# JOINT  SERVICES
# TRANSCRIPT

**\*\*UNOFFICIAL\*\***

|  |  |
|---|---|
| **Name:** | LAST, FIRST MIDDLE |
| **SSN:** | XXX-XX-XXXX |
| **Rank:** | Personnel Specialist, Master Chief (E9) |
| **Status:** | Separated |

**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 |
|---|---|---|---|---|
| X-777-7770 | **NV-2202-0014  V01**   18-SEP-1981 **Basic Military Training:** To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations. |  |  |  |
|  | • First Aid And Safety |  | 2 SH | L |
|  | • Personal Fitness/Conditioning |  | 1 SH | L |
|  | • Personal/Community Health (10/79)(10/79) |  | 1 SH | L |
| A-500-0014 | **NV-1409-0001  V03**   19-NOV-1981   to   21-JAN-1982 **Personnelman, Class A:** Naval Training Center Meridian, MS To train enlisted personnel as personnel strikers. |  |  |  |
|  | • Business Communication |  | 2 SH | L |
|  | • Typing (5/84)(6/84) |  | 2 SH | L |
| P-500-0034 | **NV-1717-0025  V01**   13-APR-1992   to   17-APR-1992 **Leader Development Program (NAVLEAD) for Leading Petty Officers:** Organization Effectiveness Center Rota  Spain Upon completion of the course, the student will be able to identify the components which characterize motivation, supervisory and leadership skills, and personal skills which will increase effectiveness as a unit leader. |  |  |  |

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- Principles Of Supervision                                    1 SH                    L

(3/92)(3/92)

A-501-0011     **NV-1406-0020 V01**    03-MAY-1993    to    28-MAY-1993
**Command Career Counselor:**
Fleet Training Center
Norfolk, VA

Upon completion of the course, the student will be able to counsel personnel on all facets of career planning, including assignments, advancement, retirement, and survivor benefits.

- Personnel Counseling                                         3 SH                    L

(12/89)(3/01)

P-500-0021     **NV-1717-0028 V01**    10-MAY-1999    to    21-MAY-1999
**Advanced Leadership Development Program:**
Leader Training Unit
Coronado, CA

Upon completion of the course, the student will be able to identify basic principles of leadership; the role of motivation, empowerment, and counseling in development of subordinates; and ways to manage human resources, teams, and stress to create a quality organizational climate. Students will use effective oral and written communication skills in professional relationships.

- Personnel Supervision                                        2 SH                    L

Alternate credit at the lower-division level may be awarded as follows: 1 semester hour in leadership and 1 in business communications. NV-1717-0027, NV-1717-0028, and NV-1717-0029 cover similar/duplicate information. Credit should be awarded for one of these courses only.

(1/05)(1/05)

## Military Experience

| Occupation ID | ACE Identifier<br>Title<br>Description-Credit Areas | Dates Held | ACE<br>Credit Recommendation | Level |
|---|---|---|---|---|

NER-SR        **NONE ASSIGNED**    01-MAR-1982

**Seaman Recruit:**

To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

- None

9585          **NEC-9585-001**    01-JAN-1995

**Recruiter Canvasser_Recruiter:**

Provides qualified civilians for enlistment into the Navy; identifies target market populations; selects and uses appropriate supporting resources; prospects recruits; conducts interviews; enlists individuals; completes enlistments records; counsels rejected applicants; analyzes recruiting results; and formulates plans for improving recruiting, marketing, and processing.

