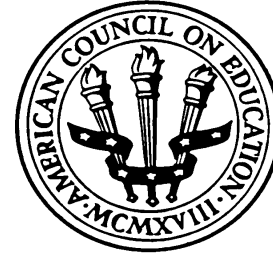


# JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

**Transcript Sent To:**  
MARINE, TEST EXAMPLE

**Name:** MARINE, TEST EXAMPLE  
**SSN:** XXX-XX-XXXX  
**Rank:** Corporal (E4)  
**Status:** Separated

### Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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808	<b>MC-2204-0088 V02</b> <b>Recruit Training Master:</b> Upon completion of the course, the student will be able to perform basic and infantry skills of physical ability, drill and ceremony, marksmanship, confidence, personal grooming and hygiene; perform as a team member in tactical offensive and defensive formations, and perform basic martial arts moves.	25-OCT-2005 to 31-OCT-2005		
	<ul style="list-style-type: none"> <li>• Basic Martial Arts <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> <li>• Basic Military Science <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> <li>• Land Navigation and Tactical Operations <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Orienteering <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> </ul> (9/03)(10/07)			
1335C	<b>MC-1712-0010 V01</b> <b>Fundamentals of Diesel Engines by Distance Learning:</b> Marine Corps Institute Washington, DC Upon completion of the course, the student will be able to identify and discuss basic internal combustion engine principles including diesel fuel injection and control.	19-APR-2002		
	<ul style="list-style-type: none"> <li>• Fundamentals Of The Diesel Engine With Emphases On Diesel Fuel Delivery Principles <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> </ul> NOTE: MCI designates a minimum passing score at 65%. (11/01)(11/01)			
138 612-62B10	<b>AR-1710-0205 V02</b> <b>Construction Equipment Repairer:</b>	01-JAN-2006 to 31-JAN-2006		

Army Engineer Training Center  
Fort Leonard Wood MO

Upon completion of the course, the student will be able to test, maintain, and repair system malfunctions in diesel engines, construction equipment, and electrical, hydraulic, power train, and brake systems.

- Construction Equipment 3 SH L
- Diesel Engines 3 SH L

(8/06)(8/06)

14D NV-1601-0031 V02 01-JAN-2006 to 31-JAN-2006

**Engineering Aid, Class A:**  
Construction Training Center Detachment  
Ft. Leonard Wood, MO

Upon completion of the course, the student will be able to perform soils analysis, fresh and hardened concrete tests, basic surveying, and computer-aided drafting.. Army and Marine learners will also use automated instruments to perform traverse and radial surveys, create topographical maps, produce drawings, and lay out projects.

- Advanced Surveying (Army and Marine Students) 3 SH L
- Computer-Aided Drafting 3 SH L
- Concrete Testing 1 SH L
- Soils Testing 2 SH L
- Surveying 3 SH L

(4/97)(4/00)

14D MC-1601-0060 V01 01-JAN-2006 to 31-JAN-2006

**Technical Engineering:**  
Marine Corps Detachment  
Fort Leonard Wood, MO

Upon completion of the course, the student will be able to conduct a radial survey, collect field survey data and apply this data to a site drawing using CAD software, develop finished architectural drawings; layout a project using a total station instrument; and exercise project control management.

- Cad Laboratory 2 SH L
- Cad Lecture 1 SH L
- Surveying 1 SH L

(8/04)(8/04)

M92 MC-2204-0105 V02 01-JUL-2006

**Marine Combat Training:**  
MCB  
Camp Pendleton, CA

Upon completion of the course, the student will be able to perform as member of a provisional rifle squad.

- Practicum In Basic Military Skills/Military Science 3 SH L

(9/03)(3/17)

1334H MC-1107-0001 V01 21-MAR-2007

1334G **Mathematics for Marines by Correspondence:**  
Marine Corps Institute  
Washington, DC

To provide introductory training in algebra and geometric forms.

- Fundamentals Of Mathematics (Technical Mathematics) 3 SH V

NOTE: MCI designates a minimum passing score at 65%.

