

Reserve Qualification Summary (RQS)

NAVMC 10476 (05-02) (All previous RQS editions are obsolete)

This form is intended to provide boards with an update of military and civilian skills and qualifications which may not be reflected in your Official Military Personnel Files (OMPF). It is to be completed by all officers, staff noncommissioned officers, and sergeants of the Selected Marine Corps Reserve, Individual Ready Reserve, Active Reserve, Mobilization Training Units, and Individual Mobilization Augmentees, when required.

This form can be submitted as part of an individual's package submission to boards, but *will not* be used to update OMPF information. Marines should conduct a separate audit of their records to ensure that all of their skills and qualifications are accurately reflected in the Marine Corps manpower system. Information on ordering OMPFs and Master Brief Sheets is available at <https://www.mmsb.usmc.mil>. Additional career information is located on Marine On-Line at <https://www.mol.usmc.mil> and at www.manpower.usmc.mil /RA.

Read the Privacy Act Statement below before completing the RQS. Please type or print clearly when completing a paper copy of the form. If you require additional space to complete an item, continue on a separate piece of paper, identifying the item being continued. Upon completion, submit to the appropriate Headquarters element as required. This form is also available electronically with expandable data fields at <https://www.mol.usmc.mil>

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552A)
This 5 U.S. Code, Section 301, is the basis for requesting this information. Executive Order 9397 of 22 November 1943 authorizes the use of your Social Security Number. The purpose of this form is to produce an up-to-date summary of your skills and qualifications for inclusion in your official records at Headquarters, Marine Corps. The information is used by personnel who are authorized to screen your record for consideration for promotion and military assignments. Your Social Security Number is used for purposes of individual identification only. Providing this information is voluntary on your part; failure to provide the information would preclude up-to-date information on your skills and qualifications from being available in your official case files, and may hamper your chances for future military assignments and promotions. Disclosure of your Social Security Number is mandatory.
RESERVE QUALIFICATION SUMMARY – PRIVACY ACT STATEMENT

Reserve Qualification Summary (RQS)

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FOUO - Privacy sensitive when filled in.

Name : Last			First			MI	SSN (last 4 digits)
Age	Gender	Ethnicity	Height	Weight	Body Fat %	PFT Score / Date	
Phone Number			E-Mail Address				
Home Address			DOR		PMOS		
			AMOS		AMOS2		
Current Military Duty (billet / unit) :							
Military Career Experience Summary							
Decorations (award/date received) :							
							Date :
							Date :
							Date :
							Date :
							Date :
							Date :

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Military Education (school/date completed) :

Date :

Date :

Date :

Date :

Civilian Education (school/date completed) :

Date :

Date :

Date :

Date :

Civilian Occupation (job, description of duties) :

Languages (spoken/written/reading skills) :

Remarks (Include community activities, civilian skills beneficial to military service, etc) :

Signature :

Date Completed :