

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# **Military Personnel Data Records (PDR) System**

**COMDTINST M1080.10I**

November 2017

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Commandant  
United States Coast Guard

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COMDTCHANGENOTE 1080  
01 November 2017

COMMANDANT CHANGE NOTICE 1080

Subj: CH-1 TO THE MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM,  
COMDTINST M1080.10I

1. PURPOSE. This Commandant Change Notice publishes a change to the Military Personnel Data Records (PDR) System, COMDTINST M1080.10I.
2. ACTION. All Coast Guard unit commanders, commanding officers, officer-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, Military Personnel Data Records (PDR) System, COMDTINST M1080.10I, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES.
  - a. Change Enclosure 1 that mandates any document classified as “permanent” will be included in the EI-PDR.
  - b. Requirement to add a copy of Blended Retirement System Election, CG-7430 and Continuation Pay Election, CG-7430A into Section 2 of the SPO PDR.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

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A	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X				
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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE1000

- a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 1 and 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This Directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. PROCEDURE. If maintaining a paper library, remove and replace the following pages of the Military Personnel Data Records (PDR) System, COMDTINST M1080.10I
- |               |                |
|---------------|----------------|
| <u>Remove</u> | <u>Replace</u> |
| Enclosure (1) | Enclosure (1)  |
9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of this Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://www.uscg.mil/forms/>; and CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

11. REQUESTS FOR CHANGES. Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to: HQS-PolicyandStandards@uscg.mil.

A. S. MCKINLEY /s/  
Rear Admiral, U.S. Coast Guard Reserve  
Acting Director of Reserve and Military Personnel

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COMDTINST M1080.10I

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.

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B		X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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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 SPO-PDR as the official 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>.

R. T. HEWITT  
Assistant Commandant for Human Resources



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## 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 included in the SPO-PDR and other appropriate PDRs as shown in Enclosure (1).

### B. Definition.

1. The PDR System 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 retains **only** those specific military personnel records necessary for responding to official requests to substantiate the data elements within Direct Access (DA) and to manage the Coast Guard's military workforce. 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 SPO-PDR (Servicing Personnel Office-Personnel Data Record) should be the PDR mainly used for personnel and audit reviews. The EI-PDR is an electronic copy that should be used along with the SPO-PDR to readily access documentation when needed to respond to requests for documentation. The documentation requirements for the majority of DA transactions are shown in Enclosure (6). Each of the following organizations maintain a PDR for each Coast Guard member:
  - a. Servicing Personnel Office (SPO)-PDR. The SPO-PDR is designated as the member's official PDR; see Enclosure (1).
  - b. CG Personnel Service Center (PSC) EI-PDR. The EI-PDR will be used as the Headquarters/PSC working copy and as a backup source to

the SPO-PDR. The Commander, PSC-PSD-MR, maintains the EI-PDR and is responsible for ensuring the EI-PDR contains electronically imaged documents that accurately and completely reflects the original source documents contained in the SPO-PDR and the mandatory Unit-PDRs (described in Enclosure (1)). To ensure that a complete and accurate official PDR exists for each USCG Service Member the hard-copy source documents contained in the SPO-PDR must be complete and accurate. This will be required until the EI-PDR meets all requirements to be an official electronic record that is readily available to those with a requirement for access. 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; see Enclosure (1).

- c. CG Pay & Personnel Center (PPC) Electronic-Personnel Data Record (e-PDR). The CG PPC, Topeka, KS, houses the CG military payroll system that electronically contains the personnel information derived from the source documents in the PDR system. This CG military payroll system is called Direct Access (DA). DA is considered the 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 relationship between the 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.**
- d. Unit-PDR. Unit-PDRs shall not be maintained for units except in the following circumstances: 1) Unit-PDRs shall be maintained if the unit is not co-located with the SPO; 2) Unit-PDRs are mandatory for Deployable Specialized Forces units regardless of proximity to the SPO. The PDRs are mandatory to ensure that personnel information is at the unit to help facilitate Commanding Officers' immediate access to a member's personal information. Enclosure (1) outlines required personnel documents at the field unit level.

e. 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).

f. Official Military Personnel Folder (OMPF). Upon separation, the official SPO-PDR will have a final review to ensure it is the complete and accurate OMPF, which shall be transferred to NPRC. Commander, PSC-PSD-MR shall review the combined contents of the SPO and EI PDRs, combining these documents, and eliminating duplicates to ensure that the OMPF forwarded to NPRC, St. Louis, MO contains all required records, and these records are complete and accurate. Once this determination has been made, the OMPF will be forwarded to NPRC, St. Louis, MO six months after the member's final separation date.

