

EMPLOYEE ADDRESS FORM

PRIVACY ACT INFORMATION

AUTHORITY: 10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel policies; and E.O. 9397 Social Security Number (SSN).

PRINCIPAL PURPOSE: To provide the basic source of factual data about an employee's home address and phone number.

ROUTINE USES: The employee's home address is used for distribution of information from the Civilian Personnel Advisory Center (CPAC) and US Army Reserve Pay Center (UPC). Completion of this form identifies the address to which the employee desires information to be mailed. The phone number is used to reach the employee when in a nonpay status or on days off, when necessary. The SSN is required to identify the individual in appropriate records.

DISCLOSURE: Providing the above information is voluntary, however, non-release of the above information may result in a delay or incorrect address change. This could result in non-receipt of important mailings from CPAC or UPC.

THRU CPAC (PECP-NCR-L) 2187 SOUTH J STREET, FORT MCCOY, WI 54656-5150

TO USAR PAY CENTER (AFRC-COO-RM) 1932 SOUTH 11TH AVENUE, FORT MCCOY WI 54656-5122

SUBJECT: EMPLOYEE HOME ADDRESS

INSTRUCTIONS: Please complete the information requested below to update your home address. Please PRINT all information.

EFFECTIVE DATE: _____ **COMMAND / DIRECTORATE:** _____

WORK TELEPHONE NUMBER: _____

NAME: _____ **SOCIAL SECURITY NUMBER:** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

HOME TELEPHONE NUMBER: _____



Click to Approve

DATE SIGNED: