NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

ARNG-HRZ-A

12 August 2011

MEMORANDUM FOR Military Personnel Officers of all States, Puerto Rico, Guam, US Virgin Islands, and Commanding General of the District of Columbia

SUBJECT: Revised Implementation of the Officer and Enlisted Record Brief for all States and Territories (ARNG-HRH Policy #11-057)

1. References:

   a. AR 600-8-104, Military Personnel Information Management/Records

   b. AR 614-100, Officer Assignments

   c. AR 614-30, Overseas Service

   d. AR 623-3, Evaluations

   e. AR 600-8-22, Military Awards

   f. AR 640-30, Photographs for Official Military Files

   g. DA Pam 640-1, Officers Guide to the Officer Record Brief (ORB)

   h. MILPER Message 09-183, Updating ORB with Deployment Information

   i. ARNG-HRZ-A, Subject: All States and Territories Implementation of the Officer and Enlisted Record Brief, DTD 15 October 2010

   j. FY2012 DA Reserve Component Boards Schedule

2. Purpose: Provide States and Territories with updated implementation guidance for the Officer Record Brief (ORB) and Enlisted Record Brief (ERB). States and Territories will populate the Record Brief application located in the G1 Portal Director's Personnel Readiness Overview (DPRO) according to guidance set forth in this implementation guide. This implementation policy supersedes the previous policy dated 15 October 2010.

3. On 14 October 2010, the G1 ARNG formally requested authority from DA G1 to obtain concurrence from the requirement found in AR 600-8-104, Chapter 4, paragraph 2, and Chapter 5, paragraph 2, which mandates the ARNG to maintain DA Form 2-1, to implement ORBs and ERBs within the ARNG in lieu of the DA Form 2-1.

4. States and Territories will utilize the DA Form 2-1 for any Officer or Enlisted Soldier selected to appear before any board until that Soldier's personnel information is converted and validated in the Record Brief application.

5. The primary focus for transitioning of the ORB will be on officers within the FY12 Board Cycle. The 1LT-CPT AMEDD and CPT-MAJ AMEDD Boards scheduled to convene on or about 9 January 2012 are the first boards to require an ORB from the G1 Portal Record Brief Application. States and Territories will complete data transition and record validation for all officer records by 30 September 2012 and all enlisted records by 30 September 2013. After States transition and validate records in the new ORB/ERB application, they must discontinue use of the DA Form 2-1.

6. States and Territories are authorized to submit either the DA Form 2-1 or the ORB, with the release of this MILPER Message, for those boards meeting prior to the January 2012 implementation date.

7. The process to submit a DA Form 2-1 will remain the same. DA Form 2-1 will not be accepted after FY12 LTC-COL Chaplain board, which convenes on 29 November 2011. During this transition period, Officer Personnel Managers will submit scanned certified copies of the G1 Portal DA Board View Record Brief to the Board following the same submission criteria used for DA Form 2-1. Starting with the 9 January 2012 1LT-CPT AMEDD and CPT-MAJ AMEDD Boards, Record Briefs will be submitted through electronic transfer of data from the G1 Portal Record Brief application directly to the DA Boards application. Officer Personnel Managers will ensure Officers appearing before a board have a validated and certified Record Brief.

8. Training: Training will be conducted at all ARNG and Regional Personnel Conferences. Additionally, States and Territories may request Defense Connect Online Training through the RCMS Helpdesk at rcmshelp@tibercreek.com. Requests for individual State or Territory assistance site visits will be approved as fiscal year travel funding allows.

9. Access: States and Territories can access the Record Brief application on the G1 Portal at https://arngg1.ngb.army.mil. Access to the G1 Portal requires a Common Access Card (CAC). Soldiers may access their individual Record Brief at https://minuteman.ngb.army.mil/Benefits/RecordBriefWeb/RBMain.aspx. Access to the Soldier View Record Brief on the Minuteman Site requires a Common Access Card.

10. User Management: ARNG-HRM-S will assign the SIDPERS Chief and three other personnel as Domain Managers for each State and Territory. The Domain Managers are responsible for maintaining state level access at the UIC level and editing user roles in the Record Brief Application, as well as answering all functional/technical questions. ARNG-HRM-S will manage all requests for ARNG and Domain Manager access until the application is

transitioned to the ARNG-HRP-S functional lead. The States and Territories will be notified when the application is transitioned to ARNG-HRP-S. If the State Domain Managers cannot answer the user's questions, they will elevate the issues to ARNG-HRM-S or ARNG-HRP-S utilizing the RCMS help desk at rcmshelp@tibercreek.com or 1-800-339-0473.

11. Record Review: Users with edit ORB/ERB permissions will perform record reviews for Soldiers for Promotion Boards and Birth Month Review. Review the ORB/ERB for Soldiers (appearing before a promotion board to allow for the collection of source documents and SIDPERS system transactions to populate in the Record Brief application so that the ORB/ERB is validated no later than 90 days prior to the board convene date.

12. ORB/ERB Timeline: States and Territories will utilize the following timeline to complete the transition and data capture for all Officers and Enlisted Soldiers. See Annex A for complete Fielding Plan.

Date	**Population**	**Task**
01 January 2011	New Accession / New Gains	Use Record Brief unless Board Action
01 January 2011	New Appointments	Use Record Brief unless Board Action
09 January 2012	1LT-CPT AMEDD CPT-MAJ AMEDD	Approximate convene date for Board
30 September 2012	All Officers	Use Record Brief for all Officers
30 September 2013	All Enlisted	Use Record Brief for all Enlisted

13. This implementation guidance applies to the following personnel:

a. Title 10 Personnel: Human Capital Management (HCM) will provide Title 10 Information for assignment history, military education and verification of service dates. HCM will update Title 10 Records for any manually editable field. If Title 10 personnel identify a discrepancy in their file, coordination with HCM and their State or Territory is required. States and Territories are required to update any source system for Title 10 AGR to populate the G1 Portal Record Brief. States and Territories will manage Title 10 ADOS personnel.

b. Title 32 Personnel: The initial Record Brief populated from Standard Installation/Division Personnel System (SIDPERS) requires States and Territories to populate the additional data elements manually online or through flat file methodology utilizing existing systems such as Twin Engines or RCAS.

14. Refer to the enclosures listed below for detailed Information on the Record Brief.

15. The Record Brief Implementation Guide will provide complete documentation and requirements for the G1 Portal Record. Additionally, help videos are available on the G1 Portal.

16. Points of contact are:

a. LTC Thomas Cannariato, ARNG-HRP-R, Personnel Division – Soldier Records, at DSN 327-9706, 703-607-9706 or thomas.cannariato@us.army.mil.

b. LTC Larry Dismore, ARNG-HRP-S, Personnel Division - Systems, at DSN 327-9985, 703-607-9985 or larry.dismore@us.army.mil.

c. LTC Charles Stephenson, ARNG-HRH, Personnel Policy Division – Officer Policy, at DSN 327-2686, 703-601-2686 or charles.stephenson1@us.army.mil.

d. CW2 Alicia Fuller, ARNG-HRM-S, Personnel Programs, Manpower & Resources, 703-539-6335 or alicia.m.fuller@us.army.mil.

Encl:
1. Annex A: Fielding Plan

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