

U.S. Department of
Homeland Security

United States
Coast Guard



Military Personnel Data Records (PDR) System

COMDTINST M1080.10I
MAY 2011



COMDTINST M1080.10I
May 26, 2011

COMMANDANT INSTRUCTION M1080.10I

Subj: MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM

- Ref: (a) Privacy Act of 1974, 5 U.S.C. 552a
 (b) Handbook for Safeguarding Sensitive Personally Identifiable Information at the Department of Homeland Security
 (c) Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series)
 (d) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 (e) DOD N1-330-04-01, Consolidated Official Military Personnel File (OMPF) Records Schedule

- PURPOSE.** This Manual establishes policy and prescribes procedures for administering the Military Personnel Data Records (PDR) System, applicable to active duty and reserve forces, officers and enlisted personnel. Specific guidance for processing changes to documentation contained in the PDR system is published in the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
- ACTION.** Area and district commanders, commanding officers of headquarters units, deputy/assistant commandants for directorates, Judge Advocate General, and special staff offices at HQ shall ensure compliance with the provisions of this Manual are followed. Internet release is authorized.
- DIRECTIVES AFFECTED.** Military Personnel Data Records (PDR) System, COMDTINST M1080.10H is cancelled.

DISTRIBUTION – SDL No. 158

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1						
B		1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1		1	1	1	1		1	1		
D	1	1	1	1	1	1	1	1	1	1			1				1		1	1		1			1	1	
E	1	1																							1		
F	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1							
G																											
H																											

NON-STANDARD DISTRIBUTION

4. PROGRAM RESPONSIBILITY.

- a. Commandant (CG-1) is responsible for the Military PDR System and has delegated administration of the Coast Guard Electronically Imaged-Personnel Data Record (EI-PDR) system to Commander, Coast Guard Personnel Service Center (PSC-PSD-MR).
- b. Units that submit electronic pay or personnel information via Direct Access (DA) are responsible for notifying members of transactions submitted on their behalf as well as forwarding the source documentation to substantiate the transactions to the responsible SPO and to PSC-PSD-MR.

5. MAJOR CHANGES. This revision includes the following changes: Sponsor name from Commandant (CG-1) to Commandant (CG-1221); consider the EI-PDR and Servicing Personnel Office-Personnel Data Record (SPO-PDR), collectively, as the authoritative record for the military workforce; EI-PDR, SPO-PDR, and Unit PDR structure removed and consolidated into Enclosure (1); requires supporting documents be collected and maintained in the SPO, EI, and Unit PDRs as stated in Enclosure (1).

6. PRIVACY ACT REQUIREMENTS. All personnel using or maintaining PDRs and preparing associated documents must maintain the security and integrity of these records and documents at all times as outlined in references (a) and (b). Personnel must exercise due care to prevent unauthorized disclosure and ensure documents are properly disposed of by shredding or other secure disposal methods. Recycling shredded material is authorized and encouraged. The Coast Guard's human resources management system, the Military Payroll component of Direct Access, is considered an e-PDR and the same due care is to be exercised as with the other forms of the PDR. Unintended or unauthorized disclosure of Personally Identifiable Information (PII) constitutes a privacy incident and must be reported to the Commanding Officer in accordance with reference (c).

7. RECOMMENDATIONS TO IMPROVE THE MILITARY PDR SYSTEM. Submit recommendations to improve the PDR system to Commandant (CG-1221) using Enclosure (5). The PDR System is intended to provide a structured, yet flexible records system to meet the Coast Guard's continuing and diverse needs.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

9. FORMS/REPORTS: The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

RONALD T. HEWITT /s/
Assistant Commandant for
Human Resources

TABLE OF CONTENTS

CHAPTER 1	THE PDR SYSTEM	1-1
	A. Background	1-1
	B. Definition	1-1
	C. Records Used to Manage Coast Guard Personnel Information	1-2
	D. PDR Repositories	1-3
CHAPTER 2	PERSONNEL DATA RECORD GUIDELINES	2-1
	A. Establishing the SPO-PDR Form CG-5354	2-1
	B. Establishing the EI-PDR	2-1
	C. Establishing the Unit-PDR	2-2
	D. Maintaining the Different PDR Files	2-2
	E. Transmitting to the SPO and Unit PDRs on Permanent Change of Station (PCS) Transfer	2-2
	F. Transmitting the SPO-PDR when Assigned TDY, ADOS-AC or ADOS-RC or Mobilization under USC Title 10 or Title 14	2-3
	G. PDR Review	2-4
	H. Correcting the PDR	2-4
	I. Terminating PDR Maintenance	2-5
	J. Disposing of PDRs	2-5
	K. Amending documents contained in the PDR	2-8
	L. Supporting PDR Transactions	2-8
CHAPTER 3	ACCESS TO AND DISCLOSING PDR DOCUMENTS	3-1
	A. Background	3-1
	B. Handling FOIA and Privacy Act Inquiries	3-1
	C. Safeguarding PDRs	3-1
ENCLOSURES	(1) Document Filing Locations and Retention Requirements	
	(2) Disclosure Log	
	(3) Separation Documents Checklist	
	(4) Medical/Dental Record Disposition Instructions	
	(5) Suggestions to Improve the Military Personnel Data Record System	
	(6) Required Supporting Evidence for Material Military Payroll Transactions	

CHAPTER 1. THE PDR SYSTEM.

A. Background.

1. Since its inception in March 1989, the PDR system continues to change as technology permits us to rely more on electronic data. In 1997, all HQ PDRs (now the Electronically Imaged-Personnel Data Record (EI-PDR)) transitioned to an imaged record, which allows for greater flexibility in data retrieval.
2. PDR data frequently serves as the basis for determining Coast Guard responses to Chief Financial Officer (CFO) Act and Inspectors General Audits; Personnel Records Review Board (PRRB); and Board for Correction of Military Records (BCMR) applications. More importantly, the PDR system provides support to the validity and accuracy of Government funds released for disbursement and the financial management requirements of the Coast Guard CFO. Accordingly, any supporting documentation that is required to be maintained in the SPO, Unit, or EI PDR should be an authenticated, complete, and legible copy of the original paper document. Enclosure (1) provides the components and retention periods of the EI, SPO, and Unit PDRs and serves as the basis of a complete PDR. Any documentation submitted to correct or modify any item contained in the PDR system in and of itself becomes an additional item in the record and should be included in the Servicing Personnel Office-Personnel Data Record (SPO-PDR) and other appropriate PDRs as shown in Enclosure (1).

B. Definition.

1. The PDR System ((Direct Access (DA), EI-PDR, SPO-PDR, and Unit-PDR (optional)) is the only system of military personnel records retrievable by a personal identifier authorized for personnel documents. Enclosure (1) describes how to maintain each PDR.
2. The PDR System contains **only** those specific military personnel records necessary to support 'boards' and 'panels', to manage the Coast Guard's military workforce, and to substantiate the data elements within DA. All personnel reviews are to be conducted using a clear and authenticated original or copy from the existing PDR at that point in time. The EI-PDR is an electronic record containing Officer Evaluation Reviews (OERs) and additional documents listed in Enclosure (1). One of the primary purposes of the EI-PDR is to support 'boards' and 'panels.' The SPO-PDR is a hardcopy record containing worksheets, forms, 'permanent source' documents, and additional documents listed in Enclosure (1), targeting those types of documents expected to be maintained into perpetuity. One of the primary purposes is to support DA transactions, military payroll and benefits, personnel reviews, and audits. The documentation requirements for the majority of DA transactions and military payroll and benefits are shown in Enclosure (6).

