

OFFICER RECORD BRIEF

ORB TYPE	BRIEF DATE	FUNCTIONAL CATEGORY	DESIG DATE	CNTL BRANCH BR DTL/EXPIRES	COMPONENT	AD GRADE - ADOR	SSN	NAME			
SECTION I - Assignment Information				SECTION II - Security Data			SECTION III - Service Data		SECTION IV - Personal/Family Data		
OS / DEPLOYMENT / COMBAT DUTY				INVEST		BASD	Current PPN	End Current Tour	Date of Birth	Birthplace	
End Date	CT	MO	S T	NUMBER OF TOURS	DTEINV	DTPSG					
					CLNC		Basic Date of Appt	Cohort Yr Gp	Source of Orig Appt	Country of Citz	Sex / Res/Cat
					Section V - Foreign Language			FY			
					La	L S R YMPTL	Mo/Days Afcs	Months	Year of Ocr	Dependents	Religion
					SMILR	DATA	Expr Date	Inst Proj/Inst	Inst Proj/Inst	Marital Status	Spouse Birthplace / Cit
					OP	RES					
					Start		ZLT-WDUZ	Inst Proj/Inst	Inst Proj/Inst	Inst Proj/Inst	Height / Weight
					Underways						
Date Dependents Arrived OS							LTC-CWS	COL	BG	MG	
Career Field Information - Commissioned / Warrant				DLAT			PDOR				Home of Record at Ead
BR Code / MedMos1 / PMOS		Fncnl Area / MedMos2 / SMOS		SECTION VI - Military Education			TDOR	LTG		GEN	
BRAOC / MedMos3 / PMOS SQI		Fncnl Aoc / SMOS SQI		SECTION VII - Civilian Education							Mailing Address
Course				Year	LEVEL COM						
Skills					STITUTION						SECTION X - Remarks
Basic Branch / PMOS					DISCIPLINE						
Functional Area SMOS					STITUTION						AKO Email
Career Track		Single	Dual		DISCIPLINE						Alternate E-mail
Primacy	Branch	Functional Area			INSTITUTION						Adjusted Ready Reserve Oblig Date
Prev Branch / MOS					DISCIPLINE						Date of Last Photo
Prev Functional Area					SECTION VIII - Awards and Decorations						RGMT AFL
Control Career Management Field											State Awards:
Projected Career Management Field											
Geographic Orientation											
AVIATOR QUALIFICATIONS											
ASED											
DOFDC As Of											
Pilot Status	Aircraft	Qual	Aircraft	Qual	Aircraft	Qual	Aircraft	Qual			
Rating Dt											
Date of Last PCS				SECTION IX - Assignment Information				Date of Last OER	Org Zip Code		
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS		
PROJ											
Current											
1st Prev											
2nd Prev											
3rd Prev											
4th Prev											
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16th Prev											
17th Prev											
18th Prev											
19th Prev											

DA Form 4037/  
Record Brief

# RECORD BRIEF

## Agenda

- ◎ The Record Brief
- ◎ Sections of the Record Brief
- ◎ Important Timelines
- ◎ Data Sources of the Record Brief
- ◎ iPERMS
- ◎ Requesting Access to Record Brief Application
- ◎ Changing Access to Record Brief Application
- ◎ Updating the Record Brief w/ special emphasis on Assignment History
- ◎ Deployment Information
- ◎ Soldier's Review/Validation
- ◎ Certifying the Record Brief

# RECORD BRIEF

## The Record Brief

- ⦿ A one page Army form designed to provide a summary of a Soldier's qualifications and career history.
- ⦿ Aligns the Army National Guard with the Active Army in producing a standardized one-page representation of the Soldier's Official Military Personnel File (OMPF).
- ⦿ Used by HQDA and Soldier's leadership to gain an initial impression of a Soldier's qualifications and career history in conjunction with evaluations to place the Soldier in the correct position.

# RECORD BRIEF

## Sections of the Record Brief

- ⦿ Administrative Heading
- ⦿ Section I – Assignment Information (Overseas Service)
- ⦿ Section II – Security Data
- ⦿ Section III – Service Data
- ⦿ Section IV – Personal / Family Data
- ⦿ Section V – Foreign Language
- ⦿ Section VI – Military Education
- ⦿ Section VII – Civilian Education
- ⦿ Section VIII – Awards and Decorations
- ⦿ Section IX – Assignment Information
- ⦿ Section X – Remarks

# RECORD BRIEF

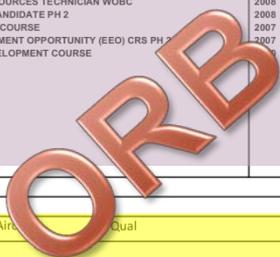
## Data Sources

- ◉ ATRRS [Army Training Requirements and Resource System]
  - [ATRRS Login](#)
- ◉ DAPMIS [Department of the Army Photograph Management System]
  - Restricted access (Public Affairs Staff)
- ◉ DEERS [Defense Enrollment Eligibility Reporting System]
  - [DEERS Login](#)
- ◉ Keystone [Keystone System]
  - Restricted to Active Duty
- ◉ MEDPROS [Medical Protection System]
  - [MEDPROS Login](#)
- ◉ SIDPERS [Standard Installation / Division Personal System]
  - [SIDPERS Login](#)
- ◉ Manual Updates in the Record Brief Application

OFFICER RECORD BRIEF

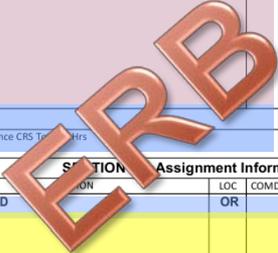
AR600-8-104 CMAAOF-T1

ORB TYPE 1510	BRIEF DATE 20110804	FUNCTIONAL CATEGORY BLANK	DESIG DATE	CNTL BRANCH BR DTL/EXPIRES	COMPONENT NG	AD GRADE - ADOR	SSN	NAME						
<b>SECTION I - Assignment Information</b>				<b>SECTION II - Security Data</b>			<b>SECTION III - Service Data</b>			<b>SECTION IV - Personal/Family Data</b>				
OS / DEPLOYMENT / COMBAT DUTY				INVEST SBI			BASD 20021216		Current PPN Ead Current Tour		Date of Birth	Birthplace		
End Date 20070818	CT AF	MO 17	S T C	NUMBER OF TOURS Short - 0 Long - 1		DTEINV 20011017 DTPSCG 20061201		20080520		20080520	[REDACTED]	[REDACTED]		
DROS XXXXX DEROS XXXXX				<b>Section V - Foreign Language</b>			Basic Date of Apt 20080520		Cohort Yr Gp FY 2008		Source of Orig Apt OTHER		Country of Citz US	Sex / RedCat FEMALE WHITE
eMILPO Tour Data				Language			Mo/Days Afc 25		Mo / Afs 76		Type of Orig Apt ARNGUS		No Dependent Adults / Children	Religion NO RELIGIOUS PREFERENCE
CBT - OPN - RES - Dwell Start 20070819 Dwell Mo-Days 47 MO 16 D				Cur Svc Agrmt/Expr Date			Date of Proj/Mand Ret 20320731		2LT-W01 20080520		1LT-CW2 20100520		Marital Status SINGLE	Spouse Birthplace / Cit
Date Dependents Arrived OS				DLAT			PDOR LTC-CW5		COL		BG		MG	
Career Field Information - Commissioned / Warrant				<b>SECTION VI - Military Education</b>			<b>SECTION VII - Civilian Education</b>			Home of Record at Ead MCMINNVILLE OR US				
BR Code / MedMos1 / PMOS / / 420A				Fnctl Area / MedMos2 / SMOS / /			WARRANT OFFICER BASIC COURSE			Mailing Address				
BRAOC / MedMos3 / PMOS SQI / /				Fnctl Aoc / SMOS SQI ADJUTANT GENERAL / -			Course			LEVEL COMPLETED MASTERS DEGREE			<b>SECTION X - Remarks</b>	
Skills				ARMY FORCE MANAGEMENT COURSE 2009 EQUAL OPPORTUNITY LEADERS COURSE 2009 FORCE MANAGEMENT COURSE 2009 ARMY NATIONAL GUARD FORC MANAGEMENT COURSE 2008 ARNG RECRUITERS COURSE 2008 MILITARY HUMAN RESOURCES TECHNICIAN WOB 2008 WARRANT OFFICER CANDIDATE PH 2 2008 UNIT READINESS NCO COURSE 2007 USFK EQUAL EMPLOYMENT OPPORTUNITY (EEO) CRS PH 2007 ACTION OFFICER DEVELOPMENT COURSE 2007			Year			INSTITUTION KHAOS UNIVERSITY YR 2011 DISCIPLINE PSYCHOLOGY N INSTITUTION STRAYER UNIVERSITY-WASHINGTON CAMPUS YR 2011 DISCIPLINE HUMAN RESOURCE K INSTITUTION LIBERTY UNIVERSITY YR 2010 DISCIPLINE EDUCATION U				
Basic Branch / PMOS HUMAN RESOURCES TECHNICIAN				Functional Area SMOS			Career Track			SECTION VIII - Awards and Decorations			AKO Email	
Career Track				Single			Dual			MSM 1 MOVSM 1 ACM 1 ARCOM 1 NATO MEDAL 1 AAM 2 NOPDR 2 AGCM 1 ASR 1 ARCAM 3 OSR 1 NDSM 2 AFRMM 1 HSM 1 GWOTS 1			Alternate E-mail	
Primacy				Branch			Functional Area			Adjusted Ready Reserve Oblig Date 20140519			Date of Last Photo	
Prev Branch / MOS 00				Prev Functional Area			Control Career Management Field			RGMT AFL			State Awards:	
Projected Career Management Field				Geographic Orientation			AVIATOR QUALIFICATIONS			LANGESMX 1 ORNGFSMX 1 OR EMERGENCY SERVICE AWARD 1			[REDACTED]	
ASED				DOFDC As Of			Pilot Status			Rating Dt				
Date of Last PCS				<b>SECTION IX - Assignment Information</b>			Date of Last OER			Org Zip Code				
ASGT	FROM	MO	UNIT NO	ORGANIZATION		STATION		LOC	COMD	DUTY TITLE		DMOS		
PROJ														
Current	20110706		8BAAA	ORARNG ELEMENT JFHQ (-)		SALEM		AF	GB	FORCE MGMT BR CH/FIRO READINESS NCO		011A		
1st Prev	20090801	23	39LAA	US ARMY NATIONAL GUARD READINESS CENTER ARL		ARLINGTON		VA	GB	HR TECH HRM-S RCMS RECORD BRIEF LEAD		420A0		
2nd Prev	20080520	15	77832	TRAINING SITE COMMAND		PORTLAND		OR	GB	RSP S1		420A0		
3rd Prev														
4th Prev														
5th Prev														
6th Prev														
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16th Prev														
17th Prev														
18th Prev														
19th Prev														



