



**CIVILIAN HUMAN RESOURCES AGENCY (CHRA)**  
**South Central Region (SCR)**  
**HR Development Division (HRDD)**

**DOCUMENTING TRAINING AND EDUCATION FOR ARMY CIVILIANS**

**TRAINING HISTORY UPDATES TO DCPDS**

There are now essentially three ways training history may be updated for Army civilian employees in the Defense Civilian Personnel Data System (DCPDS).

- 1) CHRTAS  
Training managed via the Civilian Human Resources Training Application System (CHRTAS) is processed in approximately two weeks into DCPDS. Such courses include Civilian Education System (CES) courses, CHRA-sponsored training, NSPS/DCIPS courses and others.
- 2) Mass Training Update Process  
Training updates for any courses not processed through an Army Training Management System (ATRRS, CHRTAS, TIPs, etc) may be processed via the Mass Training Update Process managed by CHRA's regional HRDDs. In order to use this process, read through the instruction page at link below, click on the Excel icon, fill in the spreadsheet and submit per instructions. The completed spreadsheet must be sent encrypted to the regional HRDD office as outlined in the instructions.  
<http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/massupdate.htm>
- 3) MyBiz  
All Army employees are now able to update their own training and education to DCPDS via MyBiz. The supervisor should approve any entry made by an employee. Employee-entered training will be labeled "self-certified," whereas, training completions input via the Mass Training Update Process will be labeled as "verified."

**EDUCATION UPDATES TO DCPDS**

There are now two ways education levels, e.g. a Bachelor of Science degree, Master of Arts degree, etc, may be updated for Army civilian employees in the Defense Civilian Personnel Data System (DCPDS).

- 1) Data submission to CHRA Regional HRDD  
First, review the Education Update INSTRUCTION SHEET (next page) that provides the codes needed to complete the Education Update FORM (online via link)  
[http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/TLC%20forms/Edu\\_Updtd\\_v4.pdf](http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/TLC%20forms/Edu_Updtd_v4.pdf)
- 2) MyBiz  
All Army employees are now able to update their education level to DCPDS via MyBiz. The supervisor should approve the entry made by an employee. An employee-entered education-level change will be labeled "self-certified," whereas, if the education update is processed by the regional HRDD, it will be labeled as "verified." Detailed directions for updating Education levels in MyBiz are available upon request.

CHRA South Central Region HRDD may be contacted at the following email address, [reds.cpoctr.tlc@conus.army.mil](mailto:reds.cpoctr.tlc@conus.army.mil) .

**When completing the Education Update forms, please follow these instructions:**

Item 1 **Employee's Installation:** i.e. Fort Benning, Fort Bragg, Redstone Arsenal, etc.

Item 2 **Employee's Name:** self-explanatory.

Item 3 **SSN:** (Only last four digits) self-explanatory.

Item 4 **Education Level:** if a degree/certificate has not been issued, use the tables below to compute the education level you have attained.

Education Level	Number of Semester Hours	Number of Quarters Hours
04 High School Diploma		
05 Occupation program	did not complete	
06 Occupation program	certification of completion or diploma	
07 Some college	03 – 29	05 – 44
08 One year of college	30 – 59	45 – 90
09 Two years of college	60 – 89	93 – 134
10 Associate degree	according to transcript	according to transcript
11 Three years of college	90	135 – 179
12 Four years of college	120	180
13 Bachelor degree	according to transcript	according to transcript
14 Post Bachelor degree	above 120	above 180
15 First professional	according to transcript	according to transcript
16 Post-first professional	according to transcript	according to transcript
17 Master degree	according to transcript	according to transcript
18 Post Master degree	according to transcript	according to transcript
19 Sixth-year degree	according to transcript	according to transcript
20 Post Sixth-year degree	according to transcript	according to transcript
21 Doctorate degree	according to transcript	according to transcript
22 Post Doctorate degree	according to transcript	according to transcript

Item 5 **Field of Study:** self-explanatory, i.e. Nursing, Business, etc.

Item 6 **Year Degree/Certification attained:** format (YYYY)

Item 7 **Total Hours Earned:** Self-explanatory, must be whole number.

Item 8 **Type of Hours:** Self-explanatory.

Item 9 **Type of School:** Self-explanatory.

Item 10 **Field of Study:** Self-explanatory.

Item 11 **Name of Academic Institution:** The name of the institution and the state where it's located.

Item 12 **Graduation Date:** format (DD/MMM/YYYY)