3. The following represent organizations used to manage Coast Guard personnel information:
 - a. CG Personnel Service Center (PSC). The Commander, PSC-PSD-MR, maintains the EI-PDR and ensures the EI-PDR contains the electronically imaged documents necessary to support board and panel reviews. The EI-PDR contains only those electronically imaged documents that Enclosure (1) authorizes. Commander, PSC-PSD-MR will destroy all **copies** of documents received, which are not authorized for imaging. **All medical documents** will be returned to sender. Units should **thoroughly** inspect the list of authorized documents for imaging **prior to forwarding any documents** to Commander, PSC-PSD-MR. Enclosure (1) prescribes required personnel documents for the EI-PDR.
 - b. Servicing Personnel Offices (SPOs). Maintain SPO-PDRs to manage the day to day activities and transactions, to support members' military payroll and benefits in DA, and to conduct and respond to personnel reviews and financial audits. Enclosure (1) prescribes required personnel documents for the SPO-PDR.
 - c. CG Pay & Personnel Center (PPC). The CG PPC, Topeka, KS, hosts DA, the system containing personnel information derived from the source documents in the PDR system. DA is considered the Electronic-Personnel Data Record (e-PDR) and feeds the systems used to make payments and prepare financial statements for the Coast Guard Military Payroll. PPC establishes and maintains DA's internal control procedures required by financial management guidance and directed by the Coast Guard's Chief Financial Officer. **The related data contained in DA and the supporting source documentation contained in the other PDR files must be maintained to provide the trail of evidence required to support the accuracy of USCG financial statements as well as the propriety of payments made to USCG members.**

C. Records Used to Manage Coast Guard Personnel Information.

1. The following represent records used to manage Coast Guard personnel information:
 - a. Unit-PDR. Unit-PDRs shall only be maintained under the following circumstances: 1) If the unit is not co-located with the SPO; 2) If the unit is a Deployable Specialized Forces unit, regardless of proximity to the SPO. The PDRs are mandatory for these units to ensure that personnel information is available to help facilitate Commanding Officers' immediate access to a member's personnel information. Enclosure (1) prescribes required personnel documents at the field unit level.

b. Medical Record.

- (1) The Medical Manual, COMDTINST M6000.1 (series), prescribes how to maintain the Medical Record Form CG-3443 also called the "Health Record."
- (2) The SPO shall notify the record custodian of disposition information for members upon separation or transfer. Use Enclosure (4).

c. Official Military Personnel Folder (OMPF). Upon separation, the SPO-PDR will have a final review to ensure it is the complete and accurate OMPF. Refer to 2.J.1.b.

D. PDR Repositories.

1. The Personnel Data Record (PDR), Form CG-5354 is a four-part folder used to hold either the SPO-PDR or Unit-PDR at the specified location. The PDR folder's front cover will clearly indicate "**SPO-PDR**" or "**Unit-PDR**" as appropriate. SSNs shall no longer be recorded on the PDR folder.
2. The EI-PDR is an imaged file using Image-Now software housed at PSC, Arlington, VA and accessed remotely via the web using Web-Now.
3. The DA component for MILPAY, or the e-PDR, is a database housed at an IBM support facility in Tempe, AZ and is accessed through a web application by authorized USCG sites.
4. Under no circumstances will any document (or allowed alternative) not specified in this Manual be filed in any PDR repository without specific written consent from Commandant CG-1 and/or its subordinate organizations. Enclosures (1) and (6) provide specific guidance regarding supporting evidence for Military Payroll Transactions with Significant Financial Impact.

CHAPTER 2. PERSONNEL DATA RECORD GUIDELINES

A. Establishing the SPO-PDR Form CG-5354.

1. These accession entry commands will open the SPO-PDR for each member who enters the Coast Guard or Coast Guard Reserve:
 - a. Academy for cadets and Officer Candidate School (OCS);
 - b. Training Center Cape May for recruits;
 - c. SPO for members (direct shippers) reporting directly from any other location.
2. If a member's service is continuous and the SPO-PDR is still serviceable, a new SPO-PDR does not need to be opened upon reenlistment, extension, integration, etc.
3. When a Coast Guard Reservist enters on Extended Active Duty (EAD) or reenlists in the regular Coast Guard, the SPO will send the member's SPO-PDR to their new SPO and notify the health record custodian to forward the medical record to the new unit. See paragraph 2. A. 4 and 2. C. 1 below for detailed instructions regarding this requirement. Use Enclosure (4).
4. The SPO-PDR filing structure is outlined in Enclosure (1). Do not remove any Reserve-specific documents from a PDR when a Reserve component member reports to active duty for any period.

B. Establishing the EI-PDR.

1. The EI-PDR is established and maintained electronically by PSC-PSD-MR as computer images. Units shall submit to PSC-PSD-MR **authenticated, legible, and complete copies** of original documents for imaging into the electronic imaging system. Units should mail the physical documents to PSC for imaging if they do not have the technology to scan and email to the PSC-PDR-MR electronic document folder ARL-PF-CGPSC-PSD-MR_DOCS. The EI-PDR filing structure is outlined in Enclosure (1).
2. When PSC-PSD-MR receives authorized documents to image, they shall complete the imaging process (scan, index). Hard copies of documents received by PSC-PSD-MR, which are not authorized for imaging, will be shredded in accordance with The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series). All **medical documents**, received in error, by PSC-PSD-MR will be returned to sender.

C. Establishing the Unit-PDR.

1. Unit-PDRs are established at the discretion of the unit CO to meet the needs of Deployable or remote units not co-located with their SPO. This PDR is necessary due to the nature of their deployable duties and the possible need for access to member's personnel information contained in the Unit-PDR.

D. Maintaining the Different PDR Files.

1. Units may file copies of other documents not listed in Enclosure (1) in the Unit-PDR at the discretion of the Commanding Officer or Officer In Charge. Unit-PDRs can vary, depending on what the Commanding Officer or Officer In Charge deems necessary. Commands that maintain a Unit-PDR shall make sure all personnel, pay or travel documents are filed in a PDR Folder Form CG-5354 with the words "**Unit-PDR**" clearly noted on the front cover. Personnel pay, or travel documents are not authorized to be included in unit files. See Section 1.B.2.d for details.
2. The EI-PDR and SPO-PDR shall contain only the documents prescribed in Enclosure (1) of this Manual. Forms and worksheets contain instructions for their completion. Address unresolved questions to PSC-PSD-MR. File in the SPO-PDR only the original or a clear and authenticated copy, depending on the required distribution, of any document. Commands sending copies of documents to PSC-PSD-MR for imaging should ensure that those documents are authentic, clean, whole, and legible throughout.
3. File all PDR documents in the order listed, top to bottom, **by form type** chronologically within each part; e.g., file all Administrative Remarks Form CG-3307s together in the appropriate part with the latest date on the top, and the oldest date on the bottom. The **only** exception to this is in Part 1 of the SPO-PDR: file these documents chronologically, with the oldest document on the bottom, and most recent document on the top, **regardless of form type**.

