

JOINT SERVICES TRANSCRIPT



UNOFFICIAL

Name: CG RATING ROADMAP, HS
SSN: XXX-XX-XXXX
Rank: Chief Warrant Officer 4 Medical Administration (W4)
Status: Active

Transcript Sent To:
 CG RATING ROADMAP, HS

Military Courses

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

566666	CG-2205-0035 Recruit Training:	12-DEC-2007 to 02-FEB-2008	Upon completion of the course, the student will be able to demonstrate knowledge and skills in the following areas: courtesies, drills, and ceremonies; military justice and codes of conduct; security regulations; seamanship uniform standards, medals, and awards; career development; first aid and survival; fitness, wellness, and quality of life; Coast Guard history, traditions and values; safety; damage control; small arms; Coast Guard organization; communication; watchstanding; administration and personal finances; leadership and supervision, and public affairs.	
--------	---	----------------------------	--	--

- | | | |
|---------------------------------|------|---|
| • Beginning Swimming | 1 SH | L |
| • Boating/Seamanship | 1 SH | L |
| • Military Science | 2 SH | L |
| • Personal Fitness/Conditioning | 1 SH | L |
| • Personal Health And First Aid | 1 SH | L |
| (8/04)(8/04) | | |

340720	CG-1717-0013 Leadership and Management (LAMS): Coast Guard Training Center Petaluma, CA	11-JUN-2010 to 15-JUN-2010	Upon completion of the course, the student will be able to recognize and apply styles of leadership; analyze situations and select appropriate leadership techniques; practice constructive communication skills; and apply motivation methods for the performance improvements of subordinates.	
--------	--	----------------------------	--	--

- | | | |
|------------------------------|------|---|
| • Organizational Development | 3 SH | U |
| (8/09)(8/09) | | |

502203 CG-2202-0009 24-DEC-2010 to 28-DEC-2010

Apprentice Leadership Program:

Coast Guard Training Center
Petaluma, CA

Upon completion of the course, the student will be able to demonstrate communication processes; identify stress factors; prepare a personal budget; influence others to achieve a desired outcome; and support an environment of respect and diversity of others.

- Leadership 1 SH L
- (2/11)(2/11)

210090 CG-0709-0009 10-NOV-2010 to 29-DEC-2010

Health Services Technician "A" School:

Training Center
Petaluma, CA

Upon completion of the course, the student will be able to provide direct patient care, including treatment of disease and injuries, and administrative assignments as appropriate.

- Introduction To Health Services 3 SH L
- Nursing Fundamentals or Emergency Medical Technician (EMT) Basic 3 SH L
- Basic First Aid 1 SH U
- Health Care Administration 2 SH U
- Health Facilities Management 2 SH U
- Medical Surgical Nursing 3 SH U
- Nursing (Clinical Practicum) 3 SH U
- Pharmacology 1 SH U
- Physical Assessment And Diagnosis Practices 3 SH U
- Preventative Medicine Practices 1 SH U

(7/06)(7/06)

240840 NV-0707-0036 06-JAN-2011 to 29-JAN-2011

B-312-0025 **Pharmacy Technician:**

Medical Education and Training Campus
Fort Sam Houston, TX

Upon completion of the course, the student will be able to counsel patients; identify medications used in the treatment of overdose toxicity; discuss the different types of drug diversion; implement medication management standards; prepare, issue, and/or dispense medications; complete administrative reports; analyze labeling requirements; understand and apply policies and procedures that prevent drug diversion; and utilize reference material.

- Pharmacy Clinical Practicum 4 SH L

(6/11)(6/11)

0230-4 CG-0709-0005 15-OCT-2011 to 20-OCT-2011

Health Services Technician Second Class (HS2) Performance Qualification Guide (PQG):

Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to conduct processes and procedures involved in patient assessment; establish a differential diagnosis and presenting to provider for prescriptions; prepare and data enter physical exam reports; understand the components of TRICARE to counsel members on eligibilities, rights, and responsibilities; conduct an inventory, inspection, and order medical supplies; conduct a food service sanitation inspection; perform potable water testing; manage a heat stress program; and perform minor surgical procedures.

