

II. APPOINTMENT DATA

11. Date available for appointment:	12. Are you willing to accept an assignment in any geographic location?	<input type="radio"/> No	<input type="radio"/> Yes
	13. Are you willing to relocate frequently (every two to three years)?	<input type="radio"/> No	<input type="radio"/> Yes

III. EDUCATIONAL INFORMATION (include graduate degree(s) or credits earned toward graduate degree)

14. Colleges or universities attended:		Degree(s) Awarded or to be Awarded	Years Attended	Graduation Date	Major Field of Study
Name of School	Location				

15. GPA (4.0 scale):		16. Courses (and credit hours) in progress or proposed prior to graduation:
Undergraduate	Graduate	

17. Credit hours earned in the following fields of study (indicate whether hours are based on a semester or quarter hour system):		
Total Science, Math and Engineering		
Semester Hours	Quarter Hours	

18. Speciality(ies) within major field:

19. Special educational honors or awards, scholarships, fellowships, membership in fraternities/sororities or student organizations, etc:

IV. MILITARY BACKGROUND

- 20. Have you ever been rejected for enlistment in any component of the uniformed services? *(If yes, furnish complete details in Section XI.)* No Yes
- 21. Have you ever been rejected for or disenrolled from any program leading to a commission in a uniformed service? Include military service academies, federal and state maritime academies, all ROTC programs, Officer Candidate Training classes, etc. *(If yes, furnish complete details in Section XI.)* No Yes
- 22. Do you have a service obligation with any other uniformed service? *(If yes, furnish complete details in Section XI.)* No Yes
- 23. Have you ever been discharged from any uniformed service under other than honorable conditions, separated for the good of the Service, allowed to resign in lieu of involuntary separation, or demoted for cause? *(If yes, furnish complete details in Section XI.)* No Yes
- 24. Are you now or have you ever been a member of a foreign military service or been employed by a foreign government? *(If yes, furnish complete details Section XI.)* No Yes
- 25. Are you now or have you ever been a conscientious objector? *(If yes, furnish complete details in Section XI.)* No Yes
- 26. Do you receive or have you applied for an annuity from the United States or District of Columbia government under any retirement act or any pension or other compensation for military or naval service? *(If yes, furnish complete details in Section XI.)* No Yes
- 27. List all prior Uniformed Service Active Duty, Reserve Duty, Inactive Reserve Service or National Guard Service:

Type of Service	Name of Service	Type of Duty	Highest Pay Grade Achieved	Dates of Service	
				From	To

V. INTERESTS AND HOBBIES NOT MENTIONED ELSEWHERE

VI. WORK EXPERIENCE (List present or most recent position first.)

28. May inquiry be made of your present or most recent employer regarding your character, qualifications and record of employment? No Yes

1	Dates of employment (month, day and year):		Exact title of position:	Number & type of employees you supervise:
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.):		Name and title of immediate supervisor:	Type of business/organization:	
Starting:				
Ending:				
Name and address of company or organization:			Is employment at a professional level? No <input type="radio"/> Yes <input type="radio"/>	
			Reason for wanting to leave:	

Description of work:

2	Dates of employment (month, day and year):		Exact title of position:	Number & type of employees you supervise:
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.):			Name and title of immediate supervisor:	Type of business/organization:
Starting:				
Ending:				
Name and address of company or organization:				Is employment at a professional level? No <input type="radio"/> Yes <input type="radio"/>
				Reason for wanting to leave:

Description of work:

3	Dates of employment (month, day and year):		Exact title of position:	Number & type of employees you supervise:
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.):			Name and title of immediate supervisor:	Type of business/organization:
Starting:				
Ending:				
Name and address of company or organization:				Is employment at a professional level? No <input type="radio"/> Yes <input type="radio"/>
				Reason for wanting to leave:

Description of work:

4	Dates of employment (month, day and year):		Exact title of position:	Number & type of employees you supervise:
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.):			Name and title of immediate supervisor:	Type of business/organization:
Starting:				
Ending:				
Name and address of company or organization:			Is employment at a professional level?	No <input type="radio"/> Yes <input type="radio"/>
			Reason for wanting to leave:	

Description of work:

5	Dates of employment (month, day and year):		Exact title of position:	Number & type of employees you supervise:
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.):			Name and title of immediate supervisor:	Type of business/organization:
Starting:				
Ending:				
Name and address of company or organization:			Is employment at a professional level?	No <input type="radio"/> Yes <input type="radio"/>
			Reason for wanting to leave:	

Description of work:

VII. ESSAY QUESTIONS

29. Why are you seeking an appointment in the NOAA Commissioned Officer Corps?

30. What is your understanding of the duties of a NOAA Corps officer during his/her initial sea assignment, and what would you anticipate being your greatest challenges during this assignment?

