

# JOINT SERVICES TRANSCRIPT



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

**Name:** CG RATING ROADMAP, BM  
**SSN:** XXX-XX-XXXX  
**Rank:** Chief Warrant Officer 4 Boatswain (W4)  
**Status:** Active

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

## Military Course Completions

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
566666	<b>CG-2205-0035</b> <b>Recruit Training:</b> Upon completion of the course, the student will be able to demonstrate knowledge and skills in military courtesies, ceremonies, customs and drills; seamanship; first aid; physical conditioning and fitness; personal health and care; swimming; and general military conduct.	12-DEC-2009 to 02-FEB-2010		
	<ul style="list-style-type: none"> <li>• Basic Seamanship</li> <li>• Military Science</li> <li>• Personal Health And First Aid</li> <li>• Physical Fitness And Conditioning</li> <li>• Swimming</li> </ul>		1 SH 2 SH 1 SH 2 SH 1 SH	L L L L L
	(1/11)(1/11)			
340720	<b>CG-1717-0013</b> <b>Leadership and Management (LAMS):</b> Various Locations	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.			
	<ul style="list-style-type: none"> <li>• Organizational Development</li> </ul>		3 SH	U
	(8/09)(8/09)			
341095	<b>CG-1728-0045</b>	12-OCT-2010 to 30-OCT-2010		

**Boarding Team Member:**

Federal Law Enforcement Training Center  
Charleston, SC

Upon completion of the course, the student will be able to conduct law enforcement boarding of a vessel to determine compliance with federal laws and conduct search, inspection, and law enforcement in a marine environment.

- Law Enforcement Practicum 2 SH L  
(8/09)(8/09)

502203 **CG-2202-0009** 10-FEB-2011 to 14-FEB-2011

**Apprentice Leadership Program:**

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)

501489 **CG-1708-0016** 10-FEB-2011 to 12-MAR-2011

BM-A **Boatswain's Mate "A" School:**

Coast Guard Training Center  
Yorktown, VA

Upon completion of the course, the student will be able to prepare and maintain navigational charts; conduct piloting and navigation in restricted waters; solve maneuvering board problems; employ proper line handling and line rigging techniques; conduct anchoring operations; render and conduct honors and ceremonies; demonstrate Marlin Spike seamanship; and interpret rules of the road.

- Coastal Navigation 3 SH L
  - Coastal Navigation Laboratory 1 SH L
  - Seamanship 3 SH L
  - Small Boat Operations 3 SH L
- (5/13)(5/13)

501743 **CG-1708-0029** 15-MAR-2011 to 16-MAR-2011

**Boatswain's Mate Advanced Navigation and Piloting:**

RTM Star Center  
Dania Beach, FL

Upon completion of the course, the student will be able to navigate and pilot; perform command functions; demonstrate knowledge of seamanship and leadership skills; and understand the theoretical and applied concepts, procedures, and techniques necessary for the safe and efficient operation of advanced navigation and piloting.

- Marine Operations/Technology 3 SH L
- Marine Transportation/Technology Management 3 SH U

(3/05)(3/05)

230330 **CG-1708-0030** 17-MAR-2011 to 18-MAR-2011

**47' MLB Heavy Weather Coxswain:**

Coast Guard National Motor Lifeboat School  
Ilwaco, Washington

Upon completion of the course, the student will be able to demonstrate the skills and knowledge needed to safely operate small vessels and conduct normal and emergency operations in adverse weather conditions.

- Seamanship And Small Boat Handling 2 SH L
- Watch Keeping 1 SH L

(1/07)(8/11)

341090 **CG-1728-0021** 12-MAR-2011 to 20-APR-2011**Basic Boarding Officer:**Federal Law Enforcement Training Center  
Charleston, SC

Upon completion of the course, the student will be able to ensure that the vessels are in compliance with all federal laws, treaties, and regulations; conduct inspections, searches, and criminal investigations; make arrests; assist in preparation of cases for prosecution; and protect self and others from hostile threats.

