

# PERSONNEL MANAGEMENT INFORMATION SYSTEM SUPPLEMENTAL INFORMATION

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Chapter 3, (Powers); 5 U.S.C. Chapter 29 (Reports); 5 U.S.C. Chapters 31 and 33 (Employment); E.O. 9397 (SSN); and the Federal Personnel Manual (5 C.F.R. Parts 250 and 293).

**PRINCIPAL PURPOSE(S):** Information is collected to effectively manage and administer federal personnel programs and to fulfill federal personnel reporting requirements.

**ROUTINE USES:** Information from this system may be disclosed for any of the Routine Uses published by DLA and appearing in DLAH 5400.1.

**DISCLOSURE:** Disclosure is voluntary. However, failure to provide all the requested information may result in our inability to complete the employment offer.

Complete the items below. The information will be used to complete your record in the DLA and Office of Personnel Management automated personnel management information systems. **NOTE: It is your responsibility to inform your servicing Office of Civilian Personnel when any of the listed information changes.**

1. NAME (Print - Last, First, MI)	2. SSN
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3. MILITARY RESERVE STATUS (Caution: Proper coding is essential for correct payment of military leave)

<input type="checkbox"/> 0 None	<input type="checkbox"/> 1 Ready	<input type="checkbox"/> 2 Standby	<input type="checkbox"/> 3 Retired Reserve	<input type="checkbox"/> 4 National Guard
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4. RETIRED MILITARY (Retirees from the Reserve or National Guard DO NOT complete this section).

A. Date Retired from Active Duty (Yr./Mo./Day): \_\_\_\_\_

B. Branch of Service ("X" one):

<input type="checkbox"/> Army	<input type="checkbox"/> Navy	<input type="checkbox"/> Air Force	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> Public Health Service
<input type="checkbox"/> Marine Corps	<input type="checkbox"/> National Oceanic Atmosphere Admin (NOACC) (includes Coast and Geodetic Survey)			

5. EDUCATION:

A. Educational Level: \_\_\_\_\_ (see reverse side for educational level definitions)

(Complete Item B and C only with an educational level of 06, 10, 13, or higher. Otherwise, leave blank.)

B. Instructional Program: \_\_\_\_\_ (see attached Instructional Program list)

C. Year of Degree: \_\_\_\_\_ Year of Certificate: \_\_\_\_\_

6. PREVIOUS RETIREMENT STATUS (Complete the items below if you have ever worked as a civilian for the Federal Government.)

Federal Employees Retirement System (FERS and FICA)

Civil Service Retirement System (CSRS)

Civil Service Offset Retirement System

Federal Insurance Contributions Act (FICA only)

## EDUCATIONAL LEVEL DEFINITIONS

CODE	DESCRIPTION OF EDUCATIONAL LEVEL
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 Occupational 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 level preparing technicians or semi-professional personnel in engineering or similar fields; (2) Craftsman/clerical level preparing artisans, skilled operators and clerical workers.
07	Some College - less than one year ( <i>less than 30 semester or 45 quarter hours</i> )
08	1 Year College - ( <i>30 - 59 semester or 45 - 89 quarter hours</i> )
09	2 Years College ( <i>60 - 89 semester or 90 - 134 quarter hours</i> )
10	Associate Degree - 2 Year College Degree Program completed
11	3 Years College ( <i>90 - 119 semester or 135 - 179 quarter hours</i> )
12	4 Years College ( <i>at least 120 semester or 180 quarter hours - no Bachelor's degree</i> )
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 - For example: DDS; DMD ( <i>Dentistry</i> ); LLB or JD; MD; DVM; DO ( <i>Osteopathy</i> ); DP ( <i>Podiatry</i> ); DSC ( <i>Chiroprody</i> ); BD ( <i>Theology</i> ); OD ( <i>Optometry</i> )
16	Post First Professional - work beyond first professional but no additional higher degree
17	Masters Degree - completion of 1 or 2 years beyond Bachelor's in Liberal Arts. In professions, degrees beyond first professional but below PhD, e.g., LLM; MS Surgery after MD, MSD ( <i>Master of Science in Dentistry</i> ); MSW ( <i>Master of Social Work</i> )
18	Post Masters - work beyond Masters 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 - some work beyond the sixth year but no higher additional degree
21	Doctorate - does not include any doctorate that is a First Professional Degree per Code 15
22	Post Doctorate - work beyond doctorate