

**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 eight and nine 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:
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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:
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7. Birth Place (city/state or city/foreign country):	8. Country of Citizenship:	9. How was citizenship acquired?
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10. If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.:

10a. Were you born a male after December 31, 1959?  No  Yes

10b. Have you registered with the Selective Service System?  No  Yes

10c. If "NO," describe your reason(s) in section XI

**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. Speciality(ies) within major field:

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

**IV. MILITARY BACKGROUND**

- 19. Have you ever been rejected for enlistment in any component of the uniformed services? *(If yes, furnish complete details in Section XI.)* No  Yes
- 20. 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, platoon leader's course, etc. *(If yes, furnish complete details in Section XI.)* No  Yes
- 21. Do you have a service obligation to any other uniformed service? *(If yes, furnish complete details in Section XI.)* No  Yes
- 22. 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
- 23. 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
- 24. Are you now or have you ever been a conscientious objector? *(If yes, furnish complete details in Section XI.)* No  Yes
- 25. 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
- 26. 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 Rank or Rate Achieved	Dates of Service	
				From	To

**V. INTERESTS AND HOBBIES NOT MENTIONED ELSEWHERE**

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

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

<b>1</b>	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:			Reason for wanting to leave:	

Description of work:

<b>2</b>	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:			Reason for wanting to leave:	

Description of work:

<b>3</b>	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:			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:			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:			Reason for wanting to leave:	

Description of work:

**VII. ESSAY QUESTIONS**

28. Why do you seek an appointment in the NOAA Commissioned Officer Corps?

29. What is your understanding of the duties of a NOAA Corps officer during an initial sea and/or aviation assignment? What would you anticipate being your greatest challenges during this assignment?

30. "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**

31. List professional licenses or certifications:	State or Other Licensing Authority	Year of First Licence or Certificate	Expiration Date of Licence or Certificate
Type of License			

32. Special skills you possess and/or relevant operational experience (e.g. uncrewed systems, aviation, computer programming, diving, sonar, acoustics, survey instruments, electronic equipment, small boats, fishing/trawling gear, oceanographic equipment, etc.):

33. 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 three to 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.

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

**X. OTHER QUESTIONS**

34. 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
35. During the past seven years, have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law? Do not include traffic fines for which you paid a fine of \$300.00 or less, any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, any conviction other record which has been expunged under Federal law, and any conviction set aside under the Youth Corrections Act or similar State authority. *(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
36. While in the military service, were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? *(If yes, give details in Section XI for each incident including date, charge, place, law enforcing authority or type of court or court-martial and action taken.)* No  Yes
37. 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? *(If yes, give complete details in Section XI.)* No  Yes

38. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use Section XI to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.

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** (Must be signed in ink.)

*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:

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](http://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. List any specializations within your major field of study that you completed.
- Item 18. 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 19-25. 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 26. 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 27. 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 28-30. 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 31. 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 32. List any specialized skills or operational experience you have that would be beneficial in performing the duties of a NOAA Corps officer.
- Item 33. 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**

List the names and contact information of three to five references that you will provide with NOAA Form 56-42D. 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.

#### **Section X: Other Questions**

- Items 34-37. 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.

## 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](mailto:Chief.NOAACorps.Recruiting@noaa.gov).