Army Regulation 600–8–104

Personnel-General

# Army Military Human Resource Records Management

Headquarters
Department of the Army
Washington, DC
7 April 2014

**UNCLASSIFIED**

# SUMMARY of CHANGE

AR 600–8–104
Army Military Human Resource Records Management

This major revision, dated 7 April 2014-

o  Reinstates the official military personnel file as part of the Army Military Human Resource Record; redefines the Army Military Human Resource Record (para 1-6).

o  Adds the requirement to submit a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to add a document type to the list of documents required for filing in the Army Military Human Resource Record (para 1-6*c*).

o  Updates records manager responsibilities (para 1-9*d*).

o  Adds duties for official records custodians designated as access control managers and defines justification for interactive Personnel Electronic Records Management System access (para 2-3).

o  Defines misuse of personally identifiable information (para 2-4).

o  Updates policy for granting access to the Army Military Human Resource Record and associated records stored in the interactive Personnel Electronic Records Management System (chap 2, sec II).

o  Provides guidance on requesting copies of a Soldier's record for investigative purposes (paras 2-9 and 2-10).

o  Defines more clearly the initiation of the Army Military Human Resource Record (para 3-3).

o  Defines accession and retention documents (para 3-4).

o  Adds policy for removing documents from the official military personnel file (para 3-6).

o  Adds policy for reviewing the personnel and finance record in the Army Military Human Resource Record (para 3-7).

o  Changes policy regarding filing of Army Military Human Resource Record documents in interactive Personnel Electronic Records Management System from authorized to required (para 3-9).

o  Defines the use of DA Form 1613 (Records Cross Reference) (para 3-11).

o  Adds additional information on Army Military Human Resource Record folders (table 4-1).

o  Adds policy on updating data related to the Record Brief (Enlisted Record Brief, DA Form 4037 (Officer Record Brief) and DA Form 2-1 (Personnel Qualification Record) (chap 5).

**Headquarters**
**Department of the Army**
**Washington, DC**
**7 April 2014**

**\*Army Regulation**
**600–8–104**

**Effective 7 May 2014**

**Personnel-General**

# Army Military Human Resource Records Management

By Order of the Secretary of the Army:

**RAYMOND T. ODIERNO**
*General, United States Army*
*Chief of Staff*

Official:

*[signature]*

**GERALD B. O'KEEFE**
*Administrative Assistant to the*
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policies governing the Army Military Human Resource Records Management Program per DODI 1336.08.

**Applicability.** This regulation 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 regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation 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 regulation 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.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix D).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Commander, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

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

## Contents (Listed by paragraph and page number)

*\*This regulation supersedes AR 600–8–104, dated 2 August 2012.*

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# Chapter 1
## Introduction

### Section I
### Overview

### 1–1. Purpose
This regulation prescribes Army policy for the creation, utilization, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR).

### 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 special terms used in this regulation are explained in the glossary.

### 1–4. Responsibilities
See section II for responsibilities.

### 1–5. Statutory and regulatory requirements:
   *a.* United States Code, Title 44, Chapters 29, 31, and 33 (44 USC 29, 31, and 33).
   *b.* The Privacy Act of 1974 (as amended) (5 USC 552a).
   *c.* Department of Defense Directive (DODD) 5015.2.
   *d.* Department of Defense Instruction (DODI) 1336.08.
   *e.* Army Regulation (AR) 25–400–2.

### 1–6. Army Military Human Resource Record purpose
The naming convention AMHRR is an umbrella term encompassing human resource (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.
   *a.* The AMHRR is archived in the interactive Personnel Electronic Records Management System (iPERMS) which has been identified as a Records Management Application for the Army.
   (1) The AMHRR is the historical and authoritative source for authentication of veteran or service related benefits, entitlements, and services.
   (2) There is no maximum number of documents allowed for filing in the AMHRR.
   (3) There are documents in the AMHRR that reside outside of the OMPF and are not part of the permanent record that is transferred to the National Archives and Records Administration (NARA).
   (4) The folder structure of the non-OMPF folders within the AMHRR are described in table 4–1.
   (5) Non-OMPF documents within the AMHRR assist the Army in preserving valid information on a Soldier for a specific period of time. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued.
   *b.* The OMPF is defined as permanent documentation within the AMHRR that documents facts related to a Soldier during the course of his or her entire Army career, from time of accession into the Army until final separation, discharge, or retirement.
   (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 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 NARA as a public record.
   (3) The folder structure in the OMPF is described in table 3–1.
   *c.* This regulation is the authoritative source and supersedes guidance in any other regulation regarding the filing of documents in the AMHRR. If documents are identified by policy proponents as necessary additions to the AMHRR, a DA Form 2028 (Recommended Changes to Publications and Blank Forms) will be submitted to the official records custodian (ORC) for approval and integration.

### 1–7. Official records custodian purpose
The ORC for Active Component and U.S. Army Reserve (USAR) is the U.S. Army Human Resources Command's (HRC) Army Personnel Records Division. The ORC for the Army National Guard (ARNG) is the Chief, Personnel

Division (ARNG–HRP). The ORC is to serve as the authoritative source for record and document filing into iPERMS while facilitating document transmission and storage from various field locations and systems into the AMHRR.

## 1–8. Records manager purpose
The records manager (RM) is the servicing military personnel divisions (MPDs), battalion or brigade adjutants (S1s), unit administrators (UAs), Reserve personnel action centers, or any other individual authorized to service the AMHRR, regardless of component. RMs conduct the Web uploading of Soldier records and documents to iPERMS within 20 duty days of the document being produced and associated actions completed. The RM is the designated liaison for communicating to the ORC updates and changes to Soldier records.

## Section II
## Responsibilities

## 1–9. Deputy Chief of Staff, G–1
The DCS, G–1 develops personnel policies, rules, and procedures relating to the AMHRR and its management program to support the statutory and Department of Defense (DOD) directed goals, objectives, and requirements.

*a. Commanding General, U.S. Army Human Resources Command.* The CG, HRC establishes standards and mandatory operating procedures for the AMHRR Management Program.

*b. The Adjutant General Directorate.* The Human Resources Command, Adjutant General and Directorate is responsible for the development of policy to support the statutory and DOD directed goals, objectives, and requirements to ensure the operational efficiency of the AMHRR and its management program. The Army Personnel Records Division will recommend policy changes and act as the executing agency for changes to the AMHRR while ensuring compliance with the provisions of this regulation and associated DODDs.

*c. Official records custodian.* The Chief, Army Personnel Records Division is designated as the Army's personnel record custodian with authority pertaining to all Active Component and USAR Soldiers, retired Soldiers, and Army veterans whose records are stored in iPERMS and at the National Personnel Records Centers (NPRC). This authority may not be further delegated. The delegation of this authority does not affect the ARNG personnel record custodian responsibilities in paragraph 1–10. The ORC (para 1–7) has responsibility for all AMHRR for Soldiers discharged, retired, or deceased stored in iPERMS or at NPRC. All hard copy Army personnel records for Soldiers discharged, retired, or deceased while in service, prior to 1 October 2002 are stored at the NPRC for 62 years after Soldier's separation, retirement, or decease while in service. Records for Soldiers discharged, retired, or deceased while in service, after 30 September 2002 are stored in iPERMS for 62 years after Soldier's separation, retirement, or decease while in service. Upon the 63rd year, records are transferred to the responsibility of NARA as a public record. At a minimum, ORC is also responsible for—

(1) Processing and indexing documents received from RMs and other sources in accordance with standard operating procedures and appendices B and C. ORCs have the authority to delegate responsibility for indexing to RMs.

(2) Providing customer service support to RMs and Soldiers regarding the AMHRR and subsequent documents stored in or Web uploaded to iPERMS.

(3) Developing and managing policy related to the AMHRR.

(4) Developing and executing training for RMs and internal staff to ensure updated processes, procedures, and guidelines are implemented in daily operations.

(5) Providing user support to RMs.

(6) Managing content on digital sources of information to ensure that the most accurate information is available and provided to RMs and Soldiers.

(7) Managing the access control program and granting access to iPERMS in accordance with procedures outlined in chapter 2, section II.

(8) Resolving duplicate, inverted, erroneous, fraudulent, or incorrectly filed documents with the exception of evaluation reports, DA Forms 67–10 Series (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 versions of this form, hereafter referred to as officer evaluation report (OER); DA Forms 2166–8 (NCO Evaluation Report) and all previous versions of this form, hereafter referred to as the noncommissioned officer evaluation report (NCOER); DA Forms 1059 (Service School Academic Evaluation Report); and DA Forms 1059–1 (Civilian Institution Academic Evaluation Report).

*Note.* Chief, Appeals and Corrections Section of the Evaluations, Selections, and Promotions Division is responsible for the correction and management of evaluation report appeals.

*d. Records manager.* At a minimum, RMs are responsible for—

(1) Assisting Soldiers in their annual review of their individual record brief, also known as the enlisted record brief, DA Form 4037 (Officer Record Brief), or the Reserve Component's DA Form 2–1 (Personnel Qualification Record), or any version of a Soldier's individual record brief (hereafter known as the appropriate record brief), all pay entitlements,

and the AMHRR to ensure the record is accurate, and contains all required documents. Additionally, RMs will ensure all documents Web uploaded to iPERMS are listed in, and meet the filing requirements of appendix B. (See app B for additional information).

(2) Contacting HRC, Army Personnel Records Division for questions regarding records processing into iPERMS and technical guidance. ARNG Soldiers contact the State headquarters or their UAs for assistance.

(3) Ensuring that all required documents are Web uploaded and verified in the AMHRR in accordance with this regulation.

(4) 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.

(5) Following local management control and safeguarding procedures. RMs are not authorized to release records to third parties.

(6) 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 25 and 101. Terms are as follows:

*(a) Removal.* Attempting to solicit another iPERMS user to remove a legitimate document.

*(b) Mutilation.* Changing the appearance or function of the document.

*(c) Destruction.* Physically destroying a document required, but not currently contained, in a Soldier's AMHRR.

*(d) Falsification.* Altering, changing, or forging the document for the purpose of misleading or misrepresenting the document.

*e. Soldier.* All Soldiers, regardless of component, are responsible for updating their individual AMHRR. Soldiers must keep their personnel records updated at all times by routinely reviewing their record online. Soldiers are encouraged to maintain original copies of all documents submitted for Web upload to the AMHRR. At a minimum, Soldiers will—

(1) Review the appropriate record brief as applicable, all pay entitlements, and AMHRR, at least annually with their designated RM, to ensure the record is accurate and contains all required documents (see app B for additional information).

(2) Contact their RM for guidance or questions regarding the AMHRR or to Web upload required documents to the AMHRR.

(3) Engage their chain of command and/or noncommissioned officer support channel for assistance and guidance, as needed.

(4) Obtain a copy of their AMHRR as part of their final out-processing upon separation or retirement from their component at https://www.hrcapps.army.mil/portal.

(5) If separating from any component of the Army, obtains a DOD Self-Service (DS) logon from the eBenefits Web site to gain access to their AMHRR without a common access card at www.ebenefits.va.gov.

## 1–10. Chief, National Guard Bureau
The Chief, NGB, or his designee, will participate, in conjunction with the DCS, G–1, in the development of policy to support the statutory and DOD directed goals, objectives, and requirements of the AMHRR and its management program. The Chief, NGB, or his designee, will recommend National Guard policy changes to the DCS, G–1 regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DOD policy.

## 1–11. Chief, Army Reserve
The Chief, Army Reserve will participate, in conjunction with the DCS, G–1, in the development of policy to support the statutory and DOD directed goals, objectives, and requirements of the AMHRR and its management program. The Chief, Army Reserve will recommend USAR policy changes to the DCS, G–1 regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DOD policy.

## 1–12. Commanders of all Army commands and State Adjutants General
The commanders of all Army commands, Army service component commands, direct reporting units, and agency directors will monitor and assist in the administration of the AMHRR and its management program to ensure compliance with policies and mandated tasks established by this regulation. The Chief, NGB shall communicate with State Adjutants General and coordinate with them to ensure their assistance in monitoring and administering the AMHRR and its management program.

## 1–13. Commandant, Adjutant General School
The Commandant, Adjutant General School will ensure the development and dissemination of training products that incorporate the provisions of this regulation.


# Chapter 2
# Access to the Interactive Personnel Electronic Records Management System

## Section I
## Overview

## 2–1. Purpose
This chapter prescribes Army policy for granting levels of access to records within iPERMS.

## 2–2. Privacy Act
Information and records contained in iPERMS are governed by the Privacy Act of 1974 and AR 340–21, the Army Privacy Program. The Privacy Act Statement in figure 2–1 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 social security numbers (SSNs) to associate documents to a specific Soldier's record. This is considered an acceptable use per Enclosure 2, paragraph 2a of DODI 1000.30.

