

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**EASTERN REGION
JAMAICA, N. Y., 11430**

EA 3000.25

7/17/79

SUBJ: EMPLOYEE TRAINING HISTORY

1. PURPOSE. This order identifies the procedures to be followed by supervisors and employees for the maintenance, update and review of employee training histories.
2. DISTRIBUTION. The order is distributed to all Eastern Region employees.
3. BACKGROUND. The Personnel Management Information System computer contains training records for all FAA employees. Any government or non-government training completed since January 1, 1964, of at least 8 hours length, which has application to functions performed by the FAA ~~or~~ which may be related to a work environment such as a first aid or cardiopulmonary resuscitation course and/or subsequent requalification, should be included in an employee's record.
4. RESPONSIBILITIES. It is the responsibility of the organizations or individuals listed below to update Personnel Management Information System training records.
 - a. Agency Conducted Training. Training conducted by the FAA Academy, the FAA Management Training School, the Transportation Safety Institute, the Training Programs Division (APT-300) or the regional Training Branch (AEA-17) is added to training histories by the respective training organization after the course is completed. Facility-conducted courses of 8 hours or more in length, as well as other regional training not conducted by AEA-17, will be entered by AEA-17 after notice of training completion is received from appropriate branch or facility chief.
 - b. FAA Arranged Training
 - (1) Training authorized by and paid ~~for~~ by the FAA Academy, the FAA Management Training School, the Transportation Safety Institute, the Training Programs Division (APT-300) ~~or~~ the regional Training Branch (AEA-17) will be added to training records by the respective training organization.
 - (2) Non-tuition, out-of-agency courses which are scheduled through any of the above training organizations are not automatically added because a final report of attendance is generally not received from the organization which conducted the training. Division chiefs, staff officers, branch chiefs or facility chiefs must report completion of this training to AEA-17 in order that it may be entered into the training records.
 - c. Other Non-FAA Training. College courses and other training obtained through after-work personal effort which are relevant to the mission of the FAA, which were completed since January 1, 1964 and which did not result in a college or

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Initiated **By:** AEA-17

post-graduate degree, may be added to a training history if an individual employee elects to submit notice of completion to AEA-17. Employees may also submit updated data for highest level of education attained, college degree received, major field of specialization, year of degree and college or university, which issued the degree.

5. OBJECTIVES. The FAA uses the training history which is being maintained in the automated information system for several purposes. Currently it is being used to:

- a. develop required training reports,
- b. provide colleges and universities with official transcripts of employee training,
- c. identify employees for whom training is required,
- d. conduct studies, evaluations and analyses of agency training,
- e. verify that prerequisite requirements are completed before an employee is approved for training.

Additional applications may be developed in the future. They could include the preparation of resumes of experience and training to be used in connection with a merit promotion program.

6. PROCEDURES. To assure that training histories and educational data **are** maintained on a current basis, all division chiefs, staff officers, branch chiefs, facility chiefs and individual FAA employees must provide the data described below for all courses of at least 8 hours length conducted at or below the regional level which were not conducted **by** the regional Training Branch, AEA-17, and for courses outside the agency which were not paid for by the Training Branch. The training history will not be updated if this verification is not received.

a. Regional Training Not Conducted By the Training Branch, AEA-17. The staff officer, division chief, branch chief or facility chief who arranged for this training must provide AEA-17 with a list of the names of those who took the course, the course number if any, the course title, the beginning and ending dates of training, the number of hours of training, final grades and any remarks which are to be entered in employee records. This information should be sent to the Training Branch, AEA-17, within one week after completion of the course. Entry of this information into the computer will be expedited if social security numbers are included with the data submitted. See Paragraph 8 for a further explanation.

b. Out-of Agency Training Arranged **By** But Not Paid For By the Training Branch. The chief of the division, staff office, branch or facility where the employee works must advise the Training Branch, AEA-17, within one week after completion of the course, that the employee actually attended the scheduled training.

