

GAARNG G-1 SOP

Human Resources Services Branch

Verification of Post-Secondary Education

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
15 October 2020

SUMMARY OF CHANGE

SOP
Verification of Post-Secondary Education
Revision dated 15 October 2020

- o No substantive changes.

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- 1-2 Reference
- 1-3 Point of contact
- 1-4 Conditions

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- 2-1 Process steps for new officer and enlisted accessions (actions for Recruiting & Retention Battalion (R&R), Officer Strength Management (OSM), and Officer Personnel Branch (OPB))
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Chapter 1 Overview

1-1 Applicability

Any Soldier who needs to update their official military record to show their current 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@mail.mil>, (678) 569-5232.

1-4 Conditions

Promotions and duty assignments are based in part on Soldiers' educational levels to determine if they are prepared for the next level of responsibility. The intent of this SOP is to ensure educational records are properly submitted, verified, and certified. This allows the transcript to be properly recorded as an official transcript, once it is transmitted to iPERMS.

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. 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 officer or enlisted Recruiter, or to the R&R S1, directly from the school.

c. To reduce the cost burden on students, post-secondary institutions now offer free or low cost electronic transmission of certified transcripts (e.g., from eSCRIP-SAFE). Do not print out the digital version (which renders it unusable); instead, ask the institution to email it to the Recruiter or R&R S1 directly. This requires close coordination, as digitally certified transcripts often expire after 24-48 hours. The Recruiter or R&R S1 will register on the certification website in the email and download a .pdf version of the document, which can then be used to update applicable HR automated systems.

d. To confirm accreditation, go to the Council for Higher Education Accreditation (CHEA) database at <<http://www.chea.org/search/search.asp>>, which lists all schools, to include those that do not receive Title 4 Federal funds. (The US Department of Education site <<http://ope.ed.gov/accreditation/Search.aspx>> does not include non- Title 4 schools.)

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

a. Although paragraph 7-55c(1) of AR 600-8-19 authorizes a transcript submitted for the purpose of simply updating enlisted promotion system (EPS) points to be either an original, official transcript, or an unofficial, "student copy" so long as no degree has been awarded, HR automated systems input requires that all transcripts used for updating the 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 reduce the cost burden on students, post-secondary institutions now offer free or low cost electronic transmission of certified transcripts (e.g., from eSCRIP-SAFE). Do not print out the digital version (which renders it unusable); instead, ask the institution to email it to the Readiness NCO or S1 directly. This requires close coordination, as digitally certified transcripts often expire after 24-48 hours. The Readiness NCO or S1 will register on the certification website in the email and download a .pdf version of the document, which can then be used to update applicable HR automated systems.

d. 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/search.asp>>, which lists all schools, to include those that do not receive Title 4 Federal funds. (The US Department of Education site <<http://ope.ed.gov/accreditation/Search.aspx>> does not include non-Title 4 schools.)

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

(1) If a Soldier does not have at least 15 semester hours or 20 quarter hours, then no corresponding post- secondary civilian education level can be entered.

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

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

f. Soldiers are encouraged to submit transcripts once each year, for example when the Fall or Winter term ends, ahead of the annual enlisted promotion boards that typically occur each Spring, instead of submitting them throughout the year, as EPS points are calculated only once per year.

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).

b. The officer must submit an official transcript. See the process outlined below.

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

a. For recent accessions, NGR 600-100 provides authorization for the G1-MILPO to validate degree transcripts uploaded to iPERMS via the accessions process without requiring another new, original document. The G1-MILPO (Deputy Chief of Staff, Personnel) has delegated this to the Education Services Office (ESO).

b. For all others, Soldiers will submit official transcripts from an accredited institution to ESO directly from the school.

c. To reduce the cost burden on students, post-secondary institutions now offer free or low cost electronic transmission of certified transcripts (e.g., from eSCRIP-SAFE). Do not print out the digital version (which renders it unusable); instead, ask the institution to email it to ESO directly <ng.ga.gaarnng.list.ngga-g1-eso@mail.mil>. This requires close coordination, as digitally certified transcripts often expire after 24-48 hours. The ESO will register on the certification website in the email and download a .pdf version of the document. If hard copies are to be mailed to the ESO directly from the school, the mailing address is:

Georgia Army National Guard
ATTN: NGGA-PES-SVC (Transcripts)
1000 Halsey Ave SE, Bldg. 447
Marietta, GA 30060-4277

d. The ESO will verify that it is an official record and from an accredited school. If it is, the ESO will produce a memo verifying the school and degree awarded. See Figure 2-1. If it is not from an accredited school, the ESO will notify the Soldier that the Army does not recognize the school and that the transcript will not be certified or updated for record.

e. The ESO will place the memo in the Soldier's iPERMS, with the memo on top of the transcript as page 1 of a single scan. The ESO will also update applicable HR automated systems 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).

f. Once all updates have been completed, any hard copy transcripts are then shredded unless the Soldier requests the original be returned.



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1000 HALSEY AVENUE SE, BLDG 447
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NGGA-PES-SVC

1 October 2020

MEMORANDUM FOR RECORD

SUBJECT: Verification of Educational Transcript – John Q. Public/1234

1. I hereby certify that I have this date seen the official transcripts issued by GA North and South College stating that subject service member has acquired 150 college semester hours and a Bachelor's degree in Justice Studies on 1 October 2020. 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. POC is the undersigned, COMM (678) 569-5232, james.h.clay.mil@mail.mil.

Encl
as

JAMES H. CLAY
MAJ, FA, USA
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 other than General Officers, dated 13 July 2004

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 11 July 2006

AR 621-202

Army Educational Incentives and Entitlements, dated 26 September 2017

NGR (AR) 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions, dated 15 April 1994

NGR 600-101

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

NGR 600-200

Enlisted Personnel Management, dated 31 July 2009

Section II Forms (Not Used)

Appendix B

Figure List

Figure 2-1

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

Glossary

Section I Abbreviations

AMHRR

Army Military Human Resource Record

SOP

Standard operating procedure (formerly standing operating procedure, changed by JP 3-31 and JP 1-02)

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: SIDPERS (soon to be replaced by IPPS-A), iPERMS, GIMS, and RCAS.

HR work center

Typically the battalion/squadron S-1 shop, this is the primary location for accomplishing human resources activities, such as input to HR automated systems and AMHRR management. It is the lowest organizational level containing human resources specialist duty positions (other than SRC-12 units).

SRC-12

A standard requirements code 12 unit, a reference to an Army unit type whose established mission is entirely HR-focused and whose personnel requirements are managed by the AG proponent, such as HR companies and postal platoons.

Unit

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