# STATEMENT OF EDUCATION

1.  Name (Last, First, MI):

2.  Date:

3.  Social Security Number (Last 4):

4.  Education Level Code:

5.  Type of Highest Degree Attained (e.g., BA, MS, PhD, ect):

6.  Year Highest Degree Attained:

7.  Academic Discipline Code – Major (See Codes on next page):

8.  School for numbers 5 and 6 above:


Certification:  I certify that all information in this statement is true and complete to the best of my knowledge.

_____
Signature

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## INSTRUCTIONS

During the latter part of 1971 the Civil Service Commission established an automated personnel system covering most Federal employees.  The purpose of this system, referred to as the Central Personnel  Data File (CPDF), was to provide a database capable of satisfying the minimum essentials statistical information needs of central management agencies and the public.  After several months experience with CPDF, the need has arisen for expanding the system and collecting additional information on employees.

The questionnaire you have been given is being used to collect that portion of the information for the CPDF expansion that must be obtained directly from Federal employees.

Items 5, 6, and 7 request information on your educational background.  Please complete these Items according to the specific instructions which follow:

**DO NOT COMPLETE ITEMS 6 OR 7 UNLESS YOU HAVE A BACHELOR'S DEGREE OR A HIGHER LEVEL OF EDUCATION**

Item 5 - This item asks for your level of education.  Please review the coded list below.  Enter in this box the code which represents the highest level of formal education you have attained.

Item 6- Enter the year which you received your highest college degree.   If you have two degrees at the same level (e.g. two bachelor's degrees, two master's degrees etc.) indicate the year of the most recent one

Item 7- This item asks for your major field of study for your highest degree.   Please review the Academic Discipline Codes (pages 2 – 6)  and  select the code which best represents your major field.   For example, if you majored in "architecture" you would enter 040201 in this box.

Item 8.  Enter the academic institution for Items 5 and 6.

# Education Codes

01-Did not complete 8th grade

02-Completed 8th grade

03-Entered 9th grade, but did not complete high school

04-Completed high school

05-Completed high school and afterwards began additional job training program without completing

06-Completed high school & afterwards completed additional job training program

07-Entered college & completed less than 30 semester hours or 45 quarter hours

08-Entered college & completed from 30-59 semester hours or 46-89 quarter hours

09-Entered college & completed from 60-89 semester hours or 90-134 quarter hours

10-Received two year college associate degree

11-Entered college & completed from 90-119 semester hours or 135-179 quarter hours

12-Entered college & completed 120 or more semester hours or 180 quarter hours but did not receive a bachelor's degree

13-Received a bachelor's degree

14-Received a bachelor's degree & performed some academic work beyond but no higher degree

15-Received a bachelor's degree in dentistry, law; medicine, theology, veterinary medicine, chiropody or podiatry, optometry & osteopathy requiring at least six academic year of study

16-Received professional degree as described above & performed some academic work beyond but no higher degree

17-Received master's degree for Liberal Arts & Sciences after one or two academic years beyond the bachelor's degree or an advanced degree beyond the professional degree but below the Ph.D., e.g. the LL.M, in law, MS, in surgery following the MD. MSD, Master of Science in dentistry. MSW, Master of Social Work

18-Received Master's degree as described above & performed some academic work beyond, but no higher degree

19-Received sixth year degree. For example, advanced certificate in education. Certificate of advanced graduate study, License in philosophy, Specialist in school Psychology

19-Received sixth-year degree as described above & performed some academic work beyond, but no higher degree

