

## How to Volunteer to Serve on a NGB Board

### Table of Contents

[Summary](#)

[Quick Guide: Board/ Panel Service \(from Receive Orders through Adjourn Board\)](#)

[Frequently Asked Questions](#)

[Links](#)

[References](#)

[Points of Contact](#)

### Summary

The process of volunteering to serve on a Board is important to all National Guard Soldiers, regardless of status, who are eligible to serve as members on NGB Boards. The experience shapes the future force and posture of the Army National Guard. Members are sworn to meet our future requirements as an Army and are asked to attest to the professional qualifications of Officers and Soldiers. The Army National Guard Personnel Division (ARNG-HRP) is the facilitator for NGB Officer/ Enlisted Boards and Panels covering promotion, school, and awards, including miscellaneous Boards that are approved by the Director of the Army National Guard. Assembling Board members, convening the Board and oversight for the conduction of the Board is also the responsibility of the NGB Boards Section. Once Soldiers have volunteered for the Board/ Panel member applicant database, they will be eligible for selection to sit on a Board/ Panel with consideration to their previous experience (Board dependent) and the Board/ Panel demographics.

[Back to top](#)

### Quick Guide: Board/ Panel Service (from Receive Orders through Adjourn Board)

1. [Volunteer](#)
2. Receive notification of selection
3. Receive orders to serve on a Board/ Panel as well as travel authorization from the State G1/ USPFO (if needed)
4. Sworn in as President or Member of Board/ Panel
5. Arrive at Board/ Panel at appointed time
6. Board/Panel is conducted by Memorandum of Information (MOI)
7. Vote electronically to generate Order of Merit List (OML)
8. Participate in After Action Report (AAR)
9. Return to home duty station after Board/ Panel is adjourned

[Back to top](#)

### Frequently Asked Questions

**Q. How do I volunteer for a Board?**

- A. After navigating to the appropriate page on [Guard Knowledge Online \(GKO\)](#), input your Social Security Number. This will pre-populate your information into the UserForm. Ensure this information is correct. There is additional information that you are required to populate yourself. Submit your request to volunteer for a Board, acknowledging the requirements for Board membership.

**Q. What are the requirements for Board membership?**

- A. The requirements for Board membership are the following:
- Mandatory Retirement Data (MRD) of greater than 12 months from convene date of Board/ Panel
  - DA photo with current rank & branch
  - DA Form 2-1 / ORB / ERB / PQR
  - Meet height and weight requirements IAW AR 600-9 or have a current DA 5500 / 5501
  - Have a current APFT IAW FM 21-20 (DA Form 705)
  - E7 and above, CW3 and above, or O4 and above

**Q. Will the Board/Panel member applicant database recognize if I have already served on a Board?**

- A. Yes, If you have previously served on a Board and volunteered through this online database, select the “View/add your past membership data” link on the “BV Data Entry” tab.

[Back to top](#)

**Links**

- [Selection Board Member Process GKO Site](#)  
This webpage on GKO is for Soldiers to volunteer to sit on a DA or NGB Board.
- [U.S. Army Human Resources Command \(HRC\), DA Secretariat Homepage](#)  
This website covers all information regarding Officer and Enlisted Boards as well as Board schedules and regulations.

[Back to top](#)

**References**

Regulations

- [AR 135-18, The Active Guard Reserve \(AGR\) Program](#)
- [AR 600-8-19, Enlisted Promotions and Reductions](#)
- [NGB 600-200, Enlisted Personnel Management](#)
- NGB Boards/Panel Standard Operating Procedures
- [NGB Board/Panel Volunteer for Board Membership Application Page](#)

Documents and Forms

- [DA Form 2-1, Personnel Qualification Record](#)
- [DA Form 705, Army Physical Fitness Test Scorecard](#)

- [DA Form 5500, Body Fat Content Worksheet \(Male\)](#)
- [DA Form 5501, Body Fat Content Worksheet \(Female\)](#)

[Back to top](#)

**Points of Contact**

- [Personnel Division – Soldier Records Branch \(ARNG-HRP-R\)](#)

[Back to top](#)

29 APR 11