31. "Honor, Respect, Commitment" are the core values of the NOAA Commissioned Officer Corps. What do these words mean to you?

VIII. SPECIAL QUALIFICATIONS AND SKILLS

32. List professional licenses or certifications:	Licensing Authority	Year of First License or Certificate	Expiration Date of License or Certificate
Type of License			

33. Special skills you possess and/or relevant operational experience (computer programming, sonar operations, survey instruments, electronic equipment, small boats, fishing/trawling gear, etc.):

34. Additional qualifications not previously addressed, such as relevant publications (do not submit unless requested), patents or inventions, public speaking experience, membership in professional or scientific societies, professional honors and awards received, etc.:

IX. REFERENCES

List five persons who are not related to you and who have definite knowledge of your qualifications and fitness for an appointment in the NOAA Commissioned Officer Corps. No more than one reference should be of a personal nature. Family members are not acceptable references.

Full Name	Current Business or Home Address (number, street, city, state and zip code)	Business or Occupation

X. OTHER QUESTIONS

35. Have you ever been barred by the Office of Personnel Management from taking examinations or accepting a civil service appointment? *(If yes, give dates and reasons for such debarment in Section XI.)* No Yes

36. Have you ever been arrested or had other encounters with the law (military or civilian)? Do not include traffic fines for which you paid a fine of \$150.00 or less. *(If yes, give details in Section XI for each incident including date, charge, place, law enforcing authority or type of court and action taken.)* No Yes

37. Have you ever used illegal drugs or abused prescription drugs? No Yes
(If yes, give complete details in Section XI.)

38. Have you ever been demoted, discharged (fired), asked or allowed to resign in lieu of separation for cause, or involuntarily placed in a leave-without-pay status by either a government agency or private industry or have you ever been passed over twice for promotion in a Uniformed Service? *(If yes, give complete details in Section XI.)* No Yes

XI. ADDITIONAL INFORMATION AND/OR CONTINUATION OF ANSWERS TO PREVIOUS QUESTIONS

(Reference each question number and use additional sheets if necessary.)

XII. CERTIFICATION

I certify that all statements in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature: (Required)

Date:

**DETAILED INSTRUCTIONS FOR
APPLICATION FOR APPOINTMENT IN THE NOAA COMMISSIONED OFFICER CORPS**

Section I: Personal Data

- Item 1. Enter your full given name, last name first.
- Item 2. Enter your date of birth.
- Item 3. Enter your present address.
- Item 4. Enter a physical address where you can receive overnight mail. Overnight mail can not be delivered to a post office box.
- Item 5. Enter phone numbers for contacting you both during the daytime and in the evening.
- Item 6. Enter primary and alternate e-mail addresses to which official correspondence may be sent.
- Item 7. Enter your place of birth (city and state or city and foreign country).
- Item 8. Enter the name(s) of the country(ies) of which you are recognized as an official citizen. Only United States citizens can be appointed in the NOAA Commissioned Officer Corps. If selected as a Primary or Alternate officer candidate, you will be required to furnish proof of United States citizenship prior to appointment.
- Item 9. Enter whether your citizenship was acquired by birth or by naturalization.
- Applicants who are Naturalized Citizens must possess a Certificate of Naturalization to be considered for an appointment in the NOAA Commissioned Officer Corps.
- Applicants born in a country other than the United States, to parents who were United States Citizens, must possess a **Consular Report of Birth Abroad of a Citizen of the United States of America** to be considered for an appointment in the NOAA Commissioned Officer Corps. This document is referred to as a Consular Report of Birth or Foreign Service Form 240.
- Item 10. Selective Service Registration - Indicate whether you are registered with the Selective Service System or are not required to register. Males born after December 31, 1959, may be required to register with Selective Service. Females are not required to register. To verify your registration or determine whether you must register with Selective Service, visit the Selective Service website: www.sss.gov.

