



Personnel

USE AND PREPARATION OF ARPC FORM 162

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ ARPC/DPSSE  
(SMSgt Sharon Tucker)

Certified by: HQ ARPC/DPSS (Ms Sherrie Briggs)

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This instruction outlines the preparation and use of ARPC Form 162, **Transmittal/Informal Correspondence Slip**.

1. **References:** AFI 37-138; AFI 36-2608
2. **Purpose:** To correspond with reservists.
3. **Preparation.** All applicable sections are to be completed by the person/office transmitting records or sending informal correspondence.
4. **Procedures:**
  - 4.1. This form is normally used as a cover sheet/transmittal sheet to send records back to reservists or to return documents for more information or corrective action.
  - 4.2. If not provided, it could result in erroneous administrative action and inaccurate information being maintained in records.
5. **Form Prescribed.** ARPC Form 162.

KIRK A. JAMISON  
Chief, Plans and Programs Division  
Directorate of Communications  
and Information