ENLISTED RECORD BRIEF

BRIEF DATE: 20110804										COMPONENT NG					
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data			
OS/Deployment Combat Duty				PSI Status: NONE Fld Det PS Stat				BASD				Date of Birth: [REDACTED] Birthplace: US			
Start - End Date				PSI Invest INIT				EIS 20160801				Country of Citz: US Sex / Red Cat			
CT MO TS TT				PSI Invest Compl				# Days Lost				No. of Dependent			
C O R				Section V - Foreign Language				PVT PV2 PFC SPC-CPL				Adults/Children			
Dwell Time				Language Read Listen Speak				DDR				Religion			
Start				DEROS				SGT SSG SFC MSG-1SG				NO RELIGIOUS PREFERENCE			
Month - Days				DROS				DOR				Marital Status			
XX XX				XXXXX				DDR				SINGLE			
Date Dependents Arrived OS				DLAB				SGM-CSM				Spouse Birthplace / City			
PMOS 19D1				SECTION VI - Military Education				SECTION VII-Civilian Education				PULHES MRC			
SMOS YY				MEL NO APPLICABLE COURSE				Level Completed 12TH GRADE				111111 3A			
Bonus MOS				MES NOT ENROLLED				DESG NONE				Height/Weight			
Bonus Enlist Elig Dt				RECEPTION BATTALION ATTRITION				Institution				71 / 165			
Promotion Points / YRMO				Course				Discipline				Physical Category			
Prev Promotion Points / YRMO				Year				Discipline				NO DUTY LIMITATIONS			
Prom Seq#				2011				Technical Certification				APFT Dt P/F			
Promotion MOS				ASVAB 74				NDSM 1				Last Physical Exam			
ASVAB 74				Test # / Dt 20100622				ASR 1				20110515			
GT 111				ELEC 115				N/A				Home of Record			
ADMIN 114				FA 118				N/A				Mailing Address			
CMBT 118				MECH 115				N/A				[REDACTED]			
Delay Separation Reason				SECTION VIII - Awards and Decorations				N/A				Mil Spouse SSN / MPC			
AEA / Dt				N/A				N/A				- / -			
Flag Code				SECTION IX - Remarks				N/A				Svc Comp / DoD			
Flag Start Dt				N/A				N/A				Emergency Data Verified Date			
Flag Expiration Dt				N/A				N/A				N/A			
Date of Loss				SECTION X - Remarks				N/A				HIV YRMO			
Date of Last PCS				N/A				N/A				RGMT AFL			
ASGT				SECTION XI - Assignment Information				N/A				Adjusted Ready Reserve Oblig Date			
FROM				ORGANIZATION				DUTY TITLE				AKO E-Mail			
20100810				HHC/41 IBCT				VEHICLE DRIVER				[REDACTED]			
MO				PORTLAND				DMOS 19D10				Alternate Email			
UNIT NO				OR				ASI				Date Last Photo			
QLWAA				COMD				LANG				State Awards:			
HHC/41 IBCT				VEHICLE DRIVER				[REDACTED]				[REDACTED]			
1st Prev				[REDACTED]				[REDACTED]				[REDACTED]			
2nd Prev				[REDACTED]				[REDACTED]				[REDACTED]			
3rd Prev				[REDACTED]				[REDACTED]				[REDACTED]			
4th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
5th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
6th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
7th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
8th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
9th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
10th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
11th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
12th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
13th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
14th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
15th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
16th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
17th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
18th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
19th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
20th Prev				[REDACTED]				[REDACTED]				[REDACTED]			
21st Prev				[REDACTED]				[REDACTED]				[REDACTED]			
22nd Prev				[REDACTED]				[REDACTED]				[REDACTED]			
23rd Prev				[REDACTED]				[REDACTED]				[REDACTED]			
24th Prev				[REDACTED]				[REDACTED]				[REDACTED]			



\*\*\* Light Brown represents items that are "hard coded" by the system\*\*\*\*

# RECORD BRIEF

## Requesting Access (1)

1. Log into G1 Portal <https://arngg1.ngb.army.mil>
2. On the main menu, scroll down to the 'Soldier Services' section and click on 'Record Brief'
3. Fill out the resulting form to request access. Put your top level UIC in the remarks along with your position.
  - \*Top level means that, for instance, if you are assigned to PUMB0 and need to also see PUMA0, use PUMAA.
4. One of the three state admins will action your request.

# RECORD BRIEF

## Requesting Access (2)

G1 Portal Login - Windows Internet Explorer

https://arngg1.ngb.army.mil/security/login.aspx?TYPE=33554433&REALMOID=06-512fbbel-1788-1063-a7fa-84a74d100cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-qCbM3RihfyaZoc0BRAh;

Log in with CAC [More Info](#)

**G1**

**\*\*\*Log into G1 Portal: <https://arngg1.ngb.army.mil>\*\*\***

A Soldier from Bushmaster Company, 1st Battalion, 327th Infantry Regiment, Task Force Bulldog takes a short breather on a mountainside at about 7,000 feet as the sun rises over the Pech River Valley in eastern Afghanistan's Kunar Province, Nov. 23. The Soldiers teamed up with members of the Afghan National Army during a month-long series of operations to clear some of the most dangerous parts of Task Force Bulldog's area of operations. Photo by U.S. Army Staff Sgt. Mark Burrell, 210th Mobile Public Affairs Detachment (Photo by U.S. Army)

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Privacy Act Statement  
 Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-23, Standard Installation/Division Personnel System Database Management; and E.O. 9397 (SSN)  
 Principal Purpose: The Reserve Component Management System - Guard (RCMS-G) collects data verify eligibility for benefits, incentives, and to process and consolidate source data from multiple locations into usable information that serves as the source information for force structure-forecasting models, decision support applications, tools and reporting capabilities.  
 Routine Uses: None. This information will not be disclosed outside of the Department of Defense other than the "Blanket Routine Uses" as published in the Federal Register.  
 Disclosure: Providing the solicited information is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc. Furnishing of the information solicited is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc.  
 Registration Information  
 Why do we need your Social Security Number? Social Security Number (SSN), Date of Birth (DOB) and other verifiable data is gathered from enlistment records covered under blanket routine uses to authenticate who you are. Additional verifiable data fields can be modified to reflect updated information. Your SSN will be stored with your account and is shared with agencies and organizations involved in the benefits eligibility process and strength forecasting.  
 Is it safe?  
 Security during transmission is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and RCMS-G site services. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

For help logging in, please view our login training [video](#).

Return to Main

Done

Trusted sites | Protected Mode: Off

100%

# RECORD BRIEF

## Requesting Access (3)

G1 Portal Log Off

Info Rucksack

Applications Vision Notices POCs Help Sys Req

### New Users

- **Requesting access to a new application:** Select the application name from the list below, or click the G1 Orb in the top left-hand corner of the screen and select the application from the drop-down list. Then, complete the on-screen instructions to request access.
- **Accessing an application:** Your five most frequently used applications are displayed in tabs on the Ribbon Toolbar. If you need to access an application that is not currently on-screen, select the application from the list below, or navigate to it from the G1 Orb.
- **Viewing the site:** If you are having difficulty viewing the site properly, please look at the [System Requirements](#) page and ensure that your computer is running the correct software.
- **Reviewing G1 Help:** Click the Help icon to review general information and instructions for the website. Each application also contains detailed help accessible via the ribbon toolbar. If you are having difficulty viewing the site properly, please look at the [System Requirements page](#) and ensure that your computer is running the correct software.

DPRO daily processing ensures that the previous business day's numbers appear not later than (NLT) 5 PM (EST). For example, Monday's data appears NLT 5 PM (EST) Tuesday; Friday's data appears NLT 5 PM (EST) Monday. The exception to this is on the last day of the month, when the data will be available NLT 7 AM (EST) on the second following business day.

While DPRO data is updated daily, not all of the source tables that feed the data warehouse are updated daily. TAPDB-G data is currently received on a daily basis when processed by NGB-AIS. DFAS Pay data is updated twice per month. Supplemental SIDPERS data, including Authorizations, Unit, Awards, and LSDB, are received monthly. Affected metrics may not change, or may only decrease to account for losses to the given populations.

Soldier Services			Tools		
Application	Description	Last Updated	Application	Description	Last Updated
<a href="#">ALURRT</a>	The Army Leader/Unit Risk Reduction Tool (ALURRT) provides access to various metrics that measure stressors for National Guard Soldiers and tools to help understand and manage these stressors.	2011/02/08 <a href="#">Release Notes</a>	<a href="#">Entity Toolset</a>	The Entity Toolset is a feature that groups three different applications—Soldier Locator, Unit Explorer, and Roster Builder—into one section.	2011/02/08 <a href="#">Release Notes</a>
<a href="#">eTracker</a>	The eTracker application supports the transmission and management of military personnel actions and requests for exceptions to policy between States and the ARNG.	2011/10/05 <a href="#">Release Notes</a>			
<a href="#">GIMS</a>	The Guard Incentive Management System (GIMS) provides management controls, prioritizes incentives for improved readiness (based on each unit's needs), increases NGB oversight through robust reporting, and adds budget controls for NGB and the State.	2011/09/26 <a href="#">Release Notes</a>			
<a href="#">Record Brief</a>	The Record Brief application is an administrator's interface for a...	2011/10/03 <a href="#">Release Notes</a>			
<a href="#">State FP Assets</a>	The State FP Assets tool allows users to record and manage, in a central location, the personnel assets assigned to direct various Family Programs across the nation	2011/04/14 <a href="#">Release Notes</a>			

\*\*\*Scroll down to Soldier Services section and select Record Brief \*\*\*

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Done Trusted sites | Protected Mode: Off

# RECORD BRIEF

## Requesting Access (4)

The screenshot shows the G1 Portal interface for the Record Brief application. At the top, there is a navigation bar with 'Record Brief' and 'Rucksack' tabs. Below this, a 'Request Access' button is visible. A red callout box with a white background and a red border contains the text: **\*\*\*Select either button to request access to the Record Brief Application\*\*\***. Two red arrows point from this callout box to the 'Request Access' button in the top navigation bar and the 'Request Access' button in the main content area. The main content area includes a heading 'Record Brief' and a list of instructions for administrators. At the bottom, there is a 'Request Access' button and a footer with support information and a privacy notice.

G1 Portal Log Off

Record Brief Rucksack

Request Access

Click to Request Access to Record Brief Admin Tool

### Record Brief

The Record Brief application is an administrator's tool to manage Record Briefs of other Soldiers within their Unit or State. If you wish to view, download, or validate your Record Briefs, click on the appropriate link below.

1. Click [Here](#) to view an explanation of the Record Brief application.
2. Click [Here](#) to view information about how to add, update, or delete Record Briefs.
3. Click [Here](#) to view information about searching for and viewing the Record Brief and DA Board Record Brief Tiff files on the Administrator site.
4. Click [Here](#) to view information about how to edit Assignment History information (if you have the appropriate permissions).
5. Click [Here](#) to view information about how to edit the Overseas Tour History information (if you have the appropriate information).

Request Access

For support, please e-mail the G1 Web Application [Help Desk](#) or call 1-800-339-0473.

Subject To Privacy Act of 1974 (PL-93-579). For Official Use Only. This application maintains usage statistics for security and Soldier privacy protection.

Done Trusted sites | Protected Mode: Off 100%

# RECORD BRIEF

## Requesting Access (5)

**Command Picker**

Report Sequence Code

Army National Guard  
State

Set

State

ALL  
Alabama  
Alaska  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida  
Georgia  
Guam  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maine  
Maryland  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
Montana  
Nebraska

\*\*\*Select the 'Select Command' link and choose your state from the dropdown then choose "Set". Enter a Reason for Access and submit request!\*\*\*

**\*\* DO NOT SELECT THE ALL OPTION, THIS IS FOR NGB LEVEL ACCESS\*\***

For support, please e-mail G1 Web Application [Help Desk](#)  
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This application maintains usage statistics for security and Soldier privacy protection.

# RECORD BRIEF

## Requesting Access (6)



### Request Access to Record Brief

Your request has been submitted to the Application Administrator. You will receive an email notification regarding your request status.

\*\*\* A system generated email is sent to your state admin requesting access. \*\*\*

- Once your account has been approved/denied you will receive a system generated email:

This is an automatic email response indicating that you have been APPROVED for access to the Record Brief application of the NGB G1 Intranet Application.

- Record Brief Admin

\*\*If you are denied access the email will state why\*\*

Return  
to Main

For support, please e-mail G1 Web Application [Help Desk](#) or call 1-800-339-0473.

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# RECORD BRIEF

## Changing Access

1. Send an email to Assets-SIDPERS with 'permissions request ERB/ORB' in the subject line. Include in the body:
  - \* Request change of access to ERB/ORB Permissions
  - \* AKO user name
  - \* New UIC(s)
2. One of the three state admins will action your request.

# RECORD BRIEF

## Updating the Record Brief

Tabs with Edit/ Add Function in Record Brief Application	Enlisted Record Brief	Officer Record Brief
Assignment History	X	X
Civilian Education	X	X
Military Education	X	X
Officer Grade History	X	X
Additional Info	X	X
Overseas Tour History	X	X
Aviator Qualification	N/A	X
ASVAB Scores	X	N/A

# RECORD BRIEF

## Updating the Record Brief

G1 Portal Login - Windows Internet Explorer

https://arngg1.ngb.army.mil/security/login.aspx?TYPE=33554433&REALMOID=06-512fbbel-1788-1063-a7fa-84a74d100cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-qCbM3RihfyaZoc0BRAh;

Log in with CAC [More Info](#)

**G1**

**\*\*\*Log into G1 Portal: <https://arngg1.ngb.army.mil>\*\*\***

A Soldier from Bushmaster Company, 1st Battalion, 327th Infantry Regiment, Task Force Bulldog takes a short breather on a mountainside at about 7,000 feet as the sun rises over the Pech River Valley in eastern Afghanistan's Kunar Province, Nov. 23. The Soldiers teamed up with members of the Afghan National Army during a month-long series of operations to clear some of the most dangerous parts of Task Force Bulldog's area of operations. Photo by U.S. Army Staff Sgt. Mark Burrell, 210th Mobile Public Affairs Detachment (Photo by U.S. Army)

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Privacy Act Statement  
 Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-23, Standard Installation/Division Personnel System Database Management; and E.O. 9397 (SSN)  
 Principal Purpose: The Reserve Component Management System - Guard (RCMS-G) collects data verify eligibility for benefits, incentives, and to process and consolidate source data from multiple locations into usable information that serves as the source information for force structure-forecasting models, decision support applications, tools and reporting capabilities.  
 Routine Uses: None. This information will not be disclosed outside of the Department of Defense other than the "Blanket Routine Uses" as published in the Federal Register.  
 Disclosure: Providing the solicited information is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc. Furnishing of the information solicited is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc.  
 Registration Information  
 Why do we need your Social Security Number? Social Security Number (SSN), Date of Birth (DOB) and other verifiable data is gathered from enlistment records covered under blanket routine uses to authenticate who you are. Additional verifiable data fields can be modified to reflect updated information. Your SSN will be stored with your account and is shared with agencies and organizations involved in the benefits eligibility process and strength forecasting.  
 Is it safe?  
 Security during transmission is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and RCMS-G site services. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

For help logging in, please view our login training [video](#).

