



## NATIONAL GUARD BUREAU

111 South George Mason Drive  
ARLINGTON VA 22204-1382

NGB-EDU-09-061

14 September 2009

MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Evaluation and Validation of Home School Applicant Academic Credentials

1. Effective immediately CH (CPT) Paul Douglas is designated as the NGB Education, Incentives, and Employment Division (NGB-EDU) primary point of contact for matters pertaining to home school academic credentials evaluation and validation.
2. The enclosed Strength Maintenance Organization Message (SMOM) #09-012 dated 22 October tasked State Education Service Officers (ESOs) with evaluating and validating home school academic credentials for their respective Recruiting and Retention Force (RRF). This procedure is under review and updated procedures will be released to the Recruiting and Retention Force (RRF) by NGB Strength Maintenance (NGB-ASM) as soon as possible.
3. ESOs are directed to forward all home school applicant credentials such as transcripts, diplomas, State notification letters, etc. to NGB-EDU to the attention of the POC below. NGB-EDU will coordinate with NGB Strength Maintenance (NGB-ASM) to provide State ESOs and the RRF with the necessary support for evaluation and validation of academic credentials.
4. NGB-EDU will continue to coordinate with both National and State home school organizations to formulate practices and procedures that will insure accessibility to the ARNG for all qualified home school applicants.
5. Point of contact for this action is CH (CPT) Paul Douglas, Education, Incentives, and Employment Division 703-601-7997 or paul.n.douglas@us.army.mil.

DIANA A. CRAUN  
LTC, FI  
Chief, Education, Incentives  
and Employment Division

**1 Encls**

1. [EIOM 09-061 \(PA\)](#)  
[\[attachment\] - SMOM 09-012](#)  
[\(CB\) - National Guard](#)  
[Homeschool Path to](#)  
[Honor.pdf](#)