*a.* Authorized ORCs, RMs, authorized officials, or anyone else granted access to iPERMS will adhere to the Privacy Act of 1974 and the Army Privacy 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" (FOUO) and will be protected to prevent unauthorized access or disclosure.

| PRIVACY ACT STATEMENT |
|---|
| • **Authority:** 10 USC 3013, AR 600-8-104, and Executive Order (EO) 9397 (SSN) as amended. |
| • **Principal purpose:** This information will be used to verify the identity of authorized official users of the Army Military Human Resource Record (AMHRR). |
| • **Routine uses:** 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. |
| • **Disclosure:** Voluntary; however, failure to provide the requested information will result in denial of access to the AMHRR and other personnel folders. |

| REQUIRED INFORMATION |
|---|
| • **iPERMS Users**<br>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. |
| • **Soldiers**<br>• **Why do we need your name and social security number?**<br>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. |
| • **Is it safe?**<br>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. |

**Figure 2–1. Privacy Act**

## Section II
## Interactive Personnel Electronic Management System Access and Use

### 2–3. Official records custodians designated as access control manager

ORCs, as defined in paragraph 1–7, 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 2–1 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 2–7.

  *d.* The ORC–ACM and domain managers (ACMs) 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 authorized period if an updated access request has not been submitted, whichever comes earlier.

*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.

## 2–4. 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 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 or local inspector general. Misuse of PII is a violation of access and can result in removal of iPERMS access. Examples of PII violations are—

*a.* Viewing or downloading a Soldier's AMHRR without a mission requirement (for example, public notoriety).

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

## 2–5. 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.

## 2–6. 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 DS logon per website: https://www.ebenefits.va.gov.

## 2–7. Access for third party requestors and routine users
The following guidance applies to access inquiries made by third party requestors and routine users.

*a.* 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.

*b.* Routine users are defined as 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.

(1) 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 2–9 and 2–10.

(2) 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 (GS) 11 equivalent or above. Requests for access to the restricted folder must be signed by a colonel/O–6 or GS–14.

(3) Detailed instructions on obtaining iPERMS access can be found at https://www.hrc.army.mil/TAGD/iPERMS% 20Access.

## 2–8. 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.

## 2–9. Release of information for Active Component and U.S. Army Reserve
The following guidance applies to special inquiries 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. 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.

**2–10. 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.

**2–11. Access guide**

The following Department of the Army (DA) and other agencies identified in table 2–1 are authorized to access the identified folders within the AMHRR for the specific purposes listed.

*a.* Refer to paragraph 2–7 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 domain managers will grant permission with concurrence from the State military personnel office.

*c.* The CG, 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 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 battalion/brigade command or key-billet.

(5) Selection for appointment to brigade-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) Equal opportunity advisor nominees.

(12) Department of the Army Noncommissioned Officer and Soldier of the Year Candidates.

(13) Selection as an enlisted aide.

**Table 2–1**
**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 OMPF. | P, E, S, R, M, A, PH<br><br>USAR personnel, to include Active Guard Reserve (AGR). |
| DA | Chief, NGB | Personnel operations and administration requiring referral to OMPF. | P, E, S, M, A, PH<br><br>ARNG personnel only, to include AGR. |
| DA | Office of the Chief, Army Reserve | Personnel operation and administration requiring referral to OMPF. | P, E, S, R, M, A, PH<br><br>USAR personnel, to include AGR. |
| DA | Army Review Boards Agency | Individual case determinations and actions requiring referral to OMPFs. | All folders<br>Active and Reserve Components. |
| DA | Office of the CG, HRC | Personnel operations and administration requiring referral to OMPF. | All folders<br>Active and USAR personnel. |
| DA | Office of the Adjutant General | Personnel operations and administration requiring referral to OMPF. | P, E, S, R, M, A, PH, CRSC[1]<br><br>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 OMPF of E–9. | P, E, S, M, A, R |
| DA | Casualty and Memorial Affairs | Personnel operations and administration requiring referral to OMPF. | S, M |
| DA | Retired/Separations Activities Divisions and Transition Centers | Personnel operations and administration requiring referral to OMPF. | 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<br><br>Chaplain records only. |
| 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<br>(Active and USAR)<br><br>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<br><br>For NGB records, requestor must submit specific records request to ng.ncr.arng,mbx.ngb-perms-arng@mail.mil |

**Table 2–1**
**iPERMS access guidelines—Continued**

| 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<br><br>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<br>For personnel being managed by Judge Advocate General only.<br><br>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 Army Medical Department (AMEDD) Personnel Support Agency | Personnel management and professional development determinations and actions requiring referral to OMPFs. | P, E, S, M, A<br><br>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<br><br>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<br>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<br>E and R access determined by mission. |
| | Personnel Information Systems Directorate and Field Services Division, HRC | Data management and accuracy. | P, S, M, A<br><br>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<br>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<br><br>For NGB records, requestor must submit specific records request to ng.ncr. arng,mbx.ngb-perms-arng@mail.mil |
| DA | MPD, brigade combat team, and personnel service battalion | 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<br>For units within unit identification code structure |
| Commanders | Commanders at all levels (includes brigade and battalion S1s, UAs, Reserve personnel action center, and HR providers) | Personnel management, personnel operation, and administration requiring referral to the OMPF. | P, S, M, A<br>For units within unit identification code structure |

**Table 2–1**
**iPERMS access guidelines—Continued**

| Soldier | Soldiers or their representatives (duly authorized in writing) | As authorized in paragraphs 2–6 and 2–7. | All folders |
|---|---|---|---|

Notes:
[1] The following abbreviation is introduced: CRSC (Combat-Related Special Compensation).

# Chapter 3
# Army Military Human Resource Records Management Program

### 3–1. Overview
The AMHRR Management Program is an essential military personnel information management program. The program outlines responsibilities for the archiving and storage of data, information, and documents required for filing in the AMHRR. Personnel information and documents that comprise the AMHRR are processed into iPERMS for storage and future use.

### 3–2. Responsibilities
The ORCs have the legal responsibility to maintain the AMHRR as an official Government record in iPERMS. The AMHRR Management Program outlines, at a minimum—

*a.* Policy and responsibility for AMHRR management and processing in accordance with authority outlined in chapter 1.

*b.* Procedures for AMHRR life cycle management, including the creation, maintenance, use, and disposition of the AMHRR in accordance with 44 USC 29 and 31.

*c.* Procedures for implementing and monitoring the AMHRR life cycle management.

*d.* Procedures for protecting personal information in accordance with the Privacy Act of 1974 and the Army Privacy Program.

*e.* Procedures for ensuring that information and documents stored in the AMHRR are legally maintained and protected as an official Government record.

### 3–3. Initiation of the Army Military Human Resource Record
Initiating AMHRR documents 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:

*a.* Initial Oath of Enlistment and contract into any component of the Army.

*b.* Initial Oath of Enlistment and signed contracts into the programs for U.S. Military Academy and Reserve Officers' Training Course (ROTC) cadets.

*c.* The enlistment contract of persons identified for follow-on training with the officer candidate school and warrant officer candidate school.

*d.* The first signed contract of any person on a path to direct commission.

