

**SAILOR/MARINE
AMERICAN COUNCIL ON EDUCATION
REGISTRY TRANSCRIPT**



INDIVIDUAL COPY

Name: MOOTS, HAROLD J
SSN: XXX-XX-9803
Rank: Master Sergeant
Status: Separated

Transcript Sent To:
MOOTS, HAROLD J

Military Course Completions

Course: Basic Military Training

ACE Identifier:
NONE

Date Taken: 15-JUL-1974

Military Course ID:
808

Description:

To provide basic policy guidance and training in the essential subject required of all Marines and to ensure preparedness for follow-on training. Training includes code of conduct, military law, leadership, orientation lectures, history, customs, courtesies, uniform and clothing, mission and organization of the Marine Corps, interior guard, personal health and hygiene, swimming and first aid, close order drill, close combat, observing and reporting, individual movement, camouflage and concealment, field fortifications, helicopter-borne operations, NBC defense, offensive and defensive combat, mines and booby traps, physical conditioning, and parades and ceremonies.

ACE Credit Recommendation:

Credit may be granted on the basis of an individualized assessment of the student. Completion of basic and recruit training prior to 1 December 1976 may be considered for meeting lower division semester hour requirements in marksmanship, personal health/hygiene, personal conditioning/fitness and first aid.

Course: Instructor Basic
Air Maintenance Training Center, Memphis
Millington, TN

ACE Identifier:
NV-1406-0008

Date Taken: 11-JUN-1984 To 05-JUL-1984

Military Course ID:
A-012-0011

Description:

To train enlisted personnel as Naval training instructors.

ACE Credit Recommendation:

In the upper-division baccalaureate category, 4 semester hours in instructional methods (3/82).

Course: Theory and Construction of Turbine Engines by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1710-0004

Military Course ID:
602

Date Taken: 17-OCT-1990

Description:

Upon completion of the course, the student will be able to describe the basic physics of gas turbine engines and turbine engine construction and operation.

ACE Credit Recommendation:

In the vocational certificate category, 2 semester hours in turbine engine theory, maintenance, and operation (7/02).

Course: Personal Finance by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1401-0009

Military Course ID:
3420
3420C

Date Taken: 26-FEB-1991

Description:

Upon completion of the course, the student will be able to prepare a personal budget, identify the services afforded by banks and other financial institutions, use proven concepts in making personal major asset purchases, identify information on leave and earnings statements, and assess the process used in pay computation.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in personal finance (6/89).

Course: Staff Noncommissioned Officers Advanced Nonresident Program
 (SNCOANP) by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1408-0028

Military Course ID:
7200

Date Taken: 25-OCT-1993

Description:

Upon completion of the course, the student will be able to develop and maintain a physical fitness program for company size units; be familiar with drill, ceremonies, inspections, and awards up to battalion level; will have an introductory knowledge of marine military justice; and will have a basic background in administration and military forms.

ACE Credit Recommendation:

Credit is not recommended because of the military-specific nature of the course (9/97).

Course: Staff Noncommissioned Officers Advanced Nonresident Program
 (SNCOANP) by Correspondence

ACE Identifier:
MC-1408-0028

Marine Corps Institute
Washington, DC

Military Course ID:
T3X
7200

Date Taken: 25-OCT-1993

Description:

Upon completion of the course, the student will be able to develop and maintain a physical fitness program for company size units; be familiar with drill, ceremonies, inspections, and awards up to battalion level; will have an introductory knowledge of marine military justice; and will have a basic background in administration and military forms.

ACE Credit Recommendation:

Credit is not recommended because of the military-specific nature of the course (9/97).

Course: Mathematics for Marines by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1107-0001
Military Course ID:
1334H

Date Taken: 25-FEB-1997

Description:

To provide introductory training in algebra and geometric forms.

ACE Credit Recommendation:

In the vocational certificate category, 3 semester hours in fundamentals of mathematics (technical mathematics) (11/01).

Course: Construction Print Reading by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1601-0041
Military Course ID:
1344C

Date Taken: 31-JUL-2003

Description:

Upon completion of the course, the student will be able to recognize terms and symbols used in construction prints; use an architect's scale; and read and intercept plot, structural, and utility plans.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in architectural blueprint reading (11/01).

Course: Fundamentals of Digital Logic by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1715-0184
Military Course ID:
286G

Date Taken: 29-JAN-2004

Description:

Upon completion of the course, the student will be able to recognize number system organization and arithmetic operations found in digital system; fundamental logic elements and functions of digital systems, i.e., AND, OR, NAND, and NOR gates; and electrical representations of logical functions. The student will be aware of monostable and bistable effects of flip flops and the use of flip-flop circuitry in the serial counting function, parallel shift operation, parallel to serial, and serial to parallel conversion. The summarize, upon completion, the student is prepared to learn troubleshooting techniques and schematic reading of digital systems using

integrated circuit logic chip gates, flip-flops, latches, and shift registers.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to digital logic (11/01).

Course: Metal Working and Welding Operations by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1723-0008
Military Course ID:
1332G

Date Taken: 13-FEB-2004

Description:

Upon completion of the course, the student will be able to describe arc and gas welding and brazing processes, metal treatment processes, and sheet metal forming processes and read welding and fabrication blueprints.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in arc welding, 1 in gas welding processes, and 1 in sheet metal forming processes (11/01).

Course: Basic Nutrition by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1729-0041
Military Course ID:
3316E

Date Taken: 19-MAR-2004

Description:

Upon completion of the course, the student will be able to define nutrition; list factors that influence a person's selection of food; identify the health function of nutrition, minerals, and other food nutrients; and plan nutritional menus. The student will become familiar with the fundamentals of physical fitness training.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in nutrition (11/01).