c. Other Non-FAA Training. An individual employee may voluntarily elect to add college courses and other training which has been obtained through after-work personal effort to the FAA training history stored in the Personnel Management Information System. An individual who wishes to add training of this nature must send a copy of the course completion certificate, grade transcript, **or** some other proof of enrollment such as a paid receipt to AEA-17 through his or her supervisor. The information submitted must contain the employee's name, course title, number of hours of training, final grade, ending date of the course and FAA-related course number, if any, as listed in Appendix 1. If an appropriate course number cannot be found in Appendix 1, use "00000" as the course number. If the course is not relevant to the mission of the FAA **or** the FAA work environment, the Training Branch will not enter it into an employee's training history. Entry of this information into the computer will be expedited if social security number is included with the data submitted. See paragraph 8 for a further explanation.

d. Education Data. An employee may elect to update the academic data described below which has been stored in the automated information system. Only one occurrence of this information is stored so all data should refer to the highest educational level attained. Information about degree, year of degree and major field of study have been entered for all employees who started working for the FAA since July 18, 1978. **In** addition, this data has been entered into training records for all employees who submitted transcripts and diplomas to the Eastern Region Training Branch in conjunction with the validation of training records in 1977. Other employees will have to provide the data to the Training Branch through their supervisors, if it is to be included in the automated information system and all employees will have to advise the Training Branch through normal supervisory channels of changes to this data in order to keep it current.

(1) Degree and Year of Degree. This data is stored for an Associates Degree or higher. A diploma or a college transcript, showing that the degree was awarded, should be sent to AEA-17, with a note requesting update of this information. Entry of this information into the computer will be expedited if social security number is included with the data submitted. See paragraph 8 **for** a further explanation.

(2) School and Major Field of Study. This data is stored for a bachelor's degree **or** higher. It will be updated at the same time as type of degree and year of degree when the employee submits the documentation in (1) above. **assure that the correct major is entered, an employee must refer to Appendix 3 of this order, select the most appropriate academic major and enter the four number code associated with that major on the diploma or transcript which is being submitted.** Major will not be entered if the four number code is not furnished.

(3) Education Level. This is the highest education level attained by an employee. It is likely to change more frequently than other educational data. Appendix 2 contains code values and descriptions of the various educational levels used by all federal agencies. Education level data will appear at the top of a

computer printout of an individual's training history. It may be updated by an employee merely indicating what education level is appropriate and providing a copy of the diploma, transcript or transcripts which verifies the accuracy of the educational level requested. This will be revised automatically by the Training Branch whenever a change is made in an employee's degree data as described in (1) and (2) above. Update of educational level information in the computer will be expedited if social security number is included with the data submitted. See paragraph 8 for a further explanation.

7. Review of Training History. The Training Branch, AEA-17, shall provide a copy of the Personnel Management Information System training history to any employee who requests his or her own history. Requests must include the employee's name and facility, branch or staff office where employed. Histories will be sent to employees through their branch or facility chiefs or staff officers. Social security numbers are used to extract training histories from the computer. An employee may expedite the process and avoid the possibility of having another person's training history extracted by furnishing the Training Branch with his or her own social security number at the time the training history is requested.

8. Use of Social Security Number. The computer programs which are used to update training histories in the Personnel Management Information System use social security number as a personal identifier since it is the only item that may not be duplicated in several employees' computer records. Under the Privacy Act it is not necessary for an employee to furnish a social security number when submitting additional training or educational data. If it is not submitted voluntarily however, Training Branch personnel will have to obtain the number from other sources before an employee's training history can be updated in the computer. This may entail delay and it creates the possibility that an incorrect social security number may be obtained and that the wrong record may be updated. For these reasons all employees are asked to include social security number with any request for update of training or educational data in the Personnel Management Information System.


for LOUIS J. CARDINALI
Acting Director

<u>Course No.</u>	<u>Title</u>
36100	Liberal Arts
36200	Library Science
36300	Management Technology
36400	Mathematics
36401	Calculus
36402	Engineering Math
36500	Medicine
36501	Medical Administration
36600	Merchandising
36700	Metallurgy
36800	Meteorology
36900	Music
37000	Nautical Science
37100	Nursing
37200	Personnel Administration
37300	Pharmacy
37400	Philosophy
37500	Physical Education
37600	Physical Sciences
37700	Physics
37800	Physiology
36006	Police Science
37900	Political Science
37920	Procurement
38000	Psychology
38100	Public Administration
38200	Public Health
38250	Real Estate (General)
38251	Real Estate Appraisal
38252	Real Property Acquisition
38300	Religion
34800	Science, General
30950	Secretarial/Clerical Skills, Basic
38400	Social Science
38500	Sociology
38520	Space Management
38600	Speech
38700	Statistics
38800	Theology
38900	Transportation
39000	Transport Economics
39500	Trades and Crafts
39501	Carpentry
39502	Upholstery

