

## E-Mail ALSPO B/22

**Subj: PDR SCAN INTO IPERMS – DISCONTINUE MAILING PDRs**

- 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](#).

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

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**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).

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**Verification of Conversion of PDRs to iPERMS** In the coming months, PSC will be verifying 100% conversion of PDRs into iPERMS. Conversion of PDRs into iPERMS should commence immediately and ALL paper PDRs will be retained in their current physical location by the current SPO/P&A office until further notice. Refer to the following sections for exceptions for PCS transfers and Separations.

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**PCS Procedure** The current P&A office must review the SPO/Unit PDRs when a member is issued PCS orders.

- 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 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.
- After signing the CG-3307 and uploading it into iPERMS, the P&A will release the PDR to the member’s custody.

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**Separation  
Procedure**

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 and transfer to the reserve component, discharge, or retirement.

- 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.
  - After the signing the CG-3307 and uploading it into iPERMS, the P&A will release the PDR to the member's custody.
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**Forms**

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>.

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**Questions**

Direct questions to PSC-BOPS-CG Military HR Records Section (CGMHRR) via email to: [MR\\_CustomerService@uscg.mil](mailto:MR_CustomerService@uscg.mil).

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**Released by**

Internet release authorized.

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

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