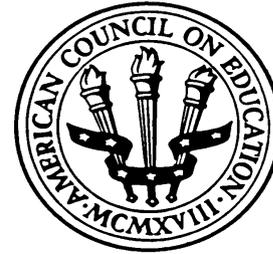


# JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

**Name:** CG RATING ROADMAP, AST  
**SSN:** XXX-XX-XXXX  
**Rank:** Chief Warrant Officer 4 Marine Safety Specialist Deck (MSSD) (W4)  
**Status:** Active

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

### 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>	12-DEC-2008 to 02-FEB-2009		
	<b>Recruit Training:</b>			
	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>	11-JUN-2010 to 15-JUN-2010		
	<b>Leadership and Management (LAMS):</b>			
	Coast Guard Training Center Petaluma, CA			
	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	<b>CG-2202-0009</b>	10-DEC-2010	to	14-DEC-2010		
	<b>Apprentice Leadership Program:</b>					
	Aviation Technical Training Center Elizabeth City, NC					
	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)					
501072	<b>CG-1406-0015</b>	10-DEC-2010	to	29-DEC-2010		
	<b>Aviation Survival Technician:</b>					
	Aviation Technical Training Center Elizabeth City, NC					
	Upon completion of the course, the student will be able to prepare, inspect, operate, modify, repair, and maintain naval aviation life support equipment and provide water survival assistance as a rescue swimmer.					
	• Physical Conditioning				3 SH	L
	• Physical Fitness				3 SH	L
	(2/10)(2/10)					
501054	<b>CG-1704-0069</b>	03-JAN-2011	to	04-JAN-2011		
	<b>Advanced Helicopter Rescue School (AHRS) (Advanced Rescue Swimmer School) (ARSS):</b>					
	Aviation Training Center Mobile, AL					
	Upon completion of the course, the student will be able to demonstrate the elements of critical incident stress management (CISM); conduct a risk assessment of hazardous materials (HAZMAT); demonstrate heavy-surf swimming techniques and helicopter deployment; demonstrate large frame survivor recovery techniques; demonstrate unresponsive survivor recovery techniques; demonstrate standard high seas rescue deployment and recovery; identify and apply the critical elements of crew resource management; demonstrate standard rescue swimmer cave rescue procedures; and demonstrate standard sea survival techniques.					
	• Crew Resource Management or Search And Rescue				2 SH	L
	(8/09)(8/09)					
0210-2	<b>CG-1704-0043</b>	02-AUG-2011	to	03-AUG-2011		
	<b>Aviation Survival Technician Second Class Performance Qualifications Guide by Correspondence:</b>					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to process aeronautical materiel; recommend aeronautical publications changes; report unsatisfactory equipment and tools; preserve and de-preserve aircraft and aircraft components; maintain rescue equipment and survival gear; and instruct aircrew members in the use of survival gear, life support systems, drop gear, and emergency egress.					
	• Aircraft Maintenance				2 SH	L
	• Aircraft Systems				3 SH	L
	(9/08)(9/08)					
0110-2	<b>CG-1704-0041</b>	15-OCT-2011	to	01-NOV-2011		
	<b>Aviation Survival Technician First Class Performance Qualifications Guide by Correspondence:</b>					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to supervise life-support and survival gear maintenance personnel; track rescue swimmer flight requirements; troubleshoot aircraft oxygen systems; schedule aircraft and shop maintenance; supervise the shipping and disposal of pyrotechnics; and supervise the aviation engineering					

duty section as the watch captain.

- Aircraft Maintenance 1 SH L
- Aircraft Systems 2 SH L
- Aircraft Maintenance And Troubleshooting 3 SH U
- Aircraft Maintenance Management 1 SH U

(9/08)(9/08)

140360 NV-0803-0005 01-APR-2013 to 02-APR-2013

A-012-1014

**Basic Swimming and Water Survival Instructor Training:**

Naval Aviation Schools Command

Pensacola, FL

Upon completion of the course, the student will be able to train beginning swimmers in basic swimming and survival skills, including abandon ship procedures, floatation devices, surface and submerged burning oil; meet all requirements to be basic lifeguard certified; demonstrate knowledge of sea survival including type of naval life rafts and their current uses; and identify high-risk elements involved in water survival.

- Physical Education 3 SH L
- Physical Fitness 1 SH L

(3/10)(3/10)

### Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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ASM3 CGR-ASM-002 01-DEC-1998

**Aviation Survivalman:**

Inspects, maintains, and repairs parachutes, survival equipment, flight and protective clothing, small arms, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques; uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance.

- Advanced Swimming 2 SH L
- Aircraft Systems 1 SH L
- Cleaning And Corrosion Control 1 SH L
- Ground Operation And Servicing 1 SH L
- Introduction To Computers 3 SH L
- Public Speaking 3 SH L

(6/95)(6/95)

AST3 CGR-AST-001 01-JAN-1999

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical

technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics.

