

Standard Form 180 - Clerical Updates Needed

1 message

Michael Eastman <michael.eastman@nara.gov>

Tue, Aug 16, 2022 at 9:32 AM

To: Tamee Fechhelm <tamee.fechhelm@nara.gov>

Cc: Mary Wills <mary.wills@nara.gov>, Andrew Kellenberger <andrew.kellenberger@nara.gov>

Good morning Tamee,

A customer reached out to us regarding some clerical errors that are present on the current Standard Form 180, in the address table at the bottom of page three. These are errors on my part that should have been corrected before they were sent to Reza for accessibility updates.

Some of the addresses include information on the improper lines, which may have led to undeliverable mail (as was the case with this requester due to box 13). I attempted to unlock this form to make these minor corrections, but was unable to do so. I'm guessing it was because this form was last updated by Reza with GSA and some additional security measures were put in place.

I have drafted an update to this address table, and all changes are minor. If at all possible, could we have them corrected on the official form? Once completed, I could pass a copy of the updated form along to our web team to have the new version posted to the Archives site at the link above. The updated table is pasted below for reference:

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center AFPC/DP2SSM 550 C Street West 385A Randolph TX 78150. 4721 Fax Number: 210-565-3124 Email: DP2SSM.MILRECS.INCOMING@USAF.MIL	6	National Archives & Records Administration Research Services (RDT1R) 700 Pennsylvania Avenue NW Washington, DC 20408-0001	11	Department of Veterans Affairs ATTN: Release of Information Claims Intake Center P.O. Box 4444 Janesville, WI 53547-4444 Fax: 844-631-7818 https://www.va.gov
2	Air Reserve Personnel Center Total Force Service Center: 1-800-525-0102 https://mypers.af.mil/	7	US Army Human Resources Command's web page: https://www.hrc.army.mil/content/1113 or 1-888-ARMYHRC (1-888-276-9472)	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (BOPS-C-MR)MS7200 US Coast Guard 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200 https://www.dcms.uscg.mil/ompf	8	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Boulevard, Building 103 St. Louis, MO 63120 Fax Number: 314-260-8128	13	AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217
4	Headquarters U.S. Marine Corps Manpower Management Records & Performance (MMRP-10) 2908 Elliot Road Quantico, VA 22134-5030 SMB.MANPOWER.MMRP-10@usmc.mil	9	AMEDD Army Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217 Fax Number: 210-201-8310	14	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 http://www.archives.gov/veterans/military-service-records/
5	Marine Corps Forces Reserve 2000 Opelousas Avenue New Orleans, LA 70114	10	Navy Personnel Command (PERS.313) 5720 Integrity Drive Millington, TN 38055-3130		

Moving forward, we will need the ability to make changes to our forms. Is that something that could be passed along to any other agencies we work with on these efforts?

I apologize for any inconvenience this may cause. Thanks for your help in getting this resolved.

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Respectfully,

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