Return to Main

Done

Trusted sites | Protected Mode: Off

100%

# RECORD BRIEF

## Updating the Record Brief (3)

The screenshot shows the G1 Portal interface. At the top, there's a navigation bar with 'Info', 'Rucksack', and 'Record Brief' tabs. A red arrow points to the 'Record Brief' tab, which is highlighted. A white text box with a red border contains the text '\*\*\*Select 'Record Brief''\*\*\*'. Below the navigation bar, there's a 'New Users' section with instructions on how to request access, access applications, and view the site. Below that, there's an 'Application Groups' section with four tables: Strength Readiness, Strength Management, Soldier Services, and Tools. The 'Record Brief' application is listed in the 'Soldier Services' table.

**\*\*\*Select 'Record Brief'\*\*\***

**New Users**

- Requesting access to a new application:** Select the application name from the list below, or click the G1 Orb in the top left-hand corner of the screen and select the application from the drop-down list. Then, complete the on-screen instructions to request access.
- Accessing an application:** Your five most frequently used applications are displayed in tabs on the Ribbon Toolbar. If you need to access an application that is not currently on-screen, select the application from the list below, or navigate to it from the G1 Orb.
- Viewing the site:** If you are having difficulty viewing the site properly, please look at the [System Requirements](#) page and ensure that your computer is running the correct software.
- Reviewing G1 Help:** Click the Help icon to review general information and instructions for the website. Each application also contains detailed help accessible via the ribbon toolbar. If you are having difficulty viewing the site properly, please look at the [System Requirements page](#) and ensure that your computer is running the correct software.

DPRO daily processing ensures that the previous business day's numbers appear not later than (NLT) 5 PM (EST). For example, Monday's data appears NLT 5 PM (EST) Tuesday; Friday's data appears NLT 5 PM (EST) Monday. The exception to this is on the last day of the month, when the data will be available NLT 7 AM (EST) on the second following business day.

While DPRO data is updated daily, not all of the source tables that feed the data warehouse are updated daily. TAPDB-G data is currently received on a daily basis when processed by NGB-AIS. DFAS Pay data is updated twice per month. Supplemental SIDPERS data, including Authorizations, Unit, Awards, and LSDB, are received monthly. Affected metrics may not change, or may only decrease to account for losses to the given populations.

**Application Groups**

Strength Readiness		
Application	Description	Last Updated
<a href="#">DESP</a>	Electronic Deployment Extension Stabilization Pay (DESP) submission portal	2011/07/12 <a href="#">Release Notes</a>
<a href="#">DPRO</a>	The Director's Personnel Readiness Overview (DPRO) application is a comprehensive management information system. It includes thousands of metrics, updated daily, that are available for custom reporting on strength management, attrition, retention, accession, and military readiness.	2011/07/21 <a href="#">Release Notes</a>
<a href="#">RPM</a>	The RPM section contains the Reenlistment Analysis Management Model (RAMM), which allows users to project reenlistment rates for either the current Fiscal Year, or the current and next Fiscal Years. Users can manipulate reenlistment rates for Careenists and Obligors separately, and adjust the weighting of the previous three years in order to better replicate the current reenlistment expectation.	2011/07/20 <a href="#">Release Notes</a>

Strength Management		
Application	Description	Last Updated
<a href="#">PMDS</a>	The Personnel Management and Distribution System (PMDS) model provides the ARNG with a comprehensive population dynamics modeling and simulation capability.	2010/10/01 <a href="#">Release Notes</a>
<a href="#">State PMDS</a>	State PMDS is a tool that allows State users, with NGB personnel, to track their State's progress throughout the year on a number of different factors, including Gains, Losses, Monthly Loss Rate, and Strength.	2010/09/01 <a href="#">Release Notes</a>

Soldier Services		
Application	Description	Last Updated
<a href="#">ALURRT</a>	The Army Leader/Unit Risk Reduction Tool (ALURRT) provides access to various metrics that measure stressors for National Guard Soldiers and tools to help understand and manage these stressors.	2011/02/08 <a href="#">Release Notes</a>
<a href="#">eTracker</a>	The eTracker application supports the transmission and management of military personnel actions and requests for exceptions to policy between States and the ARNG.	2011/06/30 <a href="#">Release Notes</a>
<a href="#">Record Brief</a>	The Record Brief application is an administrator's interface for a select few members of the Army National Guard to review and update the Record Briefs of other Soldiers within their Unit or State.	2011/08/02 <a href="#">Release Notes</a>
<a href="#">State FP Assets</a>	The State FP Assets tool allows users to record and manage, in a central location, the personnel assets assigned to direct various Family Programs across the nation	2011/04/14 <a href="#">Release Notes</a>

Tools		
Application	Description	Last Updated
<a href="#">Entity Toolset</a>	The Entity Toolset is a feature that groups three different applications—Soldier Locator, Unit Explorer, and Roster Builder—into one section.	2011/02/08 <a href="#">Release Notes</a>

# RECORD BRIEF

## Updating the Record Brief (4)

G1 - Windows Internet Explorer  
https://armgg1.ngb.army.mil/Portal/Default.aspx?ProviderName=RecordBriefProvider

G1 Portal

Record Brief Rucksack

Search Officer Roster Enlisted Roster User Guide User Management Validation Report

Record Brief Rosters Help Admin Reports

\*\*\*Select 'Search' Tab\*\*\*

### Record Brief

The Record Brief application is an administrator's interface for a select few members of the Army National Guard to review and update the Record Briefs of other Soldiers within their Unit or State. If you wish to view, download, or validate your own Record Brief, that should be done at: <https://minuteman.ngb.army.mil/Benefits>.

1. Click [Here](#) to view an explanation of the Record Brief Soldier site.
2. Click [Here](#) to view information about how to access the Record Brief Administrator site (if you have the appropriate permissions).
3. Click [Here](#) to view information about searching for and viewing the Record Brief and DA Board Record Brief Tiff files on the Administrator site.
4. Click [Here](#) to view information about how to edit Assignment History information (if you have the appropriate permissions).
5. Click [Here](#) to view information about how to edit the Overseas Tour History information (if you have the appropriate information).

\*\*\*Training Videos\*\*\*

For support, please e-mail the G1 Web Application [Help Desk](#) or call 1-800-339-0473.

Subject To Privacy Act of 1974 (PL-93-579). For Official Use Only. This application maintains usage statistics for security and Soldier privacy protection.

# RECORD BRIEF

## Updating the Record Brief (5)

Info Rucksack **Record Brief** DPRO

Search Officer Roster Enlisted Roster User Guide User Management Certification Report My Batch Downloads

Record Brief Rosters Help Admin Reports

Record Brief Soldier - NG

Search >>

**Enter SSN and select Search to go directly to ORB/ERB details.**

Name:	Name <input type="text"/> <input type="checkbox"/> Soundex	Military Education:	<input type="text"/>
SSN:	SSN <b>123456798</b>	Civilian Education:	<input type="text"/>
Home Zip:	Within <input type="text"/> # of miles	Record Brief Validated:	Between <input type="text"/> YYYYMMDD
	Miles Of <input type="text"/> Zip Code		And <input type="text"/> YYYYMMDD
UPC:	<input type="text"/> UPC	Is Record Brief Validated:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
Unit State:	<input type="text"/>	Rank:	<input type="text"/>
MPC:	<input type="text"/>	M-Day/AGR:	<input type="text"/>
Grade:	<input type="text"/>	APFT:	<input type="text"/> APFT
Selection Board Groupings:	<input type="text"/>	Time in Grade:	<input type="text"/> Time in Grade
Branch/AOC:	<input type="text"/>	Time in Service:	<input type="text"/> Time in Service
Record Brief Certified Date:	Between <input type="text"/> YYYYMMDD	Is Record Brief Certified:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
	And <input type="text"/> YYYYMMDD		

Search Reset

# RECORD BRIEF

## Updating the Record Brief (6)

The screenshot displays the G1 Portal interface for a Record Brief. The top navigation bar includes 'Info', 'Rucksack', 'Record Brief', and 'DPRO'. Below this is a menu with icons for Search, Officer Roster, Enlisted Roster, User Guide, User Management, Certification Report, and My Batch Downloads. The main content area is titled 'Record Brief Soldier - NG' and shows a breadcrumb trail: 'Search >> ORB Results >> ORB Details'. The 'ORB Details' section shows 'Record 1 of 1' and fields for 'Soldier Name', 'SSN', and 'Report Type: ORB'. A horizontal menu contains tabs for 'Record Brief', 'Assignment Information', 'Security Data', 'Service Data', 'Personal/Family Data', 'Foreign Language', and 'Military Education'. Under the 'Record Brief' tab, there are sub-tabs for 'ORB Header', 'Officer Pick 5', 'Soldier Performance', and 'Audit Log'. The 'Edit Record Brief' link is highlighted with a red arrow and a callout box containing the text '\*\*\*Select Edit Records Brief Link\*\*\*'. Other links include 'Certify Record Brief', 'Download Record Brief TIFF', and 'Download Selection Board TIFF'.

G1 Portal

Info Rucksack Record Brief DPRO

Search Officer Roster Enlisted Roster User Guide User Management Certification Report My Batch Downloads

Record Brief Rosters Help Admin Reports Downloads

Record Brief Soldier - NG

Search >> ORB Results >> ORB Details

ORB Details

Record 1 of 1

Soldier Name: [REDACTED]  
SSN: XXX-XX-XXXX [REDACTED]  
Report Type: ORB

Record Brief Assignment Information Security Data Service Data Personal/Family Data Foreign Language Military Education

ORB Header Officer Pick 5 Soldier Performance Audit Log

[Edit Record Brief](#) ← \*\*\*Select Edit Records Brief Link\*\*\*

[Certify Record Brief](#)

[Download Record Brief TIFF](#)

[Download Selection Board TIFF](#)

# RECORD BRIEF

## Updating the Record Brief (7)

Back to Soldier Details

Assignment History Civilian Education History Military Education History Officer Grade History Enlisted Grade History ERB Additional Info ORB Additional Info

Hide Page Information

**\*\*\*Enter completed degrees only. Use full name of Institution and Discipline. Enter the information first and then select Add. Source Document: Official Diploma or Official Transcript\*\*\***

### Civilian Education History

	Institution	Discipline	Level	Year
<a href="#">Edit</a> <a href="#">Delete</a>	American Military University	Strategic Intelligence	MA	2009
<a href="#">Edit</a> <a href="#">Delete</a>	Cazenovia College	Management Equine Business	BS	2001
<a href="#">Edit</a> <a href="#">Delete</a>	Norwich University	Political Science	BA	1995
<a href="#">Add</a> <a href="#">Cancel</a>	<input type="text"/>	<input type="text"/>	Blank <input type="text"/>	<input type="text"/>

**\*\*\*If you process a CEDL transaction in Oracle it will only update 'Level Completed' on Section VII of the ORB/ERB\*\*\***

SECTION VII-Civilian Education	
LEVEL COMPLETED	BACCALAUREATE DEGREE
INSTITUTION	YR
DISCIPLINE	
INSTITUTION	YR
DISCIPLINE	
INSTITUTION	YR
DISCIPLINE	

# RECORD BRIEF

## Updating the Record Brief (8)

Assignment History Civilian Education History **Military Education History** Officer Grade History ORB Additional Info Overseas Tour History Aviation History