E. Transmitting the SPO and Unit PDRs on Permanent Change of Station (PCS) Transfer.

1. **SPO-PDR.** Within 5 working days after a member's departure date, the detaching SPO shall mail/ship the PDR to the new SPO via an approved DHS Commercial Carrier (e.g. FedEx, UPS) or the US Postal Service (USPS) First-Class Certified mail. Hand carrying the SPO-PDR is authorized for members departing a unit. If a member chooses to hand carry the SPO-PDR, the SPO-PDR shall be placed in a large envelope, sealed, and shall not be opened until given to the appropriate personnel. Additionally, it should include an authorization statement in the remarks block of the member's PCS travel order Form CG-5131. If a SPO receives a SPO-PDR in error, they should forward the PDR within 2 working days of receipt via an approved DHS Commercial Carrier (e.g. FedEx, UPS) or the USPS First-Class Certified Mail to the correct SPO. The "chain of custody" of a

PDR in transit shall be annotated on the disclosure log by all persons who received the PDR. The original sender shall ensure the intended recipient receives the PDR.

2. Unit-PDR. Hand carrying the Unit-PDR is authorized and encouraged to help reduce mailing costs. If a member chooses to hand carry the Unit-PDR, the Unit-PDR shall be placed in a large envelope, sealed, and shall not be opened until given to the appropriate personnel. If a member elects not to hand carry the Unit-PDR, the unit will send the PDR to the member's new field unit via an approved DHS Commercial Carrier (e.g. FedEx, UPS) or the USPS First-Class Certified mail within 5 working days after a member's departure date. If the new field unit does not maintain Unit-PDRs, it may give the Unit-PDR to the member. Persons releasing information from this record are required to make appropriate disclosure log entries and ensure that the receiving individual physically obtained possession of the record.
3. Missing/Lost PDR. If the new unit or new SPO does not receive the Unit-PDR or SPO-PDR within 5 working days after the member reports, they should contact the member's previous unit or previous SPO as applicable to request the article tracking number. The receiving SPO shall contact the carrier which mailed the article and start the tracking process. If it has been determined that the SPO-PDR is lost then the SPO will reconstruct the SPO-PDR and if necessary request copies of documents maintained in the PSC EI-PDR from PSC-PSD-MR. If a Unit-PDR held by a unit is lost and must be reconstructed, the unit should request copies of documents from their SPO. If documents are not available in the SPO-PDR, the SPO on behalf of the unit will request copies of documents from PSC-PSD-MR. Command Classified Security Officers (CSOs) must initiate lost PII investigation per Reference (c).

F. Transmitting the SPO-PDR when Assigned TDY, ADOS-AC or ADOS-RC or Mobilization under USC Title 10 or Title 14.

1. For Temporary Duty (TDY), Active Duty for Operational Support of the Active Component (ADOS-AC) or Active Duty for Operational Support of the Reserve Component (ADOS-RC) and Reservist Mobilized under USC Title 10 or Title 14, for more than 60 days, the SPO-PDR forwarding requirements described in Paragraph 2.E.1 above apply. When sending a member's SPO-PDR to another SPO, direct coordination between both SPOs is important.
2. For TDY, ADOS-AC, or ADOS-RC and Mobilization under USC Title 10 or Title 14, for less than 60 days, the member's permanent SPO will retain and maintain the SPO-PDR.

G. PDR Review.

1. SPOs must afford Commanding Officers and their designated representatives, e.g., Executive Officer, Department Heads, Personnel Officer, etc., an opportunity to review the PDR and copy any documents needed to carry out their responsibilities.

The SPO and unit Commanding Officer will determine how to accomplish this. Any person requesting information from the SPO-PDR shall make the appropriate disclosure log entries as required by Enclosure (2).

2. During the member's check-in procedures at the SPO, record custodians must review the PDR, EI-PDR and Unit-PDR to ensure the information collected and used to administer our personnel programs is correct. **It is required that these reviews be conducted jointly with the member. In the case of a unit not co-located with the SPO, the review would be of the Unit-PDR.** These reviews must utilize the WebNOW application as part of the check-in procedure at the SPO. In addition, the review must include at least these actions: reconciliation of data contained at the field unit, the SPO and in the EI-PDR, screening for misfiled or temporary documents, identifying incorrect information, validating all pertinent Enclosure (1) documents have been retained, and obtaining other requirements to update various documents and transactions, e.g., Direct Access BAH/Dependency Data Report.
3. Temporary Documents. Temporary documents are records that are not permanent and have a stated period of retention, after which they may be destroyed. Temporary documents are kept until superseded plus a stated period. Worksheets and checklists are temporary documents where the main purpose of retention is to support management's monitoring or an audit, to provide support that a transaction was authorized, reviewed, and approved. An example of a temporary document to support an audit is the Enlisted Recruit Accession Checklist. Others have a transitory nature. An example of a temporary document that is typically superseded is Permanent Change of Station Orders that change with each reassignment. Orders typically have a five year retention period. Enclosure (1), document filing locations and retention requirements, provides specific retention guidance for most forms and worksheets. Further guidance is provided in Reference (d).
4. Permanent Documents. Purging any permanent documents such as Court Memorandums or the Direct-Access Disciplinary Report is unlawful. These are considered "**permanent**" documents and shall be maintained unless official policies, regulations, or Commander, PSC, PRRB, or BCMR directs removal.

H. Correcting the PDR. General – **Source documentation submitted for substantiated changes to forms or personnel information/data contained in any section of the current PDR system (PSC EI-PDR, SPO-PDR, Unit-PDR) shall be sent to the servicing SPO for inclusion in the record and to PSC-PSD-MR for imaging.** These documents will be:

1. Corrected, added or removed from the PSC EI-PDR by PSC-PSD-MR only when authorized by Commandant (CG-1), Commandant (CG-12), Commandant (CG-13), or Commander, PSC (epm/opm/rpm) as directed by a PRRB, DRB, or BCMR;

2. Corrected, added or removed from the SPO-PDR only when supported by adequate documentation;
3. Corrected by Training Center, Cape May, NJ, for any recruit's Social Security Number, name, EMPLID, or birth date **recorded incorrectly**;
4. Corrected by SPO for changes or corrections to name, SSN, EMPLID, birth date, or minority designator. The source document for the change shall be imaged and filed as a permanent document to support the change;
5. Corrected or removed only as Commander, PSC (epm/opm/rpm) or Commandant (CG-13) authorize in all other cases not requiring administrative discretion;
6. Filed according to existing instructions when a new document replaces an existing one. For PDR purposes, file the new document in the same manner as the old document.

I. Terminating PDR Maintenance.

1. Discontinue maintaining a PDR for any of the following reasons:
 - a. Discharge without immediate enlistment or reenlistment in the Reserve;
 - b. Retirement, including RET-1 and RET-2 for Reserve;
 - c. Missing, including those Coast Guard members determined absent in a status of:
 - (1) Missing in action;
 - (2) Interned in a foreign country;
 - (3) Captured, beleaguered, or besieged by a hostile force;
 - (4) Involuntarily detained in a foreign country or
 - (5) Desertion as described in Chapter 8, Coast Guard Personnel Manual, COMDTINST M1000.6 (series);
 - d. Death.

