

JOINT SERVICES TRANSCRIPT



****UNOFFICIAL****

Transcript Sent To:

CG RATING ROADMAP, YN

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

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): 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.	11-JUN-2010 to 15-JUN-2010		
	<ul style="list-style-type: none"> • Organizational Development 		3 SH	U
	(8/09)(8/09)			

0376-1	CG-1408-0005	02-JAN-2011	to	05-JAN-2011		
	Yeoman Third Class:					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to accurately complete forms, records, correspondence and routine reports in compliance with established policies and procedures; perform basic report generation and comply with office procedures and personnel policies and procedures; and counsel and assist members on personnel, pay, and separation issues.					
	• Introduction To Clerical Procedures or Introduction To Office Procedures			3 SH		L
	• Personnel Administration			1 SH		L
	(7/08)(7/08)					
502203	CG-2202-0009	12-SEP-2011	to	16-SEP-2011		
	Apprentice Leadership Program:					
	Coast Guard Training Center Petaluma, CA					
	Upon completion of the course, the student will be able to demonstrate communication processes; identify stress factors; prepare a personal budget; influence others to achieve a desired outcome; and support an environment of respect and diversity of others.					
	• Leadership			1 SH		L
	(2/11)(2/11)					
210200	CG-1409-0003	12-SEP-2011	to	05-OCT-2011		
	Yeoman "A" School:					
	Coast Guard Training Center Petaluma, CA					
	Upon completion of the course, the student will be able to prepare and maintain human resources documents; counsel Coast Guard service members on compensation and benefits; provide customer service; prepare correspondence; assist with interpreting family insurance policies; and process travel and transportation orders.					
	• Employee Benefits			3 SH		L
	(8/12)(8/12)					
0276-2	CG-1408-0004	15-OCT-2011	to	01-NOV-2011		
	Yeoman Second Class:					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to demonstrate an understanding of the policies, practices, and applications associated with employee assistance programs.					
	• Financial Management			3 SH		L
	(3/11)(3/11)					
0176-2	CG-1408-0006	16-OCT-2013	to	30-OCT-2013		
	Yeoman First Class Non-Resident:					
	Coast Guard Institute Oklahoma City, OK					
	Upon completion of the course, the student will be able to assist in human resources benefits paperwork, policy, and procedures; and counsel members on policies and procedures regarding pay, benefits, travel, transportation and personnel options.					
	• Employee Benefits			3 SH		L
	(8/12)(8/12)					

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
YN3	CGR-YN-004	01-MAR-2012		
	Yeoman:			
	Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Briefs members on various types of system generated overpayments.			
	• Communications		3 SH	L
	• Computer Applications		3 SH	L
	(3/12)(3/12)			
YN1	CGR-YN-004	01-APR-2012		
	Yeoman:			
	Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Briefs members on various types of system generated overpayments. Performs training and development functions for members.			
	• Administrative Office Management		3 SH	L
	• Communications		3 SH	L
	• Computer Applications		3 SH	L
	• Supervision		3 SH	L
	• Human Resource Management		3 SH	U
	(3/12)(3/12)			
YN2	CGR-YN-004	01-APR-2012		
	Yeoman:			
	Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Briefs members on various types of system generated overpayments.			
	• Administrative Office Management		3 SH	L
	• Communications		3 SH	L
	• Computer Applications		3 SH	L
	(3/12)(3/12)			
YNC	CGR-YN-004	01-MAY-2012		
	Yeoman:			
	Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Performs training and development functions for members.			

• Administrative Office Management	3 SH	L
• Communications	3 SH	L
• Computer Applications	3 SH	L
• Supervision	3 SH	L
• Human Resource Management	3 SH	U
• Operations Management	3 SH	U

(3/12)(3/12)

YNCS **CGR-YN-004** 01-JUN-2012**Yeoman:**

Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Performs training and development functions for members.

• Administrative Office Management	3 SH	L
• Communications	3 SH	L
• Computer Applications	3 SH	L
• Supervision	3 SH	L
• Business Communication	3 SH	U
• Human Resource Management	3 SH	U
• Operations Management	3 SH	U

(3/12)(3/12)

YNCM **CGR-YN-004** 01-JUL-2012**Yeoman:**

Yeomen (YNs) are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits. They are the men and women who make things happen, the indispensable behind-the-scenes personnel that make any well-oiled organization hum. Performs training and development functions for members.

• Administrative Office Management	3 SH	L
• Communications	3 SH	L
• Computer Applications	3 SH	L
• Supervision	3 SH	L
• Business Communication	3 SH	U
• Human Resource Management	3 SH	U
• Operations Management	3 SH	U
• Organizational Leadership	3 SH	U

(3/12)(3/12)

CGW-PERS4 **NONE ASSIGNED** 01-OCT-2012**Chief Warrant Officer 4 Personnel Administration Specialty:**

Specialists in general and personnel administration. Serve as personnel, education, and classification officers. They provide technical advice and information concerning officer and enlisted personnel regulations and administration.

Organize and supervise personnel engaged in preparing and processing correspondence and personnel records, reports, and accounts; develop and supervise training programs; and administer recreational, travel, and procurement funds and allocation of officer materials and equipment.

- None

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
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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.

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)