

# PERSONAL

## Master File Description (MFD)

TYPE OF INFORMATION	SELECTION CRITERIA
Unique personal information taken from the Employee Action Request (EAR) and the Personnel Action Request (PAR).	<p>Current personal information for active employees and employees who temporarily or permanently separated during the prior 24 months. Does not include employees who have transferred to another department.</p> <p>Note: These fields can be used with any file with the exception of the Position Inventory File.</p>

FIELDNAME	ALIAS	FORMAT	DESCRIPTION	DED PAGE
<b>UNIQUE PERSONAL INFORMATION</b>				
SSN	SSN	A11	SOCIAL SECURITY NUMBER (XXX-XX-XXXX)	124
SUR_NAME	SURNAME	A21	LAST NAME	71
FULL_NAME	FULL_NAME	A39	LAST NAME, FIRST NAME & MIDDLE INITIAL	72
F_NAME	F_NAME	A26	LAST NAME, FIRST AND MIDDLE INITIAL	73
NAME1	NAME1	A16	FIRST NAME AND MIDDLE INITIAL	69
INITIAL	INITIAL	A3	FIRST AND MIDDLE INITIALS	70
BIRTHDATE	BIRTH	YYMD	BIRTHDAY (YYYY/MM/DD)	16
AGE	AGE	I3	AGE	6
SEX	SEX	A1	SEX CODE (' , F, M, N)	116
ETHNIC_CD	ETHNIC	A1	ETHNIC CODE (A, B, 1, 2, ETC.)	48
ETHNIC_NAME	ETHNIC_NAME	A11	ETHNIC NAME (ASIAN, BLACK, WHITE, ETC.)	49
STREET_ADDR	ADDR1	A28	STREET ADDRESS	2
CITY_STATE	ADDR2	A25	CITY, STATE	1
ZIP_CD	ZIP	A5	ZIP CODE	3

**FIELD FORMATS:** **A** = ALPHANUMERIC; **I** = INTEGER; **P** = PACKED DECIMAL; **YYMD** OR **YYM** = DATE