

Human Resources Services Branch
(NGGA-PES-SVC)

Verification of Post-Secondary Education (Transcripts)

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2024

SUMMARY OF CHANGE

SOP
Verification of Post-Secondary Education
Revision dated 1 October 2024

No change.

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Chapter 1 Overview

1-1 Applicability

Any Soldier who needs to update their official military record to show a current or completed level of post-secondary education.

1-2 References

See Appendix A.

1-3 Point of Contact

Education Services Officer, <ng.ga.gaarnng.list.ngga-g1-eso@army.mil>, (678) 569-5307.

Chapter 2 Process Steps

2-1. Process steps for new officer and enlisted accessions (actions for Recruiting & Retention Battalion (R&R), Officer Strength Management (OSM), and the Officer Personnel Management (OPM) team of the G-1/HR Actions Branch (HRAB)).

a. Individuals within the R&R BN will process transcripts for potential enlisted and commissioning Soldiers. Although AR 135-100 and AR 601-210 allow a college diploma or degree certificate as an acceptable document for proof of a college degree for appointment or enlistment purposes, effective 1 September 2015, AR 600-8-104 no longer allows college diplomas or degree certificates to be entered into iPERMS. R&R, OSM, and OPM must ensure that a college transcript is entered into iPERMS.

b. Applicants will submit official transcripts from an accredited institution to their assigned officer or enlisted recruiter, or to the R&R S1, directly from the school.

c. To confirm accreditation, any individual processing transcripts must go to the Council for Higher Education Accreditation (CHEA) database at <http://www.chea.org/search>, which lists all schools' accreditation, to include those that do not receive Title IV Federal funds. The US Department of Education site <http://ope.ed.gov/accreditation> is not inclusive and does not include non-Title IV schools.

2-2 Process steps for current Guardsmen (enlisted), degree not complete

a. Paragraph 7-55c (1) of AR 600-8-19 authorizes an original, official transcript, or an unofficial, "student copy" transcript to be submitted for the purpose of updating Enlisted Promotion System (EPS) points as long as no degree has been awarded. HR automated systems input requires that all transcripts used for updating the Army Military Human Resource Record (AMHRR) be official, school-certified transcripts.

b. Soldiers will submit official transcripts from an accredited institution to their Readiness NCO, or to the S1, directly from the school.

c. To confirm accreditation, the Readiness NCO or S1 will go to the Council for Higher Education Accreditation (CHEA) database at <http://www.chea.org/search>, which lists all schools, to include those that do not receive Title IV Federal funds. (The US Department of Education site <http://ope.ed.gov/accreditation> does not include non-Title IV schools).

e. The S1 will update applicable HR automated systems with partial transcripts within the following guidelines.

(1) Soldiers are encouraged to submit transcripts once each year, ahead of the annual enlisted promotion boards.

(2) If a Soldier already has 60 credit hours or 60 EPS points for civilian education, then no further transcripts should be processed until a degree is awarded.

(3) If a Soldier already has a degree awarded, then no further transcripts should be processed until another degree is awarded.

2-3 Process steps for current Guardsmen (commissioned and warrant officers), degree not complete

a. Upon request, for any Federal Recognition (FedRec) packet or other officer action requiring confirmation of highest level of civilian education, the Education Services Office can produce a verification letter certifying educational transcripts for officers whose degrees are not yet complete

(see figure 2-1 for memo example).

- b. The officer must submit an official transcript. Soldiers will review the process outlined in 2-4
- c. below on how to request official transcripts.

2-4 Process steps for current Guardsmen (officers, warrant officers, and enlisted), degree completion

a. Soldiers must submit official transcripts from an accredited institution to the ESO, preferably, directly from the school.

b. Most post-secondary institutions now offer free or low-cost electronic transmission of certified transcripts (e.g., from eSCRIP-SAFE). Soldier should request the institution to email it to ESO office at ng.ga.gaarnng.list.ngga-g1-eso@army.mil. Soldiers will not print out the digital version. The ESO will download a .pdf version of the document. If hard copies are mailed to the ESO directly from the school, the mailing address is:

Georgia Army National Guard
ATTN: NGGA-PES-SVC (Transcripts)
199 Nimitz Dr. Bldg. 201
Marietta, GA 30060-4277

c. The ESO will verify that it is an official record and from an accredited school. Once verified, the ESO will produce a memo verifying the school and degree awarded. If it is not from an accredited school, the ESO will notify the Soldier that the transcript will not be certified and updated for record.

d. Once validated, the ESO will place the transcript in the Soldier's iPERMS, with the memo on top of the transcript as page 1 of a single scan. The ESO will then update IPPS-A with the appropriate civilian educational codes to show both the level of education completed (e.g., Master's Degree) and the degree program completed (e.g., History).

e. Once all systems have been updated, any hard copy transcripts will be shredded, unless the Soldier requests the original be returned.



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NGGA-PES-SVC

1 October 2024

MEMORANDUM FOR RECORD

SUBJECT: Verification of Educational Transcripts – NAME/1234

1. I hereby certify that I have this date seen the official transcripts issued by SCHOOL stating that subject service member has acquired 150 college semester hours and a Bachelor's Degree in MAJOR on 1 December 2016. A copy of these transcripts is attached immediately following this page.
2. The transcripts are printed on double-sided paper with embedded security features and include the signature of the appropriate institutional representative, the statement of authenticity, and the legend. The embedded security features meet the original/official ("raised seal") requirement of paragraph 9-4, NGR 600-100.
3. The transcripts were transmitted by the college via digital file format with embedded security features and include the statement of authenticity and the legend. The embedded security features meet the original/official ("raised seal") requirement of paragraph 9-4, NGR 600-100.
4. POC is the undersigned, COMM (678) 569-5307, paul.w.dietzel.mil@mail.mil.

Encl
as

PAUL W. DIETZEL
CPT, AG, GAARNG
Education Services Officer

Figure 2-1. Verification of Educational Transcript (To be completed by the Education Services Officer)

Appendix A References

Section I Publications

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army, dated 1 September 1994

AR 135-155

Promotion of Commissioned Officers and Warrant Officers, dated 13 December 2022

AR 600-8-19

Enlisted Promotions and Reductions, dated 16 May 2019

AR 600-8-104

Army Military Human Resource Records Management, dated 7 April 2014

AR 601-210

Active and Reserve Components Enlistment Program, dated 31 August 2016

AR 621-5

Army Continuing Education System (ACES), dated 28 October 2019

AR 621-202

Army Educational Incentives and Entitlements, dated 26 September 2017

NGR 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions, dated 6 July 2020

NGR 600-101

Warrant Officers Federal Recognition and Related Personnel Actions, dated 10 September 2018

NGR 600-200

Enlisted Personnel Management, dated 25 March 2021

Section II Forms (Not Used)

Appendix B
Figure List

Figure 2-1

Verification of Educational Transcript Memorandum (To be completed by the Education Services Officer).

Glossary

Section I Abbreviations

AMHRR

Army Military Human Resource Record

SOP

Standard operating procedure

Section II Terms

G1

Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above.

G-1

The office and staff of the G1.

HR Automated Systems

Computer programs and websites utilized by HR professionals to manage or update personnel records. These include, but are not limited to: IPPS-A, iPERMS, and GIMS.

Unit

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.