

JOINT SERVICES TRANSCRIPT



UNOFFICIAL

Name: CG RATING ROADMAP, PA
SSN: XXX-XX-XXXX
Rank: Chief Warrant Officer 4 Public Information (W4)
Status: Active

Transcript Sent To:
CG RATING ROADMAP, PA

Military Course Completions

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
566666	CG-2205-0035 Recruit Training: 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.	12-DEC-2008 to 02-FEB-2009		
	<ul style="list-style-type: none"> • Beginning Swimming • Boating/Seamanship • Military Science • Personal Fitness/Conditioning • Personal Health And First Aid 		1 SH 1 SH 2 SH 1 SH 1 SH	L L L L L
	(8/04)(8/04)			
340720	CG-1717-0013 Leadership and Management (LAMS): 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"> • Organizational Development 		3 SH	U
	(8/09)(8/09)			

210130	DD-0504-0020	10-DEC-2010	to	29-DEC-2010		
DINFOS-BPASC	Basic Public Affairs Specialist - Writer:					
	Defense Information School					
	Ft. Meade, MD					
	Upon completion of the course, the student will be able to perform duties of a public affairs specialist-writer using academic and professional standards. Produce stories and images for newspaper production and broadcast.					
	• Graphic Design And Layout			3 SH		L
	• Journalism			3 SH		L
	• News Writing			3 SH		L
	(3/05)(5/08)					
230140	CG-1406-0014	26-DEC-2011	to	02-JAN-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)					
500669	DD-0504-0025	02-FEB-2012	to	31-MAR-2012		
DINFOS-IPC	Intermediate Photojournalism:					
	Defense Information School					
	Fort Meade, MD					
	Upon completion of the course, the student will be able to edit news stories and apply principles of composition in producing news photos using digital cameras; write a feature story and a news story; produce a picture story; and produce a multimedia package.					
	• Digital Photography			3 SH		L
	• News Writing			3 SH		L
	• Photojournalism			3 SH		U
	(7/10)(7/10)					
501322	DD-1719-0018	15-AUG-2012	to	16-OCT-2012		
DINFOS-DMC	Digital Multimedia:					
	Defense Information School					
	Fort Meade, MD					
	Upon completion of the course, the student will be able to create and integrate text, graphics, sound, animation, and full motion video into multimedia and web-based packages; capture and manipulate digital imagery; design and layout web pages; create vector-based and raster-based graphics; and create audiovisual programs.					
	• Graphic Design And Layout			3 SH		L
	• Multimedia Production			3 SH		L
	• Web Design And Content			3 SH		L
	(7/10)(7/10)					

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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PA3

CGR-PA-004

01-DEC-2008

Public Affairs Specialist:

Participates in or supervises the administration of public affairs activities in media and community relations, and internal information programs; arranges and conducts interviews and training for the Coast Guard; prepares news releases, fact sheets, and feature stories; writes and edits news copy; prepares art work and designs layout for various publications; provides training to Coast Guard for media relations and public affairs; serves as advisor to senior Coast Guard personnel and other government officials; operates photographic, video-graphic, and digital editing equipment; and maintains secret clearance eligibility. Operates joint information centers and responds to media inquiries during crisis situations; serves as a liaison to government officials to facilitates visits; covers news stories; arranges and conducts media interviews; performs on-camera media interviews; applies technical applications to layout designs, photo- and video-editing; drafts news releases applying Coast Guard requirements for Security, Accuracy, Propriety and Policy; develops responses to media queries; prepares material and writes news/media releases; researches, writes, and edits news stories, feature articles/stories, photo features, captions, messages, reports, directives, interviews, and other written materials; edits material for grammar, spelling, punctuation, construction and style; maintains technical and operational knowledge of various photographic and videographic applications for layout, design, and editing, for both MacIntosh and PC platforms; and shoots, processes, and enhances news photographs using imaging software.

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|------------------------------|------|---|
| • Basic Digital Photography | 3 SH | L |
| • Introduction to Journalism | 3 SH | L |
| • Public Relations Writing | 3 SH | L |

(1/06)(1/06)

PA2

CGR-PA-004

01-JAN-2009

Public Affairs Specialist:

In addition to being able to perform the duties of PA3, administers a speaker's bureau; establishes a media response center; establishes and maintains relationships with wire services; guides unit commands regarding Coast Guard incidents or issues; localizes Department of Homeland Security or Coast Guard publications; prepares Coast Guard spokespersons to do news media interviews; develops public affairs guidance to include talking points, command messages, background information and questions and answers; assembles a media press pack to include news releases, background materials, biographies, graphics, photos, video footage and maps; markets news releases, feature stories and media advisories to internal and external media outlets; arranges media visits to Coast Guard units; coordinates requests for Coast Guard participation in community events; uses Adobe, Photoshop, PageMaker, Premier, and the Microsoft Office Suite; coordinate media production projects; formats news releases, photos, and other publicity releasable information for a Coast Guard Web site; maintains photographic and audiovisual equipment; documents Coast Guard operations using a video camera; releases Coast Guard operational video and still images to media; evaluates photographic equipment and makes acquisition recommendations; supervises inventories of office equipment; establishes relationships between the services to promote the integrity of Coast Guard photographs; manages budget and detachment vehicles; and researches the purchasing and sources of supplies.