HIGHEST LEVEL OF EDUCATION ATTAINED

Code	Name	<u>Definition/Explanation</u>
01	Some Elementary School-Did Not Complete	Elementary School means grades 1 through 8 or equivalents.
02	Elementary School Completed	Grade 8 or equivalent completed.
03	Some High School-Did Not Graduate	High School means grade 9 through 12 or equivalent.
04	High School Graduate or Certificate of Equivalency	Grade 12 or equivalent completed
05	Terminal Occupational Program-Did Not Complete	Program extending beyond grade 12, usually no more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
06	Terminal Occupational Program-Certificate of Completion, Diploma or Equivalent	(See above.) Two levels are recognized: (1) the technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
07	Some College-Less Than One Year	Less than 30 semester hours or 45 quarter hours completed.
08.	1 Year College	30-59 semester hours or 45-89 quarter hours completed.
09	2 Years College	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	3 Years College	90-119 semester hours or 135-179 quarter hours completed.
12	4 Years College	120 or more semester hours or 180 or more quarter hours completed-no baccalaureate (bachelor's) degree.

Appendix 2

Code	Name	<u>Definition/Explanation</u>
13	Bachelor's Degree	Requires completion of at least 4 but not more than 5 years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.
14	Post-Bachelor's	some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.
15	First Professional Degree	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion; e.g., Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-First Professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's Degree	Includes liberal arts and sciences degrees, customarily granted upon successful completion of one (sometimes two) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D.; e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	Post-Master's	Some work beyond (at a higher level than) the master's degree but no additional higher degree.
19	Sixth-Year Degree	i.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduated Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.

Code	NAME	<u>Definition</u> <u>Explanation</u>
20	Post-Sixth-Year	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate Degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
22	Post-Doctorate	Work beyond the doctorate.

ACADEMIC MAJORS

AGRICULTURE AND NATURAL
RESOURCES CODES

- 0101 Agriculture, general
- 0102 Agronomy (field crops and crop management)
- 0103 Soils science (management and conservation)
- 0104 Animal science (husbandry)
- 0105 Dairy science (husbandry)
- 0106 Poultry science
- 0107 Fish, game, and wildlife management
- 0108 Horticulture (fruit and vegetable production)
- 0109 Ornamental horticulture (floriculture, nursery science)
- 0110 Agricultural and farm management
- 0111 Agricultural economics
- 0112 Agricultural business
- 0113 Food science and technology
- 0114 Forestry
- 0115 National resources management
- 0116 Agriculture and forestry technologies (baccalaureate and higher programs)
- 0117 Range management
- 0199 Agriculture, other related

ARCHITECTURE AND ENVIRONMENTAL
DESIGN CODES

- 0201 Environmental design, general
- 0202 Architecture
- 0203 Interior design
- 0204 Landscape architecture
- 0205 Urban architecture
- 0206 City, community, and regional planning
- 0299 Architecture, other related

AREA STUDIES CODES

- 0301 Asian studies, general
- 0302 East Asian studies
- 0303 South Asian (India, etc.) studies
- 0304 Southeast Asian studies
- 0305 African studies
- 0306 Islamic studies
- 0307 Russian and Slavic studies
- 0308 Latin American studies
- 0309 Middle Eastern studies
- 0310 European studies, general
- 0311 Eastern European studies
- 0312 West European studies
- 0313 American studies
- 0314 Pacific area studies
- 0399 Foreign Studies, other related

BIOLOGICAL SCIENCES CODES

0401	Biology, general
0402	Botany, general
0403	Bacteriology
0404	Plant pathology
0405	Plant pharmacology
0406	Plant physiology
0407	Zoology, general
0408	Pathology, human and animal
0409	Pharmacology, human and animal
0410	Physiology, human and animal
0411	Microbiology
0412	Anatomy
0413	Histology
0414	Biochemistry
0415	Biophysics
0416	Molecular biology
0417	Cell biology (cytology, cell physiology)
0418	Marine biology
0419	Biometrics and biostatistics
0420	Ecology
0421	Entomology
0422	Genetics
0423	Radiobiology
0424	Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425	Neurosciences
0426	Toxicology
0427	Embryology
0498	Wildlife biology
0499	Biology, other related

