Army Regulation 600–8–104

Personnel–General

Army Military Human Resource Records Management

Headquarters
Department of the Army
Washington, DC
29 June 2023

UNCLASSIFIED

SUMMARY of CHANGE

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

This major revision, dated 29 June 2023—

o   Designates the Commanding General, U.S. Army Human Resources Command as the approval authority for exceptions or waivers to this regulation (title page).

o   Adds records management paragraph (para 1–5).

o   Incorporates Army Directive 2018–16 (Suitability Criteria for Military Personnel in Specified Positions) (para 2–6*f*).

o   Clarifies the initiation of the Army Military Human Resource Record (para 3–3).

o   Clarifies the requirement to upload key supporting documents for pay entitlements, a completed DD Form 93 (Record of Emergency Data), and a completed DA Form 5960 (Basic Allowance for Housing (BAH) Authorization and Dependency Declaration) to the interactive Personnel Electronic Records Management System as part of the record review process (para 3–8).

o   Adds changes to the record review tool and processes in the interactive Personnel Electronic Records Management System (para 3–8).

o   Makes the combat-related special compensation/traumatic Servicemembers' group life insurance folder a permanent folder in the official military personnel file (table 3–1).

o   Updates policy on document masking in the interactive Personnel Electronic Records Management System (para 3–10).

o   Removes procedures for updating data related to the record brief (chap 5).

o   Adds a requirement to file classified Army military human resource records in the interactive Personnel Electronic Records Management System – Secure (chap 5).

o   Removes and cancels DA Form 4037 (Officer Record Brief) (app A).

Personnel–General

Army Military Human Resource Records Management

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

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

Applicability. This regulation applies to the Regular 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 Deputy Chief of Staff, G–1 has delegated this approval authority to the Commanding General, Human Resources Command, who may further delegate this authority to a division chief, Human Resources Command, in the rank of colonel or civilian grade 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 requirements.

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 app B).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the 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 the 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 the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 600–8–104, dated 7 April 2014.

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Introduction

Section I
Overview

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

1–2. References and forms
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Responsibilities
Responsibilities are listed in section II of chapter 1.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS) RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Statutory and regulatory requirements
    a. Title 44, United States Code, Chapters 29, 31, and 33 (44 USC Chapters 29, 31, and 33).
    b. The Privacy Act of 1974 (5 USC 552a).
    c. Department of Defense Instruction (DoDI) 5015.02.
    d. DoDI 1336.08.
    e. Army Regulation (AR) 25–400–2 manages the records management (recordkeeping) requirements for all record numbers, forms, and reports required by this regulation are addressed in the RRS–A. Detailed information for all related record numbers, forms, and reports are located in RRS–A at https://www.arims.army.mil.

1–7. 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 contains military service-specific information related to a Soldier's career and 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) and the interactive Personnel Electronic Records Management System - Secure (iPERMS-S) which have been identified as records management applications 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 documented on system audit logs.

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, civilian and military education, 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 prescribing authority for filing documents in the AMHRR. If documents are identified by policy proponents as necessary additions to the AMHRR, Department of the Army (DA) Form 2028 will be submitted to the official records custodian (ORC) for approval and integration.

1–8. Official records custodian purpose
The ORC for Regular Army and U.S. Army Reserve (USAR) is the Chief, U.S. Army Human Resources Command (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 and iPERMS-S while facilitating document transmission and storage from various field locations and systems into the AMHRR.

1–9. Records manager purpose
Records managers (RMs) are the directors of servicing military personnel divisions, battalion or brigade adjutants (S1s), human resources noncommissioned officers, Army Reserve administrators, unit administrative technicians, chiefs of Reserve personnel action centers, or any other HR professional authorized to service the AMHRR, regardless of component. RMs conduct personnel record reviews and upload Soldier 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

1–10. Chief, National Guard Bureau
The CNGB, or designee, will—

a. Assist, in conjunction with Commanding General (CG), HRC, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) on the development of policy to support the statutory and Department of Defense (DoD) directed goals, objectives, and requirements of the AMHRR and its management program.

b. Recommend National Guard policy changes to ASA (M&RA) via CG, HRC regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DoD policy.

c. Communicate with State adjutants general and coordinate with them to ensure their assistance in monitoring and administering the AMHRR and its management program and also ensure State adjutants general are aware they may provide specified AMHRR documents to State archives in conformance with State statutes.

1–11. Deputy Chief of Staff, G–1
The DCS, G–1 provides advice and assistance to the ASA (M&RA) in the development of personnel policies, rules, and procedures relating to the AMHRR. The DCS, G–1 delegates this responsibility, to include exceptions to policy, to the CG, HRC. The DCS, G–1 will ensure—

a. The CG, HRC will—

(1) Act as the lead agency for the Secretary of the Army and be responsible for advising the DCS, G–1 and ASA (M&RA) on the development of policy to support the statutory and DoD directed goals, objectives, and requirements for the AMHRR Management Program.

(2) Ensure the operational efficiency of iPERMS and iPERMS-S.

b. Ensure the Director, Adjutant General Directorate, HRC will act as the executing agent for advising on the development or change of policies and procedures to support the AMHRR and its management program.

c. Ensure the Chief, Army Personnel Records Division serves as the Army's personnel record custodian with authority pertaining to all Regular Army and USAR Soldiers, retired Soldiers, and Army veterans whose records are

stored in iPERMS, iPERMS-S, and at the National Personnel Records Center (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 has responsibility for all AMHRRs for Soldiers discharged, retired, or deceased while in service stored in iPERMS or at NPRC (see para 1–8). All hardcopy 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 deceased 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 deceased 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 paragraph 3–3. ORCs have the authority to delegate responsibility for indexing to RMs.

(2) Providing HR support to RMs and Soldiers regarding the AMHRR and subsequent documents stored in or uploaded to iPERMS or iPERMS-S.

(3) Advising the CG, HRC on the development of 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 and iPERMS-S in accordance with procedures outlined in section II of chapter 2 and in chapter 5 respectively.

(8) Resolving duplicate, inverted, erroneous, fraudulent, or incorrectly filed documents.

d. Ensure records managers—

(1) Establish a business process, in coordination with unit commander, to conduct personnel record reviews as required in paragraph 3–8.

(2) Contact Chief of Army Personnel Records Division, HRC for questions regarding records processing into iPERMS and technical guidance. Information regarding the AMHRR is available at https://www.hrc.army.mil/content/10742. ARNG Soldiers contact the State headquarters for assistance.

(3) Ensure that all required documents are uploaded to iPERMS or iPERMS-S within 20 working days of the document being produced and associated actions completed. Verify documents that were uploaded were received by iPERMS and filed in the AMHRR in accordance with this regulation. Requirements for uploading classified documents to iPERMS-S can be found in paragraph 5–2.

(4) Assist 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) Follow local management control and safeguarding procedures. RMs are not authorized to release records to third parties.

(6) Follow and complying with Federal law and records management guidelines prohibiting unauthorized removal, mutilation, destruction, or falsification of documents, which is punishable under 18 USC Chapter 25 and 18 USC Chapter 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) Self-service. RMs will not upload their own AMHRR documents.

(7) Further mandatory RM responsibilities are prescribed in DA Pam 600–8–104.

e. Advise on the development of policies that ensure all Soldiers, regardless of component, know they 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 to the AMHRR. At a minimum, these policies will ensure Soldiers—

(1) Review the record brief, also known as the enlisted record brief or the officer record brief, as applicable, all pay entitlements, and AMHRR, at least annually with their designated RM as required in paragraph 3–8, to ensure the record is accurate and contains all required documents.

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

(3) Engage their chain of command 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://iperms.hrc.army.mil.

(5) Once separated from any component of the Army, ensure discharged or retired Soldiers are aware they can obtain access to their personal AMHRR by logging into the HRC record portal at https://www.hrcapps.army.mil/portal/ with a Department of Defense Self-Service (DS) logon. DS logon can be obtained at https://www.dmdc.osd.mil/identitymanagement/app/.

(6) Know their responsibilities as prescribed in DA Pam 600–8–104, paragraphs 3–1 and 4–3.

1–12. Chief, Army Reserve
In conjunction with the CG, HRC, the CAR will advise the DCS, G–1 on the development of policy to support the statutory and DoD directed goals, objectives, and requirements of the AMHRR and its management program. The CAR, or his/her designee, will recommend USAR policy changes regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DoD policy.

1–13. Commanding General, U.S. Army Training and Doctrine Command
The CG, TRADOC, through the Commandant, Adjutant General School, will ensure the development and dissemination of training products that incorporate the provisions of this regulation and DA Pam 600–8–104.

1–14. Commanders, Army commands, Army service component commands, and direct reporting units
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. Commander responsibilities are prescribed in DA Pam 600–8–104, paragraph 3–3.

Chapter 2
Access to the Interactive Personnel Electronic Records Management System

Section I

Access Policy and Privacy Act

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

2–2. Privacy Act
Information and records contained in iPERMS and iPERMS-S are governed by the Privacy Act of 1974 and AR 25–22. 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 and iPERMS-S.

a. Authorized ORCs, RMs, authorized officials, or anyone else granted access to iPERMS and iPERMS-S will adhere to the Privacy Act of 1974 and AR 25–22 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 and iPERMS-S 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 and iPERMS-S may be designated "Controlled Unclassified Information" or "Classified" and will be protected to prevent unauthorized access or disclosure.

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┌─────────────────────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────────────────────┐  │
│  │  PRIVACY ACT STATEMENT                                                  │  │
│  └───────────────────────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────────────────────┐  │
│  │                                                                         │  │
│  │  • Authority:  10 USC 7013, Secretary of the Army; DODI 1336.08,        │  │
│  │    Military Human Resource Records Life Cycle Management; 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).  For additional information see the          │  │
│  │    System of Records Notice A0600-8-104b AHRC, Official Military          │  │
│  │    Personnel Record                                                      │  │
│  │    (https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/) │  │
│  │                                                                         │  │
│  │  • Routine uses:  Information provided may be further disclosed to the    │  │
│  │    Department of Veteran's Affairs for benefits purposes.  In addition,   │  │
│  │    this form is subject to the proper and necessary routine uses          │  │
│  │    identified in the system of records notice(s) specified in the         │  │
│  │    purpose statement above.                                              │  │
│  │                                                                         │  │
│  │  • 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                                                          │  │
│  │  We require your name and enterprise email during the verification       │  │
│  │  process only to authenticate your identity.  The information you        │  │
│  │  provide is used to verify your existence in Defense Manpower Data       │  │
│  │  Center (DMDC).  User IDs in iPERMS are assigned based on enterprise     │  │
│  │  email ID.                                                               │  │
│  │                                                                         │  │
│  │  • Soldiers                                                              │  │
│  │  • Why do we use your name and social security number?                   │  │
│  │  All records are uniquely identified by their social security number     │  │
│  │  (SSN). The iPERMS application 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?                                                           │  │
│  │  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 iPERMS application, and the Defense Manpower Data Center   │  │
│  │  (DMDC).  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.                                                            │  │
│  │                                                                         │  │
│  └───────────────────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────────────────────┘
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Figure 2–1. Privacy Act

Section II
Interactive Personnel Electronic Management System Access and Use

2–3. Official records custodians designated as access control managers

ORCs, as defined in paragraph 1–7, are further designated as access control managers. Designated official records custodians-access control managers (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 and policy for granting access to iPERMS as set forth in this regulation, Army Directives, 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 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; audit logs cannot be provided for the purpose of monitoring routine access. Unauthorized disclosure of PII and viewing a Soldier's AMHRR for other than official purposes are violations of the Privacy Act that may 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 or curiosity).

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 guide
The following personnel are authorized to access the identified folders within the AMHRR.

a. Soldiers are authorized access to their complete record (all folders) without restrictions.

b. Commanders and RMs are authorized standard access to personnel records in iPERMS. Standard access is defined as the ability to view the following folders in iPERMS for the units within their assigned command structure: service, performance (minus evaluations), flight, deployment/mobilization, finance, administrative, and records review. Access to the following folders will not be granted: evaluations, restricted, medical, finance restricted, combat-related special compensation (CRSC), and DA photo.

c. Access for users (to include DA-level users) requesting non-standard access will be granted at the discretion of the ORC–ACM based on duty position, mission, and need to know. Non-standard access is defined as the ability to view populations outside of the user's command structure or access to non-standard folders.

d. Personnel requesting access to general officer AMHRRs must request approval from the Chief, General Officer Management Branch. For the ARNG, CNGB will ensure State domain managers grant permission with concurrence from the appropriate offices to include the State military personnel office.

e. Although not a routine procedure, the restricted folder may be released to personnel at the DA level for the purposes of career management and retention decisions. This includes, but is not limited to, DA-level boards as authorized by HQDA Policy Notice 600–2 or directed by DCS, G–1.

f. Chief, U.S. Army HRC Army Personnel Records Division and the ARNG Chief, Personnel Division are authorized to review the restricted folder and all evaluations as directed by the Secretary of the Army to ensure the Army's interests are safeguarded when screening a Soldier for suitability for selection and assignment to positions of leadership, trust, and responsibility and to prevent inappropriate reassignment, appointment, or promotion. CG, HRC will

support the CNGB in screenings for ARNG/Army National Guard of the United States Soldiers. 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 or 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.

(8) Sexual harassment and assault response and prevention (SHARP) professionals, including program managers, sexual assault response coordinators, and SHARP victim advocates.

(9) Training cadre, including Reserve Officers' Training Corps cadre, service school cadre, and drill sergeants.

(10) Recruiting cadre.

(11) Officers commissioned by the following: Superintendent, United States Military Academy; Commander, U.S. Army Cadet Command; and Commander, 3–11 Infantry (Officer Candidate School).

(12) Equal opportunity advisor nominees.

(13) DA Noncommissioned Officer and Soldier of the Year Candidates.

(14) Selection as an enlisted aide.

2–7. Access for first-party requestors
First-party requestors are defined as individuals to whom the records pertain, including Soldiers in the following categories: Regular Army, 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.

2–8. Access for third-party requestors and routine users
The following definitions and policies apply to access inquiries made by those with an official need to know, third-party requestors, and routine users.

a. Soldiers, DA Civilians, or contractors authorized to perform routine records maintenance, process personnel actions, or perform other personnel management functions, or with an official need to know information found in the AMHRR are not considered third-party requestors.

(1) All Soldiers or DA Civilians performing personnel management with an official need to know information found in the AMHRR will submit DD Form 2875 (System Authorization Access Request (SAAR)). Investigating officers needing access to specific records will refer to paragraphs 2–10 and 2–11.

(2) Requests for iPERMS access will be submitted to the ORC–ACM using DD Form 2875. Military supervisors must be in the grade of sergeant first class 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 or GS–14.

(3) Detailed instructions on obtaining iPERMS access is available in DA Pam 600–8–104.

b. Third-party requestors are defined as persons requesting records who are not the Soldier to whom the record pertains and who are not Soldiers, DA Civilians, or contractors with an official need for access to the record.

c. Routine uses are defined as the use of a record that is compatible with the purpose for which the information was collected and maintained by DA. The routine use must be included in the system of records notice published in the Federal Register. Personnel subject to this regulation can request access for a routine use through the Defense Personnel Records Information Retrieval System at https://www.dpris.dod.mil/.

2–9. 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.

2–10. Release of information for Regular Army and U.S. Army Reserve
The following policies apply to special inquiries from investigating officers requesting copies of a Soldier's record. Judge Advocates and inspector general officers must request access to iPERMS for the purposes of viewing records as outlined in paragraph 2–8. AR 15–6 investigating officers will submit a written request on official letterhead to usarmy.knox.hrc.mbx.perms-records@army.mil. Requests will include justification, Soldier's first and last name, and

complete (social security number) SSN. AR 15–6 investigating officers will also include appointment orders. Only requests regarding a specific investigation will be considered.

2–11. Release of information for National Guard Bureau
The following policies apply to special inquiries from investigating officers requesting copies of or access to a Soldier's record.

a. Judge Advocates, inspector general officers, and AR 15–6 investigating officers will submit a written request to the appropriate State records custodian. At a minimum, requests will include justification, Soldier's first and last name, and complete SSN. AR 15–6 investigating officers will also include appointment orders.

b. Investigators external to the Army will submit a request to the appropriate State Freedom of Information Act (FOIA) representative. ARNG FOIA requests can be submitted to ngb.foia@army.mil.

2–12. Further access and use
Further mandatory procedures for access and use are prescribed in DA Pam 600–8–104.

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 of information required for filing in the AMHRR. Personnel information and documents that comprise the AMHRR are processed into iPERMS and iPERMS-S for storage and future use. Mandatory procedures for the composition of the AMHRR and timelines for document retention are prescribed in DA Pam 600–8–104.

3–2. Official records custodian responsibilities
The ORCs have the responsibility to maintain the AMHRR as an official Government record in iPERMS and iPERMS-S and to create and maintain the AMHRR Management Program. The AMHRR Management Program outlines, at a minimum—

a. Existing 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 Chapter 29 and 44 USC Chapter 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 AR 25–22.

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

f. Additional ORC responsibilities are prescribed in DA Pam 600–8–104, paragraph 4–9.

3–3. Documents required for filing in the Army Military Human Resource Record or Interactive Personnel Electronic Records Management System
The list of documents required for filing in the AMHRR will be updated regularly and found in DA Pam 600–8–104.

a. Rapid policy changes affect the filing of documents in the AMHRR. 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 or deprecations to the AMHRR, DA Form 2028 will be submitted to the ORC for approval and integration. Document additions, removals, or changes to existing filing instructions will be highlighted.

b. Documents required for filing in the AMHRR are submitted to iPERMS via web upload or direct fed via system-to-system interfaces. Web upload is the manual process used by RMs to upload and send documents to iPERMS. All documents not currently filed in the AMHRR will be uploaded to iPERMS by the office responsible for completing the action, unless they are direct fed. Documents will be uploaded within 20 working days of the document being produced and associated actions completed.

c. Documents required for filing will be periodically reviewed by the ORC to identify documents no longer required for filing in the AMHRR. Documents are removed from the required document list when they become obsolete or are no longer required for filing in the AMHRR (deprecated). A document properly filed in the AMHRR based on previous requirements is considered to be permanently filed and cannot be removed unless it meets the criteria listed in

paragraph 3–7. However, the ORC has the authority to rename already filed documents at their discretion. A list of deprecated documents is available at https://iperms.hrc.army.mil/.

3–4. Creation of the Army Military Human Resource Record
The creation of the AMHRR as the authoritative HR record is comprised of two parts: capturing source documents and entering the corresponding data required to create an electronic Soldier record in the appropriate Army HR systems.

a. Part 1: Capturing source documents. Source documents must be validated by a Government employee in accordance with the policy of the document prior to entering data and uploading the document to iPERMS. Source documents are required to be sent to iPERMS for permanent filing in the AMHRR within 20 working days of the documents being generated. Any authoritative accession documents required in the AMHRR will not be destroyed if they have not been validated as present and legible in iPERMS. Source documents used to initiate the AMHRR include contracts (see glossary for definition) documenting entry, re-entry, commission, and appointment into any component or grade of the Army, whichever is earliest; eligibilities for military service; and documents validating identity. This includes, but is not limited to the following:

(1) Initial identity documentation such as birth certificate, social security card, or other legal documents proving identity.

(2) Initial Oath of Enlistment and contract into any component of the Army.

(3) Initial Oath of Enlistment and signed contracts into the programs for U.S. Military Academy and Reserve Officers' Training Corps cadets.

(4) The enlistment contract of persons identified for follow-on training with the Officer Candidate School and Warrant Officer Candidate School.

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

b. Part 2: Entering corresponding data. Source documents will be used to establish required HR data at point of accession. Examples include, but are not limited to, name, SSN, birth date, accession dates, and so forth. Data that does not reflect the authoritative document is not considered trusted data.

3–5. Accession and retention documents in the Army Military Human Resource Record
All previous records of prior military service will be 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.

3–6. 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. Records maintained at NPRC are located at https://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.

3–7. Authority for filing or removing documents in the Army Military Human Resource Record folders
Only documents pertaining to a Soldier's military career per paragraph 3–3 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, Army Discharge Review Board, DA Suitability Evaluation Board, Army Special Review Board, or the Army Physical Disability Appeal Board.

b. The U.S. Army Physical Disability Agency for approval of physical evaluation board documents or modifications to those documents by the U.S. Army Physical Disability Agency or higher level board authorities.

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

d. The ORC for the following reasons:

(1) Administrative purposes; this includes, but is not limited to deleting or moving mistakenly filed documents.

(2) A document was never authorized for filing in the AMHRR.

(3) A corrected copy of an already filed document may be added to the record at the discretion of the ORC; however, this does not require the original document be deleted.

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

3–8. Review of the personnel record within the Army Military Human Resource Record

A Soldier's personnel 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 selection boards, assignment opportunities, and financial audit readiness for the Army.

a. Commanders have the following responsibilities regarding the record review process:

(1) Ensuring RMs have established business processes that enable the completion of the AMHRR record review as required in paragraph 3–8 (annually, during in-processing to a new duty station, and upon separation from service).

(2) Ensuring RMs annotate all temporarily missing documents on the review and upload them to iPERMS prior to signing and closing the review. Reviews are not considered complete and iPERMS will not allow them to be signed if there are temporarily missing documents listed in the review.

(3) Ensuring RMs do not conduct and sign "Soldier unavailable" reviews except in extreme circumstances. This type of review is only authorized when the Soldier is unavailable for an extended period of time without internet access (that is, deployed in remote area, hospital, confinement, and so forth).

b. Soldiers and RMs are required to conduct a review of their personnel 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, human resources noncommissioned officers, Army Reserve administrators, unit administrative technicians, and installation military personnel divisions will assist Soldiers in maintaining accurate and complete records by supporting the annual record review for personnel and finance documents 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 have been uploaded to iPERMS before updating entries on the record brief. Additionally, all pay entitlements listed on the leave and earnings statement must be reviewed to ensure key supporting documents that substantiate pay are identified and present in iPERMS.

c. RMs have the following responsibilities regarding the record review process:

(1) Establish a business process for conducting unit record reviews annually, during in-processing to a new duty station, and upon separation from service.

(2) Initiate the review and coordinate appointments with the Soldier allowing adequate time to conduct a thorough review. This includes scheduling follow up appointments with Soldiers to collect missing documents for uploading into iPERMS before signing and closing the review.

(3) Use the "how to" guide and key supporting document matrix to conduct each review. Additionally, the RM must have a current copy of the Soldier's record brief and leave and earnings statement. The "how to" guide, key supporting document matrix, and other information regarding record reviews can be found at https://www.hrc.army.mil/content/12343.

(4) Identify temporarily and permanently missing documents and provide a list of missing documents to the Soldier with a suspense for providing the documents to the RM. Temporarily missing documents are defined as documents the Soldier or unit has in their possession or that can be retrieved from the original source and uploaded to iPERMS within 60 days. Documents that cannot be found and uploaded to iPERMS within 60 days will be listed as permanently missing. Soldiers that do not comply with the requirement to provide missing documents will be referred to their chain of command.

(5) Assist Soldiers with the annual recertification of the entitlement to basic allowance for housing by uploading the completed DA Form 5960 (Basic Allowance for Housing (BAH) Authorization and Dependency Declaration) and uploading to iPERMS. The recertification will be completed in conjunction with the annual recertification of DD Form 93 (Record of Emergency Data).

(6) Annotate all temporarily missing documents on the review and upload them to iPERMS prior to signing and closing the review. Reviews are not considered complete and iPERMS will not allow them to be signed if there are temporarily missing documents listed in the review.

(7) Conduct and sign "Soldier unavailable" reviews in extreme circumstances. This type of review is only authorized when the Soldier is unavailable for an extended period of time without internet access (that is, deployed in remote area, confinement, and so forth).

(8) Further mandatory procedures are prescribed in DA Pam 600–8–104, paragraph 5–2.

d. Soldiers have the following requirements regarding the record review process—

(1) Actively participate in the record review process. Commanders will not allow RMs to conduct record reviews without Soldier participation (Soldier unavailable reviews) unless the Soldier is truly unavailable.

