

14 January 1970

AFM 35-3(21)

Chapter 5

CHANGE OF ADDRESS

5-1. Introduction. This chapter establishes a requirement for non-EAD USAFR members to report a change of address, and prescribes procedures. Send suggested changes to USAFMPC (AFPMRDS), Randolph AFB TX 78148.

5-2. Change of Address Notification. ARPC maintains one mailing address for each member. This address is used for all mailing purposes and must be kept current. Different mailing addresses for various mailing purposes is not possible. Each member is responsible to report a change of address as shown in table 5-1 when he:

- a. Establishes a new permanent address.
- b. Establishes a temporary address for more than 90 days.
- c. Travels or establishes temporary or permanent residence in a foreign country. Also, in this instance he will:

(1) *Before departure*, send a letter to his unit of assignment and report his expected departure date, duration of absence, foreign address, and purpose of travel.

(2) *Upon arrival*, report his foreign address to the appropriate US Air Attache when his stay in the foreign country is expected to be for 90 days or more.

5-3. Responsibilities:

a. ARPC will establish procedures for processing changes of address for personnel assigned to ORS, RRPS, NARS, ISLRS, and the Retired Reserve, to insure that changes are entered in the Air Reserve Forces Personnel Data System (ARF-PDS). Particularly, ARPC will insure that draft-deferred obligors assigned to the ORS are advised of

other change of address actions required under paragraph 5-2c when the member is in the status concerned.

b. Each CBPO, CRPO, or custodian of the member's Unit Personnel Record Group will establish procedures to insure that changes of address submitted by USAFR members are entered in the ARF-PDS (AFM 30-3, volume V).

c. CBPOs in major oversea commands will publish Air Force Reserve orders to reassign members when change of address notification is received that requires the member's new address.

5-4. How To Process Changes of Address:

a. Unit of assignment will:

- (1) Record member's new address.
- (2) Send the change of address notification to the servicing CBPO, CRPO, or record's custodian concerned.

b. Servicing CBPO, CRPO, or records custodian will:

- (1) Enter new address in the ARF-PDS in accordance with AFM 30-3, volume V.
- (2) File the change of address notification in member's Unit Personnel Record Group and destroy previous change of address notification.

NOTE: When ARPC enters a change of address in the ARF-PDS, the change of address notification will be filed in the member's MPerR group. The computer transaction image from ARPC will substantiate the address change to the CBPO/CRPO.

c. For members listed under paragraph 5-3a, ARPC will:

(1) Enter the new address in the ARF-PDS in accordance with AFM 30-3, volume V.

(2) File the new change of address document in the member's MPerRGp and destroy the previous change of address notification.

Table 5-1			
Where To Send Change of Address Notification			
R U L E	A	B	C
	If member is	then member will prepare change of address notification	and mail to
1	a general officer	on AF Form 512 (see note)	DCS/Personnel, HQ USAF (AFPDG), Wash DC 20380, and ARPC, 3800 York St, Denver CO 80205
2	assigned to unit; or to MAJCOM mobilization augmentation position		unit of assignment
3	assigned to ORS, RRPS, NARS, ISLRS, or Retired Reserve		ARPC, 3800 York St, Denver CO 80205
4	on USAF Retired List (retired with pay)	according to AFP 211-1-12	

NOTE: In the absence of AF Form 512, a member may report his change of address by letter or post card. When using other than the card form, a member must include his full name, grade, and SSAN.