(6/83)(11/01)

0119H MC-0501-0002 V01 06-APR-2007

**Punctuation by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to capitalize and punctuate all types of sentences. Specifically the student will understand under what circumstances words are capitalized and when to use terminal and internal punctuation.

- Credit Is Not Recommended SH

(12/03)(12/03)

0033 MC-1406-0023 V02 16-APR-2007

**Fundamentals of Marine Corps Leadership by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to demonstrate principles and techniques of leadership and their application to problems in areas such as race relations and substance abuse.

- Supervisory Management 1 SH L

NOTE: MCI designates a minimum passing score at 65%.

(11/01)(11/01)

3420F MC-1401-0009 V03 23-APR-2007

**Personal Financial Management by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will have a broad foundation for the fundamentals of financial planning to include military benefits, identity theft, managing credit, and spending plans.

- Personal Finance 3 SH L

NOTE: MCI designates a minimum passing score at 65%.

(2/06)(7/15)

0210C MC-1606-0010 V03 18-SEP-2007

**Terrorism Awareness By Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to identify factors that promote terrorism awareness for all marines.

- Credit Is Not Recommended SH

NOTE: MCI designates a minimum passing score at 65%.

(6/08)(7/15)

0369 MC-2204-0185 V01 25-OCT-2007

**The Marine Marksman By Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be introduced to the M16A7 rifle; and be knowledgeable in the areas of preventative maintenance, fundamentals of marksmanship, rifle firing positions, effects of weather, zeroing the weapon, cover and concealment, rifle presentation, engagement techniques and how to perform weapons handling with the M16A2 rifle.

- Small Arms Tactics/Marksanship 1 SH L  
(6/08)(7/15)

001A

**MC-1406-0028 V02 25-APR-2008**

**Principles of Instruction for the Marine Noncommissioned Officer (NCO) by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to prepare a lesson from developing learning objectives, to designing the lesson, to identifying appropriate lesson materials; to selecting the methods of instruction, and preparing the test.

- Introduction To Education 1 SH L

NOTE: MCI designates a minimum passing score at 65%.

(6/08)(7/15)

1330A

**MC-1717-0005 V02 25-APR-2008**

**Basic Shop Fundamentals for the Mechanic by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to identify basic hand tools and their use and identify introductory shop safety procedures and fire prevention.

- Hand Tool Usage, Identification, And Safety 2 SH V

NOTE: MCI designates a minimum passing score at 65%.

(7/02)(7/02)

2526B

**MC-1715-0197 V01 25-APR-2008**

**Introduction to Electronic Warfare by Correspondence:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to identify electronic enemy threats and how to apply proper electronic countermeasure (ECM) techniques.

- Credit Is Not Recommended SH

(9/02)(9/02)

8010

**MC-2204-0127 V02 05-MAY-2008**

**Sergeants Distance Education Program:**

Marine Corps Institute  
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in English grammar and composition including punctuation, capitalization, spelling, phrases, clauses, parts of speech, sentence structure, composition writing, leadership, chains of command, audits, wills, power of attorney, budgeting, financial goals and plans, proficiency and standards of conduct, performance evaluations and fitness reports, instruction techniques, oral communication, managing a Marine Corp Institute training program, non-judicial punishment, the law of the land warfare, history and contributions of Marine noncommissioned officers, drills, uniform, inspections, concepts of war fighting doctrine and how to apply the doctrine to platoon and company level tactics, maneuver and warfare concepts, understanding war, development of modern tactics, war fighting doctrine and how to apply that doctrine to squad tactics, general concepts of tactics, squad offensive and defensive tactics, security patrols, urban patrols, single-channel ground airborne radio systems, land navigation, indirect fire support and combat skills. This course is made up of seven sub courses.