J. Disposing of PDRs.

1. For members who are **Retired** or are **Discharged** without immediate reenlistment, or enlistment in the Coast Guard Reserve:
 - a. The unit must send all **original** documents from the member's Unit-PDR, e.g., Performance Qualifications Form CG-3303C (series), to the SPO within 2

working days after the member separates. The unit shall give the member the remainder of the Unit-PDR and his or her separation documents, e.g., Certificate of Release or Discharge from Active Duty DD-214, Honorable Discharge Certificate, Form DD-256CG.

- b. The SPO must send electronic copies of all **original** documents from the member's SPO-PDR to PSC-PSD-MR listed on the Separation Checklist in Enclosure (3) within 5 working days after separation ensuring the package contains copies of all **original** documents received from the member's Unit-PDR. **DO NOT** send the member's SPO-PDR folder to PSC-PSD-MR. Give the member the SPO-PDR after making copies of all original documents. See Article 2.B.1.
 - c. The SPO shall notify the health record custodian to forward the medical record to the Veterans Affairs (VA) Records Management Center, with a photocopy of the final Certificate of Release or Discharge from Active Duty Form DD-214 copy 2. The SPO shall document the release of the record to the VA and ensure that the appropriate receiving individual is in possession of the records sent. See Enclosure (4) for additional information.
 - d. Upon receipt of the separation documents, Commander, PSC-PSD-MR will:
 - (1) Consolidate the EI-PDR with the separation documents from the SPO-PDR to form the NPRC PDR, which should contain only the original or one copy of PDR documents; and
 - (2) Maintain this consolidated NPRC-PDR at PSC for 6 months after separation. After 6 months, send the NPRC PDR to the National Personnel Records Center (NPRC), in St. Louis, MO, for permanent storage.
2. For members who affiliate with the **Coast Guard SELRES** via Release from Active Duty (RELAD) or immediate enlistment after discharge from active duty:
- a. The unit must send all **original** Unit-PDR documents, e.g., Performance Qualifications Form CG-3303C (series); to the member's SPO within 2 working days after the member affiliates. The unit shall give the member the remainder of the Unit-PDR and his or her separation documents, e.g., Certificate of Release or Discharge from Active Duty Form DD-214.
 - b. The SPO must send the required separation documents to Commander, PSC-PSD-MR per the Separation Checklist in Enclosure (3) within 5 working days after affiliation. Send the SPO-PDR of a member assigned to the SELRES to the new SPO for the member's newly assigned unit, and

- c. The SPO shall notify the health record custodian to forward the health record to the member's new assigned unit per the Medical Manual, COMDTINST M6000.1 (series). Enclosure (4) is provided to aid in notification.
3. For members who affiliate with the **Coast Guard Individual Ready Reserve (IRR)** via Release from Active Duty (RELAD):
 - a. The unit must send all **original** Unit-PDR documents, e.g., Performance Qualifications (CG-3303C (series)), to the SPO within 2 working days after the member separates. The unit shall give the member the remainder of the Unit-PDR and his or her separation documents, e.g., Certificate of Release or Discharge from Active Duty Form DD-214, etc
 - b. The SPO must send the required separation documents to Commander, PSC-PSD-MR per the Separation Checklist in Enclosure (3) within 5 working days after affiliation;
 - c. The SPO shall send the SPO-PDR of a member assigned to the IRR to PSC (rpm-3) within 5 working days of affiliation with copies of the following documents:
 - (1) Certificate of Release or Discharge from Active Duty Form DD-214
 - (2) Employee Review Summary, and
 - (3) Separation Orders in Direct-Access.
 - d. The SPO shall notify the health record custodian to forward the medical record to PSC (rpm-3) per the Medical Manual, COMDTINST M6000.1 (series). See Enclosure (4).
4. On determining a member is a deserter:
 - a. The unit must send the Unit-PDR to the SPO within 15 working days after a member is declared a deserter;
 - b. The SPO must send the Unit-PDR, and SPO-PDR to PSC-PSD-MR within 18 working days after member is declared a deserter. PSC-PSD-MR who will consolidate the PDRs and maintain the file;
 - c. The SPO shall notify the health record custodian to forward the medical record to PSC-PSD-MR per the Medical Manual, COMDTINST M6000.1 (series). Enclosure (4) is provided to aid in notification, and
 - d. PSC maintains the PDR(s) until the status of the member changes. If the member returns, the SPO must request that PSC return PDR(s).

5. When a member dies:

- a. The unit must send the Unit-PDR to the SPO within 2 working days after a member dies with a copy of the Personnel Casualty report;
- b. The SPO must send the Unit-PDR and SPO-PDR to PSC-PSD-MR within 5 workdays after a member dies with a copy of the Personnel Casualty report, and
- c. The SPO shall notify the health record custodian to forward the medical record to PSC-PSD-MR per the Medical Manual, COMDTINST M6000.1 (series). Enclosure (4) is provided to aid in notification.

K. Amending documents contained in the PDR. A member may request the SPO holding the record to amend his or her PDR information. The SPO will correct information within their scope when a responsible party, e.g. member, command, PSC, HQ or PPC, so notifies and provides necessary supporting documentation. If the SPO cannot complete the change, the SPO will send the request to the cognizant authority for a determination. In all cases, the SPO must give the member a copy of the request for amendment or advise the member it has sent the request to a cognizant authority for determination.

L. Supporting PDR Transactions. PDR processing and review documentation must be retained for 3 years after the posting date of the transaction which it supports. These documents should be maintained in Part 3 of the SPO-PDR in accordance with Enclosure (1). This documentation includes checklists, and worksheets used as controls to ensure the accuracy and completeness of the PDR. In addition, summary processing checklists evaluating and documenting the processing of logical groupings (such as cadet classes, recruit companies, or a specific time period of activity), though not part of the PDR, should be used at individual locations as tools to ensure local controls are being maintained to support personnel transactions, payroll, and the resulting financial transactions. This summary documentation will help management at SPOs, PSC, and PPC to monitor and adjust local processes to ensure that PDRs are maintained effectively.

CHAPTER 3. ACCESS TO AND DISCLOSING PDR DOCUMENTS

A. Background. The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series), governs the release of information contained in record systems. PDR access may be granted to persons/officials who can verify their identity through positive identification utilizing: military or government ID cards, driver's license, or other similar documents which establish the identity and purpose for whom access has been granted. Complete a disclosure log entry for access to the PDR as indicated for the following:

1. On requests of the PDR's subject:
 - a. To a representative(s) the PDR's subject has designated in writing, or
 - b. To any minor's parent or any person's legal guardian if a court of competent jurisdiction acting on behalf of that person has declared him or her incompetent.
2. To Coast Guard military members or Coast Guard or Department of Homeland Security employees who need PDR document(s) for official purposes;
3. When the Freedom of Information Act (FOIA) so requires;
4. To the Department of Veterans Affairs so it can determine a person's eligibility for VA benefits, and entitlement to use VA medical facilities;
5. For civil or criminal law enforcement purposes. A written request must specify the information requested, the law authorizing collection of the information, and the enforcement activity for which the record is sought. The head of the local, state, or federal agency must have signed the request. Consultation with the unit's Privacy Act Coordinator is required;
6. When an order or subpoena signed by a judge of a court of competent jurisdiction so directs. Consultation with a legal officer is required;
7. To consumer reporting agencies for debts owed to the Federal Government. Coordinate the release through the legal officer processing the debt collection, or
8. To the Department of Health and Human Services' parent locator service.