C. 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. Enclosure (6) provides specific guidance regarding supporting evidence for Military Payroll Transactions with Significant Financial Impact and references PPC guidance regarding using allowed alternatives.

## CHAPTER 2. PERSONAL 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 A. 4 and 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/updated upon reporting to remote units not co-located with their SPO or Deployable Specialized Forces units regardless of proximity to the SPO in accordance with paragraph 1.B.2.d. of this Manual. Unit administration staffs shall coordinate the establishment/update of a member's Unit PDR with their SPO.

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 by this Manual and filed in their designated parts of the PDR folder. The directives requiring PDR documents and transactions also contain directions for completing these documents. 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 at ALL times for members leaving an accession point (Cape May, NJ and New London, CT). **Hand carrying the SPO-PDR is also authorized if ALL of the following are met: 1) Member's new SPO will be co-located with the new unit. 2) There are NO adverse entries in the PDR (i.e. Court Memorandums Form CG-3304, Alcohol Page 7's or letters, etc. NOTE: Page 7's indicating a**



**member currently or has previously exceeded the Maximum Allowable Weight are considered an adverse Page 7 for the purpose of hand carrying the SPO-PDR. SPO's that allow members to hand carry their SPO-PDR shall 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 US Postal Service (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 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 US Postal Service (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 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. In accordance with reference (c), the Command Classified Security Officer (CSO) must initiate an investigation for lost PII.

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.D.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, 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 head, Personnel Officer) an opportunity to review the official 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 official 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 pertaining Enclosure (1) documents have been retained, and obtaining other requirements to update various documents and transactions, e.g., Direct Access BAH/Dependency Data Report. Review the SPO PDR on:
  - a. Reenlistment;
  - b. PCS departure or arrival;
  - c. Discharge and appointment to warrant officer;
  - d. From temporary to permanent commissioned status;
  - e. On reporting for TDY longer than 60 days and
  - f. Annually during BAH/Dependency validation period.
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 official record and to PSC-PSD-MR for imaging.** These documents will be:

- a. 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;
- b. Corrected, added or removed from the SPO-PDR only when supported by adequate documentation;
- c. Corrected by Training Center, Cape May, NJ, for any recruit’s Social Security Number, name, EMPLID, or birth date **recorded incorrectly**;
- d. 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;
- e. Corrected or removed only as Commander, PSC (epm/opm/rpm) or Commandant (CG-13) authorize in all other cases not requiring administrative discretion;
- f. 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 all **original** documents from the member's SPO-PDR to PSC (PSD-MR) per the Separation Checklist in Enclosure (3) within 5 working days after separation ensuring the package contains 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 rest of the SPO-PDR.
  - 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;
  - 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 workings days 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.

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### 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).

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	EI	O1	P	
	CG-3211 (series)	Officer Candidate School Agreement	EI	EI	O1	P	
	CG-3301	Enlistment Contract	EI	EI	O1	P	
	CG-3301A	Statement of Understanding	EI	EI	O1	P	
	CG-3301B	Agreement to Extend/Re-extension Enlistment	EI	EI	O1	P	
	CG-3301C	Discharge and Reenlistment Contract	EI	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	
N	CG-5525	CG Reserve Assignment Request and Orders (Initial SELRES Request)			O1	5 yrs	

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	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	
	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	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	

