

# Understanding a Joint Services Transcript (JST)

- Provided to United States Navy, Marine Corps, Army, and Coast Guard service members.
- Accepted by more than 2,300 colleges and universities.
- Electronic JSTs are free of charge.
- Can be viewed and ordered from <https://jst.doded.mil/jst/>.

JOINT SERVICES  
TRANSCRIPT

Branch Served



ACE Seal

\*\*UNOFFICIAL\*\*

Service Member  
Information

Name: John Doe  
SSN: XXX-XX-XXXX  
Rank: Specialist (E4)  
Status: Active

Transcript Sent To:  
John Doe

## Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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Military Courses

Exhibit Information

750-BT	AR-2201-0399 V04 Basic Combat Training: Upon completion of the course, the student will be able to apply casualty care; employ land navigation skills; conduct physical fitness training; execute self-defense; and execute marksmanship skills.	14-OCT-2014 to 19-DEC-2014		
	• First Aid And CPR		2 SH	L
	• Land Navigation (Recreation)		1 SH	L
	• Marksmanship		1 SH	L
	• Physical Fitness		1 SH	L
	• Self-Defense		1 SH	L
	(4/12)(4/12)			

570-38B10	AR-1511-0039 V01 Civil Affairs Specialist AIT: JFK Special Warfare Ctr Ft Bragg NC Upon completion of the course, the student will be able to possess a working knowledge of civil affairs doctrine, concepts, techniques, organizations, equipment, capabilities, and employment across the range of military operations; execute and transition civil affairs operations (CAO) and civil-military operations (CMO); execute joint, interagency, multi-national or coalition operations; operate in technologically sophisticated or remote environments; respond to asymmetrical challenges; remain culturally aware while also being able to remain comfortable with ambiguity and being able to adapt with it; analyze the effectiveness of the roles and missions of civil affairs; and assess civilian areas, structures, capabilities, organizations, people, and events in an operational environment.	05-JAN-2015 to 20-MAR-2015		
	• Communication Skills		3 SH	L

ACE Credit  
Recommendations  
(Units)

ACE Review Date

- Health And Wellness 2 SH L
- Land Navigation And Tactical Operations 3 SH L
- Physical Fitness 3 SH L
- Tactical Decision Support System 2 SH L

(7/07)(7/07)

1-250-C49-1 (DL)AR-0702-0030 V02 17-SEP-2015 to 20-SEP-2015

Structured Self Development (SSD-1):  
SGM Academy - Structured Self Development  
Ft Bliss, TX

Upon completion of the course, the student will be able to support team members in promoting organizational goals; utilize effective communication and interpersonal skills; apply strategies of critical thinking to develop solutions; collaborate with others to accomplish the organization's goals and objectives; and provide support to members to advance their leadership development.

- Supervision 3 SH L
- (7/14)(7/14)

## Military Experiences



### Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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MOS-38B10  
Primary NONE ASSIGNED 29-DEC-2014

#### Civil Affairs Specialist:

Supervises, researches, coordinates, conducts, and participates in analysis, planning, and production of civil affairs documents and actions. Maintains journals, status boards, and visual display charts and graphs; assists in the following activities: preparing required surveys; restoring government operations and services normally provided by the host nation; establishing programs to benefit the local population; locating and acquiring local resources needed for US military operations; coordinating civilian and military use of public communications; coordinating public works, utilities, and transportation operations in support of the civil affairs mission; coordinating the resettlement of dislocated civilians; updating area studies; researching the commander's legal and moral obligations concerning the treatment of the indigenous population; coordinating the consolidation of activities with psychological operations; establishing and maintaining systematic cross-referenced civil affairs records and files; safeguarding classified information.

- None

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

## College Level Test Scores



### College Level Test Scores

NONE
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Exams taken after 31 October 2011 may have recommended college credit via the ACE National Guide.  
Go to <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=190163> and look for your exam.

Other Learning  
Experiences

## 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
RECBN	15-OCT-2014	Reception Battalion Attrition	US Army Training Center Ft Benning GA	1
081 F31 (CLC) (IET)	23-DEC-2014	Combat Lifesaver Course - IET	US Army Training Center Ft Benning GA	1
JS-US007-14	14-JAN-2015	Level I Antiterrorism Awareness Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
JS-US007	07-JUN-2015	Level I Antiterrorism Awareness Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
2E-SI5P/SQIP/011-SQIP AR-2201-0455	19-FEB-2016	Airborne	Army Infantry School Fort Benning, GA	3
071-SI/ASI2B AR-2201-0839	18-NOV-2016	Air Assault	ARNG Warrior Training Center Ft Benning, GA	3
JS-US007	02-DEC-2016	Level I Antiterrorism Awareness Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
2G-F97_DL	17-DEC-2016	Composite Risk Management Basic	AR Safety Center Ft Rucker	1
JS-US007	07-OCT-2017	Level I Antiterrorism Awareness Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
J3OP-US1332	04-NOV-2017	Blended Retirement System Opt-In Course Tradi	Joint Warfighter Center (JKDDC) Suffolk, VA	1
J3TA-US1329	25-FEB-2018	SERE 0.2 Level A SERE Education And Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
JS-US006M	19-APR-2020	Suicide Awareness And Prevention Milita	Joint Warfighter Center (JKDDC) Suffolk, VA	1
JS-US007	19-APR-2020	Level I Antiterrorism Awareness Training	Joint Warfighter Center (JKDDC) Suffolk, VA	1
JS-US011	21-APR-2020	Js Alcohol And Substance Abuse Prevent	Joint Warfighter Center (JKDDC) Suffolk, VA	1



Service member's professional education and training experiences that do not have official ACE credit recommendations.

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.

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## 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.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

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.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) 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 extracurricular 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).

JST Explanation

## 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.acenet.edu/news-room/pages/military-guide-online.aspx>) 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 8-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.

Understanding what  
your JST means.



## SUMMARY

ACE IDs

ACE Credit  
Recommendations  
(Units)

ACE ID

Units

Military Course ID

Date Coursework  
Taken

Title/Subject

Name: John Doe			SSN: XXX-XX-XXXX			
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	
AR-2201-0399	750-BT	Basic Combat Training	19-DEC-2014	2	L	
		First Aid And CPR		1	L	
		Land Navigation (Recreation)		1	L	
		Marksmanship		1	L	
		Physical Fitness		1	L	
		Self-Defense		1	L	
AR-1511-0039	570-38B10	Civil Affairs Specialist AIT	20-MAR-2015	3	L	
		Communication Skills		2	L	
		Health And Wellness		3	L	
		Land Navigation And Tactical Operations		3	L	
		Physical Fitness		3	L	
		Tactical Decision Support System		2	L	
AR-0702-0030	1-250-C49-1 (DL)	Structured Self Development (SSD-1)	20-SEP-2015	3	L	
		Supervision				

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the JST transcript.