

## **Updating Data Related to the Record Brief Department of the Army Pamphlet 600-8-104**

### **Definition and purpose of the record brief**

The individual record brief, also known as the enlisted record brief, DA Form 4037 (Officer Record Brief), the Reserve Component's DA Form 2-1 (Personnel Qualification Record), the Soldier Record Brief, or any version of a Soldier's individual record brief (hereafter known as the record brief), is a one-page summary of the Soldier's qualifications and career history. The record brief is a living document that is frequently updated. Each record brief is a snapshot of the Soldier's career as it was at the time the record brief was produced.

### **How to update or correct the record brief**

Data on the record brief reflects events concerning a Soldier's military career. These events are routinely updated or reported by the unit, the MPD, or other HR agencies. The record brief will be reviewed, in conjunction with the RM, at least annually as part of the personnel records review outlined in chapter 4 of this publication.

- a. Errors, omissions, or new changes should be corrected promptly.
- b. RMs will validate the update by checking iPERMS to ensure the appropriate supporting document(s) are in the AMHRR. If the supporting document is not in the AMHRR, the RM will request the documents from the Soldier or originating office.
- c. The RM will, depending upon the data involved, make the update/correction in the appropriate system of record.
- d. The RM will Web upload supporting document(s) to iPERMS per the required document referenced in AR 600-8-104.
- e. Information on current system of record for specific data elements and corresponding supporting documents can be found at

***<https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance>***.

### ***Examples:***

#### **Home of record**

The term "home of record" is the place (city and state or country) recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of active duty. Official source documents include DA Form 71, active duty letter/order, appointment order, DD Form 4, or DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) (used for effective date only).

- a. Home of record is used to determine travel entitlements when a Soldier separates from the military. It has nothing to do with voting or paying taxes, registering vehicles, or any of the other privileges of State residency.
- b. Home of record can only be changed if there is a break in Service of more than 1 day or to correct an error. Any change in connection with a break in service must be recorded on the DD Form 4 at reenlistment. Corrections to erroneous home of record information in personnel systems can be addressed within the Soldier's RM. RMs must submit a trouble ticket with a copy of the DD Form 4 or DD Form 1966 (Record of Military Processing—Armed Forces of the United

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States) to the Army Human Resources System help desk at [peoeis.pdahrs.emilpo.helpdesk@us.army.mil](mailto:peoeis.pdahrs.emilpo.helpdesk@us.army.mil).

c. If request to change home of record is denied using procedures in paragraph 5–3b, the request with complete justification must be filed with ABCMR. Soldier must submit a DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552) to Army Review Board Agency, 251 18th Street South, Suite 385, Arlington, VA 22202–3531. (See the ABCMR Web site at: <http://arba.army.pentagon.mil/abcmr-overview.cfm> for application instructions.)

### **Name change or correction**

A legal name change or correction will be requested on a DA Form 4187 and signed by the company commander. The request is approved by the servicing MPD, brigade S1, or UA/RPAC (USAR only). The approval authority will validate source documents and sign the DA Form 4187 as “approved.”

a. Official source documents include appointment and enlistment documents, birth certificate, baptism certificate, naturalization certificate, marriage certificate, divorce decree, court order, social security card that contains name change, notarized copy of a public record, and/or statement by a proper public official to prove legal name change. If marriage certificate or divorce decree is used as source document, it must specify that a legal name change is authorized.

b. Once complete, the approval authority will Web upload the approved DA Form 4187 to iPERMS. The approval authority is also responsible for ensuring that name change or correction is properly recorded in the prescribed system of record.

### **Record of birth change**

A change to birth data (date or place of birth) will be requested on DA Form 4187 and signed by the company commander. The request is approved by the servicing MPD, BDE S1, or UA/RPAC (USAR only). The approval authority validates source documents and signs the DA Form 4187 as “approved.”

a. Official source documents include birth certificate or authenticated copy that agrees in all respects with the data in the request.

b. If the name on the birth certificate does not agree with that shown on the request, the reason for the discrepancy must be included in the request. If no public record of birth exists, a statement (accompanied by an affidavit from physician or midwife in attendance at birth, passport, and authenticated copy of school record from the first school attended showing date of birth or age on admittance) from the proper public official is required.

c. Once complete, the approval authority will Web upload the approved DA Form 4187 to iPERMS. The approval authority is also responsible for ensuring that the name change or correction is properly recorded in the prescribed system of record.

### **Citizenship**

The process for becoming a U.S. citizen can be found on the HRC Web site at:

<https://www.hrc.army.mil/tagd/soldiers%20guide%20to%20citizenship> and on the U.S. Customs and Immigration Services Web site at: <http://www.uscis.gov/portal/site/uscis>.