

805C-42A-3431
Update the Officer and Enlisted Records Briefs
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: As an HR NCO, you are required to update an Officer Record Brief (ORB) and Enlisted Record Brief (ERB) and identify the correct documents that must be forwarded for placement in the Army Military Human Resource Record (AMHRR). You have access to the Electronic Military Personnel Office (eMILPO), Total Officer Personnel Management Information System (TOPMIS), an ORB and ERB with annotated changes, supporting documentation, and AR 600-8-104 (Army Military Human Resource Records Management). This task should not be trained in MOPP 4.

Standards: Update the ORB and ERB as soon as possible consistent with your unit's operational tempo, verify 100% of supporting documents, and ensure they are uploaded to AMHRR without error.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: A Soldier reports to your office and needs their ERB or ORB updated.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review the Officer Record Brief (ORB).
 - a. Identify actions or events requiring an update to the ORB.
 - (1) Change of Duty location.
 - (2) Soldier Readiness Processing (SRP).
 - (3) Soldier request.
 - (4) Prior to a promotion or selection board.
 - b. Request supporting documentation.
 - (1) Validate source documents.
 - (2) Upload documents to AHMRR.
 - c. Access appropriate human resources enabling system for updates.
 - (1) Access TOPMIS to update the ORB.
 - (2) Submit appropriate TOPMIS transaction to update the ORB.
 - (3) Verify TOPMIS transaction(s) process correctly.
 - d. Print ORB and verify update(s).
 - e. Provide copy of updated ORB to Soldier.
2. Review the Enlisted Record Brief.
 - a. Identify actions or events requiring an update to the ERB.
 - (1) Change of Duty location.
 - (2) Soldier Readiness Processing (SRP).
 - (3) Soldier request.
 - (4) Prior to a promotion or selection board.
 - b. Request supporting documentation.
 - (1) Validate source documents.
 - (2) Upload documents to AHMRR.
 - c. Access appropriate human resources enabling system for updates.
 - (1) Access eMILPO to update the ERB.
 - (2) Submit appropriate eMILPO transaction to update the ERB.
 - (3) Verify eMILPO transaction(s) process correctly.
 - d. Print ERB and verify update(s).

e. Provide copy of updated ERB to Soldier.

3. Review documents for filing in the AMHRR.

a. Verify documents are authorized for filing in the AMHRR.

Note: Only those documents listed in Table B-1 of AR 600-8-104 are authorized for filing in the AMHRR.

b. Determine AMHRR folder to file authorized documents.

(1) Performance.

(2) Service.

(3) Restricted.

(4) Medical.

(5) Other.

(6) State / Territory.

c. Upload authorized documents using iPERMS.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the ORB.			
a. Identified actions or events requiring an update to the ORB.			
b. Requested supporting documentation.			
c. Accessed appropriate human resources enabling system for updates.			
d. Printed ORB and verified update(s).			
e. Provided copy of updated ORB to Soldier.			
2. Reviewed the ERB.			
a. Identified actions or events requiring an update to the ERB.			
b. Requested supporting documentation.			
c. Accessed appropriate human resources enabling system for updates.			
d. Printed ERB and verified update(s).			
e. Provided copy of updated ERB to Soldier.			
3. Reviewed documents for filing in the AMHRR.			
a. Verified documents were authorized for filing in the AMHRR.			
b. Determined AMHRR folder to file authorized documents.			
c. Uploaded authorized documents using iPERMS.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	Yes	Yes
	DA MEMO 600-8-104	Personnel - General, Military Personnel Information Management/Records: Official Military Personnel File Access	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI