

**The Texas A&M University System**  
**Employee Personal Data**

HR 181 (2/06)  
Check one:  
\_\_\_\_ TRS \_\_\_\_ ORP

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

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
*Last* *First* *Middle*

**SSN or UIN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
*Month* *Day* *Year*

<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single	<b>Highest Educ. Level</b> <input type="checkbox"/> 1—Less than high school <input type="checkbox"/> 2—High school/GED <input type="checkbox"/> 3—Associate degree <input type="checkbox"/> 4—Baccalaureate degree <input type="checkbox"/> 5—Master's degree <input type="checkbox"/> 6—Doctoral degree <input type="checkbox"/> 7—Special professional (M.D., D.V.M., etc.) _____	
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**EEO Race Code**    ☐ 1—White    ☐ 2—Black    ☐ 3—Hispanic    ☐ 4—Asian or Pacific Islander    ☐ 5—American Indian or Alaskan native

**\*Veteran status (See back of form. Check all that apply.)**

- ☐ Veteran (other than Vietnam)    ☐ Orphan of veteran  
☐ Veteran of the Vietnam Era    ☐ Other protected veteran  
☐ Surviving spouse of veteran  
☐ Newly separated veteran—If yes, indicate armed services separation date \_\_\_\_\_  
☐ No/decline to provide information  
*An option for disabled veterans is provided on the last page.*

**Citizenship:** \_\_\_\_\_  
*Country*

**VISA type:** \_\_\_\_\_  
*If other than U.S.*

**Expiration date:** \_\_\_\_\_

**Residence address**

Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (       ) \_\_\_\_\_

**Mailing address**

Street/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (       ) \_\_\_\_\_

**In event of emergency notify:**

Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
*City and state* *Telephone*

Previously employed by a Texas state agency: ☐ Yes ☐ No  
Previously employed by the A&M System: ☐ Yes ☐ No  
*(If yes, detail dates, title, department, etc. below)*

\_\_\_\_\_  
\_\_\_\_\_

Do you have relatives who are A&M System employees? ☐ Yes ☐ No  
If yes, give name, title, relation and organization: \_\_\_\_\_

House Bill 1718 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. <input type="checkbox"/> Yes, I want my personal information to be confidential. | 1. <input type="checkbox"/> No, I do not want my personal information to be confidential. |
| 2. <input type="checkbox"/> I am a certified peace officer.                         | 2. <input type="checkbox"/> I am not a certified peace officer.                           |

**Please read and sign page two (and three, if applicable) of this form before returning it.**

**Employer should complete the following for employee:** ☐ Faculty    ☐ Staff    ☐ Student Employee

PIN: \_\_\_\_\_

Employee location code: \_\_\_\_\_

ADLOC: \_\_\_\_\_

Check distribution code: \_\_\_\_\_

Campus or office address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail Stop: \_\_\_\_\_ Office phone: \_\_\_\_\_

To expedite employment processing with The Texas A&M University System it is necessary for you to complete the reverse side of this form. Items on the reverse side marked with an asterisk (\*) are necessary to facilitate the Affirmative Action Program. You are not obliged to respond to the asterisked items; however, your response is important to the success of our Affirmative Action Program and in meeting state reporting requirements. Any information you provide will remain confidential in accordance with applicable federal regulations.

You are also requested to indicate the racial or ethnic group with which you choose to identify. This information will be used as statistical data for compliance with state and federal regulations and is required by the Affirmative Action Program. Your racial/ethnic identification is mandatory. Your employment will not be adversely affected by any information you furnish.

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

- **White.** (Not of Hispanic Origin) All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- **Black.** (Not of Hispanic Origin) All persons having origins in any of the Black racial groups of Africa.
- **Hispanic.** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
- **Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Indian Subcontinent, Southeast Asia or the Pacific Islands. These areas include, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- **American Indian or Alaska Native.** All persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- **Veteran (Other than Vietnam).** The individual has served actively in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, in a reserve unit of one of these military components, or in the National or Air National Guard of the United States, and was discharged or released under conditions other than dishonorable.
- **Veteran of the Vietnam Era.** The individual (1) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty was performed in the Republic of Vietnam between Feb. 28, 1961, and May 7, 1975, or between Aug. 5, 1964, and May 7, 1975, in all other cases, or (2) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between Feb. 28, 1961, and May 7, 1975, or between Aug. 5, 1964, and May 7, 1975, in any other location.
- **Orphan of a Veteran.** The individual is a child of a veteran killed while on active duty who had served in the military for 90 or more consecutive days during a national emergency declared 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 while on active duty who had served in the military for 90 or more consecutive days during a national emergency declared in accordance with federal law, and is competent.
- **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. A list of campaigns and expeditions meeting this criteria is attached.
- **Newly Separated Veteran.** The individual is any veteran who served on active duty in the U.S. military ground, naval or air service during the two-year period beginning on the date of such veteran's discharge or release from active duty.

## Social Security Account Number: Notice to Employees

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any Federal, State, or local government agency requests an individual to disclose his/her Social Security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the 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 an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under state or regulation prior to January 1, 1975, in order to verify the identity of an individual.

The Texas A&M University System and its members have, for several years, consistently required the disclosure of the SSAN on employment application forms and other 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.

Employee signature

Date

The Texas A&M University System is an equal employment opportunity and affirmative action employer.

The Texas A&M University System  
**Disabled Veteran Status**

HR 181-Disability  
(2/06)

**(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.*

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last First Middle

**SSN or UIN:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
Month Day Year

***Do you claim to be a Special Disabled Veteran\*?*** ☐ Yes ☐ No

*\* The individual 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 Department of Veterans' Affairs for a disability rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap, or (2) a person who was discharged or released from active duty because of a service-connected disability.*

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\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

## OTHER VETERAN STATUS CRITERIA

CAMPAIGN/EXPEDITION	DATES	
	START	END
<u>Armed Forces Expeditionary Medal (AFEM)</u>		
Afghanistan (Enduring Freedom)	10/24/01	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)	10/24/01	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
<u>Navy Expeditionary Medal and Marine Corps Medal</u>		
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	END
<u>Other Campaign and Service Medals</u>		
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	To be determined
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	To be determined
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	To be determined
Kosovo Campaign Medal (KCM)		
Task Force Hunter	04/01/99	11/01/99
Navy Occupation of Trieste	05/09/45	10/25/54
Navy Occupation of Austria	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