

Milper Message Number

11-248

Proponent

ARNG-HRZ

Title

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

...Issued: [12 Aug 11]...

A. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT / RECORDS, 22 JUNE 2004

B. AR 623-3, EVALUATION REPORTING SYSTEM 10 AUGUST 2007

C. DODI 1336.08, MILITARY HUMAN RESOURCE RECORDS LIFE CYCLE MANAGEMENT, 13 NOVEMBER 2009

D. MILPER MESSAGE NUMBER 10-322, SUBMITTING OFFICIAL MILITARY PERSONNEL FILE (OMPF) DOCUMENTS INTO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS), 9 DECEMBER 2010

E. MILPER MESSAGE NUMBER 10-333, CLARIFICATION TO MILPER MESSAGE 10-322, SUBMITTING OMPF DOCUMENTS INTO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS), 27 DECEMBER 2010

F. MEMORANDUM, ARNG-HRZ-A, SUBJECT: ALL STATES AND TERRITORIES IMPLEMENTATION OF THE OFFICER AND ENLISTED RECORD BRIEF, 15 OCTOBER 2010

G. FY2012 DA RESERVE COMPONENT BOARDS SCHEDULE, 3 JUNE 2011

1. THIS MESSAGE WILL EXPIRE NLT 15 AUGUST 2013.

2. PURPOSE: THIS MESSAGE PROVIDES GUIDANCE TO ARMY NATIONAL GUARD STATES, TERRITORIES, AND DISTRICT OF COLUMBIA (HEREAFTER REFERRED TO AS "STATES") ON THE TRANSITION TO THE OFFICER RECORD BRIEF/ENLISTED RECORD BRIEF (ORB/ERB), TO COVER THE INTERIM PERIOD PENDING DA REGULATION REVISION.

3. EFFECTIVE THE FISCAL YEAR (FY) 2012 1LT-CPT AND CPT-MAJ ARMY MEDICAL DEPARTMENT (AMEDD) BOARDS, THE ARNG WILL NO LONGER USE DA FORM 2-1 FOR ANY DEPARTMENT OF THE ARMY RESERVE COMPONENT CENTRALIZED BOARD. REFERENCE G ABOVE.

A. THE ORB/DA FORM 4037 WILL REPLACE THE DA FORM 2-1 AS PART OF THE PROMOTION BOARD FILE.

B. STATES MUST TRANSITION OFFICERS TO THE ORB BY 30 SEPTEMBER 2012 AND ENLISTED SOLDIERS TO THE ERB BY 30 SEPTEMBER 2013. THE PRIMARY FOCUS WILL BE ON OFFICERS

WITHIN THE FY12 BOARD CYCLE. STATES MUST VALIDATE ORBS NO LATER THAN 90 DAYS PRIOR TO THE BOARD CONVENING DATE.

C. DA FORM 2-1 WILL CONTINUE TO BE MAINTAINED ON SOLDIERS UNTIL A RECORD BRIEF HAS BEEN ESTABLISHED. ONCE THE RECORD BRIEF HAS BEEN ESTABLISHED, THE ORB/ERB WILL BE USED IN LIEU OF THE DA FORM 2-1.

D. STATES ARE AUTHORIZED TO SUBMIT EITHER THE DA FORM 2-1 OR THE ORB DURING THE TRANSITION PERIOD WITH THE RELEASE OF THIS MILPER MESSAGE.

4. VALUE: THE RECORD BRIEF ALIGNS THE ARMY NATIONAL GUARD WITH THE ACTIVE ARMY IN PRODUCING A STANDARDIZED ONE-PAGE REPRESENTATION OF THE SOLDIER'S OMPF. THIS PROCESS FULLY SUPPORTS THE KEY OBJECTIVES OF THE ARNG G1 BY DELIVERING A SINGLE SYSTEM OF RECORD FOR EVERY SOLDIER IN THE ARNG; FURTHER ENHANCING THE ARNG STANCE AS A HIGHLY EFFECTIVE PROFESSIONAL ORGANIZATION AND ENSURING A COMMON PROCESS WITH THE ACTIVE COMPONENT.

