

MCRC FROST CALL 020-04 DATED 30 SEPTEMBER 2004

From: Commanding General, Marine Corps Recruiting Command

Subj: DEPARTMENT OF DEFENSE EDUCATION CREDENTIAL CODES AND
DEFINITION CHANGES

Ref: (a) OUSD Memo from Dir Accession Policy dtd 21 Sep 04
(b) CNA Report to Congress on the 5 Year Study of Home
School and National Guard Youth Challenge Program
(c) MCO P1100.72C Short Title: MPPM EnlProc

Encl: (1) Education Credential Codes and Definitions
(2) MCRISS "Sample" NWA Screen

1. Purpose. To notify all levels of the Marine Corps Recruiting Command the Department of Defense (DoD) effective changes to the Education Credential Codes and Definitions.

2. Background. Reference (a) directed Education Tier changes based on the report in reference (b). Additionally the Military Accession Policy Working Group (MAPWG) authorized an Education Credentials Sub-Committee, to convene and modernize the existing DoD credential definitions. These revisions now describe more clearly the various credentials and better account for the variety of educational opportunities and learning environments currently available to youth.

3. Information. The Department of Defense Education Codes and Definitions are contained in enclosure (1). The summaries of these changes are:

a. Code 7: **CORRESPONDENCE SCHOOL** criteria expanded and label changed to **DISTANT LEARNING SCHOOL DIPLOMA**.

b. Code 8: **NON-HSG WHO COMPLETED ONE SEMESTER OF COLLEGE/POST SECONDARY EDUCATION** has added additional criteria.

c. Code B: **ADULT EDUCATION** has expanded to include some Alternative Education Programs under this Tier I heading and label changed to **ADULT EDUCATION/ALTERNATIVE EDUCATION**.

d. Code F: **EXIT EXAM FAILURE** criterion has changed. A student cannot access under this heading unless 180 days has elapsed since their scheduled graduation/completion date.

e. Code H: **HOME SCHOOL DIPLOMA** has reverted from Tier I to Tier II status. Home School seniors contracted prior to 1 Oct 04 who access as 12H are grandfathered as Tier I. All future Home School seniors will enlist as 11H Tier II and ship as 12H Tier II.

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f. Code L: **HIGH SCHOOL DIPLOMA** criteria are limited to traditional High School and Religious Based High School Diplomas.

g. Code M: **CREDENTIAL NEAR COMPLETION** the Tier level and the criterion for this heading is changed. Students who are currently enrolled and attending classes in a Tier I category credential (i.e. Code 8 or B), can enlist as a Tier I as long as they can complete the program within 270 days from date of enrollment. The label for this credential was changed to **CURRENTLY ENROLLED IN OTHER THAN A HIGH SCHOOL DIPLOMA**

h. Code S: **HIGH SCHOOL SENIOR** criterion has changed, in that it applies only to Traditional and Religious Based High School students leading towards a 12L High School Diploma credential.

i. Code X: **NATIONAL GUARD YOUTH CHALLENGE PROGRAM (NGYCP)** has reverted from Tier I to Tier II status. All enlistments prior to 1 Oct 04 as Code X will be grandfathered as Tier I. All future Code X NGYCP applicants will be treated as Tier II.

j. Code 5: **OTHER NON-TRADITIONAL HIGH SCHOOL CREDENTIAL**. This is a new credential under the Tier II heading. This heading contains criteria for those Alternative Credentials not falling under Code B Tier I, because they were accelerated, based on combination of testing/independent study or competencies.

4. Action. All definitions and codes listed in enclosure (1) are effective 1 Oct 04. Additionally the following actions will be taken:

a. Insert Enclosure (1) "**FOR REFERENCE ONLY**", after page C-8 of reference (c), pending the revision to same.

b. When NCOIC declares a New Working Applicant (NWA) to the Operations Officer of a Home School Senior take the following steps shown in Enclosure (2):

(1) Under High Grade Complete - **11th grade**

(2) Under Education Certification - **HIGH SCHOOL SENIOR**

(3) Under Projected Tier - **Tier 2**. This action will allow MCRISS to statistically account for seniors in the DEP as Tier II and properly update the Commanders Attainment Report (CAR).

(4) Education Code for this type credential - **11H**. This education code will be utilized for the MEPCOM 680-3-A-E Block 12, DD 1966-1 Block 12, MEPCOM 727 Scheduling Sheet and MIRS Scheduling.

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c. When shipping a Home School credential graduate code - **12H**.
Take the following actions:

- (1) Record **12H** - DD 1966-1, Block 12 **EDUCATION**
- (2) Record **12H** - DD 1966/1 Block 18i **Yrs/Hi Ed Grade Comp**
- (3) Record **12H** - DD 1966/3 Block 34 **RECERTIFICATION**
- (4) Record **12H** - **MEPCOM 727 Scheduling Sheet/MIRS Scheduling**.

d. All levels ensure proper training is conducted to ensure all
hands understand and are in compliance with the new DoD Education
Credential Codes and Definitions and this Frost Call.

