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Pamphlet 600–8–104

Personnel-General

# **Army Military Human Resource Record Management**

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# ***SUMMARY***

DA PAM 600-8-104

Army Military Human Resource Record Management

This new Department of the Army pamphlet, dated 12 February 2015-

- o Provides operational procedures and guidelines for the collection, maintenance, use, retention, and disposition of military human resource records within the Army (throughout).

Personnel-General

Army Military Human Resource Record Management

By Order of the Secretary of the Army:

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**History.** This publication is a new Department of the Army pamphlet.

**Summary.** This pamphlet provides operational procedures and guidelines for the military human resource records within the Army. It is to be used with AR 600–8–104.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters

to the policy proponent. Refer to AR 25–30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Department of the Army, U.S. Army Human Resources Command (AHRC–PDR–R), 11600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Distribution.** This pamphlet is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## Chapter 1 Introduction

### 1-1. Purpose

This pamphlet provides the procedures for implementing policy contained in Army regulation (AR) 600-8-104. It provides operational procedures for the collection, maintenance, use, retention and disposition of the Soldiers' Army Military Human Resource Record (AMHRR). The information which supports the Soldiers' AMHRR supports the human resources (HR) life-cycle management functions and veteran's benefits and entitlements programs. This guide specifically addresses those duties performed by the HR records managers (RMs) and HR providers in dealing with the daily operational requirements to ensure the AMHRR is relevant, accessible, and safeguarded.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this pamphlet are explained in the glossary.

### 1-4. Prescribing directives and statutory authorities

#### *a. Prescribing directives.*

- (1) AR 600-8-104.
- (2) DOD Directive 5015.2 (DODD 5015.2).
- (3) DOD Instruction 1336.08 (DODI 1336.08).

#### *b. Statutory authorities.*

- (1) Title 44, United States Code (44 USC).
- (2) The Privacy Act of 1974, Title 5, United States Code, as amended by Section 552a (5 USC 552a).
- (3) The Paperwork Reduction Act, Title 44, United States Code, Chapter 35 (44 USC 35).

### 1-5. System software applications

*a.* Under the AMHRR Program, Soldier records are electronically created, maintained, used, and retained in the integrated Personnel Electronic Records Management System (iPERMS), unless otherwise directed.

*b.* The iPERMS is a Web-based, integrated imaging system that provides roles and rules and secure, encrypted end-to-end records management.

(1) iPERMS is designed to support remote secure input and retrieval of AMHRR documents in a worldwide environment anytime and anyplace. The AMHRR is accessible at all times by Soldiers and HR professionals with approved access. Electronic personnel records have storage, retrieval, and transfer capabilities and enhance both mobilization and personnel readiness.

(2) Numerous roles exist for iPERMS. An individual Soldier is automatically assigned the Soldier view role only and is limited to accessing their record unless other permissions have been granted based on assigned duties. HR professionals can select from a list of roles assigned to them based on their duty position and granted permissions. See paragraph 1-7 for an explanation of roles.

### 1-6. Army databases that impact the Army Military Human Resource Record

*a.* U.S. Army Human Resources Command (HRC), U.S. Army Reserve (USAR), and Army National Guard (ARNG) databases are used to ensure the iPERMS application is current and reflects the Soldier's status. These databases and iPERMS are periodically updated and refreshed. The exchange of data is a one-way exchange of Soldier data from the databases to iPERMS. Data on the record brief cannot be changed within iPERMS. Any updates or corrections to a Soldier's data must be worked or corrected at the point of origin or at the system of record. Before data is entered on the appropriate system of record, the corresponding source documents must be uploaded into iPERMS. Information on which system of record is used to update specific data entries in a Soldier's record can be found at <https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance>.

*b.* Soldier information is captured in the system of record and most information will have supporting documentation in the Soldier's AMHRR. Only supporting documentation listed on the table of required documents per AR 600-8-104 will be input into the AMHRR.

The table is available at [https://www.hrc.army.mil/site/assets/pdf/iPerms\\_Required\\_documents.pdf](https://www.hrc.army.mil/site/assets/pdf/iPerms_Required_documents.pdf).

### 1-7. Views and roles in iPERMS

There are two distinct views for iPERMS users—

*a. Soldier view.* Soldiers can view their entire AMHRR in iPERMS by logging into the system at <https://iperms.hrc.army.mil/rms/login>.

*b. Administrative view.* Roles within the iPERMS application are separated by those used by RMs and roles used at

the Department of the Army (DA) level. RMs are defined as the servicing military personnel divisions (MPDs), battalion (BN) or brigade (BDE) adjutants (S1s), unit administrators in Reserve personnel action centers (UA/RPACs), or any other individual authorized to service the AMHRR, regardless of component. RMs are responsible for the direct management of a Soldier's AMHRR at the unit level. DA level personnel are responsible for the management of all iPERMS user populations, Soldier records and roles. The following roles are associated with the administrative view.

(1) *Records manager roles.*

(a) *Scan operator/Field operator.* Has access to the Scan/Rescan queue where an operator can upload documents by using Web scanning. These personnel are normally in a remote site Web uploading documents into the iPERMS index queue.

(b) *Authorized official.* Has view only access to documents pertaining to another Soldier or group of Soldiers based on assigned permissions.

(c) *Records manager.* Has access to the records review tool (RRT) for the purpose of conducting personnel and finance records reviews.

(2) *DA-level administrative roles.*

(a) *System administrator.* Has full control over all aspects of the iPERMS.

(b) *Domain manager.* Responsible for records management and user access control for a specific region or organization (domain). The domain manager (DM) determines which of the domain management capabilities are needed by a user to perform the mission and assigns those capabilities to a user.

(c) *Domain administrator.* Controls users and access to records with limitations designated by the DM.

(d) *Index/Validation.* Has access to the Index/Validation (IV) queue, where an operator can organize batches and enter data associated with the image.

(e) *Verification.* Allows access to the Verification queue where an operator can verify the accuracy of the data entered in the IV queue.

(f) *Quality control operator.* Allows access to the Quality Control (QC) queue, where an operator can view all the batches in every queue.

(g) *Problem resolver.* Is a separate queue that allows DA or State level users to view and resolve problem cases submitted by RMs or Soldiers.

## **Chapter 2**

### **Army Military Human Resource Record**

#### **2-1. Creation of the Army Military Human Resource Record**

a. The AMHRR is created/initiated upon receipt of an AMHRR document from any accessioning source. Documents that initiate the AMHRR include contracts (see glossary for definition) documenting entry, re-entry, commission, and appointment into any component or grade of the Army, whichever is earliest. This includes, but is not limited to the following:

(1) Initial oath of enlistment and contract into any component of the Army.

(2) Initial oath of enlistment and signed contracts into the programs for United States Military Academy and Reserve Officers' Training Corps (ROTC) cadets.

(3) The enlistment contract of persons identified for follow-on training with the officer candidate school and warrant officer candidate school.

(4) The first signed contract of any person on a path to direct commission.

b. Accession documents in the AMHRR include all existing inactive records and previous records of prior military service and will be reactivated and used to consolidate the AMHRR. The AMHRR will include all documentation reflecting commitment by the Government to the individual, commitment by the individual to the Government, and changes in commitment; documentation reflecting statutory and policy eligibility or waived eligibility requirements at time of contract; and documentation required to validate eligibility to enlist or appoint. Each document will be submitted to iPERMS once signed by all signatories (for example, not held until graduation or appointment for cadets and officer candidates). Pre-dated and post-dated signatures are not authorized on accession and retention documents and, in most cases, constitute a legal infraction or nullify the intended validation.

#### **2-2. Composition of the Army Military Human Resource Record**

a. The AMHRR is an umbrella term encompassing HR records for Soldiers, retirees, veterans, and deceased personnel. The AMHRR includes, but is not limited to, the official military personnel file (OMPF), finance-related documents, and non-service related documents deemed necessary to store by the Army.

b. The AMHRR is a collection of documents that pertain to the military career of a Soldier. AMHRR documents maintained in iPERMS are filed as part of the permanent record in the OMPF or are maintained as non-OMPF

documents used to preserve valid information of a Soldier for a specific period of time. Documents in the AMHRR are stored in folders and each folder may or may not have multiple subfolders.

c. The OMPF is defined as permanent documentation within the AMHRR that documents facts related to a Soldier during the course of his/her entire Army career, from time of accession into the Army until final separation, discharge, retirement or deceased while in service.

(1) The purpose of the OMPF is to preserve permanent documents pertaining to enlistment, appointment, duty stations, assignments, training, qualifications, performance, awards, medals, disciplinary actions, insurance, emergency data, separation, retirement, casualty, and any other personnel actions.

(2) The OMPF remains in iPERMS under Army control for 62 years from a Soldier's final separation date. At the end of 62 years, the OMPF is transferred to the control of the National Archives and Records Administration as a public record.

(3) The folder structure in the OMPF is described in table 2-1.

*Note.* Department of the Army (DA) Form 67-10-1 (Company Grade Plate (O1-O3; WO1-CW2) Officer Evaluation Report); DA Form 67-10-2 (Field Grade Plate (O4-O5; CW3-CW5) Officer Evaluation Report); DA Form 67-10-3 (Strategic Grade Plate (O6) Officer Evaluation Report); DA Form 67-10-4 (Strategic Grade Plate (O7) Officer Evaluation Report), and all previous editions are hereafter referred to collectively as officer evaluation reports (OERs); DA Form 2166-8 (NCO Evaluation Report), and all previous editions are hereafter referred to collectively as noncommissioned officer evaluation reports (NCOERs); DA Form 1059 (Service School Academic Evaluation Report), DA Form 1059-1 (Civilian Institution Academic Evaluation Report) and all previous editions are hereafter referred to collectively as academic evaluation reports (AERs). All OERs, NCOERs, and AERs are hereafter collectively referred to as evaluations.

**Table 2-1  
Official military personnel file folders in the Army Military Human Resource Record**

Primary Folder	Secondary Folders	Description
Performance	Evaluation (EVAL) Education (EDUC) Commendatory (COMM) Disciplinary (DISC)	The performance folder contains performance related information to include evaluations, commendatory documents, specific disciplinary information, and training/education documents. The primary purpose of this folder is to provide necessary information to officials and selection boards tasked with assessing Soldiers for promotion, special programs, or tours of duty. This folder populates various board-related applications (for example, Army Selection Board System, National Guard Army Board System).
Service	Service (SERV2) Administrative (ADMIN) Compensation	The service folder contains general, administrative, and service documents and data. Service compensation folder contains pay substantiating documents.
Restricted	Restricted	The restricted folder contains documents that may normally be considered improper for viewing by selection boards or career managers. Includes masked documents defined in AR 600-8-104.
Flight	Flight	The flight folder contains aviation service documents.
Medical	Health (HEA) Dental (DEN)	The medical folder contains health information, such as accession/retention/separation medical documents and periodic health assessment.
State/territory	State awards (STATEA) State miscellaneous (STATEM)	The state/territory folder contains documents referencing state awards and personnel actions.

d. Additional folders within the AMHRR are contained in iPERMS to assist the Army in preserving valid information on a Soldier for a specific period of service. Folders listed in table 2-2 are non-OMPF folders. Upon expiration, documents contained in these folders will be purged and a destruction certificate is generated by iPERMS.

**Table 2–2  
Army Military Human Resource Record (non-official military personnel file) folders**

Primary folder	Secondary folder	Description
DA photograph	DA photograph (PHOTO2)	Maintains the official electronic photograph in accordance with AR 640–30 for 5 years from the date published.
Combat-related special compensation (CRSC)/Traumatic Servicemembers' Group Life Insurance (TSGLI)	CRSC/TSGLI	Contains supporting documentation for CRSC and TSGLI claims.
Finance	Finance record	Contains documents that support pay.
Finance restricted	Finance restricted	Contains Article 15s for the sole purpose of auditing finance records. Access to this folder is limited to auditors and system administrators only.
Deployment/mobilization	Deployment (DEP)	Contains active duty, USAR, and ARNG deployment/mobilization documents.
Administrative	Temporary admin	DA-level administrative documents not authorized for filing in the OMPF.
Personnel records review	Assignment/ deployment	Contains assignment and deployment orders and information.
	Service data	Contains service contracts, security checks, and language qualification information.
	Personal data	Contains citizenship, proof of birth, and dependent documents.
	Education	Contains civilian and military education documents.
	Awards and decorations	Contains commendatory documents.
Finance records review	General	Contains promotion orders, contracts, and additional supporting documents for finance transactions.
	Special pay/ bonuses	Contains OMPF documents that support bonuses or special pays.
	Entitlements	Contains supporting documents for entitlements or benefits (that is basic allowance for housing, basic allowance for subsistence, loan repayment, and scholarships)
	Deductions	Contains documents related to garnishment, recoupment indebtedness, and insurance.

## Chapter 3 Soldier and Records Manager Responsibilities

### 3–1. Soldier responsibilities

All Soldiers, regardless of component, are responsible for conducting an annual review of their personnel and finance record within the AMHRR as outlined in chapter 4 in coordination with their RM. Additionally, the Soldier has the responsibility to provide any missing AMHRR documents in their possession to the unit RM for uploading into the AMHRR. Soldiers are encouraged to maintain original copies of all documents submitted for Web upload to the AMHRR. At a minimum, Soldiers will—

*a.* Review the appropriate record brief, all pay entitlements, and AMHRR, at least annually with their designated RM to ensure the record is accurate and contains all required documents.

*b.* Contact their RM for guidance or questions regarding the AMHRR or to Web upload required documents to the AMHRR.

*c.* Engage their chain of command and/or noncommissioned officer support channel for assistance and guidance, as needed.

