



# Memorandum

**To:** Chief Academic Officers and Provosts

**From:** Paula Compton, Associate Vice Chancellor, Articulation and Transfer

**Date:** November 13, 2017

**Subject:** NEW – Military Transfer Assurance Guides Announcement  
(CTAPS 001 Office Procedures)

I am pleased to announce a new set of Military Transfer Assurance Guides (MTAGs) - Effective immediately.

The Administrative and Professional Support CTAG panel has aligned the following Military Training, Experience, and Coursework to the Office Procedures CTAG as listed in the table below:

### Reviewed and Approved Military Transfer Assurance Guides (MTAGs) within CTAPS001

ACE ID -From Joint Services Transcript	Military Course Number	Name of Military Training Experience and Coursework	Effective Date -Course date range	Approved Course Alignments with Current Statewide Course/Program Equivalency Guarantees	Credit Hours
AR-1402-0258V1	805C-42A10	Human Resources Specialist	10/2011 – 9/2014	CTAPS 001 – Office Procedures	3 hrs
AR-1402-0258V2	805C-42A10	Human Resources Specialist	10/2014 - Present	CTAPS 001 – Office Procedures	3 hrs
AR-1406-0165V2	501-F14	Reserve Component Transition	10/2010- Present	CTAPS 001 – Office Procedures	3 hrs
AR-1406-0252V3	500-42A10	Human Resources Specialist	10/2011 – 9/2014	CTAPS 001 – Office Procedures	3 hrs
AR-1406-0252V4	500-42A10	Human Resources Specialist	10/2014 - Present	CTAPS 001 – Office Procedures	3 hrs
DD-1402-0012V2	AS310	Attache Staff Training Program	1/2011 - Present	CTAPS 001 – Office Procedures	3 hrs
MC-1401-0013V3	34D	Basic Finance Technician	12/2011- Present	CTAPS 001 – Office Procedures	3 hrs
MC-1402-0097V1	AAY	Intermediate Admin.	9/2010 –	CTAPS 001 – Office	3 hrs

		Specialist	5/2014	<i>Procedures</i>	
MC-1402-0097V2	AAY	Intermediate Admin. Specialist	6/2014-Present	<i>CTAPS 001 – Office Procedures</i>	3 hrs
MC-1405-0031V4	AAF	Adjutant Course	7/2013 – Present	<i>CTAPS 001 – Office Procedures</i>	3 hrs
NV-1406-0037V2	A-510-0024	Yeoman Advanced Administration	5/2010-Present	<i>CTAPS 001 – Office Procedures</i>	3 hrs
NV-1407-0004V3	A-511-0015	Yeoman Flagwriter	7/2011-Present	<i>CTAPS 001 – Office Procedures</i>	3 hrs
NV-1409-0014V1	A-551-1014	Logistics Specialists A School	10/2009-Present	<i>CTAPS 001 – Office Procedures</i>	3 hrs

**For more information: go to <https://transfercredit.ohio.gov> and click on "military."**

Additional course equivalents and hours are often recommended in other areas by ACE. This credit may still be awarded.

Thank you to those involved in this process for their dedication and support.

For more information about the MTAG process or the MTAGs listed above, please contact Jared Shank at (614) 466-5812, or [jshank@highered.ohio.gov](mailto:jshank@highered.ohio.gov).