20-Received doctorate degree. Does not include doctor's degree covered under 15

22-Received doctorate degree & performed some academic work beyond

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# Academic Discipline Codes

**Agriculture and Natural Resources**

010101 Agricultural Business and Management, General

010103 Agricultural Economics

020403 Horticulture Science

020501 Soil Sciences

029999 Agriculture/Agricultural Sciences, Other

010101 Environmental Science Studies

030299 Natural Resource* Mgmt & Protective Services other

**Architecture and Environmental, Design**

040201 Architecture

040301 City Urban, Community and Regional Planning

040401 Architectural Environmental Design

040601 Landscape Architecture

480101 Drafting, General

500405 Industrial Design

**Area Studies**

050101 African Studies

# Academic Discipline Codes

050102 American Studies and Civilization

050103 Asian Studies

050106 European Studies

050107 Afro-American Studies

050108 Middle Eastern Studies

050110 Russian and Slavic Studies

050201 Afro-American (Black) Studies

050202 American Indian/Native American Studies

050204 Islamic Studies

050205 Jewish/Judaic Studied

050207 Women's Studies

050299 Ethnic and Cultural Studies, Other

## Biological Science

260101 Biology General

260202 Biochemistry

260203 Biophysics

260301 Botany General

260601 Anatomy

260603 Ecology

260808 Neuroscience

260611 Radiation Biology/Radiobiology

260612 Toxicology

260613 Genetics

260706 Physiology, Human & Animal

269999 Biological Sciences/Life Sciences, Other

## Business and Management

520101 Business, General

520201 Business Administration and Management, General

520301 Accounting

520601 Business/Managerial Economics

520801 Finance, General

520803 Banking and Financial Support Services

520805 Insurance and Risk Management

520806 International Finance

520807 Investments and Securities

521001 Human Resource Management

521002 Labor/Personnel Relations and Studies

521101 International Business

521201 Management Information Systems and Business Data Processing, General

521202 Business Computer Programming/Programmer

521203 Business Systems Analysis and Design

521204 Business Systems Networking and Telecommunications

521302 Business Statistics

521401 Business Marketing and Marketing Management

529999 Business Management and Administrative Services, Other

270302 Operations Research

## Communications

090101 Communications, General

090201 Advertising

090401 Journalism

090701 Radio & Television - Broadcasting

099999 Communications, Other

## Computer and Information Sciences

110101 Computer and Information Sciences, General

110201 Computer Programming

110301 Data Processing Technology/Technician

110401 Information Sciences and Systems

110501 Computer Systems Analysis

110701 Computer Science

119999 Computer and Information Sciences, Other

## Education

130101 Education, General

130201 Bilingual/Bicultural Education

130406 Higher Education Administration

131001 Special Education, General

# Academic Discipline Codes

131003 Education of the Deaf and Hearing Impaired

131006 Education of the Mentally Handicapped

131008 Education of the Physically Handicapped

131009 Education of the Blind and Visually Handicapped

131012 Education of the Speech Impaired

131099 Special Education, Other

131202 Elementary Education, Other

131205 Secondary Teacher education

131299 General Teacher Education, Other

139999 Education, Other

**Engineering**

140101 Engineering, General

140201 Aerospace, Aeronautical and Astronautical Engineering

140301 Agricultural Engineering

140401 Architectural Engineering

140501 Bioengineering and Biomedical Engineering

140601 Ceramic Sciences and Engineering

140701 Chemical Engineering

140801 Civil Engineering, General

140901 Computer Engineering

141001 Electrical, Electronics and Communication Engineering

141101 Engineering Mechanics

141401 Environmental/ Environmental Health Engineering

141501 Geological Engineering

141601 Geophysical Engineering

141801 Material Engineering

141901 Mechanical Engineering

142001 Metallurgical Engineering

142101 Mining, Mineral Engineer

142201 Naval Architecture and Marine Engineering

142301 Nuclear Engineering

142401 Ocean Engineering

142501 Petroleum Engineering

143001 Engineering/Industrial Management

143201 Polymer/Plastics Engineering

149009 Engineering, Other

**Foreign Languages**

160103 Foreign Languages Interpretation and Translation

160301 Chinese Lang & Literature

160302 Japanese Lang & Literature

160402 Russian Lang & Literature

160501 German Lang & Literature

160601 Greek Lang &. Literature (Modern)

160901 French Lang & Literature

160902 Italian Lang & Literature

160905 Spanish Lang & Literature

161101 Arabic Lang & Literature

161102 Hebrew Lang & Literature

161203 Latin Lang & Literature (Ancient and Medieval)

169999 Foreign Languages and Literature, Other


**Health Profession**

510301 Community Health Liaison

510401 Dentist (DDS, DMD)

510701 Health System/Health Sciences Administration

511201 Medicine (MD)

511399 Basic Medical Sciences, Other

511601 Nursing (R.N. Training)

512001 Pharmacy

512201 Public Health, General

512202 Environmental Health

512306 Occupational Therapy Home Economics

190101 Home Economics, General

# Academic Discipline Codes

190402 Consumer Econ & Science

199999 Home Economics, Other

**Law**

220101 Law (LLB m JD)

220199 Law and Legal Studies, Other

**Letters**

160102 Linguistics

230101 English Language and Literature General

240199 Liberal Art and Sciences General Studies & Humanities, Other

380101 Philosophy

380201 Religion/Religious Studies

**Library**

250101 Library Science/Librarianship

259999 Library Science, Other

**Mathematics**

270101 Mathematics

270301 Applied Mathematics, General

270501 Mathematical Statistics

279999 Mathematics. Other

**Military Science**

290101 Military Technologies

490101 Aviation and Airway Science

490104 Aviation Management

**Physical Science**

400101 Physical Science, General

400201 Astronomy

400301 Astrophysics

400401 Atmospheric Sciences and Meteorology

400501 Chemistry. General

400502 Analytical Chemistry

400503 Inorganic Chemistry

400504 Organic Chemistry

400505 Medicinal/Pharmaceutical Chemistry

400506 Physical & Theoretical Chem.

400507 Polymer Chemistry

400601 Geology

400602 Geochemistry

400603 Geophysics and Seismology

400702 Oceanography

400703 Earth and Planetary Sciences

400799 Miscellaneous Physical Sciences, Other

400801 Physics

400802 Chemical and Atomic/Molecular Physics

400806 Nuclear Physics

400810 Theoretical and Mathematical Physics

**Psychology**

420101 Psychology, General

420201 Clinical Psychology

420601 Counseling Psychology

420801 Experimental Psychology

420901 Industrial and Organizational Psychology

421101 Physiological Psychology/ Psychobiology

429999 Psychology Other

**Public Affairs**

310101 Parks, Recreation, and Leisure Studies

430107 Law Enforcement/Police Science

430201 Fire Protection and Safety Technology/Technician

440401 Public Administration

440701 Social Work

449999 Public Administration and Services, Other

**Social Studies**

430104 Criminal Justice Studies

450101 Social Studies, General

450201 Anthropology

450301 Archeology

450501 Demography/Population Studies

450601 Economics. General

450605 International Economics

450701 Geography

450801 History, General

450901 International Relations and Affairs

# Academic Discipline Codes

451001 Political Science. General

451101 Sociology

451201 Urban Affairs/Studies

**Interdisciplinary Studies**

300101 Biological and Physical Science

300801 Mathematics and Computer Science

309999 Multi/Interdisciplinary Studies, Other

## PRIVACY ACT STATEMENT

This is an addendum to CT Form 3290-12, Statement of Education. The information on this form is solicited through the systems name of General Personnel Records - CSC (CSC/ Govt -3) under the authority of Title 5, US Code, Section 1302. 2951.4118, 4308, 4506 and Executive Order 10561 dated September 13, 1954. The purpose is to supplement and provide information on the education of all employees.  The information provided is furnished only to those officials having authority to review Official Personnel Folders in their working capacity. Failure to provide the information requested may result in non-consideration for change, training or career advancement.