

E-Mail ALSPO A/23 - Update 2 OCT 2023

Subj: U P D A T E P D R S C A N I N T O I P E R M S – D I S C O N T I N U E M A I L I N G P D R s

- Ref: (a) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10\(Series\)](#)
(b) [MyCG Article “Coast Guard completes human resources record transition” 14 November 2022](#)
(c) [Coast Guard Military Human Resource Record \(CGMHRR\) Required Documents List.](#)
(d) [ALSPO B/22 dtd 12 Dec 2022: “PDR SCAN INTO IPERMS – DISCONTINUE MAILING PDRs”](#)

Introduction This email ALSPO message updates the procedures in reference (a) for the disposition of physical PDRs in connection with PCS transfers and separations.

Discussion The “Interactive Personnel Electronic Records Management System,” (iPERMS) reached full operational capability on 31 October 2022. This new system combines the Electronically Imaged Personnel Data Record (EIPDR) and paper SPO/UNIT PDRs into one electronic Coast Guard Military Human Resource Record (CGMHRR).

Verification of Conversion of PDRs to iPERMS Conversion of all paper PDRs into iPERMS should commence immediately. ALL paper PDRs will be retained by the current SPO/P&A office until completion of the conversion process. 100% conversion of paper PDRs will be attained NLT 12-31-2023.

General Procedure The current SPO or P&A office must convert the SPO/Unit PDRs. Priority will be given to those members pending a PCS or a separation action.

- All actions must be complete before a member departs current duty location.
- All authorized and missing documents from the CGMHRR REQUIRED DOCUMENTS list must be added to iPERMS, found in reference (c).
- Following verification of conversion, the P&A will complete a CG-3307, Administrative Remarks, (AT -14) stating that the P&A office and the member attest to completing a 100% conversion of the paper PDR into iPERMS. Reference (b) provides procedures for members to access iPERMS.
- If member does not sign and return the CG-3307 within 5 working days, the P&A will annotate on the 3307 “member refused to sign” and will upload to the member’s CGMHRR.
- After signing the CG-3307 and uploading it into iPERMS, the P&A will release the PDR to the member’s custody.
- If member is not reachable for transfer of PDR custody, P&A will USPS mail (with signature required) to the member’s home address as listed in Direct Access.

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Separation Procedure	<p>The current P&A office must review the SPO/Unit PDRs when a member is authorized to separate from the service. This includes release from active duty, transfer to the reserve component, discharge, or retirement.</p> <ul style="list-style-type: none">• All actions must be complete prior to the member's departure.• All authorized and missing documents from the CGMHRR Required Documents list must be added to iPERMS, found in reference (c).• Following verification of conversion, the P&A will complete a CG-3307, Administrative Remarks, (SEP -32) stating the P&A office and the member attest to completing a 100% conversion of the paper PDR into iPERMS. Reference (b) provides procedures for members to access iPERMS.• If member does not sign and return the CG-3307 within 5 working days, the P&A will annotate on the 3307 "member refused to sign" and will upload to the member's CGMHRR.• After signing the CG-3307 and uploading it into iPERMS, the P&A will release the PDR to the member's custody.• If member is not reachable for transfer of PDR custody, P&A will USPS mail (with signature required) to the member's home address as listed in Direct Access.
Completion Status	<p>All senior ranking YNs providing ADMIN support and CGMHRR maintenance will send an email to HQS-SMB-CGPSC-MR-CustomerService@uscg.mil NLT 10-31-2023 and include:</p> <ul style="list-style-type: none">• Dept IDs of the departments being cared for• Total SPO PDRs under their care• Number of SPO PDRs 100% uploaded and completed
Forms	<p>Templates for CG-3307, Administrative Remarks, entries A&T-14 and SEP-32, are available on PPC's internet website at: https://dcms.uscg.afpims.mil/ppc/pd/page7/#list.</p>
Questions	<p>Direct questions to PSC-BOPS-CG Military HR Records Section (CGMHRR) via email at: MR_CustomerService@uscg.mil.</p>
Released by	<p>Internet release authorized.</p>

/s/
D. L. SMITH, CAPT, USCG
Commanding Officer