*d.* Obtain a copy of their AMHRR as part of their final out-processing upon separation or retirement from their component at <https://iperms.hrc.army.mil/rms/login> or <https://www.hrcapps.army.mil/portal>.

*e.* If separating from any component of the Army, obtain a Department of Defense Self-Service logon from the eBenefits Web site to gain access to their AMHRR without a common access card at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).

### 3–2. Records manager responsibilities

The RMs are the servicing MPDs, BN or BDE S1s, UA/RPACs, or any other individual authorized to service the AMHRR, regardless of component. RMs are responsible for the routine servicing of their Soldier's AMHRR, which at a minimum include—

- a. Implementing a records review schedule that ensures an annual personnel records review and finance records review are conducted for their personnel.
- b. Initiating the personnel records review and finance records review using the RRT within iPERMS.
- c. Assisting Soldiers in conducting an annual review of their personnel and finance record within the AMHRR as outlined in chapter 4 to ensure the record is accurate and contains all required documents.
- d. Run DD 93/Servicemember's Group Life Insurance (SGLI) reports and records review reports to ensure compliance with regulatory requirements.
- e. Contacting HRC, Army Personnel Records Division for questions regarding records processing into iPERMS and technical guidance. ARNG Soldiers contact the state headquarters or their unit administrators for assistance.
- f. Ensuring that all required documents are Web uploaded and verified in the AMHRR in accordance with AR 600-8-104 and the required documents list found at <https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance>.
- g. Assisting Soldiers in obtaining a copy of their AMHRR for personal use as part of their final out-processing upon separation or retirement from their component.
- h. Following local management control and safeguarding procedures. RMs are not authorized to release records to third parties. Third party requestors will refer to AR 600-8-104 for policies regarding access to AMHRR documents.
- i. Following and complying with Federal law and records management guidelines prohibiting unauthorized removal, mutilation, destruction, or falsification of documents, which is punishable under 18 USC 28 and 18 USC 101. Terms are as follows:
- (1) *Removal*. Attempting to solicit another iPERMS user to remove a legitimate document.
  - (2) *Mutilation*. Changing the appearance or function of the document.
  - (3) *Destruction*. Physically destroying a document required, but not currently contained, in a Soldier's AMHRR.
  - (4) *Falsification*. Altering, changing, or forging the document for the purpose of misleading or misrepresenting the document.
- j. Table 3-1 outlines the required iPERMS role RMs must be assigned to perform specific functions within the iPERMS application. This table serves as a guideline and is not intended to set policy regarding which duty positions can perform specific functions.

**Table 3-1**  
**iPERMS roles for records managers**

Duty position	Scan or Field operator	Authorized official role	RM role	IV Role	Verify role	Domain administrator/manager/QC
	Upload documents	View documents Run reports	Conduct records review/ Run RRT reports	Process batches	Verification of indexed batches	Administrators
<b>Active Army</b>						
DA/HRC	x	x	x	x	x	x
S1/G1 (BN/BDE/Inst)	x	x	x			
HR technician	x	x	x			
Personnel automation section chief	x	x	x			
HR sergeant	x	x	x			
HR specialist	x	x				
HR specialist (MPDs)	x	x	x			
<b>USAR</b>						
Unit administrator	x	x	x			
HR noncommissioned officer	x	x	x			
HR technician	x	x				
<b>ARNG</b>						
State Joint Forces Headquarters-DMs (Limit 2 per state)	x	x	x	x	x	x

**Table 3-1**  
**iPERMS roles for records managers—Continued**

BDE S1 - DA	x	x	x	x	x	x
BN S1	x	x	x	x	x	
Company or unit administrator	x	x		x		

**3-3. Compliance and reporting (DD 93/SGLV and records review reports)**

Commanders and RMs are responsible for ensuring Soldiers review their AMHRR annually to ensure the record is complete and includes updated casualty documents (DD Form 93 (Record of Emergency Data) and SGLV Form 8286 (Servicemembers' Group Life Insurance Election Certificate)).

*Note.* This report is hereafter referred to as DD 93/SGLV.

a. RMs, DMs, domain administrators, with “Authorized Official” access can generate DD 93/SGLV reports to provide commanders and HR professionals information on the status of their Soldiers and units for having current DD Form 93 and SGLV Form 8286 filed in the AMHRR. Procedures for running the DD 93/SGLV reports are in table 3-2.

(1) The DD 93/SGLV unit summary report shows the overall percentage of Soldiers in their unit with a DD Form 93 and SGLV Form 8286 filed in the AMHRR.

(2) The DD 93/SGLV unit detail report shows a by name list of Soldiers in their unit that shows the status of DD Form 93 and SGLV Form 8286 filed in the AMHRR.

b. RMs with “Records Manager Role” access can generate RRT reports to provide commanders and RMs information on the status of their Soldiers and units for completing the annual personnel and finance records reviews. There are three levels of reports that can be generated. Each report listed below can be generated based on different criteria entered by the RM. Procedures for running the records review reports are in table 3-3.

(1) *Command summary report.* This report summarizes the current status of finance and personnel records reviews for each command listed.

(2) *Unit summary report.* This report summarizes the current status of finance and personnel records reviews for each command listed.

(3) *Unit detail report.* This report is used at the unit level to show the current status of finance and personnel records reviews for each Soldier in the unit. RMs can also initiate reviews from this list.

c. All reports will show statuses of the finance and personnel records reviews based on selected criteria. There are five possible statuses—

(1) *None.* This status will only display if the Soldier has never had a review completed using the RRT.

(2) *In-progress.* A review has been initiated and less than 12 months have passed since the previous review was completed.

(3) *Overdue.* The first initiated review on a Soldier will become overdue 30 days after initiated. Subsequent reviews will be overdue 12 months from the date of the last completed review.

(4) *Overdue and in-progress.* A review has been initiated and more than 12 months have passed since the previous review was completed.

(5) *Complete (display will show date completed).* A review has been signed by the Soldier and RM. The 12 month review cycle restarts.

**Table 3-2**  
**Procedures for running DD 93/SGLV reports**

Step 1	Log into "Authorized Official Role" in iPERMS.
Step 2	Click on "Documents" Tab at top of page.
Step 3	Click on "DD93s/SGLVs" on left Nav and select type of report to run.
Step 4	Add search criteria for any given report. (Use magnifying glass to select criteria.)
Step 5	Click "Run Report" at bottom of screen.

*Note:* RMs can drill down from the command and unit summary reports by clicking any hyperlinked data. (For example, click on UPC to get more detail on specific unit.)

**Table 3–3**  
**Procedures for running records review reports**

Step 1	Log into "Records Manager Role" in iPERMS.
Step 2	Click on "Reviews" tab at top of page.
Step 3	Click on "I Accept" on red screen (only one time for each session).
Step 4	Click on "Reports" and select type of report to run.
Step 5	Add search criteria for any given report. (Use magnifying glass to select criteria.)
Step 6	Click "Run Report" at bottom of screen.

Note: RMs can drill down from the command and unit summary reports by clicking any hyperlinked data. (For example, click on UPC to get more detail on specific unit.)

## **Chapter 4**

### **Maintenance of the Army Military Human Resource Record**

Maintenance of the AMHRR is normally performed by RMs at the Soldiers' units, personnel section, BDE or BN S1, or MPD. Only required documents found at the HRC, Army Soldier Records Branch Web page: ([https://www.hrc.army.mil/site/assets/pdf/iPerms\\_Required\\_documents.pdf](https://www.hrc.army.mil/site/assets/pdf/iPerms_Required_documents.pdf)) are added to the AMHRR via direct scanning or Web upload.

#### **4–1. Methods of submitting documents to Integrated Personnel Electronic Records Management System**

Documents can be sent to iPERMS via direct feed or Web upload. Mailed, hand carried, or hard copy documents are not accepted with the exception of specific evaluations identified in this paragraph.

*a.* Direct feed is defined as an automated process that sends AMHRR documents from a centralized HR system directly into iPERMS. Documents that are direct feed do not require Web uploading by RMs. Most direct feed documents are stored in iPERMS as a .pdf file. However, any document that is Web uploaded to iPERMS from the field must be in tagged image file format (.tiff)/(tif).

*b.* Web uploading allows RMs with a scan/field operator role in iPERMS, to electronically upload and send documents for filing in the AMHRR.

(1) Electronic images from remote locations are transmitted to the IV queue in iPERMS for processing by HRC personnel or ARNG State DMs (all 55 ARNG sites). The transfer uses Web browser encryption capabilities to safely transmit the electronic documents.

(2) Documents must meet the following formatting requirements for Web upload to iPERMS:

- (a)* .Tiff/tif. For the purpose of this DA Pamphlet (DA Pam) where .tiff is found, it could be replaced with .tif.
- (b)* Can be single page or multi-page.
- (c)* Black and white-bitonal images.
- (d)* 300 dots per inch resolution.
- (e)* Consultative Committee for International Telephone and Telegraphy Group IV Compression.

(3) RMs will upload documents to iPERMS in batches using the scan operator or field operator role (detailed procedures in table 4–1). The following guidelines apply to creating and submitting batches to iPERMS via Web upload:

*(a)* Active Army and Army Reserve batches should be no more than 100 images unless all documents are on a single Soldier or a single action.

*(b)* ARNG batches should be no more than 50 images, unless all documents are on a single Soldier or a single action.

(4) Submission of evaluations for Active Army and Army Reserve.

*(a)* Do not scan or Web upload evaluations.

*(b)* OERs and NCOERs are submitted to HRC via Evaluation Entry System, which requires digital signatures.

*(c)* HRC encourages deployed units and rating officials to use and submit via Evaluation Entry System but allows deployed units to submit OERs and NCOERs by email to: [usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil). OERs and NCOERs by email are only for deployed units or rating officials and should only be used if Evaluation Entry System is not available. The deployed unit OER and NCOER standard operating procedures can be located at the evaluation system homepage under the application links and standard operating procedures column on the left of the page: <https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>.

*(d)* Non-deployed units or rating officials with printed, ink-signed OERs and NCOERs must be mailed to: CDR, USA HRC, (AHRC–PDV–ER), 1600 Spearhead Division Ave, Dept# 470, Fort Knox, KY 40122–5407.

(e) AERs should be distributed electronically to Headquarters, Department of the Army/HRC using the Army Training Requirements and Resource System (ATRRS). Otherwise, hard copies are mailed to: CDR, USA HRC, (AHRC-PDV-ER), 1600 Spearhead Division Ave, Dept# 470, Fort Knox, KY 40122-5407.

(5) Submission of evaluations for ARNG.

(a) NCOERs are submitted via Web upload by State DMs.

(b) DO NOT scan or Web upload OERs.

(c) OERs are submitted to HRC via Evaluation Entry System, which requires digital signatures.

(d) HRC encourages deployed units and rating officials to use and submit OERs and NCOERs via the Evaluation Entry System but allows deployed units to submit OERs and NCOERs by email to: usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil. OERs and NCOERs by email are only for deployed units or rating officials and should only be used if the Evaluation Entry System is not available.

(e) Non-deployed units or rating officials with ink-signed or older version forms must mail printed OERs and NCOERs to: CDR, USA HRC, (AHRC-PDV-ER), 1600 Spearhead Division Ave, Dept# 470, Fort Knox, KY 40122-5407.

(6) Processing board documents for Active Army and Army Reserve Soldiers.

(a) The Army Selection Board System (ASBS) populates the My Board File (MBF) by extracting from the Performance Folder in iPERMS. Documents must be in the iPERMS performance folder prior to being added to the board file in ASBS and appearing in the MBF. HRC's DA Secretariat Branch updates the MBF 2 to 3 times a week from iPERMS (not every day). The MBF does not update automatically upon a change in iPERMS; there will be a 3 to 5 day delay in the MBF displaying updates from the iPERMS performance folder. KEY: update OMPF early and then wait.

(b) Performance folder documents consist of award certificates, military training certificates, civilian education, disciplinary and evaluations.

(c) When submitting promotion board documents, identify the batch as "Board" in the COMMENT field (not just the header sheet, for example, BOARD (SFC)). Board batches correctly identified will be processed within three business days.

(7) Processing board documents for ARNG Soldiers

(a) The ASBS populates the MBF by extracting from the Performance Folder in iPERMS. Documents must be in the iPERMS performance folder prior to being added to the board file in ASBS and appearing in the MBF. HRC's DA Secretariat Branch updates the MBF 2 to 3 times a week from iPERMS (not every day). The MBF does not update automatically upon a change in iPERMS; there will be a 3 to 5 day delay in the MBF displaying updates from the iPERMS performance folder. KEY: update OMPF early and then wait.

(b) Performance folder documents consist of award certificates, military training certificates, civilian education, disciplinary and evaluations.

(c) Submit all promotion board documents to the appropriate State S1 or HR specialist ensuring that the documents are identified as "Board Documents." Then each ARNG State and territory S1/military personnel office/Office of Personnel Management are responsible for processing officers and enlisted personnel documents into batches properly while ensuring that all personnel databases are updated. As the personnel databases are kept current, the updated information will reflect on the record brief once properly posted.

(8) RMs will track all batches submitted to iPERMS. This can be done by running the batch originator report as outlined in paragraph 4-2 of this publication. Batch numbers are used as a tracking mechanism for all documents submitted to iPERMS. RMs will receive email notification when iPERMS has received a submitted batch and a second email notification when the batch has been processed into the record. The Soldier will receive an email notification when a new document has been added to their record. The new document may not appear in the AMHRR for up to 72 hours from email notification.

**Table 4-1**  
**Web upload procedures**

Step 1	Prep and scan required documents, and save them as .tiff images in a file folder on your desktop.
Step 1a	Only documents on the required document(s) listing will be uploaded. This includes meeting any specific requirements listed in the additional filing instructions.
Step 1b	Ensure the full social security number (SSN) is clearly identifiable on each image. If not, the SSN should be written on the top right hand corner. Only one Soldier's name and SSN should be visible on multiple SSN documents when processing documents for AMHRR.
Step 1c	Completed transmittal letter will be the first image in the batch. (See fig 4-1 for required transmittal letter.) This is not required for ARNG.

**Table 4-1**  
**Web upload procedures—Continued**

Step 1d	Image count will not exceed 100 images per batch. Individual Soldier packets exceeding this amount are the only exception. ARNG batches will not exceed 50 images.
Step 1e	Images must be legible, properly rotated, complete and in sequential order. Delete any blank pages.
Step 2	Select Scan operator or Field operator role.
Step 3	Select Create a New Batch and then Upload Images to Batch button on the Batch Editing toolbar.
Step 4	Select the Browse button next to Image 1 field, and the Choose File to Upload window will open.
Step 4a	Image 1 through Image 12 can be selected to upload files.
Step 5	Select the file folder from your desktop that has the images you want to add. The file name will display the selected file. Files can be single or multi-page .tiff documents. (Ensure documents are in correct format, per para 4-1b.)
Step 6	From the Choose File Window, select the Open button or double click the image name of the .tiff file you want to add. The file name you selected will appear in the Image 1 field. This .tiff file is now ready for the batch.
Step 7	Add more .tiff files (images) following the steps above or choose Add Now to upload images to the batch. (Images will display on left hand side of page).
Step 8	Locate the Container field and place your unit information, or if the documents are for an upcoming board, type "Board" in that field. This is not required for ARNG.
Step 9	Place the type of documents in the batch in the Comment field (For example, DD Form 93, SGLV Form 8286, Board, or miscellaneous).
Step 10	Field operators are required to enter the SSN in the Soldier SSN area. Scan operators are not required, but are encouraged to enter in SSN and name.
Step 11	From the Action Menu, choose Save Work and write down the batch number for future reference. ARNG will not have the Save Work option.
Step 12	Scan operators: From the Action Menu, choose Queue to Index/Validation. Field Operators (ARNG) will select Finished.

c. A copy of the iPERMS transmittal letter, along with detailed and current Web upload information can be found at: <https://www.hrc.army.mil/TAGD/Scan%20and%20Upload%20Documents> (see fig 4-1).



## iPERMS TRANSMITTAL LETTER

Date:

Sender Name:

Sender Phone #:

Sender AKO Email Address:

One transmittal letter per batch

The transmittal letter will ALWAYS be the 1st image/page  
of the batch

Figure 4–1. iPerms transmittal letter

### 4–2. Managing batches in the Integrated Personnel Electronic Records Management System

RMs will receive automated emails confirming a batch they submitted via Web upload is received in iPERMS and a subsequent email once the batch is processed. RMs can log into the Scan or Field Operator Role in iPERMS to edit a batch or check the status or location of a batch by running a batch originator report.

*a.* Creating a batch originator report.

(1) Scan or field operators can run this report when searching for the status of a batch. This enables the RM to monitor their batches from their remote location.

(2) Keep the status field blank when running this report, and it will display the current stage the batch resides.

(3) See table 4–2 for procedures on running a batch originator report.

*b.* The Scan/Rescan queue is used for batches that are returned to RMs for various reasons (for example, incomplete, documents, illegible documents, and so forth).

(1) Any batch in the Scan/Rescan queue must be corrected and resubmitted to iPERMS for processing.

(2) Any batch with a status code of “S” is located in the Scan/Rescan queue.

(3) See table 4–3 for procedures on checking the Scan/Rescan queue.

**Table 4–2**  
**Procedures for creating a batch originator report**

Create Batch Originator Status Report	
Step 1	Select Input Role Window from the iPERMS role screen.
Step 2	Select the bottom icon "IQC Reports Menu."
Step 3	Select "Batch Originator Report" from menu at top of screen.
Step 4	Change the "Sort Order" to the method you want the report to display. (This is optional.) a. Batch Id. b. Status. c. Last date worked.

**Table 4-2  
Procedures for creating a batch originator report—Continued**

Step 5	Select "Run Report," and the system will generate a batch report showing the current status of batches created. The codes for the stages are— S: Scan/Rescan. I: Index/Validation. V: Verification. Q: Quality control. P: Release pending. Z: Input complete. D: Deleted.
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Note: If the status of the batch is "S," then the batch was sent to the Scan/Rescan queue and requires action by the creator of the batch. See Scan/Rescan queue instructions in table 4-3.

**Table 4-3  
Procedures for checking Scan/Rescan queue**

Checking Scan/Rescan queue (applies to Active and USAR only)	
Step 1	Log into iPERMS, and select Scan operator role.
Step 2	Click on magnifying glass ( <i>Search for Batch</i> ) and do a search by Army Knowledge Online user name and select ok.
Step 2a	If you know the batch number you are looking for put the batch number in the search box.
Step 3	The batch search results will appear showing all batches containing documents in the Scan/Rescan queue that contain your AKO User ID (in working column) or batch number.
Step 3a	Make a selection by clicking the override/checkout button.
Step 3b	The batch will open showing the documents in the batch.
Step 4	View the document and look to see if there is a reject code.
Step 4a	If there is a reject code, take appropriate actions based on instructions at the bottom of this table.
Step 4b	If there is no reject code and you do not see anything wrong with the batch, then the batch was not forwarded to the IV queue. Resubmit the batch and ensure you select "Queue to Index/Validation."
Reject codes	Action.
I- Incomplete, missing pages	Scan in missing document and add it to the batch and queue to IV.
J - Unauthorized	Delete—DO NOT rescan. Document is not authorized for filing in iPERMS.
X- Illegible document	Document is poor quality and cannot be read. Rescan a clear copy in a new batch.
Y - See batch comment	Special instructions (for example, Batch too big. Rescan in batch size of 100).
Z- Corrupt image	Image will not display. Rescan in correct format (see para 4-1).

#### 4-3. Requirements for annual records reviews

A Soldier's personnel and finance record includes documents that support entries on the appropriate record brief and all key supporting documents for pay entitlements. Commanders, Soldiers, and RMs must take deliberate steps to ensure the accuracy of Soldier records as they have a significant impact on Army promotion and/or selection boards, assignment opportunities and financial audit readiness for the Army.

a. Every Soldier, regardless of component, and their RMs are required to conduct a review of their personnel and finance record using the RRT in iPERMS during in-processing to a new duty station, annually thereafter, and prior to separation from the Army.

(1) Soldiers in an initial military training status are exempt from reviews. However, a thorough iPERMS personnel and finance records review will be conducted upon arrival at their first permanent duty station.

(2) RMs will conduct reviews on contracted ROTC/United States Military Academy cadets with or without common access cards (CACs). If a cadet does not have a CAC card, RM will conduct a "Soldier Unavailable" review.

b. The iPERMS RRT is the only authorized tool for conducting personnel and finance records reviews.

#### 4-4. Methods for conducting records reviews

RMs must log into the records manager role in iPERMS and initiate a review on each Soldier. The RM has the ability to set an appointment date for conducting the review. Once the review is initiated, the Soldier will receive an auto-generated email stating that a review has been initiated. The RM can also include additional email addresses for the

review notification to be sent to (for example, chain of command or noncommissioned officer support channel). There are three methods for conducting records reviews—

*a.* Soldier present review. Both the Soldier and the RM are logged into the same workstation and conduct the review together. This is the preferred method for conducting the review. This requires dual CAC readers on the workstation.

*b.* Independent review (Soldier not present). This review is conducted with the Soldier and the RM at separate workstations. This review can be conducted two ways—

(1) Concurrent. A review can be conducted simultaneously with the Soldier and the RM on separate workstations. This review can be done telephonically while both are logged into the review. The review will update in real time as it is being conducted.

(2) Non-concurrent. This enables the Soldier and RM to conduct the review at different times. RM initiates a review (Soldier will receive email notification). The Soldier can conduct their part of the review and CAC sign with comments. Once the Soldier completes their portion, the RM can then log in and verify and complete the review.

*c.* Soldier unavailable review. In extreme circumstances, RMs can conduct the reviews without the Soldier if they are unavailable for an extended period of time. This is not the preferred method for conducting reviews. Selecting this option requires the RM to document the reason for conducting the review without the Soldier and is not to be used as a result of poor planning. For example, this may be appropriate if the Soldier is in a deployed environment with limited computer access.

#### **4-5. Records review tool capabilities and features**

*a.* Finance and personnel records reviews are separate and distinct reviews. However, many of the documents are the same. Any document that is checked in one review will automatically be checked in the other review. It is recommended that RMs conduct the finance review prior to the personnel review when possible.

*b.* Documents that were already checked in any review will not display in subsequent reviews unless the “Show Previously Reviewed Documents” box is checked in the RRT. Although not every document will need to be re-checked, the RM may need to view previously checked documents to conduct a thorough review. For example, the most recent promotion order will need to be validated in the personnel review and also in the finance review to substantiate basic pay.

*c.* The Soldier and the RM can make comments in each review.

(1) Soldier. Make review level comments.

(2) RM. Make document specific comments and review level comments.

(3) Review level comments can be made as the review is conducted and will automatically save. This is where RMs will list permanently missing documents for future reference. Review level comments are not saved within the RRT but will be saved on a copy of the review saved in iPERMS. (The copy of the previous review should always be printed for reference prior to conducting any new review.)

(4) Document level comments. Can be made only by the RM and will save in the RRT from one review to the next. If a document is marked by the RM as having an error, document comments are required before signing the review.

#### **4-6. Conducting a personnel records review**

*a.* The purpose of conducting the personnel records review is to ensure that data on the record brief is correct and that all source documents required for filing in the AMHRR are in iPERMS.

(1) This review will be conducted using the most recent record brief as the document to identify source documents that should be filed in the Soldier’s AMHRR. Most entries on the record brief should have a corresponding supporting document in the AMHRR. However, evaluations will not display in the RRT.

(2) This review is not the same as the MBF review required prior to DA level selection boards. However, completing this annual review will greatly enhance records readiness and increase preparedness for upcoming boards.

(3) RMs will view documents filed in the AMHRR during the review to ensure they belong to the Soldier, are authorized to be filed, and are legible. The goal is to ensure the documents meet their intended purpose, not to grade how well the document was prepared. The exceptions are DD Form 93 and/or /SGLI documents. If these are incorrect, they must be updated immediately.

(4) Any documents found to be missing as a part of this review must be Web uploaded to iPERMS for filing in the AMHRR. As an example, there should be a permanent change of station order for each assignment listed on the record brief.

(5) If a document cannot be found by the Soldier or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the review level comments as part of the review.

(6) If the RM finds discrepancies or problems with a Soldier’s record that require administrative level assistance to resolve, the RM should submit a problem case in iPERMS. See table 4-4.

(7) Missing documents may not be justification for removing entries from the record brief.

*b.* Documents in the personnel records review are organized by categories (sub-folders) that are aligned to the sections on the record brief.

- (1) Assignment/Deployment. Contains assignment and deployment orders and information.
- (2) Service data. Contains service contracts, security checks, and language qualification information.
- (3) Personal data. Contains citizenship, proof of birth, and dependent documents.
- (4) Education. Contains civilian and military education documents.
- (5) Awards/Decorations. Contains commendatory documents.

c. Detailed procedures for conducting personnel records reviews using all three methods can be found in the “How To” guide published at:

<https://www.hrc.army.mil/TAGD/Conducting%20Personnel%20and%20Finance%20Record%20Reviews>.

#### **4-7. Conducting a finance records review**

a. The purpose of conducting the finance records review is to ensure that Soldiers have the required key supporting documents (KSDs) in their record for each pay entitlement they are receiving.

(1) This review will be conducted using the most recent leave and earnings statement as the source document to identify entitlements the Soldier is receiving and the KSD/entitlement matrix to identify the appropriate substantiating documents for each entitlement. The KSD/entitlement matrix can be viewed at the Web site listed in paragraph 4-7c below.

(2) Soldiers may not have every substantiating document listed on the KSD/entitlement matrix for a specific entitlement. Each situation will be different. For example, contracts for officers will be a DA Form 71 (Oath of Office - Military Personnel) and for enlisted will be a DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States). There are also specific contracts for medical officers.

(3) Soldiers/RMs will also verify KSDs for specific deductions. Deductions for SGLI or as a result of an Article 15 must have KSDs in the record. Article 15s for E-4 and below will not be present in the RRT and cannot be validated by the RM. Personal allotments do not need to be verified.

(4) Any missing documents identified as a part of this review must be Web uploaded to iPERMS for filing in the AMHRR.

(5) If a document cannot be found by the Soldier or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the review level comments as part of the review.

(6) If the RM finds discrepancies or problems with a Soldier’s record that require administrative level assistance to resolve, the RM should submit a problem case in iPERMS (see table 4-4).

(7) When viewing documents, the Soldier and the RM are verifying that the document belongs to the Soldier, is legible, and meets the general intent of the document.

b. Documents in the finance records review are organized by categories (sub-folders). Specific entitlements may have documents in different sub-folders.

(1) *Finance-General*. Contains promotion orders, contracts, and additional supporting documents for finance transactions.

(2) *Special pay/bonuses*. Contains OMPF documents that support bonuses or special pays.

(3) *Entitlements*. Contains supporting documents for entitlements or benefits (that is, basic allowance for housing, basic allowance for subsistence, loan repayment, and scholarships).