B. Handling FOIA and Privacy Act Inquiries. Refer to The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series), before responding to any FOIA or Privacy Act information request.

C. Safeguarding PDRs. PDRs must have adequate administrative and physical security as prescribed in Chapter 7 of The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series).

COMDTINST M1080.10I

1. Store PDRs in cabinets or other containers attended during working hours and locked when unattended. A suitable container must protect the files comparably to a class 7110 file cabinet.
2. When destroying a PDR document is authorized, destruction must be so complete it prevents reconstructing or recovering the information. Destroy only by burning, shredding, or pulverizing.
3. Prior to destroying a PDR document, the SPO Supervisor must formally approve any removal or destruction of records on file.
4. Record on Enclosure (2) the release or disclosure of all PDR system information or documents that fall under the FOIA or Privacy Act.
5. Releasing documents or information as authorized requires a record in the Disclosure Log.

DOCUMENT FILING LOCATIONS AND RETENTION REQUIREMENTS

The number after the letter designation (O or C) in the SPO-PDR and Unit-PDR Columns indicates in which part of the SPO-PDR or Unit-PDR to file the document. For example: O1 indicates the original document filed in Section 1 of the SPO-PDR and/or Unit-PDR.

The first column, labeled with an “N,” denotes non-standard distribution. The notes at the end of this table contain additional information for the rows labeled “N.”

- O = Original paper document
- C = Paper copy
- EI = Electronically stored imaged document
- DB = Data Base (includes summary printouts)
- P = Permanent

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	CG-2520	Application for Enlistment	EI		O1	P	
	CG-3211 (series)	Officer Candidate School Agreement	EI	EI	O1	P	
	CG-3301	Enlistment Contract	EI		O1	P	
	CG-3301A	Statement of Understanding	EI	EI	O1	P	
	CG-3301B	Agreement to Extend/Re-extension Enlistment	EI		O1	P	
	CG-3301C	Discharge and Reenlistment Contract	EI		O1	P	
	CG-4916	Active Duty Initial Information Form	EI	EI	C1	P	
	CG-5411	Statement of Understanding (SELRES GI Bill)	EI	EI	O1& O2	P	

Enclosure (1) to COMDTINST M1080.10I

N	CG-5525	CG Reserve Assignment Request and Orders (Initial SELRES Request)			O1	5 yrs	
	CG-9556	Acceptance and Oath of Office		EI	O1	P	
	DD-4 (with annexes)	Enlistment/Reenlistment Document, Armed Forces of the United States	EI	EI	O1	P	
	CG-7220A – Annex T	Enlistment Bonus Agreement (Non-Prior Service with Guaranteed "A" School or Prior Service with Qualifying Skill)	EI	EI	O1	P	
	CG-7220B – Annex T.1	Enlistment Bonus Agreement (Non-Rate Bonus)	EI	EI	O1	P	
	CG-7220C – Annex T.2	Enlistment Bonus Agreement (Striker Bonus)	EI	EI	O1	P	
	DD-214 (ALL Coast Guard and Prior Military Service Periods)	Certificate of Release or Discharge from Active Duty	EI	EI	C1	P	
	DD-215 (ALL Coast Guard and Prior Military Service Periods)	Correction to DD-214, Armed Forces of the U.S. Report or Transfer of Discharge	EI	EI	C1	P	
	DD-1300	Report of Casualty	EI	EI	C1	P	
	DD-368	Request for Discharge or Clearance from Reserve Component	EI	EI	O1	P	
	DD-1966	Record of Military Processing – Armed Forces of the United States	EI		O1	P	
	DD-2648	Pre-separation Counseling Checklist – Active Component Service Members	EI	EI	O1	P	
	DD-2648-1	Pre-separation Counseling Checklist – Reserve Component Service Members Released from Active Duty	EI	EI	O1	P	
	DD-2760	Qualification To Possess Firearms or Ammunition	EI	EI	O1	P	C3
	-----	Active Duty Agreements	EI	EI	O1	P	

	-----	Entire separation package when PSC, District, TRACEN Cape May, or CG Academy directs separation	EI	EI	O1	P	
	-----	Appointment Letter	EI	EI	O1	P	
	-----	Integration/Extension Letters	EI	EI	C1	P	
	-----	Letters Obligating Service	EI	EI	C1	P	
	-----	Recall Orders	EI	EI	C1	P	
	-----	Separation/Retirement Orders	EI	EI	C1	P	
	-----	Birth Certificate/Certificate of Naturalization ¹	EI	EI	C1	P	
	-----	Social Security Card (Member's Only) ¹	EI	EI	C1	P	
	-----	Disclosure Log			O2	P	O4
	CG-2842	Notice of Removal of Absentee Wanted Notice	EI		O2	P	
N	CG-3029A	Record of Small Arms Training			O2 ²	P	O1
	-----	Direct Access Disciplinary Report (all)	EI	EI	O2	P	
	CG-3307 (all)	Administrative Remarks (all) (Including Pg. 6 of the overseas screening package)	EI	EI	O2	P	C2
	CG-3822	Injury Report for not misconduct and in-line of duty determination	EI	EI	O2	P	
	CG-4175A	Annual Reserve Retirement Point Statement (current only)			C2	1 yr	
	CG-4671	Disability Orders & Notification of Eligibility for Disability Benefits			C2	P	
	CG-5286	Class A School Training Request (remove on orders to "A" school)			O2	P	C1
	CG-5412	Termination/Recoupment Data (SELRES GI Bill)	EI	EI	O2	P	
N	CG-5588	Personnel Security Action Request (Rev. 6/98)	EI	EI	C2	P	C3
	CGHQ-2511B	Statement of Creditable Service	EI	EI	C2	P	

¹ These documents comprise the universe of 'Permanent Source' documents.

² File here if no Unit-PDR is maintained.

Enclosure (1) to COMDTINST M1080.10I

	CGHQ-4290	Transcript of Sea Service	EI	EI	C2	P	
	CGHQ-4717	Statement of Service	EI	EI	C2	P	
	CGPPC/PSC/HRSIC-1071	Statement of Creditable Service	EI	EI	O2	P	
	CGPPC/PSC/HRSIC-1072	Statement of Creditable Sea Service	EI	EI	O2	P	
	CGPPC/PSC/HRSIC-1075	Transcript of Sea Service	EI	EI	C2	P	
	CGPPC/PSC/HRSIC-2426	Career Status Bonus (CSB) Election	EI	EI	C2	P	
	DD-553	Deserter/Absentee Wanted by the Armed Forces	EI	EI	O2	P	
	DD-2366	Montgomery GI Bill Act of 1984 (MGIB)	EI	EI	O2	P	
	DD-2384-1	Notice of Basic Eligibility (NOBE)	EI	EI	O2	P	
N	SF-312	Classified Information Non-Disclosure Agreement			C2 ³	P	C3
	-----	Administrative Discharge Board Final SECCEN Revocation, Denial, and Reinstatement of Security Clearance Memo	EI	EI	C2	P	
	-----	Alcohol Incident Letter	EI	EI	O2	P	
N	-----	Course Completion Letters			O2	5 yrs	
N	-----	Designation Letters			O2	P	
N	-----	Government Travel Card (Individually Billed Account) Setup Form (MBR initial submission only)			O2	6 yrs, 3 mo	C4
N	-----	Government Travel Card Program Recommendation/Acceptance Statement (MBR initial submission only)	EI	EI	O2	P	C4
	-----	Medical/Physical Evaluation Board	EI			P	
	-----	Training and Qualification Letters			C2	P	
	-----	Non-Selection/Lock-in	EI	EI	C2	P	

³ File here if no Unit-PDR is maintained.

