Clear Fields | Print Form

The Texas A&M University System

Employee Personal Data

HR 181 (11/09)
Check one:
___ TRS ___ ORP

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

Name: _____ _____ _____
Last *First* *Middle*

UIN or SSN: _____ **Birthdate:** _____ _____ _____
Month *Day* *Year*

Citizenship: _____ **Visa type:** _____
Country *If other than U.S. citizenship*

❑ Male
❑ Female

Highest Education Level
❑ 1–Less than high school ❑ 2–High school/GED ❑ 3–Associate degree
❑ 4–Baccalaureate degree ❑ 5–Master's degree ❑ 6–Doctoral degree
❑ 7–Special professional (D.D.S., D.V.M., J.D., M.D., etc.) _____

You are not obliged to respond to the asterisked items below (Veteran and Former Foster Child Status) and on Page 3; however, your response is important to meet federal and state reporting requirements. Any information you provide will remain confidential in accordance with applicable federal and state regulations. Your employment will not be adversely affected by any information you furnish.

EEO Ethnicity/Race (See Page 2)

3-Hispanic or Latino? ❑ Yes If you selected 'Yes," you will be identified as Hispanic or Latino for federal and and state reporting purposes, even if you select any of the races below.

Select all that apply.
❑ 1–White ❑ 2–Black or African American
❑ 4–Asian ❑ 5–American Indian or Alaska Native
❑ 6–Native Hawaiian or Other Pacific Islander
❑ 8–Decline to provide information

If you selected more than one race (not including Hispanic or Latino), you will be identified as "Two or More Races" for federal and state reporting purposes.

***Veteran Status (See Page 2. Check all that apply.)**
❑ Veteran
❑ Armed Forces Service Medal Veteran
❑ Other Protected Veteran
❑ Recently Separated Veteran (within last three years)-If yes, indicate armed services separation date _____
❑ Orphan of a Veteran
❑ Surviving Spouse of a Veteran

An option for disabled veterans is provided on Page 3.

***Former Foster Child Status** I am 25 years of age or younger and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding my 18th birthday. ❑ Yes ❑ No

Residence address
Street: _____
City: _____ State: ____ ZIP: _____
Phone: ( ) _____

Mailing address
Street/P.O. Box: _____
City: _____ State: ____ ZIP: _____
Phone: ( ) _____

In event of emergency notify:
Name: _____
Relationship: _____
Address: _____
City and state: _____
Phone: _____

Do you have relatives who are A&M System employees?
❑ Yes ❑ No

If yes, give name, title, relationship and organization:
_____
_____
_____

State law gives you the right to choose whether The Texas A&M University System should allow public access to your home address, home telephone number, Social Security number, and whether you have family members. **If you do not declare this personal information as confidential, it will be open to the public.** If you are a "peace officer," your home address and telephone number are automatically confidential. **Mark one box in item 1 and one box in item 2.**

1. ❑ Yes, I want my personal information to be confidential. ❑ No, I do not want my personal information to be confidential.
2. ❑ I am a certified peace officer. ❑ I am not a certified peace officer.

Please read and sign Pages 2 and 3 of this form before returning it.

Employer should complete the following for employee:

PIN: _____ Employee location code: _____
ADLOC: _____ Check distribution code: _____
Campus or office address:
_____
_____ Mail Stop: _____ Office phone: _____

The following definitions are provided for your information and assistance in completing the Employee Personal Data form:

EEO Ethnicity/Race

- ***Hispanic or Latino.*** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ***White.*** (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ***Black or African American.*** (Not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa.
- ***Asian.*** (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ***American Indian or Alaska Native.*** (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- ***Native Hawaiian or Other Pacific Islander.*** (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*Veteran Status

- ***Veteran.*** The individual has served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law and was honorably discharged from military service, or was discharged for an established service-connected disability, and is competent.
- ***Armed Forces Service Medal Veteran.*** The individual is a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Services Medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).
- ***Other Protected Veteran.*** The individual has served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the department of defense. A list of campaigns and expeditions meeting this criteria is on Page 4.
- ***Recently Separated Veteran.*** The individual is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- ***Orphan of a Veteran.*** The individual is an orphan of a veteran killed on active duty who had served in the military for not less than 90 consecutive days during a national emergency in accordance with federal law, and is competent.
- ***Surviving Spouse of a Veteran.*** The individual is a surviving spouse (who has not remarried) of a veteran killed on active duty who had served in the military for not less than 90 consecutive days during a national emergency in accordance with federal law, and is competent.