Section II: Appointment Data

- Item 11. Enter the earliest date you will be available for appointment or inter-service transfer, if selected.
- Item 12. Indicate whether you are willing to accept assignments in any location. Indicating "No" will greatly reduce your potential for selection.
- Item 13. Indicate whether you are willing to relocate frequently. Indicating "No" will greatly reduce your potential for selection.

Section III: Educational Information

- Item 14. Enter the full name of each college or university attended, institution location (city and state), degree(s), years attended, graduation date, and major field of study. An official transcript is required from each college or university you have attended, including any from which you have transferred credit. Unofficial or student copies will not be accepted. Official transcripts may be submitted with your application or forwarded directly to the NOAA Corps Recruiting Branch.

- Item 15. Enter the cumulative grade point average (GPA) for your undergraduate degree and for any graduate degree completed or in progress.
- Item 16. List all courses and credit hours in progress that you will complete prior to the start of the Basic Officer Training Class (BOTC) for which you are applying. You must have a conferred Bachelor's degree prior to the start of BOTC. If your transcripts do not state that a Bachelor's degree has been awarded, they must be accompanied by an official letter from the Registrar stating your courses in progress, major field of study, and projected graduation date.
- Item 17. Enter the total number of credit hours (semester hours and/or quarter hours) you completed in the following three fields of study: (1) Total Science, Math and Engineering.
- Item 18. List any specializations within your major field of study that you completed.
- Item 19. List educational honors, awards, scholarships, and/or fellowships you have received. List membership and any leadership positions held in student organizations.

Section IV: Military Background

- Items 20-26. Indicate "Yes" or "No" for each question. If not applicable, indicate "No". Furnish complete details in Section XI for any question to which you respond "Yes".
- Item 27. Enter all information requested for prior service time, including Active Duty at any United States military academy. Prior creditable service time, or a portion thereof, in any uniformed service of the United States may be creditable toward pay, allowances, retirement, and/or promotion as an officer in the NOAA Corps.

Section V: Interests and Hobbies Not Mentioned Elsewhere

List any interests or hobbies not mentioned elsewhere that you would like to include.

Section VI: Work Experience

- Item 28. Indicate whether NOAA Corps may contact your present or most recent employer regarding your application.

Provide a complete chronological list of your paid and/or volunteer work experience. List your present or most recent position first. If you have more than five entries, you may enter additional information in Section XI.

Section VII: Essay Questions

- Items 29-31. Provide answers to three essay questions. Answers should highlight personal reasons for seeking an appointment in the NOAA Corps, duties and challenges you expect during an initial sea assignment, and your feelings about living the core values of a NOAA Corps Officer. Provide answers in the section below each question or on a separate attached sheet. Answers should be no longer than one page total.

Section VIII: Special Qualifications and Skills

- Item 32. List all relevant professional licenses or certifications such as maritime or aviation licenses, professional engineer license or FE/EIT certification, professional surveyor license, GIS certification, etc.
- Item 33. List any specialized skills or operational experience you have that would be beneficial in performing the duties of a NOAA Corps officer.

Item 34. List any other qualifications not previously mentioned that could be pertinent to this application, such as foreign languages, patents, publications, public speaking experience, etc.

Section IX: References

Items 35-38. List the names and contact information of three to five references that you will provide with NOAA Form 56-42A. References should be knowledgeable of your character, professional work or training, and leadership potential. Your family members are not acceptable references. Professional references include professors, employment supervisors, clergyman, etc.

Before providing references with NOAA Form 56-42A, be certain to complete all fillable fields on page 1 and enter your name in the "Applicant's Name" field at the top of page 2. References may complete this form electronically, but a hard copy with original signature must be forwarded directly to the NOAA Corps Recruiting Branch.

Section X: Other Questions

Answer "Yes" or "No" for each question. If not applicable, indicate "No". Furnish complete details in Section XI for any question to which you responded "Yes".

Section XI: Additional Information and/or Continuation of Answers to Previous Questions

Use this space for any additional information and/or continuation of answers to previous questions. Be certain to indicate the question number for each continuation.

Section XII: Certification

Read the certification statement then sign and date your application. Applications that have not been signed will not be accepted, and the delay of submitting another application could cause you to miss the deadline.