BUSINESS AND MANAGEMENT CODES

0501	Business and commerce, general
0502	Accounting
0503	Business statistics
0504	Banking and finance
0505	Investments and securities
0506	Business management and administration
0507	Operations research
0508	Hotel and restaurant management
0509	Marketing and purchasing
0510	Transportation and public utilities
0511	Real Estate
0512	Insurance
0513	International business
0514	Secretarial Studies (baccalaureate and higher programs)

<u>Course No.</u>	<u>Title</u>
30000	Accounting
30001	Accounting Management
30002	Bookkeeping
30003	Double-Entry Bookkeeping
30004	Cost Accounting
30100	Advertising
30200	Aerodynamics
30300	Agriculture
30400	Airport Management
30401	Airport Paving
30500	Anthropology
30600	Architecture
30700	Art
30701	Commercial Art
30702	Landscape Painting
30703	Portrait Painting
30704	Drafting
30705	Engineering Drawing
30706	Watercolor Brush Techniques
30707	Aeronautical Drafting and Design
30720	Auditing
30800	Biology
30900	Business Administration
36300	Management Technology
30950	Basic Secretarial/Clerical Skills
39100	Budget
31000	Chemistry
31100	City Planning
31200	Commercial
31220	Contracting
30704	Drafting
30705	Engineering Drawing
30707	Aeronautical Drafting and Design
31300	Dentistry
31400	Economics
31500	Education
31600	Electronics
31700	Engineering
31701	Aeronautical Engineering
31702	Administrative Engineering
31703	Agricultural Engineering
31704	Airways Engineering
31705	Architectural Engineering
31706	Astronautical Engineering
31707	Automotive Engineering
31708	Ceramic Engineering
31709	Chemical Engineering
31710	Civil Engineering
31711	Communication Engineering
31712	Electrical Engineering

<u>Course No.</u>	<u>Title</u>
31713	Electronic Engineering
30705	Engineering Drawing
31714	Fire Protection/Safety Engineering
31715	General Engineering
31716	Highway Engineering
31717	Industrial Engineering
31718	Marine Engineering
31719	Mechanical Engineering
31720	Mining Engineering
31721	Nuclear Engineering
31722	Petroleum Engineering
31723	Radio Engineering
31724	Safety Engineering
31725	Sanitary Engineering
31726	Structural Engineering
31727	Textile Engineering
31800	Data Processing
31801	Computer Programming
31802	Microprocessing
34500	English
34520	Environment/Energy
39200	Finance
34600	Foreign Language
34601	French
34602	German
34603	Japanese
34604	Russian Conversation
34605	Spanish
34700	Forestry
34800	General Science
34900	Geography
35000	Geology
35100	Government
35200	History
35300	Home Economics
35400	Hospital Administration
35500	Hydraulics
35600	Industrial Management
35700	International Relations
35800	Journalism
35900	Landscaping
36000	Law
36001	Aviation Law
36007	Commercial Law
36002	International Law
36003	Labor Law
36004	Procurement Law
36005	Real Estate Law
36006	Police Science

- 0515 Personnel management
- 0516 Labor and industrial relations
- 0517 Business economics
- 0599 Business Administration, other related

COMMUNICATIONS CODES

- 0601 Communications, general
- 0602 Journalism (printed media)
- 0603 Radiotelevision
- 0604 Advertising
- 0605 Communication media (use of videotape, films, etc.,
-oriented specifically toward radio/television)
- 0699 Communications, other related

COMPUTER AND INFORMATION SCIENCES CODES

- 0701 Computer and information sciences, general
- 0702 Information sciences and systems
- 0703 Data processing
- 0704 Computer programming
- 0705 Systems analysis
- 0799 Computer Sciences, other related

