

## Education, Military Reserve, & Language Proficiency Questionnaire

In order to ensure your records covering your education, military reserve status and language proficiency are complete, please answer the following questions. If there are subsequent changes to this information, contact your servicing human resources office.

\_\_\_\_\_

(Last Name,                      First                      MI)                      Social Security Number

1. What is your highest education level?  
(Enter a code from the education chart on page 3) \_\_\_\_\_
2. What year did you complete your highest education level? \_\_\_\_\_

**If you have completed a certificate or a degree above high school,  
complete items 3 through 7. If not, proceed to question 8**

3. What was your primary field of study at your highest education level?  
(Ex. Electrical Engineering, MBA, Liberal Arts, Computer Science) \_\_\_\_\_
4. How many credit hours did you earn at your highest education level? \_\_\_\_\_  
 Semester Hours       Quarter Hours       Other (Classroom Hours)
5. What type of school did you attend at your highest education level?  
 Junior College     College or University     High School     Secretarial/Business  
 Vocational/Trade/Technical School (High School Level)  
 Vocational/Trade/Technical School (Above High School Level)
6. Was your primary field of study at your highest education level a  
 Major       Minor       Neither
7. From what School (Institution of Learning) did you received your highest degree?  
\_\_\_\_\_

8. If you are in the Military Reserves, check the category that applies to you.

- (1) Retired Reserve (Retired On Points, Under Age 60) - Nonpaid
- (2) AD Regular Retirement (Under Age 60, Not for Disability)
- (3) AD Reserve Retirement (20yrs Plus Ad, Fleet Reserve Under Age 60)
- (4) Category III (Res/Reg/Ret/Either over Age 60 and/or 30%Disabled)
- (5) Draft Eligible (Male 18-25 Years Old)
- (6) Individual Mobilization Augmentee (IMA):

- (A) Air Force
- (B) Army
- (C) Coast Guard
- (D) Marine Corps
- (E) Navy

Selected Reserve:

- (F) Air Force
- (G) Army
- (H) Coast Guard
- (I) Marine Corps
- (J) Navy
- (K) Air National Guard
- (L) Army National Guard (Active)

Individual Ready Reservist:

- (M) Air Force
- (N) Army
- (O) Coast Guard
- (P) Marine Corps
- (Q) Navy
- (R) Army National Guard (Inactive)

Standby Reserve:

- (S) Air Force
- (T) Army
- (U) Coast Guard
- (V) Marine Corps
- (W) Navy

(X) Navy Reserve - Merchant Marine Not Applicable

(Y) Not Applicable

9. Do you speak or read a language other than English? (including sign language)  Yes  No  
 If yes, list each language and your proficiency levels by using the tables below:

Language(s)	Language Proficiency Code	Listening, Reading & Speaking Proficiency Code

Code	Language proficiency level
A	No knowledge
B	No practical knowledge
C	Extremely limited knowledge
D	Very limited knowledge
E	Limited knowledge
F	Routine knowledge
G	Proficient
H	Very proficient
I	Extremely proficient
J	Equivalent to native
K	Equivalent to well-educated native
M	Occupying language position
N	Refused to test
Z	Unknown

Code	Listening, reading & speaking proficiency
00	No proficiency
06	Memorized proficiency
10	Elementary proficiency
16	Elementary proficiency, plus
20	Limited working proficiency
26	Limited working proficiency, plus
30	General professional proficiency
36	General professional proficiency, plus
40	Advanced professional proficiency
46	Advanced professional proficiency, plus
50	Functionally native proficiency

Code	Education Level Definition
01	Some elementary school - did not complete grades 1-8.
02	Elementary school completed - no high school. Grade 8 completed.
03	Some high school - did not graduate.
04	High school graduate or certificate of equivalency.
05	Secretarial, business, commercial, vocational, trade or technical school - did not complete.
06	Secretarial, business, commercial, vocational, trade or technical school - certificate of completion, diploma or equivalent.
07	Some college - less than one year. Less than 30 semester or 45 quarter hours completed.
08	1 year of college - 30-59 semester or 45-89 quarter hours completed.
09	2 years college - no degree. 60-89 semester or 90-134 quarter hours completed.
10	Associate degree - 2 year college degree program completed.
11	3 years college - 90-119 semester or 135-179 quarter hours completed.
12	4 years college - 120 or more semester or 180 or more quarter hours completed - no bachelor's degree.
13	Bachelor's degree - at least 4 but no more than 5 years of academic work.
14	Post bachelors - some work beyond (at higher level than) the bachelor's degree, but no higher degree earned.
15	First professional degree - completion of academic requirements for selected professions that are based on programs requiring at least two academic years prior college work for entrance and a total of at least six academic years of college for completion, (e.g. medicine, dentistry, law.)
16	Reserved.
17	Master's degree - customarily granted upon successful completion of one or two academic years beyond the bachelor's degree.
18	Post master's degree - some work beyond (at higher level than) the master's degree, but no additional higher degree earned.
19	Sixth year degree - (e.g. advanced certificate in education, advanced graduate certificate, certificate of advanced graduate study, etc.)
20	Post sixth year - some work beyond (at higher level than) the sixth year degree, but no additional higher degree earned.
21	Doctorate degree - (e.g. doctor or education, doctor of public health, and the Ph.D. In any field.)
22	Post doctorate - work beyond the doctorate.