Course: Financial Management by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1401-0012
Military Course ID:
3414

Date Taken: 31-MAR-2004

Description:

Upon completion of the course, the student will understand accounting theory, financial statements, and internal audits.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in principles of accounting (11/01).

Course: Intelligence Brief: Southwest Asia by Correspondence
 Marine Corps Institute
 Washington, DC

ACE Identifier:
MC-1511-0001
Military Course ID:

Date Taken: 24-AUG-2005

0201

Description:

Upon completion of the course, the student will demonstrate knowledge of the major physical and climatic features of the Middle East. Students will also be familiar with the main cultural and religious characteristics of groups in the Gulf region and their implications for US national security.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in international studies (11/01).

Course: Basic Shop Fundamentals for the Mechanic by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:

MC-1717-0005

Military Course ID:

1330A

Date Taken: 24-AUG-2005**Description:**

Upon completion of the course, the student will be able to identify basic hand tools and their use and identify introductory shop safety procedures and fire prevention.

ACE Credit Recommendation:

In the vocational certificate category, 2 semester hours in hand tool usage, identification, and safety (7/02).

Course: Introduction to Test Equipment by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:

MC-1715-0129

Military Course ID:

287

Date Taken: 29-AUG-2005**Description:**

Upon completion of the course, the student will be able to recognize measurement instruments used to determine voltage, current, and resistance; recognize analog and digital display, parallax, and series and shunt loading effects, as well as measurement objectives and conditions of proper measurements.

ACE Credit Recommendation:

In the vocational certificate category, 2 semester hours in electronic test equipment (11/01).

Course: Terrorism Awareness by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:

MC-1606-0010

Military Course ID:

0210B

Date Taken: 18-OCT-2005**Description:**

Upon completion of the course, the student will be able to define terrorism, describe the types of operations carried out by terrorist groups, identify terrorist groups operating globally, identify and assess terrorist threats, and describe the measures necessary to counter acts of terrorism.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in introduction to terrorism (9/02).

Course: Fundamentals of Diesel Engines by Distance Learning
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1712-0010
Military Course ID:
1335C

Date Taken: 01-NOV-2005

Description:

Upon completion of the course, the student will be able to identify and discuss basic internal combustion engine principles including diesel fuel injection and control.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in fundamentals of the diesel engine with emphases on diesel fuel delivery principles (11/01).

Course: Diesel Engine Maintenance and Troubleshooting by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1712-0007
Military Course ID:
1343

Date Taken: 01-NOV-2005

Description:

Upon completion of the course, the student will be able to use the multimeter as a diagnostic tool, describe diesel engine maintenance and troubleshooting procedures for different engine systems, and gain knowledge in power, hand tool, and special tool use.

ACE Credit Recommendation:

In the vocational certificate category, 3 semester hours in diesel diagnosis and troubleshooting procedures with special emphasis on multimeter use (11/01).

Course: Warehousing Operations by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1405-0021
Military Course ID:
303H

Date Taken: 02-NOV-2005

Description:

To present topics in the area of storage space and packaging.

ACE Credit Recommendation:

In the vocational certificate category, 2 semester hours in warehousing. In the lower-division baccalaureate/associate degree category, 2 semester hours in physical distribution or transportation management (11/01).

Course: Basic Warehousing by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1405-0046
Military Course ID:
301N

Date Taken: 08-NOV-2005

Description:

Upon completion of the course, the student will understand the duties of a warehouseman, including the basics of preservation, packaging, packing, and material handling equipment.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in physical distribution (11/01).

Course: Automotive Power Trains by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1703-0022
Military Course ID:
359F

Date Taken: 07-DEC-2005

Description:

To introduce the Marine to automotive power trains by presenting, through correspondence course material, the principles and fundamentals of automotive power train components.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in theory of automotive power trains (11/01).

Course: Contingency Contracting by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1408-0035
Military Course ID:
3044

Date Taken: 12-DEC-2005

Description:

Upon completion of the course, the student will have the necessary knowledge and skills to assist contingency contracting personnel.

ACE Credit Recommendation:

Credit is not recommended because of the limited specialized nature of the course (3/06).

Course: Cooling and Lubrication System Maintenance by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1703-0037
Military Course ID:
3513B

Date Taken: 11-JAN-2006

Description:

Upon completion of the course, the student will be able to identify the construction and main component parts of automotive cooling systems and lubricating systems and describe the correct maintenance procedures performed on these systems.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in vehicle lubrication and cooling system maintenance (11/01).

Course: Automotive Engine Maintenance and Repair by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1703-0039
Military Course ID:
3580A

Date Taken: 01-MAR-2006

Description:

Upon completion of the course, the student will be able to describe basic automotive engine operations and maintenance, identify diagnostic and troubleshooting techniques, and describe the process for installing combustion engine repair and overhaul.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in maintenance and repair of automotive engines (9/02).

Course: Automotive Brake System by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1703-0033
Military Course ID:
3515B

Date Taken: 06-MAR-2006

Description:

Upon completion of the course, the student will be able to identify the components used in hydraulic and air brake systems used on military wheeled vehicles, describe the function of the components, and use the troubleshooting guides for each brake system. Maintenance and troubleshooting are not covered.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in introduction to automotive hydraulic brakes and 1 in introduction to air brake systems (11/01).

Course: Correspondence Procedures by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1403-0006
Military Course ID:
0131J

Date Taken: 23-MAR-2006

Description:

Upon completion of the course, the student will be able to write standard letters and memoranda and recognize military acronyms.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in correspondence or business writing (3/06).

Course: Aviation Maintenance Workcenter Supervisor by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1406-0055
Military Course ID:
6002

Date Taken: 05-APR-2006

Description:

Upon completion of the course, the student will be able to demonstrate supervisory skills in the fundamental areas of directive programs, safety oriented programs, and tool and material upkeep procedures.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in introduction to supervision (2/06).

