

# 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*

<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Highest Education Level</b>	<input type="checkbox"/> 1-Less than high school <input type="checkbox"/> 4-Baccalaureate degree <input type="checkbox"/> 7-Special professional (D.D.S., D.V.M., J.D., M.D., etc.)	<input type="checkbox"/> 2-High school/GED <input type="checkbox"/> 5-Master's degree	<input type="checkbox"/> 3-Associate degree <input type="checkbox"/> 6-Doctoral degree
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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 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.

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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  
(11/09)

**(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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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.

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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

## OTHER PROTECTED VETERAN STATUS CRITERIA

CAMPAIGN/EXPEDITION	DATES		CAMPAIGN/EXPEDITION	DATES	
	START	END		START	END
<u>Armed Forces Expeditionary Medal (AFEM)</u>			<u>Other Campaign and Service Medals</u>		
Afghanistan (Enduring Freedom)	09/11/01	Present	Army Occupation of Austria	05/09/45	07/27/55
Afghanistan (Iraqi Freedom)	03/19/03	Present	Army Occupation of Berlin	05/09/45	10/02/90
Berlin	08/14/61	06/01/63	Army Occupation of Germany	05/09/45	05/05/55
Bosnia (Joint Endeavor, Joint Guard & Joint Forge)	11/20/95	Present	Army Occupation of Japan	09/03/45	04/27/52
Cambodia	03/29/73	08/15/73	China Service Medal (Extended)	09/02/45	04/01/57
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75	Korea Defense Service Medal	07/28/54	TBD*
Congo	07/14/60	09/01/62	Korean Service	06/27/50	07/27/54
Congo	11/23/64	11/27/64	Kosovo Campaign Medal (KCM) Operation Allied Force	03/24/99	06/10/99
Cuba	10/24/62	06/01/63	Kosovo Campaign Medal (KCM) Operation Joint Guardian	06/11/99	TBD*
Dominican Republic	04/28/65	09/21/66	Kosovo Campaign Medal (KCM) Operation Allied Harbor	04/04/99	09/01/99
El Salvador	01/01/81	02/01/92	Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope	04/04/99	07/10/99
Global War on Terrorism	09/11/01	Present	Kosovo Campaign Medal (KCM) Operation Noble Anvil	03/24/99	07/20/99
Grenada (Urgent Fury)	10/23/83	11/21/83	Kosovo Campaign Medal (KCM) Task Force Hawk	04/05/99	06/24/99
Haiti (Uphold Democracy)	09/16/94	03/31/95	Kosovo Campaign Medal (KCM) Task Force Saber	03/31/99	07/08/99
Iraq (Northern Watch)	01/01/97	Present	Kosovo Campaign Medal (KCM) Task Force Falcon	06/11/99	TBD*
Iraq (Desert Spring)	12/31/98	12/31/02	Kosovo Campaign Medal (KCM) Task Force Hunter	04/01/99	11/01/99
Iraq (Enduring Freedom)	09/11/01	Present	Navy Occupation of Austria	05/08/45	10/25/54
Iraq (Iraqi Freedom)	03/19/03	Present	Navy Occupation of Trieste	05/08/45	10/25/54
Korea	10/01/66	06/30/74	Navy Units of the Sixth Fleet	05/09/45	10/25/55
Kosovo	03/24/99	Present	SW Asia Service Medal (Desert Shield/Storm)	08/02/90	11/30/95
Laos	04/19/61	10/07/62	Vietnam Service Medal (VSM)	07/04/65	03/28/73
Lebanon	07/01/58	11/01/58	Rwanda (Distant runner)	04/07/94	04/18/94
Lebanon	06/01/83	12/01/87	Thailand	05/16/62	08/10/62
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			

\*TBD – To Be Determined