

## INFORMATION PAPER

ARNG-HRP  
21 October 2011

### **SUBJECT: Status of Record Brief Migration for CPT/MAJ AMEDD Board**

**1. PURPOSE:** Update on data migration to prepare for the CPT/MAJ AMEDD promotion board and necessary steps that must be taken to complete the migration. .

#### **2. References:**

a. MILPER Message Number 11-248, ARNG-HRZ, dated, 12 August 2011, Guidance to ARNG States, Territories and The District of Columbia On the Implementation of the Officer Record Brief / Enlisted Record Brief, and Interim Guidance During Regulatory Update

b. All States and Territories Implementation of the Officer and Enlisted Record Brief (ARNG-HRH Policy memorandum #11-020), dtd 15 October 2010

#### **3. Facts:**

a. On 15 October 2010, G1 ARNG formally requested authority from DA G1 to implement the Officer Record Brief (ORB) and Enlisted Record Brief (ERB). An automated application was developed prior to this to ease the transition from the DA Form 2-1 and to aid with data migration. The application is located in the G1 Portal Director's Personnel Readiness Overview (DPRO). Training on the use of the application has been available through DCO, at conferences and via site visits.

b. Many States have successfully migrated data from source systems, i.e.: SIDPERS, ATTRS, KEYSTONE, MEDPROS, and DEERS. States have the ability to manually update Soldiers records when no historical information is available or to correct errors. The priority for migrating data and populating the record brief, has been for officers in the zone of consideration for all calendar year 2012 boards. Currently, 40 States have successfully migrated data, three States are in the process of verifying the migration process and 11 States have chosen to manually input into the record brief application. HRP-S is working with the Human Capital Management Division of NGB to get an interface from their HR Management System (HRMS) for Title 10 Soldiers.

d. An interface with HRC's Army Selection Board System (ASBS) has been developed and is currently being tested in order to provide an automated data feed for DA Boards. If the automated data feed is not functional prior to the January board submission cut off, States will send the ORB utilizing the current process.

e. States are reminded that Soldiers must be told to review their record brief by going to <https://minuteman.ngb.army.mil/Benefits>. If updates are required, Soldiers must take source documents to their Human Resources Specialist for updating through the application at <https://arngg1.ngb.army.mil>, and validate the loaded properly and then the HR Specialist will certify the brief. The data will go forward regardless of the validation and certification process, but this process will allow for greater Soldier involvement in their file and participation by the State. Soldiers must still access the My Board File by going to <https://www.hrc.army.mil>,

selecting Tools, Self Service, and then the My Board File icon. Instructions are on the page to complete the review and validation of the brief.

f. As of 19 October 2011, only 10 of the 209 record briefs eligible for the January 1LT to CPT AMEDD Board have been validated. These are falling behind and States must make these a priority.

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