

COAST GUARD MILITARY HUMAN RESOURCE RECORD (CGMHRR) SYSTEM



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COMMANDANT INSTRUCTION 1080.10J

Subj: COAST GUARD MILITARY HUMAN RESOURCE RECORD (CGMHRR) SYSTEM

- Ref: (a) United States Code, Title 44, Chapters 29, 31, and 33 (44 USC 29, 31, and 33)
(b) The Privacy Act of 1974 (as amended) (5 USC 552a)
(c) DoD Records Management Program, DoDI 5015.02
(d) Military Human Resource Records Life Cycle Management, DoDI1336.08
(e) Handbook for Safeguarding Sensitive Personally Identifiable Information
Department of Homeland Security, Privacy Policy Directive 047-01-007 (Revision 3)
(f) Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series)
(g) USCG Records Schedules (consolidated)
(h) Coast Guard Military Human Resource Record (CGMHRR) and Official Military Personnel File (OMPF) System Instruction, PSCINST 1080.10 (series)
(i) Correcting Military Records, COMDTINST 1070.1 (series)
(j) Personnel & Pay Procedures Manual, PPCINST M1000.2 (series)
(k) Discipline and Conduct, COMDTINST M1600.2 (series)

1. PURPOSE. This Instruction provides Coast Guard policy for the Coast Guard Military Human Resource Record (CGMHRR) and Official Military Personnel File (OMPF) System. CGMHRR and OMPF is the permanent, historical, and official record of a member's military service. This policy applies to active duty and reserve officers and enlisted personnel.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Military Personnel Data Records (PDR) System, COMDTINST 1080.10I is hereby cancelled.

5. BACKGROUND.

- a. Since its inception in March 1989, the electronic military records system continues to change as technology permits. In 1997, all Head Quarters (HQ) Personnel Data Records (PDR) (formerly the Electronic Imaged-Personnel Data Record (EI-PDR)) transitioned to an imaged record, which allows for greater flexibility in data retrieval. Continuing this evolution, the record system is shifting to one centralized OMPF maintained in an all-electronic environment. The OMPF documents the career of each officer and enlisted member of the military (including civilian personnel or contractual groups who were later accorded military status under the provisions of Public Law 95-202 (32 CFR 47)) from time of entry into service until final separation. During service (active or reserve) these records are used by the Military Service to manage the member's career.
 - b. CGMHRR and OMPF 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, this 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 support documentation that is required to be maintained should be an authenticated, complete, and legible copy of the original document and uploaded into the system in accordance with Reference (h).
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. The Military Personnel Data Records (PDR) System is now updated to reflect current policy that includes the following:
- a. The EI-PDR, SPO PDR, and Unit PDR have evolved into the CGMHRR, and includes the OMPF.
 - b. The OMPF will be established at each accession point for AD and SELRES.
 - c. The CGMHRR replaces the SPO-PDR Form CG-5354.
 - d. OMPF reviews will be required annually and upon PCS departure and arrival at member's unit.
 - e. The CGMHRR/OMPF will now be hosted in Interactive Personnel Electronic Management System (iPERMS) rather than "Perceptive Content (formerly known as Image Now)".

- f. iPERMS access will now be requested via the CG-7421H form.
 - g. New folder structure and management.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Instruction.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at www.dcms.uscg.mil/directives.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedule located on the Records Resource Center CGPortal Online: <http://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>. Ensure that all records are in electronic format. In compliance with OMB 19-21, M-12-18 and National Archives and Records Administration (NARA) guidance, transition to electronic records management requires all offices to have a record digitization process which includes electronic record storage.
12. PROGRAM RESPONSIBILITY.
- a. Commandant (CG-1). Responsible for the CGMHRR System.
 - b. Commander, Coast Guard Personnel Service Command (CG PSC). Establishes standards and mandatory operating procedures for the CGMHRR and OMPF System.
 - c. Servicing Personnel Offices (SPOs). Manages the day-to-day activities and transactions, to support member's military payroll and benefits in Direct Access (DA), and to conduct and respond to financial audits.
 - d. Personnel and Administration Offices (P&A). Manages the day-to-day activities and transactions to support member's military career.
 - e. CG Pay & Personnel Center (CG PPC). Hosts DA, the system containing personnel

information derived from the source documents in the CGMHRR and OMPF System.

