

*Figure 9

**REQUEST FOR OFFICIAL TRANSCRIPT
CIVILIAN EDUCATIONAL INSTITUTION
PRIVACY ACT STATEMENT**

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Powers and Duties. **PURPOSE:** Used for positive identification.

ROUTINE USES: Will not be released outside the Department of Defense. **DISCLOSURE:** Voluntary. However, failure to provide requested information will invalidate request.

Complete request for the institution that awarded your highest degree. If nondegreed, complete a separate request for each institution attended. **NOTE: All requests must include exact location and complete address.**

PLEASE PRINT OR TYPE

NAME OF COLLEGE/UNIVERSITY: _____

ADDRESS: _____

DATES & LOCATIONS OF ATTENDANCE: _____

GRADUATION DATE: _____ DEGREE RECEIVED: _____

STUDENT NAME: Last _____ First _____ MI _____

MAIDEN NAME (Or other names used): _____

STUDENT SSN: _____ DATE OF BIRTH: _____

CCAF AFFILIATE SCHOOL/CURRENT UNIT OF ASSIGNMENT: _____

AUTHORITY TO RELEASE INFORMATION

I request and authorize you to furnish the Community College of the Air Force with an official transcript of my student record. This transcript will become the property of the U.S. Air Force for use in my instructor record as required by the Community College of the Air Force's regional accreditation association.

INSTRUCTOR SIGNATURE

DATE

CCAF USE ONLY

STARS UPDATE YES NO

DATE SENT TO COLLEGE:

DATE RECEIVED AT CCAF:

DATE SENT TO UNIT:

CCAF FORM 3, 20011204 (EF-VI) (DFCA)

PREVIOUS EDITIONS ARE OBSOLETE

Figure 9 (Continuation)

Procedures for Ordering CCAF and Civilian Transcripts

The CCAF transcripts will be ordered through CCAFID. Transcripts are processed and sent to the address listed and should be received at the school within seven days. Civilian transcripts are ordered by completing the CCAF Form 3. The affiliate school POC is ultimately responsible for ensuring a CCAF Form 3 is correctly filled out and submitted to CCAF. Missing or incomplete information will cause delays and result in the Form 3 being returned for further information. The affiliate school POC will mail the original Form 3 to:

CCAF/DFRS
Attn: Instructor Records
130 W. Maxwell Blvd
Maxwell AFB AL, 36112-6613.

A civilian school transcript will be ordered when the instructor has completed all degree requirements. CCAF will order transcripts reflecting the instructor's highest degree level. Please wait until all coursework is completed and grades are posted before ordering transcripts. Transcripts will be sent directly to the affiliate school CCAF POC for placement in the Faculty Folder.

Transcripts purchased by CCAF will remain in the faculty folder. They will not be removed for inclusion in OTS packages, special duty assignments or for any other reason. Replacement of transcripts lost or removed from the CCAF faculty folder is the affiliate school's responsibility.