

JOINT SERVICES TRANSCRIPT



OFFICIAL

Name: CRO [, KCO
SSN: XXX-XX-XXXX
Rank: Sergeant First Class (E7)
Status: Active

Transcript Sent To:
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Military Course Completions

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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750-BT	AR-2201-0399 Basic Combat Training: Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.	13-MAR-1987 to 07-MAY-1987		
	<ul style="list-style-type: none"> • First Aid 1 SH L • Marksmanship 1 SH L • Outdoor Skills Practicum 1 SH L • Personal Physical Conditioning 1 SH L (10/00)(10/00)			
500-75D10	AR-1406-0011 Personnel Records Specialist: US Army Training Center Ft Jackson SC To train individuals to maintain personnel records.	08-MAY-1987 to 26-JUN-1987		
	<ul style="list-style-type: none"> • Clerical Bookkeeping 3 SH L • Office Procedures 2 SH L • Typing 2 SH L (8/88)(8/88)			
605-19-PLDC	AR-2201-0253 Primary Leadership Development:	22-MAR-1990 to 19-APR-1990		

Drill Sgt School
Ft Dix NJ

Upon completion of the course, the student will be able to perform all basic tasks related to noncommissioned officer leadership responsibilities.

- Military Science 2 SH L
- Principles Of Supervision 1 SH L

(12/91)(12/91)

500-75D30 AR-1406-0149 13-OCT-1992 to 11-DEC-1992

Personnel Records Specialist Basic Noncommissioned Officer (NCO):

NCO Academy

Ft Benjamin Harrison IN

Upon completion of the course, the student will be able to supervise and maintain personnel files and correspondence; process orders; operate computer equipment in order to edit, create directories, compose, and format personnel correspondence; and evaluate personnel reports (files) and make appropriate recommendations.

- Human Resource Management 3 SH U

(12/91)(12/91)

600-ANCOC Ph 1 AR-1404-0035 12-FEB-2001 to 28-FEB-2001

Advanced Noncommissioned Officer (NCO) Common Core:

NCO Academy (SSC)

Ft Jackson SC

Upon completion of the course the student will be able to provide mid-level supervision and leadership at the operational level to platoon size units.

- Fundamentals Of Communication 1 SH L
- Introduction To Personnel Management 1 SH L
- Military Science 2 SH L

(7/02)(7/02)

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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75D10 MOS-75D-004 01-MAR-1996

Personnel Records Specialist:

Prepares and maintains personnel records or supervises records preparation and maintenance. Prepares correspondence forms and records using word processing software; maintains files; prepares and verifies a variety of personnel records; and provides computer data input.

- Credit may be granted on the basis of an individualized assessment of the student 0 SH L

(3/94)(4/94)

75Z40 MOS-75Z-004 01-MAR-1996

Personnel Sergeant:

Supervises the operation of a personnel office, including personnel administration, personnel management, personnel records, and information systems. Supervises performance of legal, reenlistment, and administrative matters as well as personnel actions; reviews, consolidates, and drafts reports and surveys; researches specific policies and procedures related to officer and enlisted personnel administration; reviews data prepared for

computer input and reconciles output; as a mid-level manager, advises superiors on personnel administrative activities; supervises up to 18 persons in a segment of a large personnel office or in a small or medium-sized personnel office. NOTE: May have progressed to 75Z40 from 75B30 (Personnel Administration Specialist), 75C30 (Personnel Management Specialist), 75D30 (Personnel Records Specialist), 75E30 (Personnel Actions Specialist), or 75F30 (Information System Management Specialist).

- Computer Applications 3 SH L
- Field Experience In Management 3 SH L
- Human Relations 3 SH L
- Office Management 3 SH L
- Records Management 3 SH L
- Human Resources Management 3 SH U
- Management Problem Solving 3 SH U

(3/94)(4/94)

75H30

MOS-75H-001 01-APR-2001

Personnel Services Specialist:

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems.

- Business Communications 3 SH L
- Clerical Procedure 2 SH L
- Office Administration 2 SH L
- Personnel Supervision 3 SH L
- Record Keeping 3 SH L
- Word Processing/Computer Applications 3 SH L
- Human Resources Management 3 SH U
- Management Problems 3 SH U

(6/97)(6/97)

75H40

MOS-75H-001

01-SEP-2003

Personnel Services Specialist:

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises small personnel office, specific personnel functions, battalion and personnel services; supervises quality assurance procedures; advises commander, adjutant, and other staff members on personnel administration activities.

• Business Communications	3 SH	L
• Clerical Procedure	3 SH	L
• Office Administration	3 SH	L
• Personnel Management	3 SH	L
• Personnel Supervision	3 SH	L
• Record Keeping	3 SH	L
• Word Processing/Computer Applications	3 SH	L
• Field Experience in Management	3 SH	U
• Human Resources Management	3 SH	U
• Management Problems	3 SH	U

(6/97)(6/97)

42A40

MOS-42A-001

02-OCT-2003

Human Resources Specialist:

Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence

and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.

