



Personnel

USE AND PREPARATION OF ARPC FORM 81

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the preparation and use of ARPC Form 81, **Records Search**.

1. **Reference.** AFI 36-2608, Military Personnel Records Systems.
2. **Purpose:** ARPC Form 81 is used to request copies of military records and keep track of their location.
3. **Preparation.**
 - 3.1. To obtain prior service or other service field records from the National Personnel Records Center or other record repositories the requester fills the entire form and gives it to DPSRP.
 - 3.2. The form is filled out in triplicate, the original is kept by the requester, the second copy is attached to the record once it is obtained and may be used to extend the 30-day charge out time.
 - 3.3. The third copy is kept on file and used for records control purposes.
4. **Form Prescribed.** ARPC Form 81.

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