

SMART CORRECTION/UPDATE PROCEDURES AND INFORMATION (Marines)

Marines must take action to get errors corrected; to include [Mailing Documents](#) to the SMART Ops Office (SMART) *(address below). [E-Mails and faxes will only be accepted from a Marine Lifelong Learning Center, Navy College Office or servicing Administration Office.](#)

The following items will NOT appear on SMART: Awards, and 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 SMART Ops Center (SMART). Send copies of all DD Form 214 (s). DO NOT SEND YOUR ORIGINAL.
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. All courses must be entered into MCTFS prior to submitting SMART corrections.	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 the SMART Ops Center. All documents <u>must be certified as a true copy</u> by the Unit Diary/Admin NCO or notary. Include your name, last 4 digits of SSN, work address, and daytime phone number and email address. Certified documents may be mailed directly to the SMART Ops Center or faxed by a Marine Lifelong Learning Center to the SMART Ops Center.	Mail copy of course completion certificate, DD Form 214 or other documents from service record to the SMART Ops Center. All documents <u>must be certified or notarized as a true copy.</u> Include your name, last 4 digits of SSN, work address, and daytime phone number and email address. Certified documents may be mailed directly to the SMART Ops Center or faxed by a Marine Lifelong Learning Center to the SMART Ops Center.
MILITARY EXPERIENCE Military occupations (MOS). If the MOS codes are missing they can be added (must be added first to MCTFS).	Procedure for submitting documents showing changes/corrections to MOS codes are the same as those for Active Duty Corrections, Military Training/Courses above.	Procedure for submitting documents showing changes/corrections to MOS codes are the same as those for Veterans Corrections, Military Training/Courses above.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken while on active duty through NPACE or TA . 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. Credit Evaluations may NOT be sent in lieu of foreign transcripts.	<u>NCPACE COURSES :</u> (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to SMART. 2. Mail certified or notarized copy of grade reports or transcripts to SMART Ops Center. Marine Lifelong Learning Center may fax certified copy to SMART Ops Center. <u>TA FUNDED COURSES :</u> Fax TA funded course(s) grade report or transcript to: 850-452-1149/1032/1079 or DSN 922-1149/1032/1079. <u>DEGREES /CERTIFICATIONS :</u> Have official transcript sent directly from institution to SMART. Degrees earned prior to or during Marine Corps active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. <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 directly from institution to SMART. 2. Bring Official Transcript or course grades to Lifelong Learning Center to have certified a true copy of original and faxed to SMART. 3. Have Official Transcript certified or notarized and mail to SMART. For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF 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 SMART. 2. Mail certified or notarized copy of grade reports or transcripts to SMART Ops Center. <u>TA FUNDED COURSES :</u> If courses are not on SMART, follow instructions for update to SMART as listed under Non-TA, Non-NPACE courses. <u>DEGREES /CERTIFICATIONS :</u> Have official transcript sent from institution directly to SMART. Degrees earned prior to or during Marine Corps active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. <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 directly from institution to SMART. 2. Bring Official Transcript or course grades to Lifelong Learning Center to have certified a true copy of original and faxed to SMART. 3. Have Official Transcript certified or notarized and mail to SMART. For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL, AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE).	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/Courses.	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil . Mail to SMART. 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/Courses.

FOR OTHER QUESTIONS ON SMART, CONTACT :

*Mail to:

COMMANDING OFFICER
 NETPDTC
 SMART Operation Center N615
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

FAX: 850-452-1281/1051 DSN: 922-1281/1051
 E-MAIL: sfly_smart@navy.mil
 WEB SITE: <https://smart.navy.mil>
 Marine Corps: <http://www.usmc-mccs.org/education/locations.cfm>