

# JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

**Name:** LAST, FIRST MIDDLE  
**SSN:** XXX-XX-XXXX  
**Rank:** Corporal (E4)  
**Status:** Active

**Transcript Sent To:**  
 LAST, FIRST MIDDLE

### Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
--------------------	---	-------------	------------------------------	-------

808	<b>MC-2204-0088 V0</b> <b>Recruit Training Master:</b>	25-OCT-2005		
	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.			
	<ul style="list-style-type: none"> <li>• Basic Martial Arts</li> <li>• Basic Military Science</li> <li>• Land Navigation and Tactical Operations</li> <li>• Orienteering</li> </ul>	2 SH 2 SH 3 SH 1 SH	L L L L	
	(9/03)(10/07)			
1334H	<b>MC-1107-0001 V01</b> <b>Mathematics for Marines by Correspondence:</b> Marine Corps Institute Washington, DC	21-MAR-2007		
	To provide introductory training in algebra and geometric forms.			
	<ul style="list-style-type: none"> <li>• Fundamentals Of Mathematics (Technical Mathematics)</li> </ul>	3 SH	V	
	NOTE: MCI designates a minimum passing score at 65%. (6/83)(11/01)			
0119H	<b>MC-0501-0002 V01</b> <b>Punctuation by Correspondence:</b> Marine Corps Institute	06-APR-2007		

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/Marksmanship 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 Studies or Military Science 5 SH L

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

L9K MC-1405-0051 V01 24-JUL-2008

**Corporal's Noncommissioned Officers (NCO) Program:**

MCAS  
Cherry Point, NC

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.

- Basic Management 3 SH L
- Military Science 1 SH L

(6/03)(6/03)

033 MC-2204-0048 V03 04-NOV-2009

**Infantry Machinegunner:**

School of Infantry  
Camp Lejeune, NC

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.

- Safety And Risk Management 2 SH L

(6/12)(1/16)

T4M MC-2204-0103 V01 04-JAN-2001 to 18-FEB-2011

**Sergeant's Course:**

Staff Noncommissioned Officer Academy  
Camp Lejeune, NC

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.

- Leadership 2 SH L
- Military Science 3 SH L

(4/96)(4/96)

81E MC-1406-0036 V02 21-DEC-2011

**Drill Instructor:**

Recruit Depot  
Parris Island, SC

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.

- Applied Psychology 1 SH L
- Instructional Techniques And Small Groups Communication 3 SH L
- Leadership 1 SH L
- Military History 1 SH L
- Physical Education 2 SH L

(9/03)(7/08)

**Military Experience**

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
---------------	---	------------	------------------------------	-------

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:**

Conduct training in principles of close combat and core values.

- None

MCE-0918 NONE ASSIGNED 10-OCT-2012

**Water Safety/Survival Instructor:**

No description available.

- 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.

<b>Course ID</b>	<b>Date Taken</b>	<b>Title</b>	<b>Location</b>	<b>Reason</b>
MMB	30-DEC-2005	Tan Belt	No Location Given	1
MMC	13-JUL-2006	Grey Belt	No Location Given	1
1335C	19-APR-2007	Fundamentals of Diesel Engines	Marine Corps Institute Washington, DC	3
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
MME MC-2201-0007	02-AUG-2011	Martial Arts Instructor	No Location Given	3
138 612-62B10	2006	Welding	Army Engineer Training Center Fort Leonard Wood MO	2
14D	2006	Technical Engineering Specialist	No Location Given	4,2
M92 MC-2204-0105	2006	Marine Combat Training	No Location Given	4,2
T3W MC-0501-0005	2008	Sgt Non-Resident Program	No Location Given	4,2

**LAST, FIRST MIDDLE****Page 7 of 8**

H5P	2009	Basic Machinegun Trainer	No Location Given	1
EAJ	2011	Rough Terrain Container Handler Operator	No Location Given	1
KZF SEJPME	2011	Senior Enlisted Joint Professional Military Education Course	No Location Given	1
03J	2012	Water Survival Instructor Course	No Location Given	1
856	2012	Physical Training Instructor Course	No Location Given	1
H4V MC-1408-0039	2013	Instructor Leader Course	No Location Given	4,2

**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 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 extrainstitutional 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: LAST, FIRST MIDDLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
MC-2204-0088	808	Recruit Training Master	25-OCT-2005			
		Basic Martial Arts		2	L	Physical Education
		Basic Military Science		2	L	Military Science
		Land Navigation and Tactical Operations		3	L	
		Orienteering		1	L	Physical Education
MC-1107-0001	1334H	Mathematics for Marines by Correspondence	21-MAR-2007			
		Fundamentals Of Mathematics (Technical Mathematics)		3	V	
MC-0501-0002	0119H	Punctuation by Correspondence	06-APR-2007			
		Credit Is Not Recommended				
MC-1406-0023	0033	Fundamentals of Marine Corps Leadership by Correspondence	16-APR-2007			
		Supervisory Management		1	L	MG102A/MG102B
MC-1401-0009	3420F	Personal Financial Management by Correspondence	23-APR-2007			
		Personal Finance		3	L	BU211A/BU211B
MC-1606-0010	0210C	Terrorism Awareness by Correspondence	18-SEP-2007			
		Credit Is Not Recommended				
MC-2204-0185	0369	The Marine Marksman By Correspondence	25-OCT-2007			
		Small Arms Tactics/Marksanship		1	L	CJ207A
MC-1406-0028	001A	Principles of Instruction for the Marine Noncommissioned Officer (NCO) by Correspondence	25-APR-2008			
		Introduction To Education		1	L	Education

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: LAST, FIRST MIDDLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
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 Studies or Military Science	05-MAY-2008	1 1 5	L L L	English MG101A/MG101B
MC-1405-0051	L9K	Corporal's Noncommissioned Officers (NCO) Program  Basic Management Military Science	24-JUL-2008	3 1	L L	Management Military Science
MC-2204-0048	033	Infantry Machinegunner  Safety And Risk Management	04-NOV-2009	2	L	Food Service
MC-2204-0103	T4M	Sergeant's Course  Leadership Military Science	18-FEB-2011	2 3	L L	
MC-1406-0036	81E	Drill Instructor  Applied Psychology Instructional Techniques And Small Groups Communication Leadership Military History Physical Education	21-DEC-2011	1 3 1 1 2	L L L L L	Psychology Education MG102A/MG102B, MG304B History Physical Education
MCE-1341-001	1341	Engineer Equipment Mechanic  Diesel Engine and Construction Equipment Troubleshooting and Repair (SSGT and above) Field Experience in Management (SSGT and above) Leadership (SSGT and above) Principles of Management (SSGT and above)	25-MAY-2006	3 3 1 2	L L L U	VO019A MG124A/MG124B MG102A/MG102B, MG304B MG101A/MG101B

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: LAST, FIRST MIDDLE		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
<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		

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.