

Summary Report for Individual Task
805K-79R-8201
Evaluate Education Credentials
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Recruiter has sent the Education Service Specialist (ESS) an applicants education credential requiring evaluation. This task should not be trained in MOPP 4.

Standard: Evaluate an applicants education credentials to determine the correct Tier/DOD Education Code.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Determine the proper tier/DOD Education Code based on the applicant's education credentials.
 - a. Verify HSS/FAZR to ensure school is loaded.
 - b. Consult with local ESS if school is not located within your AO.
 - c. Know applicable local and state education laws.
 - d. Request substantiating education documentation. (current transcripts, diploma)
 - e. Contact school officials to verify applicant's education program.
 - f. Complete evaluation using USAREC Form 1015A, Tier Evaluation Worksheet.
 - g. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - h. Document/file/store USAREC Form 1015A for inspection.
2. Validate a home school education credential.
 - a. Know applicable local and state home school education laws.
 - b. Request substantiating education documentation.
 - c. Ensure home school is in compliance with state law and DOD home school policy.
 - d. Document the validation process.
 - e. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - f. Document/file/store documentation.
3. Validate Job Corps Applicant.
 - a. Know applicable local and state education laws.
 - b. Request substantiating education documentation.
 - c. Ensure Job Corps applicant completed 675 hours of vocational training from job corps; and received high school credential with two signatures on the Job Corps Certification of Student Graduation and Completion of Vocational Training Armed Forces Certification Form.
 - d. Document the validation process.
 - e. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - f. Document/file/store documentation.
4. Validate currently enrolled post-secondary non-high school graduate.

- a. Verify HSS/FAZR to ensure post-secondary school is in the database.
 - b. Request substantiating education documentation.
 - c. Review post-secondary letter of enrollment to ensure applicant will complete 15 semester hours within the semester of enlistment.
 - d. Document the validation process.
 - e. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - f. Document/file/store documentation.
5. Validate foreign transcript evaluations.
- a. Know applicable local and state education laws.
 - b. Request substantiating education documentation. (current transcripts, diploma, Job Corps Form, letter of enrollment, foreign transcript evaluation/translation)
 - c. Review foreign transcript evaluation to ensure it was completed by an accredited college and/or NACES organization and validate appropriate education code.
 - d. Document the validation process.
 - e. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - f. Document/file/store documentation.
6. Validate a junior or senior currently enrolled in a Tier Evaluation (TE) school.
- a. Know applicable local and state school education laws.
 - b. Request substantiating education documentation.
 - c. Document the validation process.
 - d. Forward completed evaluation to appropriate party. (MEPS, Recruiter, Operations)
 - e. Document/file/store documentation.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the proper tier/DOD Education Code based on the applicant's education credentials.			
a. Verified HSS/FAZR to ensure school is loaded.			
b. Consulted with local ESS if school is not located within your AO.			
c. Knew applicable local and state education laws.			
d. Requested substantiating education documentation. (current transcripts, diploma)			
e. Contacted school officials to verify applicant's education program.			
f. Completed evaluation using USAREC Form 1015A, Tier Evaluation Worksheet.			
g. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
2. Validated a home school education credential.			
a. Knew applicable local and state home school education laws.			
b. Requested substantiating education documentation.			
c. Ensured home school is in compliance with state law and DOD home school policy.			
d. Documented the validation process.			
e. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
f. Documented/filed/stored documentation.			
3. Validated Job Corps Applicant.			
a. Knew applicable local and state education laws.			
b. Requested substantiating education documentation.			
c. Ensured Job Corps applicant completed 675 hours of vocational training from job corps; and received high school credential with two signatures on the Job Corps Certification of Student Graduation and Completion of Vocational Training Armed Forces Certification Form.			
d. Documented the validation process.			
e. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
f. Documented/filed/stored documentation.			
4. Validated currently enrolled post-secondary non-high school graduate.			
a. Verified HSS/FAZR to ensure post-secondary school is in the database.			
b. Requested substantiating education documentation.			
c. Reviewed post-secondary letter of enrollment to ensure applicant will complete 15 semester hours within the semester of enlistment.			
d. Documented the validation process.			
e. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
f. Documented/filed/stored documentation.			
5. Validated foreign transcript evaluations.			
a. Knew applicable local and state education laws.			
b. Requested substantiating education documentation. (current transcripts, diploma, Job Corps Form, letter of enrollment, foreign transcript evaluation/translation)			
c. Reviewed foreign transcript evaluation to ensure it was completed by an accredited college and/or NACES organization and validate appropriate education code.			
d. Documented the validation process.			
e. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
f. Documented/filed/stored documentation.			
6. Validated a junior or senior currently enrolled in a Tier Evaluation(TE) school.			
a. Knew applicable local and state school education laws.			
b. Requested substantiating education documentation.			

c. Documented the validation process.			
d. Forwarded completed evaluation to appropriate party. (MEPS, Recruiter, Operations)			
e. Documented/filed/stored documentation.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC PAM 350-13	School Recruiting Program Handbook	Yes	Yes
	USAREC REG 601-101	Education Enlistment Credentials	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None