

NEW EMPLOYEE EDUCATION DATA

AUTHORITY: 5 U.S.C. 7201 (Education)

PRINCIPLE PURPOSE: Collected information is used to create new employee record in the agency's personnel system and to coordinate transfer of civilian Federal employees from one Federal agency to another, as appropriate.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, if not furnished, your new employee record in your agency's personnel system will be incomplete.

DATA STANDARD: <https://dw.opm.gov/datastandards/dataStandard/1467?index=1>

PERSONAL INFORMATION

Name (Last Suffix, First Middle):

Social Security Number (SSN):

BASIC EDUCATION INFORMATION

Complete this section using the highest level of education you have achieved.

Enter the code related to the highest level of education you have achieved, from the list below

Education Levels

- | | |
|--|--|
| 01 - No Formal Education Or Some Elementary School - Did Not Complete | 12 - 4 Years College (More than 119 semester or 179 quarter hours) |
| 02 - Elementary School Completed - No High School | 13 - Bachelor's Degree |
| 03 - Some High School - Did Not Graduate | 14 - Post Bachelor's |
| 04 - High School Graduate Or Certificate Of Equivalency | 15 - First Professional Degree |
| 05 - Terminal/Technical Occupational Program - Did Not Complete | 16 - Post-First Professional |
| 06 - Terminal/Technical Occupational Program - Certificate Of Completion, Diploma Or Equivalency | 17 - Master's Degree |
| 07 - Some College-Less than One Year-Less than 30 Credits | 18 - Post Master's |
| 08 - 1 Year College (30-59 semester or 45-89 quarter hours) | 19 - Sixth-Year Degree |
| 09 - 2 Years College (60-89 semester or 90-134 quarter hours) | 20 - Post-Sixth Year |
| 10 - Associate Degree | 21 - Doctorate Degree |
| 11 - 3 Years College (90-119 semester or 135-179 quarter hours) | 22 - Post-Doctorate |

HIGHER EDUCATION

If your education level is greater than High School (04), complete this section using the highest level of education you achieved.

Enter the code that describes the type of school (institution of learning) where you achieved your highest level of education, from the list below.

Type of School or Learning Institution

- S - Secretarial, business or commercial school
- V - Vocational, trade or technical school at high school level
- W - Vocational, trade or technical school at above high school level
- B - Junior college
- C - College or university

Name of the School or Learning Institution

Location of School or Learning Institution (City, State, Country)

Instructional Program Code

Instructional Program Description

Instructional Program Emphasis:

- Major Minor Not Major or Minor

Month/Year of Degree/Certificate (mm/yyyy)

Number of Credit Hours Earned

Type of Credit Hours Earned

- Quarter Semester Other

CERTIFICATION

I certify that the information provided above is complete and accurate to the best of my knowledge.

Employee Signature:

Signature Date: