



**OFFICER'S REPORT OF HOME OF RECORD  
AND  
PLACE FROM WHICH ORDERED TO A TOUR OF ACTIVE DUTY**

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, officers 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 Article 5010140, BUPERS Manual.) This form is used for the purpose of determining entitlement to allowances under these situations, therefore extreme care must be used in preparing this document. Once prepared, entries hereon may not be changed or corrected unless specifically authorized by the Chief of Naval Personnel. This form is for use only by those individuals appointed to officer status or who reported for active duty in an officer status on and after 1 January 1957.

(2) Appointment to officer status for inactive service-complete all items except the two captioned "Place From Which Ordered to Relevant Tour of Extended Active Duty" and "Date of Entry on Relevant Tour of Extended Active Duty." Insert "Not Applicable" in these items.

(3) Each reporting for a tour of extended active duty from an inactive-duty officer status-complete all items.

b. "Home of Record" and Place From Which Ordered To Relevant Tour of Extended 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, executive officer, or other officer designated by the commanding officer. Signature shall be affixed in accordance with Article 1608, U.S. Navy Regulations.

**2. Preparation.**

a. Prepare and sign in duplicate (as indicated) for each officer, Regular or Reserve, upon:

(1) Appointment to officer status for immediate extended active duty - complete all items.

**3. Disposition.**

a. Original. - File permanently in Officer Service Record (NavPers 1070/66).

b. Duplicate. - To BuPers, Washington, D.C. 20370 (Attn: Pers 37211)

II.

My home of record, and the place from which I was ordered into the tour of extended active duty for which I am reporting, are:

HOME OF RECORD *(Give complete address)*

PLACE FROM WHICH ORDERED TO RELEVANT TOUR OF EXTENDED ACTIVE DUTY  
*(Give complete address)*

DATE OF ENTRY ON RELEVANT TOUR OF  
EXTENDED ACTIVE DUTY

SIGNATURE OF OFFICER

DATE SIGNED

CERTIFYING OFFICER'S SIGNATURE, GRADE AND TITLE

NAME *(Last, first, middle)*

GRADE

DESIGNATOR

SOCIAL SECURITY NO.

## GUIDES

1. These guides are furnished to assist in completing entries on the obverse side of this form. Certifying officers, in addition, must give full consideration to all documents in the officer's service record or in his personal possession which relate to the occasion and bear directly on the item being determined:

**a. Officer appointed from Midshipman status at the Naval Academy or NROTC Unit (other than those appointed Midshipman from an active duty enlisted status)**-both his home of record, and the place from which he was ordered into the relevant tour of active duty are one and the same, i.e., the place to which his permit or authorization to report at the Naval Academy or NROTC Unit for admission as a Midshipman was addressed. Note that the relevant tour of active duty for Naval Academy and NROTC (Regular) graduates, other than those appointed Midshipman from an active duty enlisted status, commences upon entry at the Academy or NROTC Unit even though such service may or may not be considered as active duty for other purposes.

**b. Officer appointed from an active enlisted status-**

- (1) **who at the time of enlistment was immediately placed on active duty**-both his home of record, and the place from which he was ordered into a relevant tour of active duty are one and the same, i.e., the place he indicated as his home address at the time of such enlistment and which was recorded on the enlistment contract.
- (2) **who reenlisted after a break in active service**-same as b. (a) preceding.
- (3) **who immediately reenlisted with no break in active service**-the home of record is the place he indicated as his home address at the time of such reenlistment and which was recorded on the enlistment contract; and the place from which he was ordered into a relevant tour of active duty is the place such reenlistment was effect (for reenlistments on ships, either Home Port or Home Yard may be used).

If, however, at the time of enlistment or reenlistment, he was placed on inactive duty, and subsequently was called to active duty in an enlisted status, his home of record, and the place from which he was ordered into a relevant tour of active duty are one and the same, i.e., the place recorded on the enlistment contract as the home address unless information to the contrary is contained in the service record or on the recall orders (note carefully the place to which such recall orders were addressed).

**c. Officer appointed from Naval Academy or NROTC Midshipman status who had been appointed Midshipman from an active duty enlisted status**-same as b. preceding.

**d. Officer appointed from other than active duty status (direct from civilian life, NROTC Contract student, enlisted member on inactive duty, etc.)**-his home of record is the place he personally declares to be his home at the time of appointment. The place from which he was ordered into a relevant tour of active duty is the place to which his orders to active duty as an officer were addressed (not the via address).

**e. Officer called or recalled to active duty from an inactive duty officer status**-his home of record, and the place from which he was ordered into a relevant tour of active duty are normally one and the same, i.e., the address to which his orders to active duty were addressed. If it can be determined from documents on file in the OFFICER'S Service Record, however, that the address to which his orders were directed was a temporary one, the home of record is the permanent address recorded for the individual, and the place from which ordered into a relevant tour of active duty is the address to which his orders were directed ((Note: Article 501080, BuPers Manual, requires that "When a change in address occurs in the case of a member of the Naval Reserve, it is incumbent upon the individual concerned to notify the custodian of his records of the new mailing address, specifying whether permanent or temporary").