- Advanced Swimming 2 SH L
- Aircraft Ground Operations And Aircraft Servicing 1 SH L
- Aircraft Systems 1 SH L
- Cleaning And Corrosion Control 1 SH L
- First Aid 3 SH L
- Introduction To Personal Computers 3 SH L

(3/00)(3/00)

AST2

**CGR-AST-001** 01-JAN-2009

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics. Instructs aviation personnel in survival equipment, parachutes, oxygen, and fire extinguisher systems; tows, taxis, and secures aircraft; serves as a member of an aircraft handling team; accomplishes preflight and postflight servicing of aircraft systems and equipment; identifies aircraft corrosion factors; prepares survival training programs; uses tools and precision measuring equipment and related electrical testing devices; uses related drawings, blueprints, and manuals.

- Advanced Swimming 2 SH L
- Aircraft Ground Operations And Aircraft Servicing 1 SH L
- Aircraft Life Support Equipment Maintenance 3 SH L
- Aircraft Systems 1 SH L
- Cleaning And Corrosion Control 1 SH L
- First Aid 3 SH L
- Introduction To Personal Computers 3 SH L
- Parachute Inspection And Rigging 3 SH L
- Public Speaking 3 SH L

(3/00)(3/00)

AST1

**CGR-AST-001**

02-FEB-2009

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics. Instructs aviation personnel in survival equipment, parachutes, oxygen, and fire extinguisher systems; tows, taxis, and secures aircraft; serves as a member of an aircraft handling team; accomplishes preflight and postflight servicing of aircraft systems and equipment; identifies aircraft corrosion factors; prepares survival training programs; uses tools and precision measuring equipment and related electrical testing devices; uses related drawings, blueprints, and manuals. Instructs in procedures for rigging and launching survival equipment; repairs and calibrates special tools; uses and maintains records, forms, publications, and manuals; performs quality assurance; supervises shop procedures; repairs sewing machines, and determines reparability of related equipment; maintains custody of small arms.

• Advanced Swimming	2 SH	L
• Aircraft Ground Operations And Aircraft Servicing	1 SH	L
• Aircraft Life Support Equipment Maintenance	3 SH	L
• Aircraft Systems	1 SH	L
• Cleaning And Corrosion Control	1 SH	L
• First Aid	3 SH	L
• Industrial Safety	3 SH	L
• Introduction To Personal Computers	3 SH	L
• Parachute Inspection And Rigging	3 SH	L
• Personnel Supervision	2 SH	L
• Public Speaking	3 SH	L
• Textile Machine Repair	3 SH	L

(3/00)(3/00)

ASTC

**CGR-AST-001**

01-MAR-2009

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines;

inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics. Instructs aviation personnel in survival equipment, parachutes, oxygen, and fire extinguisher systems; tows, taxis, and secures aircraft; serves as a member of an aircraft handling team; accomplishes preflight and postflight servicing of aircraft systems and equipment; identifies aircraft corrosion factors; prepares survival training programs; uses tools and precision measuring equipment and related electrical testing devices; uses related drawings, blueprints, and manuals. Instructs in procedures for rigging and launching survival equipment; repairs and calibrates special tools; uses and maintains records, forms, publications, and manuals; performs quality assurance; supervises shop procedures; repairs sewing machines, and determines reparability of related equipment; maintains custody of small arms. Trains and supervises personnel in all categories of equipment operation, maintenance, and repair; prepares maintenance schedules; organizes and maintains a technical library; insures safe working conditioning; plans and supervises training programs.

• Advanced Swimming	2 SH	L
• Aircraft Ground Operations And Aircraft Servicing	1 SH	L
• Aircraft Life Support Equipment Maintenance	3 SH	L
• Aircraft Systems	1 SH	L
• Cleaning And Corrosion Control	1 SH	L
• First Aid	3 SH	L
• Industrial Safety	3 SH	L
• Introduction To Personal Computers	3 SH	L
• Maintenance Management	3 SH	L
• Parachute Inspection And Rigging	3 SH	L
• Personnel Supervision	3 SH	L
• Public Speaking	3 SH	L
• Textile Machine Repair	3 SH	L
• Operations Management	3 SH	U

(3/00)(3/00)

ASTCS

**CGR-AST-001** 01-APR-2009

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics. Instructs aviation personnel in survival equipment, parachutes, oxygen, and fire extinguisher systems; tows, taxis, and secures aircraft; serves as a member of an aircraft handling team; accomplishes preflight and postflight servicing of aircraft systems and equipment; identifies aircraft corrosion factors; prepares survival training programs; uses tools and precision measuring equipment and related electrical testing devices; uses related drawings, blueprints, and manuals. Instructs in procedures for rigging and launching survival equipment; repairs and calibrates special tools; uses and maintains records, forms, publications, and manuals; performs quality assurance; supervises shop

procedures; repairs sewing machines, and determines reparability of related equipment; maintains custody of small arms. Trains and supervises personnel in all categories of equipment operation, maintenance, and repair; prepares maintenance schedules; organizes and maintains a technical library; insures safe working conditioning; plans and supervises training programs. Serves as enlisted technical or specialty expert; plans, organizes, and directs the work of personnel operating, servicing, and maintaining parachutes, survival and rescue equipment, related aircraft systems, small arms, aviation ordnance, preflight and post-flight inspections; analyzes system malfunctions; plans and administers on-the-job training programs; supervises the preparation of reports; uses the computerized maintenance system and establishes safety procedures and practices.

