

Army/Air Force LES request procedures

Dear Sir/Madam,

Please note that due to the Privacy Act of 1974, we are prohibited from disclosing personal information without a direct written request from the individual to whom the record pertains. We will no longer accept LES requests from a third party except for Power of Attorney authority.

Name:

Full Social Security Number:

Branch of Service (circle one): Army / Air Force

Component (circle one): Active Duty / Reserve / National Guard:

Date of LES's needed: to

Mailing address:

Email address:

(Please note that if you are requesting documents via e-mail that we can only email your LES documents to a government email address, i.e. .gov or .mil. We also cannot email more than one (1) year of LES documents.

Phone Number:

Include a scanned copy of your driver's license or military ID

Reason for request:

If you are requesting over 5 years of Reserve LES for the purpose of calculating retirement points please include a scanned RPAS statement (form 249-2-E). To request a statement go to:

<https://www.hrcapps.army.mil/portal/default.aspx>

We reserve the right to omit verified "good" years that have at least 14 active duty days when used for retirement purposes.

All LES requests will be processed in the order in which they are received. If this is an urgent matter you may contact our office at (317)212-1634 or (317) 212-2034.

Forward all information to:

Email: ampo-verify-les@dfas.mil

or

Fax: 317-275-0123

or

Mail: DFAS-IN/JFLAKB

Verifications Section

8899 E 56th Street

Indianapolis, IN 46249-0865