ACE Identifier:

Course: Communications Security by Correspondence
Marine Corps Institute
Washington, DC

MC-1402-0084
Military Course ID:
2525A

Date Taken: 17-APR-2006

Description:

Upon completion of the course, the student will be able to identify security threats for computer system, describe procedure for handling classified documents, use encryption tables, and explain the purposes of a cryptosystem.

ACE Credit Recommendation:

In the upper-division baccalaureate category, 2 semester hours in data security/encryption (12/04).

Course: Land Navigation by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1601-0052
Military Course ID:
0381C

Date Taken: 20-APR-2006

Description:

Upon completion of the course, the student will be able to navigate with a map and compass, plan and prepare a route, and navigate by natural means.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in land navigation/military science/orienteering (9/03).

Course: Aircraft Maintenance Noncommissioned Officer (NCO) By
Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1704-0010
Military Course ID:
6001A

Date Taken: 17-MAY-2006

Description:

Upon completion of the course, the student will be able to identify, handle, and dispose of hazardous waste; utilize a tool control and quality assurance program; and direct a foreign object damage reduction program.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 2 semester hours in the general section of an aircraft maintenance technician program and 1 in industrial safety (12/01).

Course: Marine Electrician by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1714-0020
Military Course ID:
1141A

Date Taken: 23-MAY-2006

Description:

Upon completion of the course, the student will be able to describe basic circuit components for both AC and DC systems, describe principles of electric power generation and distribution; perform basic circuit calculations; describe operating procedures for generators and power distribution systems; and describe basic safety procedures and preventive maintenance procedures.

ACE Credit Recommendation:

In the vocational certificate category, 1 semester hour in electric power systems (9/02).

Course: The Marine Corps Publications and Directive System by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1403-0020

Military Course ID:
0416A

Date Taken: 28-JUN-2006

Description:

Upon completion of the course, the student will be able to use knowledge relevant to the publications and directive systems, establish and maintain a publications library, and prepare for a job as publications clerk at the unit level.

ACE Credit Recommendation:

Credit is not recommended because of the limited, specialized nature of the course (9/02).

Course: The Logistics/Embarkation Specialist by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1408-0030

Military Course ID:
045C

Date Taken: 28-JUN-2006

Description:

Upon completion of the course, the student will have a basic knowledge of logistics principles in general administration, supply maintenance operations, and transportation and ground safety as applied to logistics embarkation.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in records management (12/01).

Course: Desert Operations by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-0803-0008

Military Course ID:
0354B

Date Taken: 18-JUL-2006

Description:

Upon completion of the course, the student will be able to demonstrate basic knowledge regarding principles, procedures, and techniques of desert military operations; effects of desert conditions on the individual; desert training and operations; armored and wheel vehicle maintenance and operations; and combat operations, organization, and support in the desert.

ACE Credit Recommendation:

Credit is not recommended because of the military nature of the course (9/03).

Course: Reverse Osmosis Water Purification Unit by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1732-0003

Military Course ID:

Date Taken: 24-JUL-2006

1122A

Description:

Upon completion of the course, the student will be able to identify the fundamentals of the reverse osmosis process; state the characteristics, capabilities, and components of the reverse osmosis water purification unit; and operate a reverse osmosis water purification unit, including inspection, start-up, adjustment, shutdown, backwash, and element cleaning.

ACE Credit Recommendation:

In the vocational certificate category, 3 semester hours in water treatment plant operation (11/01).

Course: Military Operations on Urban Terrain by Correspondence
Marine Corps Institute
Washington, DC

ACE Identifier:
MC-1606-0006
Military Course ID:
0366B

Date Taken: 08-AUG-2006**Description:**

Upon completion of the course, the student will be able to survive in an urban environment and use combat skills to dislodge an enemy from urban areas.

ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 1 semester hour in small arms/gunsmithing . Credit should only be given upon completion of five small arms courses (9/03).

Military Experience

Occupation: Helicopter Mechanic (CH-53E)

ACE Identifier:
MCE-6115-001
Occupation ID:
6115

Description:

Inspects and maintains airframes, power plants, and aircraft components; performs duties related to flight-line operations.

Levels I and II: Operates and maintains special shop and ground support equipment; assists in performing preflight and postflight inspections; practices ground safety procedures in flight-line and hangar areas; performs hot and cold refueling of aircraft and understands the use of airframe and power plant fluids and lubricants including the color codes for lines and tubing; under supervision, removes and installs aircraft components and parts as required; uses technical publications, bulletins, diagrams, and material control procedures; observes weight and balance limitations; uses precision measuring tools.

Level III: Performs inspection and maintenance on the various systems of the aircraft including the fuel, flight control, rotor, utility, and power plant systems; checks cockpit controls, switches, and safety devices; performs engine starting, tune-up procedures (when authorized), and taxiing of aircraft; removes and installs equipment, components, and parts as required; recognizes corrosion and applies corrective treatment or preventive maintenance; performs duties as section or crew leader or quality assurance inspector; conducts informal technical training programs; assists in the supervision and administration of aircraft maintenance operations.

Level IV: Plans, schedules, and directs aircraft maintenance work center activities; supervises flight-line and hangar operations; administers formal and informal technical training.

ACE Credit Recommendation:

To determine the level of training completed (I-IV), servicemembers must provide an official copy of their Individual Duty Area Qualification Summary extract from the MATMEP. The Qualification Summary

indicates the level of training completed and the date of completion.

Level III: In the lower-division 9 semester hours in airframe structures repair, 3 in aviation maintenance technology, and 3 in industrial safety.

Level IV: In the lower-division 12 semester hours in airframe structures repair, 6 in aviation maintenance technology, 3 in personnel supervision, 3 in maintenance management, and 3 in industrial safety. In the upper-division 2 semester hours for field experience in management, if rank was Staff Sergeant (SSGT) and 3 semester hours for field experience in management, if rank was Gunnery Sergeant (GYSGT).

