



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.

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 ability to change your home of record is very limited. In most cases, individuals will not be allowed to change their home of record.

If the home of record was originally recorded incorrectly, a change can be authorized. The individual must provide supporting documentation to justify the change, and in every case the burden is on the individual to justify a change to the home of record to file.

Servicemembers may change the place recorded as their home of record when reinstated, reappointed, or reenlisted if there is a break in service of more than one full day. Note, the home of record is NOT necessarily a servicemember's domicile, or state of legal residence, as these are two separate things. While home of record may remain unchanged over an entire military career, at his/her election a servicemember MAY change their domicile with each PCS.

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 may request changes from the Director, SRDC, ATTN: AHRC-ERP, Personnel Actions Branch, 899 E 56th Street, Indianapolis, IN 46249-5301. Note: the SRDC cannot change home of record on the ERB.

Officers may request changes from the Commander, U.S. Total Army Personnel Command, Alexandria, VA 22332-0400.