

**USAREC Regulation 601-101**

**Personnel Procurement**

# **Education Enlistment Credentials**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
15 December 2010**

**UNCLASSIFIED**

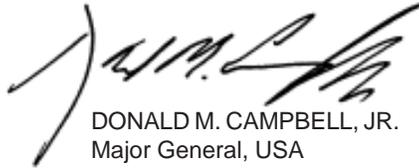
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**\*USAREC Regulation 601-101**

Effective 1 January 2011

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DONALD M. CAMPBELL, JR.  
Major General, USA  
*Commanding*

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**History.** This regulation revises USAREC Reg 601-101, which is effective 1 January 2011.

**Summary.** This regulation establishes policy, guidance, and procedures to be followed by personnel within the U.S. Army Recruiting Command when processing applicants for enlistment in the Regular Army and U.S. Army Reserve. It provides procedures for determining the proper educational tier status of applicants and applying education enlistment policy consistently.

**Applicability.** This regulation applies to all military and civilian personnel assigned, attached, detailed, or performing recruiting duties within the U.S. Army Recruiting Command. Failure by any U.S. Army Recruiting Command personnel to comply with the provisions of chapter 3 may subject Soldiers to disciplinary action under the Uniform Code of Military Justice and civilian employees to disciplinary or adverse actions under Federal law and regulations.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G7/9. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCME0-E, 1307 3rd Avenue, Fort Knox, KY 40121-2725; or by e-mail to G7-G9-ALL@usarec.army.mil.

**Distribution.** This regulation is available in electronic media only and is intended for command distribution level Y.

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\*This regulation supersedes USAREC Regulation 601-101, dated 5 October 1998.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation establishes policy, guidance, and procedures to be followed by personnel within the U.S. Army Recruiting Command (USAREC) when processing applicants for enlistment in the Regular Army (RA) and the U.S. Army Reserve (USAR). It provides procedures for determining the proper educational tier status of applicants and applying education enlistment policy consistently.

#### **1-2. References**

For required publications and prescribed and referenced forms see appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Policy**

- a. The Army uses Department of Defense (DOD) education enlistment criteria to select applicants with the greatest likelihood of successfully completing a full term of service.
- b. First-term attrition cannot be eliminated. However, managing enlistment eligibility categories by accurately identifying applicants who are nongraduates or alternate credential holders allows the Army to decrease overall attrition and maintain its required end strength.
- c. Military and civilian personnel assigned, attached, detailed, or performing recruiting duties within USAREC will familiarize themselves with and adhere to the provisions of this regulation.

#### **1-5. Headquarters, U.S. Army Recruiting Command responsibilities**

- a. The Assistant Chief of Staff, G7/9, is the proponent of this regulation and has staff responsibility for deciding how education criteria should be applied in determining the tier status of prospective recruits. The Assistant Chief of Staff, G7/9, has staff responsibility for granting or denying exceptions to this regulation based upon recommendations from brigade commanders.
- b. The USAREC Inspector General has staff responsibility for evaluating the implementation of this regulation during inspector general inspections.

#### **1-6. Brigade commanders' responsibilities**

- a. Serve as the authority for enforcing the provisions of this regulation within the brigade.
- b. Recommend changes to this regulation.
- c. Ensure the brigade education services specialist (ESS):
  - (1) Serves as the functional expert regarding how education qualification is interpreted and applied within the brigade.
  - (2) Provides the necessary training to the brigade.
  - (3) Recommends changes to this regulation to improve its efficiency.

#### **1-7. Brigade ESS' responsibilities**

- a. Serve as the brigade commander's functional expert on all matters relating to education enlistment eligibility and education credentials.
- b. In the absence of a battalion ESS within the brigade, serve as the evaluating official for tier evaluation on individuals whose school or program requires further evaluation to determine tier status.
- c. Conduct periodic reviews of brigade and battalion Headquarters Support System-Force Structure Address and ZIP Code Realignment System (HSS-FAZR) schools section to ensure proper updating of information and procedures are followed.
- d. During brigade inspections of battalions ensure schools listed in HSS-FAZR School Directory have supporting documentation and USAREC forms.

#### **1-8. Battalion commanders' responsibilities**

- a. Designate the battalion ESS (or, in his or her absence, a substitute designee) to provide necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

- b. Ensure adherence to quality control procedures as they pertain to review of educational credentials.
- c. Serve as approval authority for all on-site visits to determine school and/or adult or alternative education program tier classifications. Name and signature required on USAREC Form 1015 (School Profile - On-Site Visit).

#### **1-9. Battalion ESS' responsibilities**

- a. Serve as the battalion commander's functional expert on all matters relating to education enlistment eligibility and education credentials.
- b. Provide the necessary training for all recruiting personnel.
- c. Complete USAREC Form 1015 on nonregionally accredited nonpublic schools and public and nonpublic adult or alternative education schools and/or programs.
- d. When required conduct physical on-site visits to nonregionally accredited nonpublic schools and to public and nonpublic adult or alternative education schools and/or programs.
- e. Act as the evaluating official for tier evaluations on individuals whose school or program requires further evaluation to determine tier status.
- f. Update and maintain school information within the HSS-FAZR Schools section.

#### **1-10. USAREC Form 1015**

- a. On-site visits are conducted to determine a school tier classification on nonregionally accredited nonpublic schools and all public and nonpublic adult or alternative schools. School information to complete USAREC Form 1015 can be obtained via e-mail, Web site, telephonically, written correspondence, or physical on-site visit to school. The school tier classification for these schools will be listed in HSS-FAZR as TE, T2, or T3; unless a physical on-site visit to the school or program determines that the school or program meets tier 1 classification, then the school or program will be listed in HSS-FAZR as tier 1. The battalion commander is the approving authority for all tier 1 classified schools based on a physical on-site visit.
- b. USAREC Form 1015 will be completed and a physical on-site visit will be conducted on nonregionally accredited nonpublic schools and all public and nonpublic adult or alternative schools and/or programs every 3 years for those schools and programs that have been listed in HSS-FAZR as tier 1. On-site visits will only be completed or conducted on schools and programs within the battalion's area.
- c. USAREC Forms 1015 are not required on public (high schools (HSs), public continuation schools, public charter schools) and regionally accredited nonpublic HSs. USAREC Forms 1015 are not required on schools and programs that issue an alternate credential (tier 2). Programs that have been classified as tier 2 as a result of an on-site visit do not require a revisit every 3 years.
- d. The ESS has the primary responsibility for completing USAREC Form 1015 and conducting the physical on-site visits. If the ESS is unavailable or due to geographical dispersion, other individuals authorized to complete the USAREC Form 1015 or conduct the physical on-site visits include the battalion executive officer (XO), the battalion operations officer (S3) (commissioned officer or civilian), and company commanders. The individual conducting the on-site visit will complete USAREC Form 1015 and recommend the school's or program's tier classification. The battalion ESS will review all USAREC Forms 1015 conducted by other authorized individuals that have been determined to meet tier 1 classification within 60 days of the visit.
- e. The ESS will sign and date above the battalion commander's signature on USAREC Form 1015 indicating that USAREC Form 1015 has been verified. If the ESS determines a school classification change is required, the ESS will complete a new USAREC Form 1015. When the battalion commander is physically outside of the battalion area a faxed copy of the form is acceptable. If the XO is on assumption of command orders, their name and signature is authorized for battalion commander approval authority for the USAREC Form 1015 (attach a copy of the assumption of command orders to the USAREC Form 1015).
- f. All on-site visits will be recorded on USAREC Form 1015.
- g. The completed USAREC Form 1015 will be maintained on file at the battalion by the ESS for 3 years.

