

# JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

**Name:** CG RATING ROADMAP, SK  
**SSN:** XXX-XX-XXXX  
**Rank:** Finance and Supply Specialist (W4)  
**Status:** Active

**Transcript Sent To:**  
 CG RATING ROADMAP, SK

### Military Course Completions

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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566666	<b>CG-2205-0035</b> <b>Recruit Training:</b>	12-DEC-2008 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	<b>CG-1717-0013</b> <b>Leadership and Management (LAMS):</b>	11-JUN-2010 to 15-JUN-2010		
	Coast Guard Institute Oklahoma City, OK			
	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)                 |      |   |

0148-2	<b>CG-1405-0008</b>	16-OCT-2010	to	30-OCT-2010		
	<b>Storekeeper First Class PQG:</b>					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to demonstrate proficiency in the managerial functions of logistical operations.					
	• Applied Management			3 SH		L
	(3/11)(3/11)					
502203	<b>CG-2202-0009</b>	10-DEC-2010	to	14-DEC-2010		
	<b>Apprentice Leadership Program:</b>					
	Maritime Law Enforcement Academy Charleston, SC					
	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)					
0348-2	<b>CG-1405-0002</b>	02-JAN-2011	to	05-JAN-2011		
	<b>Storekeeper Third Class (SK3) Performance Qualification Guide (PQG):</b>					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to procure supplies and services via the federal supply system (FSS) and open market; perform a physical count of inventory manually or with a barcode reader; transfer personal property between and within government agencies, Coast Guard units, and Department of Defense (DOD) activities; and ship non-hazardous materials and supplies.					
	• Materials Management			2 SH		L
	(7/09)(7/09)					
0248-1	<b>CG-1405-0009</b>	15-OCT-2011	to	01-NOV-2011		
	<b>Storekeeper Second Class by Correspondence:</b>					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to follow standard office procedures required of a Second Class Storekeeper. Course includes receiving stores and equipment, maintaining inventory documents, and storing supplies and equipment. The student must also have a working knowledge of accounting procedures that are used in receiving, shipping, and transportation of stores and equipment.					
	• Office Administration, Office Procedures or Office Management			2 SH		L
	(2/06)(10/09)					
210160	<b>CG-1405-0006</b>	01-DEC-2011	to	29-DEC-2011		
	<b>Storekeeper A School:</b>					
	Coast Guard Training Center Petaluma, CA					
	Upon completion of the course, the student will be able to apply various logistical systems to inventory and supply; demonstrate operational proficiencies to procurement, supply, and inventory; and organize supply outcomes.					
	• Inventory Control			3 SH		L
	• Procurement			2 SH		L
	• Supply Management			2 SH		L
	(3/11)(3/11)					

### Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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SK3	<b>CGR-SK-004</b>	01-DEC-2013	<p><b>Storekeeper:</b></p> <p>Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores, preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software.</p> <ul style="list-style-type: none"> <li>• Office Administration <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> </ul> <p>(12/13)(12/13)</p>	
SK2	<b>CGR-SK-004</b>	01-JAN-2014	<p><b>Storekeeper:</b></p> <p>Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores, preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software. Procurement agent, property administrator, initiates and supervises the preparation of required reports; controls inventory; performs shipping and receiving tasks for warehousing operations.</p> <ul style="list-style-type: none"> <li>• Marketing Research <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Office Administration <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Supply Management <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> </ul> <p>(12/13)(12/13)</p>	
SK1	<b>CGR-SK-004</b>	01-FEB-2014	<p><b>Storekeeper:</b></p> <p>Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores,</p>	

preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software. Procurement agent, property administrator, initiates and supervises the preparation of required reports; controls inventory; performs shipping and receiving tasks for warehousing operations. Applies automated supply procedures; assigns, supervises and trains personnel in the supply department; trains subordinates in the proper use of supply publications; audits required inventory store reports; identifies sources and uses of funds and supervises budgeting procedures; provides technical support on proprietary accounting software.

- Accounting Practices 3 SH L
- Marketing Research 3 SH L
- Office Administration 3 SH L
- Supervision 3 SH L
- Supply Management 3 SH L

(12/13)(12/13)

SKC

**CGR-SK-004**

01-MAR-2014

**Storekeeper:**

Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores, preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software. Procurement agent, property administrator, initiates and supervises the preparation of required reports; controls inventory; performs shipping and receiving tasks for warehousing operations. Applies automated supply procedures; assigns, supervises and trains personnel in the supply department; trains subordinates in the proper use of supply publications; audits required inventory store reports; identifies sources and uses of funds and supervises budgeting procedures; provides technical support on proprietary accounting software. Supervises on-the-job training; organizes and supervises procedures for inventory management; audits year-end financial reports; prepares store replenishment data and forecasts unit requirements; performs system administration duties; evaluates and directs staff.