- English 1 SH L
- Management 1 SH L
- Military Science 5 SH L

NOTE: MCI designates a minimum passing score at 65%.  
(6/08)(7/15)

L9K	<p><b>MC-1405-0051 V01</b> 24-JUL-2008  <b>Corporal's Noncommissioned Officers (NCO) Program:</b>                  MCAS                  Cherry Point, NC</p> <p>Upon completion of the course, the student will be able to effectively lead Marine Corp troops into combat and to demonstrate leadership skills in a variety of situations.</p> <ul style="list-style-type: none"> <li>• Basic Management <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Military Science <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> </ul> <p>(6/03)(6/03)</p>
031	<p><b>MC-2204-0051 V04</b> 11-MAR-2009 to 14-APR-2009  <b>Infantry Rifleman:</b>                  MCB                  Camp Lejeune, NC</p> <p>Upon completion of the course, the student will be able to perform as a rifleman in an infantry rifle squad; occupy a listening/observation post; employ pyrotechnics; perform individual actions at a traffic control point; communicate tactical orders and objectives; debrief individual and team stakeholders on mission protocols; execute lower-level entry; perform individual actions in a fire team; execute special duties within a patrol; manage unique challenges posed by operating on urban terrain; develop the skills necessary to perform as a member of a patrol; and familiarize the rifleman on individual tasks associated with offensive operations.</p> <ul style="list-style-type: none"> <li>• Tactical Communications <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Weapons Proficiency <span style="float: right;">4 SH</span> <span style="float: right;">L</span></li> </ul> <p>(6/12)(6/12)</p>
033	<p><b>MC-2204-0048 V03</b> 04-NOV-2009  <b>Infantry Machinegunner:</b>                  MCB                  Camp Lejeune, NC</p> <p>Upon completion of the course, the student will be able to perform as a machine gunner; construct a machine gun fighting position; prepare a machine gun range card; react to machine gun fire commands; perform maintenance on various machine gun systems; perform immediate and remedial actions on various machine gun systems; perform troubleshooting techniques on various machine gun systems; load various machine gun systems; fire various machine gun systems; conduct basic, range card and mounted courses for various machine gun systems; conduct night vision fire exercises with various machine gun systems; and designate a sector of fire with various machine gun systems.</p> <ul style="list-style-type: none"> <li>• Safety And Risk Management <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> </ul> <p>(6/12)(1/16)</p>
T4M	<p><b>MC-2204-0103 V01</b> 04-JAN-2001 to 18-FEB-2011  <b>Sergeant's Course:</b>                  Staff Noncommissioned Officer Academy                  Camp Lejeune, NC</p> <p>Upon completion of the course, the student will be able to conduct drills, inspections, training, and other aspects of military science as well as demonstrate group leadership skills.</p> <ul style="list-style-type: none"> <li>• Leadership <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> <li>• Military Science <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> </ul> <p>(4/96)(4/96)</p>

