

E-Mail ALSPO A/24

Subj: U P D A T E 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.](#)
(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 was to be completed NLT 12-31-2023. If this has not occurred, you must complete immediately. ALL paper PDRs will be retained by the current SPO/P&A office until completion of the conversion process.

General Procedure The current 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.
- Add all authorized and missing documents to the member’s CGMHRR, found in reference (c).
- 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 ship via USCG approved methods (with signature required) to the member’s home address as listed in Direct Access.

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

- All action must be complete prior to the member's departure.
- Add all authorized and missing documents to the member's CGMHRR, 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 ship via USCG approved methods (with signature required) to the member's home address as listed in Direct Access.

**Completion
Status**

All senior ranking YNs providing ADMIN support and CGMHRR maintenance will send an UPDATE email to HQS-SMB-CGPSC-MR-CustomerService@uscg.mil

- Email will contain Dept IDs of the departments being cared for
- Total SPO PDRs under their care
- Update the number of SPO PDRs 100% uploaded and completed.

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>.

Questions

Direct questions to PSC-BOPS-CG Military HR Records Section (CGMHRR) via email at: MR_CustomerService@uscg.mil.

Released by

Internet release authorized.

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