Occupation: Helicopter Mechanic (MV-22)

ACE Identifier:

MCE-6115-002

Occupation ID:

6115

Description:

Inspects and maintains airframes, power plants, and aircraft components; performs duties related to flight-line operations.

Levels I and II: Operates and maintains special shop and ground support equipment; assists in performing preflight and postflight inspections; practices ground safety procedures in flight-line and hangar areas; performs hot and cold refueling of aircraft and understands the use of airframe and power plant fluids and lubricants including the color codes for lines and tubing; under supervision, removes and installs aircraft components and parts as required; uses technical publications, bulletins, diagrams, and material control procedures; observes weight and balance limitations; uses precision measuring tools.

Level III: Performs inspection and maintenance duties on the various systems of the aircraft including the fuel, flight control, rotor, utility, and power plant systems; checks cockpit controls, switches, and safety devices; performs engine starting, tune-up procedures (when authorized), and taxiing of aircraft; removes and installs equipment, components, and parts as required; recognizes corrosion and applies corrective treatment or preventive maintenance; performs duties as section or crew leader or quality assurance inspector; conducts informal technical training programs; assists in the supervision and administration of aircraft maintenance operations; utilizes computer-generated technical data for helicopter inspection, maintenance, and repair.

Level IV: Plans, schedules, and directs aircraft maintenance work center activities; supervises flight-line and hangar operations; administers formal and informal technical training.

ACE Credit Recommendation:

To determine the level of training completed (I-IV), servicemembers must provide an official copy of their Individual Duty Area Qualification Summary extract from the MATMEP. The Qualification Summary indicates the level of training completed and the date of completion.

Levels I and II: No credit is recommended for this skill level.

Level III: In the lower-division baccalaureate/associate degree category, 9 semester hours in airframe structures repair, 3 in aviation maintenance technology, 3 in industrial safety, and 1 in computer software applications (5/99).

Level IV: In the lower-division baccalaureate/associate degree category, 12 semester hours in airframe structures repair, 6 in aviation maintenance technology, 3 in personnel supervision, 3 in maintenance management, 3 in industrial safety, and 1 in computer software applications. In the upper-division baccalaureate category, 2 semester hours for field experience in management, if rank was Staff Sergeant (SSGT) and 3 semester hours for field experience in management, if rank was Gunnery Sergeant (GYSGT) (5/99).

Occupation: Helicopter Crew Chief

ACE Identifier:

*NONE ASSIGNED

Occupation ID:
MCE-6167

Description:

Description not available.

ACE Credit Recommendation:

None

Occupation: Helicopter Crew Chief, UH-N

ACE Identifier:
MCE-6175-001

Occupation ID:
6175

Description:

Serves as flight crewmember, operating and performing maintenance on the UN-1N helicopter.

Levels I and II: Performs daily inspections on assigned aircraft; assists in preflight inspections; monitors aircraft performance during flight; acts as a lookout and advises pilot of obstacles and other aircraft; is responsible for passengers and cargo; loads cargo; serves as a mechanic.

Level III: Trains subordinates; keeps service records; orders supplies; manages maintenance information.

Level IV: Supervises and qualifies subordinates; prepares technical and advisory reports on maintenance efforts.

ACE Credit Recommendation:

To determine the level of training completed (I-IV), servicemembers must provide an official copy of their Individual Duty Area Qualification Summary extract from the MATMEP. The Qualification Summary indicates the level of training completed and the date of completion.

Level III: In the lower-division baccalaureate/associate degree category, 3 semester hours in records and information management and 1 in technical writing. NOTE: Credit should be added for previously-held MOS.

Level IV: In the lower-division baccalaureate/associate degree category, 3 semester hours in records and information management and 1 in technical writing. NOTE: Credit should be added for previously-held MOS.

Occupation: Helicopter Maintenance Chief

ACE Identifier:
MCE-6119-001

Occupation ID:
6119

Description:

Supervises a helicopter maintenance and repair facility. Supervises the establishment and functioning of helicopter repair and maintenance facilities; assists in directing, supervising, and coordinating maintenance activities; prepares reports, schedules, and rosters regarding helicopter maintenance and repair; requisitions spare parts, replacement parts, supplies, and equipment; maintains maintenance, inspection, and technical training records. Provides staff support in planning and implementing maintenance activities; has a thorough knowledge of Marine Corps administrative procedures and aviation staff organization and functioning; prepares and presents reports on logistics and readiness to higher command levels.

ACE Credit Recommendation:

Master Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, and 3 in records and information management. In the upper-division baccalaureate category, 3 semester hours in organizational management, 3 in management problems, and 3 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/92). Master Gunnery Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, and 3 in records and information management. In the

upper-division baccalaureate category, 3 semester hours in organizational management, 6 in management problems, and 6 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/92).

Occupation: Helicopter Mechanic (CH-53)

ACE Identifier:

MCE-6113-002

Occupation ID:

6113

Description:

Inspects and maintains airframes, power plants, and aircraft components; performs duties related to flight-line operations.

Levels I and II: Operates and maintains special shop and ground support equipment; assists in performing preflight and postflight inspections; practices ground safety procedures in flight-line and hangar areas; performs hot and cold refueling of aircraft and understands the use of airframe and power plant fluids and lubricants including the color codes for lines and tubing; under supervision, removes and installs aircraft components and parts as required; uses technical publications, bulletins, diagrams, and material control procedures; observes weight and balance limitations; uses precision measuring tools.

