



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS  
TENNESSEE ARMY NATIONAL GUARD  
HOUSTON BARRACKS, PO BOX 41502  
NASHVILLE, TENNESSEE 37204-1502

NGTN-PER-B (640-10b)

01 October 2025

MEMORANDUM FOR RECORD

SUBJECT: Processing College Transcripts for Soldiers of the Tennessee Army National Guard

1. References: AR 601-210, AR 600-8-19, AR 601-100, and NGR 600-100.
2. The Tennessee Army National Guard (TNARNG) Education Services Office (ESO) is the only verifying official for post-secondary education transcripts for all members when it is for the purpose of making the transcripts part of their Official Military Personnel File (OMPF).
3. To ensure transcripts are properly verified and added to a member's OMPF, transcripts must be received directly from the post-secondary education institution. When submitting transcript requests to an institution, members should provide the ESO's mailing address or e-mail address to the institution and request the transcripts be sent directly to one of these.

ESO Mailing Address: Joint Forces Headquarters  
Tennessee Army National Guard  
ATTN: NGTN-PER-ED  
3041 Sidco Drive  
Nashville, TN 37204

ESO E-mail Address: [ng.tn.tnarng.mbx.transcripts@army.mil](mailto:ng.tn.tnarng.mbx.transcripts@army.mil)

4. Any transcripts received marked '*Issued to Student*' will not be accepted.
5. The Education Office will ensure transcripts are validated, verified, uploaded into iPERMS and keyed into IPPS-A as part of the Soldier's permanent military service record.
6. All previous transcript policies are rescinded effective 01 October 2025.
7. POC is CW4 C. Scarlett Bernier, ESO at (615) 313-0625 or [clarisse.s.bernier.mil@army.mil](mailto:clarisse.s.bernier.mil@army.mil).

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G1, Deputy Chief of Staff, Personnel