### 3–4. Accession and retention documents in the Army Military Human Resource Record
All existing inactive records and previous records of prior military service 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.

### 3–5. Storage location of the official military personnel file and the Army Military Human Resource Record
*a.* OMPF records pertaining to a Soldier currently serving, discharged, retired, or deceased while in service on or after 1 October 2002 are maintained in iPERMS. Official information and documents stored in the OMPF or other previously authorized files prior to 1 October 2002 are maintained at the NPRC in St. Louis, Missouri and are in paper or microfiche format. Records belonging to individuals experiencing a break in service on or prior to the 1 October 2002 timeframe may have a paper, microfiche, and iPERMS record. For access to records maintained at NPRC, go to http://www.archives.gov/st-louis/.

*b.* The AMHRR, excluding the OMPF, is a collection of nonpermanent documents with various retention periods. These documents are stored in iPERMS until the end of the retention period; they will not be transferred to the NPRC.

### 3–6. Authority for filing or removing documents in the Army Military Human Resource Record folders

Only documents pertaining to a Soldier's military career per appendices B and C will be filed in the AMHRR. 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 (as defined in table 3–1), 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 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 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.

*e.* Upon end of retention period for nonpermanent documents contained in table 4–1 folder structure.

### 3–7. Review of the personnel and finance record within the Army Military Human Resource Record

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 HR providers 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.* Soldiers and RMs are required to conduct a review of their personnel and finance record using the record review tool in iPERMS during in-processing to a new duty station, annually thereafter and prior to separation from the Army.

(1) Brigade and battalion S1s, UAs, and installation MPDs will assist Soldiers in maintaining accurate and complete records by supporting the annual record review for personnel and finance records, and uploading and verifying receipt of required documents to iPERMS.

(2) The personnel record review consists of ensuring that data on the record brief is correct and supporting documents required for filing in the AMHRR are present in iPERMS before updating entries on the record brief.

(3) The finance record review consists of reviewing all pay entitlements listed on the current leave and earnings statement and ensuring the key supporting documents required for filing in the AMHRR are identified and present in iPERMS.

(4) S1s and UAs will establish local procedures to notify Soldiers for their annual records review and to assist commanders in tracking compliance with the annual records review requirement.

*b.* Requirements for the Soldier and S1, UA, and/or MPD annual record review include—

(1) Assist Soldiers in updating, validating, and uploading substantiating documents, as needed.

(2) Soldiers. Ensure their record is accurate, free of errors, and representative of their service.

(3) Leaders. Emphasize to Soldiers the advantages and importance of maintaining accurate personnel records when being considered for future assignments, promotions, retention, and professional development opportunities. Leaders are encouraged to use the "My Board File" certification report tool to track the status of board file view/certification data for Soldiers eligible for upcoming DA selection boards. This report can be viewed at https://www.hrc.army.mil.

*c.* Management and supervisory controls. Commanders, G–1s, and directors of HR must supervise, inspect, and assess this HR support function during organizational inspection programs and other assessment methods. MPDs, S1s, and UAs must maintain the HR system access and proficiency to update the appropriate HR systems (for example, iPERMS, electronic military personnel office (eMILPO), Total Officer Personnel Management Information System, Active Guard Reserve Management Information System, Regional Level Application Software, and so forth).

### 3–8. Management of official military personnel file folders

The OMPF is reflective of a Soldier's permanent record stored in iPERMS. There are various folders within the OMPF, which document a Soldier's military career. Not every Soldier's OMPF will have the same number and types of folders. The types and number of folders contained within the OMPF will differ based on career path and status. For a complete listing of folders authorized for inclusion in the OMPF see table 3–1.

**Table 3–1**
**Official military personnel file folders in the Army Military Human Resource Record**

| Primary Folder | Secondary Folder | Description |
|---|---|---|
| Performance | Evaluation (EVAL)<br>Education (EDUC)<br>Commendatory (COMM)<br>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)<br>Administrative (ADMIN)<br><br>Compensation | The service folder contains general, administrative, and service documents and data.<br><br>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 paragraph 3-10. |
| Flight | Flight | The flight folder contains aviation service documents. |
| Medical | Health (HEA)<br>Dental (DEN) | The medical folder contains health information, such as accession/retention/separation medical documents and periodic health assessment. |
| State/territory | State awards (STATEA)<br>State miscellaneous (STATEM) | The state/territory folder contains documents referencing state awards and personnel actions. |

## 3–9. Required Army Military Human Resource Record documents

The ORC is responsible for reviewing and validating the documents required for filing in the AMHRR. If documents are identified by proponents as necessary additions to the AMHRR, a DA Form 2028 will be submitted to the ORC for approval and integration. Appendix B is the authoritative source for documents required for filing in the AMHRR and its subsequent folders. Appendix C is the authoritative source for obsolete AMHRR documents filed in the record.

## 3–10. Document masking in the interactive Personnel Electronic Records Management System

Document masking is the act of moving specifically identified documentation from the performance folder to the restricted folder within the AMHRR. Un-masking is the act of moving specifically identified documentation from the restricted folder back to the performance folder.

*a.* Masking of documentation will occur in the following manner:

(1) OERs for second lieutenant, first lieutenant, or warrant officer one will be moved to the restricted folder upon promotion to captain and chief warrant officer three.

*Note.* First lieutenant promotable OERs are not authorized for masking.

(2) For Soldiers transitioning from officer to enlisted or enlisted to officer military personnel classification, all Article 15 documents and letters of reprimand related to the previous military personnel classification will be moved to the restricted folder. All performance documents, which do not cross over from enlisted to officer or vice-versa, will be masked, with the exception of awards authorized for permanent wear. If the document can be earned by both officer and enlisted ranks then the document will not be masked.

*b.* Lieutenant OERs that represent time in command will be un-masked at the request of the rated officer. Submit requests to un-mask command OERs to usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil. For masking questions, ARNG Soldiers will contact their State domain manager.

## 3–11. Records cross reference

The ORC may move documents to the restricted folder including, but not limited to, lewd photographs (only as part of an adjudicated case) or third party information. DA Form 1613 (Records Cross Reference) will be placed in the original document location. Do not file classified documents in iPERMS.

## 3–12. Obsolete Army Military Human Resource Record documents

The ORC is responsible for identifying documents no longer required for filing in the AMHRR. Documents required for filing will be periodically reviewed by the ORC. If documents are identified by proponents as no longer necessary to the AMHRR, a DA Form 2028 will be submitted to the ORC for approval. Appendix C is the authoritative source for obsolete AMHRR documents.

