

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)

TITLE OF FORM

PRESCRIBING DIRECTIVE

Personnel Summary Sheet

AR 340-21

1. AUTHORITY

5 USC 5525

2. PRINCIPAL PURPOSE(S)

To provide the Department Head and his designated representative with basic data for management purposes within the department.

3. ROUTINE USES

Form provides basic information for personnel management decisions. Kept in departmental files on potential instructors.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Voluntary – Failure to provide all of the required information may make it difficult for the administrative staff and selection board to give full consideration to soldiers desiring to become a USMA History Instructor

FORM

Privacy Act Statement – 26 Sep 75

DA Form 4368-R, 1 May 75

**DEPARTMENT OF HISTORY
PERSONNEL SUMMARY SHEET FOR DIRECT HIRES**

Date: _____

I. PERSONAL DATA

a. Name: _____ Rank: _____

Branch: _____ Year Group: _____ Source of Commission: _____

b. Primary Military Specialty: _____ Alternate Specialty: _____

c. Permanent Telephone: _____

Permanent Address: _____

AKO address: _____ Cell Phone #: _____

d. Home Telephone: _____ Duty Telephone: _____

Home Address: _____ Duty Address: _____

e. Married: _____ Spouse's Name: _____

If spouse is in the service, is he/she seeking an assignment at USMA? _____

If so, where? _____ (Provide additional information, if necessary, in Block VIII)

II. CIVILIAN EDUCATION DATA

a. Undergraduate College	Years Attended	Concentration/Major	Degree	Honors	GPA
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

b. Graduate College	Years Attended	Concentration/Major	Degree	Honors	GPA
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

c. GRE Scores: Verbal: _____ Quantitative: _____ Analytical Writing: _____ Date: _____
 Verbal: _____ Quantitative: _____ Analytical Writing: _____ Date: _____

d. Foreign Languages:

Language(s)	Years Studied	Where Studied	Proficiency
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

III. Military Schooling

School	When Attended	When Scheduled to Attend	Cmdt's List	Distinguished/Honor Grad?
Basic	_____	_____	_____	_____
Career Course	_____	_____	_____	_____
CGSC	_____	_____	_____	_____
Other	_____	_____	_____	_____

IV. PUBLICATIONS (Either Military or Academic)

V. MILITARY BACKGROUND

a. Assignment History (last three)

	Position	Location	Dates
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

b. KD for your Branch and Rank? _____ **If so, when will you be complete?** _____
If not, anticipated dates _____

c. Currently Deployed (if so, location and anticipated date of redeployment)? _____

d. Location and Date of Next Deployment (if known)? _____

e. Highest Military Award _____

f. Next Expected PCS Date _____ **Anticipated Next Assignment** _____

VI. Tracking/Study Preferences

a. Preferred historical area of study and teaching, in priority:

- _____ American
- _____ Military
- _____ International (include Europe, Middle East, Latin America, or China) _____

b. Main topic of historical research/interest:

VII. GENERAL STATEMENT: Please answer the following questions in no more than one page (single side). You may either write your response in the space below or write it separately and attach it to this form. Why do you want to teach in the Department of History? How does an assignment at West Point contribute to your long-term goals of service in the Army?

VIII. OTHER INFORMATION

a. Please enclose a recent photograph/snapshot of yourself. An official photograph is not necessary.

b. Please provide any other information you feel we should consider (e.g. other departments you are applying to). You many also use this space to complete any of the above sections (except for part VII).