Social Security Account Number: Notice to Employees

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that any Federal, State, or local government agency which requests an individual to disclose his/her Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

Accordingly, employees, or applicants for employment, are advised that disclosure of an employee's Social Security account number (SSAN) is required as a condition for employment within The Texas A&M University System and its members, in view of the practical administrative difficulties which would be encountered in maintaining adequate employee records without the continued use of the SSAN.

The SSAN is used to verify the identity of the employee, and as an employee account number (identifier) throughout the period of employment in order to record necessary data accurately. As an identifier, the SSAN is used in such employee activities as: determining and recording salary entitlements, payments and deductions, determining, recording, and payment of social security contributions by both employees and employing agency; determining, recording, and payment of retirement contributions by both employee and employing agency; determining and recording employee annual and sick leave accumulation and use; recording entitlement and payment for official travel and per diem; determining and recording entitlement and payment for workers' compensation; reporting earnings to the Texas Employment Commission, which serves as the basis for determining any future unemployment compensation insurance benefits; recording personal data in System group insurance files; determining and recording service for retirement and other benefits based on length and dates of employment and other service; and such other related requirement which may arise.

Authority for requiring the disclosure of an employee's SSAN is grounded on section 7(a)(2) of the Privacy Act, which provides that any Federal, State or local agency maintaining a system of records in existence and operating before January 1, 1975, may continue to require disclosure of an individual's SSAN if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual.

The Texas A&M University System and its members require the disclosure of the SSAN on necessary employee forms and documents used pursuant to statutes passed by the State of Texas and United States and regulations adopted by agencies of the State of Texas and United States, and by the Board of Regents of The Texas A&M University System.

I have read and understand this material and I certify that the information provided by me is true and correct to the best of my knowledge. This document is executed in good faith.

Original Signature Required

Employee signature *Date*

The Texas A&M University System

Disabled Veteran Status

(continued from the Employee Personal Data form)

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form. Because this form contains protected health information about you, it will not be placed in your personnel file.

Name: _____ _____ _____
Last *First* *Middle*

UIN or SSN: _____ **Birthdate:** _____ _____ _____
Month *Day* *Year*

Do you claim to be a Disabled Veteran*? ❑ Yes ❑ No

A disabled veteran is (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs or (2) an individual who was discharged or released from active duty because of a service-connected disability.

*You are not obliged to respond; however, your response is important to meet federal and state reporting requirements. Any information you provide will remain confidential in accordance with applicable federal and state regulations. Your employment will not be adversely affected by any information you furnish.

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Original Signature Required
Employee signature