#### **1-11. USAREC Form 1015-A**

- a. The purpose of a tier evaluation is to determine if the individual meets the criteria for education enlistment eligibility. Tier evaluations will be completed on all applicants who have completed and graduated from secondary schools listed in the HSS-FAZR Recruiting Battalion School Directory (FAZR Report 1201) as TE.
- b. USAREC Form 1015-A (Tier Evaluation Worksheet) will be completed on applicants from public charter schools. Exemption from this rule would be those public charter schools that are listed in HSS-FAZR as tier 1 and function like traditional public HSs (see para 1-12h).

c. USAREC Form 1015-A will be completed on applicants from public and nonpublic and adult or alternative education programs based on information obtained on USAREC Form 1015 and listed as TE in HSS-FAZR.

d. Job Corps and home school applicants do not need a USAREC Form 1015-A for enlistment; however, further evaluation is required by the evaluating official to ensure applicants meet current education enlistment criteria. For applicants from the Job Corps see paragraph 2-2k and for applicants from home schools see paragraph 2-3d.

e. Individuals who have attended a nondegree-granting postsecondary school listed as TE in HSS-FAZR are required to have a USAREC Form 1015-A completed and signed by the evaluating official, if the individual is enlisting as a high school diploma graduate via college credit (HSDC).

f. The battalion ESS is the primary evaluating official for USAREC Form 1015-A. In the absence of the battalion ESS, the battalion XO or battalion S3 (commissioned officer or civilian) may act as the evaluating official. All tier evaluations require completion of USAREC Form 1015-A which will determine the applicant's tier status.

g. The evaluating official will review the applicant's education documents to determine tier status. Only those applicants enrolled in or who graduated from an HS or adult or alternative education program who meet the following criteria will be classified as tier 1:

(1) Attended and completed a teacher-directed, structured (teacher-student classroom environment), credit-based program of instruction.

(2) Diploma issued from a school or program whose course content and curriculum are similar to a traditional credit-based program or school.

(3) Considering all schools and programs, the individual must have completed a minimum of 11 years (3 years of HS) of classroom credit-based education. (This means the individual must have successfully completed a minimum of 3 years of credit-based education in a mandatory attendance-based, classroom setting.)

(4) The majority (50 percent or greater) of the credits were earned in an attendance-based, structured classroom and teacher-directed environment from the school that issued the diploma.

Note: The evaluating official is the approval authority for the USAREC Form 1015-A.

h. Upon completion of the education program listed as TE in HSS-FAZR Recruiting Battalion School Directory and prior to accessing for active duty (AD) or for initial active duty for training (IADT), the following documents are required for completion of USAREC Form 1015-A:

(1) Official transcripts.

(2) Diploma.

i. Enlistment into the Delayed Entry Program (DEP) or USAR for those individuals who are enrolled and attending a program listed as TE in HSS-FAZR Recruiting Battalion School Directory require the following documents:

(1) Official or certified letter from the educational institution indicating date of enrollment, class attendance, expected graduation date, school transcripts for previous credits and courses completed, and the name of the school awarding the diploma if it's different from the school or program the individual is attending.

(2) Memorandum for record (MFR) from the evaluating official (for example see fig B-3) validating applicant's education enlistment eligibility, to include recommended DOD education enlistment code (that is, 11M). Authorized individuals other than the battalion ESS who have completed the MFR and USAREC Form 1015-A will provide the battalion ESS with a copy of the MFR and USAREC Form 1015-A for the battalion ESS's file.

j. A copy of the evaluating official's MFR (for enrolled see i above) and completed USAREC Form 1015-A will be maintained on file with the battalion ESS.

k. The local battalion ESS is responsible for and will complete a USAREC Form 1015-A on applicants from their battalion's area of operation (AO), who have education credentials from schools or programs listed as TE in HSS-FAZR, which are located outside their battalion's AO.

l. The battalion ESS is the primary evaluating official for all tier evaluations (see para 1-10). If a tier evaluation is questioned by anyone within the battalion chain of command or support team, the tier evaluation and supporting documentation will be forwarded to the next level in the chain of command for validation and final tier determination prior to applicant processing.

m. In the case of missing education documents, battalions can request an exception to policy. Any request for an exception should be accompanied by documentation verifying the educational status of the applicant. All exceptions will be forwarded to HQ USAREC, ATTN: RCRO-EEP, 1307 3rd Avenue, Fort Knox, KY 40121-2725, and will be handled on a case-by-case basis.

## **1-12. Battalion School Directory**

a. The battalion ESS is responsible for maintaining the HSS-FAZR school information. The Battalion School Directory contained within HSS-FAZR (FAZR Report 1201) lists all schools and approved education programs used to enlist

individuals into the RA and USAR.

b. The Battalion School Directory lists the school's tier classification for enlistment purposes. These tiers are divided into four categories:

- (1) T1 (tier 1 program).
- (2) TE (USAREC Form 1015-A is required).
- (3) T2 (tier 2 program).
- (4) T3 (tier 3 program).

c. The school directory will list:

(1) T1 (tier 1) programs. Established classroom-based HSs (no on-site visit required) and those nonpublic schools and adult or alternative education programs that have been approved by the battalion commander based on information obtained during a physical on-site visit (USAREC Form 1015). They are:

- (a) Public traditional HSs.
- (b) Public continuation HSs (classroom based - parallels traditional HSs).
- (c) Public alternative HSs (classroom based - parallels traditional HSs).
- (d) Public adult or alternative education (USAREC Form 1015, battalion commander tier 1 approved classification).
- (e) Nonpublic regionally accredited classroom-based HSs.
- (f) Nonpublic schools (USAREC Form 1015, battalion commander approved tier 1 classification).
- (g) Nonpublic adult or alternative education school or program (USAREC Form 1015, battalion commander approved tier 1 classification).
- (h) Public charter schools or programs whose HS program's method of instruction, course content, and curriculum parallels that of a traditional HS program will be considered in the same manner as a public traditional HS.

(2) TE programs (USAREC Form 1015-A required). Public charter schools and those public and nonpublic adult or alternative education programs that require a further evaluation of the applicant's credential based on the completion of USAREC Form 1015. They are:

- (a) Public charter schools (see h below for further guidance on tier classification of charter schools).
- (b) Public adult or alternative education (USAREC Form 1015 determined USAREC Form 1015-A required). Public adult or alternative HSs that have multiple tracks (general education development (GED), online, independent study, classroom, etcetera,) will be classified as TE in HSS-FAZR, even if the local public HS awards the diploma.
- (c) Nonpublic schools (USAREC Form 1015 determined USAREC Form 1015-A required).
- (d) Nonpublic adult or alternative education (USAREC Form 1015 determined USAREC Form 1015-A required).

(3) T2 (tier 2) programs. Those schools and/or programs that as a result of a completed USAREC Form 1015 are classified as tier 2. The ESS may also list those programs within the battalion area that by definition are alternate HS credentials.

(4) T3 (tier 3) programs. Those schools or programs that do not meet any of the DOD education enlistment definitions for tier 1 or tier 2 based on a physical on-site visit and/or completion of USAREC Form 1015 are classified as tier 3. A listing of known tier 3 schools can be found on the USAREC Enterprise Portal under USAREC G7/9 Education tab.

d. The ESS will provide a copy (electronically) of the Battalion School Directory (FAZR Report 1201) quarterly to the S3, the senior guidance counselor (SGC) at each servicing military entrance processing station (MEPS), and company commanders. Guidance counselors (GCs) and commanders at all levels should request "Read Only" access to HSS-FAZR so they can access the most recent changes and updates to the Battalion School Directory.

e. Applicants from schools and/or programs not listed in HSS-FAZR or the Battalion School Directory may not be scheduled for MEPS processing. If a school and/or program is not listed in the school directory the field force should contact the battalion ESS for tier classification.

f. Education credentials outside the battalion area must also be validated. Verification by the field force can be made by contacting the battalion (S3 or ESS) where the school is located. Tier classification (USAREC Form 1015) is the responsibility of the battalion where the school and/or program is located. Battalion ESS' are not authorized to change tier classification codes for schools outside their battalion's AO.

g. Regionally accredited nonpublic schools will be considered established HSs and do not require an on-site visit to determine tier classification. The battalion ESS will obtain proof of regional accreditation prior to inclusion of the school in HSS-FAZR. Verification of a school's regional accreditation will be kept on file by the battalion ESS.