EDUCATION CODES

- 0801 Education, general
- 0802 Elementary education, general
- 0803 Secondary education, general
- 0804 Junior high school education
- 0805 Higher education, general
- 0806 Junior and community college education
- 0807 Adult and continuing education
- 0808 Special education, general
- 0809 Administration of special education
- 0810 Education of the mentally retarded
- 0811 Education of the gifted
- 0812 Education of the deaf
- 0813 Education of the culturally disadvantaged
- 0814 Education of the visually handicapped
- 0815 Speech correction
- 0816 Education of the emotionally disturbed
- 0817 Remedial education
- 0818 Special learning disabilities
- 0819 Education of the physically handicapped
- 0820 Education of the multiple handicapped
- 0821 Social foundations (history and philosophy of
education)
- 0822 Educational psychology (include learning theory)

Appendix 3

0823	Pre-elementary education (Kindergarten)
0824	Educational statistics and research
0825	Educational testing, evaluation and measurement
0826	Student personnel (counseling and guidance)
0827	Educational administration
0828	Educational supervision
0829	Curriculum and instruction
0830	Reading education (methodology and theory)
0831	Art education (methodology and theory)
0832	Music education (methodology and theory)
0833	Mathematics education (methodology and theory)
0834	Science education (methodology and theory)
0835	Physical education
0836	Driver and safety education
0837	Health education (include family life education)
0838	Business, commerce, and distributive education
0839	Industrial arts, vocational, and technical education
0897	Guidance counseling
0898	Vocational counseling
0899	Education, other related

ENGINEERING CODES

0901	Engineering, general
0902	Aerospace, aeronautical and astronautical engineering
0903	Agricultural engineering
0904	Architectural engineering
0905	Bioengineering and biomedical engineering
0906	Chemical engineering (include petroleum refining)
0907	Petroleum engineering (exclude petroleum refining)
0908	Civil, construction, and transportation engineering
0909	Electrical, electronics, and communications engineering
0910	Mechanical engineering
0911	Geological engineering
0912	Geophysical engineering
0913	Industrial and management engineering
0914	Metallurgical engineering
0915	Materials engineering
0916	Ceramic engineering
0917	Textile engineering
0918	Mining and mineral engineering
0919	Engineering physics
0920	Nuclear engineering
0921	Engineering mechanics
0922	Environmental and sanitary engineering
0923	Naval architecture and marine engineering
0924	Ocean engineering
0925	Engineering technologies (baccalaureate and higher programs)
0999	Engineering, other related

FINE AND APPLIED ARTS CODES

- 1001 Fine arts, general
- 1002** Art (painting, drawing, sculpture)
- 1003 Art history and appreciation
- 1004 Music (performing, composition, theory)
- 1005 Music (liberal arts program)
- 1006 Music history and appreciation (musicology)
- 1007 Dramatic arts
- 1008 Dance
- 1009 Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
- 1010 Cinematography
- 1011 Photography
- 1099 Fine Arts, other related

FOREIGN LANGUAGES CODES

- 1101 Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
- 1102 French
- 1103 German
- 1104 Italian
- 1105 Spanish
- 1106 Russian
- 1107 Chinese
- 1108 Japanese
- 1109 Latin
- 1110 Greek, classical
- 1111 Hebrew
- 1112 Arabic
- 1113 Indian (Asiatic)
- 1114 Scandinavian Languages
- 1115 Slavic languages (other than Russian)
- 1116 African languages (non-Semitic)
- 1199 Foreign Languages, other related

HEALTH PROFESSIONS CODES

- 1201 Health professions, general
- 1202 Hospital and health care administration
- 1203 Nursing (baccalaureate and higher programs)
- 1204 Dentistry, D.D.S. **or** D.M.D. degree
- 1205 Dental specialties (work, beyond first-professional degree, D.D.S. **or** D.M.D.)
- 1206 Medicine, M.D. degree
- 1207 Medical Specialties (work beyond first-professional degree, M.D.)
- 1208 Occupational therapy
- 1209 Optometry
- 1210 Osteopathic medicine, D.O. degree
- 1211 Pharmacy

