

Joint Personnel Records Information Group (JPRIG)

JPRIG Charter

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Joint Personnel Records Information Group Charter

Table of Contents

SECTION 1	3
1. JOINT PERSONNEL RECORDS INFORMATION GROUP OVERVIEW	3
1.1 Purpose	3
1.2 Authority	3
1.3 Background.....	3
1.4 Effective Date	4
SECTION 2	5
2. JOINT PERSONNEL RECORDS INFORMATION GROUP MEMBERSHIP.....	5
2.1 Membership	5
2.2 Membership Responsibilities.....	5
2.3 Membership Requests.....	5
SECTION 3	6
3. JOINT PERSONNEL RECORDS INFORMATION GROUP RESPONSIBILITIES	6
3.1 JPRIG Primary Representatives Responsibilities	6
SECTION 4.....	7
4. JOINT PERSONNEL RECORDS INFORMATION GROUP RULES AND GUIDELINES.....	7
4.1 Meeting Ground Rules.....	7
4.2 Meeting Guidelines.....	7
4.2.6 Meeting Materials.....	8
4.3 Meeting Logistics	8

SECTION 1

1. JOINT PERSONNEL RECORDS INFORMATION GROUP OVERVIEW

This charter outlines the purpose, authority, membership, responsibilities, and meeting schedule of the Joint Personnel Records Information Group (JPRIG).

1.1 Purpose

The overarching goals of the JPRIG are to act as a forum to share information; to identify issues affecting the functional and technical management of electronic Official Military Personnel Files (OMPFs); to develop solutions to OMPF programmatic issues; and, to facilitate their implementation. The JPRIG will support Service Total Force (Active, Guard, Reserve) OMPF management requirements.

1.2 Authority

This charter is issued under the authority of the Office of the Under Secretary of Defense for Personnel and Readiness, Personnel and Readiness Information Management (P&R IM). Chairmanship of the group will be on a rotating basis among the Service principal representatives and P&R IM. The Chairperson will serve as the conference host during his/her approximate six month tenure. Inherent responsibilities are establishing conference location and agenda, coordinating attendance, chairing the conference, and providing post-conference results. P&R IM will be responsible for chairing any subsequent JPRIG meetings necessary to review and provide status updates on outcomes/action items identified at the annual JPRIG.

1.3 Background

Since 1987, Service representatives accountable for management of Active, Guard, and Reserve OMPFs have met semi-annually and annually for the purpose of sharing micrographics and optical digital imaging replacement system information. The group has addressed policies, systems, and procedures that have brought the Services closer to a standardized approach to imaging.

Depending on the technology of the time period, records for military personnel have been maintained in paper, microfiche, and most recently digital image format. Successes, challenges and problem solving methods were widespread across all Services during the microfiche to digital conversion years. In 1993 at an emergency budget meeting in the cafeteria of the Navy Annex, the group coined the name Joint Personnel Records Imaging Group (JPRIG). The name would later be changed to the Joint Personnel Records Information Group. The justification for the name change was to broaden the scope of the group to include image and data management, electronic signatures, varied authentication technologies, etc.

By 2000, each Service had been or began digitizing all records. This reiterated the necessity of a forum to share successes, challenges, and problem-solving methods amongst other records

management professionals. The cost-benefit of past meetings cannot be overstated, as the sharing of lessons learned has been invaluable in problem prevention and resolution.

1.4 Effective Date

This charter becomes effective following concurrence by all primary membership and approval of OUSD P&R IM. The charter shall remain in effect throughout the JPRIG life cycle, or until superseded.

SECTION 2

2. JOINT PERSONNEL RECORDS INFORMATION GROUP MEMBERSHIP

The JPRIG consists of representatives from the Services, P&R IM, and other approved Federal Agencies. These members provide a level of technical and/or functional expertise to the program and represent their organizations' Official Military Personnel File (OMPF) management.

2.1 Membership

The primary membership will consist of a single, primary representative from each of the four Services and P&R IM. Service attendees at JPRIG meetings, including Reserve Components, will be at the invitation of the primary Service or P&R IM representative. The primary Service and P&R IM representatives are:

Army	iPERMS Program Manager	James Riggs
Marine Corps	Head, Manpower Management Support Branch	William Swarens
Navy	Director, Mil Pers Record Management Division	Dwight Stanton
Air Force	Chief, Master Personnel Records	Sharon Hogue
P&R IM	DPRIS Deputy Program Manager	Keith Limbacher

Associate representatives include, but are not limited to, the following agencies or organizations:

Department of Homeland Security – U.S. Coast Guard
Department of Veterans Affairs

2.2 Membership Responsibilities

Each organization is encouraged to appoint primary functional and technical representatives and alternate representatives to the JPRIG to ensure continuity of representation throughout the life cycle of the JPRIG.

2.3 Membership Requests

Organizations not listed in the Membership section may request to participate as observers by submitting an e-mail request to the JPRIG Chairperson.