### 3–13. Disposition of paper or microfiche records

For HR providers possessing documents in paper or microfiche format—

*a.* The military personnel records jacket, military personnel file, and career management information file are no longer authorized for use by any component. This does not eliminate the need for documents to be filed locally. Examples include, but are not limited to, local training records DA Form 705 (Army Physical Fitness Test Scorecard, weapons qualification record, and administrative documents, such as general counseling documents. The disposition of these documents is governed by AR 25–400–2 and the Army Records Information Management System (ARIMS).

*b.* Any paper or microfiche AMHRR documents discovered on former Soldiers discharged, retired, or deceased while in service before 1 October 2002 will be mailed to Commander, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5402. Upon receipt, the ORC will ensure documents are filed at NPRC. Any paper or microfiche AMHRR documents discovered for Soldiers currently serving, discharged, retired, or deceased while in service after 30 September 2002 will be Web uploaded to iPERMS by the RM. Upon verification, paper documents that have been successfully uploaded will be returned to the Soldier or destroyed. This can be verified by checking the Soldier's record in iPERMS or based on email notification that the batch was processed. If using email as verification, RMs will wait 7 days from receipt of email to destroy. Medical and Dental records for retired or separated personnel will be sent to Army Medical Department Record Processing Center (ARPC), 3370 Nacogdoches Road, Suite 116, San Antonio, TX 78217–3371.

## Chapter 4
## Management of Additional Folders in the Interactive Personnel Electronic Records Management System

### 4–1. Overview

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 time. Folders listed in table 4–1 are non-OMPF folders. Documents in these folders are not necessarily part of the permanent record and will not be transferred to NPRC. Appendix B is the authoritative source for documents authorized for filing in folders listed in table 4–1. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued.

**Table 4–1**
**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, Reserve, 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. |

**Table 4–1**
**Army Military Human Resource Record (non-official military personnel file) folders—Continued**

| Primary folder | Secondary folder | Description |
|---|---|---|
| | 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. |

## 4–2. Filing instructions for additional folders

*a.* The official DA photograph is governed by AR 640–30. iPERMS will maintain the DA photo for all Soldiers authorized an official photograph except general officers, Regular Army second lieutenants, and warrant officers one (see AR 640–30). Photographs that have expired (over 5 years have passed since the date the photograph was taken), photographs of discharged Soldiers, and photographs from previous military personnel classifications will be purged from iPERMS.

*b.* The CRSC/TSGLI folder in iPERMS is governed by 10 USC 1413a and the National Defense Authorization Act of 2008 (Public Law 110–181). Documents authorized for filing in the CRSC/TSGLI folder will be kept for 10 years from the creation in this folder. Authorized documents include:

(1) DD Form 2860 (Claim for Combat-Related Special Compensation (CRSC)).

(2) Copy of 10 USC Chapter 61 medical board results (Chapter 61 claimants only).

(3) Copies of all Veterans Affairs rating decisions to include the letter, summary narratives, and screen page from the National Veteran's Training Institute (VETSNET) Web site (http://www.nvti.ucdenver.edu/vetsnet/v19no5/about.html).

(4) Copies of all DD Forms 214 (Certificate of Release or Discharge from Active Duty), DD Forms 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), NGB Forms 22 (Report of Separation and Record of Service), and DD Forms 220 (Active Duty Report).

(5) Medical records supporting how the disability being claimed was combat-related.

(6) Current medical documentation related to injury.

(7) Proof of being in the area where injury or illness occurred. Documents authorized for proof include:

*(a)* DA Form 2–1.

*(b)* DA Form 2A (Personnel Qualification Record, Part 1 - Enlisted Peacetime) (Inactive).

*(c)* Orders.

*(d)* OER or NCOER.

*(e)* Any other official document proving assignment to area.

(8) Copies of medical and physical evaluation board proceedings, if applicable.

(9) Army Review Board Agency results, if applicable.

(10) Copies of all awards granted.

(11) Copies of all military orders including separation orders.

(12) Copies of line of duty investigations.

(13) Letter and comrade statements from veteran.

(14) Copies of finance documents (compensation, correspondence, and Soldier's retirement information).

*c.* The TSGLI folder in iPERMS is governed by the National Defense Authorization Act for Fiscal Year 2005, Section 1032 of the Emergency Supplemental Appropriations Act for Defense (Public Law 109–13). Documents authorized for filing in the TSGLI folder will be kept for 10 years from the creation in this folder. Authorized documents include:

(1) SGLV 8600 (Application for TSGLI Benefits) or parts thereof.

(2) TSGLI letters to the Soldier for incomplete or ineligible claims, or decision on TSGLI claim.

(3) Letters referring the Soldier to the Army Review Board Agency.

(4) Medical documentation supporting the claim.

(5) Letters or requests from the Soldier requesting reconsideration or appeal.

(6) Copies of medical and physical evaluation board proceedings, if applicable.

(7) Army Review Board Agency results, if applicable.

(8) Copies of line of duty investigations.

(9) Copies of powers of attorney or guardianship.

*d.* The deployment/mobilization folder contains active duty, Reserve, and ARNG deployment/mobilization documents.

*e.* The administrative folder is governed by the ORC and is designed to store DA level documents that are not authorized for filing in the AMHRR. This folder will not be used as a local file. Documents authorized for filing in the administrative folder are referenced in appendix B. The finance folder contains finance documents.


# Chapter 5
# Updating Data Related To The Record Brief

## 5–1. Overview
This chapter explains the documents required and the processes for updating specific data on the appropriate record brief. The brigade S1 personnel automation section chiefs, UAs, and MPDs will utilize personnel automation tools to correct personnel records.

## 5–2. Home of record
The term "home of record" means 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 (Oath of Office - Military Personnel), active duty letter/order, appointment order, DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States), 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 S1, UA - Reserve personnel action center, and/or MPD channels.

*c.* Requests for changes to home of record, 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 18th Street South, Suite 385, Arlington, VA 22202–3531. See the ABCMR Web site at http://arba.army.pentagon.mil/abcmr-overview.cfm for filing instructions.

## 5–3. Date of initial entry to military service or date of initial entry to Uniformed Services
The date of initial entry to military service (DIEMS) or date of initial entry to Uniformed Services is the date an individual enlisted (Active or Reserve Component) into military service for the first time. This date is fixed and does not change. Departing the military and rejoining 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 a ROTC scholarship program or 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 or her DIEMS date or believes his or her records show an incorrect DIEMS date, the Soldier should contact his or 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 18th Street South, Suite 385,

Arlington, VA 22202–3531. See the ABCMR Web site at http://arba.army.pentagon.mil/abcmr-overview.cfm for filing instructions.

## 5–4. Name change or correction
A legal name change or correction will be requested on DA Form 4187 (Personnel Action) and signed by the company commander. The request is approved by the servicing MPD, brigade S1, or UA - Reserve personnel action center (USAR only). The approval authority will use the DA Form 4187 and source documents to prepare a legal name change approval memorandum.

*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.

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

## 5–5. 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, brigade S1, or UA - Reserve personnel action center (USAR only). The servicing MPD, brigade S1, or UA - Reserve personnel action center (USAR only) will use the DA Form 4187 and source documents to prepare the approval/disapproval memorandum for necessary change.

*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 approval memorandum to iPERMS. The approval authority is also responsible for ensuring that name change or correction is properly recorded in the prescribed HR system.

## 5–6. Citizenship
The process for becoming a United States citizen can be found on the HRC Web site at https://www.hrc.army.mil/tagd/soldiers%20guide%20to%20citizenship and on the United States Customs and Immigration Services Web site at http://www.uscis.gov/portal/site/uscis.

## 5–7. Statement of service
A statement of service letter for Soldiers currently serving in any component can be obtained through the servicing brigade or battalion S1, MPD, or UA - Reserve personnel action center (USAR only). 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.

## 5–8. 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 (DODFMR) 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, DD Form 220, NGB Form 22, NGB Form 22a (Correction to NGB Form 22), NGB Form 23 (Chronological Statement of Retirement Points) (Inactive), NGB Form 23A (Army National Guard Current Annual Statement), NGB Form 23A1 (Army National Guard Retirement Points Statement Supplemental Detail Report), NGB Form 23C (Army National Guard Retirement Points Statement Application for Retired Pay), NGB Form 23D (Notification of Eligibility for Retired Pay for Non-Regular Service (20 years)), and/or other approved service documents. Contact the servicing MPD, brigade or battalion S1, UA - Reserve personnel action center (USAR only), 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.

## 5–9. Assignment information

Assignment history starts with the military entrance processing station information found on the current DD Form 4 and includes basic training, advanced individual training, and all permanent change of station assignments to the present. Official source documents include permanent change of station orders and awards, OERs, and NCOERs. Active duty time/assignments, troop program unit time, any period of time a Soldier is mobilized in a Title 10 status are recorded on the appropriate record brief. If mobilized for contingency operations this can be listed as tour credit on the appropriate record brief.

*a.* Assignment/duty information is updated by the servicing MPD, brigade or battalion S1, or UA - Reserve personnel action center (USAR only). Update of this information is governed by modification table of organization and equipment and/or tables of distribution and allowances slotting rules, eMILPO functional guidance, or manuals for prescribed HR system, and AR 600–8–6.

*b.* 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. Basic training and advanced individual training entries will be deleted upon arrival to first permanent duty station. 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.

*c.* General rule(s) for updating assignment history include:

(1) Unit identification code and description of unit of assignment Soldier is assigned to should match the OER or NCOER for that timeframe. Refer to the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(2) The title of the position to which the Soldier is currently assigned as reflected in the authorization document, modification table of organization and equipment, tables of distribution and allowances, or joint table(s) of distribution should match the duty title found on the OER or NCOER for that timeframe. Refer to the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(3) The duty military occupational specialty specified in the modification table of organization and equipment, tables of distribution and allowances, or joint table(s) of distribution should match duty military occupational specialty on the OER or NCOER for that timeframe. Refer to DA Pamphlet (Pam) 611–21 and the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(4) The additional skill identifier specified in the modification table of organization and equipment, tables of distribution and allowances, or joint tables(s) of distribution 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.

(5) The language indicator code contained in the table of organization and equipment or tables of distribution and allowances for the duty position. Displayed in assignment information only if required by duty position.

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

(7) In all instances, the duty title/principal duty assignment history located on the appropriate record brief will reflect in the "Duty Title" the following assignment "SOLDIER IN TRANSITION" for all Soldiers assigned or attached as patients to a Warrior Transition Unit or Community Based Warrior Transition Unit.

## 5–10. 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 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). Refer to eMILPO functional guidance and prescribed personnel system user manual for guidance on update procedures.

## 5–11. 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 battalion, battery, brigade, 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, brigade or battalion S1, or UA - Reserve personnel action center (USAR only). The brigade S1 personnel automation section chief utilizes personnel automation tools to correct personnel records.

## 5–12. Casualty documents

Casualty documents are governed by AR 600–8–1. Army casualty documents include DD Form 93 (Record of Emergency Data) and SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate). The AMHRR within iPERMS is the official records repository for all DD Forms 93 and the SGLV 8286 (and previous versions) forms.

*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 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 record 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 (Regular 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 5 USC 552a.

*d.* The Servicemembers' Group Life Insurance (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 8286 refer to AR 600–8–1 and the eMILPO functional guidance.

## 5–13. 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 OMPF 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. Information on various civilian awards is found in AR 672–20. 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.* Refer to AR 600–8–22 for rules on foreign awards and unit awards.

## 5–14. 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 Army Continuing Education Division (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, 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 a 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 test was passed

*(b) Medical degree award date.* Enter the medical degree (MD) 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 (DDS) 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) 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 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.

(5) The initial data entry will be changed to reflect most recent school attended, an accumulated total of semester hours credited, and year the last course was completed.

(6) 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. Foreign school transcripts must be accompanied with an evaluation by a member of the National Association of Credential Evaluation Services (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. All diplomas from accredited schools must be accompanied by the transcript that supports the awarded degree.

*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, military occupational specialty, additional skill identifier, or skill qualification identifier that makes a direct contribution to proficiency in a particular specialty skill identifier or military occupational specialty. For all schools and courses, an entry will be made for successful completion of any course of instruction conducted under military sponsorship or direction.

(2) Basic criteria for military education course code include the following:

*(a)* Course must be listed in the Army Training Requirements and Resource System.

*(b)* Resident course hours with a minimum of 40 hours per 1 week per 5 days of instruction.

*(c)* Distance learning course completion.

*1.* Structured self-development courses (as a part of the Noncommissioned Officer Education System) will be entered upon completion.

*2.* Subcourses will not be accepted for recording on the appropriate record brief. Contact ACED via email at usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil to discuss specific exceptions.

*d. Request to record courses.* Request for authority to record courses of instruction not provided for in this regulation will be submitted to ACED at usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil. A description of the course content and all source documents must be included in the request for approval. Requests pertaining to resident courses of instruction less than 40 hours in duration will not be approved unless they are exceptionally significant to the military service.

*e. 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.

## 5–15. 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.

## Appendix A
## References

### Section I
### Required Publications

**DODI 1000.30**
Reduction of Social Security Number (SSN) Use Within DOD (Cited in para 2–2.)

**DODI 1336.08**
Military Human Resource Records Life Cycle Management (Cited in para 1–5d.) (Available at http://www.dtic.mil.)

