

MCRC FROST CALL 015-03 DATED 7 MARCH 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: DEPARTMENT OF DEFENSE EDUCATIONAL CODES

Ref: (a) Department of Defense Manpower Accession Policy Working Group (MAPWG) Education Credential Sub-Committee Meeting 20 February 2003 at Quantico VA
(b) MCRC Frost Call 001-03 dated 1 October 2002

Encl: (1) New Appendix C Instructions for Completion of Record Of Military Processing - Armed Forces of the United States, Pages C-9 through C-14.

1. Purpose. To notify all levels within MCRC, the discontinuance of previously used Education Codes by the Marine Corps in the coding of education credentials for enlistment.

2. Background. Reference (a) established a sub-committee for all services within the Department of Defense (DoD), to review the Education Codes currently used. The purpose was to initiate proposals to validate and/or update the definitions of existing education codes, and review each service branches current business practices. This meeting was hosted by MCRC, attended by all services and the Office of the Assistant Secretary of Defense Accession Policy (OASD/AP).

3. Information. The results of this first meeting, MCRC discovered that we are using and have been using, education codes not contained in the DoD Education Credential Codes and Definitions. The following information is provided:

a. The codes in question, after some research, were implemented sometime between MCO P1100.72 and MCO P1100.72A in June 1994. The codes originated in the era of the educational tier groups, and were used to track unique groups of credential holders within the tier levels. The current MPPM lists them as Special Interest Codes only.

b. These "Special Interest Codes" were also used in the legacy ARMS system, which were then migrated and accepted into MCRISS when it was introduced in 2001.

c. The codes in question are: **Y* Tier 2 Alternate/Continuation High School** and **Z* Tier 1 Alternate/Continuation High School**. OASD/AP has instructed MCRC to discontinue use of these Marine Corps specific education codes for enlistment reporting purposes. The below action will allow MCRC to comply with currently existing DoD Codes and still maintain credentials in the proper tier groupings for statistical purposes.

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4. Action. All levels will take the following action effective not later than 15 March 2003:

a. Discontinue use of the Education Codes: "Y" & "Z", in MCRISS-RS, DoD Form DD1966/1 and USMEPCOM Form 714 A-E.

(1) All members of the DEP/SMCR AIADT with MCRISS-RS Education Certification, **ALTERNATIVE/CONTINUATION HIGH SCHOOL TIER 2**, which is Education Code "Y", will be changed in MCRISS to one of the below applicable Education Certifications, and coded on the DD1966/1 Block 12, that is most closely related to the Tier 2 credential earned:

- (a) Correspondence School Diploma (i.e. Code "127")
- (b) Occupational Program Certificate (i.e. Code "12C")
- (c) Test Based Equivalency (i.e. Code "12E")
- (d) Certificate of Attendance (i.e. Code "12J")

(2) All members of the DEP/SMCR AIADT with MCRISS Education Certification, **ALTERNATIVE/CONTINUATION HIGH SCHOOL TIER 1**, which is Education Code "Z", will be changed in MCRISS to one of the below applicable Education Certifications, and coded on the DD1966/1 Block 12, that is most closely related to the Tier 1 credential earned:

- (a) **B** - Adult Education (i.e. Code "12B")
- (b) **L** - High School Diploma (i.e. Code "12L")

(3) All members of the DEP/SMCR AIADT with MCRISS Education Certification, **CREDENTIAL NEAR COMPLETION TIER 2**, which is Education Code "M", will be shipped only with an Education Certification in MCRISS, and Education Code from below, and recorded on the DD1966/1 Block 12, that is the most closely related to the credential received:

- (a) Correspondence School Diploma (i.e. Code "127")
- (b) Occupational Program Certificate (i.e. Code "12C")
- (c) Test Based Equivalency (i.e. Code "12E")
- (d) Certificate of Attendance (i.e. Code "12J")

b. Questionable cases can be referred to MCRC for an Education Determination. Educational Credentials forwarded to MCRC will be classified in accordance with this frost call.

c. Remove Enclosure (4) of reference (b), and replace with Enclosure (1) contained in this Frost Call.

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d. MCRISS Help Desk will change any accession record, that failed to ship in MIRS/MCRISS-RS, due to an improper education code, in accordance with this frost call.

e. If Education Certifications are properly changed and recorded in MCRISS-RS, in accordance with the contents of this frost call, it will not alter percentages of Tier 1 or Tier 2 enlistments for statistical purposes.

5. The contents of this frost call will be incorporated into the revision of MCO P1100.72B.

6. Points of contact are M. J. Styka and MSgt J. T. Allan, MCRC G-3, at commercial 703 784-9403.



S. B. WITTLE
By direction

<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 who is neither a high school graduate nor an alternate high school credential holder.
7	2	<u>Correspondence school</u>	A secondary diploma or certificate upon completion of correspondence school course, <u>regardless of whether the diploma was issued by a correspondence school, state, or secondary or post-secondary educational institution.</u> Also included in this group are Internet /Distant Learning Certificate/ Diploma holders. This is considered an alternate high school credential. <u>NOTE: See note on C-14</u>
8	1	Completed one semester of college/post-secondary	The status of an individual 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" 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.</u> See Paragraph 3241.1a(2).
B	1	Adult Education	An individual who has earned a diploma on the basis of attending and completing an adult education or "external" diploma program of classroom taught instruction, <u>regardless of whether the diploma was issued by a state or by a secondary educational institution.</u> To categorize adult education diploma accessions as Tier 1, their educational program must have the same day-time course/graduation requirements, the same days, weeks, and hours of attendance, which is comparable to traditional high schools. <u>NOTE: See note on C-14.</u>

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
C	2	Occupational Program Certificate Of Attendance	An individual who has attended a non-correspondence vocational, technical or proprietary school for at least 6 (six) months. 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. <u>NOTE: See note on C-14</u>
D	1	Associate Degree	A certificate conferred upon completion of a 2-year program at a junior/community college, university, or technical institute.
E	2	Test-based Equivalency	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>NOTE: See note on C-14</u>
F	1	Exit Exam Failures	An individual who has attended and completed all requirements for graduation in School Year 1999-2000 and thereafter, but failed the exit exam. To apply this rule HS Verification Letter and Transcripts must be show the <u>"sole reason" for not graduating is due to failing the "exit exam"</u> . <u>Tier I status can be applied up to one year from the date of the original exit exam</u>

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
G	1	Professional Nursing Diploma	A certificate conferred upon completion of a 3-year hospital School of Nursing program.
H	1	Home School Diploma	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 supervision, and closely pattern the normal credit hours per subject as used in public schools. The Home School Legal Defense Association has provided guidance to the Office of the Assistant Secretary of Defense, (OASD) that at a <u>minimum the student should be Home Schooled for at least one (1) full school year</u> , and the diploma and transcripts should be provided. This is considered a Tier 1 credential. <u>Note: See Note on C-14.</u>
J	2	High school certificate of attendance	An attendance-based high school certificate, diploma, or verification letter substantiating attendance together with transcripts showing attendance through the 12th grade. These are sometimes certificates of competency or completion, but are based on course completion rather than on a test, such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate credential. <u>NOTE: See note on C-14</u>
K	1	Baccalaureate Degree	A certificate conferred upon from a 4-year college program, first professional degree.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
L	1	Traditional High school, Religious, & Alternative/Continuation High School Diploma	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. <u>Includes some alternate/continuation schools.</u> <u>NOTE: See note on C-14</u>
M	2	Credential Near Completion	Status of an individual who has successfully completed at least the 11th grade at a traditional high school Curriculum and is currently pursuing completion of an Alternate/Continuation High School credential classified as Tier II . Applicants entering the DEP as a 11M <u>can only ship with Tier 2 Education Code, i.e. "7", "C", "E" or "J".</u>
N	1	Master's Degree	A certificate conferred upon completion of additional academic requirements Beyond the baccalaureate or first professional degree, but below the doctorate level.
R	1	Post-Masters Degree	A certificate conferred upon completion of additional academic requirements beyond the Master's level, but below the Doctorate level.
S	1	Traditional High school, Religious School, Adult/Continuation/Alternative or Home School Senior	Status of individual who is <u>currently</u> attending a traditional high school, religious high school, home school, or Adult/Continuation/Alternative school <u>that will lead to a Tier I Credential</u> and is classified as a high school <u>Senior</u> by evidence of school transcripts/letter.
U	1	Doctorate Degree	A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
W	1	First Professional Degree	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	1	National Guard Youth Challenge Program w/GED	An individual who has <u>attended and completed</u> the National Guard Youth Challenge Program and received a GED while attending the program. Applicants currently attending are not eligible until completion of the NGYCP.

EDUCATION DETERMINATION NOTE

Education determinations are only made at MCRC G-3. The Education Codes for DOD are not "one size fits all". MCRC will assign an education code for education credentials forwarded for review. The code assigned will be the code that is the most closely related or associated with the credential reviewed. The intent is group education credentials into the proper Tier level to meet the DOD directives and guidance.