

DA Boards Volunteer Selection Process: Steps to volunteer for a DA Board and the steps taken by NGB for Board member selection and member notification

Point of Contact

Division: Boards Section (ARNG-HRP-R)

Description

The NGB Board/Panel Member and Volunteer Selection Process is for all ARNG Soldiers who are eligible to serve as members on an NGB Board or Panel, and outlines steps in applying and being selected for participation. The process takes place when the Board/Panel Calendar is created. ARNG Soldiers from the States are called upon to serve on National Guard Bureau Boards and Panels (not to be confused with Department of the Army Mandatory Promotion Boards). This process details how Soldiers can, using the Volunteer Database, volunteer to serve on these boards and the subsequent steps taken for selection and notification. The NGB Boards Branch of HRP will query the Volunteer Database for eligible Soldiers to serve on the necessary board. The database is populated by Soldiers navigating to the HRP website of Guard Knowledge Online (GKO) and submitting their information as a candidate. Upon successful selection, the members are input into the Consolidated Boards Program.

Regulations and Supporting Resources

[AR 600-9, The Army Weight Control Program](#)

[GKO Website Volunteer Page](#)

Documents and Forms

Bio

Board/Panel Announcement

Board/Panel Calendar

Board/Panel Catalog

[Board Volunteers Database Form](#)

Candidate Spreadsheet

[DA Form 2-1, Personnel Qualification Record](#)

[DA Form 5500, Body Fat Content Worksheet \(Male\)](#)

[DA Form 5501, Body Fat Content Worksheet \(Female\)](#)

[DA Form 705, Army Physical Fitness Test Scorecard](#)

DA Photo

[DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel](#)

Enlisted Record Brief (ERB)

MEDPRO Statement

Memorandum for Travel Authorization (TA)

Memorandums of Instruction (MOI)

Officer Record Brief (ORB)

Request for Orders (RFO)

TAG Letter

Related Processes

NGB Boards Annual Calendar Creation Process

The steps taken annually to create the yearly NGB Board/Panel Calendar and Catalog

NGB Board Conduction Process

Convening and conducting an NGB Board/Panel

NGB Post-Board Process

Process for obtaining approval of NGB Board and Panel Results

Systems

Board Volunteers Database

This database is accessed via GKO. Soldiers enter their pertinent data, in accordance with the questions posed, to volunteer to serve as a board member. The Board Recorder will access this database to fill board member seats. In the event there are not enough qualified and is used to volunteer to participate in a NGB Board/Panel. It is accessed by the Board Recorder to find volunteers before querying TAPDB-G for non-volunteer Board participants. The Boards Volunteers Database serves as an updated archive of willing NGB Board volunteers.

Consolidated Boards Program (CBP)

This Program assists the HRP Boards Section in generating board members as well as necessary minority reports. It also automates the voting process of the actual board and runs reports accordingly.

[Defense Travel System \(DTS\)](#)

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel (TDY) for the Department of Defense. It allows travelers to create authorizations (TDY travel orders), prepare reservations,

receive approvals, generate travel vouchers, and direct deposit payment to themselves and the government charge card vendor, all via a single web portal available 24 hours a day, seven days a week. The Business Transformation Agency has program oversight and the Defense Travel Management Office, Office of the Under Secretary of Defense for Personnel and Readiness has functional oversight.

[Guard Knowledge Online \(GKO\)](#)

Guard Knowledge Online (GKO) is a Web portal that provides support functionality to the National Guard community. The primary role of GKO is a knowledge management tool for information sharing through the entire Army National Guard community, including document, file, and image libraries. The site provides check-in / check-out version control, change notification, and announcement posting. The GKO calendar can integrate with Microsoft Outlook to manage and track tasks and meetings. In addition, GKO allows for audience specific threaded discussion pages and easy survey creation.

[Total Army Personnel Database – Guard \(TAPDB-G\)](#)

TAPDB-G is a data repository system designed to serve as an archive for personnel information for all ARNG personnel (officer and enlisted). The system is responsible for pushing information fed by Standard Installation/Division Personnel System (SIDPERS) transactions to the Integrated Total Army Personnel Database (ITAPDB). In the event there are not enough qualified candidates in the Boards Volunteer Database, the Board Recorder will query for eligible participants.

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