- Oral Communication                                          3 SH                    L
- Sales Techniques                                            3 SH                    L
- Field Experience in Marketing                               3 SH                    U

(10/99)(10/99)

2612          **NEC-2612-001**    01-APR-1995

**Classification Interviewer--Classifier:**

Interviews potential enlistees to determine aptitudes and interests for military assignments; determines educational and occupational background, hobbies, abilities, and interests of personnel; administers and scores basic battery and other classification tests; screens personnel training assignments; makes reservations for training programs.

| | | |
|---|---|---|
| • Field Experience in Sales Techniques | 2 SH | U |
| • Vocational Counseling | 2 SH | U |

(6/89)(6/89)

2612    **NEC-2612-004**    01-APR-1995

**Classification Interviewer--Classifier:**

Interviews potential enlistees to determine aptitudes and interests for military assignments; determines educational and occupational background, hobbies, abilities, and interests of personnel; administers and scores basic battery and other classification tests; screens personnel training assignments; makes reservations for training programs.

| | | |
|---|---|---|
| • Human Resource Management | 3 SH | U |
| • Vocational Counseling | 2 SH | U |

(10/99)(10/99)

9588    **NEC-9588-001**    01-APR-1995

**Collateral Duty Career Information Coordinator:**

Counsels individuals and presents information concerning career opportunities, incentives, rights, benefits, and advantages of a Navy career; processes forms, documents, and records; advises and assists commands in organizing and implementing an aggressive enlisted retention program.

| | | |
|---|---|---|
| • Record Keeping | 2 SH | L |
| • Sales Techniques | 1 SH | L |
| • Field Experience in Vocational Counseling | 3 SH | U |

(6/89)(6/89)

9588    **NEC-9588-002**    01-APR-1995

**Career Information Program Advisor:**

Interviews, advises, and counsels enlisted personnel about career development opportunities, benefits, and regulations; organizes and implements recruiting and retention programs; prepares recruiting and preenlistment brochures and kits; writes news releases; supervises nonschooled duty career counselors; coordinates retention programs; instructs and trains recruiters and retention teams in counseling skills and Navy programs and benefits; writes and delivers public relations and recruiting talks; participates in community events; conducts interviews, counsels, and advises enlisted personnel; administers, scores, and records results of vocational preference and aptitude tests; informs personnel of local agencies capable of assisting Naval personnel and their families; may specialize in career counseling or recruiting.

| | | |
|---|---|---|
| • Career Counseling | 3 SH | L |
| • Interpersonal Communication | 3 SH | L |
| • Public Relations | 3 SH | L |
| • Report Writing | 3 SH | L |
| • Applied Psychology | 3 SH | U |
| • Human Resource Management | 3 SH | U |
| • Marketing | 3 SH | U |

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| | | | |
|---|---|---|---|
| • Salesmanship | | 3 SH | U |

(10/99)(10/99)

PNCS  **NER-PN-002**      16-FEB-2001

**Personnelman:**

Performs enlisted personnel administration duties.  Performs routine office functions; maintains files; performs receptionist duties; prepares and maintains personnel records; assists personnel in completing forms, letters, and requests; operates office equipment; able to type reports and correspondence at 30 words per minute; prepares correspondence.  Requisitions, maintains, issues, and accounts for educational manuals and materials; advises personnel on the availability of training and educational materials, service school eligibility, availability of duty assignments, and emergency relief agencies; performs word processing and basic ADP functions; able to type 35 words per minute.  Uses interpersonal communication skills effectively; prepares statistical summaries and reports; applies methods of work simplification; reviews completed job orders and work requests; drafts instructions and notices; supervises the procurement, custody, and handling of publications; conducts briefings and interviews concerning dependency benefits and preretirement matters; able to type at 40 words per minute.  Supervises and trains personnel in classification procedures; reviews applications for special programs leading to higher education and/or commissioned rank; serves as office manager; interprets and analyzes manpower authorizations; supervises the preparation and transmittal of documents; establishes and administers training programs for personnelmen; briefs and advises personnel; performs task analysis.  Supervises, monitors, and evaluates local operations; plans staffing surveys and analyzes survey results; organizes and schedules training programs; evaluates effectiveness of programs and initiates improvements.

