

CIVILIAN PERSONNEL DATA BANK SUPPLEMENTAL INFORMATION

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S. Code, Sec. 301, 302, and 2951, 2952, 2954, E.O. 9367 and Federal Personnel Manual Chapters 250 and 291.

PRINCIPAL PURPOSES: To collect information to complete an employee record in the Defense Business Management System (DBMS).

ROUTINE USES: This information will be used to prepare reports required by the executive, legislative and judicial branches of government and to provide information to officials of DISA for effective personnel administration.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Supplemental information is for entry into the employee record maintained in DBMS. It is in your best interest to answer all questions. Omission of an item will mean that your record cannot be entered into DBMS with complete accuracy.

1. NAME	2. CODE	3. SOCIAL SECURITY NUMBER
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4. EDUCATIONAL LEVEL (Check and Complete Highest Level Achieved)

Check Below	CODE	DESCRIPTION OF EDUCATIONAL LEVEL	MAJOR	YEAR
	01	Some elementary - did not complete grades 1 thru 8		
	02	Completed elementary - no high school - grade 8 completed		
	03	Some High School - did not complete grades 9 thru 12		
	04	High School graduate or equivalency certificate		
	05	Terminal Occupation Program - did not complete - Program beyond grade 12 usually no more than three years in length in preparation for immediate employment in one or a cluster of occupations. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. Not designed as the equivalent of the first two or three years of a Baccalaureate Degree program.		
	06	Terminal Occupational Program - Certificate of Completion, Diploma or equivalent. Two levels are recognized: (1) Technical and/or semi-professional preparing technicians or semi-professional personnel in engineering or similar fields. (2) Craftsmen/Clerical level preparing artisans, skilled operators and clerical workers.		
			MAJOR	YEAR
	07	Some College - less than one year (less than 30 semester or 45 quarter hours)		
	08	1 Year College - (30 - 59 semester or 45 - 89 quarter hours)		
	09	2 Years College - (60 - 89 semester or 90 - 134 quarter hours)		
	10	Associate Degree - Two-Year College Degree program completed		
	11	3 Years College - (90 - 119 semester or 135 - 179 quarter hours)		
	12	4 Years College - (at least 120 semester/180 quarter hours - no Bachelor's Degree)		
	13	Bachelor's Degree - at least 4 but no more than a 5 year program. Includes cooperative work-study programs leading to a Bachelor's		
	14	Post Bachelor's - work beyond Bachelor's but no additional higher degree.		
	15	First Professional Degree - e.g. DDS, DMD (Dentistry), LLB or JD; MD; DVM, DO (Osteopathy); DP (Podiatry); DSC (Chiropractic); BD (Theology); OD (Optometry)		
	16	Post first Professional - work beyond first Professional but no additional higher degree		
	17	Master's Degree - completion of 1 or 2 years beyond Bachelor's in Liberal Arts. In professions, degrees beyond first but below Ph.D. e.g. LLM; MS Surgery after MD, MSD (Master of Science Dentistry); MSW (Master of Social Work)		
	18	Post Master's - work beyond Master's but no additional higher degree		
	19	Sixth Year Degree - Licentiate in Philosophy or Sacred Theology, Certificate of Advanced Study; Certificate of Advanced Graduate Study; Advanced Certificate in Education; Advanced Master of Education; Advanced Graduate Certificate; Advanced Specialist in Education Certificate; Advanced Degree in Education, Specialist in (1) Education, (2) Guidance and Counseling, (3) Art, (4) Science, (5) School, (6) School Psychology		
	20	Post Sixth Year Degree - work beyond the sixth year but no higher additional degree		
	21	Doctorate - does not include any First Professional Degree doctorate (Code 15)		
	22	Post Doctorate - work beyond Doctorate		