(4) *Deductions*. Contains documents related to garnishment, recoupment indebtedness, and insurance.

c. Detailed procedures for conducting finance records reviews using all three methods can be found in the “How To” guide published at:

<https://www.hrc.army.mil/TAGD/Conducting%20Personnel%20and%20Finance%20Record%20Reviews>.

#### **4-8. Resolving problems in a Soldier’s record**

On occasion, a Soldier or RM may find discrepancies or problems with a Soldier’s record that require administrative level assistance to resolve. Examples include, but are not limited to, duplicate documents in a record or illegible or incorrectly filed documents. Discrepancies can be resolved in one of the following ways (do not submit the same issue through both channels—this duplicates work and slows down response time):

a. Generate a problem case within iPERMS. A problem case can be generated by any iPERMS user, to include the individual Soldier. Problem cases are sent to system level administrators for resolution. Below is a list of potential problems. Table 4-4 outlines procedures for creating a problem case in iPERMS.

(1) Duplicate documents in a record. A duplicate document is defined as an exact copy of an existing document in the AMHRR. It is possible to have similar documents with the same name and effective date and not be exact duplicates. Only exact duplicates can be deleted from the record.

(2) Illegible documents are sometimes input into the AMHRR. If a more legible document can be obtained, ensure the bad document in iPERMS is replaced. In cases where there is not a legible document, the HR specialist may request one from the Soldier.

b. RMs can complete a records correction request, found at the following link:

<https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance>, and send the request to the iPERMS support mailbox at: [usarmy.knox.hrc.mbx.perms-records@mail.mil](mailto:usarmy.knox.hrc.mbx.perms-records@mail.mil).

c. For ARNG Soldiers, the State or territory S1/military personnel office/iPERMS DM will resolve all personnel record issues.

d. Discrepancies with evaluations must be addressed to Evaluations branch at the following address: [usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil).

**Table 4-4**  
**Procedures for creating a problem case in iPERMS**

Step 1	Minimize the RRT window.
Step 2	Go back to primary iPERMS Web page, and click on "Records" at top left of page.
Step 3	Click on "Report a Problem" on left Nav.
Step 4	Select "Document Problem," and enter description of problem. Be specific. Include document name and effective date of the document in question.
Step 5	Add SSN of Soldier.
Step 6	Click "Create Case" at bottom of screen.

Note: Case will be forwarded to system administrators for resolution. They will provide feedback via email.

#### **4-9. Authority for filing, moving or removing documents in the Army Military Human Resource Record**

Only documents pertaining to a Soldier's military career per AR 600-8-104 will be filed in the AMHRR. Per AR 600-8-104, no more than one copy of a document will be uploaded into the AMHRR, although a document may be viewed from different folders within iPERMS. Once properly filed in the AMHRR, the document will not be removed from the record, unless directed by one of the following:

a. Boards of the Army Review Boards Agency, such as the Army Board for Correction of Military Records (ABCMR), Army Discharge Review Board, Department of the Army Suitability Evaluation Board, Army Special Review Board, and the Department of Defense (DOD) Physical Disability Review Board.

b. The U.S. Army Physical Disability Agency for physical evaluation board documents only.

c. The Chief, Appeals and Corrections Section of the Evaluations, Selections, and Promotions Division.

d. The official records custodian (ORC) for administrative purposes; this includes, but is not limited to deleting or moving mistakenly filed documents from the performance or service folder to the restricted folder and vice versa. This also includes the masking of documents by moving them from the performance folder to the restricted folder as described in AR 600-8-104.

e. Upon end of retention period for nonpermanent documents contained in folders listed in table 2-2.

#### **4-10. Retrieving missing documents for the Army Military Human Resource Record**

When a missing document in the AMHRR is identified, retrieval procedures must be performed to attempt to make the Soldier's AMHRR accurate, current, and complete.

a. Requesting and obtaining documents from the Soldier is the first step. If they have a legible copy of the document, then obtain a copy and process it for input into AMHRR.

b. The point of origin or the office that issued the documents should have a record copy of the document in their ARIMS or office files.

c. Procedures for obtaining a DD Form 214 (Certificate of Release or Discharge from Active Duty) after the 6 months holding requirements can be found in AR 635-8.

#### **4-11. Indexing and validating documents to Army Military Human Resource Record**

The IV role in iPERMS is generally used for DA or State-level iPERMS users. When documents are Web uploaded by the field from a Scan /Field operator role, they are loaded into the IV queue for processing at a centralized location. Users in the IV role are required to organize documents within the batch and ensure all indexing data is entered correctly (name, SSN, document name, effective date). Indexers will resolve any documents flagged as potential duplicates prior to finalizing a batch for processing into Soldiers' records.

**Table 4–5**  
**Procedures for processing batches in Index/Validation role**

Step 1	Log into iPERMS.
Step 2	Select Index/Validation.
Step 3	In magnifying box, type in your AKO user ID to pull up batches assigned to you.
Step 4	Check out first batch.
Step 5	Start with the first document after the transmittal letter. Input SSN. When name populates, verify that the name matches that on document.
Step 6	Make sure documents are clear and orientated correctly.
Step 6a	If the document is not orientated correctly, rotate the image using the rotate hot key or Ctrl and arrow keys on the keyboard.
Step 6b	If the document is not clear, delete and rescan the document in a new batch.
Step 7	Type in document name (if document name is unknown, check the document matrix).
Step 7a	If the document name is not correctly entered or incomplete, a look-up document name box will appear with the choices that closely match the intended name. Highlight the document name and click Select Doc.
Step 8	Enter effective date. Refer to the document matrix as to what date to utilize for the document you are indexing. Date must be entered YYYYMMDD.
Step 9	Repeat steps 5 through 8 for all documents in batch.
Step 10	Some document types, such as DA Form 4187s (Personnel Action), require an indexer to answer a specific question before the batch can be completed.
Step 11	When finished indexing, click enter and a dialog box appears stating "BATCH COMPLETE. You have indexed the last document in the batch. Do you want to finish this batch?" Select OK.
Step 12	Another dialog box appears stating, "OK Batch number xxxxxxxx successfully verified. Are you sure you are finished?" Select OK.
Step 13	After selecting OK another dialog box appears stating, "NEXT AVAILABLE BATCH. Do you want to check out the next available batch in priority order from the index Queue, if obtainable." Select Cancel or "Next Available Batch."
Step 14	Repeat steps for each batch.

## Chapter 5

### Updating data related to the record brief

This chapter explains the purpose of the record brief and the processes for creating supporting documents and updating specific data on the appropriate record brief. This chapter does not apply to the ARNG.

#### 5–1. Definition and purpose of the record brief

The individual record brief, also known as the enlisted record brief, DA Form 4037 (Officer Record Brief), the Reserve Component's DA Form 2–1 (Personnel Qualification Record), the Soldier Record Brief, or any version of a Soldier's individual record brief (hereafter known as the record brief), is a one page summary of the Soldier's qualifications and career history. The record brief is a living document that is frequently updated. Each record brief is a snapshot of the Soldier's career as it was at the time the record brief was produced.

#### 5–2. How to update or correct the record brief

Data on the record brief reflects events concerning a Soldier's military career. These events are routinely updated or reported by the unit, the MPD, or other HR agencies. The record brief will be reviewed, in conjunction with the RM, at least annually as part of the personnel records review outlined in chapter 4 of this publication.

- a. Errors, omissions, or new changes should be corrected promptly.
- b. RMs will validate the update by checking iPERMS to ensure the appropriate supporting document(s) are in the AMHRR. If the supporting document is not in the AMHRR, the RM will request the documents from the Soldier or originating office.
- c. The RM will, depending upon the data involved, make the update/correction in the appropriate system of record.
- d. The RM will Web upload supporting document(s) to iPERMS per the required document referenced in AR 600–8–104.
- e. Information on current system of record for specific data elements and corresponding supporting documents can be found at <https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance>.

### **5-3. Home of record**

The term "home of record" is the place (city and state or country) recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of active duty. Official source documents include DA Form 71, active duty letter/order, appointment order, DD Form 4, or DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) (used for effective date only).

*a.* Home of record is used to determine travel entitlements when a Soldier separates from the military. It has nothing to do with voting or paying taxes, registering vehicles, or any of the other privileges of State residency.

*b.* Home of record can only be changed if there is a break in Service of more than 1 day or to correct an error. Any change in connection with a break in service must be recorded on the DD Form 4 at reenlistment. Corrections to erroneous home of record information in personnel systems can be addressed within the Soldier's RM. RMs must submit a trouble ticket with a copy of the DD Form 4 or DD Form 1966 (Record of Military Processing—Armed Forces of the United States) to the Army Human Resources System help desk at [peoeis.pdahrs.emilpo.helpdesk@us.army.mil](mailto:peoeis.pdahrs.emilpo.helpdesk@us.army.mil).

*c.* If request to change home of record is denied using procedures in paragraph 5-3b, the request with complete justification must be filed with ABCMR. Soldier must submit a DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552) to Army Review Board Agency, 251 18<sup>th</sup> Street South, Suite 385, Arlington, VA 22202-3531. (See the ABCMR Web site at: <http://arba.army.pentagon.mil/abcmr-overview.cfm> for application instructions.)

### **5-4. Date of initial entry to Military Service or date of initial entry to Uniformed Services**

The date initially entered Military Service (DIEMS) or date of initial entry to Uniformed Services is the date an individual entered (Active or Reserve Component) into Military Service for the first time. This date is fixed and does not change. Departing and rejoining the military does not affect a DIEMS.

*a.* Examples of unique circumstances that complicate determining a DIEMS include—

(1) The DIEMS for U.S. Military Academy graduates who entered the academy with no prior service is the date they reported to the academy, not the date they graduated.

(2) Beginning an ROTC scholarship program, contracting into a Senior ROTC program, or enlisting into the Reserve Component Simultaneous Membership Program (USAR/ARNG) sets the DIEMS, not the graduation or commissioning date.

(3) Members who entered the military, separated, and then rejoined the military have a DIEMS based on entering the first period of Military Service.

(4) The DIEMS for members who enlisted under the delayed entry program is when they entered the delayed entry program, not when they initially reported for duty.

(5) For those who joined the Reserve Component (USAR/ARNG) and later joined the Active Component, their DIEMS is the date they joined the Reserve Component.

*b.* A Soldier's pay date may be different from their DIEMS. DIEMS does not determine when the Soldier has enough time in the Service to retire, it only determines which retirement system applies to that Soldier. To determine which retirement system applies to a specific Soldier, refer to the Office of the Secretary of Defense, Military Compensation Branch.

*c.* Official source documents include DA Form 71, active duty letter/order, appointment order, and/or DD Form 4. If a Soldier has unusual circumstances and is unsure of his/her DIEMS date or believes his/her records show an incorrect DIEMS date, the Soldier should contact his/her S1 and/or MPD to discuss the particular situation.

*d.* Requesting changes to DIEMS or date of entry to Uniformed Services, with complete justification, must be filed with ABCMR. Soldier must submit a DD Form 149 to Army Review Board Agency, 251 18<sup>th</sup> Street South, Suite 385, Arlington, VA 22202-3531. (See the ABCMR Web site at: <http://arba.army.pentagon.mil/abcmr-overview.cfm> for application instructions.)

### **5-5. Name change or correction**

A legal name change or correction will be requested on a DA Form 4187 and signed by the company commander. The request is approved by the servicing MPD, brigade S1, or UA/RPAC (USAR only). The approval authority will validate source documents and sign the DA Form 4187 as "approved."

*a.* Official source documents include appointment and enlistment documents, birth certificate, baptism certificate, naturalization certificate, marriage certificate, divorce decree, court order, social security card that contains name change, notarized copy of a public record, and/or statement by a proper public official to prove legal name change. If marriage certificate or divorce decree is used as source document, it must specify that a legal name change is authorized.

*b.* Once complete, the approval authority will Web upload the approved DA Form 4187 to iPERMS. The approval authority is also responsible for ensuring that name change or correction is properly recorded in the prescribed system of record.

## **5-6. Record of birth change**

A change to birth data (date or place of birth) will be requested on DA Form 4187 and signed by the company commander. The request is approved by the servicing MPD, BDE S1, or UA/RPAC (USAR only). The approval authority validates source documents and signs the DA Form 4187 as “approved.”

*a.* Official source documents include birth certificate or authenticated copy that agrees in all respects with the data in the request.

*b.* If the name on the birth certificate does not agree with that shown on the request, the reason for the discrepancy must be included in the request. If no public record of birth exists, a statement (accompanied by an affidavit from physician or midwife in attendance at birth, passport, and authenticated copy of school record from the first school attended showing date of birth or age on admittance) from the proper public official is required.

*c.* Once complete, the approval authority will Web upload the approved DA Form 4187 to iPERMS. The approval authority is also responsible for ensuring that the name change or correction is properly recorded in the prescribed system of record.

## **5-7. Citizenship**

The process for becoming a U.S. citizen can be found on the HRC Web site at:

<https://www.hrc.army.mil/tagd/soldiers%20guide%20to%20citizenship> and on the U.S. Customs and Immigration Services Web site at: <http://www.uscis.gov/portal/site/uscis>.

## **5-8. Statement of Service**

A statement of Service letter for Soldiers currently serving in any component can be obtained through the servicing RM. Figure 5-1 shows a statement of Service for the specific purpose of obtaining a Veteran’s Affairs loan. Figure 5-2 shows a generic statement of Service. A statement of Service for retired or separated veterans can be obtained by submitting a Standard Form (SF) 180 (Request Pertaining to Military Records) to Commander, U.S. Human Resources Command (AHRC-PDR-H), Department 420, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402 or emailing to [askhrc.army@us.army.mil](mailto:askhrc.army@us.army.mil).



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
BN/BDE LETTER HEAD

OFFC-SY-M

XX Month YYYY

Veterans Administration  
Address Here

To Whom It May Concern:

STATEMENT OF SERVICE

1. Full Name: LNAME, FNAME MI.
2. Social Security Number: 111-11-1111
3. Date of Birth: XX Month YYYY
4. Branch of Service: United States Army
5. Basic Active Service Date: XX Month YYYY
6. Pay Entry Basic Date: XX Month YYYY
7. Present Expiration Term of Service (ETS): XX Month YYYY
8. Type of Service: ( x ) Honorable ( ) Other than Honorable
9. Time Lost (If any): NONE

FNAME MI. LNAME  
RNK, AG  
Human Resources Technician

Figure 5-1. Statement of Service memorandum—Veteran's Affairs



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
BN/BDE LETTER HEAD

OFFC-SY-M

XX Month YYYY

MEMORANDUM FOR RECORD

SUBJECT: Statement of Service

1. I hereby certify that the Military Personnel Records of SFC Fname Lname , 111-11-1111, reveal the following periods of service:

<u>Period of Service</u>	<u>Grade</u>	<u>Component</u>	<u>Location</u>
9 January 2008 – Present	SFC	USA (Active)	Bagram, Afghanistan

2. Soldier is a United States citizen and is employed by the United States Army.

3. A review of the Soldier's record shows Soldier meets qualifications and maybe eligible for retention beyond known obligation.

FNAME LNAME  
RNK, AG  
Human Resources Technician

Figure 5-2. Statement of Service memorandum—generic

### 5-9. Service computation

Also known as DA Form 1506 (Statement of Service—For Computation of Length of Service for Pay Purposes). Refer to AR 37-104-4 and the DOD Financial Management Regulation 7000.14-R, Volume 7A (DODFMR 7000.14-R, Volume 7A) for rules guiding Service computation.

a. DA Form 1506 is used to document a Servicemember's request for verification of Military Service and to adjust other military entry pay effective date(s). These dates include, but are not limited to, the basic active service date, pay entry basic date, and basic enlisted service date. The basic pay entry effective date will affect the rate and period of basic pay entitlement.

b. Official source documents include DA Form 71, active duty letter/order, appointment order, DD Form 4, Simultaneous Membership Program/ROTC contracts, DD Form 214, DD Form 215 (Correction to DD Form 214), DD Form 220 (Active Duty Report), and/or other approved service documents. Contact the servicing RM or finance office for questions pertaining to approved source documents.

c. Information collected on DA Form 1506 becomes part of the Joint Uniformed Military Pay System and pay date information (such as basic active service date) is transmitted to personnel systems, as required.

## 5–10. Assignment information

Assignment history displayed on the record brief starts with the arrival at the first permanent duty station. Subsequent entries include all permanent change of station assignments and permanent change of station assignments to schools. Schools attended in a temporary duty (TDY) status will not be recorded in assignment history. Official source documents include permanent change of station orders and awards, OERs, and NCOERs.

a. *Regular Army Active Duty Soldiers.* Assignment/duty information is updated by the servicing RM. Update of this information is governed by modification table of organization and equipment (MTOE) and/or table of distribution and allowances (TDA) slotting rules, electronic military personnel office (eMILPO) functional guidance, or manuals for prescribed HR system, and AR 600–8–6.

(1) All active duty time/assignments, to include any period of time a Soldier is mobilized in a Title 10 status while assigned to the Reserve Component, are recorded on the appropriate record brief. Mobilization for contingency operations will be recorded as a tour credit on the appropriate record brief in accordance with AR 614–30.

(2) Non-active duty assignments prior to current enlistment, to include USAR, ARNG, other branches of Service, temporary change of station, temporary duty, and/or deployed locations are not authorized to be recorded in the assignment history (appropriate record brief). However, prior service active duty assignments will be recorded. Assignment information will not be altered or updated to show the deployment location. For both current and previous assignment lines, change only the duty title to reflect deployment information (for example, “MNC–I SGM (FWD IZ)”). Do not alter organization, station, location, or command.

(3) General rule(s) for updating assignment history include—

(a) Unit identification code (UIC) and description of unit of assignment Soldier is assigned to, as recorded on the Force Management Web site at <https://fmsweb.army.mil/unprotected/splash/>, should match the OER or NCOER for that timeframe.

(b) The title of the position to which the Soldier is currently assigned as reflected in the authorization document, MTOE, TDA, or joint table of distribution (JTD), as recorded on the Force Management Web site at: <https://fmsweb.army.mil/unprotected/splash/>, should match the OER or NCOER for that timeframe.

(c) The duty military occupational specialty specified in the MTOE, TDA, or JTD as recorded on the Force Management Web site at <https://fmsweb.army.mil/unprotected/splash/>, should match the duty military occupational specialty on the OER or NCOER for that timeframe. Refer to DA Pam 611–21. The additional skill identifier specified in the MTOE, TDA, or JTD should match the additional skill identifier (if any) found in the “Duty MOSC” (military occupational specialty code) on the OER or NCOER for that timeframe. Refer to AR 614–200 for further guidelines.

(d) The language indicator code contained in the MTOE or TDA for the duty position. Displayed in assignment information only if required by duty position.

(e) Refer to eMILPO functional guidance and/or prescribed personnel system user manual for guidance on update procedures.

(f) For all Soldiers assigned or attached to a warrior transition unit or community based warrior transition unit, the duty title/principal duty assignment history located on the appropriate record brief will reflect the following assignment: “SOLDIER IN TRANSITION.”

b. *Army Reserve Soldiers.* Assignment/duty information is updated by the servicing UA/RPAC. Update of this information is governed by MTOE and/or TDA slotting rules, RCMS ARB Manual, and AR 600–8–6.

(1) All active duty time/assignments, to include any period of time a Soldier is mobilized in a Title 10 status to include mobilized for contingency operations, are recorded on the appropriate record brief. Mobilization for contingency operations will be listed as tour credit on the appropriate record brief.

(2) Non-active duty assignments prior to enlistment or appointment in the USAR to include ARNG, other branches of Service, temporary change of station, temporary duty, and/or deployed locations will be recorded in the assignment history (appropriate record brief). Prior assignment with other Army components and other branches of Service will be identified by Service or Component with UIC and command code as prescribed by RCMS ARB Manual.

(3) All deployment entries will depict the rear/organic unit with the addition of the entry forward to the country within the duty description (for example, “Military Police (FWD IZ)).

(4) Active duty for operational support-reserve component (ADOS–RC) tours of duty will be entered separately to include the duty title, command, UIC, and duty location where the Soldier was assigned while on the ADOS–RC tour.

(5) General rule(s) for updating assignment history include—

(a) UIC and description of unit of assignment Soldier is assigned to, as recorded on the unit manning report (UMR), MTOE, and TDA should match the OER or NCOER for that timeframe.

(b) The title of the position to which the Soldier is currently assigned as reflected in the UMR, MTOE, TDA and JTD, should match the OER or NCOER for that timeframe.

(c) The duty military occupational specialty (MOS) and additional skill identifier (if any) specified in the UMR, MTOE, or TDA should match the MOSC on the OER or NCOER for that timeframe. Refer to DA Pam 611–21. The

additional skill identifier specified in the UMR, MTOE, TDA or JTD should match the additional skill identifier (if any) found in the "Duty MOSC" on the OER or NCOER for that timeframe. Refer to AR 614-200 for further guidelines.

(d) The language indicator code contained in the UMR, MTOE or TDA for the duty position.

(e) Consolidate all entries, to include assignment to the Individual Ready Reserve, where the duty position, duty location, command code, and UIC did not change.

### **5-11. Overseas tour credit**

Qualification for tour credit is determined by AR 614-30. Tours must be 30 consecutive days or more to be added to the appropriate record brief. All creditable overseas, current, and prior Service, regardless of branch or Component, will be added to the appropriate record brief. Overseas duty performed while serving with another branch of Service will be updated on the appropriate record brief. Official source documents include permanent change of station orders, temporary change of station orders, temporary duty orders, permanent change of station awards, OERs, and NCOERs. Specific characterizations of deployment service as overseas service types are—

a. Combat deployment is defined as an operation in a designated combat zone. Areas identified by an executive order (EO) as a combat zone and eligible for combat zone tax exemptions, as defined in the DODFMR 7000.14, Volume 7A, qualify as combat credit regardless of assignment status (for example, EO 12744 designates the Arabian Peninsula as a combat zone. Kuwait and Qatar are considered part of the Arabian Peninsula and are therefore considered a combat credit and both receive combat entitlements, regardless of permanent change of station or temporary change of station status).

b. Operational deployments (noncombat) are overseas deployments other than those designated as combat deployments, such as peacekeeping and/or enforcement overseas (for example, Balkans, Guantanamo Bay, and so forth).

c. Refer to eMILPO functional guidance and prescribed personnel system user manual for guidance on update procedures.

### **5-12. Security data**

The Army issues a security clearance to Soldiers whose jobs necessitate trusting them with classified information. Security clearances vary in degree. Army security clearances are governed by AR 380-67.

a. The uppermost row of the enlisted record brief contains a box titled "Fld Det PS Stat" (Field Determined Personal Security Status). The box contains one of the following words: "None," "Secret," "Top Secret," or "Other" to denote the Soldier's security clearance.

b. For questions concerning security clearance, contact the servicing BN, battery, BDE, or division's military intelligence office. If the Soldier's security clearance is correct in the Joint Personnel Adjudication System, but not recorded properly on the personnel records, contact the servicing MPD, BN or BDE S1, or UA/RPAC (USAR only). The BDE S1 personnel automation section chief utilizes personnel automation tools to correct personnel records.

### **5-13. Casualty documents**

Casualty documents are governed by AR 600-8-1. Army casualty documents include DD Form 93 and SGLV Form 8286. The AMHRR within iPERMS is the official records repository for all DD Forms 93 and the SGLV Form 8286 (and previous versions).

a. An HR provider is required in the update, signature, and validation of these documents. HR providers will utilize eMILPO as the primary method to update DD Form 93 and SGLV Form 8286. In addition to digital signature capability and automatic upload to iPERMS, using eMILPO ensures the most current information is synchronized and available during required records review events.

b. The Army Casualty Program depends upon the DD Form 93 having accurate, up-to-date information. This extremely important form designates beneficiaries for certain benefits in the event of a Soldier's death. It is a guide for the disposition of that Soldier's pay and allowances if captured, missing, or interned. It also indicates the name and address of the individuals the Soldier desires to notify in case of emergency or death. The DD Form 93 for Soldiers is stored in the eMILPO database and available for retrieval with authorized access.

c. All Soldiers (Active Army, USAR, and ARNG) are required to have a completed DD Form 93 on file in iPERMS. Advise individuals that the data collected on the DD Form 93 is used only for official purposes, consistent with the Privacy Act of 1974.

d. The SGLI Program became effective on 29 September 1965 with the enactment of Public Law 89-214. Since its inception, the SGLI Program has had several amendments. The major changes have been the amount of coverage, the persons eligible to be insured, the conditions under which persons are eligible for SGLI, and the continuation of such insurance after the Soldier's transition from the Service. These laws are codified as 38 USC 1965 through 1980. The SGLI is a group life insurance policy purchased by the Department of Veterans Affairs from a commercial life insurance company. The program is operated under an arrangement with commercial companies through the Office of the SGLI.

e. For additional rules on DD Form 93 and SGLV Form 8286, refer to AR 600–8–1 and the eMILPO functional guidance.

#### **5–14. Awards, decorations, and medals**

Awards, decorations, and medals are governed by AR 600–8–22.

a. Awards and decorations must be Web uploaded to iPERMS for inclusion in the AMHRR before updating the Soldier's appropriate record brief. All completed DA Forms 638 (Recommendation for Award) containing a permanent order number and approved certificates will be Web uploaded to iPERMS.

b. Army policy, criteria, and administrative instructions concerning individual and unit military awards are outlined in AR 600–8–22. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. The AMHRR within iPERMS is the official records repository for military awards.

c. Foreign awards and badges are authorized for filing in the AMHRR, if they meet the following criteria:

- (1) The award or badge must be listed in AR 600–8–22.
- (2) Any award or badge not listed in AR 600–8–22 must be forwarded to HRC Awards Branch for approval.
- (3) For filing in the AMHRR, RMs must send the source document (the award issued by foreign country) and a memorandum or DA Form 4187 approving the acceptance, retention, and permanent wear of the award or badge.
- (4) The approval authority for the memorandum or DA Form 4187 must be a general officer or colonel-level commander with general court-martial authority.

d. Refer to AR 600–8–22 for more details on foreign awards and unit awards.

#### **5–15. Promotions and reductions**

All promotion and reduction orders will be filed in the AMHRR. AR 600–8–19 governs enlisted promotions and reductions, and AR 600–8–29 governs officer promotions.

a. Decentralized promotions for enlisted Soldiers.

(1) Soldiers promoted through the rank of specialist and below using the automated advancement reports do not need to generate a supporting document or promotion order.

(2) Any Soldiers promoted with a waiver or denied promotion on the automatic promotion date must have a DA Form 4187 generated as the supporting document. RMs will Web upload the DA Form 4187 to iPERMS for filing in the AMHRR.

(3) Promotes in eMILPO when the AAA–117 report and the DA Form 4187 have been signed.

b. Semi-centralized promotions for enlisted Soldiers. Produce promotion order and Web upload to iPERMS for filing in the AMHRR.

c. Centralized promotions for enlisted Soldiers.

d. Centralized promotions for officers.