| | | | |
|---|---|---|---|
| • Automatic Data Processing (ADP) Operations | | 1 SH | L |
| • Filing and Records Control | | 2 SH | L |
| • Interpersonal Communication | | 3 SH | L |
| • Keyboarding | | 2 SH | L |
| • Office Procedures | | 2 SH | L |
| • Principles of Supervision | | 3 SH | L |
| • Technical Writing | | 3 SH | L |
| • Word Processing | | 2 SH | L |
| • Human Resource Management | | 3 SH | U |
| • Job Analysis | | 3 SH | U |
| • Training Methods | | 2 SH | U |

(3/90)(3/90)

PNCM      **NER-PN-003**      16-OCT-2004

**Personnelman:**

Performs enlisted personnel administration duties.  Performs routine office functions; maintains files; performs receptionist duties; prepares and maintains personnel records; operates office equipment; keys reports and correspondence at 45 words per minute; prepares correspondence, travel, and other personnel documents. Maintains educational manuals and materials; supervises 1 to 3 subordinates; provides input for personnel evaluations.  Uses interpersonal communication skills effectively; prepares statistical summaries and reports; applies methods of work simplification; schedules work assignments; supervises subordinates; plans training. Supervises and trains personnel in classification procedures; serves as office manager; interprets and analyzes manpower authorizations; supervises the preparation and transmittal of documents; establishes and administers training programs; briefs and advises individuals; performs task analysis.  Supervises, monitors, and evaluates local operations; plans staffing surveys and analyzes survey results; organizes and schedules training programs; evaluates effectiveness of programs and initiates improvements.  Performs organizational analyses; uses problem solving strategies; develops research reports; plans, organizes, implements, and controls activities in compliance with overall policy and directives; develops operating budgets and monitors expenditures.

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| | | |
|---|---|---|
| • Business Communications | 3 SH | L |
| • Computer Applications | 3 SH | L |
| • Filing and Records Control | 3 SH | L |
| • Interpersonal Communication | 3 SH | L |
| • Keyboarding | 3 SH | L |
| • Office Procedures | 3 SH | L |
| • Principles of Supervision | 3 SH | L |
| • Human Relations | 3 SH | U |
| • Human Resource Management | 3 SH | U |
| • Management Problems | 3 SH | U |
| • Principles Of Management | 3 SH | U |

(12/01)(12/01)

PSCM          **NER-PS-001**          16-OCT-2004

**Personnel Specialist:**

Maintains military personnel financial records, including payroll, travel allowances, and reimbursements; performs related computations; prepares related reports; trains counsels evaluates and supervises military personnel with high degree of confidentiality.  Able to perform the duties required for PSCS.  Pperforms organizational analyses; uses problem solving strategies; develops research reports; plans, organizes, implements, and controls activities in compliance with overall policy and directives; develops operating budgets and monitors expenditures; plans, organizes, implements, and controls activities; reviews personnel, equipment, and material requirements and forecasts future requirements; develops operating budgets and monitors expenditures; directs inspection and audit of the financial transactions of a disbursing office; enforces of disciplinary actions; conducts program and curriculum review; solves complex legal, financial, and career problems; and conducts interventions and recommends rehabilitation programs.

| | | |
|---|---|---|
| • Industrial Psychology | 3 SH | G |
| • Legal Issues In Human Resources | 3 SH | G |
| • Project Management | 3 SH | G |
| • Accounting Practices | 3 SH | L |
| • Customer Service Procedures | 3 SH | L |
| • Introduction To Information Systems Technology or Records Management | 3 SH | L |
| • Introduction To Supervision | 3 SH | L |
| • Compensation And Benefits Procedures | 3 SH | U |
| • Curriculum Design And Development | 3 SH | U |
| • Human Resource Management | 3 SH | U |
| • Principles Of Management | 3 SH | U |
| • Quality Assurance | 3 SH | U |

(10/06)(2/16)