	-----	Letters/CG-3307 Removal/Relief for Cause			C2	P	
	-----	27-Point Screening Letter			C2	P	
	-----	Letter Authorizing Lateral Change in Rate			C2	P	
	-----	Officer Promotion Authorization List (OPAL)			C2	P	

	-----	Report of Civil Conviction(s)			C2	P	
	-----	Reserve Letter for 20 Years' Service	EI	EI	C2	P	
	-----	Reserve Point Statements—Other Service	EI	EI	C2	P	
	-----	Weight Compliance (Letter)			C2	P	
	-----	Statement of Entitlement to Educational Assistance Benefits for Reserve Component Members Ordered to Active Duty (Chapter 1607, 10 USC)			C2	6 yrs 3 mo	
	-----	Statement of Election to Educational Assistance Benefits Based on Qualifying for Educational Assistance Under Chapter 30, Title 38 USC & Chapter 1607 10 USC)			C2	6 yrs, 3 mo	
	-----	Service members Promotion/Advancement Authorization (e.g. msg authorization)			C2	P	
	CG-5209	USCG Leave and Earnings Statement			O3	1 yr	
	CG-2000	PCS Departing Worksheet			O3	3 yrs ⁴	
	CG-2001	Departing TDY or PCS/TEMUINS to "A" School Worksheet			O3	3 yrs ⁴	
	CG-2005	PCS Reporting Worksheet			O3	3 yrs ⁴	
	CG-2010	Advances Worksheet			O3	3 yrs ⁴	
	CG-2015	Pay Delivery Worksheet			O3	3 yrs ⁴	
	CG-2020	Dependency Worksheet			O3	3 yrs ⁴	
	CG-2020A	Support Statement			O3	3 yrs ⁴	

⁴ Retention period subject to NARA approval of SF 115's submitted for new retention period for USCG MILPAY Worksheets and Checklists. Superseded forms must be kept, including past the three years, until CG receives NARA approval of SF 115's. Note that the retention period begins when worksheet is replaced by new worksheet.

Enclosure (1) to COMDTINST M1080.10I

	CG-2020B	Full Time Student Statement			O3	3 yrs ⁴	
	CG-2020C	Former Spouse Statement			O3	3 yrs ⁴	
	CG-2025	BAH/Housing Worksheet			O3	3 yrs ⁴	
	CG-2025A	Housing Allowance (BAH/OHA) Protection Worksheet			C3	3 yrs ⁴	
	CG-2025B	Member-Married-to-Member BAH Worksheet			O3	3 yrs ⁴	
	CG-2026	OCONUS Early Return of Dependents			O3	3 yrs ⁴	
	CG-2035	Family Separation Worksheet			O3	3 yrs ⁴	
	CG-2040	Allotment Worksheet			O3	3 yrs ⁴	
	CG-2045	Career Intentions Worksheet			O3	3 yrs ⁴	
	CG-2046	Application to Sell Special Leave Accrual (SLA)			O3	3 yrs ⁴	
	CG-5102	Officer Uniform Allowance Claim Worksheet			O3	3 yrs ⁴	
	CG-5150	Civilian Clothing Monetary Allowance Worksheet			O3	3 yrs ⁴	
	CG-5155A	Enlisted Supplementary Clothing Allowance Worksheet			O3	3 yrs ⁴	
	DD-2058	State of Legal Residence Certificate			O3	P	
	DD-2494	Tricare – Active Duty Family Member Dental Plan (FMDP) Enrollment Election			C3	P	
	DD-2494-1	Tricare – Active Duty Family Member Dental Plan (FMDP) Enrollment Election, Supplemental			C3	P	
	CG-1570	Individual Monthly IDT Tracking Worksheet			O3	3 yrs ⁴	
N	-----	Award Certificates and Citations	EI	EI	C3	P	
	-----	Enlisted Recruit Accession Checklist (Active/Reserve/Depot Company)			O3	3 yrs ⁴	
	-----	Officer Accession Checklist (Cadet/OCS/DCO)			O3	3 yrs ⁴	
	CG-5500A	AUTOMATED INFORMATION SYSTEMS (AIS) USER ACKNOWLEDGEMENT FORM			C3	3 yrs ⁴	
	CG-7220D	Critical Skills Training Bonus (CSTB) Agreement	EI	EI	O3	P	
	CG-7220E	Critical Skills Retention Bonus (CSRB) Agreement	EI	EI	O3	P	
	CG-7220F	Officer Accession Bonus (OAB) Agreement		EI	O3	P	

	CG-2003	PCS Entitlements Advance Travel Worksheet			O4	3 yrs ⁴	
	CG-3853	Personal Effects Inventory & Disposition			C4	P	
	CG-4170	BAH/Dependency Data Request (most recent only)			O4 ⁵	3yrs ⁴	C4
N	CG-5131/CG-4251	Direct Access PCS Standard Travel Order (Two most recent PCS(s))			C4	5 yrs	
N	CG-5525	CG Reserve Assignment Request and Orders			C4	5 yrs	C4
	CG-2075	Family Subsistence Supplemental Allowance (FSSA) Application			C4	6 yrs 3 mo	
	CG-11221	Reserve Component Survivor Benefit Plan (RCSBP) Option – Election Certificate			C4	P	
	CG-2020D	Designation of Beneficiaries			O4 ⁵	6 yrs 3 mo	C4
	DD-93	Record of Emergency Data			O4	6 yrs 3 mo	C4
	CG-4700	Survivor Benefit Plan Election			C4	P	
	SGLV-8285	Request for Insurance (SGLI)	EI	EI	O4	P	
	SGLV-8285A	Dependent Request for Insurance (SGLI)	EI	EI	O4	P	
	SGLV-8286	SGLI Election and Certificate	EI	EI	O4	P	C4
	SGLV-8286A	Dependent SGLI Election and Certificate	EI	EI	O4	P	C4
	-----	Supporting documents to change SSN, EMPLID, birth date			O4	P	
	-----	Marriage Certificate/Divorce Decree ¹	EI	EI	C4	P	
	-----	Dependents' Birth Certificate/Adoption Papers/Court Orders ¹	EI	EI	C4	P	
		Member Self Validation	EI	EI	C4	P	
	-----	Overseas Entry Approval/Command Sponsorship Messages			C4	3 yrs	
	-----	Overseas Bona-Fide Command Sponsorship Memos			C4	3 yrs	

⁵ Send to PSC-PSD-MR for EI-PDRs only if there were changes from previous version.

