

Personnel and Readiness
Information Management

Military Personnel Records Management Working Group

CHARTER

April 2011

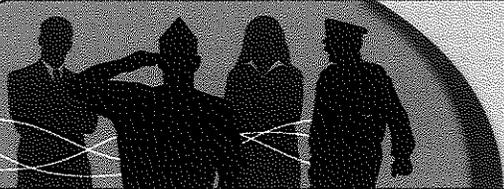


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1 Overview

This charter outlines the purpose, authority, membership, responsibilities, rules, and meeting schedule of the Military Personnel Records Management Working Group (MPRMWG).

1.1 Purpose

The MPRMWG is a forum for the records management community, the Official Military Personnel File (OMPF) management community, Department of Defense (DoD) Records Management Policy Officer, and the Office of the Under Secretary of Defense (Personnel and Readiness) Personnel and Readiness Information Management (OUSD P&R, P&R IM) for finding joint solutions to issues affecting the media-neutral life cycle management and servicing of the OMPF. Specifically, the goal of the MPRMWG is to act as a clearinghouse to share information about and identify issues effecting military personnel records management; to obtain consensus on these issues, and/or to propose to a higher authority for resolution, establishment or change of policy as needed with respect to military personnel records management.

The working group will also be the primary venue for discussion and adjudication of Department of Defense's (DoD) position on the DoD/National Archives and Records Administration (NARA) fee-for-service records management relationship relative to military personnel records.

1.2 Authority

This charter is issued under the authority of the Human Resources Management (HRM) Core Business Mission Area (CBMA) Community of Interest (COI).

1.3 Background

The National Archives and Records Administration (NARA), was created in 1934 to be the Federal "warehouse" for the storage of most Federal records. DoD is one of the Federal agencies that stores records at NARA. When NARA staff members first began searching for old government files to catalog and store in the National Archives Building in Washington, D.C., they found many disorganized records that had been put away carelessly. Over time, fire, insects, heat, water, and sunlight caused substantial damage to the records. Today, seventy-one years later, the records are preserved and handled by NARA in accordance with federal requirements and standards.

Beginning in Fiscal Year 2000, NARA became a reimbursable-services agency. With this new requirement, the Services (Army, Air Force, Navy, Marine Corps, and Coast Guard) and Federal agencies that own the records (including personnel, administrative, operational, organizational, and military) became responsible for the cost of storing, servicing, and/or maintaining records



housed in NARA facilities. Issues associated with this new requirement necessitated the establishment of the MPRMWG.

1.4 Effective Date

This charter replaces and supersedes the original charter, dated March 26, 2006. This charter becomes effective following approval by all signatories shown at the conclusion of this document and shall remain in effect throughout the Military Personnel Records life cycle management as defined in DoD Instruction 1336.08 titled Military Human Resource Records Life Cycle Management or until a subsequent charter is approved.

2 Membership

The MPRMWG consists of representatives from OASD (NII), P&R IM, Service records management communities, and Service OMPF management communities. These members will provide a level of technical and/or functional expertise to the working group and represent their organization's points of view.

2.1 Member Organizations

MPRMWG membership will consist of a chairperson from OUSD (P&R), P&R IM and representation from the following organizations as voting members:

- OASD (NII/DoD CIO) – DoD Records Management Policy Officer
- Department of the Air Force – Air Force Records Manager
- Department of the Air Force – Air Force OMPF Records Manager
- Department of the Army – Army Records Manager
- Department of the Army – Army OMPF Records Manager
- Department of the Navy – Navy Records Manager
- Department of the Navy – Navy OMPF Records Manager
- Department of the Marine Corps – Marine Corps Records Manager
- Department of the Marine Corps – Marine Corps OMPF Records Manager
- Department of the Coast Guard – Coast Guard Records Manager
- Department of the Coast Guard – Coast Guard OMPF Records Manager

Organizations not listed as members in this section may request to participate on a permanent or temporary basis by submitting an email request to the MPRMWG Chair. The working group Chair may also invite organizations not listed in this section to participate in the working group on a permanent or temporary basis.



3 Responsibilities

The MPRMWG chairperson and members have specific responsibilities with regard to the working group. These are identified below.