- Benefits Management 1 SH L
- Medical Office Management 1 SH L

- Medical Surgical Nursing 2 SH L
- Sanitation And Safety 1 SH L

(7/09)(7/09)

0130-4 **CG-0709-0006** 02-NOV-2011 to 05-NOV-2011

Health Services Technician First Class (HS1) Performance Qualification Guide (PQG):

Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to verify physical exam reports; prepare medical evaluation board packages; submit Disease Alert Reports; process and counsel patients on medical and dental waivers; develop and maintain a preventive maintenance program for health care equipment; and conduct habitability inspections.

- Health Services Administration 3 SH L
- Public And Community Health 2 SH L

(7/09)(7/09)

501575 **CG-0709-0010** 01-NOV-2011 to 03-DEC-2011

Health Services Dental Technician 'C' School:

Training Center
Petaluma, CA

Upon completion of the course, the student will be able to assist in the provision of dental care.

- Dental Procedures 2 SH L
- Dental Radiology 1 SH L
- Fourhanded Dentistry 3 SH L
- Preventive Dentistry 1 SH L

(7/06)(7/06)

501800 **CG-0709-0012** 02-FEB-2012 to 15-FEB-2012

Independent Duty Health Services Technician:

Coast Guard Training Center
Petaluma, CA

Upon completion of the course, the student will be able to carry out data collection including vital signs and anthropometric measurements; conduct patient interview eliciting health history; differentiate list of possible diagnoses; distinguish appropriate diagnostic testing; plan and design medical treatment, pharmaceuticals, and patient education; coordinate consultation and referrals; create health documentation and reports; generate reports for healthcare compliance; distinguish healthcare supplies and equipment needed and determine budget; design inventory control systems; and create supply and inventory control spreadsheets.

- Health Assessment 3 SH G
- Medical Management 4 SH G
- Environmental Health And Safety 1 SH L
- Medical Logistics 1 SH L
- Health Administration 2 SH U

(3/11)(3/11)

Military Experience

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

MED3 **CGW-MED-002** 01-JUN-2006

Medical Administration:

Serves as an officer and mid level manager in the field of medical and health services administration; administers non-professional aspects of medical and dental facilities; manages administrative functions including fiscal, supply, personnel records, and other related matters; promotes and manages environmental safety and sanitation programs; supervises individual training of health service personnel and general health services training for the organization; performs health and medical services planning and logistics duties; provides contract support for civilian medical services needed to supplement on-base facilities or for off-base referrals. Tasks include: record keeping and files management; automated information systems management; report writing; statistical analysis; quality assurance; health insurance benefits administration; health and medical services regulation compliance review and revision.

• Office Administration	3 SH	L
• Records And ADP Information Management	3 SH	L
• Report Writing	3 SH	L
• Field Experience In Management	3 SH	U
• Health Services Managed Care Administration	3 SH	U
• Human Resource Management	3 SH	U
• Management Problems In Health Services	3 SH	U
• Organizational Management	3 SH	U
• Personnel Management	3 SH	U

(3/96)(3/96)

MED4

CGW-MED-003 01-JUL-2006**Medical Administration:**

Serves as an officer and upper level manager in the field of medical and health services administration; manages non-professional aspects of medical and dental facilities; manages administrative functions including fiscal, supply, personnel records, and other related matters; promotes and manages environmental safety and sanitation programs; supervises individual training of health service personnel and general health services training for the organization; performs health and medical services planning and logistics duties; provides contract support for civilian medical services needed to supplement on-base facilities or for off-base referrals. Tasks include: record keeping and files management; automated information systems management; report writing; statistical analysis; quality assurance; health insurance benefits administration; health and medical services regulation compliance review and revision.

• Health Care Administration (Advanced)	3 SH	G
• Leadership Skills (Advanced)	3 SH	G
• Organizational Behavior (Advanced)	3 SH	G
• Strategic Communications (Advanced)	3 SH	G
• Conflict Resolution	3 SH	U
• Data Management	3 SH	U
• Health Care Administration	3 SH	U
• Human Resource Management	3 SH	U
• Leadership Skills	3 SH	U
• Managed Care Administration	3 SH	U
• Management Skills	3 SH	U
• Office Administration (Advanced)	3 SH	U

- Organizational Behavior 3 SH U
- Strategic Communications 3 SH U

(7/06)(7/06)