- Criminal Evidence And Procedures 3 SH L
- Criminal Investigation 3 SH L
- Law Enforcement Practicum 2 SH L

(8/09)(8/09)

501857 **CG-1708-0036** 20-APR-2011 to 21-APR-2011**Tactical Coxswain (TCC):**Coast Guard Training Center  
Yorktown, VA

Upon completion of the course, the student will be able to understand and demonstrate the safe and effective operation of a Coast Guard Utility Boat at the advanced level.

- Seamanship And Small Boat Handling 2 SH L

(1/07)(1/07)

0212-2 **CG-1708-0021** 15-OCT-2011 to 01-NOV-2011**Boatswain's Mate Second Class:**Coast Guard Institute  
Oklahoma City, OK

Upon completion of the course, the student will be able to navigate using radar and navigation rules; conduct a detailed navigational brief; identify search pattern procedures and types; identify and manage the various procedures and regulations required for flammable hazardous materials storage; maintain records; and perform maintenance on small arms.

- Basic Navigation 2 SH L
- Hazardous Material Awareness 1 SH L
- Introduction To Small Arms 1 SH L
- Military Customs And Courtesies 1 SH L

(7/08)(7/08)

0112-2 **CG-1708-0004** 02-NOV-2011 to 05-NOV-2011**Boatswain's Mate First Class Performance Qualification Guide:**Coast Guard Institute  
Oklahoma City, OK

Upon completion of the course, the student will be able to determine types of boat inspection; list inspection requirements; state the different classifications and required actions; determine boat readiness; perform an inspection; create a unit training plan; complete and maintain department training records; define requirements and procedures for USCG certification boards; and conduct a certification.

- Small Boat Safety And Maintenance 3 SH L
- Training and Development (Management) 3 SH L

(7/08)(7/08)

230275 **CG-1708-0017** 13-FEB-2012 to 20-FEB-2012**Coxswain, Class C:**

Reserve Training Center

Yorktown, VA

Upon completion of the course, the student will be able to understand and demonstrate safe and effective operation of a Coast Guard utility boat as a Coxswain.

- Navigation Practices 1 SH L
- Seamanship And Small Boat Handling 2 SH L
- Watch Keeping 1 SH L

(1/07)(1/07)

230140 **CG-1406-0014** 25-JUN-2012 to 29-JUN-2012**Instructor Development:**

Coast Guard Training Center

Petaluma, CA

Upon completion of the course, the student will be able to prepare and plan instruction (including methods and materials); comply with ethical and legal standards; communicate effectively; establish and maintain professional credibility; stimulate, sustain and foster motivation, engagement, learning and performance; demonstrate effective presentation and facilitation skills; use instructional methods and materials (including media technology) effectively; demonstrate effective questioning techniques, clarification and feedback; and assess student learning.

- Training Fundamentals 3 SH L

(8/12)(8/12)

230277 **CG-0326-0001** 15-MAY-2010 to 18-MAY-2014**Boat Force Command Cadre:**

Coast Guard Academy

New London, CT

Upon completion of the course, the student will be able to work in senior leadership ad command positions within various shore based operating units of the United States Coast Guard.

- Leadership Principles 3 SH L

(8/09)(8/09)

**Military Experience**

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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BM3 **CGR-BM-005** 01-FEB-2012**Boatswain's Mate:**

Boatswain's Mates (BM) are masters of seamanship, and are capable of performing almost any task in connection with deck maintenance, small boat operations, navigation, law enforcement, aids to navigation, and supervising all personnel assigned to a ship's work force or small boat station. BM is also the only rating that has command of cutters and stations outside of the officer corps. Training for Boatswain's Mate is accomplished through 14 weeks of intensive training at BM "A" School located at Coast Guard Training Center Yorktown, VA, or a Non-Resident course for those who wish to strike the rating (on the job). Maintain deck equipment and fittings; perform basic watchstanding duties; conduct small boat handling and operations; observe navigation rules and regulations; conduct threat assessment and escorts; and practice communication, writing, and presentation skills.

