

## APPLICATION INSTRUCTIONS FOR THE NOAA COMMISSIONED CORPS

Read these instructions carefully before completing the attached forms.

- A. Forms you must submit to the recruiting officer:
1. ONE signed copy of Application for a Commission in the NOAA Officer Corps, NOAA Form 56-42.
    - (a) Fill in questions completely. If item is not applicable, write "N/A".
    - (b) List all previous employment including part-time or summer jobs.
    - (c) Item 19, military service, must be answered. If this section does not apply to you, put "NONE" under organization. If applicable, provide a description of military experience in Section V.B.
    - (d) References should be the same as those named in the Reference Letters.  
(See B2)
  2. Certified copy of any Report of Transfer or Discharge (DD Form 214) and Discharge Certificate received from a Uniformed Service.
  3. Prior Fitness Reports (performance evaluations), most recent three reports, for those seeking Inter Service Transfers.
- B. The following must be forwarded directly to the recruiting officer:
1. Certified official transcript(s) of all your college records to be forwarded by the school(s).
  2. Reference Letters, NOAA Form 56-42D, shall be from a minimum of three references named in the application (NOAA Form 56-42). A minimum of three reference letters are required to complete the application package, but five are preferred. Reference letter forms, with envelopes addressed to the recruiting officer, are enclosed for return mail from each reference. References should be RECENT professors and/or employers who can attest to your professional qualifications and background. *Make sure your reference's name and address are shown after "TO" and your name is listed after "RE" on each letter.* (For those downloading these forms on-line, the completed reference letters should be mailed to:  

NOAA Corps Recruiting Office  
Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910
- C. Be sure to check the application forms for errors and unanswered questions. Any forms completed incorrectly will be returned to the applicant for corrections, thus delaying the final outcome of the application.

Normally, processing of an application requires two to four months from the time all documents are returned.

If you have not done so, you must schedule a personal interview with a NOAA Corps Recruiting Officer.

## Specific Instructions for Questions:

- Item 1. Give your full name.
- Item 2. Enter your Social Security Number (SSN). See attached Privacy Act Notice regarding disclosure.
- Item 3. Enter your present address
- Item 4. Selective Service Registration: Males born after December 31, 1959, may be required to register with Selective Service. For more information visit [www.sss.gov].
- Item 5. If the present address where you can be reached is temporary, please provide "permanent" locator information. This information should also include telephone numbers (area code, number).
- Item 6. Your date of birth will determine your eligibility for appointment. *33 USC 3021(a)(2)(A) meets the qualification requirements specified in paragraphs (1) through (4) of section 532(a) title 10, United States Code*
- Item 7. Enter your place of birth (City and State).
- Item 8. Provide information required to determine citizenship. Only United States citizens can be appointed in the NOAA Commissioned Corps. You will be required to furnish proof of your United States citizenship prior to being found qualified for appointment to the NOAA Commissioned Corps.
- a. If you were born in country other than the United States, you must provide sufficient information to permit verification of your citizenship and to conduct the suitability investigation required for all applicants.
  - b. Applicants born in a country other than the United States whose Parents Were U.S. Citizens. Submit a copy (DO NOT SEND ORIGINAL) of a Consulate Report of Birth (Foreign Service Form 240).
  - c. Naturalized Citizen Applicants. You must possess a Certificate of Naturalization to be considered for commissioning.
- Item 9. Date available for commissioning or service transfer
- Item 10. Indicate whether you are willing to accept assignments in any location.  
Indicating No will eliminate you from consideration for a commission.
- Item 11. Indicate whether you are willing to relocate. Indicating No will eliminate you from consideration for a commission.

- Item 12. Give full name of college, university, or other institution, including location (City, State). OFFICIAL TRANSCRIPTS ARE REQUIRED. Student copies are not acceptable. If available, submit with your application. You must have your official transcripts forwarded to:

NOAA Corps Recruiting Office  
Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910.

NO APPOINTMENTS TO THE COMMISSIONED CORPS CAN BE MADE WITHOUT RECEIPT OF ALL OFFICIAL TRANSCRIPTS. NOTE: A baccalaureate degree must have been conferred by a college, university, or academy listed in the latest "Directory of Post Secondary Institutions, Volume 1" issued periodically by the U.S. Department of Education. Be sure to list your degree, number of credit hours earned, years attended, and major (if declared).

- Item 13. Provide grade point average (GPA) for your undergraduate and graduate work.
- Item 14. Provide the total number of semester or quarter hours for the following:  
Calculus, Physics, and Total Science, Math and Engineering.
- Item 15. List the courses and credit hours remaining to be met prior to graduation.
- Item 16. List any educational honors, scholarships, professional societies or fraternities, or community groups involved in.

