

(Rev. 09/03)

EMPLOYEE DATA SHEET

Name _____ SS# _____

Current Address _____

Department _____ Date of Birth _____

Home Phone # _____ Dept. Phone # _____

IN CASE OF EMERGENCY, CONTACT:

1. Name _____ Phone # _____
Address _____

2. Name _____ Phone # _____
Address _____

Additional emergency instructions _____

Check here if you want your home information to be suppressed in the directory.

How did you find out about this employment opportunity? _____

CHECK CORRECT RESPONSE IN EACH BOX:

- | | | |
|---|---|---------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> U.S. Citizen | <input type="checkbox"/> Male |
| <input type="checkbox"/> Black | <input type="checkbox"/> Resident Alien | <input type="checkbox"/> Female |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Non-Resident Alien | |
| <input type="checkbox"/> Asian or Asian American | | |
| <input type="checkbox"/> American Indian and Alaskan Native | | |

If you are **not** a U.S. citizen, please identify country of origin _____

In accordance with legislation enacted by the Virginia General Assembly in 1993, with regard to support enforcement, we are required to ask the following question of all new employees:

Are you currently under a court order to provide child support payments? Yes No

Before marking yes on the following, read definitions on attached document.

- | | | | |
|------------------------------|-----------------------------|--------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Special disabled veteran | Date of discharge or release from active duty: _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Vietnam-era veteran | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other eligible veteran | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Member of the Military Reserve | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Member of the National Guard | |

(Voluntary information for affirmative action reporting) Disability <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see attached document and give code _____
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I realize it is my responsibility to make pertinent changes, i.e. name, address, beneficiary designation, etc. to my Personnel/Payroll Records.

Signed _____ Date _____

DISABILITY CODES

100 Blindness, both eyes	520 Alcoholism
110 Blindness, both eyes (some correction)	521 Drug addiction
120 Blindness, one eye	530 Mental retardation, mild
140 Other visual impairment	532 Mental retardation, moderate
200 Deafness, unable to talk	534 Mental retardation, severe
210 Deafness, able to talk	600 Malignancies
220 Other hearing impairment	610 Allergies
300 Impairment involving 3 or more major limbs	620 Diseases of the blood
310 Impairment involving 1 upper, 1 lower	630 Epilepsy
320 Impairment involving 1 upper or 2 upper	640 Cardiac, circulatory and respiratory
330 Impairment involving 1 or 2 lower	650 Digestive and urine-genital
340 Other and ill-defined impairments	660 Speech impairment
400 Amputation of at least 1 upper and 1 lower	670 Other
410 Amputation of 1 or 2 upper	700 Multiple handicaps
420 Amputation of 1 or 2 lower	
430 Amputation of other and unspecified parts	
500 Other mental, psychoneurotic and personality disorder	

DEFINITIONS

"Special Disabled Veteran" means (A) a veteran 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 Veterans Administration for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or more percent in the case of veteran who has been determined to have a serious employment handicap or (B) a person who was discharged or released from active duty because of a service-connected disability.

"Veteran of Vietnam-era" means a person who served more than 180 days of active military, naval, or air service, any part of which was during the period February 28, 1961 through May 7, 1975 and who (i) was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability. No veteran may be considered to be a veteran of the Vietnam era under this paragraph after December 31, 1991.

"Other Eligible Veteran" includes two key veteran groups. First, it includes veterans who served in a "war". Since the last declaration of war issued by Congress initiated World War II, veterans with active duty service between December 7, 1941 and April 28, 1952 are considered veterans of World War II and are included in the Other Eligible Veterans category. The second veterans group in the Other Eligible Veterans category includes those veterans who served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes a number of military engagements that are listed on the reverse side of this page.