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|-------------------------------|------|---|
| • Basic Digital Photography | 3 SH | L |
| • Basic Television Production | 3 SH | L |
| • Feature Writing | 3 SH | L |
| • Introduction to Journalism | 3 SH | L |
| • Public Relations | 3 SH | L |
| • Public Relations Writing | 3 SH | L |

(1/06)(1/06)

PA1

CGR-PA-004

02-FEB-2009

Public Affairs Specialist:

In addition to being able to perform the duties of PA3 and PA2, supervises operation of a district office; arranges a press pool; acts as representative of the Coast Guard to the community; prepare talking points and incorporates them into communications plans; coordinates the release of information to federal, state, and local agencies; coordinate news briefings; conducts public affairs training programs; coordinates how public affairs programs interact with the media; drafts, generates, or updates crisis plans; evaluates and measures the effectiveness of media coverage and public relations efforts; establishes the tempo of community service and relations; creates page layouts for publication using desktop publishing software; and edits service-wide journalistic publications and internet web content.

• Basic Digital Photography	3 SH	L
• Basic Television Production	3 SH	L
• Feature Writing	3 SH	L
• Introduction to Journalism	3 SH	L
• Public Relations	3 SH	L
• Public Relations Writing	3 SH	L
• Management	1 SH	U
• Media Relations	3 SH	U

(1/06)(1/06)

PAC

CGR-PA-004

01-MAR-2009

Public Affairs Specialist:

In addition to being able to perform the duties of PA3 through PA1, performs the duties of Assistant Information Officer in a Joint Information Center; serves as assistant public affairs officer; administers a public affairs office; coordinates interagency activities; coordinates news conferences; manages unit public affairs training; develops and implements communications plans for public affairs events and issues; prepares talking points which are incorporated into communications plans; tailors programs to operational pace of specific detachments; surveys and analyzes the public opinion/pulse of the community & community groups; evaluates various media and determines how to influence them; evaluates Coast Guard related media coverage; supervises work assignments; prepares budgets; edits service-wide journalistic publications and web content; creates and/or updates crisis plans; and evaluates and measures effectiveness of public relations efforts.

• Basic Digital Photography	3 SH	L
• Basic Television Production	3 SH	L
• Feature Writing	3 SH	L
• Introduction to Journalism	3 SH	L
• Public Relations	3 SH	L
• Public Relations Writing	3 SH	L
• Advanced Journalism (Writing and Reporting)	3 SH	U
• Human Resources Management	3 SH	U
• Management	3 SH	U
• Media Relations	3 SH	U

(1/06)(1/06)

PACS CGR-PA-004 01-APR-2009

Public Affairs Specialist:

In addition to being able to perform the duties of PA3 through PAC, serves as qualified assistant public affairs officer in joint information center; performs senior chief work; provides leadership, supervision, and administration to the unit; serves as enlisted specialty expert; coordinates the movement of personnel; provides subordinates with career promotion plans; organizes, directs, and coordinates instructional and training programs; reviews and analyses public opinion news clips focusing on community groups; evaluates various media and establishes media influence plans; and relates Coast Guard history to current community matters.

• Basic Digital Photography	3 SH	L
• Basic Television Production	3 SH	L
• Feature Writing	3 SH	L
• Introduction to Journalism	3 SH	L
• Public Relations	3 SH	L
• Public Relations Writing	3 SH	L
• Advanced Journalism (Writing and Reporting)	3 SH	U
• Human Resources Management	3 SH	U
• Management	6 SH	U
• Media Relations	6 SH	U

(1/06)(1/06)

PACM CGR-PA-004 01-MAY-2009

Public Affairs Specialist:

In addition to being able to perform the duties of PA3 through PACS, serves as senior enlisted specialty administrator; supplements the officer corps in the overall supervision and administration of personnel; visits public affairs offices to remain informed; serves as rating manager (training, testing, advancement) and works closely with the assignment officer; develops recruit qualifications for entry level PAs; reviews packets to determine ratings for new reservists, determines reenlistment bonus amounts to maintain full pay grades; prepares general correspondence concerning fiscal, supply, and office management and administrative matters; develops courses and tests to prepare PAs for career advancement; sends out newsletter to PAs; assists in the formulation of plans, policies, and budget requirements; and manages the Coast Guard training budget.

• Basic Digital Photography	3 SH	L
• Basic Television Production	3 SH	L
• Feature Writing	3 SH	L
• Introduction to Journalism	3 SH	L
• Public Relations	3 SH	L
• Public Relations Writing	3 SH	L
• Advanced Journalism (Writing and Reporting)	3 SH	U
• Human Resources Management	6 SH	U
• Management	6 SH	U
• Media Relations	6 SH	U

(1/06)(1/06)

INF4 CGW-INF-002 01-SEP-2009

Public Information:

Serves as an officer technical specialist in public information; provides information on photography, the news

media, community relations, and internal relations; organizes, directs, and coordinates operations and upkeep of a public information office; prepares and monitors budgets for the operation of a public information office; writes and edits major stories, speeches, and television and motion picture scripts; establishes and supervises training programs for unit public affairs personnel; maintains public affairs files, media contacts, clipping service and contingency plans; conducts press conferences, prepares press releases, issues press passes, and advises the organization on public affairs policy and media relations.

• Basic News Writing	3 SH	L
• Business Communications	3 SH	L
• Electronic Media Production	3 SH	L
• Principles Of Public Relations	3 SH	L
• Writing For Electronic Media	3 SH	L
• Advanced Public Relations	3 SH	U
• Field Experience In Public Affairs Planning And Management	6 SH	U
• Organizational Management	3 SH	U

(3/96)(3/96)

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
500674 DINFOS-EC	01-AUG-2013	The Editors Course	American Forces Info Svc Ft Meade MD	4
501748	05-AUG-2013	Senior Enlisted Pa Workshop	Defense Information School Ft Meade, MD	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.

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)