

SOUTHWEST CIVILIAN PERSONNEL OPERATIONS CENTER (SWCPOC)
301 MARSHALL AVE
Ft Riley, KS 66442-5004

EDUCATION INFORMATION

IT IS VITALLY IMPORTANT FOR THE INTEGRITY OF OUR AUTOMATED PERSONNEL RECORDS SYSTEM TO HAVE ACCURATE, COMPLETE EDUCATION DATA ON ALL CIVILIAN EMPLOYEES. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. IF YOU ARE CLAIMING EDUCATION ABOVE THE HIGH SCHOOL LEVEL, IT IS RECOMMENDED THAT YOU SUBMIT A COPY OF YOUR TRANSCRIPT (S) FOR INCLUSION IN YOUR OFFICIAL PERSONNEL FOLDER (OPF). IF IT IS NECESSARY TO VERIFY YOUR EDUCATION FOR A QUALIFICATIONS DETERMINATION, TRANSCRIPTS WILL BE USED FOR THIS PURPOSE AND MUST BE PRESENT IN YOUR OPF.

Failure to complete all sections of this form will result in your education code showing as 04 - High School
Graduated/GED.

EDUCATION LEVEL - CIRCLE LEVEL - IF HIGH SCHOOL OR LESS STOP HERE. HIGHEST

- | | |
|--|--------------------------------|
| 00 - NA | 12 - 4 YEARS COLLEGE |
| 01 - SOME ELEMENTARY SCHOOL | 13 - BACHELOR'S DEGREE |
| 02 - ELEMENTARY SCHOOL | 14 - POST BACHELOR'S |
| 03 - SOME HIGH SCHOOL | 15 - FIRST PROFESSIONAL DEGREE |
| 04 - HIGH SCHOOL GRADUATED/GED | 16 - POST-FIRST PROFESSIONAL |
| 05 - TERMINAL OCCUPATIONAL PROGRAM | 17 - MASTER'S DEGREE |
| 06 - TERMINAL OCC PROGRAM COMPLETED | 18 - POST MASTER'S |
| 07 - SOME COLLEGE - LESS THAN ONE YEAR | 19 - SIXTH YEAR DEGREE |
| 08 - 1 YEAR COLLEGE | 20 - POST SIXTH YEAR |
| 09 - 2 YEARS COLLEGE | 21 - DOCTORATE DEGREE |
| 10 - ASSOCIATE DEGREE | 22 - POST DOCTORATE |
| 11 - 3 YEARS COLLEGE | |

"NOTE" SOME COLLEGE = LESS THAN 30 SEMESTER HOURS/45 QUARTER HOURS

1 YEAR COLLEGE 30-59 SEMESTER HRS/45-89 QUARTER HRS.

2 YEARS COLLEGE 60-89 SEMESTER HRS/ 90-134 QUARTER HRS.

3 YEARS COLLEGE 90-119 SEMESTER HRS/ 135-179 QUARTER HRS.

4 YEARS COLLEGE 120 OR MORE SEMESTER HRS/NO DEGREE.

FIELD OF STUDY _____

MAJOR OR MINOR (PLEASE INDICATE BY CIRCLING)

CLASSROOM CREDIT HRS _____ YEAR OF DEGREE _____ YR OTHER TRAINING/EDUC _____

TYPE OF HRS (PLEASE CIRCLE ONE ONLY) SEMESTER / QUARTER

SCHOOL TYPE (PLEASE CIRCLE ONE ONLY) COLLEGE/UNIV - JR COLLEGE-VO-TECH-BUSINESS

NAME OF SCHOOL _____ CITY _____ STATE _____

I CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE, AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____ DATE _____