

NAVY 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 Navy 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 Navy 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
*(See instruction sheet)*LANGUAGE
PROFICIENCY
SOURCE CODEPROFICIENCY RATING *(Digit Code)*

LISTEN

READ

SPEAK

WRITE

SIGNATURE

DATE:

SOCIAL SECURITY NUMBER:

RANK:

DESIGNATOR:

FY OF REPORT:

IMPORTANT INSTRUCTIONS - READ CAREFULLY BEFORE COMPLETING QUESTIONNAIRE

1. **PURPOSE.** Accurate and complete preparation of the Navy Reserve Qualification 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 Navy Personnel Command 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 Navy 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 Navy Reserve.

2. GENERAL INSTRUCTIONS:

a. Be as brief and specific as possible. Avoid the use of supplement 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 mail to the following address NAVPERSCOM (PERS-912), 5720 Integrity Drive, Millington, TN 38055.

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

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 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 in <u>most</u> formal and informal conversations on social and professional topics.
36	GENERAL PROFESSIONAL, PLUS	Able to initiate and participate in <u>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 native speaker.
50	FUNCTIONALLY NATIVE	Proficiency is functionally equivalent to a well-educated native speaker, uses language with complete flexibility.