

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

1. This form shall be executed by each commissioned officer immediately upon appointment.
2. The purpose of this form is to establish, for the record, the home of a commissioned officer at the time of reporting for active duty and the place from which he was ordered to such duty. This record will be used to determine travel and transportation allowances for travel performed under competent orders at the time of separation from active duty. Such allowances are to be based upon and officer's home when he reported for active duty or the place from which the officer was ordered to that active duty in accordance with the Joint Federal Travel Regulations.
3. Once submitted, entries **MAY NOT BE CHANGED** or **CORRECTED** unless specifically authorized by the Director, Commissioned Personnel Center when, through a bona fide error, the place originally named at the time of entry into active duty was not in fact the actual home. Any request for correction must be fully justified and the home, as corrected, must be the actual home of the member upon entry, and not a different location selected for the officer's convenience.

1. NAME (LAST, FIRST, MIDDLE)	2. GRADE	3. SSN
4. DATE ENTERED ACTIVE DUTY		
5. ADDRESS (PLACE OF APPOINTMENT) (Include County and Zip Code)	6. ADDRESS (HOME OF RECORD) (Include County and Zip Code)	

**PRIVACY ACT STATEMENT:**

**Authority** – 44 USC 3101, and EO 9397, November 1943 (SSN).

**Principal Purpose(s)** - This form is used to designate the Home of Record for certain travel entitlements in the event of the servicemember's separation from active duty. The purpose of soliciting the SSN is to provide positive identification.

**Routine Uses(s)** - This form becomes a part of the Official Personnel File. All uses of the form are internal to the NOAA Corps.

**Disclosure** - Voluntary; however, failure to provide personal identifier information may handicap processing of entitlements.

7. Signature of Officer (Include rank)	8. Date Signed:
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