



PRIVACY ACT STATEMENT: The authority for collecting this information about you is 5 U.S.C. 7201. The information furnished will be used to update your education level to reflect the highest level achieved. The information you furnish is voluntary and will be used for workforce analysis and planning. Executive Order 9397 (November 22, 1943) authorizes use of your Social Security Number. That Order requires use of the SSN for the orderly administration of personnel records. Furnishing your Social Security Number as well as the other data is voluntary. Disclosure of this information may be made in accordance with the disclosure provisions of the Privacy Act of 1974 including the established routine uses for the OPM/GOVT-1, General Personnel Records system of records, or the 76VA05 system for Title 38 employees.

INSTRUCTIONS - Please complete this form according to the instructions and if you have any questions, contact your Human Resources (HR) office. Return completed form to your HR office. (Note: In order to keep your education record up-to-date, be sure to notify the HR office whenever you attain a higher level of education than the level you show on this form.)

PART I - EDUCATION CODES

INSTRUCTION: Check the one box next to the code in Section A or B that best represents your highest education level. Then follow instructions in that section.

SECTION A - GENERAL EDUCATION LEVELS

- 1- Less than 8th grade or no formal education
2 - 8th grade
A - Some high school -- did not graduate
B - High school graduation or equivalency certificate, and no completion of any advanced job training.
3 - High school graduation and afterwards began additional job training program without completing.
5 - Less than one academic year of study (under 30 semester hours/ 45 quarter hours) in a college or university.
C - One academic year of study (30-59 semester hours, 45-89 quarter hours) in a resident college or university.
D - Two academic years of study (60-89 semester hours, 90-134 quarter hours) in a resident college or university.
7 - Four academic years of study (120 semester hours, 180 quarter hours, or more) but did not receive a bachelor's degree.
L - Bar membership without law degree.
E - Three academic years of study (90-119 semester hours, 135-179 quarter hours) in a resident college or university.

If you checked one of the boxes above go to PART II, otherwise continue in Section B.

SECTION B - HIGHER EDUCATION CERTIFICATE OR DEGREE

- 4 - Completed high school and afterwards completed additional job training program.
6 - Associate degree (including nursing and all other associate degrees.)
F - Nursing diploma
G - Bachelor's degree in Nursing
H - Bachelor's degree in Engineering or Architecture
I - Bachelor's degree in Accounting or Finance
J - Bachelor's degree, all other fields
8 - Bachelor's degree and less than 15 semester hours, 23 quarter hours of graduate study
N - One academic year of graduate study (15 semester hours, 23 quarter hours) but no master's degree
K - Law degree (J.D. or LL.B.) without bar membership
L - Bar membership with law degree
M - Law degree (J.D. or LL.B) with bar membership
O - Master's degree in Hospital Administration
# - Master's degree in Nursing
P - All other master degrees
Q - Some academic work beyond master's degree but no higher degree
R - Doctor of Dental Medicine
S - Doctor of Dental Surgery
T - Doctor of Medicine
U - Doctor of Osteopathy
V - Doctor of Veterinary Medicine
9 - All other professional degrees (including podiatry, D.P. or D.P.M., and optometry, O.D.)
\* - Doctoral degree in Nursing
W - Doctor of Philosophy
X - Ph.D. in Psychology
Y - Other doctoral degrees
Z - Doctoral degree and performed some academic work beyond

If you checked one of the boxes in Section B, then more specific information is needed. Please review the supplemental (which is either attached or may be provided later by your HR office) and select the most appropriate field of study from the programs listed and record the corresponding 6-digit program code in Part II.

PART II - EMPLOYEE INFORMATION

Form with fields: 1. WHAT IS YOUR ONE DIGIT EDUCATION CODE FROM SECTION A OR SECTION B ABOVE? 2A. WHAT YEAR DID YOU COMPLETE YOUR HIGHEST LEVEL OF EDUCATION? 2B. ENTER THE SIX DIGIT PROGRAM CODE 3. LAST NAME - FIRST NAME - MIDDLE INITIAL OF EMPLOYEE (Print or type) 4. SOCIAL SECURITY NO. 5. SERVICE OR DIVISION 6. EMPLOYEE'S SIGNATURE 7. DATE