Appendix 3

- 1212 Physical therapy
- 1213 Dental hygiene (baccalaureate and higher programs)
- 1214 Public health
- 1215 Medical record librarianship
- 1216 Podiatry (P0d.D. **or** D.P.) **or** podiatric medicine (D.P.M.)
- 1217 Biomedical communication
- 1218 Veterinary medicine (D.V.M. degree)
- 1219 Veterinary medicine specialties (work beyond first-professional degree, D.V.M.)
- 1220 Speech pathology and audiology
- 1221 Chiropractic
- 1222 Clinical social work (medical and psychiatric and specialized rehabilitation services)
- 1223 Medical laboratory technologies (baccalaureate and higher programs)
- 1224 Dental technologies (baccalaureate and higher programs)
- 1225 Radiologic technologies (baccalaureate and higher programs)
- 1299 Health Professions, other related

HOME ECONOMICS CODES

- 1301 Home economics, general
- 1302 Home decoration and home equipment
- 1303 Clothing and textiles
- 1304 Consumer economics and home management
- 1305 Family relations and child development
- 1306 Foods and nutrition (include dietetics)
- 1307 Institutional management and cafeteria management
- 1399 Home Economics, other related

LAW CODES

- 1401 Law, general
- 1499 Law, other related

LETTERS CODES

- 1501 English, general
- 1502 Literature, English
- 1503 Comparative literature
- 1504 Classics
- 1505 Linguistics (include phonetics, semantics, and philology)
- 1506 Speech, debate and forensic science (rhetoric and public address)
- 1507 Creative writing
- 1508 Teaching of English **as** a foreign language
- 1509 Philosophy
- 1510 Religious studies (exclude theological professions)
- 1599 English, other related

LIBRARY SCIENCE CODES

- 1601 Library science, general
- 1699 Library science, other related

MATHEMATICS CODES

- 1701 Mathematics, general
- 1702 Statistics, mathematical and theoretical
- 1703 Applied mathematics
- 1797 Actuarial science
- 1799 Mathematics, other related

MILITARY SCIENCES CODES

- 1801 Military science (Army)
- 1802 Naval science (Navy, Marines)
- 1803 Aerospace science (Air Force)
- 1899 Military Science, other related

PHYSICAL SCIENCES CODES

- 1901 Physical sciences, general
- 1902 Physics, general (exclude biophysics)
- 1903 Molecular physics
- 1904 Nuclear physics
- 1905 Chemistry, general (exclude biochemistry)
- 1906 Inorganic chemistry
- 1907 Organic chemistry
- 1908 Physical chemistry
- 1909 Analytical chemistry
- 1910 Pharmaceutical chemistry
- 1911 Astronomy
- 1912 Astrophysics
- 1913 Atmospheric sciences and meteorology
- 1914 Geology
- 1915 Geochemistry
- 1916 Geophysics and seismology
- 1917 Earth sciences, general
- 1918 Paleontology
- 1919 Oceanography
- 1920 Metallurgy
- 1999 Physical Science, other related

PSYCHOLOGY CODES

- 2001 Psychology, general
- 2002 Experimental psychology (animal and human)
- 2003 Clinical psychology
- 2004 Psychology for counseling
- 2005 Social psychology

2006	Psychometrics
2007	Statistics in psychology
2008	Industrial psychology
2009	Developmental psychology
2010	Physiological psychology
2099	Psychology, other related

PUBLIC AFFAIRS AND SERVICES CODES

2101	Community services, general
2102	Public administration
2103	Parks and recreation management
2104	Social work and helping services (other than clinical social work)
2105	Law enforcement and corrections (baccalaureate and higher programs)
2106	International public service (other than diplomatic service)
2198	Recreation
2199	Community Services, other related

SOCIAL SCIENCES CODES

2201	Social sciences, general
2202	Anthropology
2203	Archaeology
2204	Economics
2205	History
2206	Geography
2207	Political science and government
2208	Sociology
2209	Criminology
2210	International relations
2211	Afro-American (black culture) studies
2212	American Indian cultural studies
2213	Mexican-American cultural studies
2214	Urban studies
2215	Demography
2299	Social Sciences, other related

THEOLOGY CODES

2301	Theological professions, general
2302	Religious music
2303	Biblical languages
2304	Religious education
2399	Theological, other related

INTERDISCIPLINARY STUDIES CODES

4901	General liberal arts and sciences
4902	Biological and physical sciences

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Appendix 3

4903 Humanities and social sciences
4904 Engineering and other disciplines
4999 Liberal Arts and Sciences, other related