- Communications 3 SH L

- Homeland Security 3 SH L
- Navigational Law 3 SH L
- Seamanship 3 SH L
- Small Boat Operations 3 SH L

(2/12)(2/12)

BM2 CGR-BM-005 02-FEB-2012

**Boatswain's Mate:**

Boatswain's Mates (BM) are masters of seamanship, and are capable of performing almost any task in connection with deck maintenance, small boat operations, navigation, law enforcement, aids to navigation, and supervising all personnel assigned to a ship's work force or small boat station. BM is also the only rating that has command of cutters and stations outside of the officer corps. Training for Boatswain's Mate is accomplished through 14 weeks of intensive training at BM "A" School located at Coast Guard Training Center Yorktown, VA, or a Non-Resident course for those who wish to strike the rating (on the job). Maintain deck equipment and fittings; perform basic watchstanding duties; conduct small boat handling and operations; observe navigation rules and regulations; conduct threat assessment and escorts; and practice communication, writing, and presentation skills. Calculate tides and currents; and determine vessel location through terrestrial and electronic means.

- Coastal Navigation (Lab) 3 SH L
- Communications 3 SH L
- Homeland Security 3 SH L
- Navigational Law 3 SH L
- Seamanship 3 SH L
- Small Boat Operations 3 SH L

(2/12)(2/12)

BM1 CGR-BM-005 03-FEB-2012

**Boatswain's Mate:**

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- Coastal Navigation (Lab) 3 SH L
- Communications 3 SH L
- Homeland Security 3 SH L
- Navigational Law 3 SH L
- Seamanship 3 SH L
- Small Boat Operations 3 SH L
- Supervision 3 SH L

(2/12)(2/12)

BMC **CGR-BM-005** 01-MAR-2012**Boatswain's Mate:**

Boatswain's Mates (BM) are masters of seamanship, and are capable of performing almost any task in connection with deck maintenance, small boat operations, navigation, law enforcement, aids to navigation, and supervising all personnel assigned to a ship's work force or small boat station. BM is also the only rating that has command of cutters and stations outside of the officer corps. Training for Boatswain's Mate is accomplished through 14 weeks of intensive training at BM "A" School located at Coast Guard Training Center Yorktown, VA, or a Non-Resident course for those who wish to strike the rating (on the job). Maintain deck equipment and fittings; perform basic watchstanding duties; conduct small boat handling and operations; observe navigation rules and regulations; conduct threat assessment and escorts; and practice communication, writing, and presentation skills. Calculate tides and currents; and determine vessel location through terrestrial and electronic means. Supervise departmental staffing, inventory, and training programs; manage maintenance requirements; and apply human relations skills. Plan, organize, coordinate, and control all operations of the Boatswain's Mate; provide quality control with data and trend analysis; and execute and give reports to senior leadership.

• Coastal Navigation (Lab)	3 SH	L
• Communications	3 SH	L
• Homeland Security	3 SH	L
• Navigational Law	3 SH	L
• Seamanship	3 SH	L
• Small Boat Operations	3 SH	L
• Supervision	3 SH	L
• Management	3 SH	U

(2/12)(2/12)

BMCS **CGR-BM-005** 01-APR-2012**Boatswain's Mate:**

Boatswain's Mates (BM) are masters of seamanship, and are capable of performing almost any task in connection with deck maintenance, small boat operations, navigation, law enforcement, aids to navigation, and supervising all personnel assigned to a ship's work force or small boat station. BM is also the only rating that has command of cutters and stations outside of the officer corps. Training for Boatswain's Mate is accomplished through 14 weeks of intensive training at BM "A" School located at Coast Guard Training Center Yorktown, VA, or a Non-Resident course for those who wish to strike the rating (on the job). Maintain deck equipment and fittings; perform basic watchstanding duties; conduct small boat handling and operations; observe navigation rules and regulations; conduct threat assessment and escorts; and practice communication, writing, and presentation skills. Calculate tides and currents; and determine vessel location through terrestrial and electronic means. Supervise departmental staffing, inventory, and training programs; manage maintenance requirements; and apply human relations skills. Plan, organize, coordinate, and control all operations of the Boatswain's Mate; provide quality control with data and trend analysis; and execute and give reports to senior leadership. Execute divisional goals and objectives; implement policy and procedures; manage human resource requirements; develop departmental policies and procedures; and develop and maintain departmental fiscal responsibilities.

