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INSTRUCTION NO.
LI 20-800-2

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LI 20-800-2
PERSONNEL
20 June 1956

SUBJECT : Changes in Personal Status
RESCISSION: LI 20-3-1, dated 19 October 1953

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General	Responsibility
Policy	Changes in Personal Status . .

1. GENERAL

This Instruction establishes the procedure for reporting changes in personal status in accordance with Regulation [REDACTED]

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2. POLICY

Changes in personal status must be reported promptly in order that Office of Logistics and Agency records will be current at all times.

3. RESPONSIBILITY

It is the responsibility of each employee of the Office of Logistics to report changes in personal status immediately.

4. CHANGES IN PERSONAL STATUS

a. Change of Emergency Addressee

- (1) Change in the designation, name, or address of the person to be notified in case of emergency will be reported promptly by the employee who will submit a memorandum, in duplicate, to the Personnel Officer, Office of Logistics, through the appropriate Staff or Division Administrative Assistant.
- (2) The Personnel Clerk will:
 - (a) Correct OF-4b, Employee Record Card.
 - (b) File one copy of memorandum in the employee's folder.
 - (c) Forward the original of the memorandum to the Office of Personnel.

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b. Marriage

- (1) The employee being married will prepare three copies of Form 38-1, Personal History Statement, completing items 1A, 3, 4, 8, 9, 10, 11, and 26. All three copies of the form will be sent to the Staff or Division Administrative Assistant.
- (2) The Staff or Division Administrative Assistant will:
 - (a) Prepare an original and two copies of SF-52, Request for Personnel Action, for the Personnel Officer, Office of Logistics.
 1. Item 6A will show the date of marriage.
 2. Place of marriage and name of spouse will be shown under "Remarks".
 - (b) If the marriage results in a name change or a change in home address, correct the employee's office file copy of Form 37-6, Personnel Information Card, and forward it to the Administrative Staff, Room 1C-47 Quarters Eye.
 - (c) Forward three copies of Form 38-1 and an original and one copy of SF-52 to the Personnel Officer, Office of Logistics.
- (3) The Personnel Clerk will:
 - (a) Note OF-4b.
 - (b) File one copy of SF-52 in the individual's folder.
 - (c) Forward the original SF-52 and two copies of Form 38-1 (if applicable) to the Office of Personnel.

c. Other Changes in Personal Status

- (1) Each employee will advise the Staff or Division Administrative Assistant immediately of a change in home address or telephone number.
- (2) Staff or Division Administrative Assistant will indicate only the change on the office file copy of Form 37-6 and forward it to the Administrative Staff when:
 - (a) Information is supplied by individual employees.


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- (b) Office room number and/or telephone extension are changed.
- (c) Employee resigns.
- (d) Change is required in limitation category code block.
 - 1. Immediate notification is imperative, especially prior to TDY or PCS, to back-stop cover established by the Central Cover Division or other authorized officials.
- (3) When an employee is transferred, he/she should hand-carry the office file copy of Form 37-6 to the new component.
 - (a) The Administrative Assistant will make a duplicate copy of the card being hand-carried and forward it to the Administrative Staff, Office of Logistics.
- (4) Staff or Division Administrative Assistants will complete one Form 37-6 for each new employee and forward it to the Administrative Staff, Office of Logistics.
- (5) The Administrative Staff will:
 - (a) Correct IBM Personnel Listing and forward Forms 37-6 to Machine Records Division.
 - (b) Forward corrected Forms 37-6 to Staffs and Divisions as appropriate.

FOR THE DIRECTOR OF LOGISTICS:


Chief, Administrative Staff, OL

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