h. Public charter schools do not require a USAREC Form 1015 to determine tier classification. Public charter school students who are enrolled and/or completed an HS program that parallels a traditional HS program are considered in the same manner as a high school diploma graduate (HSDG) (education code 12L), tier 1, for enlistment purposes. Those charter school graduates whose principal method of instruction is classroom based, as determined by USAREC Form 1015-A are also considered tier 1 (education code 12B) adult or alternative education. Charter school graduates who

(based on USAREC Form 1015-A) complete a program in which the majority of the credit is not classroom based are considered tier 2 for enlistment purposes.

i. All tier 1 public HS credentials and diplomas will be taken at face value. However, when a recruiting station or company commander, battalion S3, or battalion GC detects questionable credentials, the credential or diploma will be referred to the battalion ESS for further evaluation and proper tier classification. Public HS credentials and diplomas which are awarded based on testing (GED, California High School Proficiency Examination), independent study, Web- and online-based education, distance learning, competency based, adult basic education (ABE), or correspondence will be classified by the ESS or authorized evaluating official as tier 2.

j. Home school credential holders will be processed in accordance with paragraph 2-3d; they do not need a USAREC Form 1015 or USAREC Form 1015-A.

k. Job Corps credential holders will be processed in accordance with paragraph 2-2h; they do not need a USAREC Form 1015-A.

## **Chapter 2**

### **Determining Proper Tier Status**

#### **2-1. Purpose**

This chapter is designed to establish specific verification requirements imposed by Headquarters, U.S. Army Recruiting Command (HQ USAREC) in addition to regulatory requirements on education credentials established by AR 601-210. It is not a function or responsibility of the ESS to assign specific education enlistment codes.

#### **2-2. HSDGs (tier 1)**

a. HSDG (education level code 12L). A diploma issued to an individual who completed a 12-year traditional graded (credit based) day program of classroom instruction; the diploma must be issued from the HS where the individual completed the requirements for graduation. Needed for verification:

- (1) Diploma or;
- (2) Certified transcript from school that issued diploma (must indicate individual graduated and received diploma) or;
- (3) Requests for exception will be entertained by HQ USAREC, ATTN: RCRO-EEP, for applicants with an HS letter that verified an individual's graduation and states that a diploma will not be issued until financial obligations are met.

b. HSDC (education level code 128). A non-high school diploma graduate who attended and completed 15 semester hours of college credit, 22 quarter hours of college credit, or 675 clock hours of classroom instruction from an accredited postsecondary institution. Credit earned through testing, adult education, assessment, military training, or HS equivalency preparation is not applicable. Credits will be accepted from any institution that holds accreditation in the current or applicable Accredited Institutions of Postsecondary Education (AIPE) books published by the American Council on Education (ACE). Questionable institutions not listed will be submitted for verification to the battalion ESS. Any postsecondary school that meets the criteria of AR 601-210 and is not listed in the AIPE Book, but is accredited by one of the accrediting bodies listed in the current AIPE Book may be used provided that proof of accreditation is obtained.

- (1) Official transcripts from postsecondary institutions listed in the AIPE books will be accepted for HSDC.
- (2) Transcripts required to establish HSDC eligibility must convey the number of semester hours, quarter hours, or clock hours acquired in accordance with the accrediting plan of the institution as shown in the applicable AIPE books. Semester and/or quarter hours will be accepted from any degree-granting institution and clock hours will be acceptable from any nondegree-granting institution who are listed in the AIPE books.

(3) Combining of semester hours with quarter hours or combining clock hours with either semester or quarter hours is allowed via the following formula:

- (a) 45 clock hours = 1 semester hour.
- (b) 1.5 quarter hours = 1 semester hour.
- (c) When converting semester, quarter, or clock hours use the formula in AR 601-210, paragraph 2-20, and (a) and (b) above.

- (4) Clock hours from two or more accredited postsecondary vocational-technical schools may be combined.
- (5) Credits awarded for military service training (that is, basic training, advanced individual training, or other military training) or life experiences are not acceptable for HSDC enlistment purposes. Credits earned from testing or for the pursuit of HS equivalency are not acceptable. Credits from schools that are candidates for accreditation may not be used.

(6) Credits awarded for online or Internet-based postsecondary courses from any degree-granting institution listed in the AIPE Book can be used to establish HSDC eligibility; however, the majority of credits used to meet HSDC eligibility must be classroom based. Online or Internet courses must be:

- (a) College level courses (no remedial courses, work or life experience).
- (b) Semester hours or quarter hours (no clock hours).
- (c) Completed before enlistment into the Future Soldier Training Program.

(7) College classes numbered below 100 may be used only if the college or university applies them to a degree-producing program. College classes numbered above 100 that are listed as continuing education units or are not applied to a degree-producing program cannot be used.

(8) Foreign credentials must be evaluated in accordance with AR 601-210, paragraph 2-7.

c. HSDC via adult or alternative HS education diploma (Military Entrance Processing Reporting System code 12B) (Recruit Quota System (REQUEST) Code 12 ADUL). A secondary school diploma awarded on the basis of attending and completing an alternative continuation or adult school or program. A diploma issued from a school or program whose course content and curriculum are similar to, but whose method of instruction is different from the traditional HS program. The diploma received must be issued on the basis of completing a classroom structured (teacher-student environment), teacher-directed, credit-based program. The diploma issued must be from a school or program whose curriculum, course content, attendance, and graduation requirements are in compliance with state and local school district policy. Any adult or alternative education diploma that was obtained by attending remedial classroom instruction for adults to correct skill deficiencies to prepare for the GED examination will be considered tier 2.

(1) Applicants being processed from an approved adult education program (USAREC Form 1015 - tier 1) must have a diploma and a certified copy of their transcripts.

(2) Applicants being processed from adult or alternative education programs that require further evaluation must follow the procedures outlined in paragraph 1-11e.

d. Currently enrolled in adult or alternative education or college (education level code M). A non-high school graduate (NHSG) who is currently enrolled or attending class in a tier 1 adult or alternative education or college program other than a high school diploma (HSD) and who is expected to graduate or attain the required credits within the current term may be enlisted. Verification is required in the form of the statement from the school that the applicant is enrolled and must indicate the expected graduation or completion date. Applicants attending postsecondary institutions in pursuit of tier 1 status through clock hours are not permitted to enlist (DEP or Delayed Training Program (DTP)) until 675 clock hours have been earned and can be documented by official transcript. These individuals may be processed for enlistment after required documents are obtained and proper verification procedures have been accomplished as established below.

(1) Documents and verification procedures required for applicants currently enrolled in a battalion commander approved adult education program (USAREC Form 1015 - tier 1) are as follows:

(a) For DEP and DTP, official or certified letter from the educational institution indicating date of enrollment, class attendance (must be enrolled and attending), and the date the individual is expected to complete the program and receive a diploma.

(b) Upon completion from the approved adult or alternative education program, and prior to accessing and shipping for AD or for IADT, must have a diploma and certified copy of their transcripts.

(2) Documents and verification procedures for applicants currently enrolled in adult education programs that require further evaluation (USAREC Form 1015-A) refer to paragraph 1-10e.

(3) Documents and verification procedures for applicants currently in pursuit of an HSDC are as follows:

(a) An official or certified letter from the educational institution which verifies enrollment in the current term (semester, quarter, or trimester) and the date the current term will be completed.

(b) Individuals who have already met the minimum requirements for HSDC status under the provisions of b above, and who are currently continuing their attendance at an accredited institution listed in the AIPE books will be enlisted as an HSDC credential holder. These applicants will be coded as COLL rather than ENRL.

(c) Individuals must have official transcripts prior to accessing or shipping for AD for RA or IADT for USAR. Transcripts that are issued by the institution stamped "Issued to Student" or "Student Copy" are acceptable.