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	----	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	EI	EI	C1	P	
	----	Social Security Card	EI	EI	C1	P	
	----	Disclosure Log	EI	EI	O2	P	O4
	CG-2842	Notice of Removal of Absentee Wanted Notice	EI	EI	O2	P	
N	CG-3029A	Record of Small Arms Training	EI	EI	O2 <sup>1</sup>	P	O1
	----	Direct Access Disciplinary Report (all)	EI	EI	O2	P	
	CG-3307 (all)	Administrative Remarks (all) (Including Section 5 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	EI	EI	C2	P	
	CG-5286	Class A School Training Request (remove on orders to "A" school)	EI	EI	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	
	CGHQ-4290	Transcript of Sea Service	EI	EI	C2	P	
	CGHQ-4717	Statement of Service	EI	EI	C2	P	

<sup>1</sup> File here if no Unit-PDR is maintained.

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	CGPPC/PSC/HR SIC-1071	Statement of Creditable Service	EI	EI	O2	P	
	CGPPC/PSC/HR SIC-1072	Statement of Creditable Sea Service	EI	EI	O2	P	
	CGPPC/PSC/HR SIC-1075	Transcript of Sea Service	EI	EI	C2	P	
	CGPPC/PSC/HR SIC-2426	Career Status Bonus (CSB) Election	EI	EI	C2	P	
	<b>CG-7430</b>	<b>Blended Retirement System Election</b>	<b>EI</b>	<b>EI</b>	<b>C2</b>	<b>P</b>	
	<b>CG-7430A</b>	<b>Continuation Pay Election</b>	<b>EI</b>	<b>EI</b>	<b>C2</b>	<b>P</b>	
	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	EI	EI	C2 <sup>2</sup>	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	EI	EI	O2	P	
N	-----	Government Travel Card (Individually Billed Account) Application, including (a) application memo, (b) application form, (c) Cardholder Agreement Form, and (d) certificate of training (i.e., transcript)	EI	EI	O2	P	C4

<sup>2</sup> File here if no Unit-PDR is maintained.

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
N	-----	Government Travel Card (Individually Billed Account) Reinstatement Package, including (a) reinstatement request memo, (b) Credit Bureau Release Authorization, (c) application form, (d) Cardholder Agreement Form, and (e) certificate of training (i.e., transcript)	EI	EI	O2	P	C4
	-----	Medical or Physical Evaluation Board (Including Temporary Disability Retired List (TDRL) or Permanent Disability Retired List (PDRL) Memo)	EI	EI	C2	P	
	-----	Training and Qualification Letters	EI	EI	C2	P	
	-----	Non-Selection/Lock-in	EI	EI	C2	P	
	-----	Letters/CG-3307 Removal/Relief for Cause	EI	EI	C2	P	
	-----	27-Point Screening Letter	EI	EI	C2	P	
	-----	Letter Authorizing Lateral Change in Rate	EI	EI	C2	P	
	-----	Officer Promotion Authorization List (OPAL)	EI	EI	C2	P	
	-----	Physical Evaluation Boards	EI	EI	C2	P	
	-----	Report of Civil Conviction(s)	EI	EI	C2	P	
	-----	Reserve Letter for 20 Years' Service	EI	EI	C2	P	
	-----	Reserve Point Statements—Other Service	EI	EI	C2	P	
	-----	Weight Compliance (Letter)	EI	EI	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	

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	-----	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)	EI	EI	C2	P	
	CG-5209	USCG Leave and Earnings Statement			O3	1 yr	
	CG-2000	PCS Departing Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2001	Departing TDY or PCS/TEM DUINS to "A" School Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2005	PCS Reporting Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2010	Advances Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2015	Pay Delivery Worksheet			O3		
	CG-2020	Dependency Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2020A	Support Statement			O3	3 yrs <sup>3</sup>	
	CG-2020B	Full Time Student Statement			O3	3 yrs <sup>3</sup>	
	CG-2020C	Former Spouse Statement			O3	3 yrs <sup>3</sup>	
	CG-2020D	Designation of Beneficiaries & Record of Emergency Data	EI	EI	O3	3 yrs <sup>3</sup>	
	CG-2025	BAH/Housing Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2025A	Housing Allowance (BAH/OHA) Protection Worksheet			C3	3 yrs <sup>3</sup>	
	CG-2025B	Member-Married-to-Member BAH Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2026	OCONUS Early Return of Dependents			O3	3 yrs <sup>3</sup>	

<sup>3</sup> Retention period subject to NARA approval of SF 115's submitted for new retention period for USCG MILPAY Worksheets and Checklists.