13. CGMHRR and OMPF SYSTEM.

a. Definitions.

- (1) Official Military Personnel File (OMPF) is the permanent, historical, and official record of a member's military service. It is a Federal Record illustrating a member's military career.
- (2) Coast Guard Military Human Resource Record (CGMHRR) is the Coast Guard record that supports and affects day-to-day human capital management transactions. These documents have a finite disposition schedule.

b. Coast Guard Military Human Resource Record (CGMHRR).

- (1) The CGMHRR is an umbrella term encompassing HR records to include, but not limited to, the OMPF, finance related documents, accession, retention, and/or separation records, and non-service related documents deemed necessary by the U. S. Coast Guard.
- (2) The CGMHRR and OMPF System is an all-electronic system that is recognized as the authoritative system which supports human capital management decisions. The various specific systems and roles are outlined in Reference (h).
- (3) The CGMHRR and OMPF will be created at initial entry points of accession, or during delayed entry program as directed by U. S. Coast Guard regulations.
- (4) The CGMHRR and OMPF contains information and/or data related to a Service Member's career with respect to their time in service. Standard military human resource records contain information required by DoD issuances, Reference (f), and any pertinent Military Service-specific information.

c. Managing Coast Guard Personally Identifiable Information (PII).

- (1) Servicing Personnel Offices (SPOs). Manage the day-to-day activities and transactions to support members' military payroll and benefits in DA and conduct and respond to financial audits in accordance with this Instruction and Reference (e).
- (2) Personnel and Administration Offices (P&A). Manage the day-to-day activities and transactions to support members' military career in accordance with this Instruction and Reference (e).

- (3) CG Pay & Personnel Center (PPC). CG PPC hosts DA, the system containing personnel information derived from the source documents in the OMPF system. PPC establishes and maintains DA's internal control procedures required by financial management guidance and directed by the Coast Guard's CFO. The related data contained in DA and the supporting source documentation contained in the other CGMHRR/OMPF files must be maintained to provide evidence required to support the accuracy of USCG financial statements as well as the propriety of payments made to USCG members in accordance with Reference (j).
- (4) Required technical safeguards and access control measures are in place so only Coast Guard personnel with an official need to know can access Sensitive PII in accordance with Coast Guard and Department of Homeland Security (DHS) policy.

14. GUIDELINES.

- a. Establishing and Maintaining the CGMHRR/OMPF. All Coast Guard members must follow procedures found in Reference (h).
- b. CGMHRR/OMPF Review.
 - (1) PSC must afford Commanding Officers and their designated representatives, e.g. Executive Officer, Department Heads, Personnel Officer, etc., an opportunity to review the CGMHRR/OMPF in order to carry out their responsibilities. The unit's Commanding Officer will identify authorized individuals in writing and PSC will assign appropriate access roles within the CGMHRR and OMPF system.
 - (2) During the member's check-in procedures at a gaining unit, the unit P&A office must review the CGMHRR/OMPF to ensure the information is correct and up to date. These reviews are required to be conducted jointly with the member. The review must include at least these actions: reconciliation of data contained in the CGMHRR/OMPF, screening for misfiled or erroneous documentation, identifying incorrect information, and validation compliance with this Instruction.
 - (3) All documents will remain in the CGMHRR/OMPF according to the document retention standards set forth in References (f, g and h). Records generated outside of an Electronic Information System should be accessible within CG Portal Online to ensure compliant electronic storage and appropriate retention and preservation functionality of unstructured USCG data.
 - (4) Purging any permanent documents without authorization is unlawful. All documents will be maintained in accordance with References (f and g).
- c. Correcting the CGMHRR/OMPF. A member's CGMHRR/OMPF will be maintained in compliance with Reference (i). CG PSC-CGMHRR Program Manager is authorized to assess and remove any erroneously filed documents in the CGMHRR/OMPF IAW

Reference (i) as needed, assess and remove any unreadable documents, and assess and remove any unauthorized documents. All other removal reasons must be authorized by CG-1, CG PSC, PRRB or BCMR.

d. Terminating OMPF Maintenance.