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

**College Level Test Scores**

**NONE**

**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 |
|---|---|---|---|---|
| A-500-0013<br>NV-1406-0018 | 11-DEC-1987 | Personnelman Occupational Classification & Interviewing | Service School Command, Naval Training Center San Diego  CA | 3 |
| J-495-0412 | 21-JUL-1994 | General Shipboard Fire Fighting | Center for Service Support Learning Site Norfolk, VA | 1 |
| P-500-0012 | 11-MAY-1995 | Fundamentals Of Total Quality Leadership | Service School Command, Naval Training Center Great Lakes  IL | 1 |
| P-500-0004 | 29-SEP-1995 | Systems Approach To Process Improvement | Center for Naval Leadership Learning Site Damneck Virginia Beach VA | 1 |
| DOD-IAA-V5.0 | 17-JAN-2008 | DOD Information Assurance Awareness | US Department of the Navy | 1 |
| DOR-RM-010 | 19-AUG-2008 | Records Management In The DON: Everyone's Responsibility | US Department of the Navy | 1 |
| DOD-IAA-V7.0 | 23-OCT-2008 | DOD Information Assurance Awareness | US Department of the Navy | 1 |
| DOD-IAA-V8.0 | 19-NOV-2009 | DOD Information Assurance Awareness V8 | US Department of the Navy | 1 |
| DOD-PII-V1 | 04-MAR-2010 | Personally Identifiable Information (PII) | US Department of the Navy | 1 |
| DOD-PII-V1 | 28-JUN-2010 | Personally Identifiable Information (PII) | US Department of the Navy | 1 |
| DOD-IAA-V9.0 | 06-DEC-2010 | DOD Information Assurance Awareness Ver 9.0 | US Department of the Navy | 1 |
| DOD-IAA-V9.0 | 01-MAR-2011 | DOD Information Assurance Awareness V9 | US Department of the Navy | 1 |
| DOD-IAA-V9.0 | 28-APR-2011 | DOD Information Assurance Awareness V9 | US Department of the Navy | 1 |
| OCHR-NFA-2.1 | 28-APR-2011 | No Fear Act: Notification And Federal Employee Anti-Discrimination And Retaliation Act Of | US Department of the Navy | 1 |
| CPPD-GMT-OS-1.0 | 29-APR-2011 | Operations Security | US Department of the Navy | 1 |

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| | | | | |
|---|---|---|---|---|
| DOD-PII-V1 | 29-APR-2011 | Personally Identifiable Information (PII) | US Department of the Navy | 1 |
| JKDDC-TIP-1 | 29-APR-2011 | Trafficking In Persons Basic Awareness Training | US Department of the Navy | 1 |
| NM-09-AIDGI-1.1 | 29-APR-2011 | HIV/AIDS - General Information | US Department of the Navy | 1 |
| DOD-PII-V1 | 05-MAY-2011 | Personally Identifiable Information (PII) | US Department of the Navy | 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 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.