Hide Page Information

Rows 1 - 15 of 15

Select Page Size: All

Military Education History

	Year	Course Title	Phase	Display ORB-ERB Form	Highest Military Education
Edit	2011	FISCAL LAW		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2011	HUMAN RESOURCE MANAGEMENT QUALIFICATION (42H)	PH 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2011	HUMAN RESOURCE MANAGEMENT QUALIFICATION (42H)	PH 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2011	MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2011	MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2011	PLANNING, PROGRAMMING, BUDGETING, EXEC SYSTEM		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	COMPANY LEVEL PRE-COMMAND CRS	PH 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2009	BASIC OFFICER LEADER	PH 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2009	QUARTERMASTER BASIC OFFICER LEADER	PH 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2008	OFFICER CANDIDATE SCHOOL		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2007	OFFICER CANDIDATE SCHOOL		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Delete	2002	AIRBORNE COURSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Delete	1997	NUCLEAR, BIOLOGICAL, & CHEMICAL DEFENSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Delete	1996	AIR ASSAULT COURSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Delete	1996	COLD WEATHER OPERATIONS COURSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Courses with the "Edit" option only were generated from a source system (ATRRS) and cannot be edited or deleted.**

# Updating the Record Brief (9)

Assignment History Civilian Education History **Military Education History** Officer Grade History ORB Additional Info Overseas Tour History Aviation

Hide Page Information

Rows 1 - 16 of 16

Select Page Size: All ▾

Military Education History

	Year	Course Title	Phase	Display ORB-ERB Form	Highest Military Education
<a href="#">Edit</a>	2011	INTRODUCTION TO EARNED VALUE MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	BASIC INFORMATION SYSTEMS ACQUISITION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	CONTINUOUS PROCESS IMPROVEMNT FAMILIARIZATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	COST ANALYSIS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	COST ESTIMATING		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	FISCAL LAW		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010	FUNDAMENTALS OF SYSTEMS PLANNING, RD&E		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010			<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2010			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2008			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2008	INTERMEDIATE LEVEL EDUCATION	PH 2	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	2008	INTERMEDIATE LEVEL EDUCATION	PH 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	2007	INTERMEDIATE LEVEL EDUCATION	PH 1	<input type="checkbox"/>	<input type="checkbox"/>

**Click the Add button to enter qualifying military schools that are missing. Source documents must be presented to enter information. Enter year complete; phase (if any) and Course Title. Manually added courses can be edited and deleted.**

[Add](#) [Cancel](#)

\*\*\* DA Form 1059/DD Form 214 are recommended source documents\*\*\*

# RECORD BRIEF

## Updating the Record Brief (10)

Assignment History | Civilian Education History | **Military Education History** | Officer Grade History | ORB Additional Info | Overseas Tour History | Aviation History

Hide Page Information

Rows 1 - 16 of 16

Select Page Size: All ▾

Military Education History

	Year	Course Title	Phase	Display ORB-ERB Form	Highest Military Education
Edit	2011	INTRODUCTION TO EARNED VALUE MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	BASIC INFORMATION SYSTEMS ACQUISITION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	CONTINUOUS PROCESS IMPROVEMNT FAMILIARIZATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	COST ANALYSIS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	COST ESTIMATING		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FISCAL LAW		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAM		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAM		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAM		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	INTERM		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	INTRODUCTION TO LEAN ENTERPRISE CONCEPTS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2008	ARNG BDE/BN S1 COURSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2008	INTERMEDIATE LEVEL EDUCATION	PH 2	<input type="checkbox"/>	<input type="checkbox"/>
Edit	2008	INTERMEDIATE LEVEL EDUCATION	PH 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	2007	INTERMEDIATE LEVEL EDUCATION	PH 1	<input type="checkbox"/>	<input type="checkbox"/>
Add	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place a check mark next to the courses that will be displayed on the records brief. Only 10 courses will be displayed under Section VI – Course/Year

# RECORD BRIEF

## Updating the Record Brief (11)

Assignment History | Civilian Education History | **Military Education History** | Officer Grade History | ORB Additional Info | Overseas Tour History | Aviation History

Hide Page Information

Rows 1 - 16 of 16

Select Page Size: All ▾

Military Education History

	Year	Course Title	Phase	Display ORB-ERB Form	Highest Military Education
Edit	2011	INTRODUCTION TO EARNED VALUE MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	BASIC INFORMATION SYSTEMS ACQUISITION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	CONTINUOUS PROCESS IMPROVEMNT FAMILIARIZATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	COST ANALYSIS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	COST ESTIMATING		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FISCAL LAW		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAMENTALS OF SYSTEMS ACQU		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAMENTALS OF SYSTEMS PLANI		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	FUNDAMENTALS OF TEST AND EVALU		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	INTERMEDIATE SYSTEMS ACQUISITIO		<input type="checkbox"/>	<input type="checkbox"/>
Edit	2010	INTRODUCTION TO LEAN ENTERPRISE CONCEPTS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2008	ARNG BDE/BN S1 COURSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	2008	INTERMEDIATE LEVEL EDUCATION	PH 2	<input type="checkbox"/>	<input type="checkbox"/>
Edit	2008	INTERMEDIATE LEVEL EDUCATION	PH 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	2007	INTERMEDIATE LEVEL EDUCATION	PH 1	<input type="checkbox"/>	<input type="checkbox"/>
Add	Cancel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

To correct Highest Military Education displayed on the record brief place a check by the highest course. This course will not show under the Course/Year column. Box for "Display ORB-ERB" must also be selected.

# RECORD BRIEF

## Updating the Record Brief (12)

Highest level of education after it has been edited within the application. Course selected only shows as highest level.

SECTION VI - Military Education	
INTERMEDIATE LEVEL EDUCATION PH 3	
Course	Year
INTRODUCTION TO EARNED VALUE MANAGEMENT	2011
BASIC INFORMATION SYSTEMS ACQUISITION	2010
CONTINUOUS PROCESS IMPROVEMNT FAMILIARIZATION	2010
COST ANALYSIS	2010
FISCAL LAW	2010
FUNDAMENTALS OF BUSINESS FINANCIAL MGMT	2010
FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT	2010
INTERMEDIATE SYSTEMS ACQUISITION	2010
INTRODUCTION TO LEAN ENTERPRISE CONCEPTS	2010
ARNG BDE/BN S1 COURSE	2008

# RECORD BRIEF

## Updating the Record Brief (13)

Info Rucksack DPRO **Record Brief**

 Search  
 Record Brief

 Officer Roster ▾  
 Enlisted Roster ▾  
 Rosters

 User Guide  
 Help

 User Management Admin

Record Brief

Back to Soldier Details

Assignment History Civilian Education History Military Education History **Officer Grade History** Enlis

LT2-WO1	<input type="text" value="20080520"/>	
LT1-CW2	<input type="text" value="20100520"/>	
CPT-CW3	<input type="text"/>	
MAJ-CW4	<input type="text"/>	
LTC-CW5	<input type="text"/>	

**\*\*\*Date of Rank (DOR) is reflected. Cannot adjust DOR of current rank. Federal Order is required to change a Soldier's DOR.\*\*\***

# RECORD BRIEF

## Updating the Record Brief (14)

Report Type: ERB

Assignment History Civilian Education History Military Education History **Enlisted Grade History** ERB Additional Info Overseas Tour History ASVAB Scores Federal Awards

 Hide Page Information

Rows 1 - 1 of 1

 Hide Grid Data

	PVT	PV2	PFC	SPC-CPL	SGT	SSG
Edit Delete	19980330	19990725	20000107	20000914	20010121	20060201

Report Type: ERB

Assignment History Civilian Education History Military Education History **Enlisted Grade History** ERB Additional Info Overseas Tour History ASVAB Scores Federal Awards

 Hide Page Information

Rows 1 - 1 of 1

 Hide Grid Data

	PVT	PV2	PFC	SPC-CPL	SGT	SSG
Save Cancel	19980330 	19990725 	20000107 	20000914 	20010121 	20060201 

\*\*\*Date of Rank (DOR) is reflected. Cannot adjust DOR of current rank.\*\*\*

# RECORD BRIEF

## Updating the Record Brief (15)

**G1 Portal** | Info | Rucksack | **Record Brief** | DPRO | Last Logged In

Search | Officer Roster | Enlisted Roster | User Guide | User Management | Certification Report

**Record Brief - NG**

Soldier Name: [Redacted]  
 SSN: XXX-XX-XXXX  
 Report Type: ORB

Assignment History | Civilian Education History | Military Education History | Officer Grade History | **ORB Additional Info** | Overseas Tour History | Aviator Qualifications | Federal Awards | State Awards | AwardsLanguage

Date Dependents Arrived OS	<input type="text"/>	Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place City	<input type="text"/>
PDSI	<input type="text"/>	Previous Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place State	BLANK
# Days Lost	<input type="text"/>	Promotion Seq Num	<input type="text"/>	Spouse Citizenship	Blank
YRMO (YYYYMM)	<input type="text"/>	Promotion MOS	<input type="text"/>	EFMP Date	<input type="text"/>
BASD	<input type="text"/>	Promotion Select Date	<input type="text"/>	Num Cmd Sponsored	<input type="text"/>
Home of Record City	BRISTOW	Military Spouse MPC	Blank	Correspondence CRS Total Hrs	<input type="text"/>
Home of Record State	VA: Virginia	Spouse Service Component	<input type="text"/>	Num Semester Hours Completed	<input type="text"/>
Home of Record Country	Blank	Emergency Data Verified Date	<input type="text"/>	RGMT AFL	<input type="text"/>
Tech Cert Course Name	<input type="text"/>	Last PCS Date	<input type="text"/>	Soldier Birth Place City	<input type="text"/>
Tech Cert Certified Date	<input type="text"/>	Alternate E-mail Address	<input type="text"/>	Soldier Birth Place State	BLANK
Tech Cert Expiration Date	<input type="text"/>	Adjusted Ready Res Oblig Date	<input type="text"/>	Soldier Birth Place Country	Blank
Mo/Days AFCS	<input type="text"/>	Mo/AFS	<input type="text"/>	Previous Branch / MOS	Blank
Source of Original Appointment	Blank	Type of Original Appointment	Blank		

Save | Clear

**Entries with "▼" have drop-down menus available**

# RECORD BRIEF

## Updating the Record Brief (16)

**G1 Portal**

Info Rucksack **Record Brief** DPRO Last Logged

Search Officer Roster Enlisted Roster User Guide User Management Certification Report

**Record Brief - NG** Back

Soldier Name: [Redacted]  
 SSN: XXX-XX-XXXX  
 Report Type: ORB

Assignment History Civilian Education History Military Education History Officer Grade History **ORB Additional Info** Overseas Tour History Aviator Qualifications Federal Awards State Awards AwardsLanguage

Date Dependents Arrived OS [ ] [ ]  
 PDSI [ ]  
 # Days Lost [ ]  
 YRMO (YYYYMM) [ ] [ ]  
 BASD [ ] [ ]  
 Home of Record City BRISTOW  
 Home of Record State VA: Virginia  
 Home of Record Country Blank  
 Tech Cert Course Name [ ]  
 Tech Cert Certified Date [ ] [ ]  
 Tech Cert Expiration Date [ ] [ ]  
 Mo/Days AFCS [ ] [ ]  
 Source of Original Appointment Blank

Promotion Points YRMO (YYYYMM) [ ] [ ]  
 Previous Promotion Points YRMO (YYYYMM) [ ] [ ]  
 Promotion Seq Num [ ]  
 Promotion MOS [ ]  
 Promotion Select Date [ ] [ ]  
 Military Spouse MPC Blank  
 Spouse Service Component [ ]  
 Emergency Data Verified Date [ ] [ ]  
 Last PCS Date [ ] [ ]  
 Alternate E-mail Address [ ]  
 Adjusted Ready Res Oblig Date [ ] [ ]  
 Mo/AFS [ ]  
 Type of Original Appointment Blank

Spouse Birth Place City [ ]  
 Spouse Birth Place State BLANK  
 Spouse Citizenship Blank  
 EFMP Date [ ] [ ]  
 Num Cmd Sponsored [ ]  
 Correspondence CRS Total Hrs [ ]  
 Num Semester Hours Completed [ ]  
 RGMT AFL [ ]  
 Soldier Birth Place City [ ]  
 Soldier Birth Place State BLANK  
 Soldier Birth Place Country Blank  
 Previous Branch / MOS Blank

Save Clear

Blank  
 US Military Academy  
 ROTC-Distinguished Military Graduate  
 Reserve Officer Training Corps  
 OCS-Distinguished Military Graduate  
 Officer Candidate School  
 National Guard of the United States  
 Direct Appointment  
 US Air Force Academy  
 US Naval Academy  
 US Merchant Marine Academy  
 Other

\*\*\*Select Source of Original Appointment from drop-down menu \*\*\*

# RECORD BRIEF

## Updating the Record Brief (17)

G1 Portal

Last Logged

Info Rucksack Record Brief DPRO

Record Brief

- Search
- Officer Roster
- Enlisted Roster
- User Guide
- User Management
- Certification Report

Record Brief Rosters Help Admin Reports

Record Brief - NG

Back

Soldier Name: [Redacted]  
SSN: XXX-XX-XXXX  
Report Type: ORB

Assignment History Civilian Education History Military Education History Officer Grade History **ORB Additional Info** Overseas Tour History Aviator Qualifications Federal Awards State Awards AwardsLanguage

Date Dependents Arrived OS	<input type="text"/>	Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place City	<input type="text"/>
PDSI	<input type="text"/>	Previous Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place State	BLANK
# Days Lost	<input type="text"/>	Promotion Seq Num	<input type="text"/>	Spouse Citizenship	Blank
YRMO (YYYYMM)	<input type="text"/>	Promotion MOS	<input type="text"/>	EFMP Date	<input type="text"/>
BASD	<input type="text"/>	Promotion Select Date	<input type="text"/>	Num Cmd Sponsored	<input type="text"/>
Home of Record City	BRISTOW	Military Spouse MPC	Blank	Correspondence CRS Total Hrs	<input type="text"/>
Home of Record State	VA: Virginia	Spouse Service Component	<input type="text"/>	Num Semester Hours Completed	<input type="text"/>
Home of Record Country	Blank	Emergency Data Verified Date	<input type="text"/>	RGMT AFL	<input type="text"/>
Tech Cert Course Name	<input type="text"/>	Last PCS Date	<input type="text"/>	Soldier Birth Place City	<input type="text"/>
Tech Cert Certified Date	<input type="text"/>	Alternate E-mail Address	<input type="text"/>	Soldier Birth Place State	BLANK
Tech Cert Expiration Date	<input type="text"/>	Adjusted Ready Res Oblig Date	<input type="text"/>	Soldier Birth Place Country	Blank
Mo/Days AFCS	<input type="text"/>	Mo/AFS	<input type="text"/>	Previous Branch / MOS	Blank
Source of Original Appointment	Blank	Type of Original Appointment	Blank		

\*\*\*Select Type of Original Appointment from drop-down menu \*\*\*



- Blank
- Blank
- Regular Army
- US Army Reserve
- National Guard of the US
- Army of the United States

# RECORD BRIEF

## Updating the Record Brief (18)

File Edit View Favorites Tools Help

G1

G1 Portal

Info Rucksack **Record Brief** DPRO

Search Officer Roster Enlisted Roster User Guide User Management Certification Report My Batch Downloads

Record Brief Rosters Help Admin Reports Downloads

**Record Brief - NG**

Soldier Name: [REDACTED]  
 SSN: XXX-XX-XXXX  
 Report Type: ERB

Assignment History Civilian Education History Military Education History Enlisted Grade History **ERB Additional Info** Overseas Tour History ASVAB Scores Federal Awards State Awards

Date Dependents Arrived OS	<input type="text"/>	Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place City	<input type="text"/>
PDSI	<input type="text"/>	Previous Promotion Points YRMO (YYYYMM)	<input type="text"/>	Spouse Birth Place State	TN: Tennessee
# Days Lost	<input type="text"/>	Promotion Seq Num	<input type="text"/>	Spouse Citizenship	Blank
YRMO (YYYYMM)	<input type="text"/>	Promotion MOS	<input type="text"/>	EFMP Date	<input type="text"/>
BASD	<input type="text"/>	Promotion Select Date	<input type="text"/>	Num Cmd Sponsored	<input type="text"/>
Home of Record City	<input type="text"/>	Military Spouse MPC	Blank	Correspondance CRS Total Hrs	<input type="text"/>
Home of Record State	VA: Virginia	Spouse Service Component	<input type="text"/>	Num Semester Hours Completed	<input type="text"/>
Home of Record Country	Blank	Emergency Data Verified Date	<input type="text"/>	RGMT AFL	<input type="text"/>
Tech Cert Course Name	<input type="text"/>	Last PCS Date	<input type="text"/>	Soldier Birth Place City	<input type="text"/>
Tech Cert Certified Date	<input type="text"/>	Alternate E-mail Address	<input type="text"/>	Soldier Birth Place State	BLANK
Tech Cert Expiration Date	<input type="text"/>	Adjusted Ready Res Oblig Date	<input type="text"/>	Soldier Birth Place Country	Blank
Mo/Days AFCS	<input type="text"/>	Mo/AFS	<input type="text"/>	Previous Branch / MOS	Blank
Source of Original Appointment	Blank				

Save Clear

**\*\*\*Entries with "▼" have drop-down menus available\*\*\***

# RECORD BRIEF

## Updating the Record Brief (19)

Search  
 Record Brief  
 Officer Roster  
 Enlisted Roster  
Rosters  
 User Guide  
Help  
 User Management  
Admin

### Record Brief

[Back to Soldier Details](#)

[Assignment History](#)
[Civilian Education History](#)
[Military Education History](#)
[Officer Grade History](#)
[Enlisted Grade History](#)
[ERB Additional Info](#)
[ORB Additional Info](#)
[Overseas Tour History](#)

Hide Page Information

Rows 1 - 2 of 2

Select Page Size: All

Overseas Tour History

	Start Date	End Date	Country Code
<a href="#">Edit</a> <a href="#">Delete</a>	20060220	20070818	AF
	20060220	20070818	Enduring Freedom Afghanistan
<a href="#">Add</a> <a href="#">Cancel</a>	<input type="text"/>	<input type="text"/>	Blank

\*\*\*Boots on Ground (BOG) only, do not include mob / de-mob time.\*\*\*

-- DD Form 214, Block 18 (Remarks)

Help

Records that are populated from the Data Warehouse cannot be edited. In order to show additional records on your Record Brief, you must manually add them to this screen.

# RECORD BRIEF

## Updating the Record Brief (20)

Back to Soldier Details

Assignment History Civilian Education History Military Education History Officer Grade History Enli:

ASED  TOFDC

Rating Date:  Pilot Status:

Save Delete

Hide Page Information

Rows 1 - 1 of 1 Select Page Size: All ▼

Aviator Qualifications

Action	Aircraft	Qual
Edit Delete	0	0
Add Cancel	<input type="text"/>	<input type="text"/>

C-12:Huron  
 C-20:GulfStream  
 C-23:Sherpa  
 C26:Metroliner  
 C31:Troopship  
 C37:Gulfstream  
 RC-12N:Huron  
 U-21:Ute  
 UC-35:Cessna Ultra  
 UC-35A:Citation  
 C-XX SR:Short Range  
 C-XX MR:Medium Range  
 C-20:Long Range  
 M3T2:Multi Mission Tactical Support  
 AH-6A:Little Bird  
 AH1:Cobra  
 AH-64A:Apache  
 AH-64D:Apache  
 CH-47D/ICH:Chinook  
 CH-47F:Chinook  
 EH-60:Black Hawk  
 LUH:Light Utility Helicopter  
 MH-47:Chinook  
 MH-60:Black Hawk  
 OH-58D:Kiowa Warrior  
 RAH-66:Comanche  
 TH-67:Creek  
 UH-1:Utility Helicopter  
 UH-60A:Black Hawk

\*\*\*Aviator Qualification information for ORB use only.  
Source Documents: Orders\*\*\*

# RECORD BRIEF

## Updating the Record Brief (21)

Report Type: ERB

Assignment History Civilian Education History Military Education History Enlisted Grade History ERB Additional Info Overseas Tour History ASVAB Scores

### Current ASVAB Scores

Test Date: 20100222 Test Number:  AFQT: 87

GT: 124 Elec: 133 Food: 136 Tech: 130 Admin: 125

FA: 133 COMMO: 131 CMBT: 134 MECH: 143 Maint: 135

\*\*\*ASVAB is an ERB only entry. Original entry from source system.\*\*\*

### Hide Page Information

Rows 1 - 1 of 1

Select Page Size: All ▼

### ASVAB Scores History

Action	Test Date	AFQT	GT	Elec	Food	Tech	Admin	FA	COMMO	CMBT	MECH	Maint
Add <a href="#">Cancel</a>	<input type="text"/>  *	<input type="text"/>										

To update ASVAB scores click add then enter the information from a source document

# RECORD BRIEF

## Updating the Record Brief (22)

Info Rucksack DPRO Record Brief Last Logged on 05/27/2011 13:12:06 ES

Search Officer Roster Enlisted Roster User Guide

Record Brief Rosters Help

\*\*\*For Commissioned/Warrant Officers with previous Commissioned/Warrant/Enlisted service: When the data migration occurred from the 2-1 Program it classified ALL assignments as the Soldier's current MPC. Manual updates are required to ensure the correct MPC is reflected for prior Commissioned/Warrant/Enlisted service.\*\*\*

Back Soldier Profile

Soldier Name: [REDACTED]  
SSN: XXX-XX-XXXX  
Report Type: RB

Assignment History Civilian Education History Military Education History Officer Grade History Enlisted Grade History ERB Additional Info ORB Additional Info Overseas Tour History Aviator Qualification

Hide Information

Rows 1 - 16 Select Page Size: All

Assignment History

Action	MPC	Assign Date	End Date	UnitState	UPC	UnitName	Station	Location	Comd	Paragraph	Line	DutyMOS	Title	Joint Flg	Cmd Time	ASI	Lang	AGRType
<a href="#">Edit</a>	W	20110526		OR	8BAAA	ORARNG JFHQ (-)	SALEM		GB			420A	T10 NGB	No	No	00	YY	
<a href="#">Edit</a>						JFHQ (-)				96	07	420A	TITLE 10 TOUR	No	No	00	YY	
<a href="#">Edit</a>	W	20090801	20091118		W39LAA	US ARMY NATIONAL GUARD READINESS CENTER ARLINGTON	ARLINGTON	VA				420A0	HR TECH	No	No			
<a href="#">Edit</a>	W	20080520	20090801		W77832	TRAINING SITE COMMAND	Portland	OR				420A0	RSP S1	No	No			
<a href="#">Edit</a>	E	20071005	20080520		WQLWAA	HHC/41 BCT (REAR)	Portland	OR				42A30	PARALEGAL NCO	No	No			

# RECORD BRIEF

## Updating Assignment History (1)

- ◉ Current Assignment Information is generated in RCAS with a MILPO Order; RCAS updates SIDPERS and populates the Soldier's Assignment History in the Record Brief (RB) Application.
- ◉ You will have to manually update the following fields:
  - Location: Your State abbreviation
  - Comd: NG
  - Joint Flg: Check if Joint assignment
  - Cmd Time: Check if Commander position
  - Lang: Select appropriate language from drop-down; Soldier is required to complete language proficiency test before awarding
  - AGRType: Found on Soldier's active duty orders under Authority (not required)

# RECORD BRIEF

## Updating Assignment History (2)

- ◎ Orders created prior to MILPO Orders may not include the UIC or Duty Title information on the orders
  - Verify Soldier's orders in iPERMS, many orders include the AGO-MN EPMS Form 3 (request for orders) which may include the UIC, if it doesn't put \*\*\*\*\* ( field cannot be left blank).
  - If no Duty Title is listed use the Soldier's DutyMOS and enter the corresponding title from the DA Pam 611-21, for example:
    - 420A0: HUMAN RESOURCES TECHNICIAN (420A)
    - 11A10: INFANTRY OFFICER (11A)
- ◎ If the SSI/MOS converts during the assigned period of service, update the SSI/MOS in the RB Application. Do not go back and change previous assignments with the converted SSI/MOS, for example:
  - 21B: COMBAT ENGINEER converted to 12B on 1 October 2010 [If a Soldier Branch Transferred before the conversion to 12B occurred do not go back and change]
- ◎ If the DutyMOS no longer exists and did not convert do not remove the SSI/MOS from the RB Application
  - 67Y: AH-1 ATTACK HELICOPTER REPAIRER – MOS has been deleted. You would still annotate the DutyMOS for that assignment. [Title found in DA Pam 611-21]

# RECORD BRIEF

## Updating Assignment History (3)

Report Type: ORB

Assignment History | Civilian Education History | Military Education History | Officer Grade History | ORB Additional Info | Overseas Tour History | Aviator Qualifications | Federal Awards | State Awards

