

REQUEST FOR SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY 10 USC, Section 4302.
ROUTINE USES Upon initiation of individual.
PRINCIPAL PURPOSES To enable the Sailor/Marine American Council on Education Registry Transcript (SMART) System to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number (SSN) is necessary to make positive identification of individual and records.
DISCLOSURE Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.
ELIGIBLE (1) Active duty and Reserve Sailors/Marines. (2) Navy veterans who separated/retired after 1975. (3) Marines who separated/retired on/after 1 Jan 1990.

MAIL TO : NETPDTTC, Navy College Center , Code N27, 6490 Saufley Field Rd, Pensacola, FL 32509-5204
FAX TO : 1-850-452-1281 DSN 922-1281
QUESTIONS : DSN 922-1828 TOLL FREE: 1-877-253-7122 1-850-452-1828
WEB SITE: <https://www.navycollege.navy.mil> E-MAIL: ncc@cnet.navy.mil

PRIVACY ACT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

1. NAME (Last, First, Middle Initial, Other names used)		2. COMMAND ADDRESS (if active duty)	
3. RATE/RANK	4. SOCIAL SECURITY NUMBER	5. SIGNATURE	
6. BRANCH OF SERVICE (Circle One) a. NAVY b. MARINE CORPS c. OTHER (Specify) _____		7. CURRENT STATUS (Circle One) a. ACTIVE DUTY b. RESERVE c. SEPARATED d. RETIRED month/year ____/____	8. HOW DO WE CONTACT YOU? HOME PHONE (_____) _____ WORK PHONE (_____) _____ E-Mail: _____

9. PERSONAL COPY : CONNECT TO THE FOLLOWING WEB SITE TO GENERATE AND PRINT YOUR SMART TRANSCRIPT. <p style="text-align: center;">https://smart.cnet.navy.mil</p>	10. FOR OFFICIAL COPY TO BE SENT TO THE FOLLOWING EDUCATIONAL INSTITUTION : NAME OF EDUCATIONAL INSTITUTION: (No abbreviations) _____ ADDRESS: _____ CITY, STATE: _____ ZIP : _____ NOTE: OFFICIAL SMART CANNOT BE SENT TO NAVY COLLEGE OFFICES, MARINE CORPS EDUCATION CENTERS OR OTHER SERVICES' EDUCATION CENTERS
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FOR OFFICIAL USE ONLY

REMARKS/NOTES

PRINTED NAME AND SIGNATURE OF SMART OFFICE EMPLOYEE	DATE
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