Career Counselor Memo (place on unit letter head)

OFFICE SYMBOL 10 January XXXX

MEMORANDUM FOR RECORD

FOR Director, United States Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060

SUBJECT: Education Credential Evaluation: SSG Jane A. Doe

1. Inspection of the education documents provided. For the above named applicant shows that SSG Jane Doe completed a total **XX Credit Hours of 4 year college level courses.**

SSG Jane Doe's transcript reflect the following:

College/University	XX Hours
Major:	
Total:	XX Credit Hours of 4 year college level course

2. Per USAREC Reg 601-210, the breakout for college for college level credits are as follows:

   a. College/University is recognized as a 4 year college TIER level 1. Its address is: (School Address). It has a school ID of XXXXXX with the Army Recruiting System National Center for Education Statistics identifiers: IPEDS ID: XXXXXX OPE ID: XXXXXXXX

3. I confirm SSG Jane Doe's transcripts with American Public University System (AMU) digital validation system (Certified by Parchment) as valid on X/XX/XXX via official systems and identified on the schools website. The applicant's credentials meet the Army's regulatory requirement for valid college credit.

4. POC this memorandum is the undersigned, XXX-XXX-XXXX or email name.mil@mail.mil.

Signature Block
Education Service Specialist
US Army Recruiting BN Indianapolis