Level III: Performs inspection and maintenance duties on the various systems of the aircraft including the fuel, flight control, rotor, utility, and power plant systems; checks cockpit controls, switches, and safety devices; performs engine starting, tune-up procedures (when authorized), and taxiing of aircraft; removes and installs equipment, components, and parts as required; recognizes corrosion and applies corrective treatment or preventive maintenance; performs duties as section or crew leader or quality assurance inspector; conducts informal technical training programs; assists in the supervision and administration of aircraft maintenance operations; utilizes computer-generated technical data for helicopter inspection, maintenance, and repair.

Level IV: Plans, schedules, and directs aircraft maintenance work center activities; supervises flight-line and hangar operations; administers formal and informal technical training.

ACE Credit Recommendation:

To determine the level of training completed (I-IV), servicemembers must provide an official copy of their Individual Duty Area Qualification Summary extract from the MATMEP. The Qualification Summary indicates the level of training completed and the date of completion.

Level III: In the lower-division 9 semester hours in airframe structures repair, 3 in aviation maintenance technology, 3 in industrial safety, and 1 in computer software applications.

Level IV: In the lower-division 12 semester hours in airframe structures repair, 6 in aviation maintenance technology, 3 in personnel supervision, 3 in maintenance management, 3 in industrial safety, and 1 in computer software applications. In the upper-division 2 semester hours for field experience in management, if rank was Staff Sergeant (SSGT) and 3 semester hours for field experience in management, if rank was Gunnery Sergeant (GYSGT).

Occupation: Aircraft Maintenance Chief

ACE Identifier:

MCE-6019-001

Occupation ID:

6019

Description:

Supervises aircraft maintenance and repair facility. Supervises the establishment and functioning of aircraft repair and maintenance facilities; assists in directing, supervising, and coordinating maintenance activities; prepares reports, schedules, and rosters regarding aircraft maintenance and repair; requisitions spare parts, replacement parts, supplies, and equipment; maintains maintenance, inspection, and technical training records.

Provides staff support in planning and implementing maintenance activities; has a thorough knowledge of Marine Corps administrative procedures and aviation staff organization and functioning; prepares and presents reports on logistics and readiness to higher command levels.

ACE Credit Recommendation:

Master Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, and 3 in records and information management. In the upper-division baccalaureate category, 3 semester hours in organizational management, 3 in management problems, and 3 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/92). Master Gunnery Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, and 3 in records and information management. In the upper-division baccalaureate category, 3 semester hours in organizational management, 6 in management problems, and 6 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/92).

Occupation: Aircraft Maintenance Chief

ACE Identifier:

MCE-6019-002

Occupation ID:

6019

Description:

Supervises aircraft maintenance and repair facility.

Master Sergeant: Supervises the establishment and functioning of aircraft repair and maintenance facilities; assists in directing, supervising, and coordinating maintenance activities; prepares reports, schedules, and rosters regarding aircraft maintenance and repair; requisitions spare parts, replacement parts, supplies, and equipment; maintains maintenance, inspection, and technical training records.

Master Gunnery Sergeant: Provides staff support in planning and implementing maintenance activities; has a thorough knowledge of Marine Corps administrative procedures and aviation staff organization and functioning; prepares and presents reports on logistics and readiness to higher command levels.

ACE Credit Recommendation:

Master Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, and 3 in computer operations and applications. In the upper-division baccalaureate category, 3 semester hours in organizational management, 3 in management problems, and 3 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/03).

Master Gunnery Sergeant: In the lower-division baccalaureate/associate degree category, 3 semester hours in personnel supervision, 3 in technical writing, 3 in public speaking, 3 in quality assurance, 3 in industrial safety, and 3 in computer operations and applications. In the upper-division baccalaureate category, 3 semester hours in organizational management, 6 in management problems, and 6 for field experience in management. NOTE: Credit should also be granted for the prerequisite MOS (5/03).

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

College Level Test Scores

NONE

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) The course has not been evaluated by ACE
- (2) The class attendance dates were not recorded in the service member's record
- (3) The course was not completed during the ACE evaluation period
- (4) The course was not evaluated by ACE at this specific location

Course ID	Date Taken	Title	Location	Reason
606	26-APR-1984	Aviation Quality Assurance Supervisor	Marine Corps Institute Washington, DC	1
B-322-0042	11-AUG-1988	Refresher Aerospace Physiology Helicopter Training	Naval Branch Medical Clinic, MCAS El Toro CA	1
B-9E-1226	29-APR-1992	Naval Aviation Water Survival Program R3	Naval Branch Medical Clinic, MCAS El Toro CA	1
B-9E-1232	29-APR-1992	Naval Aviation Water Survival Program N7	Naval Branch Medical Clinic, MCAS El Toro CA	1
7201A	15-OCT-1993	Physical Training Management	Marine Corps Institute Washington, DC	1
7202A	15-OCT-1993	Drills, Ceremonies, Inspections, and Awards	Marine Corps Institute Washington, DC	1
7203A	25-OCT-1993	Military Justice	Marine Corps Institute Washington, DC	1
7204	25-OCT-1993	Professional Communications	Marine Corps Institute Washington, DC	1
7205	25-OCT-1993	Administration	Marine Corps Institute Washington, DC	1
7401	25-JUL-1996	Introduction to Warfighting	Marine Corps Institute Washington, DC	1
A-8B-0020	26-JUL-1996	Joint Aviation Supply And Maintenance Material Management	Navy Supply Corps School Athens GA	3
7402	11-SEP-1996	Small Unit Tactical Problems	Marine Corps Institute Washington, DC	1
7403A	23-SEP-1997	Combat Techniques	Marine Corps Institute Washington, DC	1
1143 MC-1601-0033	25-AUG-2005	Interior Wiring	Marine Corps Institute Washington, DC	3
DOD-IAA-V2.0	27-JAN-2006	DOD Information Assurance Awareness	US Department of the Navy	1

