

PRIVACY ACT STATEMENT

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. PURPOSE OF THIS FORM IS TO PROVIDE FOR AN IMMEDIATELY ACCESSIBLE, UP-TO-DATE RECORD OF PERSONAL DATA FOR PERSONNEL MANAGEMENT AND/OR EMERGENCIES. COMPLETION OF THIS FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN ADMINISTRATIVE OR DISCIPLINARY ACTION BEING TAKEN.

**INSTRUCTOR TSHARP
CHECK IN SHEET**

NOTE: THIS FORM MUST BE COMPLETED IN ITS ENTIRETY

***** CODES LISTED ON BACK**

SQUADRON VT86 VT10 VT4 WING				ASSOCIATE YES or NO		PLATFORM T-6 Pilot T-6 NFO T-45 PILOT T-45 NFO E2 E6 MPR	
COMMISSION DATE				PAY GRADE		RANK	
SERVICE BRANCH				DATE OF RANK			
MARITAL STATUS				SPOUSE NAME		NUMBER OF DEPENDENTS	
CELL PHONE NUMBER				CELL PHONE CARRIER			
LOCAL ADDRESS INCLUDE APT NO. (IF APPLICABLE) AND ZIP CODE							
DATE OF BIRTH		BIRTH CITY		BIRTH STATE OR COUNTRY			
NAVY EMAIL ADDRESS		PERSONAL EMAIL ADDRESS					
*** ORIGINAL SOURCE CODE		*** STUDENT PROCUREMENT CODE <i>If other than listed, explain</i>					

**WING/SQD
ADMIN
receive into
the following
databases**

Gain into JPAS/DISS (not associates)

Gain into NFAAS (Not associates)

Gain into DTS (Not associates)

CITIBANK (Not associates)

REPORT TO WING BUDGET OFFICE

T-SHARP DATA ENTRY FORM

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. § 301; OPNAVINST 3710.7(series), Naval Air Training and Operating Procedures Standardization (NATOPS) Program; COMNAVAIRFOR Manual 3710.7, NATOPS General Flight and Operating Instructions; SORN N01542-1, Aviation Training Jackets.

PRINCIPAL PURPOSE: The purpose of this collection is to create a student profile in the T-SHARP database, which is used to maintain an up-to-date student flight record and to evaluate the student's individual training progress and qualifications.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. §552a(b) of the Privacy Act, information within T-SHARP may be shared within the Navy, Marine Corps, and other DoD components with a demonstrated need to know, with other Federal agencies for authorized purposes (e.g., USOG, NASA, FAA, NTSB), and to educational institutions upon requests for academic transcripts.

DISCLOSURE: Disclosure is voluntary; however, failure to provide the information may result in disenrollment from flight training.

Check In Date	Profile Type * <small>Real / Notional / Tactical Crew</small>	Service Code (see below) <small>0 / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / M / N</small>	Service Status <small>Active Duty / SELRES / FTS</small>
Last Name *	First Name *	Middle Name	Suffix (if any)
DOD ID *	Email *	Timezone *	Citizenship <small>USA /</small>
Student Source (see below)			
ASTB Examinee ID	ASTB AQR	ASTB PFAR	ASTB FOFAR
Gender <small>Male / Female</small>	Race (see Below) <small>A / B / C / D / E / F</small>	Ethnicity (see below)	

Note: GS and Contractor personnel need only complete asterisked items (*).

Race Codes
A – American Indian or Alaska Native
B – Asian
C – Black or African American
D – Native Hawaiian or Other Pacific Islander
E – White
F – Decline to Respond

Source Codes
<u>Navy</u>
05 – Naval Academy
07 – NROTC
13 – Officer Candidate School
19 – Direct Procurement includes Merchant Marine Academy
38 – USN/R US Air Force Academy
91 – Navy Transition Student
99 – Other
<u>Marine</u>
20 – Direct Procurement
25 – US Naval Academy
27 – USMC/R ROTC
29 – PLC/Other
31 – USMC/R US Air Force Academy
93 – Marine Transition Student
<u>Other</u>
15 – US Coast Guard
95 – USCG Transition
17 – International Military Training
75 – USAF Academy/USAF Students
77 – USAF ROTC
79 – USAF Officer Training School
81 – USAF Transitions Student
00 – USAF US Naval Academy
97 – US Army
98 – Other Service

Service Codes
0 – USMC AO/Navigator
1 – USN/R Active Duty Pilot
2 – USNR Reserve Training Pilot
3 – USMC/R Active Duty Pilot
4 – USMC Reserve Training Pilot
5 – Other Services
6 – USN/R Active Duty NCO/AOFS
7 – USMC/R Active Duty NCO/AOFS
8 – USMC Reserve Training NFO
9 – USMCR Reserve Training NFO
M – Enlisted Marine
N – Enlisted Navy

Ethnicity
1 – Other Hispanic Descent
2 – US/Canadian Indian Tribes
3 – Other Asian Descent
4 – Puerto Rican
5 – Filipino
6 – Mexican
7 – Eskimo
8 – Aleut
9 – Cuban
B – blank
D – Indian
E – Melanesian
G – Chinese
H – Guamanian
J – Japanese
K – Korean
L – Polynesian
Q – Other Pacific Island Descent
S – Latin American with Hispanic
V – Vietnamese
W – Micronesian
X – Other
Y – None
Z – Unknown