

CIVILIAN EMPLOYEE ADDRESS RECORD

DATA REQUIRED BY PRIVACY ACT OF 1974

AUTHORITY: 5 U.S.C. 552A – System A0806.01 DACA – Civilian Employment Pay System

PURPOSE/USE: Request from Civilian employees for changes that affect their pay records to include address, check/bond mailing address.

DISCLOSURE: Disclosure of Social Security Number is voluntary; however, failure to provide SSN could result in delay due to duplication of names within the personnel information system.

NAME: _____ Organization: _____

SSN: _____ Effective Date: _____

Please complete the following for LES & W2

LEGAL ADDRESS:

_____ ZIP CODE _____

ALSO CHANGE:

BOND ADDRESS

CHECK ADDRESS (if currently mailed to legal address)

SIGNATURE: _____

DATE: _____