



JOINT SERVICES TRIBUNE

By Joint Services Transcript (JST)



Once a Service Member, always a Service Member

Yes, that's right! Whether you are currently Active or Reserve Duty, Separated or Retired, you are *always* a service member. Meaning, regardless of where you are in your military career, you will always be able to access your Joint Services Transcript. Your JST Account provides unlimited access to your transcript and the ability to download unofficial copies for your records. You also have unlimited transcript orders to schools that receive our transcripts online, but due to the costs associated with printing and mailing a hard copy, we limit the number to two (2) within a 30-day period. Best of all, the JST is 100% FREE to all service members!

Did you know?

- ✓ If you previously registered for a JST account with your military email or an email you no longer have access to, Registering again will update your information with new credentials.

School or Organization not Found?



Unable to find your school or organization in the Request Official JST search results? No problem! Please fill out a [Request Form](#) with a good Point of Contact (POC) at the school.

You may have your POC open an [Academic Inquiry](#) or email jst@doded.mil to inquire about access to download the official transcripts directly from our site. In the meantime, the JST request will be processed in a timely manner.

(For new school account requests, each new user at the school must fill out the [Academic Institution Form](#) and return either via [Academic Inquiry](#) or by emailing it to jst@doded.mil for processing.)

Reason Codes under Other Learning Experiences



Is your course listed under Other Learning Experiences with a code 1, 2, 3 or 4? Depending on the code, we may need some information:

1. The course has not been evaluated by ACE ¹.
2. The class attendance dates were not recorded in the service member's record.
 - If the dates are not listed, please open a [Web Inquiry](#), provide the course number, and start/end dates to update your record.
3. The course was not completed during the ACE evaluation period.
 - Course and Occupation evaluations are only viable for a certain period. Schoolhouses must request the initial evaluation as well as renewals. An evaluation period is called an exhibit. Credit is only recommended while a course or occupation is completed or obtained within the exhibit dates.
4. The course was not evaluated by ACE at this specific location.
 - When ACE lists specific locations for which the course was evaluated, service members must complete the course at one listed. Otherwise, the course will present a code 4. If the course shows "No Location Given," please open a [Web Inquiry](#) and provide the location for which you took the course.

★ JST encourages reaching out to our staff for assistance with codes 2 or 4, as those two codes can often be updated.

¹ The American Council on Education (ACE) Military Guide is the sole source of information for courses and occupations evaluated for the military. Information listed on your JST can be verified [here](#).

Contact Us

Contact Us

- [Academic Institution Web Inquiry](#)
- [Service Member Web Inquiry](#)
- Army Account Issues: usarmy.knox.hrc.mbx.tagd-jst@mail.mil
- NETC N643
JST Technical Operations
6490 Saufley Field Rd
Pensacola, FL 32509
- jst@doded.mil
- Fax – 850.473.6013



How to Add your Degree to your JST



To add a degree to JST, Official Transcripts must be received directly from the school to JST Operations Center. Transcripts issued to the student (even if unopened) will not be accepted to add degrees or academic certificates (NETCINST 1560.3A, 23-Apr-2024).

First, verify if the college transcript is from a college/institution which is accredited by a regional or national accrediting agency by the U.S. Department of Education. Verification can be done online at:

<https://opc.ed.gov/dapip/#/home>

Degrees will be added that were completed prior to or during Active Duty.

Have OFFICIAL transcript sent from institution directly to the Joint Services Transcript (JST):

1. US Mail

NETC
ATTN: JST Operations Center N643
6490 Saufley Field Road
Pensacola, FL 32509

2. Secure Transcript Service (i.e. Parchment, National Student Clearinghouse, or other eScrip services, etc). If the school participates in a secure transcript service for electronic delivery, use jst@doded.mil as the notification email.

3. Sailor must contact the JST Operations Center advising time that he/she is having an official transcript mailed to JST directly from the academic institution for the purpose of adding the degree/certification to JST. Sailor provides JST with NAME, DoDID, and E-mail address, institute issuing degree and degree title to jst@doded.mil

Your degree will be added to the "academic courses" page of the JST within 30 days of receipt. The degree will automatically transmit over to your ESR from the JST.

