

CLASS ROSTER

RATE "A/C" CLASS # XXXX YYMMDD - YYMMDD

NAME	DOD ID	GENDER	CLEARANCE STATUS	FLEET RETURNEE	CITIZEN	DRIVERS LICENSE	BRANCH CLASS	DEPENDENT LOCATION	DUTY PREFERENCE			NOTES (NJP / PFA FAIL)
									GEOLOCATION	STATE, REGION, COUNTRY	PLATFORM	

Notes:

1. The roster template must be submitted to the appropriate detailer with all required information to include: Sailor's last name, first name, middle initial, DoD ID, gender, clearance status, fleet returnee, U.S. citizen, driver's license, branch class, (if applicable) dependent location, and duty preference. The notes portion of the roster is utilized for any items that can assist in the placement of the Sailor. For example: Sailor NJP'd – no overseas, PFA Failure, Second Class Swim Qualification Failure, EMFP package in progress, etc.
2. To ensure every reasonable effort is made for military couples to move together and establish a joint household whenever possible the CAC will include the spouse's branch of service and duty location in the spouse location portion of the roster. A NAVPERS 1306/7 must be on file to support spouse co-location.
3. For all branch class 32 (reservist) Sailors you must include all guarantees and where the Navy Operational Support Center (NOSC) will perform their drill in accordance with the member's contract in the NOTES portion of the roster.
4. For all FTS Sailors, you must include all of the information on their driver's license in the NOTES portion of this roster for them to be detailed appropriately.

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