#### **5–16. Civilian and military education**

Civilian schools and military education are governed by, but not limited to, AR 621–5, AR 621–108, AR 350–1, AR 350–10, and AR 350–100.

a. *Army Continuing Education Division.* The ACED mission is to promote lifelong learning, readiness, and resilience through flexible and relevant education programs, services, and systems in support of the Total Army Family. For specific questions pertaining to civilian and military education, contact HRC, ACED Web site at <http://www.hrc.army.mil/>, email at [usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil), or by phone at 1–888–276–9472. Refer to the metadata helper at <https://hrcmetahelper.hrc.army.mil/> to determine if personnel course codes currently exist for civilian or military education.

b. *Civilian schools.*

(1) Civilian schools are defined as accredited colleges and universities listed in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs at <http://ope.ed.gov/accreditation>. Entries at the high school graduate level (recorded only for enlisted personnel) or higher will include only academic and vocational education for which the Soldier presents adequate supporting documents.

(a) *Credit-by-exam tests.* Entries for successful completion of credit-by-exam tests (such as the College Level Examination Program (CLEP)) general and subject tests and the Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests), indicate the name of the test, grade equivalent (if available), and year the test was passed.

(b) *Medical degree award date.* Enter the medical degree award date (for example, the date of graduation from medical school as "MD Awd Date 730605").

(c) *Dental degree award date.* Enter the dental degree award date, which depicts the date of graduation from dental school (for example, "DDS Awd Date 780701").

(2) For enlisted personnel, civilian education is determined as follows:

- (a) General education development passing test scores are determined by each State Board of Education.
- (b) Record all college, graduate, and postgraduate degrees except when a higher-level degree in the same discipline is attained.
- (c) Following the completion of 15 semester hours (22 quarter hours/675 clock hours) or more of accredited college work, the entry for high school will not be required.
- (3) Subsequent entries will be made on separate lines to indicate completion of high school (for enlisted personnel), DANTES independent study courses accepted by an accredited college or university toward the award of a degree, extension courses given by other regionally-accredited colleges and universities, resident college-level evaluation, CLEP exams, associate degree, baccalaureate degree, graduate degree, postgraduate work, and all short courses completed by Army Medical Department (AMEDD) officers while on active duty. Medical seminars, symposiums, workshops, refresher training, and conferences will not be recorded.
- (4) In a typical program, a semester level of undergraduate college denotes completion of 15 semester hours or 22 quarter hours, 1/2 year of college; 30 semester hours or 45 quarter hours, 1 year of college; 60 semester hours or 90 quarter hours, 2 years of college; 75 semester hours or 112 quarter hours, 3 years of college; 90 semester hours or 135 quarter hours, 4-year college degree (1.5 quarter hours equals 1 semester hour, 60 semester hours or 90 quarter hours equals 1 year of college). In order to change a college civilian educational level entry on the appropriate record brief, the transcript must have a raised seal and a copy of diploma must be provided, if appropriate.
- (a) The civilian education level completed identifies the number of years completed at the highest level, whether that be high school or years of college completed. For enlisted personnel only, the high school graduate level must be recorded unless 15 semester hours (22 quarter hours/675 clock hours) or more of accredited college work has been completed.
- (b) The civilian education certification identifies the highest type of degree earned and year the certificate/degree was earned. Types of degrees include, but are not limited to, high school diploma, associate degree, baccalaureate degree, masters degree, doctorate degree.
- (5) When evaluating college diplomas and transcripts submitted by Soldiers for inclusion in the AMHRR, RMs must ensure that the documents are from an accredited school. Recognized sources for validating educational institutions are those listed on the U.S. Department of Education Web site at <http://ope.ed.gov/accreditation>.
- (6) Foreign school transcripts must be accompanied with an evaluation by a member of the National Association for Credential Evaluation Service (NACES) (complete listing of members found on Web site at <http://www.naces.org>) or the American Association of Collegiate Registrars and Admission Officers (<http://www.aacrao.org>).
- (7) Honorary degrees from any institution are not authorized for filing in the AMHRR and will not be documented on the appropriate record brief.
- (8) All diplomas from accredited schools must be accompanied by the transcript that supports the awarded degree.
- (a) A six-digit education code must exist for each accredited civilian education institution to be added to the Soldier's record.
1. To determine if an education code exists for a civilian education institution, search for the civilian education institution in the civilian education institution (CVEDI) table in:  
<https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx>. Each campus of a civilian education institution must have a unique education code.
2. If an education code does not exist for a valid accredited civilian education institution, a request must be submitted to ACED for the generation of a new code.
3. To request the generation of a new civilian education institution code, a memorandum of request must be submitted by an HR professional, unit S1, or Army education counselor to ACED at:  
[usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil). Additional supporting documents to be submitted with requests include an official transcript, as well as a NACES or AACRAO evaluation on all foreign institutions.
- (b) To add a civilian education institution to a Soldier's record, supporting documentation is required for identifying the civilian institution, the degree/certification earned, and the date the degree was awarded. Unit S1s should ensure supporting documentation, such as official transcripts and qualifying evaluations of foreign course work, is complete, valid, and meets accreditation criteria.
- (c) The associated civilian education institution code must be known prior to adding a civilian education institution to a Soldier's record. If one exists, it will be found in the CVEDI table in:  
<https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx>. If one does not exist, a request must be submitted to ACED for the generation of a new code.
- (d) If an education code exists but cannot be entered into the HRC System when attempting to add the civilian education institution to the Soldier's record, contact the appropriate HRC Help Desk for assistance.
- (e) The discipline should be added if the Soldier earned a degree from a civilian education institution. This category indicates the major field of study for the degree earned. If the discipline to be entered is not available in the HRC System, contact ACED at [usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil).
- (f) The year the degree was earned is to be recorded.

(g) For recording certifications, the certificate name, date certified, and the expiration date of the certification will be entered. A copy of the certificate is required as supporting documentation.

*c. Military education.*

(1) Entries will be made for the successful completion of each formal course of instruction resulting in the award of a specialty skill identifier, MOS, additional skill identifier, or skill qualification identifier. For all schools and courses, an entry will be made for successful completion of any course of instruction conducted under military sponsorship or direction. Military education and training courses will appear on the record brief in the order completed, from most recent to oldest. The military education level and military education status will be entered on the Soldier's record.

(2) Military training will be recorded on the Soldier's record for qualifying resident and distance learning (DL) courses. For enlisted Soldiers, the record brief will only display the total number of hours for distance learning courses.

(3) In order for military training to be listed on the Soldier's record, the course must meet basic qualifying criteria. There are other disqualifying criteria that may eliminate courses from being displayed on the Soldier's record. Only courses that qualify meeting all criteria will be listed on the Soldier's record.

(a) The basic criteria for a course to be added to the Soldier's record include the following:

1. Courses must be listed in ATRRS.
2. Resident courses must be listed in ATRRS as meeting a minimum of 40 academic hours, one week, or five days of instruction.
3. DL courses must be listed in ATRRS as having a duration of one DL academic hour or more.

(b) Additional qualifying criteria for allowing a course to be added to a Soldier's record, if the basic criteria are met, include the following:

1. Only the last phase in a series of phased military courses will qualify for a code unless an exception to policy has been granted.
2. Warrant officer MOS courses and MOS-producing courses, such as flight courses, warrant officer basic course, and warrant officer candidate school.
3. Officer transition courses, such as basic officer leader's course and officer candidate school.
4. All officer basic courses.
5. Additional skill identifier and special skill identifier courses.
6. Resident mobile training team.
7. Seminar courses, Senior Service Colleges Fellowships.
8. Command and General Staff College courses.

(c) The following courses do not meet the criteria for posting on the Soldier's record:

1. Enlisted MOS and MOS-producing courses.
2. Troop school courses, unless they are one of the following courses:
  - a. Enlisted initial military training courses.
  - b. Cadet courses.
  - c. Prerequisite courses and refresher courses.
  - d. Workshops, internships, and fellowships other than Senior Service Colleges Fellowships.
  - e. Courses taught at Reserve Support Command schools.
  - f. Sub-courses or courses within a course.
  - g. Courses identified as Other Services where USAF, USMC, USN, USCG, FM or OS is included in the course title.

(d) Military course education codes.

1. Each course to be added to a Soldier's record must have an associated military-course education code. If a three-character code exists for a course, the code will appear next to the course in ATRRS. For resident courses, codes will be found in the ATRRS Course Catalog under the "Military Career Dev Crs Resident" column; within the ATRRS portal, this code is referred to as MCRDCC - MIL CAREER DEV CRS COMPL (RESIDENT). For DL courses, codes will be found in the ATRRS Course Catalog under the "military Career Dev Crs DL" column; within the ATRRS portal, this code is referred to as MRCDC DL - MIL CAREER DEV CRS COMPLETION (DL).

2. If a military-course education code exists on a course in ATRRS, an automated transaction will send course completion information from ATRRS to HRC Systems at the moment a Soldier is marked as graduated from a course. (NOTE: An automated transaction will occur for enlisted Soldiers. This will be automated for graduating officers with the deployment of Integrated Personnel and Pay System-Army.)

3. If a military-course education code does not exist on a course in ATRRS at the time a Soldier graduates from that course, an automated transaction will not occur. Once an education code is created for a military course, the course will need to be manually added to the Soldier's record through the HRC System.

4. To determine if an education code exists that has not been associated with the course in ATRRS, search in <https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx> using MCRDCC and CORCRS (correspondence course).

5. If a military course education code does not exist in ATRRS or in the HRC Metahelper, a request must be submitted for a new education code.

(e) To manually add a course to a Soldier's record, supporting documentation is required identifying the course title, course number, phase, number of academic hours/weeks/days, and the dates attended/completed.

1. Unit S1s should verify the course and the scheduled class are in ATRRS. If the class dates in ATRRS do not correspond with the dates on a certificate, the class will need to be entered into ATRRS before adding the course to the Soldier's record.

2. Unit S1s should verify the course qualifies for an education code based on the criteria.

3. The associated military course education code must be known prior to adding a course to a Soldier's record. If one exists, it can be found with the course in ATRRS or searched for in <https://hrcmetahelper.hrc.army.mil/TessSNameSearch.aspx> using MCRDCC and CORCRS. If one does not exist, a request must be submitted to ACED for the generation of a new code.

4. If an education code exists but cannot be entered into the HRC System when attempting to add the course to the Soldier's record, contact the appropriate HRC Help Desk for assistance.

5. To request the generation of a new military -course education code, a memorandum of request must be submitted by an HR professional, unit S1, or Army education counselor to ACED at [usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil). Additional supporting documentation to be submitted with requests must include the course title, course number, phase, number of academic hours/weeks/days, and the dates attended.

d. *Recording civilian schools and military education.* When recording civilian schools and military education to a Soldier's personnel record, all fields must be completed. These fields include, but are not limited to, the following:

- (1) Complete title or listing.
- (2) Type.
- (3) Duration.
- (4) Completion.
- (5) Year. Enter year (last two digits) to denote last year of attendance.

### **5-17. Pre-board records update process**

AR 600-8-19 and AR 600-8-29 stipulate that eligible Soldiers will review and authenticate their appropriate record brief in accordance with procedures outlined in specific board announcement messages. Source documents must be Web uploaded to iPERMS prior to submitting update transactions. Pertinent military personnel messages can be found on the HRC Web site at <https://www.hrc.army.mil/MILPER>.

### **5-18. Married Army Couples Program**

Enrollment and disenrollment in the Married Army Couples Program will be requested on a DA Form 4187 and signed by the company commander. The request is approved by the servicing MPD, BDE S1, or UA/RPAC (USAR only). The approval authority will—

a. Determine eligibility in accordance with AR 614-100 or AR 614-200 to validate source documents and sign the DA Form 4187 as "approved."

b. Approve action and complete enrollment in the Married Army Couples Program via the system of record.

c. Provide supporting documents and approved DA Form 4187 to the RM for Web uploading to the AMHRR.

d. Contact the Soldier's assignment manager to ensure the assignment consideration is recorded on the Soldier's record.

## **Chapter 6**

### **Access to the Integrated Personnel Electronic Records Management System**

#### **Section I**

#### **Overview**

##### **6-1. Purpose**

This chapter prescribes Army policy for granting levels of access to records within iPERMS.

##### **6-2. Privacy Act Statement**

Information and records contained in iPERMS are governed by the Privacy Act of 1974 and AR 340-21. The Privacy Act Statement in figure 6-1 identifies the information that will be used to verify an authorized official and information used to manage Soldier records in iPERMS. Where possible, iPERMS will adhere to DODI 1000.30. However, iPERMS does require use of full SSNs to associate documents to a specific Soldier's record. This is considered an acceptable use per DODI 1000.30.

a. Authorized ORCs, RMs, authorized officials, and anyone else granted access to iPERMS will adhere to the Privacy Act of 1974 and the Army Privacy Act Program to safeguard the privacy of current and former Soldiers.

b. No person is entitled or authorized to obtain or possess information contained in a Soldier's record solely by virtue of position. Records in iPERMS contain protected information and will only be made available to authorized and verified personnel, as required, in the performance of official duties.

c. Records contained in iPERMS are designated "FOR OFFICIAL USE ONLY" and will be protected to prevent unauthorized access or disclosure.