5. This Frost Call is valid until Reference (c) Change 1 is issued.

6. Point of contact is M. J. Styka, MCRC G-3 Enlisted Operations,
at commercial (703) 784-9403 or DSN 278-9403.



S. B. WITTLE
By direction

<u>Item</u>	<u>Title</u>	<u>Code Entry, Description, and/or Explanation</u>
12	EDUCATION	<p>This data contains the education level that is the amount of education that an individual has received and the certificate awarded for that education. The first two digits (years), identify the number of formal academic years of education (i.e. teacher-student(s) classroom instruction environment) an individual has successfully completed. Tier I High School Seniors (Traditional/Religious) record as 11S. Tier II (Home School Seniors) record as 11H. Tier I Credential Holders (Codes "B", "F", "L", and Tier II code "H" (graduated) and "J", record as 12. Tier I Credential Holders (Codes "8", "D", "G", "K", "N", "R", "U", and "W"), Tier II Credential Holders (codes "7", "C", "E", "H" "X" and "5"), and all Tier III's, (Code "1") record the highest level of formal academic years of education as stated above (i.e. 10E, 111, "115" etc).</p>

NOTE: The applicant must provide documentation verifying the level of education claimed. (non-verified education will not be recorded as the level of education completed, i.e. applicant has one year of college but only provided high school diploma, record as 12L vice 13L)

- 01 Completed 1st Grade
- 02 Completed 2nd Grade
- 03 Completed 3rd Grade
- 04 Completed 4th Grade
- 05 Completed 5th Grade
- 06 Completed 6th Grade
- 07 Completed 7th Grade
- 08 Completed 8th Grade
- 09 Completed 9th Grade
- 10 Completed 10th Grade
- 11 Completed 11th Grade
- 12 Completed 12th Grade
- 13 Completed 1 year of college
- 14 Completed 2 years of college
- 15 Completed 3 years of college
- 16 Completed 4 years or more of college (excludes master's degree and first professional - use 17 or 18 as appropriate).
- 17 Master's. A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.

ENCLOSURE (1)

- 18 First Professional. A certificate conferred upon completion of the academic requirement for a selected profession. Post-masters. Completion of additional academic requirements beyond the "master's degree" level.
- 19 Doctorate. A certificate conferred in recognition of the highest academic achievement within an academic field (excludes honorary degree and first professional degrees).

The 3rd digit represent educational category and corresponding Educational Tier levels are as follows:

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
1	3	<u>Less than High School Diploma</u>	Status of an individual who is not currently attending high school and is neither a high school graduate nor an alternate credential holder.
7	2	<u>Distant Learning School Diploma</u>	A secondary diploma or certificate awarded upon completion of an accredited correspondence school course, home study (not home school), internet or distant learning program, regardless of whether the diploma was issued by a correspondence school, state, or secondary or post-secondary educational institution. This is considered an alternate high school credential.
8	1	<u>A Non-HSG who completed One Semester of College/Post-Secondary Education</u>	The status of a non high school diploma graduate (Tier 2) who has attended and successfully completed (15 semester hours/22 quarter hours of college level work, regardless of high school/grammar school education. " <u>Successfully completed</u> " means that the individual earned college level credits toward a degree in higher education from an institution listed in the current degree granting section of the AIPE. Credit(s) earned through testing (i.e. CLEP), adult education, life assessment, military training or high school equivalency preparation is not applicable. See paragraph 3241.1a(2).