CUST0126	29-JAN-2006	Sustaining Excellent Customer Service	SkillSoft Business Skills	1
HR0153	29-JAN-2006	Business Ethics	SkillSoft Business Skills	1
HR0002	04-FEB-2006	Laws And Ethics In The Workplace	SkillSoft Business Skills	1
41071	06-FEB-2006	Business Ethics: Ethical Decision Making	NETg Business and Professional Develop	1
0054	16-MAY-2006	Hazardous Material/Hazardous Waste Marine (CD)	Marine Corps Institute Washington, DC	1
CANSF-ATFP-FM-1.0	08-AUG-2006	ATFP Level I Awareness Training For Family Members	US Department of the Navy	1
CANSF-ATFPCIV-1.0	08-AUG-2006	ATFP Level I Awareness Training For DOD Civilians	US Department of the Navy	1
41072	16-AUG-2006	Business Ethics: Managerial Business Ethics	NETg Business and Professional Develop	1
OPER0402	18-AUG-2006	Building A Quality Management System	SkillSoft Business Skills	1
CNET1198	16-NOV-2006	Operational Risk Management (ORM) Aviation Fundamentals Course	US Department of the Navy	1
DOD-IAA-V2.0	13-JUN-2007	DOD Information Assurance Awareness	US Department of the Navy	1
642 C-000-2010	1975	Avia Mech Fundam A	No Location Given	4,2
64W	1975	Basic Helicopter Course Cl C	No Location Given	1
WNC	1975	H-53 Power Plants and Related Systems Oma	No Location Given	1
X9K	1975	AVN Fundamental	No Location Given	1
T88	1979	Aerial Gunnery School	No Location Given	1
69C	1982	Basic Corrosion Control	No Location Given	1
G2J	1982	Nuclear Weapons Logistics Movement By Aircraft	No Location Given	1
WPH C-601-3445	1982	CH-53E Power Plants and Related Systems Organizational M	No Location Given	4,2

T8A	1983	Resident Staff Noncommissioned Officer (SNCO) Career Regular	No Location Given	4,2
89M	1984	Naval Aviation Quality Assurance Administration (YMG)	No Location Given	1
X99	1984	Instructor Basic	No Location Given	1



SUMMARY



Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
NV-1406-0008	A-012-0011	Instructor Basic (Instructor, Class 1, Course Alfa)	05-JUL-1984			
		Instructional Methods		4	U	ED002B
MC-1710-0004	602	Theory and Construction of Turbine Engines by Correspondence	17-OCT-1990			
		Turbine Engine Theory, Maintenance, And Operation		2	V	
MC-1401-0009	3420 3420C	Personal Finance by Correspondence	26-FEB-1991			
		Personal Finance		1	L	BU018A
MC-1408-0028	7200	Staff Noncommissioned Officers Advanced Nonresident Program (SNCOANP) by Correspondence	25-OCT-1993			
		*Credit Is Not Recommended				
MC-1408-0028	T3X 7200	Staff Noncommissioned Officers Advanced Nonresident Program (SNCOANP) by Correspondence	25-OCT-1993			
		*Credit Is Not Recommended				
MC-1107-0001	1334H	Mathematics for Marines by Correspondence	25-FEB-1997			
		Fundamentals Of Mathematics		3	V	
MC-1601-0041	1344C	Construction Print Reading by Correspondence	31-JUL-2003			
		Architectural Blueprint Reading		3	L	VO044A
MC-1715-0184	286G	Fundamentals of Digital Logic by Correspondence	29-JAN-2004			
		Introduction To Digital Logic		2	L	ET005A

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**** PRIVACY ACT INFORMATION ****

11/10/2007

Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MC-1723-0008	1332G	Metal Working and Welding Operations by Correspondence	13-FEB-2004			
		Arc Welding		1	L	VO081A
		Gas Welding Processes		1	L	VO083A, VO084A
		Sheet Metal Forming Processes		1	L	Industrial/Mech Tech
MC-1729-0041	3316E	Basic Nutrition by Correspondence	19-MAR-2004			
		Nutrition		1	L	HM501A
MC-1401-0012	3414	Financial Management by Correspondence	31-MAR-2004			
		Principles Of Accounting		1	L	
MC-1511-0001	0201	Intelligence Brief: Southwest Asia by Correspondence	24-AUG-2005			
		International Studies		2	L	PO081A/PO081B
MC-1717-0005	1330A	Basic Shop Fundamentals for the Mechanic by Correspondence	24-AUG-2005			
		Hand Tool Usage, Identification, And Safety		2	V	
MC-1715-0129	287	Introduction to Test Equipment by Correspondence	29-AUG-2005			
		Electronic Test Equipment		2	V	
MC-1606-0010	0210B	Terrorism Awareness by Correspondence	18-OCT-2005			
		Introduction To Terrorism		1	L	Law Enforcement
MC-1712-0007	1343	Diesel Engine Maintenance and Troubleshooting by Correspondence	01-NOV-2005			
		Diesel Diagnosis And Troubleshooting Procedures		3	V	
MC-1712-0010	1335C	Fundamentals of Diesel Engines by Distance Learning	01-NOV-2005			
		Fundamentals Of The Diesel Engine With Emphases On Diesel Fuel Delivery Principles		2	L	
MC-1405-0021	303H	Warehousing Operations by Correspondence	02-NOV-2005			
		Warehousing		2	V	
		Physical Distribution or Transportation Management		2	L	