HS3 CGR-HS-005 01-JUN-2015

Health Services Technician:

Health Services (HS) Technicians are involved in every aspect of patient care, including providing necessary routine as well as emergency healthcare services in large Coast Guard clinics, small sick bays ashore or on cutters. Services could include direct medical care for personnel and families; assisting medical and dental officers; performing diagnostic testing, x-rays, and clinical lab tests; prescribing medications; administering immunizations; performing minor surgical procedures, and many more. HSs are expected to acquire a breadth of knowledge in all areas of health care including general anatomy and physiology, medical and surgical conditions, preventive medicine, principles and techniques of patient care, medical administration, medical mathematics and pharmacology, laboratory techniques, first aid, military and administrative regulations, introductory aspects of dental assisting, pathology, radiography, and supervised clinical experience. Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation.

- Health Communication 3 SH L

(6/15)(6/15)

HS2 CGR-HS-005 15-JUN-2015

Health Services Technician:

Health Services (HS) Technicians are involved in every aspect of patient care, including providing necessary routine as well as emergency healthcare services in large Coast Guard clinics, small sick bays ashore or on cutters. Services could include direct medical care for personnel and families; assisting medical and dental officers; performing diagnostic testing, x-rays, and clinical lab tests; prescribing medications; administering immunizations; performing minor surgical procedures, and many more. HSs are expected to acquire a breadth of knowledge in all areas of health care including general anatomy and physiology, medical and surgical conditions, preventive medicine, principles and techniques of patient care, medical administration, medical mathematics and pharmacology, laboratory techniques, first aid, military and administrative regulations, introductory aspects of dental assisting, pathology, radiography, and supervised clinical experience. Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation. Performs methods used in epidemiology and toxicology to assess environmental exposures and hazards; comprehends policies developed to manage health risks associated with exposures to environmental hazards; identifies chemical, physical, and microbial agents that originate in the environment and can impact human health and well-being; performs specific applications of environmental health concepts to fields such as water quality control, food safety standards, and occupational health policies; and supervises clinics and subordinates.

- Fundamentals Of Nursing And Health Assessment 8 SH L
- Health Communication 3 SH L
- Supervision 3 SH L
- Introduction To Public Health 3 SH U

- Patient Assessment And Primary Care 3 SH U
- (6/15)(6/15)

HS1 CGR-HS-005 01-JUL-2015

Health Services Technician:

Health Services (HS) Technicians are involved in every aspect of patient care, including providing necessary routine as well as emergency healthcare services in large Coast Guard clinics, small sick bays ashore or on cutters. Services could include direct medical care for personnel and families; assisting medical and dental officers; performing diagnostic testing, x-rays, and clinical lab tests; prescribing medications; administering immunizations; performing minor surgical procedures, and many more. HSs are expected to acquire a breadth of knowledge in all areas of health care including general anatomy and physiology, medical and surgical conditions, preventive medicine, principles and techniques of patient care, medical administration, medical mathematics and pharmacology, laboratory techniques, first aid, military and administrative regulations, introductory aspects of dental assisting, pathology, radiography, and supervised clinical experience. Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation. Performs methods used in epidemiology and toxicology to assess environmental exposures and hazards; comprehends policies developed to manage health risks associated with exposures to environmental hazards; identifies chemical, physical, and microbial agents that originate in the environment and can impact human health and well-being; performs specific applications of environmental health concepts to fields such as water quality control, food safety standards, and occupational health policies; and supervises clinics and subordinates. Performs mass casualty triage; performs minor surgical procedures; coordinates patient care; under supervision assesses and treats all clinic patients; instructs patients on personal health; performs limited radiography; performs environmental inspections and testing; reviews and maintains medical records; inventories and orders supplies; performs quality assurance procedures on medical equipment; designs training programs and evaluates training needs; aligns human resource systems with organizational objectives; utilizes interpersonal relationship skills to conduct conflict resolution and stress management among personnel and staff; understands the health care systems model structure and how different models impact health care delivery; conducts operational analysis to improve health care delivery; manages medical records, data, and documents related to patient encounters; and conducts supply chain management and logistics to ensure proper inventory of medical supplies.