Enclosure (1) to COMDTINST M1080.10I

	CG-3303	Achievement Sheet	EI			P	
N	CG-3303C (series)	Performance Qualifications				P	O1
	CG-3306	PCS Marks	DB			P	
	-----	Employee Review Summary	DB			P	
	CG-3309	Record of Discharge, Release from Active Duty, or Death	EI	EI		P	
	CG-4082	Record of Professional Development (06/04)	EI	EI		P	
	CG-4328D	Report on the Fitness of Admirals		EI		P	
	CG-4714	Reserve Points from Previous Service	EI	EI		P	
	CG-5274	Personnel Security Record				P	O3
N	CG-5310 (series)	Officer Evaluation Report (OPR/OER)		EI		P	
	CG-5311	Request to Assign Competencies, Education, or Officer Specialty to a Position		EI		P	
	CG-5312	Officer Evaluation Report		EI		P	
	CG-5313	Officer Evaluation Report		EI		P	
	CG-5314	Report on Fitness of Admirals		EI		P	
	CG-5315 (series)	Reviewer Comments		EI		P	
	CG-5316	Warrant Officer Evaluation Report		EI		P	
	CG-5317	Officer Evaluation Report		EI		P	
	CGHQ-3433	Statement of Service—Retired Personnel	EI	EI		P	
	CGHQ-4973	Computation of Retirement Point Credits	EI	EI		P	
	DD-1882	Survivor Benefit Plan Election Change	EI	EI		P	
	DD-1883	Survivor Benefit Plan - Election Certificate	EI	EI		P	
	DD-2366-1	Montgomery GI Bill Act of 1984 (MGIB), Increased Contribution Program	EI	EI		P	
	OPNAV 5510/413	Personnel Security Action Request	EI	EI		P	C3
N	VA-21-3101	VA Claim (request for information)				6 yrs 3 mo	
	-----	Application for Direct Commission	EI	EI		P	

	-----	Board for Correction of Military Records (BCMR) decisions	EI	EI ⁶		P	
	-----	Personnel Record Review Boards (PRRB) decisions	EI	EI ⁷		P	
	-----	DNA Tracking for Prisoners	EI	EI		P	
	-----	Educational Transcripts/GED results	EI	EI		P	
N	-----	Request for Advance/ Restoration/Rate Change, Removal of Designator, or Promotion	EI	EI		P	
	-----	Designation as CG Medical Specialty	EI	EI		P	
	-----	Designation as CG Acquisition Specialty	EI	EI		P	
	-----	Designation as CG Aviator	EI	EI		P	
	-----	Designation as Law Specialist	EI	EI		P	
	-----	Punitive Letters	EI	EI		P	
	-----	Report(s) of civil arrest letter	EI	EI		P	C2

Notes: Many forms listed above have become obsolete, e.g., CG-3303, CG-3304, CG-3309, CGHQ-2511B, CGHQ-4290, CGHQ-4717, CGHSIC-1071, CGHSIC-1072, CGHSIC-1075, CGHSIC-2075, CGHSIC-2426, CGHSIC-4700 (series), OPNAV-5510/413, and the Court Memorandum Transaction Log. Though no longer authorized for use, retain the original paper or imaged document in their current location for historical purposes.

From the issuance date of this Instruction, previously established retention periods for temporary documents are no longer in force. For example, a superseded worksheet is now retained for three years after it is replaced by the new worksheet (subject to approval by NARA per footnote 4). Temporary documents must be kept (possibly past the three years) until CG receives NARA approval of SF 115's.

⁶ Retained in Officer EI-PDR unless specifically directed not to in the BCMR Order.

⁷ Retained in Officer EI-PDR unless specifically directed not to in the PRRB Order.

Non-standard distribution notes:

CG-3029A	If the unit does not maintain a Unit-PDR, file in Part 2 of the SPO-PDR.
CG-3303C (series)	If the unit does not maintain a Unit-PDR, the unit CO or OINC retains.
CG-5310 (series)	PSC-PSD-MR enters original OERs into electronic imaging system and then emails them to the Reported on Officer.
CG-5525	File a copy of this form in the SPO-PDR until the member's military obligation is completed or the member is assigned to a Selected Reserve (SELRES) billet, whichever occurs first.
SF-312/CG-5588	Send original to G-CFI in Chesapeake, VA with a copy to PSC-PSD-MR; include CG-5588 as a source document. File properly executed SF-312 with the CG-5588 attached in Part 3 of the Unit-PDR, if Unit-PDR is not kept file in Part 2 of SPO-PDR.
Award Certificates and Citations	Only personal and unit awards (with member's EMPLID in the upper right corner of the citation) requiring entry into Direct-Access are to be entered by the member's SPO. Send a copy of the award to PSC-PSD-MR for imaging. For SPO-PDR, filed only until award is posted in DA. Prior service awards should not be scanned into EI-PDRs as they are reflected on prior service DD-214s.
Statement of Entitlement & Statement of Election of Educational Assistance	These forms can be found at the following URL: http://www.dtic.mil/whs/directives/infomgt/forms/index.htm
Letter of Designation/ Course Completion	If another PDR entry does not support Letter of Designation and Course Completion information or the Coast Guard does not track it electronically in a personnel information system, file in the appropriate PDR section. <u>Example:</u> Do not file Letter of Designation as OIC in the PDR; Direct-Access should reflect the appropriate enlisted qualification code for the member. Do not file CG Institute course completion information in the PDR; the Institute records it electronically and provides the member a completion letter.

Request for
Advancement/
Restoration/
Rate Change, Removal of
Designator, Promotion

Send these requests to Commander, PSC (EPM-1) for final a decision.

SEPARATION DOCUMENTS CHECKLIST

Send these documents in complete packages only to PSC-PSD-MR

NAME:	
SERVICING PERSONNEL OFFICE	SPO PHONE NUMBER:
<p><input type="checkbox"/> Reenlistment</p> <p style="margin-left: 20px;"><input type="checkbox"/> Enlistment/Reenlistment Document, DD-4 (copy only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Administrative Remarks, CG-3307 (copy only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Validate all EI PDR required documents have been retained</p>	
<p><input type="checkbox"/> Discharge Without Immediate Reenlistment, Enlistment in CG Reserve, or Retirement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Copy of Separation or Retirement Orders from Direct Access</p> <p style="margin-left: 20px;"><input type="checkbox"/> Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8</p> <p style="margin-left: 20px;"><input type="checkbox"/> Original Pre-Separation Counseling Checklist (DD-2648)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Original Administrative Remarks (CG-3307)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Annual Reserve Retirement Point Statement (CG-4175A)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Reserve Component Survivor Benefit Plan (RCSBP) Option – Election Certificate, (CGPPC/PSC/HRSIC-11221)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Validate all EI PDR required documents have been retained</p> <p style="margin-left: 20px;">* Applies only to USCGR members who made SBP election on completing 20 years' service and document is still in PDR.</p> <p style="margin-left: 20px;">** Send the SPO PDR for members transferred to the IRR to CG-PSC-RPM</p>	
<p><input type="checkbox"/> Release From Active Duty (RELAD)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Copy of Separation Orders from Direct Access</p> <p style="margin-left: 20px;"><input type="checkbox"/> Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8</p> <p style="margin-left: 20px;"><input type="checkbox"/> Original Pre-Separation Counseling Checklist (DD-2648)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Administrative Remarks (CG-3307) (copy only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Validate all EI PDR required documents have been retained</p>	
<p><input type="checkbox"/> Discharge With Immediate Enlistment in CG Reserve</p> <p style="margin-left: 20px;"><input type="checkbox"/> Enlistment/Reenlistment Document, DD-4 (copy of reserve enlistment only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Copy of Separation Orders from Direct Access</p> <p style="margin-left: 20px;"><input type="checkbox"/> Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8</p> <p style="margin-left: 20px;"><input type="checkbox"/> Original Pre-Separation Counseling Checklist (DD-2648)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Administrative Remarks, CG-3307 (copy only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Validate all EI PDR required documents have been retained</p>	

Medical/Dental Record Disposition Instructions

Date: _____

From: _____
Servicing Personnel Office

PDR Technician: _____

To: _____
Health Record Custodian

Subj: _____
Member name and EMPLID

1. Subject member's health record is to be forwarded as directed below in accordance with the Military Personnel Data Record (PDR) System, COMDTINST M1080.10 (series) and the Medical Manual, COMDTINST M6000.1 (series).