(1) CG PSC may discontinue active maintenance of the CGMHRR/OMPF for any of the following reasons:

- (a) Discharge without immediate reenlistment or enlistment 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:
 - i. Missing in action;
 - ii. Interned in a foreign country;
 - iii. Captured, beleaguered, or besieged;
 - iv. Involuntarily detained in a foreign country; or
 - v. Desertion as described in Reference (k).

(d) Death.

e. Disposing of OMPFs.

(1) For members who are retired or are discharged without immediate reenlistment, or enlistment in the Coast Guard Reserve:

- (a) The unit must ensure all documents authorized by Reference (h) are present in the member's CGMHRR/OMPF. The P&A office must ensure that the member's separation documents are added to the OMPF (DD-214 or Statement of Service with service characterization) within 2 business days of separation. The unit will inform the member that they should download a copy of their CGMHRR/OMPF (including appropriate separation documents) prior to departure from the USCG.
- (b) The unit will notify the health record custodian to forward the health record to the contracting entity for digitization.

(2) For members who affiliate with the Coast Guard Reserve (SELRES) via Release from Active Duty (RELAD) or immediate enlistment after discharge from active duty:

- (a) The unit will ensure all applicable and authorized documents by Reference (h) are present in the member's CGMHRR/OMPF.
 - (b) The unit will notify the health record custodian of the member's status change.
- (3) For members who affiliate with the Coast Guard Individual Ready Reserve (IRR) via Release from Active Duty (RELAD):
- (a) The unit will ensure all applicable and authorized documents by this Instruction are present in the member's CGMHRR/OMPF.
 - (b) The unit will communicate with CG PSC (RPM-3) within five (5) working days of affiliate to ensure that the CGMHRR/OMPF is complete and ready for IRR service.
 - (c) The unit will notify the health record custodian of the member's status change.

15. ACCESS TO AND DISCLOSING CGMHRR/OMPF DOCUMENTS.

- a. Background. CGMHRR/OMPF access may be granted to persons/officials who can verify their identity through positive identification utilizing: military or government ID cards, government or state issued driver's license, or other valid forms of documentation which establish the identity and purpose for whom access has been granted. All CGMHRR/OMPF disclosures and transactions are automatically annotated in the system.
- b. Interactive Personnel Electronic Management System (iPERMS) Access and Use.
 - (1) Official Records Custodians (ORCs):
 - (a) ORCs are further designated as access control managers (ACMs) (ORC-ACMs). Designated ORC-ACMs are responsible for granting iPERMS access to authorized Record Managers (RMs) of individuals with records contained in iPERMS.
 - (b) The ORC-ACMs are responsible for granting access to member records based on an official need to know and when related to the fulfillment of official duties. The access or permission to view member records will only be granted to complete an official purpose.
 - (c) ORC-ACMs are responsible for adhering to the procedural guidance for granting access to iPERMS as set forth in References (b, e, and h).
 - (d) The ORC-ACM must ensure that RMs, authorized officials, and anyone else requesting access to iPERMS follow the process for obtaining access to the

system and subsequent folder permissions.