MME	<p><b>MC-2201-0007 V01</b> 02-AUG-2011  <b>Martial Arts Instructor:</b>                  MCB                  Camp Lejeune, NC</p> <p>Upon completion of the course, the student will be able to certify in tan, grey, and green martial arts; successfully complete the physical and combat fitness test; and instruct either the tan, grey or green.</p> <ul style="list-style-type: none"> <li>• Self-Defense 1 SH L</li> <li>• Teaching Practicum 1 SH L</li> </ul> <p>(6/11)(6/11)</p>
81E	<p><b>MC-1406-0036 V02</b> 21-DEC-2011  <b>Drill Instructor:</b>                  Recruit Depot                  Parris Island, SC</p> <p>Upon completion of the course, the student will demonstrate knowledge of instructional techniques and procedures, and will be able to conduct physical conditioning and physical training assessments.</p> <ul style="list-style-type: none"> <li>• Applied Psychology 1 SH L</li> <li>• Instructional Techniques And Small Groups Communication 3 SH L</li> <li>• Leadership 1 SH L</li> <li>• Military History 1 SH L</li> <li>• Physical Education 2 SH L</li> </ul> <p>(9/03)(7/08)</p>
H4V	<p><b>MC-1408-0039 V01</b> 12-AUG-2013  <b>Senior Instructor (SIC):</b>                  MCB                  Camp Lejeune, NC</p> <p>Upon completion of the course, the student will be able to identify instructional methodologies to enhance current knowledge, provide advanced instructional methods to current instructors, employ coaching techniques, apply Socratic questioning method to solve problems, identify various instructional methods for effective facilitation, prepare guided discussions in the classroom, conduct role-plays, and conduct and lead case studies.</p> <ul style="list-style-type: none"> <li>• Instructional Methods 3 SH L</li> </ul> <p>(5/11)(5/11)</p>
T3W	<p><b>MC-0501-0005 V01</b> 01-JAN-2014 to 01-JAN-2014  <b>Sergeants DEP:</b>                  Marinenet Server, US                  Marine Corps University</p> <p>Upon completion of the course, the student will be able to demonstrate effective leadership skills including the use of performance evaluators, mentorship, and communication skills; demonstrate effective oral and written communication skills understanding the impact of words and deeds on the meaning of messages; apply effective decision-making techniques to solve individual and organizational problems; and apply management principles to operations and training events at the individual and small team level, including organizing events, coordinating resources, and establishment and evaluation of goals and objectives.</p> <ul style="list-style-type: none"> <li>• Principles Of Supervision 3 SH L</li> </ul> <p>(10/14)(10/14)</p>
KZF SEJPME	<p><b>AF-2203-0069 V01</b> 01-JUL-2016 to 30-JUN-2016  <b>Magnet Capstone:</b>                  Joint Special Operations University                  MacDill Air Force Base, FL</p>

This course provides students with a culminating, resident experience to validate the learning and assessments from a preceding series of five distance-delivered modules (JSOU-SOE 3601, JSOU-SOE 3602, JSOU-SOE 3603, JSOU-SOE 3604, and JSOU-SOE 3605). Students demonstrate their specific knowledge and competencies within the disciplines of business communications, applied leadership and national security.

- Applied Leadership 3 SH L
- Business Communications 3 SH L
- Introduction To National Security 3 SH L

(4/17)(4/17)

**Military Experience**

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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MCE-9900 NONE ASSIGNED 01-NOV-2005

**Basic Marine:**

Description not available.

- None

MCE-1300 NONE ASSIGNED 26-JAN-2006

**Basic Engineer, Construction, and Equipment Marine:**

The basic Marine may be assigned a variety of MOSs and may be sent to a variety of formal schools.

- None

1341 MCE-1341-001 25-MAY-2006

**Engineer Equipment Mechanic:**

Performs preventive maintenance and makes repairs to diesel engines and gasoline and diesel driven construction equipment such as tractors, power shovels, road machinery, air compressors, concrete mixers, and other engine driven or towed construction equipment.

- Diesel Engine and Construction Equipment Troubleshooting and Repair (SSGT and above) 3 SH L
- Field Experience in Management (SSGT and above) 3 SH L
- Leadership (SSGT and above) 1 SH L
- Principles of Management (SSGT and above) 2 SH U

(6/06)(6/06)

MCE-0916 NONE ASSIGNED 02-AUG-2011

**Martial Arts Instructor (MGySgt to Cpl):**

Martial Arts Instructors conduct training in principles of close combat and core values.

- None

MCE-0911 NONE ASSIGNED 21-DEC-2011

**Drill Instructor (SgtMaj/MGySgt to Sgt):**

Drill Instructors supervise and instruct or assist in commanding and instructing a recruit platoon.

Instructs and assists in training basic combat tasks to recruits.

Trains recruits in the fundamentals of service life and the development in the recruit of discipline, physical fitness, pride, and love of the Marine Corps and country.

Trains recruits in close order drill.

Instructs in nomenclature, disassembly, assembly, and functioning of small arms and assists in marksmanship instruction.

Instructs in general orders for sentinels, interior guard duty, personal hygiene, first aid, military bearing and neatness, and care of clothing and equipment.

Lectures on Marine Corps history and tradition, customs of the service, military courtesy, and U.S. Navy Regulations.

Assists in conduct of parades, reviews, and bayonet drill.

Maintains records and prepares reports.

