

# Personnel Source Document

Name:		Date:	
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Please check the appropriate:

- 0. None (No Military Service/Does Not Apply)
- 1. Ready Reserve
- 2. Standby Reserve
- 3. National Guard
- 4. Retired Regular
- 5. Retired Non-Regular

**Privacy Act Statement**

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with the above request. The United States Patent and Trademark Office (USPTO) is authorized to collect this information under 5 U.S.C 2301. Additionally, the Office of Personnel Management (OPM) authorizes the request of such information under sections 1302, 3301, 3304, and 8716 of 5 U.S.C. Section 1104 of Title 5 allows OPM to delegate personnel management functions to other Federal agencies. The USPTO uses the information that you supply to verify whether you have served in the military, reserves or the National Guard. It is mandatory that you provide the requested information. If you refuse to provide this information, the USPTO may not be able to process your application and associated documentation. It may also affect your employment status.

The information that you supply is collected and maintained in your Official Personnel Folder (OPF). This information may also be disclosed to the following agencies or organizations:

1. To disclose to the Department of Labor, Department of Veteran Affairs, Social Security Administration, Department of Defense, or any other Federal agencies that have special civilian employee retirement programs; or to a national, State, county, municipal or other publicly recognized charitable or income security, administration agency (e.g., State unemployment compensation agencies), when necessary to adjudicate a claim under the retirement, insurance, unemployment, or health benefits programs of the Office or an agency cited above, or to an agency to conduct an analytical study of audit benefits being paid under such programs.
2. To disclose specific civil service employment information required under law by the Department of Defense on individuals identified as members of the Ready Reserve to assure continuous mobilization readiness of Ready Reserve units and members, and to identify demographic characteristics of civil service retirees for national emergency mobilization purposes.
3. To the Department of Defense, National Oceanic and Atmospheric Administration, U.S. Public Health Service, Department of Veterans Affairs, and the U.S. Coast Guard as needed to calculate any adjustments in retired or retained pay required by the dual compensation provisions of section 5532 of Title 5 U.S.C.
4. To a Federal, State, or local law enforcement agency if the USPTO becomes aware of a violation or potential violation of law or regulation.
5. To a Federal agency in the executive, legislative, or judicial branches of the government in connection with requests for information used to hire employees, issue a security clearance and conducting a security investigation, job classification, letting of a contract, the issuance of a license, grant or other benefits or for other reasons related to the lawful statutory, administrative, or investigative purpose of the agency requesting the information.
6. To provide information to a Congressional Office from the record of an individual in response to an inquiry from the Congressional Office made at the request of the individual.
7. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, whom the Government is a party to the judicial or administrative proceeding.
8. To disclose information to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the agency is authorized to appear, when the agency or any part of the agency, any employee of the agency in his or her official capacity, any employee of the agency in his or her individual capacity where the Department of Justice or the agency has agreed to represent the employee, or the United States, when the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation and the use of such records by the Department of Justice of the agency is deemed by the agency to be relevant and necessary to the litigation provided, however, that in each case, it has been determined that the disclosure is compatible with the purpose for which the records were collected.
9. By the agency maintaining the records or by the Office to locate individuals for personnel research or survey response, and in the production of summary descriptive statistic and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.
10. To provide to an official of another Federal agency information needed in the performance of official duties related to reconciling or reconstructing data files in support of the functions for which the records were collected and maintained.
11. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to a pending judicial or administrative proceeding.
12. To disclose information to contractors, grantees, or volunteers performing or working on a contract, service, grant, cooperative agreement, or job for the Federal Government.