• Advanced Swimming	2 SH	L
• Aircraft Ground Operations And Aircraft Servicing	1 SH	L
• Aircraft Life Support Equipment Maintenance	3 SH	L
• Aircraft Systems	1 SH	L
• Cleaning And Corrosion Control	1 SH	L
• First Aid	3 SH	L
• Industrial Safety	3 SH	L
• Introduction To Personal Computers	3 SH	L
• Maintenance Management	3 SH	L
• Parachute Inspection And Rigging	3 SH	L
• Personnel Supervision	3 SH	L
• Public Speaking	3 SH	L
• Textile Machine Repair	3 SH	L
• Human Resource Management	3 SH	U
• Operations Management	3 SH	U
• Practicum In Management	3 SH	U

(3/00)(3/00)

ASTCM

**CGR-AST-001** 01-MAY-2009

**Aviation Survival Technician:**

Inspects, maintains, and repairs parachutes, survival equipment (including Coast Guard emergency medical technician equipment), flight and protective clothing, small arms and pyrotechnics, oxygen and fire extinguisher systems; instructs aviation personnel in the use and operation of parachutes, survival equipment and techniques, safety practices, and aviation ordnance handling; qualified in aircraft handling and aircraft handling equipment; practices and observes all safety precautions and practices; prepares and delivers formal presentations to a wide variety of civilian and military audiences; practices rescue swimmer techniques and manages the unit rescue swimmer training program; and uses computers to organize and maintain records. Inspects, repairs, packs, and maintains personnel and cargo delivery parachutes; understands parachute loft working procedures; uses hand stitching and sewing machine in making fabric repairs; makes minor repairs and adjustments to sewing machines; inspects survival equipment, salvage pumps, oxygen masks, and ordnance and pyrotechnics; inspects and services inflatable survival equipment; services oxygen systems and components; understands aircraft handling and procedures; inspects and maintains small arms and other aviation ordnance/pyrotechnics. Instructs aviation personnel in survival equipment, parachutes, oxygen, and fire extinguisher systems; tows, taxis, and secures aircraft; serves as a member of an aircraft handling team; accomplishes preflight and postflight servicing of aircraft systems and equipment; identifies aircraft corrosion factors; prepares survival training programs; uses tools and precision measuring equipment and related electrical testing devices; uses related drawings, blueprints, and manuals. Instructs in procedures for rigging and launching survival equipment; repairs and calibrates special tools; uses and maintains records, forms, publications, and manuals; performs quality assurance; supervises shop procedures; repairs sewing machines, and determines reparability of related equipment; maintains custody of small arms. Trains and supervises personnel in all categories of equipment operation, maintenance, and repair; prepares

maintenance schedules; organizes and maintains a technical library; insures safe working conditioning; plans and supervises training programs. Serves as enlisted technical or specialty expert; plans, organizes, and directs the work of personnel operating, servicing, and maintaining parachutes, survival and rescue equipment, related aircraft systems, small arms, aviation ordnance, preflight and post-flight inspections; analyzes system malfunctions; plans and administers on-the-job training programs; supervises the preparation of reports; uses the computerized maintenance system and establishes safety procedures and practices. Serves as senior enlisted technical or specialty administrator; manages personnel in the operation, maintenance, and procurement of related equipment; ensures maximum efficiency of the work force and equipment.

• Advanced Swimming	2 SH	L
• Aircraft Ground Operations And Aircraft Servicing	1 SH	L
• Aircraft Life Support Equipment Maintenance	3 SH	L
• Aircraft Systems	1 SH	L
• Cleaning And Corrosion Control	1 SH	L
• First Aid	3 SH	L
• Industrial Safety	3 SH	L
• Introduction To Personal Computers	3 SH	L
• Maintenance Management	3 SH	L
• Parachute Inspection And Rigging	3 SH	L
• Personnel Supervision	3 SH	L
• Public Speaking	3 SH	L
• Textile Machine Repair	3 SH	L
• Human Resource Management	3 SH	U
• Operations Management	3 SH	U
• Practicum In Management	6 SH	U

(3/00)(3/00)

MSSD4

**CGW-MSSD-001** 01-SEP-2009

**Marine Safety Specialist Deck (MSSD):**

MSSDs serving in the marine safety field conduct and supervise personnel in vessel safety and security inspections. Additionally they conduct and supervise marine casualty investigations. MSSDs conduct commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigation officer). MSSDs inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, watertight integrity, structural fire protection, etc. MSSDs also conduct inspections and casualty investigations of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). Marine inspectors conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. They review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSDs perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties, they interface with a broad array of private and public local, state, federal, international) members at all levels of the marine industry.

• Maritime Safety	3 SH	L
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• Ship Structure And Terminology	3 SH	L
• Communications	3 SH	U
• Operations Management	3 SH	U
• Project Management	3 SH	U
• Supervision	3 SH	U

(7/10)(7/10)

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

**College Level Test Scores**

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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:
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- (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>
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**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)