

NEW HIRE DATA (SC Region)

CPAC/Installation: Fort Gordon, GA

Name: _____ SSN: _____

Home Address: _____

RPA#: _____ Effective Date: _____

DOB: _____ Gender: _____ RNO: _____ (see form) Handicap: _____ (see form)

Expected Salary: _____ Special Rate: _____

Advanced In-Hire: _____ Bonus: _____

Education Level: ___ High School ___ Associate ___ Bachelor ___ Master ___ Doctorate
___ Other (please identify) _____

Field of Study: _____ Year Degree/Certificate Attained: _____

Total Hours Earned: _____ Type of Hours: _____ Semester _____ Quarter

School Type: ___ High School-H ___ Vocational/Trade/Tech (High School)-V
___ Vocational/Trade/Tech (Post High School)-W ___ Secretarial/Business/Commercial-S
___ Junior College-B ___ College/University-C

Name of Institution: _____

Location: _____

Military Service: ___ (Y/N) **If yes, provide DD214, Member-4 Copy**

Veterans' Preference:

___ No preference ___ 5-point ___ 10-point Disability (Noncompensable)

___ 10-point 30% or more compensable ___ 10-point Compensable (less than 30%)

___ 10 point Other (specify) _____

For all 10-point preference, complete SF-15 and provide documentation

Retired Military: Y/N ___ (If yes, complete SF-813)

Reserve Status Code ___ (see reverse) Military Recall Status ___ (see reverse)

Transfer In:

Health Insurance: _____ (Carrier's Name and Coverage Code-on LES)

Life Insurance: _____ (Coverage Code- on LES)

TSP: (Y/N) ___ TSP Loan: (Y/N) ___ If yes, Loan Number: _____

Previous Civil Service: (Y/N) ___ If yes, complete SF-144 (is applicable)

For Personnel Office Use Only:

Verified by Processing Division: Veterans Preference (Y/N) ___ Education (Y/N) ___

Request OPF from previous employer/National Records Center: (Y/N) ___

Highest Previous Salary Verified: (Y/N) ___ Verification Pending (Y/N) ___

If yes, provide SF-50

Other Information: _____

PRIVACY ACT NOTICE: This information is collected for the purpose of updating the employee information in the Modern Defense Civilian Personnel Data System. Information is provided on a voluntary basis. Failure to provide complete information may prevent employee records from being accurately updated.

Race/National Origin Codes:

- A – American Indian/Alaskan Native
- B – Asian or Pacific Islander
- C – Black, not of Hispanic Origin
- D – Hispanic
- E – White, not of Hispanic Origin

RESERVE STATUS CODE DEFINITIONS

There is a requirement to identify personnel subject to military call-up during mobilization and code this information in the Modern Defense Civilian Personnel Data System. Please highlight or circle the applicable code from the Reserve Category Description column and the Military Recall Status Description column that applies to you. Please note Code 5 is included for draft eligibles (ages 18-35). This information should be provided to your servicing Civilian Personnel Advisory Center upon initial employment and when a change occurs.

<u>Code</u>	<u>Reserve Category Description</u>
1	Retired Reserve (Retired On Points Under Age 60) – Nonpaid
2	AD Regular Retirement (Under Age 60, not for Disability)
3	AD Reserve Retirement (20yrs Plus Ad/Fleet Reserve Under Age 60)
4	Category III (Res/Reg/Ret. Either Over Age 60 A/O 30% Disabled)
5	Draft Eligible
6	Reserve Tech/Sel Reserve (Dual Status) (Army Only)
9	Reserve tech/Non-Dual Status (Army Only)
A	IMA – Air Force
B	IMA – Army
C	IMA – Coast Guard
D	IMA – Marine Corps
E	IMA –Navy
F	Selected Reserve – Air Force
G	Selected Reserve – Army
H	Selected Reserve – Coast Guard
I	Selected Reserve – Marine Corps
J	Selected Reserve – Navy
K	Air National Guard
L	Army National Guard (Active)
M	IRR – Air Force
N	IRR – Army
O	IRR – Coast Guard
P	IRR – Marine Corps
Q	IRR – Navy
R	Army National Guard (Inactive)
S	Standby Reserve – Air Force
T	Standby Reserve – Army
W	Standby Reserve – Navy
X	Navy Reserve – Merchant Marine
Y	Not Applicable

Military Recall Status Code Definitions

<u>Code</u>	<u>Military Recall Status Description</u>
G	Drafted/Recall/Mobilized
L	Removed from Military Recall Status
N	Removal from Military Status Pending
Y	Not Applicable