CAMPAIGN/EXPEDITION	DATES		ORGANIZATIONS PARTICIPATING				
	START	END	ARMY	NAVY	AIR	MARINE	COAST
<u>Campaign or Service Medals</u>							
American Defense Service	09/08/39	12/07/41	X	X	--	X	X
Army Occupation of Austria	05/09/45	07/27/55	X	--	X	--	--
Army Occupation of Berlin	05/09/45	10/02/90	X	X	X	X	X
Army Occupation of Germany	05/09/45	05/05/55	X	X	X	--	X
Army Occupation of Japan	09/03/45	04/27/52	X	X	X	X	X
China Service	07/07/37	09/07/39	--	X	--	X	--
China Service Medal (Extended)	09/02/45	04/01/57	--	X	--	--	--
Korean Service	06/27/50	07/27/54	X	X	X	X	X
Navy Occupation of Trieste	05/09/45	10/25/54	--	X	--	X	X
Navy Occupation of Austria	05/08/45	10/25/55	--	X	--	--	--
Navy Occupation of Berlin	05/08/45	10/02/90	--	X	--	X	--
Navy Units of the Sixth Fleet	05/09/45	10/25/55	--	X	--	--	--
SW Asia Service Medal (Desert Shield/Storm)	08/02/90	11/02/95	X	X	X	X	X
Vietnam Service Medal (VSM)	07/04/65	03/28/73	X	X	X	X	X
<u>Armed Forces Expeditionary Medal (AFEM)</u>							
Berlin	08/14/61	06/01/63	X	X	X	X	X
Bosnia and Herzegovina (Joint Endeavor)	11/20/95	12/20/96	X	X	X	X	X
Bosnia and Herzegovina (Joint Guard)	12/20/96	Present	X	X	X	X	X
Cambodia	03/29/73	08/15/73	X	X	X	X	X
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75	X	X	X	X	X
Congo	07/14/60	09/01/62	X	X	X	X	X
Congo	11/23/64	09/01/62	X	X	X	X	X
Cuba	10/24/62	06/01/63	X	X	X	X	X
Dominican Republic	04/28/65	09/21/66	X	X	X	X	X
El Salvador	01/01/81	02/01/92	X	X	X	X	X
Grenada (Urgent Fury)	10/23/83	11/21/83	X	X	X	X	X
Haiti (Uphold Democracy)	09/16/94	03/31/95	X	X	X	X	X
Iraq (Northern Watch)	01/01/97	Present	X	X	X	X	X
Korea	10/01/66	06/30/74	X	X	X	X	X
Laos	04/19/61	10/07/62	X	X	X	X	X
Lebanon	07/01/58	11/01/58	X	X	X	X	X
Lebanon	06/01/83	12/01/87	X	X	X	X	X
Libyan Area (Eldorado Canyon)	04/12/86	04/17/86	X	X	X	X	X
Mayaguez Operation	05/15/75	05/15/75	X	X	X	X	X
Panama (Just Cause)	12/20/89	01/31/90	X	X	X	X	X
Persian Gulf (Earnest Will)	07/24/87	08/01/90	X	X	X	X	X
Persian Gulf	08/02/90	01/02/92	X	X	X	X	X
Persian Gulf (Southern Watch)	12/01/95	Present	X	X	X	X	X
Persian Gulf (Vigilant Sentinel)	12/01/95	02/15/97	X	X	X	X	X
Persian Gulf Interception Operation	12/01/95	Present	X	X	X	X	X
Quemoy and Matsu Islands	08/23/58	06/01/63	X	X	X	X	X
Somalia (Restore Hope)	12/05/92	03/31/95	X	X	X	X	X
Taiwan Straits	08/23/58	01/01/59	X	X	X	X	X
Thailand	05/16/62	08/10/62	X	X	X	X	X
Vietnam and Thailand	07/01/58	07/03/65	X	X	X	X	X
Vietnam Evacuation	04/29/75	04/30/75	X	X	X	X	X
<u>Navy Expeditionary Medal and Marine Corp Expeditionary Medal</u>							
Cuba	01/03/61	10/23/62	--	X	--	X	--
Indian Ocean/Iran	11/21/79	10/20/81	--	X	--	X	--
Iranian/Yemen/Indian Ocean	12/08/78	06/06/79	--	X	--	X	--
Lebanon	08/20/82	05/31/83	--	X	--	X	--
Liberia (Sharp Edge)	08/05/90	02/21/91	--	X	--	X	--
Libyan Area	01/20/86	06/27/86	--	X	--	X	--
Panama	04/01/80	12/19/86	--	X	--	X	--
Panama	02/01/90	06/13/90	--	X	--	X	--
Persian Gulf	02/01/87	07/23/37	--	X	--	X	--
Rwanda (Distant Runner)	04/07/94	04/18/94	--	X	--	X	--
Thailand	05/16/62	08/10/62	--	X	--	X	--