### 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.ngbpdc.ngb.army.mil/.

**AR 11–2**
Managers' Internal Control Program

**AR 15–6**
Procedures for Investigating Officers and Boards of Officers

**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 25–2**
Information Assurance

**AR 25–30**
The Army Publishing Program

**AR 25–51**
Official Mail and Distribution Management

**AR 25–55**
The Department of the Army Freedom of Information Act Program

**AR 25–400–2**
The Army Records Information Management System (ARIMS)

**AR 27–10**
Military Justice

**AR 37–104–4**
Military Pay and Allowances Policy

**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 340–21**
The Army Privacy Program

**AR 350–1**
Army Training and Leader Development

**AR 350–10**
Management of Army Individual Training Requirements and Resources

**AR 350–100**
Officer Active Duty Service Obligations

**AR 380–5**
Department of the Army Information Security Program

**AR 380–67**
Personnel Security Program

**AR 600–8**
Military Personnel Management

**AR 600–8–1**
Army Casualty Program

**AR 600–8–2**
Suspension of Favorable Personnel Actions (Flags)

**AR 600–8–6**
Personnel Accounting and Strength Reporting

**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 600–8–22**
Military Awards

**AR 600–8–24**
Officer Transfers and Discharges

**AR 600–8–29**
Officer Promotions

**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 614–30**
Overseas Service

**AR 614–200**
Enlisted Assignments and Utilization Management

**AR 621–5**
Army Continuing Education System

**AR 621–108**
Military Personnel Requirements for Civilian Education

**AR 630–10**
Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635–5–1**
Separation Program Designator (SPD) Codes

**AR 635–8**
Separation Processing and Documents

**AR 635–40**
Physical Evaluation for Retention, Retirement, or Separation

**AR 635–200**
Active Duty Enlisted Administrative Separations

**AR 640–30**
Photographs for Military Human Resources Records

**AR 672–20**
Incentive Awards

**DA Pam 611–21**
Military Occupational Classification and Structure

**DA Pam 640–1**
Officers' Guide to the Officer Record Brief

**DA Pam 672–3**
Unit Citation and Campaign Participation Credit Register

**DA Personnel Policy Guidance**
Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (defines authorized documents for filing in the deployment/mobilization folder listed in Table 4–1) (Available at http://www.armyg1.army. mil/militarypersonnel/ppg.asp.)

**DODD 5015.2**
DOD Records Management Program

**DODI 8510.01**
Risk Management Framework (RMF) for DoD Information Technology (IT)

**DODFMR 7000.14–R, Volume 7A**
Military Pay Policy - Active Duty and Reserve Pay

**EO 9397**
Numbering System for Federal Accounts Relating to Individual Persons (Available from http://www.archives.gov/.)

**EO 12744**
Designation of Arabian Peninsula areas, airspace, and adjacent waters as a combat zone (Available from http://www.archives.gov/.)

**Manual for Courts–Martial**
United States (2012 Edition) (Available at http://armypubs.army.mil/epubs/pdf/mcm.pdf.)

**NG Pam (AR) 25–10**
Standard Installation/Division Personnel System-Army National Guard (SIDPERS–ARNG) Data Element Dictionary

**NGR 37–104–3**
Military Pay and Allowance Policy and Procedures-Army National Guard

**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 (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**
Servicemen's Group Life Insurance (Available at http://www.gpo.gov/.)

**Public Law 109–13**
National Defense Authorization Act for Fiscal Year 2005, Section 1032 of the Emergency Supplemental Appropriations Act for Defense (Available at http://www.gpo.gov/.)

**Public Law 110–181**
National Defense Authorization Act for Fiscal Year 2008 (Available at http://www.gpo.gov/.)

**5 USC 552a**
Records maintained on individuals (The Privacy Act of 1974 (as amended))

**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 3013**
Secretary of the Army

**18 USC 101**
Records and Reports

**18 USC 1426**
Reproduction of naturalization or citizenship papers

**38 USC**
Veterans' Benefits

**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**
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (www.apd.army.mil).

**DA Form 2–1**
Personnel Qualification Record (Prescribed in para 4–2*b*(7)(a).)

**DA Form 201 (Inactive)**
Military Personnel Records Jacket (Cited in terms.)

**DA Form 4037**
Officer Record Brief (Stocked and issued by Commander, U.S. Army Information Systems Command – Army Reserve Personnel Center.) (Prescribed in para 1–9d(1).)

**Section IV**
**Referenced Forms**
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (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/); SFs are available on the U.S. General Services (http://www.gsa.gov/portal/forms/type/SF); and NGB forms are available on the National Guard Bureau Web site (http://www.ngbpdc.ngb.army.mil/forms.htm).

**DA Form 2–A (Inactive)**
Personnel Qualification Record, Part 1 - Enlisted Peacetime

**DA Form 11–2**
Internal Control Evaluation Certification

**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 705**
Army Physical Fitness Test Scorecard

**DA Form 1059**
Service School Academic Evaluation Report

**DA Form 1059–1**
Civilian Institution Academic Evaluation Report

**DA Form 1506**
Statement of Service - For Computation of Length of Service for Pay Purposes

**DA Form 1613**
Records Cross Reference

**DA Form 2028**
Recommended Changes to Publications and Blank Forms

**DA Form 2166–8**
NCO Evaluation Report

**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 (Available through personnel or administrative offices.)

**DD Form 215**
Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Available through personnel or administrative offices.)

**DD Form 220**
Active Duty Report

**DD Form 1610**
Request and Authorization for TDY Travel of DOD Personnel

**DD Form 2860**
Claim for Combat-Related Special Compensation (CRSC)

**DD Form 2875**
System Authorization Access Request (SAAR)

**NGB Form 22**
Report of Separation and Record of Service

**NGB Form 22a**
Correction to NGB Form 22

**NGB Form 23 (Inactive)**
Chronological Statement of Retirement Points

**NGB Form 23A**
Army National Guard Current Annual Statement (Generated by the Retirement Points Accounting System (RPAS).)

**NGB Form 23A1**
Army National Guard Retirement Points Statement Supplemental Detail Report (Generated by the Retirement Points Accounting System (RPAS).)

**NGB Form 23C**
Army National Guard Retirement Points Statement Application for Retired Pay (Generated by the Retirement Points Accounting System (RPAS).)

**NGB Form 23D**
Notification of Eligibility for Retired Pay for Non-Regular Service (20 years) (Generated by the Retirement Points Accounting System (RPAS).)

**SGLV 8286**
Servicemembers' Group Life Insurance Election and Certificate (Available at http://www.benefits.va.gov/INSURANCE/resources-forms.asp)

**SGLV 8600**
Application for TSGLI Benefits (Available at http://www.benefits.va.gov/INSURANCE/resources-forms.asp.)

**SF 180**
Request Pertaining to Military Records

## Appendix B
## Documents Required for Filing in the Army Military Human Resource Record and/or Interactive Personnel Electronic Records Management System.