(4) RA DEP members currently in pursuit of tier 1 status through an adult or alternative education program or college that fail to graduate or meet the minimum 15 semester or 22 quarter hours of college level (postsecondary) credit will be considered failed to graduate and will be DEP separated. These individuals should be encouraged to return to school. Should they obtain their education credential and reapply for enlistment, they must still be otherwise qualified based on DEP constraints and enlistment policies in effect at that time.

e. High school senior (HSSR) (education level code 11S). An individual who is currently enrolled in an established

HS, as defined for HSDG, and is expected to graduate within the current authorized DEP or DTP period.

(1) This status will not change to HSDG until provisions of a above are met. Applicants will be advised that on or prior to accessing or shipping on AD or IADT, their HSD will be provided to their recruiter. Recruiters will then provide the diploma or certified copy to the GC to verify graduation. The GC will scan and place them into Guidance Counselor Resource Center.

(2) An individual not in the 12th grade who is enrolled in an accelerated program and will meet the requirements for graduation and complete school attendance within 365 days for RA or 270 days (360 days for ages 17 to 18-1/2) for USAR may enlist in this category. For USAR, applicants must be in a full senior curriculum course of study. These individuals must have an official letter issued by the HS on official school letterhead signed by a qualified school official verifying this status.

(3) Verification may be obtained in writing, which must be on the school's letterhead stationery and signed by a qualified school official (principal, vice principal, registrar, counselor, or custodian of school records, so designated by the principal).

(4) Verification is authorized by telephone or e-mail for enlistment into the DEP and DTP. The first sergeant, company commander, senior operations sergeant, SGC, commissioned officer, ESS, or equivalent contracted personnel assigned to USAREC are authorized to perform telephonic or e-mail verification for enlistment into the DEP or DTP. The telephonic or e-mail verification for the DEP or DTP enlistment must include name of applicant, social security number, date of birth, name of school, school address, school telephone number, expected date of graduation or completion of course (for military occupational specialty), name and title of individual providing verification, and the name and title of individual conducting verification. Verification of education may be obtained from the applicant's school principal, school guidance counselor, or the custodian of records or registrar for enlistment in the DEP or DTP. Verification will be recorded on an MFR which will be included and maintained in the applicant's enlistment packet.

f. High school graduate, failed exit exam (education level code F). An individual who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s). Individual must be at least 6 months beyond his or her HS's completion date and must have a letter from a school official verifying that he or she met all the HS graduation requirements, but failed the exit exam(s) and did not receive an HSD.

g. Currently in high school (education level code 109). This applies to USAR DTP enlistments only and to HS students other than seniors who have completed the 10th grade. Verification must show placement into the 11th grade. Enlistment will be into the USAR Alternate Training Program, entering IADT Phase I, after completion of the 11th grade. Verification of education status is required as follows:

(1) Verification requirements are the same as an HSSR outlined in e above.

(2) If a report card or transcript is used, it must show advancement or placement into the 11th grade.

(3) Recruiters will verify with school officials the last day of required classroom attendance of the junior year and when classes will begin for the senior year and the expected date of graduation. Verification must also state point of contact and telephone number. This information will be entered in the Remarks section of DD Form 1966 (Record of Military Processing - Armed Forces of the United States). This information is needed by the GC in making an REQUEST reservation since they are required to enter a mandatory return date of 10 weeks from the individual's recruit ship week date.

(4) An REQUEST reservation will not be made on an individual who is scheduled to return from training after classes are scheduled to start for their senior year. However, an REQUEST reservation may be made if letters from both school officials and parents are obtained verifying that they are aware of the situation and have no objections. These letters will be included in the applicant's enlistment packet and retained in the battalion's residual file.

h. HSDG via completion of Job Corps Vocational Training Program (education level code C). Any Job Corps graduate who has completed at least 675 clock hours of postsecondary vocational-technical training from the Job Corps operated by the U.S. Department of Labor and earned a GED or other tier 2 education credential will be considered an HSDG. Applicants must present a Job Corps Certification of Student Graduation and Completion of Vocational Training Form (Job Corps form, not a USAREC form), signed by the Job Corps center director and training director for verification. Job Corps students must be enrolled in a Job Corps for a minimum of 60 days prior to enlistment. Job Corps applicants do not need a USAREC Form 1015-A for processing. Job Corps HS completion programs (not a GED) will be evaluated by the battalion ESS to determine DOD tier classification.

i. Degree credentials from any degree-granting institution that hold accreditation in the AIPE Book published by ACE.

(1) Associate degree (education level code D). A certificate conferred upon completion of a 2-year program at a community college, university, or degree-producing technical institute.

(2) Professional nursing diploma (education level code G). A certificate conferred upon completion of a 3-year

hospital school of nursing program.

(3) Baccalaureate degree (education level code K). A certificate conferred upon completion of a 4-year college program other than a first professional degree.

(4) First professional degree (education level code W). A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: Architecture, certified public accountant, chiropractic or podiatry (D.S.C. or POD.D), dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathy (D.O.), pharmacy, veterinary medicine, law (L.L.B. or J.D.), and theology (B.D.), rabbi, or other first professional degree.

(5) Master degree (education level code N). A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.

(6) Postmaster's degree (education level code R). A certificate conferred upon completion of additional academic requirements beyond the master degree level but below the doctorate level.

(7) Doctorate degree (education level code U). A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.

### **2-3. Alternate HS credentials (tier 2)**

The alternate credential category includes the HS equivalency credentials listed below (refer to AR 601-210 for definitions of each category).

a. Test-based equivalency diploma (education level code E). A diploma or certificate of GED or other test-based credential. A state or locally issued secondary diploma obtained solely on the basis of testing and not graded day course work. This includes statewide testing programs such as the California High School Proficiency Examination whereby an examinee may earn a certificate of competency or proficiency.

b. High school graduate via National Guard Youth Challenge Program (NGYCP) (education level code X). An individual who completed an NGYCP and received a GED. Applicants must have completed both the NGYCP and GED to enlist as a high school graduate. Applicants currently enrolled must provide a letter to enlist as 11X.

c. Distance learning and correspondence school diploma (education level code 7). A secondary school diploma or certificate awarded upon completion of an accredited correspondence school course work, home study, Internet, or distance learning program, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or postsecondary educational institution.

(1) Schools and programs must be accredited by a regional accrediting association or the Distance Education and Training Council.

(2) For school and programs whose accreditation may be in question, they can be forwarded to HQ USAREC, ATTN: RCME0-E, 1307 3rd Avenue, Fort Knox, KY 40121-2725, to be determined on a case-by-case basis.

d. Home school diploma (education level code H). A home school diploma and from the parent, guardian, or home school association with certification and transcripts issued in compliance with applicable state laws. The curriculum must involve parental instructions and supervision and closely pattern the normal credit hours per subject used in the traditional HS. At a minimum the last academic year (9 months) must be completed in a home school environment.

(1) To qualify for enlistment as a home school graduate, an applicant must meet one of the following criteria:

(a) In states that require parents to notify the school and/or local school district that they are home schooling their children, provide a signed State Department of Education or local district enrollment form.

(b) In states that do not require parents to notify the school and/or school district that they are enrolling their children in home school, provide a home school certification or diploma from the parent, guardian, or national, state, or county home school association or organization.

(2) A copy of the applicant's transcript(s) for all school grades completed is also required. The transcripts will include enrollment date, graduation date, and type of curriculum. Additionally, the transcripts must reflect successful completion of the last 9 academic months of continuous schooling from the home school or parent issuing the diploma.

(3) The curriculum used must involve parental instructions and supervision, and should closely pattern normal subjects used in traditional HSs. Accelerated home study programs and lesson packets that award a credential based on testing are not acceptable. Lesson packets that award a credential based on assessment and testing are not acceptable.

(4) Further evaluation and additional verification are required on all applicants attempting to enlist with only a diploma and transcript from the parents or guardian. These cases will be referred to the battalion ESS. If a decision cannot be reached at battalion level the ESS will send the packet through the brigade to HQ USAREC, Education Division.

(5) Based on the current DOD pilot test (1 June 2007 through 30 September 2011) for home school diploma graduates, those individuals who are in test category I-III A will enlist as tier 1, those individuals in test category I-III B and IV will enlist as tier 2 recruits.