## 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 level10; 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.

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# SUMMARY

| Name: | | | SSN: | | | | | |
|---|---|---|---|---|---|---|---|---|
| LAST, FIRST MIDDLE | | | XXX-XX-XXXX | | | | | |

| ACE Exhibit Number | Military Course Number | Title / Subject | Date | Credit | Level | |
|---|---|---|---|---|---|---|
| NV-2202-0014 | X-777-7770 | Basic Military Training | 18-SEP-1981 | | | |
| | | First Aid And Safety | | 2 | L | |
| | | Personal Fitness/Conditioning | | 1 | L | |
| | | Personal/Community Health | | 1 | L | |
| NV-1409-0001 | A-500-0014 | Personnelman, Class A | 21-JAN-1982 | | | |
| | | Business Communication | | 2 | L | |
| | | Typing | | 2 | L | |
| NV-1717-0025 | P-500-0034 | Leader Development Program (NAVLEAD) for Leading Petty Officers | 17-APR-1992 | | | |
| | | Principles Of Supervision | | 1 | L | |
| NV-1406-0020 | A-501-0011 | Command Career Counselor | 28-MAY-1993 | | | |
| | | Personnel Counseling | | 3 | L | |
| NV-1717-0028 | P-500-0021 | Advanced Leadership Development Program | 21-MAY-1999 | | | |
| | | Personnel Supervision | | 2 | L | |
| NEC-9585-001 | 9585 | Recruiter Canvasser_Recruiter | 01-JAN-1995 | | | |
| | | Oral Communication | | 3 | L | |
| | | Sales Techniques | | 3 | L | |
| | | Field Experience in Marketing | | 3 | U | |
| NEC-2612-001 | 2612 | Classification Interviewer - Classifier | 01-APR-1995 | | | |
| | | Field Experience in Sales Techniques | | 2 | U | |
| | | Vocational Counseling | | 2 | U | |
| NEC-2612-004 | 2612 | Classification Interviewer--Classifier | 01-APR-1995 | | | |
| | | Human Resource Management | | 3 | U | |
| | | Vocational Counseling | | 2 | U | |

**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:<br>LAST, FIRST MIDDLE | | SSN:<br>XXX-XX-XXXX | | | |
| --- | --- | --- | --- | --- | --- |

| ACE Exhibit Number | Military Course Number | Title / Subject | Date | Credit | Level | |
| --- | --- | --- | --- | --- | --- | --- |
| NEC-9588-002 | 9588 | Career Information Program Advisor | 01-APR-1995 | | | |
| | | Career Counseling | | 3 | L | |
| | | Interpersonal Communication | | 3 | L | |
| | | Public Relations | | 3 | L | |
| | | Report Writing | | 3 | L | |
| | | Applied Psychology | | 3 | U | |
| | | Human Resource Management | | 3 | U | |
| | | Marketing | | 3 | U | |
| | | Salesmanship | | 3 | U | |
| NEC-9588-001 | 9588 | Collateral Duty Career Information Coordinator | 01-APR-1995 | | | |
| | | Record Keeping | | 2 | L | |
| | | Sales Techniques | | 1 | L | |
| | | Field Experience in Vocational Counseling | | 3 | U | |
| NER-PN-002 | PNCS | Personnelman | 16-FEB-2001 | | | |
| | | Automatic Data Processing (ADP) Operations | | 1 | L | |
| | | Filing and Records Control | | 2 | L | |
| | | Interpersonal Communication | | 3 | L | |
| | | Keyboarding | | 2 | L | |
| | | Office Procedures | | 2 | L | |
| | | Principles of Supervision | | 3 | L | |
| | | Technical Writing | | 3 | L | |
| | | Word Processing | | 2 | L | |
| | | Human Resource Management | | 3 | U | |
| | | Job Analysis | | 3 | U | |
| | | Training Methods | | 2 | U | |
| NER-PN-003 | PNCM | Personnelman | 16-OCT-2004 | | | |
| | | Business Communications | | 3 | L | |
| | | Computer Applications | | 3 | L | |
| | | Filing and Records Control | | 3 | L | |
| | | Interpersonal Communication | | 3 | L | |
| | | Keyboarding | | 3 | L | |
| | | Office Procedures | | 3 | L | |
| | | Principles of Supervision | | 3 | L | |
| | | Human Relations | | 3 | U | |
| | | Human Resource Management | | 3 | U | |
| | | Management Problems | | 3 | U | |
| | | Principles Of Management | | 3 | U | |

| Name:<br>LAST, FIRST MIDDLE | | SSN:<br>XXX-XX-XXXX | | | | |
|---|---|---|---|---|---|---|
| **ACE Exhibit Number** | **Military Course Number** | **Title / Subject** | **Date** | **Credit** | **Level** | |
| NER-PS-001 | PSCM | Personnel Specialist | 16-OCT-2004 | | | |
| | | Accounting Practices | | 3 | L | |
| | | Customer Service Procedures | | 3 | L | |
| | | Introduction To Information Systems | | 3 | L | |
| | | Technology or Records Management | | | | |
| | | Introduction To Supervision | | 3 | L | |
| | | Compensation And Benefits Procedures | | 3 | U | |
| | | Curriculum Design And Development | | 3 | U | |
| | | Human Resource Management | | 3 | U | |
| | | Principles Of Management | | 3 | U | |
| | | Quality Assurance | | 3 | U | |
| | | Industrial Psychology | | 3 | G | |
| | | Legal Issues In Human Resources | | 3 | G | |
| | | Project Management | | 3 | G | |