<b>PRIVACY ACT STATEMENT</b>
<ul style="list-style-type: none"><li>• <b>Authority:</b> 10 USC 3013, AR 600-8-104, and Executive Order (EO) 9397 (SSN) as amended.</li><li>• <b>Principal purpose:</b> This information will be used to verify the identity of authorized official users of the Army Military Human Resource Record (AMHRR).</li><li>• <b>Routine uses:</b> None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system.</li><li>• <b>Disclosure:</b> Voluntary; however, failure to provide the requested information will result in denial of access to the AMHRR and other personnel folders.</li></ul>
<b>REQUIRED INFORMATION</b>
<ul style="list-style-type: none"><li>• <b>iPERMS Users</b> We require your name and Army Knowledge Online (AKO ID) during the verification process only to authenticate your identity. The information you provide is used to verify your existence in AKO. User IDs in iPERMS are assigned based on AKO ID.</li><li>• <b>Soldiers</b><ul style="list-style-type: none"><li>• <b>Why do we need your name and social security number?</b> A Soldier's record is uniquely identified by their social security number (SSN). iPERMS uses your name and SSN, to associate documents to a specific Soldier's record and to interface with other HR systems. Additionally, iPERMS uses a Soldier's SSN to verify their identity via Common Access Card (CAC) login to allow them to view their own record.</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>Is it safe?</b> Security during registration is ensured via the usage of a 128-bit secure socket layer connection. This is the highest industry standard which allows the user to establish an encrypted session between your computer, the interactive Personnel Electronic Management System (iPERMS), and Army Knowledge Online (AKO). We use the same technology that other major companies operating on the World Wide Web use to protect personal information and guard against identify theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.</li></ul>

Figure 6-1. Privacy Act Statement

## Section II

### Integrated Personnel Electronic Management System Access and Use

#### 6-3. Official records custodians designated as access control manager

ORCs, as defined in AR 600-8-104, are further designated as access control managers (ACMs) (ORC-ACMs). Designated ORC-ACMs are responsible for granting iPERMS access to authorized RMs of individuals with records contained in iPERMS.

a. The ORC-ACMs are responsible for granting access to Soldier records based on an official need to know and

when related to the fulfillment of official duties. The access or permission to view Soldier records will only be granted to complete an official mission.

*b.* ORC-ACMs are responsible for adhering to the procedural guidance for granting access to iPERMS as set forth in table 6-1 and associated military personnel messages.

*c.* 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 as outlined in paragraph 6-7.

*d.* The ORC-ACM and domain managers are responsible for verifying the identity of individuals requesting access to iPERMS.

*e.* The ORC-ACM will restrict access by removing the role or rule at the expiration date of access of the current request or at the end of the authorized period if an updated access request has not been submitted, whichever comes earlier.

(1) Access for Active Component and USAR is valid for three years or upon change of duty position.

(2) Access for ARNG is valid for one year or upon change of duty position.

*f.* 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.

#### **6-4. 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 Soldier's AMHRR for other than official purposes are violations of the Privacy Act of 1974 that will subject users to civil and criminal penalties. Soldiers that suspect unauthorized use or viewing of their records can request an investigation through their chain of command. 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 Soldier's AMHRR without a mission requirement (for example, public notoriety).

*b.* Accessing PII for the purpose of identity theft or other criminal misuse.

#### **6-5. Supervisors**

Supervisors of personnel 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.

#### **6-6. Access for first party requestors**

First party requestors are defined as individuals to whom the records pertain, including Soldiers in the following categories: Active Component, USAR, ARNG, retired, discharged, or veteran. Soldiers may access information in their iPERMS file at any time after accession into the Army. Access to the individual record in iPERMS is automatic upon accession. Current serving Soldiers are authorized to download and make copies of their AMHRR at <https://iperms.hrc.army.mil>. Discharged or retired first party requestors may obtain access to their personal AMHRR by logging into the eBenefits portal and obtaining a DOD Self-Service logon per Web site: <https://www.ebenefits.va.gov>.

#### **6-7. Access for third party requestors and routine users**

Third party requestors are defined as persons requesting records who are not the Soldier to whom the record pertains, are not an employee of the Army, and are not designated as a routine user with an official need for access to the record. Soldiers, veterans, and retirees can designate a representative (for example, spouse, attorney, or other third party) to obtain information or documents contained in the AMHRR. All third party requests will be made in accordance with AR 25-55 and AR 340-21.

*a.* Access to iPERMS and the AMHRR for routine users is authorized for persons performing routine records maintenance or processing personnel actions, the performance of personnel management functions, or with a demonstrated official need to know.

*b.* All requestors with an official need for routine access to records will submit DD Form 2875 (System Authorization Access Request (SAAR)). Investigating officers needing access to specific records will refer to paragraphs 6-9 and 6-10.

*c.* Requests for iPERMS access will be submitted to the ORC-ACM using a DD Form 2875. Military supervisors must be in the grade of sergeant first class/E-7 or above. Civilian supervisors must be a general schedule-11 equivalent or above. Requests for access to the restricted folder must be signed by a colonel/O-6 or general schedule-14.

*d.* Detailed instructions on obtaining iPERMS access can be found at <https://www.hrc.army.mil/TAGD/iPERMS%20Access>.

## **6–8. Access request appeals**

Access related appeals are addressed at the ORC–ACM level. Appeals not resolved at this level are forwarded to the ORC for final decision.

## **6–9. Release of information for Active Component and U.S. Army Reserve**

The following guidance applies to special inquires from investigating officers requesting copies of a Soldier's record:

*a.* Judge advocate general attorneys, inspector general officers, and AR 15–6 investigating officers will submit a written request on official letterhead to [usarmy.knox.hrc.mbx.perms-records@mail.mil](mailto:usarmy.knox.hrc.mbx.perms-records@mail.mil). Request will include justification, Soldier's first and last name, and complete SSN. AR 15–6 investigating officers will also include appointment orders.

*b.* Investigating representatives external to the Army will submit a request through the HRC Freedom of Information Act (FOIA) office at [usarmy.knox.hrc.mbx.foia@mail.mil](mailto:usarmy.knox.hrc.mbx.foia@mail.mil).

## **6–10. Release of information for National Guard Bureau**

The following guidance applies to special inquires from investigating officers requesting copies of or access to a Soldier's record.

*a.* Judge advocate general attorneys, inspector general officers, and AR 15–6 investigating officers will submit a written request to the appropriate state records custodian. Request will include justification, Soldier's first and last name, and complete SSN. AR 15–6 investigating officers will also include appointment orders.

*b.* Investigating representatives external to the Army will submit request to the appropriate State FOIA representative. ARNG FOIA requests can be submitted to <http://www.nationalguard.mil/sitelinks/foia.aspx>.

*c.* Investigating representatives external to the Army will present official credentials and a signed authorization by the Servicemember to review and complete a background investigation.

## **6–11. Access guide**

The following DA and other agencies identified in table 6–1 are authorized to access the identified folders within the AMHRR for the specific purposes listed:

*a.* Refer to paragraph 6–7 for instructions on how to gain access to iPERMS.

*b.* Access to the AMHRR for general officers and command sergeants major/sergeants major/E–9s will not be granted without approval from the General Officer Management Branch or HRC Sergeants Major Branch. For the ARNG, State DMs will grant permission with concurrence from the State military personnel office.

*c.* The Commanding General, HRC has authority to grant access to the restricted folder.

*d.* Although not a routine procedure, the restricted folder may be released at the DA level for the purposes of career management and retention decisions. This includes, but is not limited to, DA level boards. The board president will request permission from Deputy Chief of Staff (DCS), G–1 to review specific restricted information when he or she believes the information is crucial to the selection process (such as, it is required to protect the interest of the Army or an individual under consideration). The board president will make this request in writing (unless waived by the Director of Military Personnel Management, the DCS, G–1, or the designated representative) through the supporting DA Secretariat. Approval authority on the above request rests with the Director of Military Personnel Management, the DCS, G–1, or the designated representative.

*e.* Review of the restricted folder and all evaluations is authorized in support of the Army's Personnel Suitability Screening Policy during post board screening processes to ensure the Army's interests are safeguarded when selecting a Soldier for select positions of leadership, trust, and responsibility and to prevent inappropriate reassignment, appointment, and/or promotion. The following selections include consideration of restricted folder content:

- (1) Selection for consideration as the Sergeant Major of the Army.
- (2) Selection for appointment to a general officer-level command sergeant major assignment.
- (3) Selection for promotion to colonel.
- (4) Selection for BN/BDE command or key billet.
- (5) Selection for appointment to BDE-level command sergeant major assignments.
- (6) Selection for initial appointment to command sergeant major.
- (7) Selection for attendance to the U.S. Army Sergeants Major Course, for the purpose of promotion to sergeant major.
- (8) Nomination or selection of sexual assault response coordinators and sexual assault prevention and response victim advocates.
- (9) Drill sergeant or advanced individual training platoon sergeant nominees.
- (10) Recruiter nominees.
- (11) Senior and junior ROTC cadre.
- (12) Equal opportunity advisor nominees.

- (13) DA Noncommissioned Officer and Soldier of the Year candidates.
- (14) Selection as an enlisted aide.
- (15) Inspector general positions.

**Table 6-1**  
**iPERMS Access Guidelines**

AMHRR folder names: P = performance folder without evaluations E = evaluations S = service R = restricted H = health D = dental M = deployment/mobilization A = administrative RR = records review F = finance PH = DA photo CRSC = combat-related special compensation			
Agency level	Agencies and activities	Purpose	Record or folder access
DA	DA offices and agencies not listed here, and other offices listed in AR 340-21.	A valid requirement depends on justification and what access is essential. Explain why action cannot be accomplished by other means or through reference to other records.	As required.
DA	USAR command	Personnel operations and administration requiring referral to OMPFs.	P, E, S, R, M, A, PH USAR personnel, to include Active Guard Reserve (AGR).
DA	Chief, National Guard Bureau (NGB)	Personnel operations and administration requiring referral to OMPFs.	P, E, S, M, A, PH ARNG personnel only, to include AGR.
DA	Office of the Chief, Army Reserve	Personnel operation and administration requiring referral to OMPFs.	P, E, S, R, M, A, PH USAR personnel, to include AGR.
DA	Army Review Boards Agency	Individual case determinations and actions requiring referral to OMPFs.	All folders Active and Reserve Components.
DA	Office of the Commanding General, HRC	Personnel operations and administration requiring referral to OMPFs.	All folders Active and USAR personnel.
DA	Office of the Adjutant General	Personnel operations and administration requiring referral to OMPFs.	P, E, S, R, M, A, PH, CRSC <sup>1</sup> Active and USAR personnel, to include AGR.
DA	Senior Leader Development Office	Branch chief and career managers designated to manage promotable colonels and general officers.	P, E, S, M, A, R
DA	HRC Sergeants Major Branch	Personnel operations and administration requiring referral to OMPFs of E-9s.	P, E, S, M, A, R
DA	Casualty and Memorial Affairs	Personnel operations and administration requiring referral to OMPFs.	S, M
DA	Retired/Separations Activities Divisions and Transition Centers	Personnel operations and administration requiring referral to OMPFs.	P, S, M
DA	Chief of Chaplains Office	Personnel management and professional development determinations and actions requiring referral to OMPFs.	P, E, S, M, A Chaplain records only.

**Table 6-1  
iPERMS Access Guidelines—Continued**

DA	Office of The Inspector General	Action related to conduct of inquiries and investigations that require referral to OMPFs.	P, E, S, R, M, A (Active and USAR)  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	Office of the Assistant Chief of Staff for Intelligence	Security reviews, investigations, and determinations that require referral to OMPFs.	P, E, S, R, M, A  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	The Judge Advocate General; U.S. Army Judiciary; U.S. Claims Service (Fort Meade, MD)	Action related to litigation, legal matters, and appellate review that require referral to OMPFs.	P, E, S, R, M, A  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	Office of the Judge Advocate General (personnel, plans, and training office)	Personnel management and professional development determinations and actions requiring referral to OMPFs.	P, E, S, M, A For personnel being managed by Judge Advocate General only.  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	Office of the Surgeon General of the Army and HRC Surgeon General Office.	Actions relating to Soldier benefit programs.	S, H, D
DA	Office of the Surgeon General (Directorate of Personnel) and AMEDD Personnel Support Agency	Personnel management and professional development determinations and actions requiring referral to OMPFs.	P, E, S, M, A  For personnel being managed by AMEDD only.
DA	Office of the Chief Legislative Liaison	Individual case actions requiring referral to OMPFs.	P, E, S, M, A
DA	U.S. Army Criminal Investigation Command	Security reviews, investigations, and determinations that require referral to OMPFs.	P, E, S, R, M, A  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	HRC (less Secretariat for Selection Boards)	Personnel operations and administration requiring referral to OMPF.	
	Enlisted Personnel Management Division and Officer Personnel Management Division	Personnel actions, career development, and distribution.	P, E, S, M, A, RR Access to R approved by Chief, Army Personnel Records Division.
	Management Support Division, The Adjutant General Directorate, HRC	Perform DA-level HR functions.	P, S, M, A, RR E and R access determined by mission.
	Personnel Information Systems Directorate and Field Services Division, HRC	Data management and accuracy.	P, S, M, A  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.
DA	Secretariat for DA Selection Boards (HRC)	Personnel selection boards as a part of the DA selection system process.	P, E, S, M, A, PH R must have approval from Director of Military Personnel Management; DCS, G-1; or designated representative.
DA	Retention noncommissioned officers or career counselors	Personnel retention functions.	E and specific required documents.
DA	Personnel control facilities	Personnel management, personnel separation, and administration requiring referral to the OMPF.	P, E, S, R, A  For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil.