Date

OTHER PROTECTED VETERAN STATUS CRITERIA

CAMPAIGN/EXPEDITION	DATES START	DATES END
Armed Forces Expeditionary Medal (AFEM)		
Afghanistan (Enduring Freedom)	09/11/01	Present
Afghanistan (Iraqi Freedom)	03/19/03	Present
Berlin	08/14/61	06/01/63
Bosnia (Joint Endeavor, Joint Guard & Joint Forge)	11/20/95	Present
Cambodia	03/29/73	08/15/73
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75
Congo	07/14/60	09/01/62
Congo	11/23/64	11/27/64
Cuba	10/24/62	06/01/63
Dominican Republic	04/28/65	09/21/66
El Salvador	01/01/81	02/01/92
Global War on Terrorism	09/11/01	Present
Grenada (Urgent Fury)	10/23/83	11/21/83
Haiti (Uphold Democracy)	09/16/94	03/31/95
Iraq (Northern Watch)	01/01/97	Present
Iraq (Desert Spring)	12/31/98	12/31/02
Iraq (Enduring Freedom)	09/11/01	Present
Iraq (Iraqi Freedom)	03/19/03	Present
Korea	10/01/66	06/30/74
Kosovo	03/24/99	Present
Laos	04/19/61	10/07/62
Lebanon	07/01/58	11/01/58
Lebanon	06/01/83	12/01/87
Libyan Area (Eldorado Canyon)	04/12/86	04/17/86
Mayaguez Operation	05/15/75	05/15/75
Panama (Just Cause)	12/20/89	01/31/90
Persian Gulf (Earnest Will)	07/24/87	08/01/90
Persian Gulf (Desert Thunder)	11/11/98	12/22/98
Persian Gulf (Desert Fox)	12/16/98	12/22/98
Persian Gulf (Southern Watch)	12/01/95	Present
Persian Gulf (Vigilant Sentinel)	12/01/95	02/01/97
Persian Gulf Intercept Operation	12/01/95	Present
Quemoy and Matsu Islands	08/23/58	06/01/63
Somalia (Restore Hope & United Shield)	12/05/92	03/31/95
Taiwan Straits	08/23/58	01/01/59
Thailand	05/16/62	08/10/62
Vietnam and Thailand	07/01/58	07/03/65
Vietnam Evacuation (Frequent Wind)	04/29/75	04/30/75

CAMPAIGN/EXPEDITION	DATES START	DATES END
Navy Expeditionary Medal and Marine Corps Medal		
Cuba	01/03/61	10/23/62
Indian Ocean/Iran	11/21/79	10/20/81
Iranian/Yemen/Indian Ocean	12/08/78	06/06/79
Lebanon	08/20/82	05/31/83
Liberia (Sharp Edge)	08/05/90	02/21/91
Libyan Area	01/20/86	06/27/86
Panama	04/01/80	12/19/86
Panama	02/01/90	06/13/90
Persian Gulf	02/01/87	07/23/87
Rwanda (Distant Runner)	04/07/94	04/18/94
Thailand	05/16/62	08/10/62

CAMPAIGN/EXPEDITION	DATES START	DATES END
Other Campaign and Service Medals		
Army Occupation of Austria	05/09/45	07/27/55
Army Occupation of Berlin	05/09/45	10/02/90
Army Occupation of Germany	05/09/45	05/05/55
Army Occupation of Japan	09/03/45	04/27/52
China Service Medal (Extended)	09/02/45	04/01/57
Korea Defense Service Medal	07/28/54	TBD*
Korean Service	06/27/50	07/27/54
Kosovo Campaign Medal (KCM) Operation Allied Force	03/24/99	06/10/99
Kosovo Campaign Medal (KCM) Operation Joint Guardian	06/11/99	TBD*
Kosovo Campaign Medal (KCM) Operation Allied Harbor	04/04/99	09/01/99
Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope	04/04/99	07/10/99
Kosovo Campaign Medal (KCM) Operation Noble Anvil	03/24/99	07/20/99
Kosovo Campaign Medal (KCM) Task Force Hawk	04/05/99	06/24/99
Kosovo Campaign Medal (KCM) Task Force Saber	03/31/99	07/08/99
Kosovo Campaign Medal (KCM) Task Force Falcon	06/11/99	TBD*
Kosovo Campaign Medal (KCM) Task Force Hunter	04/01/99	11/01/99
Navy Occupation of Austria	05/08/45	10/25/54
Navy Occupation of Trieste	05/08/45	10/25/54
Navy Units of the Sixth Fleet	05/09/45	10/25/55
SW Asia Service Medal (Desert Shield/Storm)	08/02/90	11/30/95
Vietnam Service Medal (VSM)	07/04/65	03/28/73
Rwanda (Distant runner)	04/07/94	04/18/94
Thailand	05/16/62	08/10/62

*TBD – To Be Determined