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

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

For name changes that occur after separation, member must petition the Board for Correction of Naval Records: **www.donhq.navy.mil/bcnr/bcnr.htm** .

INFORMATION ON THE JST	CORRECTION PROCEDURES
Personal Information Originates from Master Data File Veterans without the original DD214 contact www.archives.gov/veterans	**Active Duty:** Contact your servicing PSD or Admin Office to submit corrections to PERS 313 or PERS 8 as appropriate. **Veterans:** _MAIL_ "Certified" or notarized copy of unaltered DD214 **with original "Certified True" or notary signature** and supporting documents (page 4s, training certs with CIN) to the JST OPERATIONS CENTER. Faxed/Emailed DD214's are NOT accepted. Provide your contact information with submitted documents. _A proper "Certified True" document includes signature, title, and date of the certifying official._
Military Courses Originates from CeTARS – a training database. **Military Experience** Lists Navy occupational history. Ratings/NECs are recorded on page 4 of service record or in Enlisted Service Record (ESR).	**Active Duty:** "Certified True" or notarized copies of course completion with CIN, evaluations and other official records can be faxed, emailed or mailed to JST by the Member, PSD/Admin or Navy College Office (NCO) staff 30 days or more after course completion. **Veterans:** Completion certificates with CIN, page 4s from service record, past performance evaluations or DD214s must be "Certified True" or notarized. Circle, annotate, or highlight items which need to be updated. 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) _* A proper "Certified True" document includes signature, title, and date of the certifying official._
Academic Courses/Degrees/Certificates 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.** Academic degrees and academic certificates will be added to the Academic Courses page of the JST which will transmit to other Navy records. ONLY degrees/certificates that were earned prior to, during active duty or while in the reserves will be added. _Email JST OPERATIONS CENTER to notify of pending transcript arrival and to provide institution and level of degree (i.e. Associate, Bachelors)._
Non-Academic Certifications/Licensures Civilian, Technical certifications, Navy COOL, licensures, etc. that are NOT from an academic institution earned prior to or 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.

Members are ultimately responsible for providing proper information as required to update the JST.
JST (Joint Services Transcript) was formerly called the SMART.

JST OPERATIONS CENTER CONTACT INFORMATION

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