

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.

DLA PRIVACY ACT SYSTEM NOTICE S360.20 DLA-KI APPLIES.

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 (<i>Print - Last, First, MI</i>)	2. SSN
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3. MILITARY RESERVE STATUS (*Caution: Proper coding is essential for correct payment of military leave*)

	0	None		1	Ready		2	Standby		3	Retired Reserve		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):

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

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 (<i>FERS and FICA</i>)
	Civil Service Retirement System (<i>CSRS</i>)
	Civil Service Offset Retirement System
	Federal Insurance Contributions Act (<i>FICA only</i>)

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; DMID (<i>Dentistry</i>); LLB or JD; MID; DVM; DO (<i>Osteopathy</i>); DP (<i>Podiatry</i>); DSC (<i>Chiropody</i>); BID (<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 MID, 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