SECTION 3

3. JOINT PERSONNEL RECORDS INFORMATION GROUP RESPONSIBILITIES

3.1 JPRIG Primary Representatives Responsibilities

- Provide status reports on their organization's development and execution of management initiatives, strategies, plans, challenges, etc.
- Provide valuable input related to OMPF management processes on behalf of their respective organizations.
- Keep the Group apprised on a timely basis of key events and activities affecting OMPF management initiatives.
- Engage in activities and contribute to the development of OMPF management initiatives that are beneficial to the Group.

3.2 Chairperson Responsibilities

- Preside over the Group.
- Schedule meetings on an annual basis, or as required.
- Approve proposed agenda items for JPRIG meetings and invite guest participants as needed to assist the Group in evaluating and resolving technical or functional issues.
- Provide program updates as announced in the JPRIG.
- Approve the meeting summaries and action items from each session.
- Call for and compile member presentations prior to the annual meeting.
- Send electronic versions of advance and post meeting documents to the P&R IM point of contact to be uploaded to the temporary JPRIG web site for access by members.

SECTION 4

4. JOINT PERSONNEL RECORDS INFORMATION GROUP RULES AND GUIDELINES

4.1 Meeting Ground Rules

- Promote an open forum for OMPF management-related discussion(s).
- Value everyone's opinion.
- Maintain consistent, success-oriented, proactive participation.
- Understand that in the group forum, "there are no dumb questions/comments."
- Ensure disagreement is reasoned.
- Share information.
- Seek first to understand – then to be understood.
- Maintain sense of humor.
- Be on time.

4.2 Meeting Guidelines

4.2.1 Focus

- Prepare for OMPF management and discussions within the respective members' organizations.
- Share lessons learned and best practices.
- Discuss/resolve issues.
- Coordinate activities.

4.2.2 Agendas

- Establish and coordinate prior to meeting.
- Distribute agendas/information a minimum of five working days prior to the meeting.

4.2.3 Meeting Schedule

The JPRIG will meet annually at a formal conference hosted by the appropriate rotating Chairperson. P&R IM will be responsible for chairing any subsequent JPRIG meetings necessary to review and provide status updates on outcomes/action items identified at the annual JPRIG. With charter membership concurrence, *ad hoc* meetings may be scheduled for addressing time-critical issues.

4.2.4 Non-Attribution Meetings

Non-attribution meetings without contractors present may be held at a primary member's request.

4.2.5 Meeting Summaries

The host Chairperson will be responsible for the following:

- Record attendance.
- Document decisions and agreements.
- Provide recorders to take notes and document action items, applicable suspense dates, and assigned party(ies).
- Provide meeting summaries to JPRIG members via e-mail no later than 10 working days after the meeting.

4.2.6 Meeting Materials

- Members will be responsible to provide presentations to the JPRIG Chairperson at least two weeks in advance of the meeting.
- Event information, advanced materials, agendas, presentations, and post meeting summaries will be posted on a temporary web site sponsored by P&R IM. The host Chairperson is responsible to send electronic versions of documents to the P&R IM point of contact to be uploaded to the temporary JPRIG web site. Members will be provided a user name and password to gain access to the temporary site. The site will be available 30 days prior to the meeting and 45 days after to reference meeting materials.

4.3 Meeting Logistics

- Funding to support travel and per diem expenses associated with meetings shall be the responsibility of the members' parent agency or organization.
- Meeting location will be rotated between Service and P&R IM locations.

Joint Personnel Records Information Group Charter

SUBMITTED BY

JPRIG Working Group Chair

Name: Mr. Keith Limbacher

Position: Deputy DPRIS Program Manager, P&R IM

Signature:



Date:

April 17, 2009

Joint Personnel Records Information Group Charter

CONCURRENCE

United States Army	
Name: James Riggs	
Position: iPERMS Program Manager	
Signature: 	Date: 22 APR 09

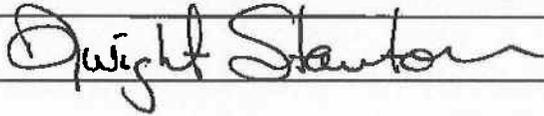
Joint Personnel Records Information Group Charter

CONCURRENCE

United States Marine Corps	
Name: William Swarens	
Position: Head, Manpower Management Support Branch	
Signature: 	Date: 4-21-2009

Joint Personnel Records Information Group Charter

CONCURRENCE

United States Navy	
Name: Dwight Stanton	
Position: Director, Military Personnel Record Management Division	
Signature: 	Date: 04/17/09

Joint Personnel Records Information Group Charter

CONCURRENCE

United States Air Force	
Name: Sharon S. Hogue	
Position: Chief, Master Personnel Records	
Signature: <i>Sharon S Hogue</i>	Date: <i>21 Apr 2009</i>

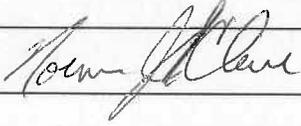
Joint Personnel Records Information Group Charter

CONCURRENCE

Personnel and Readiness Information Management	
Name:	Mr. James Fuller
Position:	Chief, Change Management Division
Signature:	 Date: 4 May 09

Joint Personnel Records Information Group Charter

APPROVED

Personnel and Readiness Information Management	
Name:	Ms. Norma J. St. Claire
Position:	Director, Personnel and Readiness Information Management
Signature:	 Date: 5/21/2009