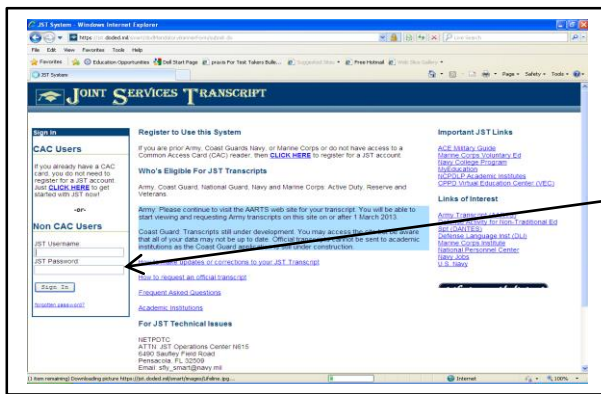


JOINT SERVICES TRANSCRIPT (JST)

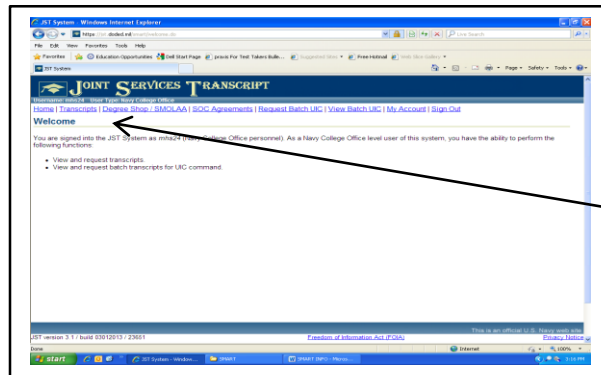
Education Center – MCB Camp Lejeune – MCAS New River (4/16)



All Marine Corps, Navy, Army, Coast Guard active duty/reserve and veteran personnel have a unified “Joint Services Transcript” (JST), referred to formerly as SMART/AARTS/CGI, assigning college credits for military training and education received while on active duty/reserves. However, service members with more than 10-years active duty may still require a DD-295. Colleges review and articulate credits in accordance with their institution’s policies and degree programs. The number of credits awarded by the American Council on Education (ACE) range between 1-12 credits for boot camp, A-schools, C-schools, NKO, MCI, MarineNet courses, Rating/Military Occupational Specialty, etc. Some training evolutions may not qualify for credit value. Be advised, JST credits are “recommended” and not guaranteed. Students must submit an “Official Copy” of their JST to their designated institution(s) for evaluation to determine what credits (if any) will be awarded. Students may obtain transcripts at their base Education Center, or directly by following the instructions listed below.

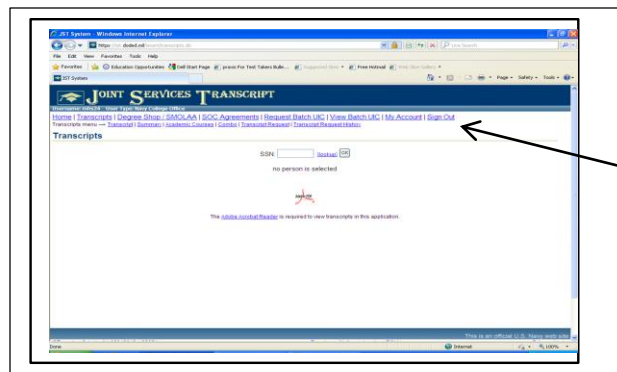


Students may view and print a copy of their JST anytime by accessing <https://jst.doded.mil>. Follow directions for accessing your individual account.



Select “Transcript” to print an unofficial copy of your JST.

To request an **“Official Copy”** or make changes to your JST follow the instruction provided. Allow up to 6-weeks for transcripts to reach your school.



To prevent compromise of your SSN and personal information always properly close your account and the website portal.

ADDING COURSES

Service members are strongly encouraged to review and monitor their JST throughout their military career to ensure correctness and completeness of information. To add courses not paid for by military tuition assistance, military members must have an original “official” transcript issued by their school. The JST staff in Pensacola Florida must verify documentation to determine submission eligibility. Funded courses taken prior to, or while on active duty, are the only courses that may be added to your JST transcript. Base Education Centers have no authority or control over this process. If you have questions regarding entries, contact JST directly at jst@doded.mil. There are three options to adding courses or corrections to the JST:

OPTION I: Bring “Official” transcript of grade report to the base education Tuition Assistance Office. An Education Counselor will make a photocopy of the score report, stamp and sign document as “Certified True Copy,” and send it to Pensacola. Only reports sent directly from a base Education Center Education Counsellor are accepted.

OPTION II: Service members may have their college or university send an “Official Transcript” directly to the JST Program Manager. Visit the JST website to identify your branch of service contact information.

OPTION III: Follow “Correction Procedures” for your military branch of service.

INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC)

Active duty Marines reporting off-duty education:

- IPAC cannot enter into MCTFS (3270) any classes completed prior to the date of the Marine’s armed forces active duty base date.
- IPAC can run in MCTFS (3270) degrees earned prior to the date of the Marine’s armed forces active duty base date.
- To correct a Marine’s education level, the service member must obtain a letter from their admin section for IPAC to correct the record in MCTFS (3270). A unit diary entry will be made by IPAC to correct service member’s education level.