(6) Enlistment of home-schooled seniors is authorized. Telephonic verification is not authorized for enlistment into

the Future Soldier Training Program as 11H. Required are transcripts from current and previous school to include a letter from the responsible school official indicating that the student has been attending this school for a minimum of 6 months, is in good standing, and will graduate this school year.

(c) Local public school district point of contact for adult education.

(7) Under a DOD pilot test (1 June 2007 through 30 September 2011):

(8) Home school graduates and applicants do not need a USAREC Form 1015-A for processing.

(a) High Armed Forces Qualification Test scoring (I-III A) home school graduates will enlist as category tier 1.

(b) Category IIIB and IV home school graduates remain as tier 2.

e. HS certificate of attendance or completion or special education (education level code J). Any applicant who received an attendance-based HSD or certificate, or a credential based on or that involves community experiences, employment, training, daily living skills, and postschool transition skills which differ from the traditional HS graduation requirements.

f. Other nontraditional HS credential (education level code 5). A secondary school credential issued for completing an alternative school or program that differs in course content and curriculum from a traditional HSD program. Schools or programs that are accelerated and issue a diploma based on a combination of testing, independent study, ABE, and/or competencies are classified as tier 2, regardless of whether the credential was issued by a secondary or postsecondary institution. This includes any applicant who completed at least 11 years of graded day HS and received a certificate for completion of a 6-month noncorrespondence vocational-technical program. Some of the most frequently encountered programs of this type are listed below:

(1) State ABE programs. These programs are administered by a state GED or ABE administrator's office within each state's department of education. State ABE programs provide remedial classroom instruction for adults who wish to correct skill deficiencies or prepare for the GED examination. While all states issue a certificate on the basis of GED tests, the actual title of the credential varies from state to state. Most states issue a credential that bears the word "equivalency"; some states issue credentials with titles that may be almost indistinguishable from an HSD issued by established HSs.

(2) State-sponsored external HSD programs. These programs which originated in New York, comprise a variety of alternative or adult diploma programs and are designed to provide adults with an alternative to the GED. They are HS crediting programs for adults who have acquired skills through experiential (or life experience) learning. This diploma is usually test based and is earned by demonstrating competencies through an applied performance assessment system.

#### **2-4. Less than an HSD (non-high school graduate) (tier 3)**

Less than an HSD (education level code 1) (tier 3). An individual who has not graduated from HS or has not received an alternate credential listed above. Diploma mills will also be classified as tier 3. Schools and programs under current review for or have had previous education improprieties will also be classified as tier 3 by HQ USAREC, G7/9, Education Division.

### **Chapter 3 Processing**

#### **3-1. Purpose**

This chapter prescribes processing procedures and command guidance to be employed when advising applicants on education-related issues, identifying and reporting questionable education programs through appropriate command channels, and handling cases that arise which are not adequately addressed in this regulation. Deviations from these procedures may be made only with the specific approval of HQ USAREC, G7/9, Education Division.

#### **3-2. Advising applicants or prospects on education-related issues**

In the case of tier 2 or tier 3 applicants or prospects, only the following guidance will be conveyed to applicants as viable options for meeting the Army's education enlistment standards for HSDG (tier 1) or alternate credential holder (tier 2):

a. For those applicants who do not possess a education credential (NHSG):

(1) Return to HS; this option may be available only for recent HS dropouts.

(2) Attend and successfully complete 15 semester hours, 22 quarter hours, or 675 clock hours of postsecondary education from an institution listed in the current edition of the AIPE Book.

(3) Enroll in the local public school district's adult HS credit program, if one is available.

(4) If the NHSG applicant expresses interest in pursuing one of these options, prospects must be referred to one of the following local representatives in the community where the applicant resides.

- (a) Local public HS counselor.
- (b) Local guidance personnel at accredited public colleges or universities who are listed in the most current edition of the AIPE Book.
- (c) Local public school district point of contact for adult education.
- (d) Local state administered GED test center director at applicable location.
- (5) In all cases, recruiting station commanders and recruiters will only refer applicants to educational personnel responsible for applicable education programs within their company recruiting zone.
  - b. For those individuals processing a tier 2 credential:
    - (1) Enlist with credential, if enlistment category is open.
    - (2) Attend and successfully complete 15 semester hours, 22 quarter hours, or 675 clock hours of postsecondary education from an institution listed in the current edition of the AIPE Book.
  - c. Recruiters are prohibited from transporting applicants to, or assisting them in registering in any education program or institution for the purpose of qualifying for enlistment.
  - d. Recruiter-initiated involvement with school officials for the purpose of developing an HS or alternative degree-completion program is prohibited.
  - e. Under no circumstances will a recruiter recommend a specific commercial (nonpublic) education program or vendor.

### **3-3. Credential laundering**

- a. Credential laundering is defined as “recruiter advice or assistance provided to an applicant or prospect for the purpose of, or which has the effect of, converting or transferring a tier 2 credential to a tier 1 credential solely for the applicant or prospect to meet the Army’s tier 1 education enlistment requirements.” Individuals already in possession of a tier 2 credential cannot enroll or complete an adult, alternative, or charter HS or program to qualify for tier 1 enlistment eligibility. The only option is to qualify via the HSDC (refer to para 2-2b).
- b. Recruiters are prohibited from participating in credential-laundering activities. This includes transporting applicants to education institutions except to obtain HS letters, diplomas, DD Form 370 (Request for Reference) (personal reference), or other required documents for the enlistment packet.
- c. Realizing the difficulty the recruiter faces in scrutinizing the instructional methods used by public schools in their various educational programs, public HSDs will be accepted at face value (see para 1-11i).
- d. For additional prohibitions see USAREC Reg 601-45.

## **Chapter 4 Foreign Credentials**

### **4-1. Evaluations required**

- a. Applicants who have completed HS or who have college credits from foreign colleges or universities must have their documents evaluated and accredited by one of the agencies listed in AR 601-210.
- b. Foreign credentials may also be evaluated and accepted from any institution that holds accreditation in the current AIPE Book so long as it is degree producing or any credential evaluation service who is a member of the National Association of Credential Evaluation Services.
- c. There are schools located in countries, territories, and nations listed in AR 601-210 to include Department of Defense Dependent Schools and Department of State overseas schools, which are exempt from evaluation requirements, and their education documents will be treated in the same manner as any U.S. public school. Credentials from any of these schools will be accepted in the same manner as any U.S. public school.
- d. Foreign adult education programs will not be accepted unless they are from a country, territory, or nation listed in AR 601-210 as exempted from the foreign education rule. Adult education from Canada may be accepted if a telephonic tier status verification is made by the ESS and approved by the battalion commander. The same criteria applies to these schools as any U.S. adult program. (Telephonic is in lieu of site visit.)
- e. Applicants who have graduated from a Puerto Rico classroom, credit based, adult education program receive a GED certificate; however, these programs may be tier 1. Contact the ESS in Miami or Puerto Rico on each applicant for an individual tier evaluation prior to enlistment

### **4-2. Documents needed**

Applicants who have had foreign HS or college credits from foreign colleges or universities properly evaluated must present the following documents in order to qualify for enlistment. These documents must be included in the individual’s

enlistment packet and residual file:

- a. A copy of the diploma and/or transcripts.
- b. The translation of the documents to English, if required.
- c. The evaluation of the credential by the state board of education, educational institution, or agency.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 601-210**

Active and Reserve Components Enlistment Program. (Cited in paras 2-1, 2-2b, 2-2b(3)(c), 2-2b(8), 2-3, 4-1a, 4-1c, and 4-1d.)

#### **USAREC Reg 601-45**

Recruiting Inproprieties Policies and Procedures. (Cited in para 3-3d.)

### **Section II Related Publications**

There are no entries for this section.

