

# Soldier's Training Guide to the Officer Record Brief (ORB)

OFFICER RECORD BRIEF																	
ORB TYPE		BRIEF DATE		FUNCTIONAL CATEGORY		DESIG DATE		CNTRL BRANCH BR DTLE/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				BAGD				Date of Birth	
End Date		CT	MO	S	T	NUMBER OF TOURS		DTEINV		DTFSCG		Basic Date of Apt		Cohort Yr Gp		Source of Orig Apt	
						Short -	Long -	CLINC				Mo/Days Afcs		Mo / Afcs		Country of Citz	
						DROS	DEROS	Section V - Foreign Language				Type of Orig Apt		No Dependent Adults / Children		Religion	
								Language									
						eMILPO Tour Date						Cur Svc Agmt/Expr Date		Date of Prog/Mand Ret		Marital Status	
						CBT - OPN - RES -						ZLT-WDS		ZLT-CW2		CPT-CW3	
						Dwell Start						PDOR		LTC-CW5		COL	
						Dwell Mo-Days						TDOR		LTG		GEN	
Data Dependents Arrived OS								CLAT				PDOR				Home of Record at Ead	
Career Field Information - Commissioned / Warrant												TDOR					
SR Code / MedMos3 / PMOS				Funct Area / MedMos2 / SMOS				SECTION VI - Military Education				SECTION VII - Civilian Education				Mailing Address	
BRAOC / MedMos3 / PMOS SQI				Funct Area / SMOS SQI				Course				Year					
												LEVEL COMPLETED					
												INSTITUTION				YR	
												DISCIPLINE				SECTION X - Remarks	
												INSTITUTION				AID Email	
												DISCIPLINE				Alternate E-mail	
												INSTITUTION				Adjusted Ready Reserve Oblig Date	
												DISCIPLINE				Date of Last Photo	
Career Track												SECTION VIII - Awards and Decorations				BGMAT AFL	
Primacy																State Awards:	
Prev Branch / MOS																	
Prev Functional Area																	
Control Career Management Field																	
Projected Career Management Field																	
Geographic Orientation																	
AVIATOR QUALIFICATIONS																	
ASST																	
BOPDC As Of																	
Print Status																	
Rating DA																	
Date of Last PCS																	
SECTION IX - Assignment Information																	
ASST		FROM	MO	UNIT NO	ORGANIZATION		STATION		LOC		COND		DUTY TITLE		DMOS		
PROJ																	
Current																	
1st Prev																	
2nd Prev																	
3rd Prev																	
4th Prev																	
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## 2 | Soldier's Guide to the Officer Record Brief

### **To View/Print Your Record Brief:**

1. You will need your CAC Card
  2. Login to ARNG National Guard Benefits Online Website: <https://minuteman.ngb.army.mil/Benefits>
  3. Select 'My ARNG Record Brief Home Page' located on the bottom right
  4. Select 'Download current Record Brief' to review
    - Selecting this link will generate your current DA Form 4037 (Officer Record Brief). You cannot make changes in this program. To have your ORB updated, print a copy, make changes on the form and provide to your Unit Administrator, with supporting documentation.
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### **To Validate Your Record Brief:**

Prior to validation: Ensure you have reviewed your ORB using this tool as a guide to understand the fields of the ORB, for any updates provide your Unit Administrator a copy of your ORB with supporting documentation.

1. You will need your CAC Card
2. Login to ARNG National Guard Benefits Online Website: <https://minuteman.ngb.army.mil/Benefits>
3. Select 'My ARNG Record Brief Home Page' located on the bottom right
4. Select 'Validate Record Brief'
  - Your ORB will be validated once you select 'Validate Record Brief.' Your name and the date validated will populate on the bottom left side of DA Form 4037 (Officer Record Brief).

After validation: Contact your Unit Administrator so they can certify your ORB, certification is required for board actions, i.e. Federal Boards, DA Mandatory Boards, SRB, Senior Officer Ranking Board (SORB), etc..

