



OFFICER NAME CHANGE REQUEST CHECKLIST



Name: _____ DOD: _____ Grade: _____

Duty Status (select one): M-DAY TECH AGR Unit: _____

UIC: _____ MSC: _____

Current Name: _____ Change to: _____

Packet Submitted By: _____ Phone #: _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
PAR/Supporting Document(s)	MSC/BN S1	Initiate IPPS-A PAR with marriage license, divorce decree, court decree, magistrates order mandating the name change, or any additional supporting documentation (for clerical correction).	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)
CRM Naming Convention: "Name Change XXX RANK NAME"

Figure 6-1, GAARNG G-1/HR Actions Branch 1 October 2024