

**BY ORDER OF THE COMMANDER  
AIR RESERVE PERSONNEL CENTER**



**ARPC INSTRUCTION 36-2610**  
**8 APRIL 2002**  
Certified Current on 28 January 2014  
**Personnel**

**USE AND PREPARATION OF ARPC FORM 156**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

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