**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.**

# EDUCATION

**Name:**  LAST, FIRST MIDDLE                                  **SSN:** XXX-XX-XXXX

## **** DEGREES, CERTIFICATIONS, LICENSURES, AND APPRENTICESHIPS ****

| Type | Major / Certification | Date Awarded | Institution |
|---|---|---|---|
| BS | BUSINESS/INFORMATION TECHNOLOGY | 16-SEP-2002 | University of Phoenix |

## **** ALL OTHER ACADEMIC COURSES (TA/NON TA) ****

| Course | Title | Start Date | End Date | Credits/ Unit | Level | Grade | Institution |
|---|---|---|---|---|---|---|---|
| QNT321 | Stats In Bus I | 24-JUN-2002 | 30-AUG-2002 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| QNT322 | Stats In Bus Ii | 24-JUN-2002 | 30-AUG-2002 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| FIN324 | Financial Analysis I | 26-FEB-2002 | 30-APR-2002 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| FIN325 | Financial Analysis 2 | 26-FEB-2002 | 30-APR-2002 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| CSS417 | Database Mgmt System | 04-SEP-2001 | 05-OCT-2001 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| CSS415 | Intro Software Engin | 05-DEC-2000 | 06-FEB-2001 | 5S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| MKT421 | Marketing | 26-OCT-2000 | 30-DEC-2000 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |
| CIS319 | Computers & Info Pro | 01-AUG-2000 | 29-AUG-2000 | 3S | U | A | University of Phoenix 4035 S.RIVERPOINT PKWY PHOENIX, AZ 85040 |

*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

01/19/2022

# **** ALL OTHER ACADEMIC COURSES (TA/NON TA) ****

| Course | Title | Start Date | End Date | Credits/ Unit | Level | Grade | Institution |
|---|---|---|---|---|---|---|---|
| MGT330 | Mgmt Theory, Practic | 13-JUN-2000 | 18-JUL-2000 | 3S | U | A | University of Phoenix<br>4035 S.RIVERPOINT PKWY<br>PHOENIX, AZ 85040 |
| MGT331 | Organ Behavior | 09-MAY-2000 | 09-JUN-2000 | 3S | U | A | University of Phoenix<br>4035 S.RIVERPOINT PKWY<br>PHOENIX, AZ 85040 |
| GEN300 | Pro Skills Devel | 29-FEB-2000 | 01-JUN-2000 | 3S | U | A | University of Phoenix<br>4035 S.RIVERPOINT PKWY<br>PHOENIX, AZ 85040 |
| ASTR100 | Astronomy | 21-JUN-1999 | 21-SEP-1999 | 3S | L | NS | Coastline Community College<br>11460 WARNER AVENUE<br>FOUNTAIN VALLEY, CA 92708 |
| PHIL101 | Intro To Philo | 08-SEP-1995 | 21-DEC-1995 | 3S | L | B | University of Wisconsin Parkside<br>900 WOOD ROAD<br>KENOSHA, WI 53141 |
| HIST0206 | Internat'L Conf | 08-SEP-1995 | 21-DEC-1995 | 3S | L | B | University of Wisconsin Parkside<br>900 WOOD ROAD<br>KENOSHA, WI 53141 |
| BOTN211 | Ecology/Mankind | 24-OCT-1992 | 15-DEC-1992 | 3S | L | B | University of Maryland Global<br>3501 UNIVERSITY BOULEVARD EAST<br>COLLEGE PARK, MD 20783 |
| MATH101 | Conc Of Mod Alg | 07-JUN-1992 | 28-JUL-1992 | 3S | L | B | University of Maryland Global<br>3501 UNIVERSITY BOULEVARD EAST<br>COLLEGE PARK, MD 20783 |
| GNST201 | General Statist | 27-OCT-1991 | 17-DEC-1991 | 3S | L | C | University of Maryland Global<br>3501 UNIVERSITY BOULEVARD EAST<br>COLLEGE PARK, MD 20783 |