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### **ORB is made up of an Administrative Header and 10 sections:**

- Administrative Heading
- Section I – Assignment Information
  - Overseas Service; Deployment; Career Field Information; Skills; Aviator Qualifications
- Section II – Security Data
- Section III – Service Data
- Section IV – Personal / Family Data
- Section V – Foreign Language

\* This is a known issue to the system developers

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- Section VI – Military Education
- Section VII – Civilian Education
- Section VIII – Awards and Decorations
- Section IX – Assignment Information (Current and History)
- Section X – Remarks

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#### **Understanding the Sections of the Officer Record Brief:**

##### ☉ Administrative Heading

Field Name	Description	Source	Remarks
ORB Type	DOD Form Identification Number for the Selection Board's ORB	N/A	Automatically generates / cannot manipulate data
Brief Date	The date that the ORB was generated	N/A	Automatically generates / cannot manipulate data
Functional Category	A group of officers existing outside of a branch	NGB Form 122/3 (Federal Order)	BLANK for Warrant Officers, Basic Branch for Commissioned Officers
Desig Date	The date the Soldier was assigned to the Functional Category	NGB Form 122/3 (Federal Order)	N/A – Does not generate on the ORB (DA Form 4037)
Cntl Branch	The Soldier's Basic Branch or Control Branch, if one exists	NGB Form 122/3 (Federal Order)	BLANK for Warrant Officers, Basic Branch for Commissioned Officers
BR DTL/Expires	Year and month Branch detail expires	N/A	N/A – Does not generate on the ORB (DA Form 4037)
Component	The organization to which the Soldier belongs	NGB Form 337; DA Form 71 (Oaths of Office)	NG – National Guard
AD Grade – ADOR	ADOR: Active Duty grade and Date of Rank	NGB Form 122/3 (Federal Order)	Current effective Date of Rank (DOR)
SSN	The Soldier's Social Security Number	Social Security Card; Verification from SSA	SSA – Social Security Administration
Name	The Soldier's Name	Birth Certificate; Court Documents; Naturalization Documents	

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##### ◎ Section I – Assignment Information

Field Name	Description	Source	Remarks
End Date	End dates of a Soldier's overseas service	DD Form 214 (Block 18: Remarks); End date on Overseas Training Orders	Represents the day the Soldier left country not the end date of the DD Form 214 (Does not count de-mob or leave)
CT	Country	DD Form 214 (Block 18: Remarks); Overseas Training Orders	AF: Afghanistan; IZ: Iraq; KU: Kuwait; BK: Bosnia and Herzegovina; KV: Kosovo; NO: Norway; GM: Germany; PM: Panama; HR: Croatia (Complete list in RB Application)
MO	The number of months the Soldier was on this assignment	DD Form 214 (Block 18: Remarks); Overseas Training Orders	System automatically generates number of months
S	Tour status	N/A	N/A – For Active Duty Use Only
T	Tour type	DD Form 214 (Block 18: Remarks); Overseas Ord	C – Combat; O – Operational; S – Short; L – Long; Y – N/A (*Currently populating as C regardless of tour)
Short	The number of short tours for the Soldier. Any tour under 36 months or a mobilization.	DD Form 214 (Block 18: Remarks); Overseas Training Orders	Overseas Annual Training constitutes a Short Tour. 15+ days represents 1 (one) month. (*Currently populating incorrectly, program is not rounding up)
Long	The number of long tours for the Soldier. Any tour over 36 months.	DD Form 214 (Block 18: Remarks); Overseas Training Orders	Mobilization will reflect as a Short Tour. Unless Soldier was prior AC with a tour of over 36 months, no ARNG Soldier will have a Long Tour.
DROS	The year, month, and day of the Soldier's most recent return from overseas service	N/A	For Active Duty Use Only
DEROS	The year, month, and day that the Soldier will be eligible to return to the United States or other area of residence from overseas service	N/A	For Active Duty Use Only
CBT	Combat Tour	N/A	For Active Duty Use Only
OPN	Operational Tour	N/A	For Active Duty Use Only
RES	Dependent Restricted Tour	N/A	For Active Duty Use Only
Dwell Start	The start date of a Soldier's time spent in dwell	DD Form 214 (Block 12.b)	First day after date in Block 12.b.(Separation Date this Period)
Dwell Mo-Days	The number of months and days that a Soldier has spent in dwell	DD Form 214 (Block 12.b.)	Dwell Mo-Days & Dwell Start Date are XXXX out on Board ORBs
Date Dependents Arrived OS	The date that a Soldier's dependents arrived overseas	N/A	For Active Duty Use Only