VA RECORD MANAGEMENT CENTER
4300 GOODFELLOW BLVD BLDG 104
ST LOUIS MO 63120-1703

Note: Copy of DD-214 provided. Place in record prior to mailing.

___ Assigned SELRES unit _____
Unit name

(For Reserves transferred to the IRR)
COMMANDER CG-PSC-RPM
ATTN IRR
US COAST GUARD STOP 7200
4200 WILSON BLVD STE 1100
ARLINGTON VA 20598-7200

(For Personnel deceased on active duty only)
COMMANDER (PSD-MR)
ATTN PERSONNEL SERVICE CENTER
US COAST GUARD STOP 7200
4200 WILSON BLVD STE 1100
ARLINGTON VA 20598-7200

For health record custodian use: Tracking information: _____

LOCAL REPRODUCTION AUTHORIZED.

**SUGGESTIONS TO IMPROVE THE MILITARY PERSONNEL DATA
RECORD SYSTEM**

NAME:	
PERMANENT UNIT:	PHONE NUMBER:
SERVICING PERSONNEL OFFICE	

● SUGGESTED IMPROVEMENT(S) ●
● HEADQUARTERS ACTION ON SUGGESTION(S) ●

LOCAL REPRODUCTION AUTHORIZED

Required Supporting Evidence for Material Military Payroll Transactions													
Line Number	Transactions Type/Reason for Transaction	Primary Worksheets	Supporting Documentation										
			Applicable Orders	Housing Status Email	Marriage Certificate	Birth Cert./Adoption Decree	Divorce Decree	Death Certificate	Court Papers	Galley Closure Memo	Email/Memo/Message	Cmd. Sponsorship Auth. Form	Copy of Lease/Utility Co. Stmt
47	RESERVE L68B-REPORT												
48	Member Recalled to Active Duty	N/A	X										
49	RESERVE L68C- DEPART												
50	Member Departed on Orders	N/A	X										
51	SPECIAL INITIAL CLOTHING ALLOWANCE	N/A	X										
52	START CONUS COLA W/ DEPS												
53	TDY Deployed	N/A	X								T		
54	Member Married	CG-2020			X								
55	Member had a Child	CG-2020				X							
56	Member Reported in - PCS	CG-2005	X										
57	Spouse Comes Off Active Duty	CG-2025											
58	START CONUS COLA W/O DEPS												
59	Member Divorced	CG-2020					X						
60	Member Reported in - PCS	CG-2005	X										
61	Member Received Orders	N/A	X										
62	STOP CONUS COLA												
63	Member Divorced	CG-2020					X						
64	Member Married	CG-2020			X								
65	Member Reported Out - PCS	CG-2000	X										
66	START ENL BAS												
67	Galley Closed/Re-Opened	N/A								X			
68	Member Reported In -PCS	CG-2005	X										
69	Member Departed Out - PCS	CG-2000	X										
70	Duel Crews	N/A									X		
71	Member Received TDY Orders	N/A	X								T		
72	STOP ENL BAS												
73	Galley Closed/Re-Opened	N/A								X			
74	Member Reported In -PCS	CG-2005	X										
75	Member Departed Out - PCS	CG-2000	X										
76	Duel Crews	N/A									X		
77	Member Received TDY Orders	N/A	X								T		
78	START ENL BAS - DISCOUNT MEAL												
79	Galley Closed/Re-Opened	N/A								X			
80	Member Reported In -PCS	CG-2005	X										
81	Member Departed Out - PCS	CG-2000	X										
82	Duel Crews	N/A									X		
83	Member Received TDY Orders	N/A	X								T		
84	STOP ENL BAS - DISCOUNT MEAL												
85	Galley Closed/Re-Opened	N/A								X			
86	Member Reported In -PCS	CG-2005	X										
87	Member Departed Out - PCS	CG-2000	X										
88	Duel Crews	N/A									X		
89	Member Received TDY Orders	N/A	X								T		
90	START FSA-R	CG-2035											
91	START FSA-S	CG-2035											
92	START FSA-T	CG-2035											

Required Supporting Evidence for Material Military Payroll Transactions												
Line Number	Transactions Type/Reason for Transaction	Primary Worksheets	Supporting Documentation									
			Applicable Orders	Housing Status Email	Marriage Certificate	Birth Cert./Adoption Decree	Divorce Decree	Death Certificate	Court Papers	Galley Closure Memo	Email/Memo/Message	Cmd. Sponsorship Auth. Form
93	STOP FSA-R	CG-2035										
94	STOP FSA-S	CG-2035										
95	STOP FSA-T	CG-2035										
96	START HDIP	N/A	X								T	
97	START OCONUS COLA PARTIAL - PCS'ed	CG-2005	X									
98	STOP OCOLA W/O PARTIAL											
99	Member Moved off ship to Economy	CG-2025										
100	Member got married and spouse received command sponsorship	CG-2020			X							T
101	START OCONUS COLA W/O DEPS - PCS'ed	CG-2005; CG-2025	X									
102	START OCONUS COLA W/ DEPS	CG-2005; CG-2025	X								T	
103	START PREMIUM SEA PAY	N/A	T								X	
104	STOP OCONUS COLA W/ DEPS											
105	Added Dependent	CG-2020				X						
106	STOP SEA PAY/PREM	N/A	T								X	
107	STOP BAH											
108	Member Separated	CG-2045										
109	Orders Ended	CG-2000	X									
110	Disenrolled from A School	CG-2000	X									
111	Member Demobilized	N/A	X									
112	STOP BASIC PAY, BAQ, BAS											
113	Separated from Service	CG-2045										
114	Reservist Recalled to Active Duty	N/A	X								T	
115	Member Demobilized	N/A	X								T	
116	STOP OHA W/ DEPS - PCS	CG-2000	X									
117	STOP OHA W/ DEPS											
118	Dependent Death	CG-2020						X				
119	Member Divorced	CG-2020				X						
120	STOP OHA W/O DEPS - PCS	CG-2000										
121	STOP OHA W/O DEPS											
122	Dependent Death	CG-2020						X				
123	Member Divorced	CG-2020				X						

Legend X - Required Documentation T - Temporary Documentation
--

Note 1: this document provides general guidelines for supporting documentation for material DA transactions. This guidance is not all-inclusive and will be periodically updated to accommodate policy changes and to increase its comprehensiveness.