

REQUEST FOR CHANGE

[FPM 333]
[DOD 1400.20-1-M]

HQ III ARMORED CORPS AND FORT HOOD
CIVILIAN PERSONNEL ADVISORY CENTER
FORT HOOD, TX 76544-5058

Privacy Act Statement: Authority: 5 USC 1302,3301, and 3304. Principal Purpose: To inform the Civilian Personnel Advisory Center (CPAC) of changes. Routine Uses: Information will be used to change records as requested. Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Use of this form is voluntary. The form is a convenient means to request changes. Failure to keep personal information current could result in an individual being removed from consideration.

Instructions: Use this form to inform CPAC of a change. See Part II. Do not use for current employees, Nonappropriated Fund, AAFES, or Family Employment Assistance Program.

1. Check or write the change in Part
2. Complete the Identifying Information in Part
3. Return the completed form to the CPAC Lobby, Building 4220, between 0730 and 1630, weekdays (except holidays); or mail to the address at the top of the form.

PART I - CHANGE DESIRED

- () **CHANGE OF NAME**
From _____ To _____
Reason for change _____
- () **CHANGE OF ADDRESS**
Old _____ New _____

- () **CHANGE OF TELEPHONE NUMBER TO**
_____ Work _____
- () **CHANGE OF AVAILABILITY.** (Example: Lowest acceptable grade, date you can start work, willing to work on a part-time or intermittent work schedule, willing to travel, or willing to take a temporary job.)
Describe change _____
- () **OTHER REQUEST** (Describe) _____

PART II - IDENTIFYING INFORMATION

A separate Request for Change must be completed for each application you have on

(MUST BE COMPLETED) - Procedure	Announcement Number or Date	Position
() Competitive Vacancy Announcement	_____	_____
() Outside the Register Announcement	_____	_____
() Noncompetitive Acceptance List	_____	_____
() Other	_____	_____
() DOD PPP Spouse Preference Family Member Program	_____	_____

Social Security _____ **Telephone Number** _____

NAME/ADDRESS (Print or Type)

(Signature)

(Date)

* _____ *
* **FOR PERSONNEL OFFICE USE ONLY** *
* () Records Changed *
* () See Notes *
* _____ *
* _____ *
* **PERSONNEL STAFF MEMBER NAME AND DATE NOTED/CHANGED** *