Air Force, Space Force and the JST



A JST can be built manually for courses completed through **Army, Marine Corps, Navy or Coast Guard** that have been evaluated by ACE and awards credit. Please verify [here](#).

Please open a [Web Inquiry](#) or send an email to jst@doded.mil and provide the following information:

1. First Name:
2. Last Name:
3. DOB:
4. Rank Rate:
5. Rank Rate Date:
6. Active-Duty Date:
7. Full SSN: ****Please provide a good contact number for JST to call you and get this information.****
8. Course Name:
9. Course #:
10. DoDID #: Please include this to enable CAC login.

Please attach your CERT's or any documentation you have that you took the course that provides the date, course#, course title and location after you have created the inquiry. You will receive a link to view your inquiry where attachments can be added. Please note, attachment size limit is 2MB.

For all other courses, please refer to [The Community College of the Air Force](#).

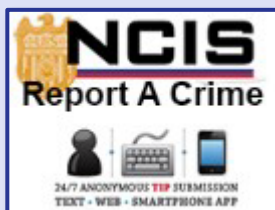
A Word from Our Sponsor

Article: [Higher Education Builds America: Leverage Your Learning for Success](#)

Lead the Future of Credentialing with the LER Accelerator!

You're already a changemaker in credentialing through your work with the **Joint Services Transcript (JST)**—now, take it further! The **LER Accelerator** is transforming how skills and learning achievements are captured and recognized, breaking down barriers to adoption, and setting new standards in higher education. **Call for Proposals:** Join a one-year cohort to plan for the development and scaling of Learning and Employment Records (LERs) at your institution. Be part of the movement shaping the future of credentials. [Apply now!](#)

Click Here! →



Upcoming Events

Events –
- CCME Symposium
- February 23 – 27, 2025

- [How to make updates or corrections to your JST transcript](#)
- [How to request an official transcript](#)
- [Frequently asked questions](#)
- [Academic institutions](#)



How to View or Order your Joint Services Transcript



When logged into your JST account (either via CAC login or username/password), navigate to “My Transcripts.”

My Transcripts <

Basic JST Transcript

Transcript Summary Section

Transcript Academic Courses

My Complete JST Transcript

Request Official JST

1. Basic JST Transcript – Section One. This includes Identification numbers, detailed descriptions and a list of credit recommendations for the following:
 - a. Military Courses
 - b. Military Experiences (Occupations)
 - c. Other Learning Experiences
2. Transcript Summary Section – Section Two. This includes a summary of all military courses and experiences that recommend credit through the American Council on Education (ACE).
3. Transcript Academic Courses – Section Three. This includes credentials such as Degrees, Certifications, Licensures, Apprenticeships, TA Courses and Non-TA Courses.
4. My Complete JST Transcript – Sections One through Three (depending on branch of service). This is what we send to schools, boards or employers. This is the option that officer boards require. (Note: Officer boards do NOT require an official transcript. Please take an unofficial copy to your Admin office to have it “Certified-to-be-true.” You can then submit the certified unofficial transcript with your Officer Package.)
5. Request Official Transcript – Order your transcript here! Enter your school or organization into the search bar. As you type, the results will pop down into a list. You may need to scroll to find the intended address. Do NOT type in abbreviations, i.e. type Joint Services Transcript instead of JST (Just an Example!)

