

# PERSONAL REPORT OF RESERVE OFFICER

(Last name) (First name) (Middle name) (Grade and section, Reserve)

My former permanent home address was \_\_\_\_\_

My former business address was \_\_\_\_\_

My present permanent home address is \_\_\_\_\_

My present business address is \_\_\_\_\_

|       |   |
|-------|---|
| _____ | Mailing address<br>to be indicated<br>by an X |
| _____ |   |

The address of person to } From \_\_\_\_\_ (Name) (Relationship) (Address)  
be notified in case of an }  
emergency is changed } To \_\_\_\_\_ (Name) (Relationship) (Address)

My temporary address until about \_\_\_\_\_ (Date) is \_\_\_\_\_

I report the following change of status as required by paragraph 118b, AR 140-5:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature, including middle name, if any)

Reporting officer will not write below this line

This space for sole use of corps area or department commander in forwarding to chief of arm or service.

This space for sole use of chief of arm or service in forwarding to The Adjutant General.

## INSTRUCTIONS TO RESERVE OFFICER MAKING REPORT

1. *This report will not be rendered by a Reserve officer unless there is a change in status or address not previously reported by him.*

2. This form will be used for reports required by paragraph 118a and b, AR 140-5. The data not required by a particular report will be omitted and the spaces left blank.

3. All entries except signature will be typed or printed in plain letters. The report will be dated and name signed in full, including middle name if any.

4. In order that the officer may be of service, it is of the utmost importance that he be reached whenever necessary. If he can not be found, his commission ceases to be of value to him or to the country, for his services can not be utilized. Permanent address includes forwarding address—the address to which mail sent will eventually reach the officer concerned.

5. The report should be mailed in the addressed penalty envelope which accompanies this blank. When no addressed penalty envelope is available, the report will be mailed directly to the corps area or department commander concerned.

### Extracts from paragraph 118, AR 140-5

*a. Change of address.*—Prompt notification on W. D., A. G. O. Form No. 172 (Personal Report of Reserve Officer) of a permanent or prolonged temporary change of address will be made to The Adjutant General through military channels.

In cases of a short temporary change of address, the necessary arrangements should be made to have forwarded any orders or communications received at the permanent address. Reports covering absence from the United States and return thereto will be rendered as provided in paragraph 80.

*b. Change of status.*—A prompt report on W. D., A. G. O. Form No. 172 (Personal Report of Reserve Officer) is required whenever a Reserve officer becomes, or ceases to be, an officer, warrant officer, or enlisted man, of any other military or naval force, or when he assumes or vacates any public or civil office or position under the Federal Government.

### Instructions to Agencies of the Military Establishment

When this report is received in an intermediate office, it will be forwarded by indorsement *without delay* to The Adjutant General through military channels including in each case the corps area or department commander and the chief of arm or service concerned.

Forwarding indorsements will in each case show date of forwarding.

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