BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER

ARPC INSTRUCTION 36-2610
8 APRIL 2002

Personnel

USE AND PREPARATION OF ARPC FORM 156

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/DPSSA
(Mr Roger Tackitt)

Certified by: HQ ARPC/DPSS (Ms Sherrie Briggs)
Pages: 1
Distribution: F

This instruction outlines the preparation and use of ARPC Form 156, **Personnel Documents/Forms**

This instruction includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. AUTHORITY: 10 U.S.C. 10204, Personnel Records

1. References: AFI 37-138; AFI 36-2608

2. Purpose: To update military records.

3. Preparation. All applicable sections are to be completed by the person/office transmitting records or requesting corrections.

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 156.

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