

805C-42A-1304
Interpret the Enlisted Record Brief (ERB) and Officer Record Brief (ORB)
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.

Condition: While assigned as an HR Specialist you are required to interpret the information on the ERB/ORB. You have access to an ERB/ORB printout and the electronic Military Personnel Office (eMILPO) and Total Officer Personnel Management Information System (TOPMIS) databases. This task should not be trained in MOPP 4.

Standard: Without error, define the different sections of the ERB/ORB and the data elements contained in each section.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to interpret data on the ERB / ORB and determine if the data is correct.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Define the ERB/ORB.

- a. Identify personal information, qualification skills, training, and assignment history on an enlisted Soldier or officer.
- b. Recognize the ERB/ORB as an automated data form created during a Soldier's inprocessing at the reception station.
- c. Recognize the ERB/ORB as a management tool used in making decisions regarding utilization of Soldiers based on their skills and qualifications.
- d. Communicate the ERB/ORB is corrected or updated using automated systems by personnel from the Army Human Resources Command (HRC), Defense Finance and Accounting (DFAS), and unit S-1s.

(1) eMILPO system is used to correct and update ERBs.

(2) TOPMIS II system is used to correct and update ORBs.

2. Identify and define the different types of data contained in sections of the ERB/ORB.

a. Review the Administrative Heading.

(1) ERB:

(a) BRIEF DATE - report generated on this date.

(b) NAME - name (LAST, FIRST, MIDDLE).

(c) RANK/DOR - current rank and date of rank.

(d) PMOS - Primary Military Occupational Specialty.

(e) SSN - social security number.

(f) COMPONENT - Regular Army, Army Reserve, or National Guard.

(2) ORB:

(a) ORB TYPE

(b) BRIEF DATE - year, month.

(c) DATE OF AUDIT - blank.

(d) BASIC/CON BR - basic or control branch.

(e) COMPONENT - Regular Army, Army Reserve, or National Guard.

(f) GRADE/DOR - current grade and date of rank.

(g) SSN - social security number.

(h) NAME - name (LAST, FIRST, MIDDLE).

- b. Identify data elements in Section I: Assignment Information.
- c. Identify data elements in Section II: Security Data.
- d. Identify data elements in Section III: Service Data.
- e. Identify data elements in Section IV: Personal/Family Data.
- f. Identify data elements in Section V: Foreign Language.
- g. Identify data elements in Section VI: Military Education.
- h. Identify data elements in Section VII: Civilian Education.
- i. Identify data elements in Section VIII: Awards and Decorations.
- j. Identify data elements in Section IX: Assignment Information.
- k. Identify data elements in Section X: Remarks.

(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: Ensure the evaluator has a hardcopy ERB/ORB available. 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. Defined the ERB/ORB.			
a. Identified personal information, qualification skills, training, and assignment history on an enlisted Soldier or officer.			
b. Recognized the ERB/ORB as an automated data form created during a Soldier's inprocessing at the reception station.			
c. Recognized the ERB/ORB as a management tool used in making decisions regarding utilization of Soldiers based on their skills and qualifications.			
d. Communicated the ERB/ORB is corrected or updated using automated systems by personnel from the HRC, DFAS, and unit S-1s.			
2. Identified and defined the different types of data contained in sections of the ERB/ORB.			
a. Reviewed the Administrative Heading.			
(1) ERB.			
(2) ORB.			
b. Identified data elements in Section I: Assignment Information.			
c. Identified data elements in Section II: Security Data.			
d. Identified data elements in Section III: Service Data.			
e. Identified data elements in Section IV: Personal/Family Data.			
f. Identified data elements in Section V: Foreign Language.			
g. Identified data elements in Section VI: Military Education.			
h. Identified data elements in Section VII: Civilian Education.			
i. Identified data elements in Section VIII: Awards and Decorations.			
j. Identified data elements in Section IX: Assignment Information.			
k. Identified data elements in Section X: Remarks.			

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/pdffiles/r600_8_104.pdf	Yes	Yes
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	Yes
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	USERS MANUAL-TOPMIS	Total Officer Personal Management Information System (TOPMIS) User Manual	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None