

REQUEST FOR ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

For use of this form, see AR 621-5; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY 10 USC, Section 4302.
ROUTINE USES Upon initiation of individual.
PRINCIPAL PURPOSE(S) To enable the Army/American Council on Education Registry Transcript System (AARTS) 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.
ELIGIBLES (1) **ONLY Regular Army (RA) enlisted soldiers and veterans whose Basic Active Service Dates (BASD) fall on or after 1 October 1981.**
(2) **ONLY Army National Guard (ARNG) enlisted soldiers and veterans on active rolls as of 1 January 1993 whose Basic Pay Entry Dates (BPED) fall on or after 1 October 1981.**

MAIL OR FAX TO: Manager, AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth KS 66027-1373
FAX Number Commercial (913) 684-2011

PLEASE TYPE OR PRINT LEGIBLY

1. SSN		2. NAME (Last, First, Middle Initial)	
3. ENLISTED RANK	4. DATE OF BIRTH	5. SIGNATURE	
6. ENLISTED STATUS (Check one) <input type="checkbox"/> REGULAR ARMY <input type="checkbox"/> VETERAN <input type="checkbox"/> ARMY NATIONAL GUARD		7. ENLISTMENT DATE (BASD or BPED) <i>(Must be on or after 1 Oct 81)</i>	8. TELEPHONE NUMBER (Include Area Code) DUTY () OFF-DUTY ()
9. FOR PERSONAL OR ARMY EDUCATION RECORD SEND TRANSCRIPT TO:		10. FOR COLLEGE OR EMPLOYER RECORD SEND TRANSCRIPT TO:	

FOR OFFICIAL USE ONLY

OFFICE AUTOMATION RECORD

INITIATOR	AARTS ID NUMBER	FIGE CODE	AARTS ID NUMBER
A		C	
S		O	

CROSS REFERENCE ID NUMBER(S)	DATA ENTRY ID
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RESEARCH RECORD