3.1 Chairperson's Responsibilities

- Provide working group's charter to membership for input and approval. Manage subsequent updates to the working group charter
- Plan and facilitate working group meeting on a quarterly basis or as required
- Plan and facilitate special working group meetings as necessary
- Establish and coordinate all working group meeting agendas, approving proposed agenda items when necessary, and invite guest participants, as needed, to assist the working group in evaluating and resolving military personnel records management issues
- Create and coordinate the production meeting reference materials prior to each meeting and distribute these to all working group members and invited guests no later than five business days prior to the date of the scheduled meeting
- Compile, approve, and distribute meeting summaries and action items from each working group meeting no later than ten business days following each working group meeting

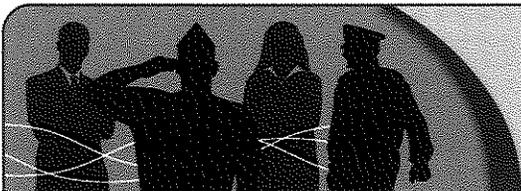
3.2 Member Responsibilities

As instructed above, each organization will appoint a primary representative to the working group and is encouraged to appoint one or more alternates. The main distinction between primary and alternate members is that the primary member serves as the official point of contact and spokesperson for his or her organization and is responsible for the action items on behalf of their organizations. However, all representatives share the following responsibilities:

- Share updates on their organizations' military personnel records management issues, events, and activities in a timely fashion. This may include creating and delivering presentations during working group meetings
- Provide relevant and timely input on military personnel records management issues on behalf of their respective organizations
- Contribute robustly to decisions and activities pertaining to the mission of the working group
- Request and secure funding for all travel, per diem, and miscellaneous expenses necessary for attendance at working group meetings

4 Rules and Guidelines

The following ground rules and guidelines will assist the MPRMWG in remaining productive and well-run to accomplish its mission and associated activities.



4.1 Ground Rules

- Promote an open forum for military personnel records management-related discussion(s).
- Value everyone's opinion
- Maintain consistent, success-oriented, proactive participation
- Understand that in the working group forum, "there are no dumb questions or comments"
- Ensure disagreement is reasoned
- Share information
- Seek first to understand – then to be understood
- Maintain a sense of humor
- Be on time
- Attend all meetings (mandatory). If the primary member is unavailable, then the alternate member is required to attend

4.2 Meeting Guidelines

The following will assist the MPRMWG in conducting meaningful and well-organized meetings, and will help the group stay on track between meetings.

4.2.1 Meeting Purpose

The purpose of the MPRMWG meetings is to:

- Discuss/resolve issues related to human resource records management and elevate unresolvable issues
- Share information, lessons learned, and best practices
- Coordinate activities, time lines, and milestones

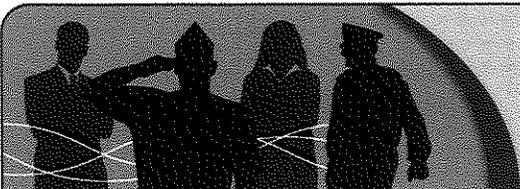
4.2.2 Agendas

Agendas will be established and coordinated prior to meeting and distributed a minimum of five working days prior to the meeting.

4.2.3 Meeting Schedule

The MPRMWG will meet for a minimum of a (half day) on a quarterly basis during the second month of each quarter. The specific date for each subsequent quarterly working group meeting will be agreed upon and set by members during each working group meeting. Special working group sessions may be called at any time as deemed appropriate by the MPRMWG Chairperson and/or Sponsor.

The default meeting location for the MPRMWG will be Arlington, VA, but the working group may relocate individual meetings, as deemed appropriate by the Chairperson and/or Sponsor.



4.2.4 Meeting Summaries

The MPRMWG Chairperson is responsible for ensuring:

- Attendance is taken at each meeting for record
- Decisions/agreements are documented
- Action items/suspense dates and assigned responsibility are noted and adhered to

4.2.5 Meeting Summary Distribution

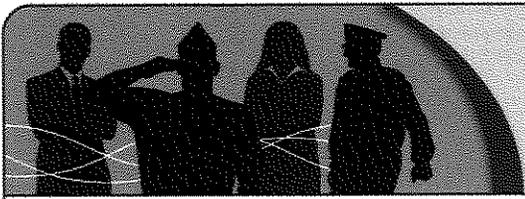
Meeting summaries will be distributed via e-mail or the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) within ten working days after meeting for review, comment, and concurrence.

4.3 Issue Resolution/Escalation and Reporting

The MPRMWG's membership will be responsible for presenting its analysis and alternatives for each unresolved issue. The MPRMWG may establish temporary sub-groups or detachments, as deemed necessary by members, to pursue specific activities related to the Working Group's goal (e.g., proposed records management solutions). These sub-groups, etc. will exercise the best course of action feasible to explore the best possible result and outcome for the issue at hand. This may include, but is not limited to, conducting cost studies, market surveys, opinion polls, etc.

If required, a tally of concurrence or non-concurrence shall be taken and will reflect the official position of the represented organizations. A tally may result in further action such as an official position paper produced by the member organization to elaborate on and justify the non-concurrence position taken. The position paper will then be staffed and raised to a higher level for consideration and decision.