(2) Bring any newly issued personnel documents to the review for uploading to iPERMS (for example, awards, permanent change of station orders, dependent documents, transcripts, and so forth).

(3) Provide any missing documents identified during the review to the RM for uploading to iPERMS within the provided suspense.

(4) Annually recertify DD Form 93, SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), and recertify basic allowance for housing by completing DA Form 5960.

e. Commanders, G–1s, and directors of HR must supervise, inspect, and assess this HR support function during organizational inspection programs and other assessment methods.

3–9. 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 (see table 3–1 for a complete listing of folders authorized for inclusion in the OMPF).

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

Primary folder	Secondary folder	Description
Performance	Evaluation (EVAL) Education (EDUC) Commendatory (COMM) Disciplinary (DISC)	The performance folder contains performance related information to include 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 General Officer Evaluation Report), DA Form 2166–9–1 (NCO Evaluation Report (SGT)), DA Form 2166–9–2 (NCO Evaluation Report (SSG–1SG/MSG)), DA Form 2166–9–3 (NCO Evaluation Report (CSM/SGM)), DA Form 1059 (Service School Academic Evaluation Report), DA Form 1059–1 (Civilian Institution Academic Evaluation Report), DA Form 1059–2 (Senior Service and Command and General Staff College Academic Evaluation Report), commendatory documents, specific disciplinary information, and training and 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 and National Guard Army Board System).
Service	Service (SERV2) Administrative (ADMIN)	The service folder contains general, administrative, and service documents and data. The final DA photo on file at time of separation will be transferred to the service folder as part of the permanent record.
	Compensation	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

Primary folder	Secondary folder	Description
		managers. Includes masked documents defined in paragraph 3–10.
Flight	Flight	The flight folder contains aviation service documents.
Medical	Health (HEA) Dental (DEN)	The medical folder contains health information, such as accession, retention, or separation medical documents and periodic health assessment.
CRSC/Traumatic Service-members' Group Life Insurance (TSGLI)	CRSC/TSGLI	The CRSC/TSGLI folder contains supporting documentation for CRSC and TSGLI claims.
State/territory	State awards (STATEA) State miscellaneous (STATEM)	The state/territory folder contains documents referencing state awards and personnel actions.

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. Unmasking is the act of moving specifically identified documentation from the restricted folder back to the performance folder. Masking of documentation will happen in the following manner:

a. For Soldiers transitioning from officer (including warrant officer) to enlisted or enlisted to officer military personnel classification, all disciplinary documents excluding court-martials or sex-related offenses related to the previous military personnel classification will be moved to the restricted folder.

b. 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. Disqualification for good conduct medals and Armed Forces Reserve Medals will be masked by filing in the service folder.

3–11. Records cross reference
DA Form 1613 (Records Cross Reference) will be filed in the unclassified AMHRR for the following circumstances:

a. 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 will be placed in the original document location.

b. When a classified AMHRR document is filed in iPERMS-S. DA Form 1613 will be filed in lieu of the classified document it references. For example, a classified evaluation will have a DA Form 1613 filed in the performance-evaluation folder of the unclassified iPERMS.

3–12. 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-Test (Army Combat 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 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 the 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 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, 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. Additional folders in the Interactive Personnel Electronic Records Management System
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. The required document list referenced in paragraph 3–3 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. Upon separation, the final photo on file will be moved to the service folder as a permanent document.
Finance	Finance record	Contains documents that support pay.
Finance restricted	Finance re-stricted	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 Regular Army, Reserve, and ARNG deployment and mobilization documents.
Administrative	Temporary ad-min	DA-level administrative documents not authorized for filing in the OMPF.
Personnel records review	Assignment/de-ployment	Contains assignment and deployment orders and information.
	Service data	Contains service contracts, security checks, and language qualification infor-mation.
	Personal data	Contains citizenship, proof of birth, and dependent documents.
	Education	Contains civilian and military education documents.
	Awards and decorations	Contains commendatory documents.
	Pay entitlements	Contains documents that support specific pay entitlements.
	Historical re-views	Contains copies of previous record reviews.

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 (see AR 640–30). Photographs will be purged from iPERMS when an updated photo has been submitted. However, the final photograph captured in iPERMS will be moved to the service folder and maintained as a permanent document upon discharge, retirement, death of the Soldier, or upon expiration of the latest photo on file.

b. The deployment/mobilization folder contains Regular Army, Reserve, and ARNG deployment and mobilization documents.

c. The administrative folder is governed by the ORC and is designed to store DA-level documents that are not authorized for filing in the OMPF. This folder will not be used as a local file. Documents authorized for filing in the administrative folder are in the required documents list referenced in paragraph 3–3. The finance folder contains pay supporting documents.

