

BIOGRAPHICAL DATA FORM (MILITARY FACULTY, STAFF AND STUDENTS/CIVILIAN STUDENTS) **SEE INSTRUCTIONS ON NEXT PAGE**

A

B C

D YEAR GROUP:

E DESIGNATORY:

F DATE OF RANK:

G SOURCE OF COMMISSION:

H PRIMARY EXPERIENCE:

K ADDITIONAL EXPERTISE:

L SERVICE SCHOOLS:

M EDUCATION:

N PREVIOUS ASSIGNMENTS:

ORGANIZATION	LOCATION	TITLE	INCL/YR

O P GRADUATES FROM

Q ACTIVE DUTY SERVICE DATE : R DATE OF BIRTH

I

J

INSTRUCTION FOR COMPLETION OF BIOGRAPHICAL DATA FORM
(Military Faculty, Staff and Students/Civilian Faculty)
(NWC 1085.1A)

INFORMATION CAN BE LEGIBLY PRINTED OR TYPED

- A. **NAME.** Enter *last name*, followed by *first name* and then *middle initials(s)*, with JR., II, III, etc (if applicable) as the last entry (e.g. JONES, KEVIN M., JR.)
- B. **RANK.** Spell out *military rank* (e.g. LIEUTENANT COMMANDER). Follow with an asterisk if the entry is a Navy frocked rank or, for other services, if selected for promotion to next higher rank (then see entry for Block O). If *civilian* enter grade (e.g., GS-12, FSO-1). Leave blank if no civilian grade assigned.
- C. **SERVICE.** If *military* spell out service (e.g. U.S. MARINE CORPS). If *civilian* spell out agency (e.g., DEFENSE MAPPING AGENCY).
- D. **YEAR GROUP.** *U.S. Navy* enter Year Group (e.g., 1960). *All others* enter N/A.
- E. **DESIGNATOR.** *Navy* enter Designator. *All other services* enter N/A.
- F. **DATE OF RANK.** Use numerals in order of month/day/year (e.g., 01/14/84), *military* enter Date of Rank. *U.S. Navy frocked*, enter date of rank of actual pay grade. *Civilian* students enter date of grade promotion or N/A as appropriate.
- G. **SOURCE OF COMMISSION.** *Military* enter source of commission and year (e.g., U.S. Naval Academy – 1972, ARMY ROTC – 1974, OCS –1969). *Civilians* enter N/A.
- H. **PRIMARY EXPERIENCE.** Enter primary warfare, operational, administrative, or staff experience as appropriate. Example follow:
- NAVY - SURFACE (DESTROYERS), SUBMARINE (SSBN), LEGAL (INTERNATIONAL LAW).
 - USMC – GROUND (INFANTRY), AIR (AV-8).
 - ARMY – FIELD ARTILLERY (155mm HOW.), INFRANTRY (AIRBORNE).
 - USAF – TAC (F-15), SAC (B-52), AIR STAFF, AFLC.
 - USCG – SURFACE (CG CUTTERS), AIR (SAR).
 - CIV. – SOVIET UNION STUDIES, MERCHANT MARINE, LOGISTICS.
- I. **FIRST NAME.** Enter name by which you wish to be addressed.
- J. **SPOUSE’S NAME.** Enter name by which your spouse desired to be addressed. If no spouse then leave blank.
- K. **ADDITIONAL EXPERIENCE.** Enter supplementary specialization gained through education, training or experience (e.g., STRATEGIC C³, OCEANOGRAPHY, COMPUTER MANAGEMENT, etc.). If none enter N/A.
- L. **SERVICE SCHOOLS.** Enter no more than five major service schools (most recent first) and date graduated (e.g., ARMED FORCES STAFF COLLEGE – 1972; NAVAL WAR COLLEGE (CNC&S) – 1968; NUCLEAR POWER SCHOOL – 1967; etc.). *Civilians* may enter special seminars, training, etc.
- M. **EDUCATION.** Enter no more than three graduate and undergraduate colleges/universities (most recent first), degree and year graduated (e.g., NAVAL POSTGRADUATE SCHOOL – M.S. COMPUTER SCIENCE, 1970; U.S. NAVAL ACADEMY – B.S. PHYSICS, 1964, etc.).
- N. **PREVIOUS ASSIGNMENTS.** List last five assignments (most recent first), with organization, location, title, and years (e.g., U.S.S. LONG BEACH / SAN DIEGO, CA / ENGINEERING OFF. / 1981-1982).
- O. Enter *FROCKED or *SELECTED FOR PROMOTION to amplify asterisk if entered in Block B.
- P. **GRADUATES.** Enter the date of graduation from NWC (e.g. 06/16/2000) **FROM.** Enter in NWC college/class (e.g., College of Naval Warfare–CNW or College of Naval Command and Staff–CNCS or Naval Command College–NCC)
- Q. **ACTIVE DUTY SERVICE DATE.** Use numerals in order of year/month/day (e.g., 820412). *Civilians* enter N/A.
- R. **DATE OF BIRTH.** Use numerals in order of month/day/year (e.g., 03/21/63).