Conducts recruit training for newly enlisted personnel following the recruit training schedules and orders.

- None

MCE-0918 **NONE ASSIGNED** 10-OCT-2012

**Water Safety/Survival Instructor (MGySgt to Pvt):**

Water Safety/Survival Instructors supervise and conduct water safety and survival programs and instruct personnel in the techniques and methodology of water safety and survival.

- None

**NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.**

**College Level Test Scores**



**College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)**

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
15-AUG-1994	College Composition	6	47	61			
09-JAN-1995	Principles of Management	3	46	66			
08-NOV-1995	Introductory Psychology	3	47	62			

Exams taken after 31 October 2011 may have recommended college credit via the ACE National Guide. Go to <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=190163> and look for your exam.

**Other Learning Experiences**

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

- (1) Course has not been evaluated by ACE.
- (2) Class attendance dates were not recorded in the service member's record.
- (3) Course was not completed during the ACE evaluation period.
- (4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
MMB	30-DEC-2005	Tan Belt	MCCDC Quantico, VA	1
MMC	13-JUL-2006	Grey Belt	MCCDC Quantico, VA	1
M00MRK	12-OCT-2007	The Marine Marksman (WEB)	Marine Corps Institute Washington, DC	1



8011A	05-MAY-2008	Basic Grammar	Marine Corps Institute Washington, DC	1
8012A	05-MAY-2008	Leadership	Marine Corps Institute Washington, DC	1
8013A	05-MAY-2008	Military Studies	Marine Corps Institute Washington, DC	1
8014A	05-MAY-2008	Introduction to Warfighting by Correspondence	Marine Corps Institute Washington, DC	1
8015A	05-MAY-2008	Warfighting Tactics	Marine Corps Institute Washington, DC	1
8016A	05-MAY-2008	Warfighting Techniques	Marine Corps Institute Washington, DC	1
8017A	05-MAY-2008	Weapons	Marine Corps Institute Washington, DC	1
H5P	30-SEP-2009	Basic Machinegun Trainer	Landing Force Training Command PAC NAB Coronado, CA	1
EAJ	15-AUG-2011	Rough Terrain Container Handler Operator	Landing Force Training Command PAC NAB Coronado, CA	1
03J	31-JAN-2012	Water Survival Instructor Course	Landing Force Training Command PAC NAB Coronado, CA	1
856	31-JAN-2012	Physical Training Instructor Course	Landing Force Training Command PAC NAB Coronado, CA	1
R-500-1100	29-JUN-2017	Joint Air Logistics System User	Navy Air Logistics Office New Orleans LA	1

**END OF TRANSCRIPT**

**\*NOTICE TO ALL TRANSCRIPT REVIEWERS:  
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO  
LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.**

## JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extraintitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Service members may request copies of JST transcripts directly from the Operation Centers at <https://jst.doded.mil>. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Service members must contact the respective service specific Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at [jst@doded.mil](mailto:jst@doded.mil).

### Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.acenet.edu/news-room/pages/military-guide-online.aspx>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (AF - Air Force, AR - Army, CG - Coast Guard, DD - Department of Defense, MC - Marine Corps, and NV - Navy), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Army MOS:

MOS - Army MOS has 5 digits. The first 3 digits identify the occupational specialty and the last 2 digits identify the skill level (E1-E4 = skill level 10; E5 = skill level 20; E6 = skill level 30; E7 = skill level 40; E8 = skill level 50; E9 = skill level 60).

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECs have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

MCO - officer MOS.

Coast Guard:

CGA - Coast Guard officer aviation competencies.

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the service member lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the service members who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.