### **Section III Prescribed Forms**

#### **USAREC Form 1015**

School Profile - On-Site Visit. (Prescribed in paras 1-8c, 1-9c, 1-10, 1-10a, 1-10b, 1-10c, 1-10d, 1-10e, 1-10f, 1-10g, 1-11c, 1-12c(1), 1-12c(1)(d), 1-12c(1)(f), 1-12c(1)(g), 1-12c(2), 1-12c(2)(b), 1-12c(2)(c), 1-12c(2)(d), 1-12c(3), 1-12c(4), 1-12f, 1-12h, 1-12j, 2-2c(1), 2-2d(1), and B-1.)

#### **USAREC Form 1015-A**

Tier Evaluation Worksheet. (Prescribed in paras 1-11, 1-11b, 1-11c, 1-11d, 1-11e, 1-11f, 1-11g(4), 1-11h, 1-11i(2), 1-11j, 1-11k, 1-12b(2), 1-12c(2), 1-12c(2)(b), 1-12c(2)(c), 1-12c(2)(d), 1-12h, 1-12j, 1-12k, 2-2d(2), 2-2h, 2-3d(8), and B-2.)

### **Section IV Referenced Forms**

#### **DD Form 4**

Enlistment/Reenlistment Document - Armed Forces of the United States.

#### **DD Form 370**

Request for Reference.

#### **DD Form 1966**

Record of Military Processing - Armed Forces of the United States.

## **Appendix B USAREC Form 1015 and USAREC Form 1015-A**

### **B-1. USAREC Form 1015**

USAREC Form 1015 (see fig B-1) will be completed on nonregionally accredited nonpublic schools and all public and nonpublic adult and alternative education schools and/or programs. The information can be obtained via e-mail, Web site, telephonically, or written correspondence. In addition to the completion of the USAREC Form 1015, a physical visit is required on nonregionally accredited nonpublic schools and all public adult education schools and/or programs whose credentials have been determined to meet tier 1 education enlistment criteria. These schools and programs will be listed in HSS-FAZR as tier 1. The battalion commander's approval and signature is required on USAREC Form 1015 for schools and programs resulting in tier 1 classification. The battalion commander's approval and signature is not

required on USAREC Form 1015 for schools listed as TE, Tier 2, or Tier 3. The ESS has the primary responsibility for completing USAREC Form 1015 and conducting the physical on-site visits. If the ESS is unavailable or due to geographical dispersion, other individuals authorized to complete the USAREC Form 1015 and conduct physical on-site visits include the battalion XO, the battalion S3 (commissioned officer or civilian), and company commanders. The individual conducting the on-site visit will complete USAREC Form 1015 and recommend the school's or program's tier classification. The battalion ESS will review all on-site visits conducted by other authorized individuals that have been determined to meet tier 1 classification within 60 days of the visit. The ESS will sign and date above the battalion commander's signature on USAREC Form 1015 indicating the USAREC Form 1015 has been verified. When the battalion commander is physically outside of the battalion a faxed copy of the form is acceptable. If the XO is on assumption of command orders, their name and signature is authorized for battalion commander's approval authority on USAREC Form 1015 (attach a copy of the assumption of command orders to the USAREC Form 1015). Physical on-site visits will be conducted on nonregionally accredited nonpublic schools and all public and nonpublic adult and alternative education schools and/or programs every 3 years for those schools or programs that have been listed in HSS-FAZR as tier 1. On-site visits will only be completed and conducted on schools and programs within the battalion's area.

### **B-2. USAREC Form 1015-A**

USAREC Form 1015-A (see fig B-2 ) will be completed on all applicants who have completed and graduated from secondary schools listed in the HSS-FAZR Recruiting Battalion School Directory (FAZR Report 1201) as TE. The purpose of the tier evaluation is to determine if the individual meets the criteria for education enlistment eligibility. Individuals who have attended a nondegree-granting postsecondary school listed as TE in HSS-FAZR, are required to have a USAREC Form 1015-A completed and signed by the evaluating official, if the individual is enlisting as an HSDC. The battalion ESS is the primary evaluating official for USAREC Form 1015-A. In the absence of the battalion ESS, the battalion XO or S3 may act as the evaluating official. All tier evaluations require completion of USAREC Form 1015-A, which will determine the applicant's tier status. The evaluating official will review the applicant's education documents to determine tier status. Only those applicants enrolled in or who graduated from an HS or adult or alternative education program in which the principal method of instruction used to obtain the credential is classroom based will be tier 1. The evaluating official is the approval authority for the USAREC Form 1015-A. The evaluating official will review the final education documents (transcripts and diploma) and the ESS MFR (see fig B-3), then a USAREC Form 1015-A will be completed to verify that all the requirements were met for tier 1 status. The signature and date by the evaluating official on USAREC Form 1015-A will signify that the packet has been reviewed and that the tier status has been confirmed.

### **B-3. MFR - Education credential evaluation**

Cases where the evaluation official cannot determine an applicant's tier status should be forwarded to the brigade ESS for review. If still no determination is reached, the brigade will forward documents to HQ USAREC, ATTN: RCMEO-E, for tier evaluation.

**SCHOOL PROFILE - ON-SITE VISIT**  
(For use of this form see USAREC Reg 601-101)

PURPOSE: Tier-level classification guidance (for internal use only).

SCHOOL NAME: Pittston Area Alternative School

SCHOOL ADDRESS: 310 Yatesville Road TELEPHONE: (570)654-8883

CITY: Pittston STATE: PA ZIP CODE: 18640

POINT OF CONTACT: Stanley Garagskey TITLE: Guidance Counselor

ON-SITE VISIT CONDUCTED BY: Lenny Shatkus, ESS DATE OF VISIT: 10/10/10

TYPE OF SCHOOL (please check one):  Public  Private  
(please check one):  High School  Adult or Alternative School  Other

Does the school:

- a. Adhere to state or local district graduation requirements? Yes  No
- b. Operate on a standard daily and yearly schedule in accordance with state guidelines? Yes  No
- c. Conduct regular classes and require classroom attendance? Yes  No
- d. Provide teacher-directed, credit-based (i.e., lecture, computer assisted) classroom instruction? Yes  No
- e. Provide transcripts and award a diploma? Yes  No
- f. Award credit for distance learning, home school, independent study, general education development (GED), Adult Basic Education (ABE), life experiences, or unsupervised work-study? Yes  No
- g. Have multiple tracks (i.e., GED, adult or alternative, distance learning)? Yes  No
- h. Award credit for courses based solely on competency, test-based, with no minimum attendance requirements? Yes  No
- i. Issue a diploma based on a student being awarded a GED? Yes  No
- j. Have an open entry enrollment and open exit graduation policy? Yes  No

Guidelines for determining school or program tier classification:

- a. If yes to questions a through e and no to questions f through j, then Tier 1.
- b. If no to any of questions a through e, then Tier 2.
- c. If yes to questions a through e and yes to any of the questions f through j, then tier evaluation required (TE).

NOTE: Any school or program whose primary purpose is to provide individuals with an education credential to enter the military (i.e., diploma mill) will be classified as Tier 3.

Recommended tier level classification:

Tier 1  Tier 2  Tier 3  Tier Evaluation Required (TE)

Recommended Tier 1 level classification requires education services specialist's validation:

*Signature and Date*

Approved tier level classification:

Tier 1  Tier 2  Tier 3  Tier Evaluation Required (TE)

COMMANDING OFFICER OR APPROVING OFFICIAL SIGNATURE:

DATE:

16 Nov 10

**Figure B-1. Sample of a completed USAREC Form 1015**

**TIER EVALUATION WORKSHEET**

(For use of this form see USAREC Reg 601-101)

PURPOSE: To determine an individual's Tier status, this worksheet will be completed on an individual who graduated from a school or program listed as TE (Tier Evaluation Required) in the FAZR Battalion School Directory.

