



Commandant  
United States Coast Guard

US Coast Guard Stop 7907  
2703 Martin Luther King Jr Ave SE  
Washington, D.C. 20593-7907  
Staff Symbol: CG-1331  
Phone: (202) 475-5375  
Fax: (202) 372-8473

COMDTCHANGENOTE 1080  
08 DEC 2020

COMMANDANT CHANGE NOTICE 1080

Subj: CH-2 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. Changed Enclosure 4 to update the addresses for medical record dispositions.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - 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, Commandant (CG-47). This Commandant Change Notice is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

DISTRIBUTION – SDL No. 170

	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	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X				
B	X	X	X		X	X		X	X			X	X	X	X	X		X	X						X	
C	X	X		X		X	X	X	X		X					X		X					X	X	X	
D	X	X	X	X				X	X			X*	X					X	X	X		X			X	
E	X		X	X				X										X	X					X		
F																										
G			X	X	X																					
H	X	X					X																			

NON-STANDARD DISTRIBUTION:

- b. This Commandant Change Notice 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) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. 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 (4) | Enclosure (4)  |
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:  
<http://dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>; and CGPortal:  
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.
11. REQUESTS FOR CHANGES. Units and members may recommend changes via their chain of command using the Coast Guard memorandum to: [HQS-PolicyandStandards@uscg.mil](mailto:HQS-PolicyandStandards@uscg.mil).

/D. M. NAVARRO/  
Director of Military Personnel

Medical/Dental Record Disposition Instructions

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Servicing Personnel Office

PDR Technician: \_\_\_\_\_

To: \_\_\_\_\_  
Health Record Custodian

Subj: \_\_\_\_\_  
Member name and EMPLID

DOD ID number: \_\_\_\_\_

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).

USCG HSWL SC Norfolk  
Medical Administration Central Cell  
300 East Main St Suite 1000  
Norfolk, VA 23510-9109  
OFFICIAL BUSINESS

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

Assigned SELRES unit \_\_\_\_\_  
Unit name

(For members who retire, separate, or who transferred to the IRR)

USCG HSWL SC Norfolk  
Medical Administration Central Cell  
300 East Main St Suite 1000  
Norfolk, VA 23510-9109  
OFFICIAL BUSINESS

(For Personnel deceased on active duty only)

USCG HSWL SC Norfolk  
Medical Administration Operational Medicine  
300 East Main St Suite 1000  
Norfolk, VA 23510-9109  
OFFICIAL BUSINESS

For health record custodian use: Tracking information: \_\_\_\_\_

**LOCAL REPRODUCTION AUTHORIZED.**