- Business Communications 3 SH L
- Office Administration 7 SH L
- Word Processing or Computer Applications 3 SH L
- Field Experience In Management 3 SH U
- Human Resources Management 3 SH U
- Management 3 SH U

(9/04)(9/04)

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

College Level Test Scores



College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
21-AUG-2006	Introduction to Business	3	46	46			

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
531-F7 (75D/E)	11-JUL-1987	Sidpers Computer Term Operations	US Army Training Center Ft Jackson SC	1
600-ANCOC (F) Ph 1	28-FEB-2001	Amedd Nco Advanced (Ncoes)	NCO Academy (SSC) Ft Jackson SC	1
500-75H40 Ph 2 AR-1408-0287	06-APR-2001	Senior Personnel Services Sergeant	NCO Academy (SSC) Ft Jackson SC	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 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.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at <https://smart.navy.mil> or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective 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 SFLY_SMART@navy.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 (NV-Navy, MC- Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), 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:

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.

Coast Guard:

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.

PNA - Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at mileval@ace.nche.edu.

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 servicemember 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 servicemembers 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.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.



SUMMARY

Name: ARO [.T'CO '*****		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
AR-2201-0399	750-BT	Basic Combat Training	07-MAY-1987			
		First Aid		1	L	Health/Fitn/Wellness
		Marksmanship		1	L	CJ207A
		Outdoor Skills Practicum		1	L	Physical Education
AR-1406-0011	500-75D10	Personnel Records Specialist	26-JUN-1987			
		Clerical Bookkeeping		3	L	AC401A
		Office Procedures		2	L	OF011A
		Typing		2	L	OF010A
AR-2201-0253	605-19-PLDC	Primary Leadership Development	19-APR-1990			
		Military Science		2	L	Military Science
AR-1403-0014	500-75D30	Personnel Service Center Basic Noncommissioned Officer (NCO)	11-DEC-1992			
		Filing And Records Control		1	L	
		Office Administration		3	L	OF002A
AR-1406-0149	500-75D30	Personnel Records Specialist Basic Noncommissioned Officer (NCO)	11-DEC-1992			
		Human Resource Management		3	U	MG201A/MG201B
AR-1404-0035	600-ANCOC Ph 1	Advanced Noncommissioned Officer (NCO) Common Core	28-FEB-2001			
		Fundamentals Of Communication		1	L	
		Introduction To Personnel Management		1	L	MG102A/MG102B
MOS-75D-004	75D10	Military Science	01-MAR-1996	2	L	Military Science
		Personnel Records Specialist				
		Credit may be granted on the basis of an individualized assessment of the student		0	L	

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 SMART transcript.

Name: ARO [, KCO		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MOS-75Z-004	75Z40	Personnel Sergeant	01-MAR-1996			
		Computer Applications		3	L	CS101A/CS101B, CS102A
		Field Experience In Management		3	L	MG124A/MG124B
		Human Relations		3	L	BU102A/BU102B
		Office Management		3	L	OF002A
		Records Management		3	L	OF012A
		Human Resources Management		3	U	MG201A/MG201B
		Management Problem Solving		3	U	Management
MOS-75H-001	75H30	Personnel Services Specialist	01-APR-2001			
		Business Communications		3	L	CM007A/CM007B
		Clerical Procedure		2	L	Office Admin & Tech
		Office Administration		2	L	OF002A
		Personnel Supervision		3	L	MG102A/MG102B
		Record Keeping		3	L	OF012A
		Word Processing/Computer Applications		3	L	OF006A, OF033A/OF033B
		Human Resources Management Management Problems		3 3	U U	MG201A/MG201B MG121A, MG122B
MOS-75H-001	75H40	Personnel Services Specialist	01-SEP-2003			
		Business Communications		3	L	CM007A/CM007B
		Clerical Procedure		3	L	Office Admin & Tech
		Office Administration		3	L	OF002A
		Personnel Management		3	L	MG102A/MG102B, MG201A/MG201B
		Personnel Supervision		3	L	MG102A/MG102B
		Record Keeping		3	L	OF012A
		Word Processing/Computer Applications		3	L	OF006A, OF033A/OF033B
MOS-42A-001	42A40	Human Resources Specialist	02-OCT-2003			
		Business Communications		3	L	CM007A/CM007B
		Office Administration		7	L	OF002A
		Word Processing or Computer Applications		3	L	
		Field Experience In Management		3	U	MG124A/MG124B
		Human Resources Management		3	U	MG201A/MG201B
		Management		3	U	MG101A/MG101B
		College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)				
Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2 Verbal Score
46	46	Introduction to Business	21-AUG-2006	3		

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