- Accounting Practices 3 SH L
- Marketing Research 3 SH L
- Office Administration 3 SH L
- Supervision 3 SH L
- Supply Management 3 SH L
- Contract Management 3 SH U
- Management 3 SH U

(12/13)(12/13)

SKCS

**CGR-SK-004**

01-APR-2014

**Storekeeper:**

Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores, preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software. Procurement agent, property administrator, initiates and supervises the preparation of required reports; controls inventory; performs shipping and receiving tasks for warehousing operations. Applies automated supply procedures; assigns, supervises and trains personnel in the supply department; trains subordinates in the proper use of supply publications; audits required inventory store reports; identifies sources and uses of funds and supervises budgeting procedures; provides technical support on proprietary accounting software. Supervises on-the-job training; organizes and supervises procedures for inventory management; audits year-end financial reports; prepares store replenishment data and forecasts unit requirements; performs system administration duties; evaluates and directs staff. Serves as enlisted specialty expert; maintains and directs supply functions, including those related to security, fiscal control procedures, and transportation; analyzes supply reports, identifies problem areas, and recommends corrective action; plans and administers on-the-job training programs; supervises the preparation of reports.

• Accounting Practices	3 SH	L
• Marketing Research	3 SH	L
• Office Administration	3 SH	L
• Supervision	3 SH	L
• Supply Management	3 SH	L
• Contract Management	3 SH	U
• Hazardous Materials Management	3 SH	U
• Leadership	3 SH	U
• Logistics	3 SH	U
• Management	3 SH	U

(12/13)(12/13)

SKCM

**CGR-SK-004**

01-MAY-2014

**Storekeeper:**

Maintains financial records and accounting systems; knowledgeable on types, uses, and purposes of appropriations and funds; prepares budget and financial reports; procures clothing and general supplies and services; maintains auditable records for validation; conducts contract solicitations, negotiations, and modifications; maintains property system and property accountability; performs property inventories; conducts property investigations of loss or damage; acquires excess property; completes the documentation and disposal of excess property through sales, donations, or transfers to other government agencies; prepares requisitions; stores, preserves, and issues material and repair components associated with inventory management; maintains inventory records and inventories stocked material; processes incoming supplies; prepares items for shipment; prepares shipment documents and performs duties associated with hazardous material transportation; and, operates material

handling equipment. Operates computer and other office equipment such as fax, copier, and scanners; files correspondence and records; prepares requisitions; prepares bills of lading and processes shipments in accordance with regulation; conducts property inventories, familiar with basic concepts and application of proprietary accounting software. Procurement agent, property administrator, initiates and supervises the preparation of required reports; controls inventory; performs shipping and receiving tasks for warehousing operations. Applies automated supply procedures; assigns, supervises and trains personnel in the supply department; trains subordinates in the proper use of supply publications; audits required inventory store reports; identifies sources and uses of funds and supervises budgeting procedures; provides technical support on proprietary accounting software. Supervises on-the-job training; organizes and supervises procedures for inventory management; audits year-end financial reports; prepares store replenishment data and forecasts unit requirements; performs system administration duties; evaluates and directs staff. Serves as enlisted specialty expert; maintains and directs supply functions, including those related to security, fiscal control procedures, and transportation; analyzes supply reports, identifies problem areas, and recommends corrective action; plans and administers on-the-job training programs; supervises the preparation of reports. Serves as senior enlisted specialty administrator; plans and organizes controls in compliance with policy statements; establishes goals and priorities; reviews and evaluates personnel, equipment and material requirements; establishes and directs training programs; prepares general correspondence concerning fiscal, supply, and administrative matters; assists in the formulation of plans, policies, and budget requirements; may supplement the officer corps in the overall supervision and administration of staff and equipment; may also supervise staff in other specialty areas.

• Accounting Practices	3 SH	L
• Marketing Research	3 SH	L
• Office Administration	3 SH	L
• Supervision	3 SH	L
• Supply Management	3 SH	L
• Contract Management	3 SH	U
• Hazardous Materials Management	3 SH	U
• Leadership	3 SH	U
• Logistics	3 SH	U
• Management	3 SH	U
• Strategic Planning	3 SH	U

(12/13)(12/13)

F&S4

**CGW-FS-003**

01-JUL-2014

**Finance and Supply:**

Warrant officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply may be subject to certification for finance and supply duties by Commandant (CG-85) or Commandant (CG-83).

• Communications	3 SH	U
• Operations Management	3 SH	U
• Project Management	3 SH	U
• Supervision	3 SH	U

(2/09)(2/09)

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

NONE

**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>
500254 CG-1405-0012 CSS	09-APR-2013	Centralized Supply	Coast Guard Training Center Yorktown VA	4
241418	17-APR-2013	Advanced Simplified Acquisition	Federal Acquisition Institute (FAI)	1
241417	19-MAR-2014	Basic Simplified Acquisition	Federal Acquisition Institute (FAI)	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.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](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.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)