N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	CG-2035	Family Separation Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2040	Allotment Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2045	Career Intentions Worksheet			O3	3 yrs <sup>3</sup>	
	CG-2046	Application to Sell Special Leave Accrual (SLA)			O3	3 yrs <sup>3</sup>	
	CG-5102	Officer Uniform Allowance Claim Worksheet			O3	3 yrs <sup>3</sup>	
	CG-5150	Civilian Clothing Monetary Allowance Worksheet			O3	3 yrs <sup>3</sup>	
	CG-5155A	Enlisted Supplementary Clothing Allowance Worksheet			O3	3 yrs <sup>3</sup>	
	DD-2058	State of Legal Residence Certificate	EI	EI	O3	P	
	DD-2494	Tricare – Active Duty Family Member Dental Plan (FMDP) Enrollment Election	EI	EI	C3	P	
	DD-2494-1	Tricare – Active Duty Family Member Dental Plan (FMDP) Enrollment Election, Supplemental	EI	EI	C3	P	
	CG-1570	Individual Monthly IDT Tracking Worksheet			O3	3 yrs <sup>3</sup>	
N	-----	Award Citations	EI	EI	C3	P	
	-----	Enlisted Recruit Accession Checklist (Active/Reserve/Depot Company)			O3	3 yrs <sup>3</sup>	
	-----	Officer Accession Checklist (Cadet/OCS/DCO)			O3	3 yrs <sup>3</sup>	
	CG-2003	PCS Entitlements Advance Travel Worksheet			O4	3 yrs <sup>3</sup>	
	CG-5500A	AUTOMATED INFORMATION SYSTEMS (AIS) USER ACKNOWLEDGEMENT FORM			C3	3 yrs <sup>3</sup>	
	CG-3853	Personal Effects Inventory & Disposition	EI	EI	C4	P	
	CG-4170	BAH/Dependency Data Request (most recent only)			O4 <sup>5</sup>	3yrs <sup>3</sup>	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

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
N	-----	Emergency Leave Orders (funded)			C4	6 yrs 3 mo	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	6 yrs 3 mo	
	CG-2020D	Designation of Beneficiaries			O4 <sup>4</sup>	6 yrs 3 mo	C4
	DD-93	Record of Emergency Data			O4	6 yrs 3 mo	C4
	CG-4700	Survivor Benefit Plan Election			C4	6 yrs 3 mo	
	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 <sup>5</sup>	P	C4
	SGLV-8286A	Dependent SGLI Election and Certificate	EI	EI	O4 <sup>6</sup>	P	C4
	-----	Supporting documents to change SSN, EMPLID, birth date	EI	EI	O4	P	
	-----	Marriage Certificate/Divorce Decree	EI	EI	C4	P	
	-----	Dependents Birth Certificate/Adoption Papers/Court Orders	EI	EI	C4	P	
	-----	Overseas Entry Approval/Command Sponsorship Messages			C4	3 yrs	

<sup>4</sup> Send to PSC-PSD-MR for EI-PDRs only if there were changes from previous version.

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

<sup>6</sup> Send to PSC-PSD-MR for EI-PDRs only if there were changes from previous version.

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	-----	Overseas Bona-Fide Command Sponsorship Memos			C4	3 yrs	
	CG-3303	Achievement Sheet	EI			P	
N	CG-3303C (series)	Performance Qualifications	EI	EI		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 and Final Coast Guard Reserve Points Statement	EI	EI		P	
	CG-5274	Personnel Security Record	EI	EI		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	

N	DOCUMENT/ TRANSACTION	DESCRIPTION	EI		SPO PDR	Retention Period	UNIT PDR
			ENL	OFF			
	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 <sup>7</sup>		P	
	-----	Personnel Record Review Boards (PRRB) decisions	EI	EI <sup>8</sup>		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

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 3).