# SUMMARY

Name: MARINE, TEST EXAMPLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	
MC-2204-0088	808	Recruit Training Master	31-OCT-2005			
		Basic Martial Arts		2	L	
		Basic Military Science		2	L	
		Land Navigation and Tactical Operations		3	L	
		Orienteering		1	L	
MC-1712-0010	1335C	Fundamentals of Diesel Engines by Distance Learning	19-APR-2002			
		Fundamentals Of The Diesel Engine With Emphases On Diesel Fuel Delivery Principles		2	L	
AR-1710-0205	138 612-62B10	Construction Equipment Repairer	31-JAN-2006			
		Construction Equipment Diesel Engines		3 3	L L	
MC-1601-0060	14D	Technical Engineering	31-JAN-2006			
		Cad Laboratory		2	L	
		Cad Lecture		1	L	
		Surveying		1	L	
NV-1601-0031	14D	Engineering Aid, Class A	31-JAN-2006			
		Advanced Surveying (Army and Marine Students)		3	L	
		Computer-Aided Drafting		3	L	
		Concrete Testing		1	L	
		Soils Testing		2	L	
		Surveying		3	L	
MC-2204-0105	M92	Marine Combat Training	01-JUL-2006			
		Practicum In Basic Military Skills/Military Science		3	L	
MC-1107-0001	1334H 1334G	Mathematics for Marines by Correspondence	21-MAR-2007			
		Fundamentals Of Mathematics (Technical Mathematics)		3	V	

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
 This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the JST transcript.

Name: MARINE, TEST EXAMPLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	
MC-0501-0002	0119H	Punctuation by Correspondence  Credit Is Not Recommended	06-APR-2007			
MC-1406-0023	0033	Fundamentals of Marine Corps Leadership by Correspondence  Supervisory Management	16-APR-2007	1	L	
MC-1401-0009	3420F	Personal Financial Management by Correspondence  Personal Finance	23-APR-2007	3	L	
MC-1606-0010	0210C	Terrorism Awareness by Correspondence  Credit Is Not Recommended	18-SEP-2007			
MC-2204-0185	0369	The Marine Marksman By Correspondence  Small Arms Tactics/Marksmanship	25-OCT-2007	1	L	
MC-1406-0028	001A	Principles of Instruction for the Marine Noncommissioned Officer (NCO) by Correspondence  Introduction To Education	25-APR-2008	1	L	
MC-1715-0197	2526B	Introduction to Electronic Warfare by Correspondence  Credit Is Not Recommended	25-APR-2008			
MC-1717-0005	1330A	Basic Shop Fundamentals for the Mechanic by Correspondence  Hand Tool Usage, Identification, And Safety	25-APR-2008	2	V	
MC-2204-0127	8010	Sergeants Distance Education Program  English Management Military Science	05-MAY-2008	1 1 5	L L L	
MC-1405-0051	L9K	Corporal's Noncommissioned Officers (NCO) Program  Basic Management Military Science	24-JUL-2008	3 1	L L	
MC-2204-0051	031	Infantry Rifleman  Tactical Communications Weapons Proficiency	14-APR-2009	3 4	L L	

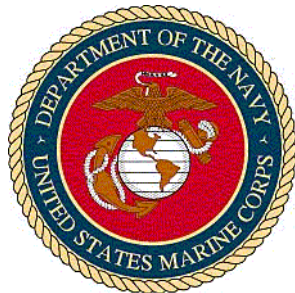
Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the JST transcript.

Name: MARINE, TEST EXAMPLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	
MC-2204-0048	033	Infantry Machinegunner	04-NOV-2009			
		Safety And Risk Management		2	L	
MC-2204-0103	T4M	Sergeant's Course	18-FEB-2011			
		Leadership		2	L	
		Military Science		3	L	
MC-2201-0007	MME	Martial Arts Instructor	02-AUG-2011			
		Self-Defense		1	L	
		Teaching Practicum		1	L	
MC-1406-0036	81E	Drill Instructor	21-DEC-2011			
		Applied Psychology		1	L	
		Instructional Techniques And Small Groups		3	L	
		Communication				
		Leadership		1	L	
		Military History		1	L	
		Physical Education		2	L	
MC-1408-0039	H4V	Senior Instructor (SIC)	12-AUG-2013			
		Instructional Methods		3	L	
MC-0501-0005	T3W	Sergeants DEP	01-JAN-2014			
		Principles Of Supervision		3	L	
AF-2203-0069	KZF SEJPME	Magnet Capstone	30-JUN-2016			
		Applied Leadership		3	L	
		Business Communications		3	L	
		Introduction To National Security		3	L	
MCE-1341-001	1341	Engineer Equipment Mechanic	25-MAY-2006			
		Diesel Engine and Construction Equipment		3	L	
		Troubleshooting and Repair (SSGT and above)				
		Field Experience in Management (SSGT and above)		3	L	
		Leadership (SSGT and above)		1	L	
		Principles of Management (SSGT and above)		2	U	

