JOINT SERVICES TRANSCRIPT (JST) CORRECTION/UPDATE PROCEDURES (MARINE)

The following items will NOT appear on JST: Awards and Local/Unit Level Training (including all other military training/courses without course ID numbers (CIN), & non-Department of Education courses such as FEMA, DHS, etc. Do NOT send this information; it will NOT be added to the JST.

INFORMATION ON THE JST	CORRECTION PROCEDURES
Personal Information Originates from MCTFS Veterans without the original DD214 contact www.archives.gov/veterans	**Active Duty:** Contact your servicing Unit Diary Clerk or Admin Office. That office will submit documents to update MCTFS. **Veterans:** _MAIL_ "Certified" or notarized **copy** of unaltered DD214 with original "Certified True" or notary signature to the JST OPERATIONS CENTER. Faxed/Emailed DD214's are NOT accepted. **DO NOT SEND YOUR ORIGINAL.** Provide your contact information with submitted documents.
Military Training/Courses Marine Corps Total Force System (MCTFS), Training Information Management System (TIMS), and Marine Corps Institute (MCI) are shown on the JST. All courses must be entered into MCTFS prior to submitting to JST for corrections.	**Active Duty:** ACE recommended college credit requires that dates and locations be shown. If the date and/or location is missing, mail a copy of course completion certificate, service record page(s), or DD Form 295 to JST Operations. All documents must be certified as a true copy by the Unit Diary/Admin NCO or notary. **Veterans:** Mail a copy of course completion certificate, service record page(s), or DD214 to JST Operations. All documents must be certified as a true copy. Only courses taken during active/reserve duty times will be added. The only exception is if the course has ACE Military Guide credit (can be checked by going to the ACE Military Guide http://www2.acenet.edu/militaryguide/CourseSearch.cfm). Active Duty and Veterans *must include on the documents: **First and last name, last four of SSN, rank, daytime phone number and Email address.*** SEND TO JST (ADDRESS BELOW)
MILITARY EXPERIENCE Military occupations (MOS). If the MOS codes are missing, they can be added (must first be added to MCTFS)	**Active Duty:** Procedures for submitting documents showing changes/corrections to MOS codes are the same as those for Active Duty Corrections, Military Training/Courses above. **Veterans:** Procedures for submitting documents showing changes/corrections to MOS codes are the same as those for Veterans Corrections, Military Training/Courses above.
Academic Courses/Degrees/Certifications from institutions that are regionally or nationally accredited by an agency recognized by the US Department of Education (DoE). https://ope.ed.gov/dapip/#/home Note: Foreign Transcripts can only be accepted if the institution's accreditation is recognized by the U.S. DoE. Credit evaluations or equivalency reports **cannot** be accepted.	**Active Duty and Veterans:** Non-TA and/or Non-NCPACE funded courses – Academic courses completed during active duty service may be added to the JST. The JST OPERATIONS CENTER will only accept Official Transcripts directly from the school. Degrees/Certifications: **Only OFFICIAL transcripts received directly from the school via mail or a secure electronic transcript service to the JST OPERATIONS CENTER will be accepted.** Degree, major field, date awarded and institution must be included on transcript. Degrees earned can be added to JST by sending an official transcript from the school directly to JST for processing. *Email JST OPERATIONS CENTER to notify of pending transcript arrival and to provide institution and level of degree (i.e. Associate, Bachelors) as well as last four of SSN.*
Non-Academic Certifications/Licensures Civilian, Technical certifications, Navy COOL, licensures, etc. that are NOT from an academic institution earned during active duty service.	**Active Duty and Veterans:** Other certifications/licensures that are not from a Regionally/Nationally accredited institution recognized by the Department of Education may be added to the Academic Courses page. Send a "Certified True" copy of the certification to JST OPERATIONS CENTER. *A proper "Certified True" document includes signature, title, and date of the certifying official.*
College Level Test Scores **CLEP, DSST, DLPT, ECE** (formerly ACT-PEP, RCE)	For CLEP, DSST, DLPT exams taken in the last 3 months which are not reflecting on JST: Email JST CENTER for correction. DLPT exams taken after 3 months-submit exam transcripts for update. http://www.dliflc.edu or sfly_defense_language@navy.mil. Other testing, contact DANTES at http://www.dantes.doded.mil.