NAME OF INDIVIDUAL: Artis Lenmore III AGE: 19 RSID: 1E3D  
NAME OF SCHOOL OR PROGRAM: Springfield Adult High School  
SCHOOL OR PROGRAM ADDRESS: 2700 Union Deposit Road  
SCHOOL OR PROGRAM TELEPHONE NUMBER: (717)777-7774  
SCHOOL OR PROGRAM POINT OF CONTACT: Dr. Jane Austin TITLE: Career Counselor  
ENROLLMENT DATE: 09/09/09 NUMBER OF CREDITS AT ENROLLMENT: 16  
GRADUATION DATE: 05/27/10 NUMBER OF CREDITS AT GRADUATION: 21

**SECONDARY SCHOOL OR PROGRAM (Listed in FAZR as TE)**

- 1. Did the individual attend and complete a teacher-directed, structured (teacher-student classroom environment), credit-based program of instruction? Yes  No
- 2. Was the individual's diploma issued from a school or program whose course content and curriculum are similar to a traditional high school? Yes  No
- 3. Considering all schools and programs attended, did the individual complete a minimum of 11 years (3 years of high school) of classroom credit-based education? Yes  No
- 4. Was the majority of credits earned (50 percent or greater) in an attendance-based, structured classroom and teacher-directed environment from the school that issued the diploma? Yes  No

Tier Status: If yes to questions 1 through 4, then Tier 1.

I have evaluated the education documents and/or transcripts and have determined the following Tier status:

Tier 1     Tier 2     Tier 3

DOD EDUCATION CODE: 12B

**NONDEGREE-GRANTING POSTSECONDARY SCHOOL LISTED IN THE CURRENT AIPE BOOK (Listed in FAZR as TE)**

I have evaluated the individual's educational documents and/or transcripts from the postsecondary institution (nondegree granting) listed in the current AIPE Book and determined the following Tier status:

Tier 1     Tier 2     Tier 3

DOD EDUCATION CODE: \_\_\_\_\_

**COMMENTS:**

Mr. Lenmore attended and completed a classroom-based alternative high school program.

EVALUATING OFFICIAL:

Reid Remington, ESS

DATE:

07/14/10

SIGNATURE:

Figure B-2. Sample of a completed USAREC Form 1015-A



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

(Appropriate Letterhead)

(OFFICE SYMBOL)

(Date)

### MEMORANDUM FOR RECORD

SUBJECT: Education Credential Evaluation: *(Applicant Name and RSID)*

1. Inspection of the education documents provided for the above named applicant shows that he/she is currently attending *(name and address of school)* which is classified in HSS-FAZR as a TE school.
2. The applicant currently has completed *(xxx)* credits and will be completing the remaining credits in a program that is *(type of program (i.e., attendance based, classroom instruction, distance learning, independent study, etc.))* for *(xxx)* credits which will be applied towards his/her graduation requirement.
3. Per verification with *(name and title of school official)*, he/she is scheduled to graduate on *(date)*. *(Name of school official)* can be reached at *(school official's telephone number and e-mail address)*.
4. The applicant's education code is *(list DOD Education Enlistment Code (i.e., IIS, IIM, etc.))* and he/she is currently in a tier *(1, 2, or 3)* program based on the following: Applicant has completed *(xxx)* credits at *(name of school(s))*, from *(date(s) to date(s))*. The applicant is enrolled, attending, and will complete an additional *(xxx)* credits at *(name of school or program)* with an anticipated graduation date of *(graduation or completion date)*.
5. Upon graduation from *(name of school)* a reevaluation will be required of the applicant's education documents and a completed USAREC Form 1015-A on the applicant. Official transcripts and diploma will be required for the completion of USAREC Form 1015-A.
6. POC this memorandum for record is the undersigned at (800) 111-2222.

Encl

Battalion ESS  
Education Services Specialist

Figure B-3. Sample MFR for education credential evaluation

## **Glossary**

### **Section I Abbreviations**

**ABE**

adult basic education

**ACE**

American Council on Education

**AD**

active duty

**AIPE**

Accredited Institutions of Postsecondary Education

**AO**

area of operation

**DEP**

Delayed Entry Program

**DOD**

Department of Defense

**DTP**

Delayed Training Program

**ESS**

education services specialist

**GC**

guidance counselor

**GED**

general educational development

**HQ USAREC**

Headquarters, U.S. Army Recruiting Command

**HS**

high school

**HSD**

high school diploma

**HSDC**

high school diploma graduate via college credit

**HSDG**

high school diploma graduate

**HSS-FAZR**

Headquarters Support System-Force Structure Address and ZIP Code Realignment System

**HSSR**

high school senior

**IADT**

initial active duty for training

**MEPS**

military entrance processing station

**MFR**

memorandum for record

**NGYCP**

National Guard Youth Challenge Program

**NHSG**

non-high school graduate

**RA**

Regular Army

**REQUEST**

Recruit Quota System

**S3**

operations officer

**SGC**

senior guidance counselor

**USAR**

U.S. Army Reserve

**USAREC**

U.S. Army Recruiting Command

**XO**

executive officer

**Section II****Terms****accession**

An individual who has entered AD into an RA program or enlisted into a USAR program.

**accreditation (of a school)**

Recognition by a separate agency of an institution's maintenance of standards that qualify its graduates for admission to higher or more specialized institutions or for professional practice. Accreditation of postsecondary schools is given by national and regional accrediting bodies listed in AIPE books.

**Accredited Institutions of Postsecondary Education**

The publication provided through ACE required by AR 601-210 and this regulation to verify postsecondary education credentials used for tier 1 status and to obtain advanced pay grades. This publication was called COPA for years 86-87 through 92-93. The publication was called CORPA for years 93-94 through 95-96. The publication was called Council

CHEA starting with the 96-97 edition.

**adult basic education**

Remedial schooling for adults who are deficient in academic skills or credentials, usually because they have dropped out of traditional schooling. Among professional adult educators, ABE is often used to designate a program or curriculum for those diagnosed as possessing less than 8th grade skills or credentials. State-sponsored ABE programs are often associated with GED programs that use passing of GED tests as the final criterion for issuance of an HS equivalency certificate.

**adult education**

An academic instructional program designed to meet and fulfill the unique needs of adults and youths beyond the age of compulsory school attendance who have interrupted their HS formal education. This program may be provided by a school system, college, or other education agency. Instruction provided ordinarily consists of HS level courses. HSDs or equivalent certificates are often awarded upon completion of the program.

**alternate credential holders**

Individuals who possess secondary certificates or diplomas from schools or programs that use nontraditional techniques and/or require other than fulfillment of traditional requirements (for example, class attendance) for graduation.

**applicant**

A person who has begun processing for enlistment or Individual Ready Reserve transfer into the RA or any other USAR Component of the Army.

**attrition**

Not completing a first term of enlistment.

**candidate for accreditation**

A postsecondary school with a status of affiliation with a recognized accrediting commission. Such a status indicates that the institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. A candidate school is not an accredited school.

**charter school**

A public HS that operates under a charter or contract from a local school board, a state board of education, or a public university. Charter schools are designed by groups of parents, teachers, school administrators, members of the community, and/or private corporations. They operate with considerable autonomy in areas such as curriculum, instruction, budget, and personnel. Charter schools offer a new approach to public school education.

**CHEA**

Council on Higher Education Accreditation, education verification source starting with the 96-97 edition.

**classroom attendance**

Classroom attendance is defined as physically in a classroom environment receiving classroom instruction.

**classroom instruction**

Classroom instruction is defined as instruction conducted in a classroom environment consisting of participatory attendance directed by a teacher (that is, to include but not limited to lecture, computer-assisted instruction, self-paced, and modular units).

**college**

A postsecondary school which offers general or liberal arts education usually leading to a first degree (junior colleges and community colleges are included). The institution must be accredited and listed in the current edition of the AIPE Book for credentials issued to any of its students or graduates to be used for enlistment purposes.

**competency-based (adult) education**

A type of program using a methodology and often awarding a credential based on successful performance of practical

physical skills, such as checkbook balancing, reading of labels, or mastery of specific academic subject matter and concepts with or without attendance at class. Often considered an alternative to a GED and often offered in a self-paced format.

**continuation school**

Continuation education or school is an HSD program designed to meet the needs of students normally 16 through 18 years of age who have not graduated from HS, are not exempt from compulsory school attendance, and are deemed at risk of not completing their education. Students enrolled in continuation education programs are often credit deficient or in need of a flexible schedule due to employment, family obligations, and/or other critical needs.

