

GENERALLY, THE FOLLOWING INFORMATION MAY BE DISCLOSED
WITHOUT VIOLATING ONE'S PERSONAL PRIVACY. PLEASE NOTE EXCEPTIONS.

MILITARY
MAY BE DISCLOSED

- NAME, RANK, DATE OF RANK, GROSS SALARY, DUTY ASSIGNMENTS (PAST, PRESENT, AND FUTURE – SEE EXCEPTION BELOW), DUTY PHONE NUMBERS, SOURCE OF COMMISSION, PROMOTION SEQUENCE NUMBER, AWARDS AND DECORATIONS, PROFESSIONAL MILITARY EDUCATION, AND DUTY STATUS AT ANY GIVEN TIME.
 - **DO NOT RELEASE** NAME, RANK, DUTY ADDRESS/DUTY PHONE NUMBER, OFFICIAL TITLE, OR PAY OF MILITARY PERSONNEL ASSIGNED TO OR TO BE ASSIGNED TO **SENSITIVE, ROUTINELY DEPLOYABLE OR OVERSEAS UNITS.**

- SERVICE COMPONENT (USMC, NAVY, ETC.)
- DATE OF ENTRY INTO SERVICE /YEARS OF SERVICE
- MILITARY OCCUPATIONAL CODE
- DUTY STATUS (ACTIVE, RESERVE, RETIRED, DISCHARGED)
- HOME OF RECORD (STATE)
- GENDER
- OFFICIAL PHOTOGRAPH

CIVILIAN
MAY BE DISCLOSED

- NAME, POSITION TITLES, GRADES, SALARY, DUTY STATIONS, AND OFFICE PHONE NUMBERS.
 - **DO NOT RELEASE** NAME, GRADE, DUTY ADDRESS/PHONE NUMBER, TITLE, OR PAY OF CIVILIAN PERSONNEL ASSIGNED TO OR WILL BE ASSIGNED TO **SENSITIVE, ROUTINELY DEPLOYABLE OR OVERSEAS UNITS.**

- OCCUPATIONAL SERIES, PERFORMANCE AWARDS, BONUSES, INCENTIVE AWARDS, MERIT PAY AMOUNT, MERITORIOUS OR DISTINGUISHED EXECUTIVE RANKS, ALLOWANCES AND DIFFERENTIALS, POSITION DESCRIPTION, IDENTIFICATION OF JOB ELEMENTS AND PERFORMANCE STANDARDS.
- DATE OF ENTRY/YEARS OF SERVICE
- GENDER
- POST-GRADUATE/ TECHNICAL EDUCATION IN PREPARATION FOR EMPLOYEE'S PROFESSION
- PRIOR FEDERAL/ STATE EMPLOYMENT
- PRIOR PRIVATE SECTOR EMPLOYMENT (IF RELATED TO PRESENT DUTIES)
- MEMBERSHIP IN PROFESSIONAL GROUPS

THE FOLLOWING INFORMATION IS FREQUENTLY REQUESTED BUT MAY NOT BE DISCLOSED WITHOUT VIOLATED ONE'S PERSONAL PRIVACY.

MILITARY
MAY NOT BE DISCLOSED

- SOCIAL SECURITY NUMBER
- HOME OR QUARTERS ADDRESS
- HOME TELEPHONE NUMBER
- ETHNIC ORIGIN
- AGE/DATE OF BIRTH
- PLACE OF BIRTH
- RACE
- MARITAL STATUS
- DEPENDENT CHILDREN
- RELIGION
- CITIZENSHIP
- CHARACTER OF DISCHARGE

CIVILIAN
MAY NOT BE DISCLOSED

- SOCIAL SECURITY NUMBER
- HOME ADDRESS/TELEPHONE NUMBER
- ETHNIC ORIGIN
- AGE/ DATE OF BIRTH
- PLACE OF BIRTH
- RACE
- MARITAL STATUS
- DEPENDENT CHILDREN
- RELIGION
- CITIZENSHIP
- TYPE OF LEAVE
- DETAILS OF HEALTH AND INSURANCE BENEFITS
- PROMOTIONS and RECOMMENDATIONS
- SUPERVISORY ASSESSMENTS OF PROFESSIONAL CONDUCT AND ABILITY
- INFORMATION PROVIDED BY RELATIVES AND REFERENCES
- NAMES OF REFERENCES
- PRIOR EMPLOYMENT UNRELATED TO EMPLOYEE'S OCCUPATION