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BR Code / Med MOS1 / PMOS	The code used by commissioned officers who are managed by the Officer Personnel Management Directorate (OPMD)	NGB Form 122/3 (Federal Order)	Two-digit Basic Branch Code (Ex: 11) / Three-digit Medical MOS (Ex: 63A) / Four-digit Warrant MOS (Ex: 420A)
Fncntl Area / Med MOS2 / SMOS	Code used if the Soldier has more than one Functional Area	NGB Form 122/3 (Federal Order); DA Form 1059; DD Form 214	Warrant Officer will be blank. (*Commissioned Officers currently read "O")
BRAOC / Med MOS3 / PMOS SQI	Used by all commissioned officers, except for AMEDD	NGB Form 122/3 (Federal Order); DA Form 1059; DD Form 214	Two-digit Basic Branch Code (Ex: IN) / Med MOS3 not used / 1-character SQI for applicable Warrant Officers
Fncntl Aoc / SMOS SQI	Does not pertain to AMEDD officers	NGB Form 122/3 (Federal Order); DA Form 1059; DD Form 214	*Incorrect Data, currently reading Duty Position assigned in SIDPERS (Examples: 01A00 & 02B00 – Immaterial Codes; 11A00 – Infantry; 15B00 – Aviation; 420A – Adjutant General; 251A – Signal).
Skills	Operational areas not normally related to any one branch, functional area, or area of concentration	NGB Form 122/3 (Federal Order); DA Form 1059; DD Form 214	Two-digit ASI-PSSI in SIDPERS (Examples: D2 – AH-1 Pilot; 3S – Unit Air Movement Officer)
Basic Branch/ PMOS	The Branch of the Army to which a Soldier is commissioned or transferred; the Soldier's Primary Military Occupational Specialty	NGB Form 122/3 (Federal Order)	Based off Soldier's Branch Title (Examples: INFANTRY; CORPS OF ENGINEERS; AVIATION; HUMAN RESOURCES TECHNICIAN; INFORMATION SYSTEMS TECHNICIAN)
Functional Area SMOS	The Functional Area the Soldier is a part of in their secondary military occupational specialty	DA Form 1059; DD Form 214	Three-digit SSSI/SMOS in SIDPERS (Examples: 24A – Network Engineer; 53A – Systems Automation Officer)
Career Track	Used by Army Soldiers who dual track in their Branch and Functional Area	N/A	N/A – Row Header (Either Single or Dual will be checked, or may be blank)
Single	A mark here shows that the Soldier has a single career track	N/A	N/A – For Future Use
Dual	A mark here shows that the Soldier has a dual career track	N/A	N/A – For Future Use
Primacy	This is for OPMD-managed commissioned officers only. It reflects the development considerations for future assignments	N/A	N/A – Row Header (Either Branch or Functional Area will be populated, not both)
Branch	The branch of the Army into which an Officer is commissioned, transferred or appointed	NGB Form 122/3 (Federal Order)	Reads current Branch for Commissioned Officers Only. Blank for Warrant Officers.
Functional Area	The Functional Area the Soldier is a part of	DA Form 1059; DD Form 214	Reads current Functional Area for Commissioned Officers Only. Blank for Warrant Officers