- (e) ORC-ACMs are responsible for verifying the identity of individuals requesting access to iPERMS.
 - (f) Roles and rules will expire IAW Reference (h).
 - (g) The ORC-ACM has the authority to deny requests, in part or in full, or remove access. Denied requests will be returned to the requestor with an explanation for denial.
- (2) Misuse of personally identifiable information. The personally identifiable information (PII) contained in iPERMS is not for public use or access. All functions or actions in iPERMS are tracked by audit logs and can be made available to management upon an official request. Unauthorized disclosure of PII and viewing a member's CGMHRR/OMPF for other than official purpose(s) are violations of the Privacy Act and will subject users to civil and criminal penalties. Members that suspect unauthorized use or viewing of their records can request an investigation through their chain of command or local inspector general. Misuse of PII is a violation of access and can result in removal of iPERMS access. Examples of PII violations are:
- (a) Viewing or downloading a member's CGMHRR/OMPF without a mission requirement.
 - (b) Accessing PII for the purpose of identity theft or other criminal misuse.
- (3) Supervisors. Supervisors granted access to iPERMS are responsible for reinforcing iPERMS access policies to subordinate personnel. Supervisors will notify the ORC-ACM when a subordinate no longer requires a current level of access as a result of change in duty position, status, or responsibility. A user must reapply for access when assigned to a new duty position.
- (4) Access for first party requestors. First party requestors are defined as individuals, to whom the records pertain, including members in the following categories: Active Component, Reserve Component, retired, discharged, or veteran. Members may access information in their iPERMS file at any time after accession in the U. S. Coast Guard. Access to the individual record in iPERMS is automatic upon accession. Current serving members are authorized to download and make copies of their OMPF. Discharged or retired first party requestors may obtain access to their OMPF by logging into the eBenefits portal and obtaining a DS logon per website: <http://www.ebenefits.va.gov> .
- (5) Access for third party requestors and routine users.

- (a) Third party requestors are defined as person requesting records who are not the member to whom the record pertains, are not an employee of the U. S. Coast Guard, and are not designated as a routine user with an official need for access to the record. Members, veterans, and retirees can designate a representative (for example, spouse, attorney, or other third party) to obtain information or documents contained in their CGMHRR/OMPF.
 - (b) Routine users are defined as persons performing routine records maintenance, processing personnel actions, performing personnel management functions, or those with a demonstrated official need to know.
 - (c) All requestors with an official need for routine access to records will submit CG 7421-H per Reference (h).
- (6) Access request appeals are addressed at the ORC-ACM level. Appeals not resolved at this level are forwarded to CG PSC for final decision.
- c. Safeguarding Documents. Information and records contained in iPERMS are governed by References (b and e) and ORCs must have a non-expired authorization access form (CG-7421 (series)) in their CGMHRR.
- (1) All authorized users that have access to iPERMS will adhere to the References (b and e) to safeguard the privacy of current and former members.
 - (2) No person is entitled or authorized to obtain or possess information contained in a member's record solely by virtue of position. Records in iPERMS contain protected information and will only be made available to verified personnel with a need to know, as required, in the performance of official duties per privacy law and policy.
 - (3) Records in iPERMS are designated "FOR OFFICIAL USE ONLY" (FOUO) and will be protected to prevent unauthorized access or disclosure.
 - (4) iPERMS is a fully certified Records Management Application (RMA) utilizing secure socket layer connection which allows the user to establish an encrypted session.

16. CGMHRR/OMPF FOLDER MANAGEMENT.

- a. Background. The CGMHRR/OMPF is an essential military personnel information management program. The program outlines the storage and archival of documents within each OMPF.
- b. Responsibilities. The ORCs have the legal responsibility to maintain the CGMHRR/OMPF as an official government record in iPERMS.
- c. Management of the CGMHRR/OMPF Folders. The CGMHRR/OMPF is reflective of a

member's permanent record stored in iPERMS. There are various folders within iPERMS, which document a member's military career. Not every member's record will have the same number and types of folders. The types and number of folders contained within the CGMHRR/OMPF will differ based on career path and status. A complete listing of folders is contained in Reference (h).

- d. Obsolete Documents. The ORC is responsible for identifying documents no longer required for filing in the CGMHRR/OMPF. Documents required for filing will be periodically reviewed by the ORC and maintained according to its USCG Records Schedules retention instruction / Standard Subject Identification Codes (SSIC).
17. FORMS/REPORTS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the Internet: www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/ .
18. SECTION 508. This Instruction adheres to Accessibility Guidelines and Standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at Section.508@uscg.mil .
19. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-133) at: HQS-PolicyandStandards@uscg.mil

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