Section IV. Indicate Yes or No. If not applicable, indicate in the corresponding text box. Furnish details for all Yes responses.

- Item 24. Service in any of the Uniformed Services of the United States may be creditable toward pay, allowances, and retirement as an officer in the NOAA Commissioned Corps. Please be sure to indicate whether your service was "Active" or "Inactive." Certified copy of any Report of Transfer or Discharge (DD Form 214) and Discharge Certificate received from an Armed Force should be submitted with the application, if available.

Section V.B. Include a complete list of your paid and/or volunteer work experience

- Item 25. Indicate whether or not an inquiry may be made of your present employer. If No is selected, an inquiry will only be made following specified permission.

**Section V.C** Provide a personal statement highlighting your career goals, reasons for seeking a NOAA Corps Commission and a discussion on your feelings about a tour of duty at sea, as well as future assignments. Please provide the statement in the provided section. If you wish you may provide this statement on an attached sheet. This personal statement should be no longer than one page.

**Item 26-29.** List professional licenses or certificates

**Item 30.** List all specialized skills.

**Item 31.** List other qualifications not covered ( e.g., Foreign languages, patents, or publications).

**Section VII.** Reference Letters: List the names and contact information of five references provided with NOAA Form 56-42D. You must use as references those individuals who are knowledgeable about your professional work or training. Your family members, relatives, etc., are not acceptable. Preferred references are those from your clergyman, Professors, and employment supervisors. References should be provided with NOAA Form 56-42D and the completed reference should be forwarded directly to the NOAA Corps Recruiting Office at:

NOAA Corps Recruiting Office  
Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910.

**Item 32-35** Answer a Yes or No to the questions posed. If Yes is provided, please give complete details in the adjacent space or under section IX.

**Section X.** Sign and date your application. Only signed applications will be processed for appointment review.

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

NOAA Form 56-42 (01-91 Rev. 10-03)		U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION					
<b>APPLICATION FOR A COMMISSION IN THE NOAA OFFICER CORPS</b>							
INSTRUCTIONS - Type or print neatly in ink. Answer all questions completely by checking boxes or entering the information required. Write "None" in any blank not applicable to you. Read "Certification" at the end of this form before entering required data. If more space is needed to make entry in "Section IX" or add additional sheets. Complete form in duplicate.							
<b>I. PERSONAL DATA</b>							
1. Last Name-First Name-Middle Name (Explain variations from birth certificate in Section IX.)					2. Social Security No.		
3. Present address					4. Selective Service Registration If you are a male born after December 31, 1959, you must (subject to certain exceptions) be registered with the Selective Service System. (Please check one)  <input type="checkbox"/> I am registered with the Selective Service System <input type="checkbox"/> I am not required to be registered with the Selective Service System		
City							
State:		Zip					
Phone: (with area code):							
5. Permanent address					E-mail address:		
City					Alternate E-mail address:		
State					Zip		
Phone: (with area code):							
6. Birth Date (Mo-Day-Yr)	7. Birth place (city and state or foreign country)		8. Citizenship				
		a. Citizen of what country?		b. How was citizenship acquired? <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization			
			c. If naturalized				
9. Date available for commissioning:			Certificate No.	Place and court		Date	
10. Are you willing to accept an assignment in any geographic location? <input type="checkbox"/> No <input type="checkbox"/> Yes				11. Are you willing to relocate frequently: <input type="checkbox"/> No <input type="checkbox"/> Yes, every two to three years			
<b>III. EDUCATIONAL INFORMATION</b> (Include graduate degree(s) or credits earned toward graduate degree)							
12. College or University		Degree program (i.e. BSCE etc.)	Credits earned		Years attended	Graduated or will graduate (dd/mm/yr)	Major
Name	Location		Sem. Hrs.	Qtr Hrs.			
13. GPA (undergraduate) _____ (A=4.0) (graduate) _____		15c. Specialty(ies) within major field:					
14. Semester or quarter hours earned in the following subjects:			Calculus	Physics	Total Science, Math and Engineering Hours		
15. Courses (and credit hours) in progress or proposed prior to graduation:							
16. Special educational honors, scholarships, professional societies, fraternities, etc.							
<b>IV. MILITARY BACKGROUND</b>							
17. Have you ever been rejected for enlistment in any component of the Uniformed Services?							
No <input type="radio"/>	Yes <input type="radio"/>	If yes, furnish complete details below or in Section IX:					
18. 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.)							
No <input type="radio"/>	Yes <input type="radio"/>	If yes, furnish complete details including service, name and location of unit, reason for rejection or disenrollment, dates, etc. If more room is needed, use Section IX.					