Hide Page Information  
Rows 1 - 12 of 12

Select Page Size: All

**\*\*\*End Date of current assignment will always be blank.\*\*\***

Action	MPC	Assign Date	End Date	UnitState	UPC	UnitName	Station	Location	Comd	Paragraph	Line	DutyMOS	Title	Joint Flg	Cmd Time	ASI	Lang	AGRType
Edit	W	20110427		MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	211C	01	420A0	HUMAN RESOURCES TECH	No	No	00	YY	32 USC 502 (f)
Edit	W	20100104	20110426	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	ST PAUL	MN	NG	210D	01	420A0	BRANCH CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	W	20090423	20100103	MN	PUNAA	HHC(-) FWD 34TH INF DIV	BASRA	IZ	NG	122	02	420A0	MILITARY PERSONNEL TECH	No	No	00	YY	10 USC 12302
Edit	W	20050425	20090422	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	210D	01	420A0	BRANCH CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	W	20050216	20050424	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	004D	01	420A0	SIB CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	E	20040512	20050215	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	004D	04	74B40	PERS INFO SYS SUPV	No	No	00	YY	32 USC 502 (f)
Edit	E	20021231	20040511	MN	TSZAA	HHC AVN BDE 34TH ID	SAINT PAUL	MN	NG	112	05	74B30	DATA SYS INTEGRATOR	No	No	00	YY	32 USC 502 (f)
Edit	E	20021105	20021230	MN	UAUTO	HHC 2-147 GSAB	SAINT PAUL	MN	NG	102	02	75H30	PERSONNEL SVC SGT	No	No	00	YY	32 USC 502 (f)
Edit	E	20020401	20021104	MN	TSZAA	HHC AVN BDE 34TH ID	SAINT PAUL	MN	NG	102	03	71D30	LEGAL NCO	No	No	00	YY	32 USC 502 (f)
Edit	E	20010404	20020331	MN	UAUTO	HHC (-) 2-147TH AVN	SAINT PAUL	MN	NG	102	04	75B20	PERSONNEL SVC SGT	No	No	00	YY	
Edit	E	20000824	20010403	MN	QRJCO	CO C 3-147TH AVN	SAINT PAUL	MN	NG	202	08	67Y20	AH-1 ATTACK HELICOPTER REPAIRER	No	No	00	YY	
Edit	E	19990501	20000823	MN	QRJTO	HHC 3-147TH AVN BN	SAINT PAUL	MN	NG	102	06	75B20	PERSONNEL SVC SGT	No	No	00	YY	

Add

**\*\*\*“E” time will NOT generate on printed DA Form 4037 for officers with prior enlisted time (see next slide for example).\*\*\***

**\*\*\*Assign Date, UPC, UnitName, Station, Para, Line, DutyMOS, and Title are taken off Soldier's Transfer/Reassignment Orders and/or OER (sample orders slides 43-44).\*\*\***

**\*\*\*AGRType is found on Soldier's Active Duty Orders under Authority (sample order on slide 45).\*\*\***



# RECORD BRIEF

## Updating Assignment History (5)

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS, WASHINGTON

**\*\*\*Example of transfer order for prior enlisted time. Must be accounted for in RB Application\*\*\***

ORDERS 274-1000

DD Month YYYY

LNAME FNAME MNAME, 123-45-6789, SSG, HHC AVN BDE 34TH ID (TSZAA-80A), 600 CEDAR ST, ST PAUL, MN 55101-2597

You are transferred as indicated.

Released from:

DATA SYS INTEGRATOR HHC AVE BDE 34TH ID (TSZAA-80A) 600 CEDAR ST, ST PAUL, MN 55101-2597

Transferred to:

PERS INFO SYS SUPV MNA RNG ELEMENT JOINT FORCE HQ (8AEAA-10W) 600 CEDAR ST, ST PAUL, MN 55101-2597

Effective date: 12 May 2004

Period: Not applicable

Purpose: Not applicable

Additional instructions:

:  
SRIP: No

**\*\*\*Used to populate Assign Date and End Date (20040511) for previous assignment.\*\*\***

FOR ARMY USE

Auth: Para 5-31, NGR 600-200

FEED: DD Month YYYY

MTOE/TDA para/line no: 004D-04

**\*\*\*Used to populate Para/Lin.\*\*\***

Assign/loss reason: INDIVIDUAL REQUEST (11)

MOS/AOC: 74B40

Pos number excess code: NONE (YYYY)

Command status code:

Duty position qualification: NOT QUALIFIED

Date of assignment:

RYED: MMDD

Format: 465

**\*\*\*Used to populate DutyMOS.\*\*\***

FOR THE ADJUTANT GENERAL:

////////////////////////////////////  
////////////////////////////////////  
// HO MNA RNG //

**\*\*\*Used to populate UPC, UnitName, Station, and Duty Title.\*\*\***

**\*\*\*Duty Title can be changed to represent the duty the Soldier is performing if it does not match the order. It must work in conjunction with the Soldier's OER.\*\*\***



# RECORD BRIEF

## Updating Assignment History (7)

\*\*\*Example AGR order.\*\*\*

\*\*\*Used to populate  
AGRType field.\*\*\*

STATE OF MINNESOTA  
DEPARTMENT OF MILITARY AFFAIRS  
OFFICE OF THE ADJUTANT GENERAL  
VETERANS SERVICE BUILDING  
SAINT PAUL, MINNESOTA 55155-2098

ORDERS 24 October 2007

MNARNG ELEMENT JOINT FORCE HQ (W8AEAA) ST PAUL, MN 55101

You are ordered to full-time National Guard duty in Active Guard/ Reserve (AGR) status in the grade shown for the period indicated below. Upon completion of the period of duty, unless sooner released or extended by proper authority, you will return to the place where you entered active duty, and be released from such duty. You will proceed in time to report on the date shown below.

Report to: VETERANS SERVICE BUILDING, ST PAUL, MN 55155  
Reporting date: 0001 hours, 12 May 2007  
Assigned to: JOINT FORCE HQ - MN (W8AEAA), ST PAUL, MN 55101 to serve as  
Attached to: NA  
Period: INDEF  
Purpose: Duty is AGR  
Additional instructions:

(a) You are ordered to AGR with your consent and the consent of the Governor of the State of Minnesota.  
(b) You are subject to the Minnesota Military Code and the Minnesota Code of Military Justice.  
(c) Orders to OCONUS TDY will constitute an order to active duty in AGR status under 10 USC 672(d) for the duration of the period of TDY. Period of active duty will start at 0001 hours of the first day of TDY and will terminate at 2400 hours on the last day unless retained on active duty under other provisions of law or regulations. You will be in a Federal status during this period and will be subject to the UCMJ.  
(d) In the event your ARNG unit of assignment is called or ordered to Federal active duty, you will be terminated automatically from your 32 USC 502(f) AGR status the date before the effective date of federalization. You will then be included on unit mobilization orders the day following.  
(e) Nonavailability of adequate Government quarters and Government meals has been determined by the Adjutant General of the State of Minnesota for the duty station indicated above.

Dependents: NAME	RELATIONSHIP	DOM: Spouse DOB: Children
---------------------	--------------	------------------------------

FOR ARMY USE  
Auth: 32 USC 502(f).  
HOR:

Act Class: 2172060 18-99, P2H30.1100-1196, 1199, 1210, S99999, PAYROLL PREFIX 6 ARNGMN  
2172060 18-1021 P2H63.1400, 21F3, 21P4, 2200 S21039  
Number of days lump sum leave paid since 10 Feb 76:  
Sex: UIC (Parent unit): W8AEAA UIC (Duty Station unit): W8AEAA Scty Cinc:  
PEBD: BASD:  
Marital status: FED WE: S-0; ST of res for tax purposes: MN; ST WE: S-0; DA Form 5660 recert:  
Uniform allowance auth: Officer Basic maintenance allowance effective: NA  
Incentive/special or proficiency pay authorized: NA Gate: NA ASED: NA TFOS: NA  
This is a consecutive AGR tour renewal. Soldier is currently on JSS in DSSN 4927.  
This is not a consecutive tour with change of component or State ARNG.  
DLA is not payable. Movement of household goods is not authorized at government expense

Immediately upon receipt of these orders, contact the U.S. Army Transportation Office, 612-713-1041, for determination of PCS entitlements.

ARNG - DATA:  
ACT-STAT-PROG: Readiness Support Mission - Code N AGR Identifier: J ARNG - ETS: NA  
Format: 174

FOR THE ADJUTANT GENERAL:

//  
 \\ HQ, MNARNG //  
 \\ OFFICIAL //  
 //  
 GARY D. OLSON  
 LTC, IN, MNARNG  
 Deputy J1, MILPO

DISTRIBUTION:  
1 - JFMN-J1M  
1 - JFMN-J1C  
1 - JFMN-J1R-S  
1 - MNARNG ELEMENT JOINT FORCE HQ  
1 - INDIVIDUAL

# RECORD BRIEF

## Position Locator Function

Assignment History

MPC W **Position Locator** Para

Assign Date 00/00/00

Unit State

UPC

Unit Name

Station

Location

Assign End Date

COMD

Component

**\*\*\*Position Locator – Enter a minimum of UPC and State, if UIC exists it will automatically populate all positions that match your specifications. The position you select will populate in Assignment History\*\*\***

Position Search

UPC  MPC  Unit Name

Unit State  Paragraph  Line

Title  Duty MOS

Items 1 to 26 of 26. Page 1 of 1 |     | Go to Page:  |

MPC	UPC	Unit Name	Unit State	Paragra	Line	MOS	Title
W	8AEAA	MNARNG ELEMENT	MN	210D	01	420A	
W	8AEAA	MNARNG ELEMENT	MN	110B	02	420A	
W	8AEAA	MNARNG ELEMENT	MN	110C	04	420A	
W	8AEAA	MNARNG ELEMENT	MN	110D	01	251A	
W	8AEAA	MNARNG ELEMENT	MN	130B	06A	420A	
W	8AEAA	MNARNG ELEMENT	MN	140B	04	251A	
W	8AEAA	MNARNG ELEMENT	MN	140C	04	250N	
W	8AEAA	MNARNG ELEMENT	MN	140C	05	250N	
W	8AEAA	MNARNG ELEMENT	MN	140D	02	251A	

# RECORD BRIEF

## Deployment Information (1)

- Section I: Assignment Information – will reflect Deployment dates and location (BOG only)
- Section IX: Assignment Information – Intent is to only update if a Soldier was transferred to a new position (duty title) for deployment. Should match deployment time in Section I. Reference for this entry is Milper Message 12-171.

Edit	W	20100104	20110426	MN	PUNAA	HHC(-) 34TH INF DIV	ROSEMOUNT	MN	NG	210D	01	420A	MILITARY PERSONNEL TECH	No	No	00	YY	32 USC 502(f)
Edit	W	20090423	20100103	MN	PUNAA	HHC(-) FWD 34TH INF DIV	BASRA	IZ	NG	210D	01	420A	MILITARY PERSONNEL TECH	No	No	00	YY	10 USC 12302
Edit	W	20050425	20090422	MN	PUNAA	HHC(-) 34TH INF DIV	ROSEMOUNT	MN	NG	210D	01	420A0	MILITARY PERSONNEL TECH	No	No	00	YY	32 USC 502(f)
1st Prev		20100104	15	PUNAA	HHC(-) 34TH INF DIV			ROSEMOUNT	MN	NG	MILITARY PERSONNEL TECH			420A				
2nd Prev		20090423	9	PUNAA	HHC(-) FWD 34TH INF DIV			BASRA	IZ	NG	MILITARY PERSONNEL TECH			420A				
3rd Prev		20050425	48	PUNAA	HHC(-) 34TH INF DIV			ROSEMOUNT	MN	NG	MILITARY PERSONNEL TECH			420A0				

### AGR Soldiers:

- If AGR Soldier deploys in current position do not change AGRType
- If AGR Soldier is transferred to a new position for deployment, which will trigger a new assignment in Section IX, change AGRType to T10 USC code found on state mobilization order.

