

**APPLICATION FOR THE EVALUATION OF EDUCATIONAL
EXPERIENCES DURING MILITARY SERVICE**

5 Oct 1970

(Date)

(Name and Address of School)(Include ZIP Code)

Registrar
Miami-Dade Junior College
Miami, Florida

EVALUATION REQUEST FOR:

ALC Robert C. Gorde

(Name of Applicant)

FR

(Service Number/Social Security Account Number)

ATTENTION:

Dear Sir:

The person named above has requested that the attached summary of his educational achievements, accomplished while serving in the Armed Forces of the United States, be forwarded to you for review and evaluation. The Armed Forces make no recommendations concerning the awarding of credit for educational experiences during Military Service, as it is recognized that this function is the prerogative of civilian education.

The Commission on Accreditation of Service Experiences of the American Council on Education has published the following documents that may be helpful in your review of the applicant's educational experiences:

- a. State Department of Education Policies, Bulletin No. 5
- b. "A Guide to the Evaluation of Educational Experiences in the Armed Forces."
- c. "Opportunities for Educational and Vocational Advancement." (The Bulletin No. 10)

(Contains credit recommendations for USAFI courses and tests.)

Since any official of a school, college, state department of education, or other educational institution can obtain additional information relative to accreditation of Service Experiences, you may write directly to the Commission on Accreditation of Service Experiences of the American Council on Education, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036.
Circle, One Dupont

The evaluation of this applicant's educational experiences, as well as any guidance which you may provide him, should be sent directly to the applicant at the address shown in Section 1, block 7, on page 3. Your interest is genuinely appreciated.

Sincerely yours,


(Education Officer)


FRANK R. EZELL
BASE EDUCATION OFFICER

INSTRUCTIONS TO APPLICANT

This form is for your convenience in applying for evaluation of your educational experiences during Military Service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form

which you believe would be of interest to those reviewing your case, should be included in this letter.

All applicants should:

- a. Fill in items 1 through 16.
- b. Fill in items 17 through 23 for USAFI courses and for other academic courses completed during Military Service.

INSTRUCTIONS TO CERTIFYING OFFICER

(Custodian of Personnel Records)

This application is intended to provide factual information that schools and colleges require for their own evaluation of the applicant's educational achievement. **CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.**

The certifying officer should:

- a. Insure that the information provided in Section II comes from the applicant's Service record. Names of schools or courses should not be abbreviated.
- b. For Naval personnel whose records are incom-

plete, send the application to the Chief of Naval Personnel for completion and certification. The Bureau of Naval Personnel will forward the completed form to USAFI or to the school or agency concerned. In the case of Marines whose records are incomplete, the applications should be sent to the Commandant of the Marine Corps (*Code DGK*) for completion and forwarding to the appropriate addressee.

- c. CERTIFY THE FORM ON PAGE 4.
- d. Return the DD Form 295 to the Education Officer (*except when processed as in b above*).

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

- a. Complete page 1. The name and address of the school or agency should be the same as that listed at the top of page 3 of this form. **PAGE 1 IS IN ADDITION TO AND NOT A SUBSTITUTE FOR THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT HIMSELF.**
- b. Mail the DD Form 295 to USAFI, Madison, Wisconsin 53703, for attachment of applicant's official USAFI records if he has taken USAFI courses and/or

tests. USAFI, Madison, will forward the form to the school or agency from which evaluation is desired. **NOTE: An Official Report of Educational Achievement through the United States Armed Forces Institute is sent directly to educational institutions, employers, or state departments of education in accordance with the policies outlined in the USAFI catalog.**

- c. Mail the DD Form 295 directly to the school or agency from which evaluation is desired if the applicant has not taken USAFI courses and/or tests.

