



National Personnel Records Center

9700 Page Avenue, St. Louis, Missouri 63132-5100

May 6, 2008

Dear Office Head:

The National Personnel Records Center is moving! We are embarking on this major undertaking so that all of the Center's 4,000,000 cubic feet of records are stored in space that meets the regulations for the storage of Federal records (36 CFR § 1228, Subpart K). To allow us to move efficiently and economically, NPRC *will suspend assignment of transfer numbers for record shipments from your Agency from June 1 through October 14, 2008*. Facilities that have transfer numbers assigned by NPRC during May must ship their records to NPRC so that they arrive NLT August 29, 2008. Transfer numbers will be voided after that date. All requests for transfer numbers received after May 29 will be returned to the originator for resubmission to our new facility. *No records will be accepted from your Agency by NPRC during the month of September 2008*. Any records shipments that arrive from August 29 through October 13, 2008 will be declined and returned to the sender. We will resume assigning transfer numbers and accepting shipments of records on October 14, 2008.

Beginning October 14th, all SF 135s and all record shipments with approved transfer numbers should be addressed to:

National Personnel Records Center Annex
1411 Boulder Drive
Rock City Industrial Center
Valmeyer, IL 62295

We apologize for the inconvenience this causes you, but our move to a new facility is critical. We have worked to make this "down period" as brief as possible. When we return to service, we once again will exceed our customer service standards. For your convenience we've enclosed a timeline depicting the key dates of NPRC's move.

Thank you for your patience throughout this process. If you have questions or desire additional information, please contact Charles Muchö, Military Personnel Records @ 314-801-9159 or Rhonda Weedman, Civilian Personnel Records @ 314-801-9237.

Sincerely,



R.L. HINDMAN
Director

Enclosure

NPRC Move Timeline

- May 30** NPRC suspends assigning transfer numbers for record shipments
- June-August** NPRC accepts record shipments with approved transfer numbers
- September 1** NPRC stops accepting record shipments
- October 1** NPRC begins move to new facility at Valmeyer, IL
- October 14** NPRC resumes assigning transfer numbers and resumes accepting record shipments