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<b>2</b>	Dates of employment (Month, day and year)		Exact title of position	Number and kinds of employees you supervise	
	From:	To:			
	Salary or earnings & how paid (hourly, weekly, etc.)				
	Starting \$	Per:	Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfgr., accounting, insurance, etc.)
	Ending \$	Per:			
Name and address of employer (Firm, organization, etc.)			Name, title and present address of immediate supervisor		
Is employment at a professional level? <input type="radio"/> Yes <input type="radio"/> No			Reason for wanting to leave:		
Description of work:					

  

<b>3</b>	Dates of employment (Month, day and year)		Exact title of position	Number and kinds of employees you supervise	
	From:	To:			
	Salary or earnings & how paid (hourly, weekly, etc.)				
	Starting \$	Per:	Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfgr., accounting, insurance, etc.)
	Ending \$	Per:			
Name and address of employer (Firm, organization, etc.)			Name, title and present address of immediate supervisor		
Is employment at a professional level? <input type="radio"/> Yes <input type="radio"/> No			Reason for wanting to leave:		
Description of work:					

<b>4</b>	Dates of employment (Month, day and year)		Exact title of position		Number and kinds of employees you supervise
	From:	To:			
Salary or earnings & how paid (hourly, weekly, etc.)			Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfgr., accounting, insurance, etc.)
Starting \$		Per:			
Ending \$		Per:			
Name and address of employer (Firm, organization, etc.)				Name, title and present address of immediate supervisor	
Is employment at a professional level? <input type="radio"/> Yes <input type="radio"/> No				Reason for wanting to leave:	
Description of work:					
<b>V. C. I AM INTERESTED IN A CAREER IN THE NOAA CORPS BECAUSE:</b> (Include a discussion on your feelings about sea duty which will constitute your first tour as well as future assignments in NOAA.)					
<b>VI. SPECIAL QUALIFICATIONS AND SKILLS</b>					
26. Kind of license, or certificate (For example, pilot professional engineer, merchant marine, etc.)			27. State or other licensing authority	28. Year of first license or certificate	29. Year of latest license or certificate
30. Special skills you possess and machines and equipment you can use (for example, computer programming, survey instruments, electronic instruments, etc.)					
31. Special qualifications not covered in application (for example, your most important publications (do not submit copies unless requested), your patents or inventions, public speaking experience, membership in professional or scientific societies, etc.; and honors and fellowships received)					



VII. REFERENCES		
List a minimum of five persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.		
Full Name	Present business or home address (Number, street, city, state and zip code)	Business or occupation

VIII. OTHER QUESTIONS (Answer all questions by checking the appropriate box)		Yes	No
32. 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.		<input type="radio"/>	<input type="radio"/>
33. 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? (You may omit: (a) traffic fines for which you paid a fine of \$150.00 or less, (b) any offense committed before your 18 <sup>th</sup> birthday which was finally adjudicated in a juvenile court or under a youth offender law, (c) any conviction other record of which has been expunged under Federal or State law, and (d) any conviction set aside under the Youth Corrections Act or similar State authority.)		<input type="radio"/>	<input type="radio"/>
34. 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 for each incident including date, charge, place, law enforcing authority or type of court or court-martial and action taken.		<input type="radio"/>	<input type="radio"/>
35. 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.		<input type="radio"/>	<input type="radio"/>

## X. CERTIFICATION

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

Signature of applicant (sign in ink) \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

## PRIVACY ACT ADVISORY STATEMENT

The Privacy Act of 1974 requires that you be given certain information in connection with the information solicited on the attached forms. The data is required under 33 USC 3002 -3072 The information requested in this form is utilized to evaluate your qualifications. The furnishing of this data is voluntary for use in determining your qualifications for appointment in the NOAA Corps. Failure to provide the requested data will preclude your consideration for appointment.

THE AUTHORITY FOR THE COLLECTION OF THIS DATA IS: 33 U.S.C. 3001-3072

Under DOC/NOAA Privacy Act Systems of Records: COMMERCE/NOAA - routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. General routine use No.12 does not apply. Also to respond to the applicant, Members of Congress, or others with a valid interest who may inquire as to the status of the application or who may request reconsideration of a rejected application.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine applicant's suitability for employment in the NOAA Corps.