- Fundamentals Of Nursing And Health Assessment 8 SH L
- Health Communication 3 SH L
- Supervision 3 SH L
- Health System Operations 3 SH U
- Human Resources Management 3 SH U
- Introduction To Public Health 3 SH U
- Patient Assessment And Primary Care 3 SH U

(6/15)(6/15)

HSC CGR-HS-005 01-AUG-2015

Health Services Technician:

Health Services (HS) Technicians are involved in every aspect of patient care, including providing necessary routine as well as emergency healthcare services in large Coast Guard clinics, small sick bays ashore or on cutters. Services could include direct medical care for personnel and families; assisting medical and dental officers; performing diagnostic testing, x-rays, and clinical lab tests; prescribing medications; administering immunizations; performing minor surgical procedures, and many more. HSs are expected to acquire a breadth of knowledge in all areas of health care including general anatomy and physiology, medical and surgical conditions, preventive

medicine, principles and techniques of patient care, medical administration, medical mathematics and pharmacology, laboratory techniques, first aid, military and administrative regulations, introductory aspects of dental assisting, pathology, radiography, and supervised clinical experience. Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation. Performs methods used in epidemiology and toxicology to assess environmental exposures and hazards; comprehends policies developed to manage health risks associated with exposures to environmental hazards; identifies chemical, physical, and microbial agents that originate in the environment and can impact human health and well-being; performs specific applications of environmental health concepts to fields such as water quality control, food safety standards, and occupational health policies; and supervises clinics and subordinates. Performs mass casualty triage; performs minor surgical procedures; coordinates patient care; under supervision assesses and treats all clinic patients; instructs patients on personal health; performs limited radiography; performs environmental inspections and testing; reviews and maintains medical records; inventories and orders supplies; performs quality assurance procedures on medical equipment; designs training programs and evaluates training needs; aligns human resource systems with organizational objectives; utilizes interpersonal relationship skills to conduct conflict resolution and stress management among personnel and staff; understands the health care systems model structure and how different models impact health care delivery; conducts operational analysis to improve health care delivery; manages medical records, data, and documents related to patient encounters; and conducts supply chain management and logistics to ensure proper inventory of medical supplies. Develops policies and procedures to ensure health care quality; conducts data analysis techniques to measure for continuous quality improvements; and conducts quality inspections.

- Fundamentals Of Nursing And Health Assessment 8 SH L
- Health Communication 3 SH L
- Supervision 3 SH L
- Health Care Quality Improvement 3 SH U
- Health System Operations 3 SH U
- Human Resources Management 3 SH U
- Introduction To Public Health 3 SH U
- Patient Assessment And Primary Care 3 SH U

(6/15)(6/15)

HSCS CGR-HS-005 15-AUG-2015

Health Services Technician:

Health Services (HS) Technicians are involved in every aspect of patient care, including providing necessary routine as well as emergency healthcare services in large Coast Guard clinics, small sick bays ashore or on cutters. Services could include direct medical care for personnel and families; assisting medical and dental officers; performing diagnostic testing, x-rays, and clinical lab tests; prescribing medications; administering immunizations; performing minor surgical procedures, and many more. HSs are expected to acquire a breadth of knowledge in all areas of health care including general anatomy and physiology, medical and surgical conditions, preventive medicine, principles and techniques of patient care, medical administration, medical mathematics and pharmacology, laboratory techniques, first aid, military and administrative regulations, introductory aspects of dental assisting, pathology, radiography, and supervised clinical experience. Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation. Performs methods used in epidemiology and toxicology to assess environmental exposures and hazards; comprehends policies developed to manage health risks associated

with exposures to environmental hazards; identifies chemical, physical, and microbial agents that originate in the environment and can impact human health and well-being; performs specific applications of environmental health concepts to fields such as water quality control, food safety standards, and occupational health policies; and supervises clinics and subordinates. Performs mass casualty triage; performs minor surgical procedures; coordinates patient care; under supervision assesses and treats all clinic patients; instructs patients on personal health; performs limited radiography; performs environmental inspections and testing; reviews and maintains medical records; inventories and orders supplies; performs quality assurance procedures on medical equipment; designs training programs and evaluates training needs; aligns human resource systems with organizational objectives; utilizes interpersonal relationship skills to conduct conflict resolution and stress management among personnel and staff; understands the health care systems model structure and how different models impact health care delivery; conducts operational analysis to improve health care delivery; manages medical records, data, and documents related to patient encounters; and conducts supply chain management and logistics to ensure proper inventory of medical supplies. Develops policies and procedures to ensure health care quality; conducts data analysis techniques to measure for continuous quality improvements; and conducts quality inspections. Conducts needs assessment for health care facilities; utilizes budget for cashing and analysis to determine financial requirement for projects; utilizes risk management techniques to integrate likelihood of objective outcomes; and conducts forecast and planning overview briefs.

