

# SPO PDR Scanning and E-mail Process Guide

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**Introduction** This guide provides a Servicing Personnel Office (SPO) the criteria and quality-control procedures to identify, scan, and e-mail documents to PSC for inclusion in a member's EI PDR.

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**Reference**

- Military Personnel Data Records System, COMDTINST M1080.10H

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**Responsibilities** The SPO Supervisor has oversight responsibility to insure documents contained in the SPO PDR match documents authorized for placement in the Electronically Imaged (EI) PDR.

Missing documents will be scanned and forwarded to PSC-psd-mr for inclusion in the EI PDR.

The SPO will identify equipment capable of scanning all required documents as prescribed in this process guide. If no scanner is currently available it is the SPO's responsibility to procure one for this process.

The PSC-psd-mr Branch will review documents forwarded by a SPO to ensure proper format and readability prior to adding the document into the EI PDR.

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**Discussion** This guide provides instructions and criteria required to identify, label, scan, and e-mail documents to PSC-psd-mr for inclusion in the EI PDR.

Familiarization with the Military PDR System [CIM 1080.10H](#) is essential to this process. There are documents kept in the SPO PDR that are not required in the EI PDR and vice versa.

Consequently, any documents sent to PSC-psd-mr that are not required in the EI PDR will not be added or returned.

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# SPO PDR Scanning and Verification Process Guide

## SPO Procedures

Step	Action	Remarks																
1	Identify and Label Documents prior to Scanning	<p>Review COMDTINST M1080.10H to ensure the document is authorized in the EI PDR. The PSC-pd-mr Branch constantly receives unauthorized EI PDR documents that are ultimately shredded.</p> <p>For documents that do not contain an EMPLID, write the EMPLID on the upper right hand corner of the document. All documents relating to a member's dependents (e.g., birth certificates, adoption papers, etc.) must contain the member's EMPLID and relationship such as EMPLID – Spouse, EMPLID – Child, or EMPLID – Parent.</p>																
2	Scan documents	<p>The below criteria applies to scanned documents:</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>One member's record per scanned file</td> <td>Multiple documents for the same member are allowed. Do not include documents for more than one member per .pdf file. The scanned file name will be the member's EMPLID (e.g., "1234567.pdf").</td> </tr> <tr> <td>Adobe (.pdf) format</td> <td>This is the required format for documents to ensure they can be opened by PSC-psd-mr. The Adobe documents must be legible and of good quality.</td> </tr> <tr> <td>Less than 10MB file size</td> <td> <p>Ensure e-mail attachments are less than 10 megabytes (MB). E-mails exceeding 10MBs will not be sent.</p> <p>Use the guide below to compress Adobe files:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>With your file open in Adobe, select <b>"Document" → "Reduce File Size"</b> from the Menu Bar.</td> </tr> <tr> <td>2</td> <td>In the <b>"Reduce File Size"</b> Window next to <b>"Make Compatible With"</b>, press the "dropdown arrow" and select <b>"Acrobat 8.0 and higher"</b>, press "OK"</td> </tr> <tr> <td>3</td> <td><b>When saving the file, give it the members EMPLID</b> (i.e. 1234567.pdf) as the name.</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Criteria	Description	One member's record per scanned file	Multiple documents for the same member are allowed. Do not include documents for more than one member per .pdf file. The scanned file name will be the member's EMPLID (e.g., "1234567.pdf").	Adobe (.pdf) format	This is the required format for documents to ensure they can be opened by PSC-psd-mr. The Adobe documents must be legible and of good quality.	Less than 10MB file size	<p>Ensure e-mail attachments are less than 10 megabytes (MB). E-mails exceeding 10MBs will not be sent.</p> <p>Use the guide below to compress Adobe files:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>With your file open in Adobe, select <b>"Document" → "Reduce File Size"</b> from the Menu Bar.</td> </tr> <tr> <td>2</td> <td>In the <b>"Reduce File Size"</b> Window next to <b>"Make Compatible With"</b>, press the "dropdown arrow" and select <b>"Acrobat 8.0 and higher"</b>, press "OK"</td> </tr> <tr> <td>3</td> <td><b>When saving the file, give it the members EMPLID</b> (i.e. 1234567.pdf) as the name.</td> </tr> </tbody> </table>	Step	Action	1	With your file open in Adobe, select <b>"Document" → "Reduce File Size"</b> from the Menu Bar.	2	In the <b>"Reduce File Size"</b> Window next to <b>"Make Compatible With"</b> , press the "dropdown arrow" and select <b>"Acrobat 8.0 and higher"</b> , press "OK"	3	<b>When saving the file, give it the members EMPLID</b> (i.e. 1234567.pdf) as the name.
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## SPO Procedures (continued)

Step	Action	Remarks
3	E-mail documents to ARL-PF-CGPSC-PSD-MR_DOCS	<p>A sample forwarding e-mail is shown on page 4.</p> <p>Read receipt of the forwarding e-mail is strongly encouraged. To request a read receipt, check box under Options for “Request a read receipt for this message” prior to sending.</p> <p>Because the Adobe files contain Personally Identifiable Information (PII), e-mails must be encrypted prior to sending. To encrypt an e-mail, press the “Encrypt Message” button located in the upper-right hand corner of the e-mail toolbar. (This button appears as an “envelope with a lock over it”.) See e-mail example on page 4 of this guide.</p>
4	Save forwarding e-mail to file tracking folder.	<p>Each SPO shall create a centralized “public e-mail” folder to store e-mails sent to the PSC-psd-mr. You will need to submit a help ticket to your local ESU/ESD IT helpdesk to have this done.</p> <p>The ARL-PF-CGPSC-PSD-MR_DOCS public e-mail folder is a good example of a “public folder e-mail name”. A sample e-mail to PSC-psd-mr with attachments is shown on page 4 of this guide.</p>

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## Sample SPO EI PDR Forwarding E-mail