• Coastal Navigation (Lab)	3 SH	L
• Communications	3 SH	L
• Homeland Security	3 SH	L
• Navigational Law	3 SH	L
• Seamanship	3 SH	L

- Small Boat Operations 3 SH L
- Supervision 3 SH L
- Leadership 3 SH U
- Management 3 SH U

(2/12)(2/12)

BMCM CGR-BM-005 01-MAY-2012

**Boatswain's Mate:**

Boatswain's Mates (BM) are masters of seamanship, and are capable of performing almost any task in connection with deck maintenance, small boat operations, navigation, law enforcement, aids to navigation, and supervising all personnel assigned to a ship's work force or small boat station. BM is also the only rating that has command of cutters and stations outside of the officer corps. Training for Boatswain's Mate is accomplished through 14 weeks of intensive training at BM "A" School located at Coast Guard Training Center Yorktown, VA, or a Non-Resident course for those who wish to strike the rating (on the job). Maintain deck equipment and fittings; perform basic watchstanding duties; conduct small boat handling and operations; observe navigation rules and regulations; conduct threat assessment and escorts; and practice communication, writing, and presentation skills. Calculate tides and currents; and determine vessel location through terrestrial and electronic means. Supervise departmental staffing, inventory, and training programs; manage maintenance requirements; and apply human relations skills. Plan, organize, coordinate, and control all operations of the Boatswain's Mate; provide quality control with data and trend analysis; and execute and give reports to senior leadership. Execute divisional goals and objectives; implement policy and procedures; manage human resource requirements; develop departmental policies and procedures; and develop and maintain departmental fiscal responsibilities. Generate vision and direction for the divisions; apply leadership techniques with individuals and groups; provide a productive work environment for division(s); and manage legal issues.

- Coastal Navigation (Lab) 3 SH L
- Communications 3 SH L
- Homeland Security 3 SH L
- Navigational Law 3 SH L
- Seamanship 3 SH L
- Small Boat Operations 3 SH L
- Supervision 3 SH L
- Leadership 3 SH U
- Management 3 SH U
- Project Management 2 SH U

(2/12)(2/12)

BOSN4 CGW-BOSN-003 01-SEP-2012

**Boatswain:**

Supervises and directs all aspects of deck seamanship, small craft operations, emergency skills, navigation, search operations, gunnery operations, and cargo and buoy handling operations; serves as specialist on inspection duties; develops and supervises training programs; prepares, maintains, and submits personnel, material, and operational records, reports, and accounts; prepares correspondence and administers budgets; serves as officer in charge of small vessels; plans and supervises hull maintenance; and orders supplies and equipment. Management and supervisory skills include crew management and port safety management; review and editing of operation manuals and documents and drafting of correspondence reports; curriculum development for training, data analysis, planning, personnel management, and project management. They have a primary responsibility for law enforcement in coastal and off shore environments.

• Safety And Hazardous Materials	3 SH	L
• Technical Writing or Communications	3 SH	L
• Law Enforcement or Criminal Justice	3 SH	U
• Logistics	3 SH	U
• Management Practicum	3 SH	U
• Operations Management	3 SH	U
• Personnel Management or Supervision	3 SH	U
• Procurement And Materials Management or Budget Administration	3 SH	U

*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.

Course ID	Date Taken	Title	Location	Reason
0312-3 CG-1708-0022	12-FEB-2010	Bm3 Distance Learning Course	Coast Guard Institute Oklahoma City, OK	3

**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)