

# REQUEST FOR SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

<b>AUTHORITY</b>	10 USC, Section 4302.
<b>ROUTINE USES</b>	Upon initiation of individual.
<b>PRINCIPAL PURPOSES</b>	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.
<b>DISCLOSURE</b>	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.
<b>ELIGIBLE</b>	(1) Active duty and Reserve Sailors/Marines. (2) Navy veterans who separated/retired after 1975. (3) Marines who separated/retired on/after 1 Oct 1999.

<b>MAIL TO :</b>	NETPDTC, Navy College Center , Code N2A5, 6490 Saufley Field Rd, Pensacola, FL 32509-5204		
<b>FAX TO :</b>	1-850-452-1281	DSN 922-1281	
<b>QUESTIONS :</b>	DSN 922-1828	TOLL FREE: 1-877-253-7122	1-850-452-1828
<b>WEB SITE:</b>	<a href="https://www.navycollege.navy.mil">https://www.navycollege.navy.mil</a>		E-MAIL: <a href="mailto:ncc@cnet.navy.mil">ncc@cnet.navy.mil</a>

## PRIVACY ACT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

1. NAME (Last, First, Middle Initial, Other names used)		2. COMMAND ADDRESS	
3. CURRENT 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.

<https://smart.cnet.navy.mil>

**10. FOR OFFICIAL COPY, SEND TO THE FOLLOWING EDUCATIONAL INSTITUTION :**

NAME OF EDUCATIONAL INSTITUTION: (No abbreviations)

**Admissions Office  
Northwestern Michigan College  
1701 East Front Street  
Traverse City, MI 49686**

**NOTE: OFFICIAL SMARTS CANNOT BE SENT TO NAVY COLLEGE OFFICES, MARINE CORPS EDUCATION CENTERS OR OTHER SERVICES' EDUCATION CENTERS**

## FOR OFFICIAL USE ONLY

REMARKS/NOTES

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PRINTED NAME AND SIGNATURE OF SMART OFFICE EMPLOYEE	DATE
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