5. COMMUNICATION PLAN: ACCESS TO THE RECORD BRIEF APPLICATION IS THROUGH THE ARNG-G1 PORTAL AT [HTTPS://ARNGG1.NGB.ARMY.MIL](https://arngg1.ngb.army.mil). UPDATES TO THE RECORD APPLICATION WILL BE PLACED UNDER THE RECORD BRIEF RELEASE NOTES LINK IN THE APPLICATIONS TAB ON THE ARNG- G1 PORTAL. THE USER GUIDE WILL BE UPDATED AS CHANGES ARE RELEASED. INDIVIDUAL SOLDIERS CAN ACCESS THEIR RECORD BRIEF ONLINE FOR REVIEW AND VALIDATION AT [HTTPS://MINUTEMAN.NGB.ARMY.MIL/BENEFITS](https://minuteman.ngb.army.mil/benefits).

6. REFERENCE F PROVIDES IMPLEMENTATION GUIDANCE FOR THE MILITARY PERSONNEL OFFICES (MILPOS) OF ALL STATES FOR THE RECORD BRIEF.

A. STATES MUST POPULATE THE RECORD BRIEF APPLICATION LOCATED IN THE ARNG-G1 PORTAL IAW GUIDANCE IN REFERENCE F.

B. TO ENSURE SUCCESSFUL VALIDATION OF ALL RECORDS, NATIONAL GUARD BUREAU STRONGLY ENCOURAGES STATES TO MIGRATE APPLICABLE DATA FROM EXISTING APPLICATIONS TO THE RECORD BRIEF BEFORE THE DEADLINES IAW PARAGRAPH B ABOVE. THIS ALLOWS TIME FOR DATA CLEANSING AND VALIDATION BEFORE THE FY12 BOARDS PROCESS BEGINS. ARNG-HRM WILL DEVELOP TOOLS WITHIN THE ARNG-G1 PORTAL TO TRACK AND REPORT THE STATUS OF THE MIGRATION TO THE RECORD BRIEF APPLICATION BY STATE, WITH BY-NAME SOLDIER LEVEL DETAILS. ARNG-HRM-S WILL IMPLEMENT BI-MONTHLY IPR'S TO TRACK DATA MIGRATION.

C. TRAINING – STATES WILL DEVELOP A TRAINING PLAN BASED ON THEIR INDIVIDUAL NEEDS. STATES CAN LEVERAGE THE USER GUIDE POSTED TO THE G1 PORTAL TO AUGMENT THEIR TRAINING. EACH STATE'S TRAINING PLAN WILL BE BASED ON EXISTING SOURCES FOR DATA COLLECTION. NGB WILL PROVIDE AN OVERVIEW OF FUNCTIONALITY AT REGIONAL AND NATIONAL CONFERENCES.

7. ARMY NATIONAL GUARD SOLDIERS WITH QUESTIONS REGARDING THEIR RECORD BRIEF SHOULD CONTACT THEIR UNIT HUMAN RESOURCE (HR) SPECIALIST FOR ASSISTANCE. TITLE 10 SOLDIERS WILL COORDINATE WITH HUMAN CAPITAL MANAGEMENT AND AN HR SPECIALIST FROM THEIR HOME STATE. HR SPECIALISTS WITH QUESTIONS REGARDING THE RECORD BRIEF SHOULD CONTACT THEIR STATE DOMAIN MANAGER FOR ASSISTANCE. STATE DOMAIN MANAGERS MAY CONTACT ARNG-HRM-S DURING TRANSITION AND ARNG-HRP-S AFTER TRANSITION FOR QUESTIONS REGARDING THE RECORD BRIEF APPLICATION.

8. ARNG-HRM-S IS THE CURRENT PROCESS OWNER OF THE RECORD BRIEF TRANSITION PROCESS. UPON ACHIEVEMENT OF AN ACCURATE FUNCTIONING FORM AND PROVEN DATA TRANSFERS FROM ALL METHODS, THE ORB/ERB PROCESS WILL BE TURNED OVER TO ARNG-HRP-S FOR MAINTENANCE AND SUSTAINMENT.

9. POINT OF CONTACT: ARNG-HRP-S: MR. HENRY MCCALISTER: COMMERCIAL (703) 607-9988; DSN 327-9988; EMAIL: HENRY-MCCALLISTER@US.ARMY.MIL OR MR. CALVIN NOBLE: COMMERCIAL (703) 607-9175; DSN 327-9175; EMAIL: CALVIN.W.NOBLE@US.ARMY.MIL.