

University of Maryland Biotechnology Institute

**UNITED STATES DEPARTMENT OF DEFENSE
REPORTING REQUIREMENTS**

As a major defense contractor, the University of Maryland System is required to file an annual report with the Department of Defense (DoD) concerning certain employees in UMBI who formerly worked for DoD. Please answer the two questions below and return this form with your employment forms.

NAME

SOCIAL SECURITY NUMBER

UMBI UNIT

OFFICE TELEPHONE

1. Have you worked for the United States Department of Defense or been on active duty in any branch of the United States Armed Forces during the past two years?

YES

NO

2. If you answered "yes" to item 1, please answer one of the following, as appropriate:

- a. If you were in the military, were you O-4 or above? (Enlisted personnel are not to be included.)

YES

NO

- b. If you were an employee of the Department of Defense, were you paid the same as a GS/GM 13 or above? (Anyone below the grade of GS/GM 12 are not to be included.)

YES

NO

If you answered "yes" to both questions above, please complete a Standards of Conduct Office (SOCO) questionnaire, which is available from the payroll contact person at your Center/Office.

Employee Signature

Date

Questions regarding this reporting requirement should be directed to the UMBI Human Resources Office, (410) 385-6339 or (410) 385-6338.