- AGRType data does not populate on printed DA Form 4037

# RECORD BRIEF

## Deployment Information (2)

**\*\*\* AGR Soldier assignment information with be IAW Milper Message 12-171.\*\*\***

Report Type: ORB

Assignment History | Civilian Education History | Military Education History | Officer Grade History | Other | Additional Info | Overseas Tour History | Aviator Qualifications | Federal Awards | State Awards

Hide Page Information

Rows 1 - 12 of 12 Select Page Size: All

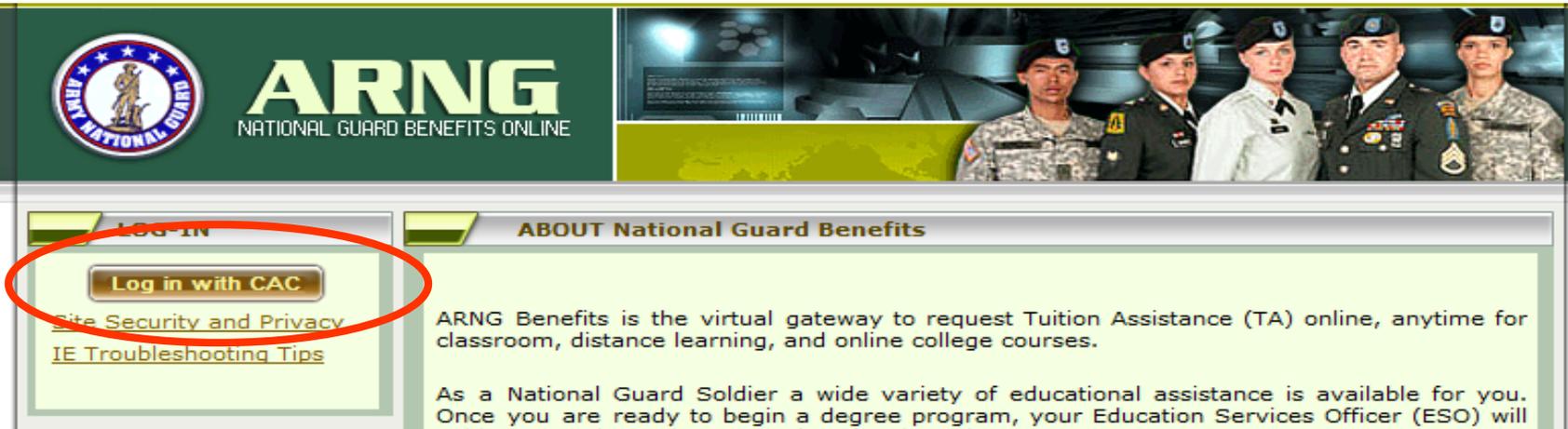
Action	MPC	Assign Date	End Date	UnitState	UPC	UnitName	Station	Location	Comd	Paragraph	Line	DutyMOS	Title	Joint Flg	Cmd Time	ASI	Lang	AGRType
Edit	W	20110427		MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	211C	01	420A0	HUMAN RESOURCES TECH	No	No	00	YY	32 USC 502 (f)
Edit	W	20100104	20110426	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	210D	01	420A0	BRANCH CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	W	20090423	20100103	MN	PUNAA	HHC(-) FWD 34TH INF DIV	BASRA	IZ	NG	122	02	420A0	MILITARY PERSONNEL TECH	No	No	00	YY	10 USC 12302
Edit	W	20050425	20090422	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	210D	01	420A0	BRANCH CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	W	20050216	20050424	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	004D	01	420A0	SIB CHIEF	No	No	00	YY	32 USC 502 (f)
Edit	E	20040512	20050215	MN	8AEA	MNARNG ELEMENT JOINT FORCE HQ	SAINT PAUL	MN	NG	004D	04	74B40	PERS INFO SYS SUPV	No	No	00	YY	32 USC 502 (f)
Edit	E	20021231	20040511	MN	TSZAA	HHC AVN BDE 34TH ID	SAINT PAUL	MN	NG	112	05	74B30	DATA SYS INTEGRATOR	No	No	00	YY	32 USC 502 (f)
Edit	E	20021105	20021230	MN	UAUT0	HHC 2-147 GSAB	SAINT PAUL	MN	NG	102	02	75H30	PERSONNEL SVC SGT	No	No	00	YY	32 USC 502 (f)
Edit	E	20020401	20021104	MN	TSZAA	HHC AVN BDE 34TH ID	SAINT PAUL	MN	NG	102	03	71D30	LEGAL NCO	No	No	00	YY	32 USC 502 (f)
Edit	E	20010404	20020331	MN	UAUT0	HHC (-) 2-147TH AVN	SAINT PAUL	MN	NG	102	04	75B20	PERSONNEL SVC SGT	No	No	00	YY	
Edit	E	20000824	20010403	MN	QRJCO	CO C 3-147TH AVN	SAINT PAUL	MN	NG	202	08	67Y20	AH-1 ATTACK HELICOPTER REPAIRER	No	No	00	YY	
Edit	E	19990501	20000823	MN	QRJTO	HHC 3-147TH AVN BN	SAINT PAUL	MN	NG	102	06	75B20	PERSONNEL SVC SGT	No	No	00	YY	

Add

**\*\*\* AGRType reflects T10 deployment only because AGR Soldier was transferred for deployment.\*\*\***

# RECORD BRIEF

## Soldier's Review/Validation (1)



The screenshot shows the ARNG National Guard Benefits Online website. The header features the ARNG logo and a banner with soldiers. The main navigation bar includes 'LOG IN' and 'ABOUT National Guard Benefits'. The 'LOG IN' section is circled in red and contains a 'Log in with CAC' button, along with links for 'Site Security and Privacy' and 'IE Troubleshooting Tips'. The 'ABOUT National Guard Benefits' section contains text about requesting Tuition Assistance (TA) and the role of an Education Services Officer (ESO).

Log onto: <https://minuteman.ngb.army.mil/Benefits>

[Get a Military Transcript](#) - Visit AARTS Website to view a copy of your Military Transcript. Your Education Services Officer (ESO) can then determine if your military experience may earn you college credit.

[Get an eDISCOVER Token!](#) - eDISCOVER is a career, college and job search online educational guidance program. All members and their dependents of the ARNG are eligible. Obtain a user ID and password (token) from the [ARNG ESC](#) or your State Education Office.

### Site Requirements

Return to  
Main

Viewed with a resolution of 800x600 (or higher) and accessed using Internet Explorer 6 with JavaScript. Disable the pop-up blocker using the Tools menu. Troubleshoot by entering the URL of this site to your Trusted Sites list. Content is presented in the Adobe Acrobat portable document format (PDF) and you will need the Adobe Acrobat Reader version 6.0 or later to view these documents.

Please click here to [download and install the latest versions](#) of all the required plugins.

# RECORD BRIEF

## Soldier's Review/Validation (2)



**ARNG**  
NATIONAL GUARD BENEFITS ONLINE



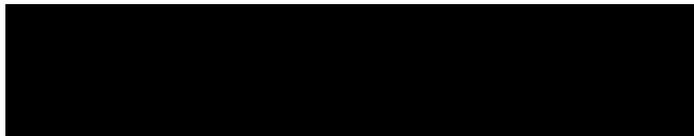
### SOLDIER TOOLS

#### New Online Process

Your FTA Online privileges are temporarily suspended due to:

- Our records indicate you are Active Guard and Reserve (AGR). As an AGR Soldier, you qualify for Active Duty tuition assistance. To apply for tuition assistance go to <https://www.goarmyed.com>.

[Application Help](#)  
[System Requirements](#)  
[Procedures & Guidelines](#)  
[State Education Offices](#)



**CH 1607 (REAP) Notification Letter**



#### CH 1607

Reserve Education Assistance Program (REAP) was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits. To view your notification, [click here](#).

### LOG-ON

**AKO ID:**  
[REDACTED]

**Name:**  
[REDACTED]

### GI BILL Home

[My ARNG GI BILL Home Page](#)

### TA

[My Tuition Assistance \(TA\) Home Page](#)

### Record Brief Home

[My ARNG Record Brief Home Page](#)

# RECORD BRIEF

## Soldier's Review/Validation (3)

**My Record Brief**

**LOG-ON**

**Download Current Record Briefs**

[Download current Record Brief](#)

[Download current DA Board Record Brief](#)

**Validate Current Record Brief**

To validate that the current Record Brief is correct, click on [Validate Record Brief](#).

If the information contained in your record brief is incorrect, contact your record administrator to initiate the appropriate process to update the documentation to support any change to your record brief.

**Download the validated Record Briefs**

Date Record Brief has been certified: 05/05/2011

[Download your validated Record Brief](#)

[Download your validated DA Board Record Brief](#)

**Callout 1:** \*\*\* VERIFY Current Record Brief prior to validation. Generates current DA Form 4037 (ORB/ERB) only, Soldier's cannot make changes in this program\*\*\*

**Callout 2:** \*\*\* ORB/ERB will Validate once you select 'Validate Record Brief.' DA Form 4037 will populate with validation information and date on bottom left of form (see next slide for example).\*\*\*

**Callout 3:** \*\*\*Generates validated DA Form 4037 (ORB/ERB) only, Soldier's cannot make changes in this program\*\*\*

**Record Brief Home**

[My ARNG Record Brief Home Page](#)

[Distance \(TA\)](#)



# RECORD BRIEF

## Certifying the Record Brief (1)

G1 Portal Login - Windows Internet Explorer

https://arngg1.ngb.army.mil/security/login.aspx?TYPE=33554433&REALMOID=06-512fbbe1-1788-1063-a7fa-84a74d100cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-qCbM3RihfyaZocDBRAH;

Search...

Favorites G1 Portal Login

Log in with CAC More Info

**\*\*\*Log into G1 Portal: <https://arngg1.ngb.army.mil>\*\*\***

A Soldier from Bushmaster Company, 1st Battalion, 327th Infantry Regiment, Task Force Bulldog takes a short breather on a mountainside at about 7,000 feet as the sun rises over the Pech River Valley in eastern Afghanistan's Kunar Province, Nov. 23. The Soldiers teamed up with members of the Afghan National Army during a month-long series of operations to clear some of the most dangerous parts of Task Force Bulldog's area of operations. Photo by U.S. Army Staff Sgt. Mark Burrell, 210th Mobile Public Affairs Detachment (Photo by U.S. Army)

This is a DOD web site. The security accreditation level of this site is classified as FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DOD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

Privacy Act Statement  
 Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-23, Standard Installation/Division Personnel System Database Management; and E.O. 9397 (SSN)  
 Principal Purpose: The Reserve Component Management System - Guard (RCMS-G) collects data verify eligibility for benefits, incentives, and to process and consolidate source data from multiple locations into usable information that serves as the source information for force structure-forecasting models, decision support applications, tools and reporting capabilities.  
 Routine Uses: None. This information will not be disclosed outside of the Department of Defense other than the "Blanket Routine Uses" as published in the Federal Register.  
 Disclosure: Providing the solicited information is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc. Furnishing of the information solicited is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc.

Registration Information  
 Why do we need your Social Security Number? Social Security Number (SSN), Date of Birth (DOB) and other verifiable data is gathered from enlistment records covered under blanket routine uses to authenticate who you are. Additional verifiable data fields can be modified to reflect updated information. Your SSN will be stored with your account and is shared with agencies and organizations involved in the benefits eligibility process and strength forecasting.  
 Is it safe?  
 Security during transmission is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and RCMS-G site services. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

For help logging in, please view our login training video.

Return to Main

Trusted sites | Protected Mode: Off

Done

# RECORD BRIEF

## Certifying the Record Brief (2)

The screenshot shows the G1 Portal interface. At the top right, it says 'G1 Portal' and 'Log Off'. Below that, there's a navigation bar with tabs: 'Info', 'Rucksack', and 'Record Brief'. A red arrow points from a text box containing '\*\*\*Select 'Record Brief'' to the 'Record Brief' tab. Below the navigation bar is a ribbon toolbar with icons for 'Applications', 'Vision', 'Notices', 'POCs', 'Help', and 'Sys Req'.

### New Users

- **Requesting access to a new application:** Select the application name from the list below, or click the G1 Orb in the top left-hand corner of the screen and select the application from the drop-down list. Then, complete the on-screen instructions to request access.
- **Accessing an application:** Your five most frequently used applications are displayed in tabs on the Ribbon Toolbar. If you need to access an application that is not currently on-screen, select the application from the list below, or navigate to it from the G1 Orb.
- **Viewing the site:** If you are having difficulty viewing the site properly, please look at the [System Requirements](#) page and ensure that your computer is running the correct software.
- **Reviewing G1 Help:** Click the Help icon to review general information and instructions for the website. Each application also contains detailed help accessible via the ribbon toolbar. If you are having difficulty viewing the site properly, please look at the [System Requirements page](#) and ensure that your computer is running the correct software.