- Fundamentals Of Nursing And Health Assessment 8 SH L
- Health Communication 3 SH L
- Supervision 3 SH L
- Health Care Quality Improvement 3 SH U
- Health System Operations 3 SH U
- Human Resources Management 3 SH U
- Introduction To Public Health 3 SH U
- Patient Assessment And Primary Care 3 SH U
- Project Management 3 SH U
- Strategic Management 3 SH U

(6/15)(6/15)

HSCM

CGR-HS-005

01-SEP-2015

Health Services Technician:

Performs emergency intervention procedures consistent with Basic EMT skills, triage, extraction, and transportation; assesses clinic patients and performs basic treatments, including infections; performs basic laboratory procedures, including blood counts; prepares, administers, and dispenses pharmaceuticals under supervision; maintains medical history and examination records; performs patient physicals; uses critical thinking skills to develop oral and written presentations; establishes cultural awareness and sensitivity in developing presentations for diverse audiences; performs patient interviews; and completes patient and counter documentation. Performs methods used in epidemiology and toxicology to assess environmental exposures and hazards; comprehends policies developed to manage health risks associated with exposures to environmental hazards; identifies chemical, physical, and microbial agents that originate in the environment and can impact human health and well-being; performs specific applications of environmental health concepts to fields such as water quality control, food safety standards, and occupational health policies; and supervises clinics and subordinates. Performs mass casualty triage; performs minor surgical procedures; coordinates patient care; under supervision assesses and treats all clinic patients; instructs patients on personal health; performs limited radiography; performs environmental inspections and testing; reviews and maintains medical records; inventories and orders supplies; performs quality assurance procedures on medical equipment; designs training programs and evaluates training needs; aligns human resource systems with organizational objectives; utilizes interpersonal relationship skills to conduct conflict resolution and stress management among personnel and staff; understands the health care systems model structure and how different models impact health care delivery; conducts operational analysis to improve health care delivery; manages medical records, data, and documents related to patient encounters; and conducts supply chain management and logistics to ensure proper inventory of medical supplies. Develops

policies and procedures to ensure health care quality; conducts data analysis techniques to measure for continuous quality improvements; and conducts quality inspections. Conducts needs assessment for health care facilities; utilizes budget for cashing and analysis to determine financial requirement for projects; utilizes risk management techniques to integrate likelihood of objective outcomes; and conducts forecast and planning overview briefs. Serves as senior technical or specialty administrator; provides senior level supervision and administration; ensures maximum efficiency of the workforce and the equipment; prepares general correspondence concerning fiscal, supply, and administrative matters; assists in the formulation of plans, policies, and budget requirements; may supplement leadership in the overall supervision and administration of personnel and equipment; develops policies related to health system, safety outcomes, and health prevention; enforces policy regulations as required to ensure optimal performance of health care systems; sets human resource policies related to health care workforce issues; and utilizes effective writing and presentation skills promoting health policy initiatives.

• Fundamentals Of Nursing And Health Assessment	8 SH	L
• Health Communication	3 SH	L
• Supervision	3 SH	L
• Health Care Policy	3 SH	U
• Health Care Quality Improvement	3 SH	U
• Health System Operations	3 SH	U
• Human Resources Management	3 SH	U
• Introduction To Public Health	3 SH	U
• Patient Assessment And Primary Care	3 SH	U
• Project Management	3 SH	U
• Strategic Management	3 SH	U

(6/15)(6/15)

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

College Level Test Scores

NONE

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
-----------	------------	-------	----------	--------

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 evaluate 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.militaryguides.acenet.edu/AboutCrEval.htm>.

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.militaryguides.acenet.edu/JointStatement/htm>) 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.

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.militaryguides.acenet.edu>) 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.

FERPA - The Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR Part 99)