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11/10/2007

Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MC-1405-0046	301N	Basic Warehousing by Correspondence	08-NOV-2005			
		Physical Distribution		1	L	Logistics
MC-1703-0022	359F	Automotive Power Trains by Correspondence	07-DEC-2005			
		Theory Of Automotive Power Trains		2	L	VO009A, VO010A
MC-1703-0037	3513B	Cooling and Lubrication System Maintenance by Correspondence	11-JAN-2006			
		Vehicle Lubrication And Cooling System Maintenance		2	L	VO002A, VO019A
MC-1703-0039	3580A	Automotive Engine Maintenance and Repair by Correspondence	01-MAR-2006			
		Maintenance And Repair Of Automotive Engines		2	L	VO002A
MC-1703-0033	3515B	Automotive Brake System by Correspondence	06-MAR-2006			
		Introduction To Air Brake Systems		1	L	Diesel Maintenance
		Introduction To Automotive Hydraulic Brakes		1	L	VO005A
MC-1403-0006	0131J	Correspondence Procedures by Correspondence	23-MAR-2006			
		Correspondence or Business Writing		1	L	
MC-1406-0055	6002	Aviation Maintenance Workcenter Supervisor by Correspondence	05-APR-2006			
		Introduction To Supervision		3	L	MG013A/MG013B
MC-1402-0084	2525A	Communications Security by Correspondence	17-APR-2006			
		Data Security/Encryption		2	U	CS076A/CS076B
MC-1601-0052	0381C	Land Navigation by Correspondence	20-APR-2006			
		Land Navigation/Military Science/Orienteering		3	L	Navigation
MC-1704-0010	6001A	Aircraft Maintenance Noncommissioned Officer (NCO) By Correspondence	17-MAY-2006			
		Aircraft Maintenance Technician Program		2	L	Aviation Maintenance
		Industrial Safety		1	L	ET069A
MC-1714-0020	1141A	Marine Electrician by Correspondence	23-MAY-2006			
		Electric Power Systems		1	V	

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11/10/2007

Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MC-1403-0020	0416A	The Marine Corps Publications and Directive System by Correspondence *Credit Is Not Recommended	28-JUN-2006			
MC-1408-0030	045C	The Logistics/Embarkation Specialist by Correspondence Records Management	28-JUN-2006	1	L	OF012A
MC-0803-0008	0354B	Desert Operations by Correspondence Credit Is Not Recommended	18-JUL-2006			
MC-1732-0003	1122A	Reverse Osmosis Water Purification Unit by Correspondence Water Treatment Plant Operations	24-JUL-2006	3	V	
MC-1606-0006	0366B	Military Operations on Urban Terrain by Correspondence Small Arms/Gunsmithing	08-AUG-2006	1	L	CJ207A
MCE-6115-001	6115	Helicopter Mechanic (CH-53E) LEVEL III Airframe Structures Repair Aviation Maintenance Technology Industrial Safety	01-MAR-1982	9 3 3	L L L	VO025A, VO029A Aviation Maintenance ET069A
		LEVEL IV Airframe Structures Repair Aviation Maintenance Technology Industrial Safety Maintenance Management Personnel Supervision Field Experience in Management (Gunnery Sergeant, GYSGT Only) Field Experience in Management (Staff Sergeant, SSGT Only)		12 6 3 3 3 3	L L L L L U	VO025A, VO029A Aviation Maintenance ET069A Transport/Logistics MG013A/MG013B MG006A
MCE-6175-001	6175	Helicopter Crew Chief, UH-1N LEVEL III Records and Information Management Technical Writing LEVEL IV Records and Information Management Technical Writing	01-SEP-1989	3 1 3 1	L L L L	OF012A EN032A/EN032B OF012A EN032A/EN032B

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11/10/2007

Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MCE-6119-001	6119	Helicopter Maintenance Chief	01-MAY-1995			
		Personnel Supervision		3	L	MG013A/MG013B
		Records And Information Management		3	L	OF012A
		Technical Writing		3	L	EN032A/EN032B
		Field Experience In Management		6	U	MG006A
		Management Problems		6	U	MG020A/MG020B
		Organizational Management		3	U	Management
MCE-6113-002	6113	Helicopter Mechanic (CH-53)	22-APR-1999			
		LEVEL III				
		Airframe Structures Repair		9	L	VO025A, VO029A
		Aviation Maintenance Technology		3	L	Aviation Maintenance
		Computer Software Applications		1	L	CS001A/CS001B
		Industrial Safety		3	L	ET069A
		LEVEL IV				
		Airframe Structures Repair		12	L	VO025A, VO029A
		Aviation Maintenance Technology		6	L	Aviation Maintenance
		Computer Software Applications		1	L	CS001A/CS001B
		Industrial Safety		3	L	ET069A
		Maintenance Management		3	L	Transport/Logistics
		Personnel Supervision		3	L	MG013A/MG013B
		Field Experience in Management (Gunnery Sergeant)		3	U	MG006A
		Field Experience in Management (Staff Sergeant)		2	U	MG006A
MCE-6019-001	6019	Aircraft Maintenance Chief	29-SEP-2000			
		Personnel Supervision (MSGT, MGYSGT)		3	L	MG013A/MG013B
		Records And Information Management (MSGT, MGYSGT)		3	L	OF012A
		Technical Writing (MSGT, MGYSGT)		3	L	EN032A/EN032B
		Field Experience In Management (MGYSGT)		6	U	MG006A
		Field Experience In Management (MSGT)		3	U	MG006A
		Management Problems (MGYSGT)		6	U	MG020A/MG020B
		Management Problems (MSGT)		3	U	MG020A/MG020B
		Organizational Management (MSGT, MGYSGT)		3	U	Management

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11/10/2007

Name: MOOTS, HAROLD J		SSN: XXX-XX-9803		Date of Birth: January 13, 1956		
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MCE-6019-002	6019	Aircraft Maintenance Chief	29-SEP-2000			
		Computer Operations And Applications (MSGT, MGYSGT)		3	L	Computer Studies
		Industrial Safety (MGYSGT)		3	L	ET069A
		Personnel Supervision (MSGT, MGYSGT)		3	L	MG013A/MG013B
		Public Speaking (MGYSGT)		3	L	CM001A/CM001B
		Quality Assurance (MGYSGT)		3	L	Industrial/Mech Tech
		Technical Writing (MSGT, MGYSGT)		3	L	EN032A/EN032B
		Field Experience In Management (MGYSGT)		6	U	MG006A
		Field Experience In Management (MSGT)		3	U	MG006A
		Management Problems (MGYSGT)		6	U	MG020A/MG020B
		Management Problems (MSGT)		3	U	MG020A/MG020B
		Organizational Management (MSGT, MGYSGT)		3	U	Management

