

Proponent AHRC-PDF

Title Clarifying Procedures for Gender Marker Change Approval Memos ...Issued:[01-Feb-2017]...

A. HQDA EXORD 029-17, (Implementation of Army Policy on Military Service of Transgender Soldiers), 3 Nov 16.

B. Transgender Service MILSUITE site, <https://www.milsuite.mil/book/groups/army-transgender-service-information/overview>.

1. This message will expire 1 Feb 18.

2. Recent brigade-level commander gender marker change approval memos have been incomplete upon arrival at US Army Human Resources Command (HRC). The memos must include the Soldier's DoD Identification Number and legal documents supporting the gender change (e.g., certified court order, certified birth certificate or passport).

3. This message applies to all active component (AC) and reserve component (RC) Soldiers and provides supplementary instructions for completing the brigade-level commander gender marker change approval memo in Reference A. The commander gender marker change approval memo format in Reference B has been updated to reflect DoD Identification Number and legal documentation. Commands must immediately implement the procedures outlined in this message.

4. Procedural guidance:

a. The Soldier's DoD Identification Number must be included in the brigade-level commander gender change approval memo. Including the DoD ID Number ensures the accuracy of all gender marker changes in Army Personnel Information Systems. Gender marker approval memos are sent to the Commander, US Army Human Resources Command (for AC Soldiers), the Director, Army National Guard (for NG Soldiers), and Commander, US Army Reserve Command (for RC Soldiers).

b. Commanders and human resource professionals must ensure legal documentation supporting the gender change (certified court order, certified birth certificate or passport) is included with the brigade-level commander gender change approval memo. The legal documentation must be added to the Soldier's Army Military Human Resource Record (AMHRR) to support future AMHRR audits.

5. The point of contact for this message is LTC Christine Enriquez, phone 502-613-8094 or email christine.v.enriquez.mil@mail.mil, and SFC Sedrick Nichols, phone 502-613-8090, or email sedrick.nichols.mil@mail.mil, Integration and Readiness Branch, AHRC-PDF-I.