**\*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**

**01/19/2022**

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

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

For name changes that occur after separation, member must petition the Board for Correction of Naval Records: **www.donhq.navy.mil/bcnr/bcnr.htm** .

| INFORMATION ON THE JST | CORRECTION PROCEDURES |
|---|---|
| **Personal Information**<br>Originates from Master Data File<br><br>Veterans without the original DD214 contact www.archives.gov/veterans | **Active Duty:** Contact your servicing PSD or Admin Office to submit corrections to PERS 313 or PERS 8 as appropriate.<br><br>**Veterans:** *MAIL* "Certified" or notarized copy of unaltered DD214 **with original "Certified True" or notary signature** and supporting documents (page 4s, training certs with CIN) to the JST OPERATIONS CENTER. Faxed/Emailed DD214's are NOT accepted. Provide your contact information with submitted documents.<br><br>*A proper "Certified True" document includes signature, title, and date of the certifying official.* |
| **Military Courses**<br>Originates from CeTARS – a training database.<br><br>**Military Experience**<br>Lists Navy occupational history. Ratings/NECs are recorded on page 4 of service record or in Enlisted Service Record (ESR). | **Active Duty:** "Certified True" or notarized copies of course completion with CIN, evaluations and other official records can be faxed, emailed or mailed to JST by the Member, PSD/Admin or Navy College Office (NCO) staff 30 days or more after course completion.<br><br>**Veterans:** Completion certificates with CIN, page 4s from service record, past performance evaluations or DD214s must be "Certified True" or notarized. Circle, annotate, or highlight items which need to be updated.<br><br>Active Duty and Veterans *must include on the documents: **First and last name, last four of SSN, rank, daytime phone number and Email address.*** SEND TO JST (ADDRESS BELOW)<br><br>* *A proper "Certified True" document includes signature, title, and date of the certifying official.* |
| **Academic Courses/Degrees/Certificates** from institutions that are regionally or nationally accredited by an agency recognized by the US Department of Education (DoE). www.ope.ed.gov/accreditation<br><br>Note: Foreign Transcripts can only be accepted if the institution's accreditation is recognized by the U.S. DoE. Credit evaluations or equivalency reports cannot be accepted. | **Active Duty and Veterans:**<br>Non-TA and/or Non-NCPACE funded courses – 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.<br><br>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.** Academic degrees and academic certificates will be added to the Academic Courses page of the JST which will transmit to other Navy records.<br><br>ONLY degrees/certificates that were earned prior to, during active duty or while in the reserves will be added.<br><br>*Email JST OPERATIONS CENTER to notify of pending transcript arrival and to provide institution and level of degree (i.e. Associate, Bachelors).* |
| **Non-Academic Certifications/Licensures**<br>Civilian, Technical certifications, Navy COOL, licensures, etc. that are NOT from an academic institution earned prior to or during active duty service. | **Active Duty and Veterans:**<br>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.<br><br>* *A proper "Certified True" document includes signature, title, and date of the certifying official.* |
| **College Level Test Scores**<br>**CLEP, DSST, DLPT, ECE** (formerly ACT-PEP, RCE) | 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. http://www.dliflc.edu or sfly_defense_language@navy.mil. Other testing, contact DANTES at http://www.dantes.doded.mil. |

**Members are ultimately responsible for providing proper information as required to update the JST.**
*JST (Joint Services Transcript) was formerly called the SMART.*