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
B	1	<u>Adult/ Alternative Education</u>	An individual who has earned a secondary school diploma on the basis of attending and completing an alternative, continuation, adult, or charter school/program whose course content and curriculum <u>are similar to, but whose method of instruction differs from the traditional high school</u> program. The diploma received must be issued on the basis of completing a classroom structures, (teacher-student environment) teacher directed credit based program. To categorize these accessions as Tier 1, their education program must have similar requirements, to traditional high schools. See Code "5" if applicant doesn't meet criteria.
C	2	<u>Occupational Program Certificate of Attendance</u>	An individual who has attended a non-correspondence vocational, technical or proprietary school for at least six months (180 days) i.e. JOB Corps. An individual so coded must also have completed 11 years of regular formal academic day school, and possesses certificate of attendance or completion indicating such. Correspondence schools offering vocational certificates are not included. This is considered an alternate high school credential.
D	1	<u>Associate Degree</u>	A certificate conferred upon completion of a two year program at a junior/community college, university, or technical institute.
E	2	<u>Test-Based Equivalency Diploma</u>	A diploma or certificate of General Education Development (GED) or other test-based high school diploma. This includes state-wide testing program such as the California High School Proficiency Examination (CHSPE), Whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
F	1	<u>Exit Exam Failures</u>	An individual who has attended and completed all graduation requirements but did not pass state mandated exit exam(s). To apply this rule the individual must be at least 180 days beyond their expected high school completion/graduation date or this rule does not apply. Additionally, applicant must have a high school verification letter with transcripts, from a school official verifying the sole reason for not being awarded a high school diploma was for failing the "state mandated exit exam(s). Note: High School Senior (11S) cannot ship until 180 days have elapsed since their class commencement date to apply Tier I status. If shipping under 180 days, then classify as 12J/Tier II.
G	1	<u>Professional Nursing Diploma</u>	A certificate conferred upon completion of a three year hospital school of nursing program.
H	2	<u>Home School Diploma</u>	A high school diploma or certificate, typically awarded by a local, state, or national accredited Home School Association, based upon certification by a parent or guardian that an individual completed his/her secondary education at home. The curriculum must involve parental instruction and/or adult supervision, and closely pattern the normal credit hours per subject as used in traditional public high schools. <u>All home school diploma graduates must complete the last academic year of education (minimum of nine [9] academic months) in a home school environment.</u> Home school diploma (if issued) and transcripts must be provided. This is considered an alternative credential.
J	2	<u>High School Certificate of Attendance or Completion</u>	An attendance-based high school diploma/certificate, or credential based on Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school requirements. This is an alternate credential.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
K	1	<u>Baccalaureate Degree</u>	A certificate conferred upon from a four year college program, first professional degree.
L	1	<u>Traditional High school, & Religious, High School Diploma</u>	A diploma issued to an individual who has attended and completed a 12-year or 12 th grade day program of classroom instruction; the diploma must be issued from a traditional/religious based high school where the individual completed all the program requirements.
M	1	<u>Currently Enrolled in Other than High School Diploma</u>	Status of an individual who is <u>currently enrolled and presently attending class(es)</u> in a Tier 1 category credential, <u>other than High School Diploma 12L</u> , (i.e. Code "8" or "B") and will complete the program within <u>270 days</u> from the date of enrollment. (DEP ONLY CODE)
N	1	<u>Master's Degree</u>	A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.
R	1	<u>Post-Masters Degree</u>	A certificate conferred upon completion of additional academic requirements beyond the master's level, but below the doctorate level.
S	1	<u>Traditional High school, & Religious High School Senior</u>	Status of individual who is <u>currently attending a traditional high school or religious high school that will lead to High School Diploma Tier I Code "L"</u> . To be classified as a high school senior must have evidence of a High School Verification Letter and Transcripts. (DEP Only Code)
U	1	<u>Doctorate Degree</u>	A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary/first professional degrees.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
W	1	<u>First Professional Degree</u>	A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: architecture, certified public accountant, chiropody (D.S.C.), podiatry, 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. or Rabbi, or other first professional degree).
X	2	<u>National Guard Youth Challenge Program w/GED</u>	An individual who has <u>attended and completed</u> the 22 week National Guard Youth Challenge Program (NGYCP) and received a GED <u>while attending</u> the program. Applicants currently attending are not eligible until completion of the NGYCP.
5	2	<u>Other Non-Traditional High School Credential</u>	A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from a traditional high school Diploma program (i.e. 12B or 12L). Schools/programs that are accelerated and issue a diploma based on combination of testing, independent study, adult based education (ABE) and/or competencies are classified as Tier 2, regardless of whether the credential was issued by a secondary or post secondary institution.

User selects 11th Grade, then senior, next selects Tier 1 or Tier 2 as appropriate. If Tier is not selected NWA record will not save.

Enlisted Applicant Record - Microsoft Internet Explorer

Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Sex
ADD	NWA	TIER		884890898	01 Sep 1984	M
RS	RSS/OSS	Recruiter	Status	Disposition		
CHARLESTON	CH	SGT SIMMONS JAMES T.	NWA	WORKING		

NWA | Contract | Shipper | History

Date Declared	Date Start	Wkg Category	MWF	Age	PC Received
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Education Record - Web Page Dialog

Date High Grade Comp.	High Grade Complete	Education Certification	Projected Tier
	11th grade	HIGH SCHOOL SENIOR	

School

Record Status: PENDING

Save

Select Projected Tier - Web Page Dialog

Projected Tier
Tier 1
Tier 1
Tier 2

Select Tier Close Help

http://204.223.176.103/mcriss/Processing/ProcessingShell/CommonButtons/Education/EducationRecord.asp?PersonID=694045&HighGradeC

Schedule Exams Educ Waivers Dpndnts Language Prior Svc Referrals Comments

Save Close

Start | Taskbar | 9/29 AM