REPORT OF HOME OF RECORD AND PLACE FROM WHICH ORDERED TO ACTIVE DUTY

SUPPORTING DIRECTIVE MILPERSMAN ARTICLE 1000-100

PRIVACY ACT STATEMENT: Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. Completion of this form is mandatory. Failure to provide the required information may result in entitlement to travel and transportation allowances being denied.

I. INSTRUCTIONS

1. General.

In general, members are entitled to receive travel and transportation allowances for travel performed or to be performed under competent orders (1) upon appointment, or call to active duty, from home or from the place from which ordered to active duty to first duty station, and (2) upon separation from the service, placement upon the temporary disability retired list, release from active duty, or retirement, from last duty station to home or to the place from which ordered to active duty (See MILPERSMAN 1000-100). This form is used for determining entitlements to allowances under these situations; therefore extreme care must be used in preparing this document. Once prepared, signed, and submitted, entries hereon may not be changed or corrected unless specifically authorized by the Commander, Navy Personnel Command.

2. Preparation.

a. This document shall be prepared in duplicate. The member must complete all blocks, and sign and date the form:

(1) When commissioned, or appointed to officer status for immediate active duty.

(2) When commissioned, or appointed to officer status in a Reserve **component, not ordered to immediate active duty - enter "Not Applicable" in the blocks captioned "Place From Which Ordered to Active Duty" and "Date of Entry on Active Duty".**

(3) When an Officer or Enlisted Reservist is recalled to active duty from an inactive status, after a break in active service that exceeds one day (more than 24 hours)

b. "Home of Record" and "Place From Which Ordered To Active Duty" entries shall be determined by referring to the GUIDES provided on the reverse of this form.

c. The Certifying Officer shall be the commanding officer, or a member authorized to sign service record documents per MILPERSMAN 1070-190.

3. Disposition.

a. Original: Forward to Navy Personnel Command (NAVPERSCOM) (PERS-312C).

b. Duplicate: Officer - deliver to the officer for their personal files.
Enlisted - file in the field service record.

II. MY HOME OF RECORD, AND THE PLACE FROM WHICH I WAS ORDERED INTO THE TOUR OF ACTIVE DUTY FOR WHICH I AM REPORTING, ARE:

1. HOME OF RECORD *(GIVE COMPLETE ADDRESS)*:	2. PLACE FROM WHICH ORDERED TO ACTIVE DUTY *(GIVE COMPLETE ADDRESS)*:

3. DATE OF ENTRY ON ACTIVE DUTY:	4. SIGNATURE OF MEMBER:
5. DATE SIGNED:	6. CERTIFYING OFFICER'S SIGNATURE, GRADE AND TITLE:

7. NAME *(LAST, FIRST, MIDDLE)*:	8. GRADE:	9. SOCIAL SECURITY NUMBER:

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

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REPORT OF HOME OF RECORD AND PLACE FROM WHICH ORDERED TO ACTIVE DUTY *(CONTINUED)*

SUPPORTING DIRECTIVE MILPERSMAN ARTICLE 1000-100

GUIDES

1. This guide is furnished to assist in completing entries on the obverse side of this form. Certifying officers, must give full consideration to all documents in the member's service record or in their personal possession, which relate to the occasion and bear directly on the item being determined.

a. Home of Record . The place declared by the service member to be the permanent home, or actual home of the member when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

(1) Use the following table to determine a home of record:

Occasion	Home of Record
An individual commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.	The place declared by the service member to be the permanent home, or actual home of the member.
An officer appointed from active enlisted status	Remains the same as that recorded on the DD 4, Enlistment/ Reenlistment Document-Armed Forces of the United States, in effect at the time of appointment.
An enlisted member immediately reenlisted with no break in active service	Remains the same as that recorded on the DD 4, Enlistment/ Reenlistment Document-Armed Forces of the United States, in effect at the time of reenlistment.
An enlisted member reenlisted after a break in active service that exceeds one day (more than 24 hours)	The place declared by the service member to be the permanent home, or actual home of the member at the time of reenlistment into the new period of active duty. The new HOR shall be recorded on the new DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States.
An officer or enlisted member recalled to active duty from an inactive status, after a break in active service that exceeds one day (more than 24 hours)	The place declared by the service member to be the permanent home, or actual home of the member when ordered into a tour of active duty. If different from the HOR currently recorded in the Service Record, the new HOR, for officer and enlisted members, shall be recorded on the NAVPERS 1070/74, Report of Home of Record and Place From Which Ordered to a Tour of Active Duty.

(2) Changes in HOR are not authorized during a continuous tour of active duty regardless of changes in the member's home address during the tour of active duty or enlistment. The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Note: Only if a break in service exceeds one full day (more than 24 hours) may the member change the HOR.

b. Place From Which Called (or Ordered) to Active Duty (PLEAD)

(1) The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

(2) Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. Note: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).

(3) In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

NOTE: The PLEAD changes only if there is a break in active duty service exceeding one full day, in which case it is the place of entry into the new period of active duty service.