



7th JMTTC Legal Assistance Information

Home of Record Change

Please note that this Information Paper only provides basic information and is not intended to serve as a substitute for personal consultations with a Legal Assistance Attorney.

The ability to change your home of record is very limited. In most cases individuals will not be allowed to change their home of record. An individual's home of record is a place recorded as the home of the soldier when commissioned, appointed, enlisted, inducted or ordered on active duty.

The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as the recorded when commissioned, appointed, enlisted or inducted or ordered into the relevant tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day, can the home of record be changed by a member.

If the home of record was originally recorded incorrectly, a change can be authorized. The individual must provide supporting documentation to justify the change.

In every case the burden is on the individual to justify a change to the home of record to file.

To request a change of Home of Record:

Individuals requesting a home of record change must submit a written request with their full name, SSN and the place they want their home of record changed. The request should include any documentation (which is not already on file in the OMPF) to support their request. IAW AR 600-8-104, table 5-2, item 25 and AR 601-280, Para 11-10(2) and table 11-1, item 3.

Enlisted Soldiers: (Note: SRDC cannot change home of record on the ERB).

Director, SRDC, 899 E 56th Street, ATTN: AHRC-ERP, Personnel Actions Branch, Indianapolis, IN 46249-5301

Officers:

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