**Table 6-1  
iPERMS Access Guidelines—Continued**

DA	MPD, BDE combat team, and BN HR personnel	Personnel management, personnel operation, and administration requiring referral to the OMPF.	P, S, M, A, RR, F
Installation	G-1s and G-1 sergeants major	Personnel management, personnel operation, and administration requiring referral to the OMPF.	P, S, M, A For units within unit identification code structure.
Commanders	Commanders at all levels (includes BDE and BN S1s, UA/RPACs, and HR providers)	Personnel management, personnel operation, and administration requiring referral to the OMPF.	P, S, M, A For units within unit identification code structure.
Soldier	Soldiers or their representatives (duly authorized in writing)	As authorized in paragraphs 6-6 and 6-7.	All folders.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers (Cited in para 6-9a and 6-10a.)

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program (Cited in para 6-7.)

#### **AR 37-104-4**

Military Pay and Allowances Policy (Cited in para 5-9.)

#### **AR 340-21**

The Army Privacy Program (Cited in paras 6-2, 6-7, table 6-1.)

#### **AR 350-1**

Army Training and Leader Development (Cited in para 5-16.)

#### **AR 350-10**

Management of Army Individual Training Requirements and Resources (Cited in para 5-16.)

#### **AR 350-100**

Officer Active Duty Service Obligations (Cited in para 5-16.)

#### **AR 380-67**

Personnel Security Program (Cited in para 5-12.)

#### **AR 600-8-1**

Army Casualty Program (Cited in paras 5-13, 5-13e.)

#### **AR 600-8-6**

Personnel Accounting and Strength Reporting (Cited in paras 5-10a, 5-10b.)

#### **AR 600-8-19**

Enlisted Promotions and Reductions (Cited in paras 5-15, 5-17.)

#### **AR 600-8-22**

Military Awards (Cited in paras 5-14, 5-14b, 5-14c(1), 5-14c(2), 5-14d.)

#### **AR 600-8-29**

Officer Promotions (Cited in paras 5-15, 5-17.)

#### **AR 600-8-104**

Army Military Human Resources Records Management (Cited in paras 1-1, 1-4a(1), 1-6b, 3-2f, 3-2h, 4-9, 4-9d, 5-2d, 6-3, table 2-1.)

#### **AR 614-30**

Overseas Service (Cited in paras 5-10a(1), 5-11.)

#### **AR 614-200**

Enlisted Assignments and Utilization Management (Cited in paras 5-10a(3)(c), 5-10b(5)(c), 5-18a.)

#### **AR 621-5**

Army Continuing Education System (Cited in para 5-16.)

#### **AR 621-108**

Military Personnel Requirements for Civilian Education (Cited in para 5-16.)

**AR 640-30**

Photographs for Military Human Resources Records (Cited in para table 2-2.)

**DA Pam 611-21**

Military Occupational Classification and Structure (Cited in paras 5-10a(3)(c), 5-10b(5)(c).)

**EO 12744**

Designation of Arabian Peninsula areas, airspace, and adjacent waters as a combat zone (Available from <http://www.archives.gov/>.) (Cited in para 5-11a.)

**DODI 1000.30**

Reduction of Social Security Number (SSN) Use Within DOD (Cited in para 6-2.)

**DODI 1336.08**

Military Human Resource Records Life Cycle Management (Available at <http://www.dtic.mil/>.) (Cited in para 1-4a(3).)

**DODD 5015.2**

DOD Records Management Program (Cited in para 1-4a(2).)

**DODFMR 7000.14-R, Volume 7A**

Military Pay Policy—Active Duty and Reserve Pay (Cited in paras 5-9, 5-11a.)

**5 USC 552a**

Privacy Act of 1974 (Cited in paras 1-4b(2), 5-13c, 6-2, 6-2a, 6-4.)

**44 USC 35**

Paperwork Reduction Act (Cited in para 1-4b(3).)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. DA publications are available at <http://www.apd.army.mil/>. Department of Defense publications are available at <http://www.dtic.mil/>. United States code is available at <http://uscode.house.gov/>. National Guard regulations are available at <http://www.ngbdc.army.mil/>.

**AR 11-2**

Managers' Internal Control Program

**AR 15-80**

Army Grade Determination Review Board and Grade Determinations

**AR 15-180**

Army Discharge Review Board

**AR 15-185**

Army Board for Correction of Military Records

**AR 25-1**

Army Information Technology

**AR 25-30**

The Army Publishing Program

**AR 25-51**

Official Mail and Distribution Management

**AR 25-400-2**

The Army Records Information Management System (ARIMS)

**AR 27–10**

Military Justice

**AR 40–66**

Medical Record Administration and Health Care Documentation

**AR 135–18**

The Active Guard Reserve (AGR) Program

**AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

**AR 135–133**

Ready Reserve Screening, Qualification Records System, and Change of Address Reports

**AR 135–155**

Promotion of Commissioned Officers and Warrant Officers other than General Officers

**AR 135–175**

Separation of Officers

**AR 135–178**

Enlisted Administrative Separations

**AR 135–205**

Enlisted Personnel Management

**AR 135–210**

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

**AR 140–10**

Assignments, Attachments, Details, and Transfers

**AR 140–30**

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

**AR 140–111**

U.S. Army Reserve Reenlistment Program

**AR 145–1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

**AR 190–9**

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

**AR 380–5**

Department of the Army Information Security Program

**AR 600–8**

Military Human Resources Management

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flags)

**AR 600–8–10**

Leave and Passes

**AR 600–8–14**

Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

**AR 600–8–19**

Enlisted Promotions and Reductions

**AR 600–8–24**

Officer Transfers and Discharges

**AR 600–8–101**

Personnel Processing (In-, Out-, Soldiers Readiness, Mobilization, and Deployment Processing)

**AR 600–20**

Army Command Policy

**AR 600–37**

Unfavorable Information

**AR 601–1**

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

**AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 601–210**

Active and Reserve Components Enlistment Program

**AR 601–270**

Military Entrance Processing Station (MEPS)

**AR 601–280**

Army Retention Program

**AR 611–5**

Personnel Classification Testing

**AR 612–201**

Initial Entry/Prior Service Trainee Support

**AR 612–205**

Appointment and Separation of Service Academy Attendees

**AR 614–100**

Officer Assignment Policies, Details, and Transfers

**AR 630–10**

Absence without Leave, Desertion, and Administration of Personnel involved in Civilian Court Proceedings

**AR 635–8**

Separation Processing and Documents

**AR 635–5–1**

Separation Program Designator (SPD) Codes

**AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 635-200**

Active Duty Enlisted Administrative Separations

**AR 672-20**

Incentive Awards

**DA Pam 672-3**

Unit Citation and Campaign Participation Credit Register

**EO 9397**

Numbering System for Federal Accounts Relating to Individual Persons (Available from <http://www.archives.gov/>.)

**Manual for Courts-Martial**

United States (2012 Edition) (Available at <http://armypubs.army.mil/epubs/pdf/mcm.pdf>.)

**NGB Pam (AR) 25-10**

Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) Data Element Dictionary

**National Guard Regulation (NGR) 37-104-3**

Military Pay and Allowance Policy and Procedures (ARNG)

**NGR 350-1**

Army National Guard Training

**NGR (AR) 600-5**

The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD)

**NGR 600-10**

ARNG Tour Program (NGB-Controlled Title 10 USC Tours)

**NGR (AR) 600-100**

Commissioned Officers - Federal Recognition and Related Personnel Actions

**NGR 600-101**

Warrant Officers - Federal Recognition and Related Personnel Actions

**NGR 600-200**

Enlisted Personnel Management

**NGR 601-1**

Army National Guard Strength Maintenance Program

**NGR 614-1**

Inactive Army National Guard

**NGR 680-2**

Automated Retirement Points Accounting Management

**Public Law 89-214**

SGLI (Available at <http://www.gpo.gov/>.)

**Public Law 110-181**

National Defense Authorization Act for Fiscal Year 2008 (Available at <http://www.gpo.gov/>.)

**RCMS ARB Manual**

Reserve Component Manpower System Automated Record Brief Manual

**10 USC Chapter 61**

Retirement or Separation for Physical Disability

**10 USC 628a**

Special selection boards

**10 USC 972**

Members: effect of time lost

**10 USC 1034**

Protected communications; prohibition of retaliatory personnel actions

**10 USC 1413a**

Combat-related special compensation

**10 USC 1552**

Correction of military records: claims incident thereto

**10 USC 3013**

Secretary of the Army

**18 USC 28**

Judiciary and Judicial Procedure

**18 USC 101**

Records and Reports

**18 USC 1426**

Reproduction of naturalization or citizenship papers

**38 USC 1965 through 1980**

Veterans' Benefits

**44 USC**

Public Printing and Documents

**44 USC Chapter 29**

Records Management by the Archivist of the United States and by the Administrator of General Services

**44 USC Chapter 31**

Records Management by Federal Agencies

**44 USC Chapter 33**

Disposal of Records

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>); Standard forms (SF) are available on the U.S. General Service Administration (GSA) Web site at <http://www.gsa.gov/portal/forms/type/SF>.

**DA Form 2-1**

Personnel Qualification Record

**DA Form 67-10-1**

Company Grade Plate (O1-O3; WO1-CW2) Officer Evaluation Report

**DA Form 67-10-2**

Field Grade Plate (O4-O5; CW3-CW5) Officer Evaluation Report

**DA Form 67-10-3**

Strategic Grade Plate (O6) Officer Evaluation Report

**DA Form 67-10-4**

Strategic Grade Plate (O7) Officer Evaluation Report

**DA Form 71**

Oath of Office - Military Personnel

**DA Form 638**

Recommendation for Award

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1506**

Statement of Service - For Computation of Length of Service for Pay Purposes

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166-8**

NCO Evaluation Report

**DA Form 4037**

Officer Record Brief

**DA Form 4187**

Personnel Action

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 149**

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

**DD Form 220**

Active Duty Report

**DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

**DD Form 1966**

Record of Military Processing - Armed Forces of the United States

**DD Form 2875**

System Authorization Access Request (SAAR)

**SGLV Form 8286**

Servicemembers' Group Life Insurance Election and Certificate (Available at <http://www.benefits.va.gov/INSURANCE/resources-forms.asp>)

**SF 180**

Request Pertaining to Military Records

## **Glossary**

### **Section I Abbreviations**

#### **ABCMR**

Army Board for Correction of Military Records

#### **ACED**

Army Continuing Education Division

#### **ACM**

access control manager

#### **ADOS-RC**

active duty for operational support-reserve component

#### **AER**

academic evaluation report

#### **AGR**

Active Guard Reserve

#### **AMEDD**

Army Medical Department

#### **AMHRR**

Army Military Human Resource Record

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ASBS**

Army Selection Board System

#### **ATRRS**

Army Training Requirements and Resource System

#### **BN**

battalion

#### **BDE**

brigade

#### **CAC**

common access card

#### **CDR**

commander

#### **CLEP**

College Level Examination Program

#### **CRSC**

Combat-related special compensation

#### **CVEDI**

civilian education institution

**DA**

Department of the Army

**DA Pam**

DA Pamphlet

**DANTES**

Defense Activity for Non-Traditional Education Support

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense (Forms)

**DIEMS**

date initially entered Military Service

**DL**

distance learning

**DM**

domain manager

**DOD**

Department of Defense

**DODD**

Department of Defense Directive

**DODFMR**

DOD Financial Management Regulation

**DODI**

Department of Defense Instruction

**eMILPO**

electronic military personnel office

**EO**

executive order

**FOIA**

Freedom of Information Act

**HR**

human resources

**HRC**

U.S. Army Human Resources Command

**iPERMS**

integrated Personnel Electronic Records Management System

**IV**

Index/Validation

**JTD**

joint table of distribution

**KSD**

key supporting document

**MBF**

My Board File

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MPD**

military personnel division

**MTOE**

modification table of organization and equipment

**NACES**

National Association for Credential Evaluation Service

**NCOER**

noncommissioned officer evaluation report

**NGB**

National Guard Bureau

**OER**

officer evaluation report

**OMPF**

Official military personnel file

**ORC**

official records custodian

**ORC-ACM**

official records custodian-access control manager

**PII**

personally identifiable information

**QC**

quality control

**ROTC**

Reserve Officers' Training Corps

**RM**

records manager

**RRT**

records review tool

**S1**

adjutant

**SAAR**

System Authorization Access Request

**SF**

Standard form

**SGLI**

Servicemen's Group Life Insurance

**SSN**

social security number

**TDA**

table of distribution and allowances

**TDY**

temporary duty

**.tiff/.tif**

tagged image file format

**TSGLI**

Traumatic Servicemembers' Group Life Insurance

**UA/RPAC**

unit administrator in Reserve personnel action center

**UIC**

unit identification code

**UMR**

unit manning report

**U.S.**

United States

**USAR**

U.S. Army Reserve

**USC**

United States Code

**Section II****Terms****Army Military Human Resource Record**

The permanent, historical, and official record of a Soldier's military service. The AMHRR is an umbrella term encompassing HR records to include, but not limited to, the OMPF, finance related documents, medical accession, retention, and/or separation records, and non-service related documents deemed necessary by the Army.

**Allied documents**

Attachments to a document that have no meaning if viewed alone but are a necessary part of the primary document.

**Custodian**

The person responsible for the safe storage, maintenance, and control of personnel records.

**Career management individual file**

The personnel record kept by DA career management activities for making duty assignments and assisting in other personnel management decisions. The career management individual file has been eliminated.

**Document**

A numbered document or other paper that is filed in personnel records.

**Individual military personnel records (also called personnel records or records)**

A collection of documents maintained as a single entity that pertains to the military career of a particular Soldier.

**Brigade or battalion adjutants, unit administrators, or military personnel division**

The activity that provides records maintenance support to the Soldier's unit.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 104894-000**