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Name: MARINE, TEST EXAMPLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	
<b>College Level Examination Program (CLEP) &amp; DANTES Subject Standardized Tests (DSST)</b>						
Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2 Verbal Score
61	47	College Composition	15-AUG-1994	6		
66	46	Principles of Management	09-JAN-1995	3		
62	47	Introductory Psychology	08-NOV-1995	3		

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## ACADEMIC INSTITUTION COURSES

**Name:** MARINE, TEST EXAMPLE

**SSN:** XXX-XX-XXXX

### DEGREES / CERTIFICATIONS

Type	Major / Certification	Date Awarded	Institution
CERT	A+ Certified Professional	23-NOV-2003	CompTIA
BBA	Accounting	21-APR-2015	Foundation For Educational Achievement

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
SPAN 180A	Elementary Spanish	09-NOV-1998	02-FEB-1999	2.5S	L	A	Coastline Community College 11460 Warner Avenue Fountain Valley, CA 92708
SPAN 180B	Continuing Elementary Spanish	03-FEB-1999	29-APR-1999	2.5S	L	C	Coastline Community College 11460 Warner Avenue Fountain Valley, CA 92708
HIST 1301	History Of The United States	03-AUG-2006	31-OCT-2006	3S	L	C	Dallas County Community College District TeleCollege 9596 Walnut Street Dallas, TX 75243
MAC 2233	Calculus with Business Applications	01-FEB-2008	26-FEB-2008	3S	L	B	Pensacola Junior College 1000 College Boulevard Pensacola, FL 32504

**\*This addendum is provided for your information and academic advisement only and may be incomplete. THE APPROPRIATE OFFICIAL TRANSCRIPT MUST BE ORDERED FROM THE PARENT INSTITUTIONS.**

Level: V=Vocational L=Lower Division Baccalaureate/Associate U=Upper Division Baccalaureate G=Graduate E=Continuing Education D=Developmental  
Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

05/17/2019

# JOINT SERVICES TRANSCRIPT (JST) CORRECTION/UPDATE PROCEDURES (MARINE)

The following items will NOT appear on JST: Awards and Local/Unit Level Training (including all other military training/courses without course ID numbers (CIN), & non-Department of Education courses such as FEMA, DHS, etc. Do NOT send this information; it will NOT be added to the JST.