**COPA Book**

Council on Postsecondary Accreditation used from 86-87 through 92-93 for education verification.

**CORPA Book**

Commission on Recognition of Postsecondary Accreditation Book used from 93-94 through 95-96 for education verification.

**credentialing plan**

The level and types of degrees, certificates, diplomas, or any other credentials offered by an accredited postsecondary institution listed in the CORPA Book.

**currently in high school**

A person currently enrolled in an HS grade other than a senior and has completed the 10th grade of an established HS.

**Delayed Entry Program**

An enlistment program which allows an individual to enlist into the Army and delay entry onto AD for a period of up to 365 days. This program is subject to controls, as determined by the Commanding General, USAREC.

**delayed status**

Term used for prior service applicants who are holding reservations for AD and awaiting accession date.

**Delayed Training Program**

An enlistment program which allows an individual to access into the USAR and delay entry for IADT for a period of up to 270 days (HSSRs between the ages of 17 and 18-1/2 may delay their entry up to 360 days; however, they must enlist under the standard training program). This program is subject to controls, as determined by the Commanding General, USAREC.

**diploma mill**

An establishment containing the word “school” that in fact is operating for the purpose of creating educational credentials based on a fee rather than academic performance.

**education services specialists**

Department of the Army civilians assigned to USAREC as education advisors to battalions, brigades, and HQ USAREC. As staff action officers, ESS' have the responsibility for the development, coordination, and administration of the programs designed to promote positive awareness and understanding of the Armed Services Vocational Aptitude Battery, Montgomery GI Bill, Army College Fund, Army Continuing Education System, and Army occupational specialties and careers.

**educational tier status**

Enlistment eligibility based on education credentials.

- Tier 1 status is given individuals who attended and completed a graded program of classroom instruction in an established HS; or individuals who have attended an accredited postsecondary institution and successfully completed at least 15 semester hours or 22 quarter hours of college level credits from a degree-producing program, or 675 clock hours of vocational-technical credits; or individuals who have received an approved adult education program diploma.
- Tier 2 status is given individuals who have earned alternate HS credentials such as test-based equivalency certifi-

cates or diplomas, occupational program certificates of attendance, correspondence school diplomas, home study diplomas, and HS certificates of attendance.

- Tier 3 status is given individuals who have earned no HS credentials nor the required number of college level credits.

**enlistee**

A person who has taken the Oath of Enlistment into the DEP, RA, or USAR Component of the Army and signed applicable portions of DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States) or who have signed an application to transfer to a troop program unit.

**equivalency certificate or diploma**

An HS credential issued by a school, an adult education program, or a state or local board of education and based on nontraditional criteria, such as passing the GED, completing correspondence courses, or demonstrating practical competencies.

**established high school**

One which contains a student class population (at least grades 10 through 12) and conducts regular day classes within a curriculum that requires attendance and leads to the award of an HSD. Normally the curriculum is of 4 years duration and not less than 3 years. Accreditation of the school is not necessary for it to be considered established. This would also include those “continuation schools” operated by the public school district and funded by the state department of education for students, by age still required to attend the public schools. An established HS less than 3 years old may not contain grades 10 through 12.

**evaluating official**

A person authorized to conduct a tier evaluation to determine an applicant’s tier status. The primary evaluating official is the battalion ESS.

**experiential learning**

Acquiring skill or knowledge through life experience, rather than through traditional classroom courses. Often associated with nontraditional tier 2 adult education programs.

**external means for getting high school credits (or external diploma programs)**

Programs which award credit or diploma for work done outside the traditional classroom environment. Such programs often give credits for life experience, demonstrated competencies in applied performance, and successful completion of self-paced correspondence courses.

**failed to graduate**

HSSR who failed to attain the required amount of credits to graduate with his or her senior class.

**Future Soldier**

An individual who has enlisted in the DEP or DTP and is waiting to ship to basic combat training.

**Future Soldier Training Program**

A program designed to prepare Future Soldiers for initial military training.

**general educational development**

The name given to a nationwide (and Canadian) testing program that authorizes states and territories (or provinces) to issue equivalency certificates or diplomas to individuals who pass a series of academic tests.

**high school continuation program**

A program which is formally affiliated with an established HS and whose diplomas and transcripts are no different from those issued by the parent HS for their attendance-based curriculum. Such a program is usually set up for students who have not yet dropped out of school but whose circumstances warrant special arrangements to continue their education through external means such as independent study. It must not be misconstrued to mean that all alternative HS or adult education programs which provide independent study curriculum are acceptable under this definition.

**high school diploma graduate**

- HSDG. Any individual who has received his or her HSD from an established HS as defined in AR 601-210, or
- Midterm HSDG. Any individual who has received a letter from his or her HS stating that all requirements for graduation have been met and the individual is no longer attending school. Verification will be a letter from the HS indicating date of commencement and that the individual was a midterm graduate. These individuals must have their diplomas on or before their AD date.
- Early graduate. Any individual who has completed all class requirements for graduation, is no longer attending classes, and is awaiting the school's commencement date. For these individuals, a letter from the school is required stating that the individual "has completed all class requirements and is awaiting graduation commencement on (specify date), at which time he or she will receive their high school diploma." These individuals must have their diplomas on or before their AD date.

**high school junior**

Any individual who is currently enrolled in the 11th grade of an established HS. This status will not change until the senior class graduation commencement date.

**high school senior**

Any individual who is currently enrolled in the 12th (or final) grade of an established school and is due to graduate within 365 days.

**official (certified) transcript**

A copy of a student's education record that has been signed by an official of the issuing institution and contains the school's officially authorized raised seal. In cases where the school does not have a raised seal, a certified true copy signed by an official of the issuing institution is acceptable.

**on-site visit**

Visit conducted to a nonregionally accredited nonpublic school or public and nonpublic adult education program. The purpose of the on-site visit is to determine a school's or program's tier classification.

**postsecondary school or institution**

One that provides curriculum at a level beyond that of HS (grades 9 through 12).

**publicly funded**

Education programs that receive public funds from any government (city, county, state, or federal).

**qualifying (or qualified) school official**

The principal, vice principal, registrar, counselor, or custodian of records of a school. A custodian of records includes any official so designated by the principal.

**questionable cases**

Any education credentials of applicants that raise doubt as to their enlistment eligibility (tier) status.

**recruit**

An individual who has taken the Oath of Enlistment, signed applicable portions of DD Form 4, and has reported to AD.

**S3**

Operations officer can be a commissioned officer or a civilian.

**school**

An academic institution or department (public, private, or parochial) consisting of students comprising one or more grades organized as one unit, with one or more teachers to give instruction of a defined type and housed in one or more buildings.

**secondary school education program**

One that provides a curriculum at the HS (grades 9 through 12) level.

**ship**

To transport an enlistee to an Army reception battalion. Often used by recruiters with reference to transporting members of the DEP and DTP to MEPS for final processing prior to departing for AD or active duty for training.

**successful completion (of a course, curriculum, or program)**

Fulfillment of all requirements for earning a passing score in a course or obtaining a credential from a curriculum or program.

**teacher directed**

Defined as instruction conducted in a classroom environment consisting of participatory attendance directed by a teacher (that is, to include but not limited to lecture, computer-assisted instruction, self-paced, and modular units).

**tier classification**

The classification (tier 1, tier 2, tier 3, tier evaluation required) given a school or program which is determined from the information obtained during an on-site visit.

**tier evaluation**

The process of reviewing an applicant's education credentials for enlistment in the Army. The purpose of a tier evaluation is to determine an individual's tier status.

**tier status**

The status (tier 1, tier 2, tier 3) of an individual which is determined by the evaluating official who completed the tier evaluation.

**traditional**

The term traditional used in the HSDG definition is used to define an environment of 4 years of formal academic secondary school education-type curriculum, 9 months a year, 5 days a week, in a student-attended, teacher-led classroom environment.

# USAREC

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