Education Update

This form is used to update education information in the Defense Civilian Personnel Data System (DCPDS). Send the completed document to the South Central Human Resource Development Division (HRDD) using the contact information below. Only degrees from institutions recognized by national accrediting agencies may be updated. For additional information on accreditation visit: http://www.ed.gov/offices/OPE/accreditation

1. Employee's Installation: _____

2. Employee's Name: _____

3. SSN: (Only last four digits) _____

4. Education Level: (place an X in front of one of the appropriate options)

_____ High School
_____ Associate
_____ Bachelor
_____ Master
_____ Doctorate
_____ Other (please identify)

5. Field of Study: _____

6. Year Degree/Certification Attained: _____

7. Total Hours Earned: _____

8. Type of Hours: (place an X in front of the appropriate option)

_____ Semester
_____ Quarter

9. School Type: (place an X in front of the appropriate option)

_____ High School H
_____ Vocational/Trade/Tech (High School) V
_____ Vocational/Trade/Tech (Post High School) W
_____ Secretarial/Business/Commercial S
_____ Junior College B
_____ College/University C

10. Field of Study: (place an X in front of the appropriate option)

_____ Major
_____ Minor

11. Name of Academic Institution: _____ **State:** _____

12. Graduation Date: (DD/MMM/YYYY) _____

Contact Information:
South Central Human Resource Development Division (HRDD)
Building 5304
Redstone Arsenal, AL 35899
E-mail: tlc@cpocscr.army.mil • FAX: 256.876.3627 or DSN 746.3627

Privacy act notice: This information is collected for the purpose of updating employee education information in the Defense Civilian Personnel Data System (DCPDS). Information is provided in a voluntary basis. Failure to provide complete information may prevent employee records from being accurately updated.

Note: It is the responsibility of the individual to provide an official transcript to validate the information contained in this form upon requested