INFORMATION ON THE JST	CORRECTION PROCEDURES
<p><b>Personal Information</b> Originates from MCTFS</p> <p>Veterans without the original DD214 contact <a href="http://www.archives.gov/veterans">www.archives.gov/veterans</a>.</p>	<p><b>Active Duty:</b> Contact your servicing Unit Diary Clerk or Admin Office. That office will submit documents to update MCTFS.</p> <p><b>Veterans:</b> <u>MAIL</u> "Certified" or notarized <b>copy</b> of unaltered DD214 with original "Certified True" or notary signature to the JST OPERATIONS CENTER. Faxed/Emailed DD214's are NOT accepted. <b>DO NOT SEND YOUR ORIGINAL.</b> Provide your contact information with submitted documents.</p>
<p><b>Military Training/Courses</b> Marine Corps Total Force System (MCTFS), Training Information Management System (TIMS), and Marine Corps Institute (MCI) are shown on the JST. All courses must be entered into MCTFS prior to submitting to JST for corrections.</p>	<p><b>Active Duty:</b> ACE recommended college credit requires that dates and locations be shown. If the date and/or location is missing, mail a copy of course completion certificate, service record page(s), or DD Form 295 to JST Operations. All documents must be certified as a true copy by the Unit Diary/Admin NCO or notary.</p> <p><b>Veterans:</b> Mail a copy of course completion certificate, service record page(s), or DD214 to JST Operations. All documents must be certified as a true copy. Only courses taken during active/reserve duty times will be added. The only exception is if the course has ACE Military Guide credit (can be checked by going to the ACE Military Guide <a href="http://www2.acenet.edu/militaryguide/CourseSearch.cfm">http://www2.acenet.edu/militaryguide/CourseSearch.cfm</a>). Active Duty and Veterans <i>must include on the documents: <b>First and last name, last four of SSN, rank, daytime phone number and Email address.</b></i> SEND TO JST (ADDRESS BELOW)</p>
<p><b>MILITARY EXPERIENCE</b></p> <p>Military occupations (MOS). If the MOS codes are missing, they can be added (must first be added to MCTFS)</p>	<p><b>Active Duty:</b> Procedures for submitting documents showing changes/corrections to MOS codes are the same as those for Active Duty Corrections, Military Training/Courses above.</p> <p><b>Veterans:</b> Procedures for submitting documents showing changes/corrections to MOS codes are the same as those for Veterans Corrections, Military Training/Courses above.</p>
<p><b>Academic Courses/Degrees/Certifications</b> from institutions that are regionally or nationally accredited by an agency recognized by the US Department of Education (DoE). <a href="http://www.ope.ed.gov/accreditation">www.ope.ed.gov/accreditation</a></p> <p>Note: Foreign Transcripts can only be accepted if the institution's accreditation is recognized by the U.S. DoE. Credit evaluations or equivalency reports <b>cannot</b> be accepted.</p>	<p><b>Active Duty and Veterans:</b> <u>Non-TA and/or Non-NCPACE funded courses</u> – Academic courses completed during active duty service may be added to the JST. The JST OPERATIONS CENTER will only accept Official Transcripts directly from the school.</p> <p><b>Degrees/Certifications: Only OFFICIAL transcripts received directly from the school via mail or a secure electronic transcript service to the JST OPERATIONS CENTER will be accepted.</b> Degree, major field, date awarded and institution must be included on transcript.</p> <p>ONLY degrees/certificates that were earned during active duty will be added.</p> <p><b>Email JST OPERATIONS CENTER to notify of pending transcript arrival and to provide institution and level of degree (i.e. Associate, Bachelors).</b></p>
<p><b>Non-Academic Certifications/Licensures</b> Civilian, Technical certifications, Navy COOL, licensures, etc. that are NOT from an academic institution earned during active duty service.</p>	<p><b>Active Duty and Veterans:</b> Other certifications/licensures that are not from a Regionally/Nationally accredited institution recognized by the Department of Education may be added to the Academic Courses page. Send a "Certified True" copy of the certification to JST OPERATIONS CENTER.</p> <p><i>* A proper "Certified True" document includes signature, title, and date of the certifying official.</i></p>
<p><b>College Level Test Scores</b> <b>CLEP, DSST, DLPT, ECE</b> (formerly ACT-PEP, RCE)</p>	<p>For CLEP, DSST, DLPT exams taken in the last 3 months which are not reflecting on JST: Email JST CENTER for correction. DLPT exams taken after 3 months-submit exam transcripts for update. <a href="http://www.dlifc.edu">http://www.dlifc.edu</a> or <a href="mailto:sfly_defense_language@navy.mil">sfly_defense_language@navy.mil</a>. Other testing, contact DANTES at <a href="http://www.dantes.doded.mil">http://www.dantes.doded.mil</a>.</p>

### JST OPERATIONS CENTER CONTACT INFORMATION

**NETPDTC**  
JST Operations Center, N644  
6490 Saufley Field Road  
Pensacola, FL 32509-5204

**FAX: 850.473.6013 DSN: 753-6013**  
**EMAIL: [jst@doded.mil](mailto:jst@doded.mil)**  
**WEBSITE: <https://jst.doded.mil>**