DPRO daily processing ensures that the previous business day's numbers appear not later than (NLT) 5 PM (EST). For example, Monday's data appears NLT 5 PM (EST) Tuesday; Friday's data appears NLT 5 PM (EST) Monday. The exception to this is on the last day of the month, when the data will be available NLT 7 AM (EST) on the second following business day.

While DPRO data is updated daily, not all of the source tables that feed the data warehouse are updated daily. TAPDB-G data is currently received on a daily basis when processed by NGB-AIS. DFAS Pay data is updated twice per month. Supplemental SIDPERS data, including Authorizations, Unit, Awards, and LSDB, are received monthly. Affected metrics may not change, or may only decrease to account for losses to the given populations.

### Application Groups

Strength Readiness

Strength Management

# RECORD BRIEF

## Certifying the Record Brief (3)

G1 - Windows Internet Explorer  
https://amgg1.ngb.army.mil/Portal/Default.aspx?ProviderName=RecordBriefProvider

G1 Portal

Log Off  
Last Logged on 08/04/2011 08:26:16 EST

Record Brief Rucksack

Search

Record Brief Rosters Help Management Admin Report Reports

**\*\*\*Select 'Search' Tab\*\*\***

### Record Brief

The Record Brief application is an administrator's interface for a select few members of the Army National Guard to review and update the Record Briefs of other Soldiers within their Unit or State. If you wish to view, download, or validate your own Record Brief, that should be done at: <https://minuteman.ngb.army.mil/Benefits>.

1. Click [Here](#) to view an explanation of the Record Brief Soldier site.
2. Click [Here](#) to view information about how to access the Record Brief Administrator site (if you have the appropriate permissions).
3. Click [Here](#) to view information about searching for and viewing the Record Brief and DA Board Record Brief Tiff files on the Administrator site.
4. Click [Here](#) to view information about how to edit Assignment History information (if you have the appropriate permissions).
5. Click [Here](#) to view information about how to edit the Overseas Tour History information (if you have the appropriate information).

For support, please e-mail the G1 Web Application [Help Desk](#) or call 1-800-339-0473.

Subject To Privacy Act of 1974 (PL-93-579). For Official Use Only. This application maintains usage statistics for security and Soldier privacy protection.

Done Trusted sites | Protected Mode: Off 100%

# RECORD BRIEF

## Certifying the Record Brief (4)

G1 Portal

Info Rucksack **Record Brief** DPRO

Search Officer Roster Enlisted Roster User Guide User Management Certification Report My Batch Downloads

Record Brief Rosters Help Admin Reports Downloads

Record Brief Soldier - NG

Search >>

**Search**

Name:	<input type="text" value="Name"/>	Military Education:	<input type="text"/>
SSN:	<input type="text" value="SSN"/>	Civilian Education:	<input type="text"/>
Home Zip:	Within <input type="text" value="# of miles"/>	Record Brief Validated:	Between <input type="text" value="YYYYMMDD"/>
	Miles Of <input type="text" value="Zip Code"/>	And	<input type="text" value="YYYYMMDD"/>
UPC:	<input type="text" value="UPC"/>	Is Record Brief Validated:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
Unit State:	<input type="text"/>	Rank:	<input type="text"/>
MPC:	<input type="text"/>		<input type="text"/>
Grade:	<input type="text"/>		<input type="text"/>
Selection Board Groupings:	<input type="text"/>	Time in Grade:	<input type="text" value="Time in Grade"/>
Branch/AOC:	<input type="text"/>	Time in Service:	<input type="text" value="Time in Service"/>
Record Brief Certified Date:	Between <input type="text" value="YYYYMMDD"/>	Is Record Brief Certified:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
	And <input type="text" value="YYYYMMDD"/>		

Search Reset

Enter Name and SSN to search for soldier

# RECORD BRIEF

## Certifying the Record Brief (5)



Record 1 of 1



Soldier Name: [REDACTED]

SSN: XX [REDACTED]

Report Type: ERB

[Record Brief](#)
[Assignment Information](#)
[Security Data](#)
[Service Data](#)
[Personal/Family Data](#)
[Foreign Language](#)
[Military Education](#)
[Civilian Education](#)
[Federal Awards](#)
[Historical Assignments](#)
[State Awards](#)
[ERB Header](#)
[Audit Log](#)

[Edit Record Brief](#)

[Certify Record Brief](#)

\*\*\* Record Brief will certify once you select 'Certify Record Brief.' DA Form 4037 will populate with certifier information and date on bottom right of form (see next slide for example).\*\*\*

[Download Record Brief TIFF](#)

[Download Selection Board TIFF](#)

Date Record Brief Validated: 20110920

\*\*\*Record Brief should not be certified by the HR clerk before it is validated by the soldier\*\*\*

Date Record Brief Certified: 20110920

[Download This Soldier's Validated/Certified Record Brief](#)

[Download This Soldier's Validated Selection Board Record Brief](#)

[Download This Soldier's Validated Record Brief with iPERMS xml file](#)

# OFFICER RECORD BRIEF

## Certifying the Record Brief (7)

### OFFICER RECORD BRIEF

ORB TYPE	BRIEF DATE	FUNCTIONAL CATEGORY	DESIG DATE	CNLT BRANCH BR DTL/EXPIRES	COMPONENT	AD GRADE - ADOR	SSN	NAME				
<b>SECTION I - Assignment Information</b>				<b>SECTION II - Security Data</b>			<b>SECTION III - Service Data</b>		<b>SECTION IV - Personal/Family Data</b>			
OS / DEPLOYMENT / COMBAT DUTY				INVEST			BASD		Date of Birth			
End Date	CT	MO	S	T	NUMBER OF TOURS	DTEINV	DTPSCG	Current PPN	Ead Current Tour	Birthplace		
					Short - DROS	Long - DEROS	CLNC	Basic Date of Apt	Cohort Yr Gp FY	Source of Orig Apt		
eMILPO Tour Data				Language			Mo/Days Afc		Mo / Afs		Country of Citz	
CBT - OPN - RES - Dwell Start Dwell Mo-Days				L S R YMPTL			Curr Svc Agrmt/Expr Date		Date of Proj/Mand Ret		Sex / RedCat	
Date Dependents Arrived OS				DLAT			PDOR		2LT-WO1		No Dependent Adults / Children	
Career Field Information - Commissioned / Warrant				BR Code / MedMos1 / PMOS			PDOR		LTC-CW5		Religion	
BR Code / MedMos1 / PMOS				Functl Area / MedMos2 / SMOS			TDOR		LTG		Marital Status	
BRAOC / MedMos3 / PMOS SQJ				Functl Aoc / SMOS SQJ			SECTION VI - Military Education		GEN		Spouse Birthplace / Cit	
Skills				Course			Year		SECTION VII-Civilian Education		Height / Weight	
Basic Branch / PMOS				LEVEL COMPLETED			INSTITUTION		YR		Mailing Address	
Functional Area SMOS				DISCIPLINE			INSTITUTION		YR		SECTION X - Remarks	
Career Track				Year			DISCIPLINE		YR		AKO Email	
Primacy				Year			INSTITUTION		YR		Alternate E-mail	
Prev Branch / MOS				Year			DISCIPLINE		YR		Adjusted Ready Reserve Oblig Date	
Prev Functional Area				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		Date of Last Photo	
Control Career Management Field				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Projected Career Management Field				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Geographic Orientation				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
AVIATOR QUALIFICATIONS				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
ASED				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
DOFDC As Of				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Pilot Status				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Rating Dt				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Date of Last PCS				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
SECTION IX - Assignment Information				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
ASGT				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
FROM				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
MO				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
UNIT NO				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
ORGANIZATION				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
STATION				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
LOC				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
COMD				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
DUTY TITLE				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
DMOS				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
PROJ				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
Current				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
1st Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
2nd Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
3rd Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
4th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
5th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
6th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
7th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
8th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
9th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
10th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
11th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
12th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
13th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
14th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
15th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
16th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
17th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
18th Prev				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	
19th Pr				Year			SECTION VIII - Awards and Decorations		RGMIT AFL		State Awards:	

**\*\*\*Certifier's name and date certified will populate on DA Form 4037\*\*\***



Validated by: FNAME LNAME    Validated Date: 20111001    Approving Official Signature: \_\_\_\_\_    Date Signed: \_\_\_\_\_    Certified by: FNAME LNAME    Date Certified: 20111005

# OFFICER RECORD BRIEF

## Certifying the Record Brief (6)

[Search](#) | 
 [Officer Roster](#) | 
 [Enlisted Roster](#) | 
 [User Guide](#) | 
 [User Management](#) | 
 [Certification Report](#)

Record Brief - NG

[Back to Soldier Details](#)

Soldier Name: ██████████  
 SSN: XXX-XX-██████  
 Report Type: ORB

[Certify Record Brief](#)  
[Download Record Brief TIFF](#)  
[Download Selection Board TIFF](#)

[Assignment History](#) | 
 [Civilian Education History](#) | 
 [Military Education History](#) | 
 [Officer Grade History](#) | 
 [ORB Additional Info](#) | 
 [Overseas Tour History](#) | 
 [Aviator Qualifications](#) | 
 [Federal Awards](#) | 
 [State Awards](#) | 
 AwardsLanguage

Hide Page Information

Rows 1 - 16 of 16

Select Page Size: All

Records brief can be certified/ downloaded from within any update tab once changes are made.

Assignment History

Action	MPC	Assign Date	End Date	Unit State	UPC	Unit Name	Station	Location	Comd	Paragraph	Line	Duty MOS	Title	Joint Flg	Cmd Time	ASI	Lang	AGR Type
<a href="#">Edit</a>	0	20101011		OK	8A8AA	JOINT FORCE HEADQUARTERS	OKLAHOMA CITY	OK		999	98A	01A00	X-TDA OFFICER (OTHER)	No	No			
<a href="#">Edit</a>	0	20100209	20101011		W39LAA	US ARMY NATIONAL GUARD READINESS CENTER ARLINGTON	ARLINGTON	VA				42H00	CHIEF	No	No			
<a href="#">Edit</a>	0	20090901	20100209		NGB000	FOR NGB TRACKING ONLY						01A00	ADSW OFFICER, NGB-ARP	No	No			
<a href="#">Edit</a>	0	20080819	20090901		MOBED	HQB 45 FIB	Arifjan	KU				42H	BDE S-1	No	No			
<a href="#">Edit</a>	0	20071201	20080819		ADOS	HQB 45 FIB	Enid	OK				42H	BDE S-1	No	No			
<a href="#">Edit</a>	0	20060701	20071201		M-DAY	HQB 45 FIB	Enid	OK				42H	BDE S-1	No	No			
<a href="#">Edit</a>	0	20040615	20060701		M-DAY	HHS 1-171 FA	Altus	OK				13A	BDE OPERATIONS OFFICER	No	No			
<a href="#">Edit</a>	0	20030726	20040615		M-DAY	HHS 1-171 FA	Altus	OK				13A	S-2	No	No			
<a href="#">Edit</a>	0	20020903	20030726		MOBED	HHS 1-171 FA	Ft Sill	OK				13A	S-2	No	No			
<a href="#">Edit</a>	0	20020715	20020903		M-DAY	HHS 1-171 FA	Hobart					13A	S-2	No	No			
<a href="#">Edit</a>	0	20000101	20020715		M-DAY	BATTERY A 1-171 FA	Hobart	OK				13A	BATTERY COMMANDER	No	No			
<a href="#">Edit</a>	0	19990115	20000101		M-DAY	HQ 1-171FA	Altus	OK				13A	S1	No	No			
<a href="#">Edit</a>	0	19970325	19990115		M-DAY	BTRY A 1/171 FA	Mangum	OK				13A	OPERATIONS OFFICER	No	No			
<a href="#">Edit</a>	0	19951101	19970325		M-DAY	BTRY A 1/171FA	Mangum	OK				13A	AMMUNITION PLATOON LEADER	No	No			
<a href="#">Edit</a>	0	19930402	19951101		M-DAY	BTRY A 1-171 FA	Hobart	OK				13A	PLATOON LEADER	No	No			
<a href="#">Edit</a>	0	19920801	19930402		M-DAY	BTRY A 1/158FA	Lawton	OK				13A	PLATOON LEADER	No	No			

# RECORD BRIEF

## RCMS Help Desk

- ◎ [RCMSHelp@tibercreek.com](mailto:RCMSHelp@tibercreek.com)
- ◎ Include the following information when contacting the Help Desk:
  - Soldier's Full Name
  - Explanation of problem, **screen shots are required**
  - Program you are using (Record Brief Application)
  - Your contact information
- ◎ You should be assigned a case number within 24 hours of submission.