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**** PRIVACY ACT INFORMATION ****

11/10/2007



ACADEMIC INSTITUTION COURSES

**NOT AN OFFICIAL
TRANSCRIPT***



Name: MOOTS, HAROLD J

SSN: XXX-XX-9803

NO COURSE INFORMATION FOUND FOR SSN: XXX-XX-9803

***This addendum is provided for your information and academic advisement only and may be incomplete. THE APPROPRIATE OFFICIAL TRANSCRIPT MUST BE ORDERED FROM THE PARENT INSTITUTIONS.**

Level: V=Vocational L=Lower Division Baccalaureate/Associate U=Upper Division Baccalaureate G=Graduate E=Continuing Education D=Developmental
Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

11/10/2007

SMART CORRECTION/UPDATE PROCEDURES AND INFORMATION (Marines)

Marines must take action to get errors corrected; to include [Mailing Documents](#) to the Navy College Center. E-Mails are not accepted; faxes will only be accepted from [a Marine Lifelong Learning Center](#) or a Navy College Office.

The following items will not appear on SMART: Awards, Local Training that does not have course identification numbers. Please DO NOT include this type of information, since it will not be added to your transcript.

INFORMATION LISTED ON SMART:	ACTIVE DUTY CORRECTIONS	VETERANS CORRECTIONS
PERSONAL INFORMATION This information originates from MCTFS.	Contact :your Unit Diary/Admin Non Commissioned Officer (NCO). That office will submit corrections to update MCTFS.	Mail certified/notarized <u>copy</u> of DD Form 214 to the Navy College Center. DO NOT SEND YOUR ORIGINAL. If you served more than one tour, send copies of all DD Form 214(s).
MILITARY TRAINING/COURSES Marine Corps Total Force System (MCTFS), Training Information Management System (TIMS) and Marine Corps Institute (MCI) are shown on the SMART transcript.	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 DD295 to the Navy College Center. All documents must be <u>certified as true copy</u> by Unit Diary/Admin NCO or notary. Include your name, SSN, work address, and daytime phone number and e-mail address. Certified documents may be mailed to the Navy College Center or faxed by a Marine Lifelong Learning Center.	Mail copy of course completion certificate, dd214 or other documents from service record to the Navy College Center. All documentation must <u>be certified or notarized as a true copy. Include your name, SSN, work address, phone number and e-mail address.</u> Certified documents may be mailed to the Navy College Center or faxed by a Marine Lifelong Learning Center to the Navy College Center.
MILITARY EXPERIENCE Military occupations (MOS). If the MOS codes are missing they can be added	Procedure for submitting documents showing missing MOS codes are the same as those located under Active Duty Corrections, Military Training/Courses.	Procedure for submitting documents showing missing MOS codes are the same as those located under Veterans Corrections, Military Training/Courses.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken on active duty through TA or NCPACE. Degrees/Certifications or courses earned before or while on Active Duty at institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. NOTE: Foreign Degrees may or may not be placed on SMART – must be accredited (regionally or nationally) and recognized by the U.S. Dept of Education.	<u>NCPACE COURSES :</u> (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* 2. Mail certified or notarized copy of grade reports or transcripts to Navy College Center.* Marine Lifelong Learning Center may fax certified copy to NCC.* <u>TA FUNDED COURSES:</u> Contact the Navy TA Accounting Office for updates. Fax TA funded course(s) grade report or transcript to: 850-452-1149 or DSN 922-1149. <u>DEGREES /CERTIFICATIONS :</u> Have official transcript sent from institution directly to NCC.* Those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. <u>NON-TA or NON-NCPACE FUNDED COURSES :</u> (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to Marine Lifelong Learning center to have certified and faxed to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, SSN, EMAIL AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.	<u>NCPACE COURSES :</u> (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* 2. Mail certified or notarized copy of grade reports or transcripts to Navy College Center.* <u>TA FUNDED COURSES:</u> If courses are not on SMART, follow instructions for update to SMART as listed under Non-TA, Non-NCPACE courses. <u>DEGREES /CERTIFICATIONS :</u> Have official transcript sent from institution directly to NCC.* Only those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. <u>NON-TA or NON-NCPACE FUNDED COURSES :</u> (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to NCO; NCO certifies and faxes to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, SSN, EMAIL AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE). DLPT	If test scores are missing for CLEP, DSST or ECE check with your Lifelong Learning Center. If the DLPT test scores are missing it must have a 'converted' score to be entered on SMART. Submit documentation as noted under Active Duty, Military Training.	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil . Mail to NCC.* If the DLPT test scores are missing it must have a 'converted' score to be entered on SMART. Submit documentation as noted under Veterans Corrections, Military Training.
OTHER LEARNING EXPERIENCES Military courses not recommended for credit.	Same as Military Courses section.	Same as Military Courses section.

To submit documentation or if you have questions contact:

*Navy College Center
VOLED Detachment, N211
Center for Personal and Professional Development
6490 Saufley Field Road
Pensacola, FL 32509-5204

TOLL FREE: 1-877-253-7122 or DSN 922-1828
Commercial: 850-452-1828
FAX: 850-452-1281/1051 DSN: 922-1281/1051
E-MAIL: ncc@navy.mil
WEB SITE: <https://www.navycollege.navy.mil>

SMART Operations Center:
Sfly_smart@navy.mil