

CURRENT ADDRESS OR CHANGE OF ADDRESS

PRIVACY ACT STATEMENT: AUTHORITY – 5 U.S. CODE 301. PRINCIPAL PURPOSE – TO CHANGE ADDRESS ON PERSONNEL RECORDS. ROUTINE USES – AS A DATA SOURCE FOR MANAGEMENT INFORMATION FOR PRODUCTION OF SUMMARY DESCRIPTIVE STATISTICS RELATED PERSONNEL MANAGEMENT FUNCTION OR MANPOWER STUDIES. MAY ALSO BE USED TO RESPOND TO GENERAL REQUESTS FOR STATISTICAL INFORMATION (WITHOUT PERSONAL IDENTIFICATION OF INDIVIDUALS) UNDER THE FREEDOM OF INFORMATION ACT OR TO LOCATE SPECIFIC INDIVIDUALS FOR PERSONNEL RESEARCH OR OTHER PERSONNEL MANAGEMENT FUNCTIONS. TO PROVIDE INFORMATION OR DISCLOSE TO A FEDERAL AGENCY, IN RESPONSE TO ITS REQUEST, IN CONNECTION WITH THE HIRING OR RETENTION OF AN EMPLOYEE, TO THE EXTENT THAT THE INFORMATION IRRELEVANT AND NECESSARY TO THE REQUESTING AGENCY'S DECISION ON THE MATTER. TO PROVIDE STATISTICAL REPORTS TO CONGRESS, AGENCIES, AND THE PUBLIC ON CHARACTERISTICS OF THE FEDERAL WORK FORCE. DISCLOSURE – THE GIVING OF THIS INFORMATION IS VOLUNTARY. FAILURE TO DISCLOSE DATA COULD RESULT IN DELAY LOCATING THE INDIVIDUAL EVENT OF AN EMERGENCY.

THRU: CIVILIAN PERSONNEL ADVISORY CENTER
FORT BLISS TEXAS

TO: CIVILIAN PAY SECTION
FINANCE & ACCOUNTING OFFICE
FORT BLISS, TEXAS

NAME _____

ACTIVITY _____

SSN _____

MAILING ADDRESS FOR LEAVE AND EARNINGS (LES) STATEMENT: _____

REQUEST FOR CHANGE ONLY

I WANT TO CHANGE THE ADDRESS ON MY (SEE BOX CHECKED BELOW IN (A) TO THE ADDRESS SHOWN BELOW IN (B)

(A) CHECK APPROPRIATE BOX (B) NEW ADDRESS: _____

() MAILING ADDRESS _____

() BOND ADDRESS _____

() W-2 ADDRESS

() TSP STATEMENT ADDRESS

() OTHER:

SIGNATURE OF CIVILIAN EMPLOYEE: _____

DATE: _____