

ACADEMIC EDUCATION DATA

AUTHORITY: 44 USC 3101; EO 9397

PRINCIPLE PURPOSE: To provide a valid record of individual's academic educational attainment. Use of SSAN is necessary to make positive identification of the individual and records.
ROUTINE USES: Used to maintain currency of education level data. May also be used by the Air Force Institute of Technology to identify individual for school or duty assignments.
DISCLOSURE IS VOLUNTARY: Failure to divulge information could result in member not receiving full consideration in personnel actions bearing on school or duty assignments.
 Disclosure of SSAN is voluntary.

TO: (Sending CBPO) **CHANGE OF EDUCATIONAL LEVEL BACCALAUREATE AND ABOVE AND SEMESTER HOURS BELOW BACCALAUREATE**
FROM: (Base Education Services Officer, organization and location)

LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE	SSAN	ORGANIZATION			
Official transcripts have been evaluated and the following academic education data should be entered on member's uniform military personnel record.							
DATA ELEMENT TITLE	ADE	TITLE OF DATA ITEM (Education Services Officer Entry)			DATA CODE FIELD SIZE	DATA CODE (Education Services Officer Entry and CBPO Use)	TITLE OF DATA ITEM (Education Services Officer Entry)
		GROUP	ELEMENT	E			
HIGHEST EDUCATION LEVEL	AC 025-XII	D	E	F	G	H	NAME AND LOCATION OF ACADEMIC INSTITUTION (Highest level)
YEAR/MONTH COMPLETED ¹	YE 010-VI	EBB/01	EBC/01	EBD/01	EBE/01	EBF/01	NAME AND LOCATION OF ACADEMIC INSTITUTION (Second highest level)
ACADEMIC SPECIALTY	AC 030-II						
METHOD OBTAINED	MI 460-II						
SECOND HIGHEST EDUCATION LEVEL	AC 025-XII						
YEAR/MONTH COMPLETED ²	YE 010-VI						
ACADEMIC SPECIALTY	AC 030-II						
METHOD OBTAINED	MI 460-II						
SEMESTER HOURS BELOW BACCALAUREATE DEGREE	DATE	TYPED NAME AND GRADE OF BASE EDUCATION SERVICES OFFICER			SIGNATURE		

¹Month not applicable to officers.
²Not applicable to officers.