The working group's Chair will bring issues that cannot be resolved within the working group to the attention of the appropriate leadership representative. If the issue cannot be resolved, then it will be escalated to the HRM CBMA COI. If the issue still cannot be resolved, the HRM CBMA COI will escalate as appropriate through the established program resolution process.



SUBMITTED BY

Military Personnel Records Management Working Group Chair

Name: Retta H. Graham-Hall

Position:

Signature: *Retta H. Graham-Hall*

Date: April 13, 2011

SPONSOR APPROVAL

**Human Resources Management (HRM) Core Business Mission Area (CBMA)
Community of Interest (COI)**

Sponsor

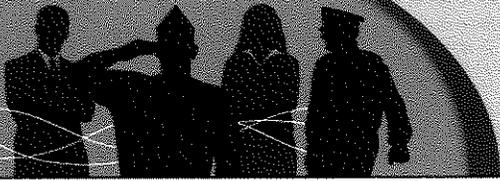
Military Personnel Records Management Working Group

Name: Michael J. Lincecum

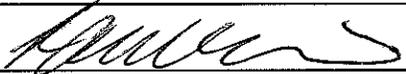
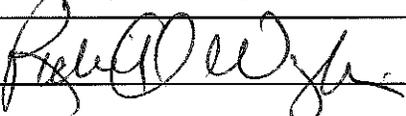
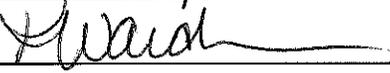
Position: Chair, HRM CBMA COI

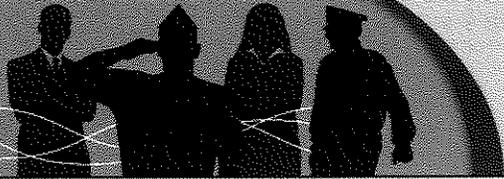
Signature: *Michael J. Lincecum*

Date: *4/13/2011*



CONCURRENCE

Organization: U.S. Army	
Name:	COL RANELLE A. MANAOIS
Position:	ARMY RECORDS CUSTODIAN / Chief, Army Pers. Recs Div HRC
Signature:	 Date: 10/19/2011
Organization: U.S. Army	
Name:	RICHARD WOJEWODA
Position:	ARMY RECORDS OFFICER
Signature:	 Date: 27 OCT 2011
Organization: U.S. Navy	
Name:	KATHY WARDLAW
Position:	Director Records Management
Signature:	 Date: 4/19/11
Organization: U.S. Navy	
Name:	Matthew David Staden
Position:	Navy Records Manager
Signature:	 Date: 3 Nov 2011



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Organization: U.S. Marine Corps

Name: William G. Swarens

Position: Head, Manpower Management Support Branch

Signature: *William G Swarens*

Date: 19 April 2011

Organization: U.S. Marine Corps

Name: Kim R. Enright-Lamere

Position: U.S. Marine Corps Records Manager

Signature: *Kim R Enright-Lamere*

Date: 3 NOV 2011

Organization: U.S. Air Force

Name: Sharon S Hogue

Position: Chief, Master Personnel Rcds Branch

Signature: *Sharon S Hogue*

Date: 29 Jul 2011

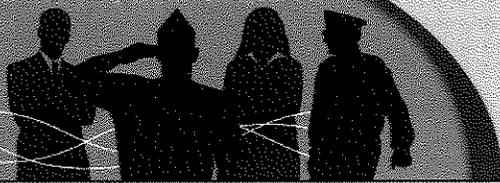
Organization: U.S. Air Force

Name: Penny L. Sayle

Position: Air Force Records Officer

Signature: *Penny L Sayle*

Date: 9 Aug 2011



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Organization: U.S. Coast Guard	
Name:	Pamela J. Norman
Position:	Coast Guard Records Officer
Signature:	Pamela J. Norman
Date:	19 APR 2011

Organization: U.S. Coast Guard	
Name:	John D Evans
Position:	CG Personnel Service Center - Military Records (PSD-MR)
Signature:	John D Evans
Date:	11/3/11

Organization: Networks and Information Integration	
Name:	Ronald Kelly
Position:	Deputy Director for Enterprise Services and Integration
Signature:	Ronald T. Kelly
Date:	22 Aug 11



CONCURRENCE

Organization	
Name:	MARIAN BARRY
Position:	NAB IPERMS Tech Support
Signature:	Marian Barry
Date:	20 Apr 11

Organization:	
Name:	
Position:	
Signature:	Date:

Organization:	
Name:	Margaretta Burroughs
Position:	HR/HRP - Records Management
Signature:	Margaretta Burroughs
Date:	20 Apr 11

Organization:	
Name:	
Position:	
Signature:	Date: