

SMART CORRECTION/UPDATE PROCEDURES AND INFORMATION (NAVY)

The Sailor must take action to get errors corrected; to include [Mailing Documents](#) to the Virtual Education Center (VEC) (*address below). [E-Mails and faxes will only be accepted from a Navy College Office \(NCO\), Marine Lifelong Learning Center or servicing PSD.](#)

The following items will NOT appear on SMART: Awards, PQS, Warfare Designations, Local/Unit Level Training that does not have course identification numbers, and correspondence courses.

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 Master Data File.	Contact your servicing PSD or Personnel and Administration Office. That office will submit corrections to PERS-312 or PERS-8.	Mail certified/notarized copy of DD Form 214 to Virtual Education Center. Send copies of all DD Form 214 (s), if applicable. DO NOT SEND YOUR ORIGINAL.
MILITARY COURSES This data originates from CeTARS, a training data base.	Mail copy of course completion certificate or page 4 (NAVPERS 1070/604) from service record or copy of Enlisted Summary Record (ESR) to Virtual Education Center. Completion Certificate (page 4), or copy of ESR <u>must be certified as true copy</u> by PSD (with PSD personnel original signature.) Include your name, last four of SSN, work address, and daytime phone number and e-mail address. Certified documents may be faxed by PSD to VEC, or mailed to VEC. When mailing page 4 or ESR, circle items to be corrected or added to transcript. <u>Ensure course number, location and dates are annotated on page 4 or ESR.</u> Allow up to 30 days for changes in CeTARS to appear on SMART.	Mail copy of course completion certificate, past performance evaluations or page 4 (NAVPERS 1070/604) from service record or copy of Enlisted Summary Record (ESR) to Virtual Education Center. Completion certificate, DD Form 214 and/or page 4 or ESR <u>must be certified or notarized as a true copy.</u> Include your name, last four of SSN, work address, phone number and e-mail address. Certified documents may be faxed by Navy Military Personnel Office to VEC, or mailed to VEC. When mailing page 4 or ESR, circle items to be corrected or added to transcript. <u>Ensure course number, location and dates are annotated.</u>
MILITARY EXPERIENCE This section lists your Navy occupational history. Ratings/NECS are recorded on page 4 of service record or on Enlisted Summary Record (ESR).	Contact your servicing PSD or Personnel/ Administration Office to obtain certified copy of page 4 (NAVPERS 1070/604) or copy of ESR. NEC's must be annotated in the "Navy Enlisted Classification Record" block. Circle correct information on page 4 or ESR to be entered on transcript, have PSD <u>certify as true copy</u> (with PSD personnel original signature), and mail to Virtual Education Center. Include your name, last four of SSN, work address, daytime phone # and e-mail address. Certified documents may be faxed by PSD to VEC, or mailed to VEC.	Mail certified to be true or notarized copy of page 4 (NAVPERS 1070/604) or copy of ESR, designation letters and DD Form 214 (s). Circle correct information to be entered on transcript, have <u>certified</u> (with certifier's original signature) or notarized <u>as true copy</u> , and mail to Virtual Education Center (address below). * Include your name, last four of SSN, work address, daytime phone # and e-mail address. Certified documents may be faxed by PSD to VEC, or mailed to VEC.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken while on Navy active duty through NCPACE or TA . Degrees/Certifications or courses earned before or while on Navy 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 VEC. 2. Mail certified or notarized copy of grade reports or transcripts to Virtual Education Center. Documentation may be faxed from an NCO or Marine Lifelong Learning Center to the VEC. <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 VEC. Degrees earned prior to or during Navy 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 VEC. 2. Bring Official Transcript or course grades to NCO; NCO certifies a true copy of original and faxes to VEC. 3. Have Official Transcript certified or notarized and mail to VEC. 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 VEC. 2. Mail certified or notarized copy of grade reports or transcripts to Virtual Education Center. Documentation may be faxed from a NCO or Marine Lifelong Learning Center to the VEC. <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 VEC. Degrees earned prior to or during Navy 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 VEC. 2. Bring Official Transcript or course grades to NCO; NCO certifies a true copy of original and faxes to VEC. 3. Have Official Transcript certified or notarized and mail to VEC. 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).	For CLEP, DSST, ECE contact your local Navy College Office Web site: https://www.navycollege.navy.mil For DLPT, contact NETPDTC N322, sfly_defense_languag@navy.mil . (DLPT scores submitted to SMART on a weekly basis)	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil . Mail to VEC. For DLPT contact: http://www.dliflc.edu/ If the test has been proctored within the past two years contact NETPDTC N322, sfly_defense_languag@navy.mil .

FOR OTHER QUESTIONS ON SMART, CONTACT:

*Mail to:

COMMANDING OFFICER
Center for Personal and Professional Development
ATTN: Virtual Education Center
1905 Regulus Avenue, STE 234
Virginia Beach, VA 23461-2009

TOLL FREE: 1-877-838-1659 or DSN 492-4684
FAX: 757-492-5095 DSN: 492-5095
E-MAIL: vec@navy.mil
WEB SITE: <https://www.navycollege.navy.mil>