<sup>7</sup> Retained in Officer EI-PDR unless specifically directed not to in the BCRM Order.

<sup>8</sup> Retained in Officer EI-PDR unless specifically directed not to in the PRRB Order.

**Notes:** Many forms listed have become obsolete. Though no longer authorized for use, retain the original paper or imaged document in their current location for historical purposes.

<b>FORM NUMBER</b>	<b>CANCELLED DATE</b>	<b>COMMENTS</b>
CG-2842	9/4/2009	Cancelled by PM. No replacement.
CG-3029A	8/23/2006	
CG-3303	10/1/2000	
CG-3303C	CANCELLED	Entire series cancelled with various cancellation dates. Series CG-3303C-AET through CG-3303C-YN cancelled by ALCOAST 328/12 DTG 101841Z JUL 12.
CG-3306	3/14/2014	Part of Direct Access.
CG-4170	1/1/1997	Part of Direct Access.
CG-4175A	NO RECORD	
CG-4328D	2/13/2012	Replaced by CG-5314.
CG-4671	1/1/2001	
CG-4714	NO RECORD	
CG-4916	8/1/1994	Part of Direct Access.
CG-5209	NO RECORD	
CG-5310E	1/1/2017	Replaced by CG-5310B.
CG-5312	4/16/2001	Cancelled by PM. No replacement.
CG-5313	4/16/2001	Cancelled by PM. No replacement.
CG-5315A through E	1/1/2017	Series replaced by form CG-5315.
CG-5317	1/1/2001	No longer being used.
CG-5411	4/10/2008	Cancelled by PM. No replacement.
CG-5412	4/10/2008	Cancelled by PM. No replacement.
CG-5525	4/24/2008	Cancelled by PM. No replacement.
CGHQ-2511B	NO RECORD	
CGHQ-4290	NO RECORD	
CGHQ-4717	NO RECORD	There is a form CG-4717.
DD-2648-1	CANCELLED	

<u>Non-standard distribution notes:</u>	
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 mails 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 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: <a href="http://www.dtic.mil/whs/directives/infomgt/forms/index.htm">http://www.dtic.mil/whs/directives/infomgt/forms/index.htm</a>
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.



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## 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"/> <b>Reenlistment</b></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"/> <b>Discharge Without Immediate Reenlistment, Enlistment in CG Reserve, or Retirement</b></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"/> <b>Release From Active Duty (RELAD)</b></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"/> <b>Discharge With Immediate Enlistment in CG Reserve</b></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>	

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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: \_\_\_\_\_

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**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) ●

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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
47	<b>RESERVE L68B-REPORT</b>											
48	Member Recalled to Active Duty	N/A	X									
49	<b>RESERVE L68C- DEPART</b>											
50	Member Departed on Orders	N/A	X									
51	<b>SPECIAL INITIAL CLOTHING ALLOWANCE</b>	N/A	X									
52	<b>START CONUS COLA W/ DEPS</b>											
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	<b>START CONUS COLA W/O DEPS</b>											
59	Member Divorced	CG-2020					X					
60	Member Reported in - PCS	CG-2005	X									
61	Member Received Orders	N/A	X									
62	<b>STOP CONUS COLA</b>											
63	Member Divorced	CG-2020					X					
64	Member Married	CG-2020		X								
65	Member Reported Out - PCS	CG-2000	X									
66	<b>START ENL BAS</b>											
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	<b>STOP ENL BAS</b>											
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	<b>START ENL BAS - DISCOUNT MEAL</b>											
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	<b>STOP ENL BAS - DISCOUNT MEAL</b>											
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	<b>START FSA-R</b>	CG-2035										
91	<b>START FSA-S</b>	CG-2035										
92	<b>START FSA-T</b>	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	Copy of Lease/Utility Co. Stmt	JUMPS/DA Calc. Spreadsheet			
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	X														X
104	STOP OCONUS COLA W/ DEPS																
105	Added Dependent	CG-2020				X											
106	STOP SEA PAY/PREM	N/A	X														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.

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