Chapter 5
Classified Army Military Human Resource Records

5–1. Classified Army Military Human Resource Records documents
Classified AMHRR documents will not be filed in the unclassified iPERMS. All classified AMHRR documents up to the level of "Secret/Not Releasable to Foreign Nationals" are required to be filed in iPERMS-S. iPERMS-S is a system designated for records at the secret and below interoperability level. Documents classified as "Top Secret" or higher will not be filed in iPERMS-S. Additionally, classified documents that contain additional special access and handling or safeguarding requirements will not be accepted. Examples of these are listed below—
  a. ACCM: SECRET Alternative or Compensatory Control Measures.
  b. Country Code: SECRET Display Only.
  c. Country Name: SECRET Releasable To.
  d. EXDIS or XD: SECRET Exclusive Distribution.
  e. FGI: SECRET Foreign Government Information.
  f. FRD: SECRET Formerly Restricted Data.
  g. GE–S: SECRET Information from Germany.
  h. IMCON: SECRET Controlled Imagery.
  i. NATO–S or NS: NATO SECRET Information.
  j. ND: SECRET No Distribution.
  k. NR: SECRET NATO Restricted.
  l. NS–A: NATO SECRET ATOMAL.
  m. ORCON or OC: SECRET Originator Controlled.
  n. PROPIN: SECRET Proprietary Information.
  o. RD: SECRET Restricted Data.
  p. RELIDO: SECRET Releasable by Information Disclosure Official.
  q. SAP: Special Access Programs.
  r. SCI: SECRET Sensitive Compartmented Information.

5–2. Requirements for classified Army Military Human Resource Record documents
The RMs have the responsibility to upload classified AMHRR documents to iPERMS-S. As part of that responsibility, RMs will ensure classified AMHRR documents meet the following requirements:
  a. The document is required to be filed in the Soldier's AMHRR per paragraph 3–3 of this regulation.
  b. The document is properly classified and marked per AR 380–5 prior to uploading to iPERMS-S. The following information must be on the document:
    (1) The current classification level of the document.
    (2) The applicable source of classification ("Classified By" or "Derived From" information).
    (3) The date the document must be reviewed based on declassification instructions.
    (4) SSN, Soldier name, and effective date of document.
  c. The RM must generate a corresponding DA Form 1613 for each classified document and upload into iPERMS (unclassified). The DA Form 1613 will list the document name and effective date in section g.

5–3. Access to the Interactive Personnel Electronic Records management System - Secure
Access to iPERMS-S is limited to RMs input roles only and will only be granted to RMs who process classified AMHRR documents. No view access will be granted to RMs. RMs approved to upload can access iPERMS-S at https://iperms-s-hrc.army.smil.mil. Information for obtaining access to iPERMS-S "how to" guides can be found at https://www.hrc.army.mil/content/10932.

Appendix A

References

Section I

Required Publications

DoDI 1336.08
Military Human Resource Records Life Cycle Management (Available at https://www.esd.whs.mil/dd/.) (Cited in title page.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. DoD material is available at https://www.esd.whs.mil/dd/. NGR material is available at https://www.ngbpmc.ng.mil/. USC material is available at https://uscode.house.gov/.

AR 11–2
Managers' Internal Control Program

AR 15–6
Procedures for Administrative Investigations 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
Army Cybersecurity

AR 25–22
The Army Privacy and Civil Liberties Program

AR 25–30
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
Army Records Management Program

AR 27–10
Military Justice

AR 40–66
Medical Record Administration and Health Care Documentation

AR 135–18
The Active Guard Reserve Program

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions

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 Reporting

AR 135–155
Promotion of Commissioned Officers and Warrant Officers

AR 135–175
Separation of Officers

AR 135–178
Enlisted Administrative Separations

AR 135–210
Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up, Partial or Full Mobilization

AR 140–10
Assignments, Attachments, Details, and Transfers

AR 140–111
U.S. Army Reserve Reenlistment Program

AR 145–1
Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 150–1
Organization, Administration, and Operation

AR 190–9
Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

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
Army Information Security Program

AR 380–67
Personnel Security Program

AR 600–8
Military Human Resources Management

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

AR 600–8–6
Personnel Accounting and Strength Reporting

AR 600–8–10
Leaves and Passes

AR 600–8–14
Identification Cards for Members of the Uniformed Services, Their 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 Readiness Processing

AR 600–20
Army Command Policy

AR 600–37
Unfavorable Information

AR 601–1
Assignment of Personnel to Army Recruiting Activities

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
Regular Army and Reserve Components Enlistment Program

AR 601–280
Army Retention Program

AR 611–5
Personnel and Classification Testing

AR 612–201
Initial Entry/Prior Service Trainee Support

AR 614–30
Overseas Service

AR 614–200
Enlisted Assignments and Utilization Management

AR 621–1
Advanced Education Programs and Requirements for Military Personnel

AR 621–5
Army Continuing Education System

AR 623–3
Evaluation Reporting System

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

AR 635–5–1
Separation Program Designator Codes

AR 635–8
Separation Processing and Documents

AR 635–40
Disability Evaluation for Retention, Retirement, or Separation

AR 635–200
Active Duty Enlisted Administrative Separations

AR 637–1
Army Compensation and Entitlements Policy

AR 638–8
Army Casualty Program

AR 640–30
Official Army Photographs

AR 672–20
Incentive Awards

Army Mobilization and Deployment Reference 2020
(Available at https://www.army.mil/article/221299/army_mobilization_and_deployment_reference.)

