



Personnel

SURVEY OF RETIRED REGULARS AND RESERVISTS (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/DRSA (Mr R. Tackitt)
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★ This publication establishes policies and responsibilities for processing retiree surveys on the 13th and 37th month following retirement from active duty or transfer to the Retired Reserve. It applies to internal offices in ARPC.

This publication is affected by the Privacy Act of 1974. Each form subject to the provision of AFI 37-132, *Air Force Privacy Act Program*, and required by this publication contains a Privacy Act statement either incorporated into the body of the document or in a separate statement accompanying each document. Authority: 10 U.S.C., Section 10204.

SUMMARY OF REVISIONS

Changes have been made to this instruction because of Directorate change in responsibilities.

1. References:

- 1.1. AFI 37-132, *Air Force Privacy Act Program*
- ★ 1.2. AFMAN 36-2621, Vol 1, *The Personnel Data System*
- 1.3. AFI 36-2115, *Assignments Within the Reserve Components*
- ★ 1.4. AFI 48-123, *Medical Examinations and Standards*
- 1.5. Dictionary of Occupational Titles (DOT)

2. Survey of Retired Regulars and Reservists. One copy of ARPC Form 4, **Retired Regular/Reserve Status and Address Verification**, is mailed to each Reserve retiree assigned to Reserve sections ZA, ZF, ZJ, and to each Regular retiree assigned to Reserve sections ZI and ZD. The survey is used to obtain selected personnel data.

★ 3. Address/Screening Branch (ARPC/DRSA/DRSB):

★ 3.1. Forwards address changes from retiree receiving pay to Defense Finance Accounting Service, Cleveland Center, Retirement Branch (DFAS-CL/RO) PO Box 99191, Cleveland OH

44199-1126 for update. Updates address changes from retiree not receiving pay. Priority is given to surveys reporting address changes to make sure prompt input of current addresses.

3.2. Forwards correspondence requiring a reply to appropriate office of primary responsibility. If a survey indicates a change in the physical condition of a retired Regular/Reservist, a copy of that survey is forwarded to Air Reserve Personnel Center, Directorate of Health Services/Individual Reserve Programs (ARPC/SG).

3.3. Reviews data on ARPC Form 4 to determine if any data items are to be changed. Makes changes as appropriate.

3.4. Inputs survey responses and changes into computer.

4. Machine Room (ARPC/SCPO):

4.1. Separates outgoing survey forms.

4.2. Encloses return envelopes and information sheet with survey form and mails survey with attachments to the retired Regulars and Reservists.

★5. The Mail Processing Branch (DFAS-DE/WASM). Receives returned ARPC Form 4 from retirees and forwards them to ARPC/DRSA/DRSB.

6. ARPC/SG. Takes appropriate action when retirees indicate a change in physical or medical condition.

7. Form Prescribed. ARPC Form 4, **Retired Regular/Reserve Status and Address Verification.**

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