

MILPERSMAN 1000-100

HOME OF RECORD AND PLACE FROM WHICH ORDERED TO ACTIVE DUTY

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References	(a) NAVSO P-6034, Joint Travel Regulations (JTR) (b) 60 Comp.Gen. 142 (1980)
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1. Policy

a. Per reference (a), the home of record (HOR) and or place from which called or ordered to active duty (PLEAD) are used to determine a member's entitlement to travel and transportation allowances or other compensations provided by law. To support these entitlements, these places will be documented (as prescribed below) and must not be changed, except as authorized.

2. HOR

a. The place recorded as the Service member's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

b. The place recorded as the Service member's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, inducted, or ordered into the tour of active duty, unless there is a break in service of more than 1 full day.

Note: Only if a break in service exceeds 1 full day (more than 24 hours) may the member change the HOR.

c. Use the following table to determine the HOR:

Occasion	HOR
An individual commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.	The place recorded as the Service member's home.
An officer appointed from active enlisted status.	Remains the same as that recorded on 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 in effect at the time of reenlistment.
An enlisted member reenlisted after a break in active service that exceeds 1 day (more than 24 hours)	The place recorded as the Service member's home at the time of reenlistment into the new period of active duty. The new HOR must be recorded on the new DD 4.
An officer or enlisted member recalled to active duty from an inactive status, after a break in active service that exceeds 1 day (more than 24 hours)	The place recorded as the Service member's home when ordered into a tour of active duty. If different from the HOR currently recorded in the electronic service record (ESR), the new HOR (for officer and enlisted members) must be recorded on NAVPERS 1070/74 Report of Home of Record and Place From Which Ordered to Active Duty.

d. The HOR may not be changed during a period of continuous active duty, regardless of changes in the member's home address during the tour of active duty or enlistment. The HOR may be changed upon reenlistment or reentry into the Service, provided there is no overlap in reenlistment contracts and a break in service of more than 1 day has occurred (e.g., member's current enlistment expires on the 12th of the month and the member reenlists on the 14th of the month.)

e. Where to record the HOR:

(1) The initial HOR for officers must be recorded on NAVPERS 1070/74.

(2) The initial HOR for enlisted members must be recorded on DD 4.

(3) Changes to the HOR, authorized as a result of a break in service, must be recorded per paragraph 2c above.

3. **PLEAD.** The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of a member of the Reserve Component (RC) when enlisted, commissioned, or appointed for immediate active duty.

a. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

b. 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. Generally this is the academic institution and not the member's HOR (reference (b)).

c. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

d. Where to record the PLEAD:

(1) The initial PLEAD for officers must be recorded on NAVPERS 1070/74.

(2) The initial PLEAD for enlisted members must be recorded on DD 4.

(3) The PLEAD for a reservist ordered to active duty will be recorded on the member's orders to active duty and in the ESR.

Note: The PLEAD changes only if there is a break in service exceeding 1 full day, in which case it is the place of entry into the new period of service.

4. **Distribution of NAVPERS 1070/74**

a. **For newly commissioned officers:**

(1) Original: Attach to NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office and forward to Navy Personnel Command (NAVPERSCOM), Officer Accession and Promotions Branch (PERS-806) along with the other documents required to create the new officer permanent personnel record.

(2) Duplicate: To newly commissioned officers for retention in their personal files.

b. **For changes authorized as a result of a break in service:**

(1) Original: Forward to NAVPERSCOM, Records Analysis Branch (PERS-312).

(2) Duplicate: Deliver to the member for retention in their personal files.

5. **Corrections**

a. A correction to the HOR (for officer and enlisted) may be authorized in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

b. Approval by NAVPERSCOM (PERS-312) is required to correct an erroneous HOR. Requests must be submitted, via the chain of command, to NAVPERSCOM (PERS-312) for approval and must include sufficient documentary evidence to support the member's claim.