School Search

Type to search by School Name

The Breakdown – Understanding your JST

1. Why is a course missing from my JST? This can happen for a variety of reasons:
 - ✓ Most commonly, if the course does not have a Course Identification Number (CIN), it will not be included on your JST.
 - ✓ If a course earns Continuing Education Units (CEUs), they will not be included on the JST.
 - ✓ We may not have received the information just yet. It can take up to thirty (30) days for JST to receive the information from the schoolhouse. Please reach out to the schoolhouse and request that they graduate you from their system for us to get the information. If after thirty (30) days and reaching out to the schoolhouse, the course is still not on your JST, please open a [Web Inquiry](#) for assistance. After you’ve created the inquiry, please add a certified to be true copy of the course certificate earned for review.
2. When I add up my semester hours (SH) listed on my transcript, I come up with a different number than my advisor, why?
 - ✓ Some courses and their corresponding occupations may recommend similar credit. When this happens, the school does not transfer the additional credit recommendation and only counts each specific recommendation one (1) time.
3. Why does my college not accept all my semester hours (SH)?
 - ✓ Each institution decides how to use and align ACE credit recommendations, considering its own mission, vision, policy, procedures, and practices. Since each service member has a unique experience while serving in the U.S. Armed Forces, some academic institutions use other forms of prior learning assessment (PLA), in addition to the ACE recommendations, to validate the full scope of the service member’s learning, knowledge, skills, abilities, competencies, and proficiencies.
4. Why did my credit only transfer to electives?
 - ✓ Due to the nature of military education vs. civilian education, schools may use transfer credits towards electives as they may be too militaristic for general education courses.
 - ✓ Schools consider the following to help determine the appropriate placement of credit within the requirements and programs at your institution:
 - ✓ Credit recommendations
 - ✓ Learning outcomes
 - ✓ Instructional strategies
 - ✓ Methods of assessment
 - ✓ Minimum passing score



Registration Tips

We get it, the days go by, things change, we got you covered! Below are some tips and tricks to help you get registered (or re-registered) into our system!

Registration Field	Tips
Branch	<p>Please select the MOST RECENT branch of service if you have more than one branch affiliation. Note: If you are/were in the Air Force or Space Force and HAVE NOT completed a course through the Army, Navy, Marine Corps or Coast Guard, please contact the Air University (AU) for further assistance.</p> <p>If you are/were in the Air Force or Space Force and HAVE completed a course through the Army, Navy, Marine Corps or Coast Guard, WITH ACE MILITARY GUIDE CREDIT, please proceed. If you need assistance, please open a Web Inquiry or email jst@doded.mil for further assistance.</p>
Username	Username must be unique. It is recommended that you use your PERSONAL email address.
Email Address	Please enter an email address to which you CURRENTLY have access. It is recommended that you use a personal email address.
SSN (no dashes)	<p>Please enter your FULL Social Security Number (SSN) WITHOUT dashes.</p> <p>If you DO NOT have an SSN, please open a Web Inquiry or email jst@doded.mil for further assistance.</p>
Last Name	<p>Please enter your last name EXACTLY how it is depicted on your MOST RECENT military documentation.</p> <p>Note: If your name has a hyphen (-) or apostrophe ('), but it is NOT depicted on your military records, do NOT use them when registering. If your name has changed for any reason, you must still use your last name as depicted on your most recent military records. Your name will ONLY be updated if you have received a new Common Access Card (CAC) (Active/Reserve Duty) or JST can update manually if you've received an updated DD-214 from the Department of Records. More information can be found at the National Archives.</p>
First Name	<p>Please enter your first name EXACTLY how it is depicted on your MOST RECENT military documentation.</p> <p>Note: If your name has a hyphen (-) or apostrophe ('), but it is NOT depicted on your military records, do NOT use them when registering. If your name has changed for any reason, you must still use your last name as depicted on your most recent military records. Your name will ONLY be updated if you have received a new Common Access Card (CAC) (Active/Reserve Duty) or JST can update manually if you've received an updated DD-214 from the Department of Records. More information can be found at the National Archives.</p>
Date of Birth	<p>Please enter your Date of Birth in the DD-MMM-YYYY format.</p> <p>Note: If you were in the service prior to 1995, we may not have your information in our system. We can create a record on your behalf but will need a copy of your DD-214(s) for review. Please email redacted copies of your DD-214(s) to jst@doded.mil, fax to 850.473.6013 or mail to our mailing address (See "Contact Us" below). Please include a good contact number for us to call you to get the redacted PII.</p>
Create/Confirm Password	<p>New password must be at least fifteen (15) characters long and contains a mixture of at least</p> <ul style="list-style-type: none"> - One (1) uppercase letter - One (1) lowercase letter - One (1) number and - One (1) of these special characters ~ ! @ # \$ % ^ & * () - _ + /

[Helpful Links – JST Corrections](#)
[FAQs](#)
[Request Official Transcript](#)