## PREFATORY STATEMENT OF GENERAL ROUTINE USES

The following routine uses apply to, and are incorporated by reference into, each system of records set forth below:

1. In the event that a system of records maintained by the department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation or order issued pursuant thereto, or protecting the interest of the Department.
2. A record from this system of records may be disclosed, as a routine use, to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
3. A record from this system may be disclosed, as a routine use, to a Federal, state, or local, or international agency, in response to its request, in connection with the assignment, hiring or retention of an individual, the issuance of a security clearance, the reporting of an investigation of an individual, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed, as a routine use in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
5. A record in this system of records may be disclosed, as a routine use, to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.
6. A record in this system of records which contains medical information may be disclosed, as a routine use, to the medical advisor of any individual submitting a request for access to the record under the Act and 15 CFR Part 4b if, in the sole judgement of the Department, disclosure could have an adverse effect upon the individual, under the provision of 5 U.S.C. 552a(f) (3) and implementing regulations at 15 CFR 4b.6.
7. Deleted, Reserved.
8. A record in this system of records may be disclosed, as a routine use, to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any state of the legislative coordination and clearance process as set forth in that Circular.
9. A record in this system may be disclosed, as a routine use, to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act 5 U.S.C. 552.
10. A record from this system of records may be disclosed, as a routine use, to a contractor of the Department having need for the information in the performance of the contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).
11. Deleted, Reserved.
12. A record in this system may be transferred, as a routine use, to the Office of Personnel Management for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related man-power studies.
13. A record in this system of records may be disclosed, as a routine use, to the Archivist of the United States, National Archives & Records Administration (NARA), or his designee, during an inspection of records conducted by NARA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the NARA regulations governing inspection of records for this purpose, and other relevant (i.e., NARA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The Public reporting burden for this collection of information is estimated to 1 hours (or 60 minutes) per response for the application form and 10 minutes per response for the references. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to (NOAA Commissioned Personnel Center, 1315 East-West Highway, Suite 12100, Silver Spring, MD 20910).



U.S. DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Silver Spring, MD 20910

RE:

TO:

Dear

The individual named above is applying for an appointment in the Commissioned Corps of the National Oceanic and Atmospheric Administration, one of the seven uniformed services, and has furnished your name as a reference.

Appointment standards require that applicants be technically oriented college graduates who are mature, intelligent and possess high moral standards. Those who are selected will have an opportunity to receive training and schooling in technical fields to improve and advance their knowledge and skills in subjects essential to the Nation's interest.

Commissioned personnel who cannot adjust to service life must be discharged, causing emotional distress to the individual as well as loss to the Government. By giving your frank opinion of the service potential of the applicant, you will be rendering service to both the applicant and the National Oceanic and Atmospheric Administration.

Your responses to the questions listed on the reverse side of this letter will be of invaluable assistance in determining the service potential of the applicant. Any additional comments you may wish to make regarding the applicant's character, background and activities will be most appreciated.

Please mail the form to the Recruiting Office at the following address:

Recruiting Office  
NOAA Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910

Sincerely,

LCDR Holly Jablonski, NOAA  
Recruiting Officer

RE:

I. PERSONAL DATA - Please answer the following questions:						
1. What is your relationship to the applicant?						
2. How long have you known the applicant?						
II. EMPLOYMENT DATA - If you are familiar with the applicant's employment, please answer the following questions to the best of your knowledge and comment where applicable.						
1. What is the highest position applicant held in professional employment?						
2. Why did applicant leave job?						
3. Has applicant ever been discharged for inefficiency, neglect of duty or moral unfitness? If yes, please comment:					No <input type="radio"/>	Yes <input type="radio"/>
III. GENERAL RATING - Please rate applicant on the factors stated below:						
Factors to be considered	Very Good	Good	Acceptable	Poor	Check Best Trait	
1. Reliability						
2. Ability to work harmoniously with others						
3. Emotional stability						
4. Integrity						
5. Ability to adjust to reassignments and relocations						
6. Self-confidence						
7. Initiative						
8. Leadership						
9. Trust involving security of the United States						
10. Graduate school potential (This factor is to be rated by PROFESSOR OR ACADEMIC HEAD only)						
11. Overall Rating: Using the scale of 0 to 9, please rate the applicant in the box to the right (with "0" a rating of very poor and "9" a rating of exceptionally outstanding. Thus, a rating of 5 might be for a person with a middle-of-the-class scholastic record with half the above factors marked "Good" and half marked "Very Good")					Rating (0-9)	
IV. REMARKS:						
Privacy Act of 1974 requirement: Please check the box to the right if you request that your identity be held in confidence:				Yes, please keep my identify held in confidence <input type="checkbox"/>		
Signature		Title			Date	

### **Address for receipt of overnight mail**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # at this address \_\_\_\_\_

### **NOAA Corps preliminary questions:**

Answer the three questions in the space provided below. Sign and date your response.

What are the duties of a NOAA Corps officer during the initial 24-30 month sea assignment?

Why do you seek a commission in the NOAA Corps?

What are some of your travel experiences?