

## ANNUAL ROSTER CORRECTION

If your roster has errors in 20 or fewer records, please correct the error, by cable, in the following format. Please note that there is a different format to correct each type of error.

To correct a misspelled name, provide only the correct spelling:

TO: OPBF/F/VSPS  
INFO/CDO

FROM: PCD

SUBJECT: ROSTER CORRECTION

123-45-6789 DOE, LESLIE A. (NAME)

To correct a VAD code, provide only the correct code:

TO: OPBF/F/VSPS  
INFO/CDO

FROM: PCD

SUBJECT: ROSTER CORRECTION

123-45-6789 DOE (CODE) 633A1

To correct a projected COS date, provide only the correct COS date:

TO: OPBF/F/VSPS  
INFO/COS

FROM: PCD

SUBJECT: ROSTER CORRECTION

123-45-6789DOE (COS)15 JUN 97

To correct an oath date, provide only the correct oath date:

TO: OPBF/F/VSPS  
INFO/CDO

FROM: PCD

SUBJECT: ROSTER CORRECTION

123-45-6789 DOE (OATH) 15 JUN 95

If you have a PCT or PCV in country for whom no entry exists, please use the following format:

TO: OPBF/F/VSPS  
INFO/CDO

FROM: PCD

SUBJECT: ROSTER CORRECTION

123-45-6789 DOE, LESLIE A. 15 JUN 95  
633A1 (UNLISTED PCT/PCV)

If a PCT/PCV entry exists for a terminatee, forward the appropriate COS or ET cable.

If a single PCT/PCV entry contains more than one error, please report only the needed corrections, listing each change on a separate line. Please use a format similar to the following:

TO: OPBF/F/VSPS  
INFO/CDO

FROM: PCD

SUBJECT: ROSTER CORRECTION

A) 123-45-6789 (NAME) DOE, LESLIE A.

B) 123-45-6789 DOE (COS) 15 JUN 97