

# GUNTER NONCOMMISSIONED OFFICE ACADEMY STUDENT DATA RECORD

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 8013.

**PURPOSE:** Emergency data collection, PCS/Locator Service, Medical Information.

**ROUTINE USES:** Information will not be disclosed outside DoD.

**DISCLOSURE:** Voluntary; however, failure to provide information may result in emergency notification delay.

**READ CAREFULLY BEFORE COMPLETING THIS RECORD. USE PENCIL ONLY.**

### INSTRUCTIONS FOR COMPLETING THE STUDENT DATA RECORD

**Student Data Record must be filled out completely and legibly.**

*Block 3: Not Applicable (N/A) for Local Students.*

*Block 4: Students will find out their Flight Number on the 1st Day.*

*Block 5: Fill out completely with ZIP Code. N/A for Local Students.*

*Block 7 - 9: Students need to get the personnel information from Commander's Support Staff prior to leaving duty station.*

*Block 10a - 10b: Require both Commercial and DSN phone numbers.*

*Block 12a - 12b: Students must sign and date this Student Data Record.*

**DO YOU HAVE ANY MEDICAL PROBLEMS?**

Yes  No      Nature of problem →

**ARE YOU TAKING ANY PRESCRIPTION MEDICATION?**

Yes  No      Nature of medication →

**NAME, ADDRESS, PHONE NUMBER OF NEXT OF KIN**

1. NAME (Last, First, Middle Initial)		1a. GRADE	1b. SSN	1c. DOB (YYYY/MM/DD)
2. ORGANIZATION		2a. OFFICE SYMBOL	2b. BASE/MAJCOM	2c. DUTY PHONE
2d. EMERGENCY PHONE				
3. DORM ROOM NUMBER	4. FLIGHT	5. MAIL FORWARDING ADDRESS(Mail forwarding address-home address)		
6. POV LICENSE NUMBER	7. TAFMSD (YYYY/MM/DD)	8. PROMOTION LINE NUMBER	9. EXPECTED DATE OF PROMOTION	
10a. FIRST SERGEANT'S NAME AND DUTY PHONE (Commercial and DSN)		10b. COMMANDER'S NAME AND DUTY PHONE(Commercial and DSN)		
11a. WING COMMANDER'S NAME		11b. COMMAND CHIEF MASTER SERGEANT'S FULL NAME		
12a. SIGNATURE		12b. DATE		

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).