DA Pam 25–403
Army Guide to Recordkeeping

DA Pam 611–21
Military Occupational Classification and Structure

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

DoDI 1000.30
Reduction of Social Security Number (SSN) Use Within DoD

DoDI 5015.02
DoD Records Management Program

DoDI 8510.01
Risk Management Framework for DoD Systems

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

HQDA Policy Notice 600–2
Policies and Procedures for Active Duty List Officer and Department of the Army Selection Boards

Manual for Courts–Martial United States (2019 Edition)
(Available at https://jsc.defense.gov/.)

NGR 350–1
Army National Guard Training

NGR 600–5
The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management

NGR 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

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

10 USC Chapter 61
Retirement or Separation for Physical Disability

10 USC 628a
Special selection review boards

10 USC 972
Members: effect of time lost

10 USC 1034
Protected communications; prohibition of retaliatory personnel actions

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

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/) and DD forms are available on the Executive Services Directorate website (https://www.esd.whs.mil/directives/forms).

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 General Officer Evaluation Report

DA Form 705–Test
Army Combat Fitness Test Scorecard

DA Form 1059
Service School Academic Evaluation Report

DA Form 1059–1
Civilian Institution Academic Evaluation Report

DA Form 1059–2
Senior Service and Command and General Staff College Academic Evaluation Report

DA Form 1613
Records Cross Reference

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2166–9–1
NCO Evaluation Report (SGT)

DA Form 2166–9–2
NCO Evaluation Report (SSG–1SG/MSG)

DA Form 2166–9–3
NCO Evaluation Report (CSM/SGM)

DA Form 5960
Basic Allowance for Housing (BAH) Authorization and Dependency Declaration

DD Form 93
Record of Emergency Data

DD Form 2875
System Authorization Access Request (SAAR)

SGLV Form 8286
Servicemembers' Group Life Insurance Election and Certificate (Available at https://www.benefits.va.gov/insurance/forms/8286.htm.)

Appendix B

Internal Control Evaluation Process

B–1. Function
The function covered by this evaluation is access to iPERMS and the AMHRR. iPERMS conforms to applicable Government records management standards, including DoDI 5015.02, 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.

B–2. Purpose
The purpose of this evaluation is to assist the S1, military personnel divisions, 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.

B–3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or 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).

B–4. Test questions
a. Are all requests for access submitted on a completed DD Form 2875?

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

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

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

e. 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?

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

g. If special access is granted, was it authorized in writing at the appropriate approval authority level?

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

B–5. Supersession
This evaluation replaces the evaluation previously published in AR 600–8–104, dated 7 April 2014.

B–6. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5420.

Glossary

Abbreviations

AMHRR
Army Military Human Resource Record

AR
Army regulation

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

CAR
Chief, Army Reserve

CG
commanding general

CNGB
Chief, National Guard Bureau

CRSC
Combat-Related Special Compensation

DA
Department of the Army

DA Pam
Department of the Army pamphlet

DCS
Deputy Chief of Staff

DD
Department of Defense (forms)

DoD
Department of Defense

DoDI
Department of Defense instruction

DS
Department of Defense Self-Service

EO
executive order

FOIA
Freedom of Information Act

GS
general schedule

HR
human resource

HRC
U.S. Army Human Resources Command

iPERMS
interactive Personnel Electronic Records Management System

iPERMS–S
interactive Personnel Electronic Records Management System - Secure

NARA
National Archives and Records Administration

NGR
National Guard regulation

NPRC
National Personnel Records Center

OMPF
official military personnel file

ORC
official records custodian

ORC–ACM
official records custodian-access control manager

PII
personally identifiable information

RM
records manager

RRS–A
Records Retention Schedule—Army

S1
adjutant

SF
standard form

SHARP
sexual harassment and assault response and prevention

SSN
social security number

TRADOC
U.S. Army Training and Doctrine Command

TSGLI
Traumatic Servicemembers' Group Life Insurance

USAR
U.S. Army Reserve

USC
United States Code

Section II

Terms

Army Military Human Resource Record
Military human resource information and/or data related to a Servicemember's career that is resident in all systems of records and authoritative sources with respect to his or her time in service. Standard military human resource records contain information required by DoD issuances, in addition to any pertinent Army-specific information. Brigade or battalion adjutants, unit administrators, or military personnel division. The activity that provides records maintenance support to the Soldier's unit.

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

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

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

Individual military personnel records
A collection of documents maintained as a single entity that pertains to the military career of a particular Soldier. Also called personnel records or records.