

MILPER Number: 25-252

**Proponent
DAPE-MPA**

**Title
Update to Home of Record (HOR) Designation or Change Request**

...Issued:[25 Jun 2025]...

- A. Army Directive 2025-08 (Home of Record Designation or Change Request), 21 May 2025.
 - B. Department of Defense (Joint Travel Regulation (JTR)), 1 May 2025.
 - C. Army Regulation (AR) 135-100 (Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994.
 - D. AR 135-210 (Order to Active Duty for Individuals Other Than a Presidential Reserve Call Up, Partial of Full Mobilization), 17 September 2019.
 - E. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 8 November 2023.
 - F. MILPER 25-222 (Subject: Home of Record (HOR) Designation or Change Request), 2 June 2025
1. This message will expire 2 June 2026.
 2. This message is to provide specific guidance on actions that must be taken after approval of a PAR in IPPS-A for an HOR change request, as provided in reference F.
 3. The actions below must be taken by the Soldier to correct their HOR in the Soldier Talent

Profile (STP), in IPPS-A as well as the additional steps to update their official records in iPERMS, to include DD Form 4 (Enlistment / Reenlistment Document) or orders to active duty.

a. Correction of HOR on the STP. To correct the HOR on the STP, after receipt of an approved PAR for an HOR change request, the Soldier must submit a trouble ticket, through creation of a case under Self Service/ IPPS-A Help Center using the Category: Records Management, the Type: Update, and Detail: HOR. Next, the Soldier Manager must complete the required information to support the case, then submit the case forward. For Active-Duty personnel the Service Member's serving HR Professional (provider group member) must route the trouble ticket to AHRC eMOD (Customer Solutions Branch) for correction of the HOR on the STP; for National Guard members ticket must route to the State's HR System Escalation Provider Group and the US Army Reserves members must route the CRM case to USARC G-1.

b. Correction of HOR on the enlistment DD Form 4. To correct the HOR on the DD Form 4, the Soldier must provide the approved PAR with workflow to the servicing Career Counselor, who will submit the request to the Retention and Reclassification Branch (RRB), Eligibility Management Team (EMT). The documentation must show the approved change and the corrected HOR. EMT will publish a memo that amends the DD Form 4 with the HOR that should have been captured on the contract at time of enlistment. EMT will provide the servicing Career Counselor with the Soldier's copy of the amendment memorandum, as well as ensure a copy is filed in iPERMS.

c. Correction of Orders to Active Duty. To correct the HOR on initial orders to active duty, after receipt of an approved PAR for an HOR change request, the Soldier must forward a memorandum using unit letterhead to the office that published the order (AHRC, USARC, USMA, USACC, or ARNG) requesting an amendment of the initial order to active duty in order to correct the HOR that was recorded in error, at time of publication of the order. The memorandum from the Soldier must reflect the correct HOR that must be shown on the amendment orders. The appropriate office will provide the Soldier a copy of the amendment orders as well as ensure a copy of the amendment order is filed in iPERMS next to the Soldier's initial orders to active duty that were published when ordered to active duty or at time of appointment or commission.

4. All soldiers must be informed that the HOR change requests that are authorized by reference A are primarily to update their official military records and to ensure entitlement to military benefits at time of separation, particularly transportation to the HOR that is recorded on official documents. While there may be cases where the HOR and State of Legal Residence is the same, the change in HOR is not intended to be an avenue to claim State tax exempt status.

5. All other guidance captured in reference F remains in effect.

6. Soldiers and leaders should contact their servicing Career Counselor for questions regarding submission of request to amend the DD Form 4 enlistment contract once approved. This is not the POC for officers who are seeking to amend orders. Career Counselors with questions pertaining this message will contract the Retention and Reclassification Branch, AHRC-FSF-ER at, usarmy.knox.hrc.mbx.fadd-eligibility-management-branch@army.mil.

7. For questions regarding amendment of initial orders to active duty for approved HOR change requests, contact your servicing personnel office.

8. For policy questions regarding designation or change requests to the HOR, contact the Directorate of Military Personnel Management (DMPM), Acquire and Retain Division (DAPE-MPA). POC: Mr. Alphonsa D. Green, (703) 695-7490, alphonsa.d.green.civ@army.mil.