

**EDUCATION CODING SHEET**  
**SOP NECPOC 690-04-005H**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Social Security Number (last four digits only) : \_\_\_\_\_  
Commercial Telephone Number: \_\_\_\_\_  
Installation/Location: \_\_\_\_\_

1. Circle the designation below that corresponds to your HIGHEST level of education:

- 01-Some elementary school (did not complete)
- 02-Elementary school (completed, no high school)
- 03-Some high school (did not complete)
- 04-High school graduate (or certificate equivalent)
- 05-Terminal occupational program (not completed)
- 06-Terminal occupational program (completed)
- 07-Some college (less than one year)
- 08-One year college (30-59 sem hrs/45-89 qtr hrs)
- 09-Two years college (60-89 sem hrs/90-134 qtr hrs)
- 10-Associate Degree
- 11-Three yrs college(90-119 sem hrs/135-179 qtr hrs)
- 12-Four yrs college (no degree; 120+ sem hrs/180+ qtr hrs)
- 13-Bachelor's degree
- 14-Post Bachelor's degree (no Master's)
- 15-First professional degree (8 year study program, e.g., Law, Medicine, Dentistry)
- 16-Post-first professional
- 17-Master's degree
- 18-Post-Master's
- 19-Sixth-year degree
- 20-Post sixth year
- 21-Doctorate degree
- 22-Post-doctorate

2. Indicate type of school from which you earned your highest level of education:

- H - High School (other than vocational, technical, or trade school)
- V - Vocational, Technical or Trade School (High School level)
- W - Vocational, Technical or Trade School (Above High School level)
- B - Junior/Community College
- C - College or University

3. Year in which you graduated: \_\_\_\_\_

4. Name of School from which you graduated: \_\_\_\_\_

5. State in which the school is located \_\_\_\_\_

**YOU MAY SKIP TO ITEM 9 UNLESS YOU HAVE FORMAL EDUCATION BEYOND HIGH SCHOOL.**

6. Insert total hours in the appropriate item to indicate number of semester, quarter, or classroom hours earned: Semester hours: \_\_\_\_\_ Quarter hours: \_\_\_\_\_ Classroom hours: \_\_\_\_\_

7. Indicate type of degree or diploma earned: \_\_\_\_\_

8. Indicate your field of study:

Major (requires at least 20 semester hours or 30 quarter hours): \_\_\_\_\_

Minor (requires 12-19 semester hours or 18-30 quarter hours): \_\_\_\_\_

9. Information furnished is accurate and can be verified with an official transcript if requested.

Signature and date: \_\_\_\_\_

**APPENDIX A**  
**SOP NECPOC 690-04-005H**  
**INSTRUCTIONS FOR EDUCATION CODING SHEET**  
(Updated Jun 05)

1. **New employees:** you will be required to complete the attached Education Coding Sheet when you are initially hired so that your education may be properly entered in your automated personnel record. The Civilian Personnel Advisory Center will collect the completed form and forward it to the Northeast Civilian Personnel Operations Center to accomplish the data entry. A separate sheet is required for each level of education circled in Item 1 on the form. For example, if you have a Master's degree and are working on your PhD, three forms are needed: one with information on your Bachelor's degree, one with information on your Master's degree, and one with information on your Post-Master's study.
2. **Employees who continue to advance their education after their initial hire date:** print the attached Education Coding Sheet to update your automated personnel record. Fill in all appropriate information and mail it to the Northeast Civilian Personnel Operations Center, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283. However, if the education information in your automated personnel record is inaccurate, a separate sheet will be needed for each level of education circled in Item 1 on the form. See example above.
3. **You are responsible for furnishing accurate information.** If you are selected for a job with a specific education requirement, you will be required to furnish a transcript to verify your education. Fraudulent education claims are subject to disciplinary action that may result in termination from Federal employment.