

# Administrative Name Changes to Department of Defense (DD) Form 214 – Certificate of Release or Discharge from Active Duty – Initiative, 3 Feb 22

In accordance with the Office of the Assistant Secretary, Manpower and Reserve Affairs Memo signed 3 Feb 2022, SUBJECT: Administrative Name Changes to Department of Defense (DD) Form 214 – Certificate of Release or Discharge from Active Duty – Initiative, HRC has established the following procedures for Administration Name Changes to the last issued DD214. This change applies to name changes pursuant to a court order only. All applications/request must have a court order directing the name change.

Soldiers currently RA or USAR (AGR, TPU, IMA, IRR, or Retired Reserve) should submit requests to: Commander, U.S. Army Human Resources Command (AHRC–ROR–DOC), Department 290, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5209 or email at [usarmy.knox.hrc.mbx.rpmd-ord-sep-docs@army.mil](mailto:usarmy.knox.hrc.mbx.rpmd-ord-sep-docs@army.mil).

ARNG Soldiers not on active duty should submit requests to: Military Human Resources System Manager (NGB), 111 S. George Mason Dr. Arlington, VA 22204 or email [Julia.a.romero.civ@army.mil](mailto:Julia.a.romero.civ@army.mil).

Veterans (Soldiers discharged or retired with no military service obligation) may contact Commander, U.S. Army Human Resource Command, Human Resources Service Center (AHRC-PDR-V), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402 or email at [usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil).

Veterans and Soldiers who have other claims in addition to the name change should continue to file those claims with the Army Review Board Agency or submit a separate claim(s) to ARBA and ONLY the Name Change to HRC as detailed above.