All documents approved by DA and required for filing in the AMHRR and/or iPERMS can be found at the Web sites listed in paragraph B-1a and b. Address questions concerning a particular document to the document proponent (see DA Pam 25-30 for proponents). Tables 3-1 and 4-1 list the folders that comprise the AMHRR. It is important to note that some documents are placed in multiple folders to assist RMs and ORCs in Soldier management.

### B–1. Required Document List
Rapid policy changes affect the filing of documents in the AMHRR. The list of documents required for filing in the AMHRR and/or iPERMS will be updated quarterly and posted on the HRC, Army Soldier Records Branch Web site and the S1 Net on MilBook Web site. Document additions, removals, or changes to existing filing instructions will be highlighted.
   *a.* HRC, Army Personnel Records Division Web page: https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance.
   *b.* S1 Net on MilBook Web page: https://www.milsuite.mil/book/docs/DOC-57457.

### B–2. Direct Feed and Web Upload of Documents to iPERMS
Documents required for filing in the AMHRR and/or iPERMS are submitted to iPERMS via Web upload or direct feed.
   *a.* Direct feed is defined as an automated process that sends documents from one system directly into iPERMS. Documents that are direct feed do not require Web uploading by RMs. Direct feed documents are identified in additional filing instructions.
   *b.* All documents required for filing in the AMHRR and/or iPERMS are required to be Web uploaded to iPERMS by the office responsible for completing the action. Documents will be uploaded within 20 working days of the document being produced and associated actions completed.


## Appendix C
## Out-dated Documents or Documents no Longer Authorized for Filing in the Army Military Human Resource Record (Deprecated)

All documents that are authorized to be filed in the record but are out-dated and no longer actively produced or filed in the AMHRR (deprecated) can be found at the Web sites listed below. Questions concerning a particular document should be addressed to the proponent (see DA Pam 25-30 for proponency). Due to rapid policy changes that affect the filing of documents in the AMHRR, the list of documents will be updated quarterly and posted. Document additions, removals, or changes to existing filing instructions will be highlighted.
—HRC, Army Personnel Records Division Web page: https://www.hrc.army.mil/TAGD/Record%20Update%20and%20Maintenance.
—S1 Net on MilBook Web page: https://www.milsuite.mil/book/docs/DOC-57457.


## Appendix D
## Internal Control Evaluation Process

### D–1. Function
The function covered by this evaluation is access to iPERMS and the AMHRR. iPERMS conforms to applicable Government records management standards, including DODD 5015.2, DODI 8510.01, AR 25–1, and AR 25–2. Adherence to these standards protects the integrity of the information contained in iPERMS. iPERMS audits and records access to the system along with access to the information stored in the system. These audit logs allow creation of disposition accountability for each document in the system. The audit logs include tracking of information introduced or removed from the system through import, export, or transfer interfaces, as well as direct access to individual records or documents.

### D–2. Purpose
The purpose of this evaluation is to assist the S1, MPD, or military HR office or career manager in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls..

### D–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

### D–4. Test questions

Are all requests for access submitted on a completed DD Form 2875?

  *a.* Is proof of all required training for access completed and submitted with request before access is granted to the requestor?

  *b.* Did the applicant clearly state the population of the Soldiers he or she is requesting to view?

  *c.* Did the applicant provide a unit identification code and iPERMS folders he or she is requesting to view?

  *d.* Has the applicant's supervisor (GS–11/sergeant first class/major or higher) provided his or her email address, phone number, and signature on the DD Form 2875?

  *e.* If requesting access to restricted, medical, or evaluation folders, was a detailed justification provided as to why the access is necessary?

  *f.* Is the security clearance level of the requestor indicated on DD Form 2875, if required per chapter 2 of this regulation?

### D–5. Supersession

This evaluation replaces the evaluation previously published in AR 600–8–104.

### D–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to The Adjutant General Directorate, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5420.

## Glossary

### Section I
### Abbreviations

**ABCMR**
Army Board for Correction of Military Records

**ACED**
Army Continuing Education Division

**ACM**
access control manager

**AGR**
Active Guard Reserve

**AMEDD**
Army Medical Department

**AMHRR**
Army Military Human Resource Record

**AR**
Army Regulation

**ARNG**
Army National Guard

**CG**
commanding general

**CRSC**
Combat-Related Special Compensation

**DA**
Department of the Army

**DCS**
Deputy Chief of Staff

**DD**
Department of Defense (Forms)

**DIEMS**
date of initial entry to military service

**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

**FOUO**
For Official Use Only

**GS**
general schedule

**HR**
human resource

**HRC**
Human Resources Command

**iPERMS**
interactive Personnel Electronic Records Management System

**MPD**
military personnel division

**NARA**
National Archives and Records Administration

**NCOER**
noncommissioned officer evaluation report

**NGB**
National Guard Bureau

**NGR**
National Guard regulation

**NPRC**
National Personnel Records Centers

**OER**
officer evaluation report

**OMPF**
official military personnel file

**ORC**
official records custodian

**ORC–ACM**
official records custodian - access control manager

**Pam**
Pamphlet

**PII**
personally identifiable information

**ROTC**
Reserve Officers' Training Course

**RM**
records manager

**S1**
Adjutant

**SF**
standard form

**SGLI**
Servicemembers' Group Life Insurance

**SSN**
social security number

**TSGLI**
Traumatic Servicemembers' Group Life Insurance

**UA**
unit administrator

**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.

**Contracts**
Consists of various documents from different accessioning sources that document the entry, re-entry, commission, or appointment into any component or grade in the Army.

**Military Personnel Records Jacket**
The individual military personnel records maintained in a DA Form 201 (Military Personnel Records Jacket) (Inactive) normally kept by brigade or battalion S1, UA, or MPD serving the Soldier's unit. The Military Personnel Records Jacket/DA Form 201 have been eliminated.

**Official military personnel folder**
The OMPF is defined as permanent documents within the AMHRR that remain in 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 NARA.

**Records maintenance**
The continual updating and proper filing of documents in individual military personnel records.

**Section III**
**Special Abbreviations and Terms**

**ADMIN**
Administrative

**Awd**
Award

**CLEP**
College Level Examination Program

**COMM**
Commendatory

**DANTES**
Defense Activity for Non-Traditional Education Support

**DDS**
dental degree

**DEN**
Dental

**DEP**
deployment

**DISC**
Disciplinary

**DS**
Department of Defense Self-Service

**EDUC**
Education

**EVAL**
Evaluation

**Fld Det PS Stat**
Field Determined Personal Security Status

**HEA**
Health

**MOSC**
military occupational specialty code

**SERV2**
Service

**STATEA**
State awards

**STATEM**
State miscellaneous

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