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Prev Branch/ MOS	The Soldier's previous Branch, AOC, and/or Military Occupational Specialty	NGB Form 122/3 (Federal Order); DD Form 214; AOC Memorandum	If Soldier Branch Transferred (Ex: 11A to 19B) or your Branch converted (Ex: 21 to 12) it will display your previous Branch in this field. Errors can be corrected on the Additional Information Tab.
Prev Functional Area	The Soldier's previous Functional Area	N/A	N/A
Control Career Management Field	Five-digit code which represents a Soldier's area of concentration	N/A	N/A – For Future Use
Projected Career Management Field	This is a code that reflects the Soldier's next recommended career management field	N/A	N/A – For Future Use
Geographical Orientation	Codes which indicate the region of the world in which a Foreign Area Officer has specialized	N/A	N/A – For Active Duty Use Only
ASED	Aviation Service Entry Date	Orders	
TOFDC As Of	Total Operational Flying Duty for Credit	Orders	Calculation Date and the number of months assigned to operational flying duty positions
Pilot Status	A code which indicates a Soldier's aviation status	Orders	Flying Status; Indefinite Suspension (Medical); Indefinite Suspension (Non-Medical); Not in Aviation Service
Aircraft	Type of aircraft a Soldier is trained to fly	Orders	Examples: UH-60A: Blackhawk; CH-47D/ICH: Chinook; C-12: Huron
Qual	How the pilot is qualified in that type of aircraft	Orders	1 – Qualified Pilot; 2 – Instructor Pilot (Unit Trained); 3 – Instructor Pilot (School Trained)
Rating Dt	The date a Soldier received a rating as an aviator	Orders	

### ☉ Section II – Security Data

Field Name	Description	Source	Remarks
INVEST	The type of security investigation that was completed before commissioning	JPAS – Joint Personnel Adjudication System	See your Special Security Officer (SSO) to update
DTEINV	The date that a Physical Security Investigation was completed	JPAS – Joint Personnel Adjudication System	See your Special Security Officer (SSO) to update
SDTPSCG	The date that a security clearance was granted	JPAS – Joint Personnel Adjudication System	See your Special Security Officer (SSO) to update
CLNC	The clearance level that was granted	JPAS – Joint Personnel Adjudication System	See your Special Security Officer (SSO) to update

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### ● Section III – Service Data

Field Name	Description	Source	Remarks
BASD	Basic Active Service Date (BASD)	NGB Form 23 (RPAM)	First day credible for service (Either Officer, Warrant, or Enlisted) (Editable) – Additional Information Tab
Current PPN	The Soldier's Program Procurement Number; this code identifies the source from which the Soldier was commissioned or appointed	N/A	N/A – For Future Use
Ead Current Tour	Current Tour when the Soldier entered active duty	Orders	Date of your current status (i.e., Commission date, AGR Tour, REFRAD)
Basic Date of Appt	The date that the Soldier initially appointed	NGB Form 337; DA Form 71 (Oaths of Office)	
Cohort YR GR FY	The Fiscal year that the Soldier was commissioned	NGB Form 337; DA Form 71 (Oaths of Office)	
Source of Orig Appt	The organization that granted a commissioned officer his/her original appointment	NGB Form 337; DA Form 71 (Oaths of Office)	If a Soldier was Reappointed the original source remains. Warrant Officers read OTHER. (Editable) – Additional Information Tab
Mo/Days AFCS	Months and days of Active Federal Commissioned Service	NGB Form 23 (RPAM)	Data can be entered on the Additional Information Tab
Months AFS	Months of Active Federal Service	NGB Form 23 (RPAM)	Data can be entered on the Additional Information Tab
Type of Orig Appt	A Soldier's service component in which he/she received the original appointment	N/A	ARNGUS – National Guard; RA – Regular Army; USAR – US Army Reserves
Curr Svc Agrmt /Expr Date	The conditions under which the Soldier is retained on Active Duty, along with the year, month, and day that the service agreement expires	N/A	Currently not populating on the ORB (DA Form 4037)
Date of Proj /Mand Ret	The year and month of the projected retirement of a Soldier	Per US Code	MRD extensions are done by State Personnel only
TDOR	Temporary Date of Rank	N/A	N/A
PDOR	Permanent Date of Rank	NGB Form 122/3 (Fed Ord)	PDOR for <i>current</i> DOR updated by State Personnel only; previous DORs may be updated by Unit Administrator in RB Application with supporting Federal Order

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### ◎ Section IV – Personal / Family Data

Field Name	Description	Source	Remarks
Date of Birth	The Soldier's Date of Birth	Birth Certificate; Court Documents; Naturalization Documents	
Birthplace	The birthplace of the Soldier	Birth Certificate; Court Documents; Naturalization Documents	Data can be edited on the Additional Information Tab
Country of Citiz	The Soldier's Country of Citizenship	Birth Certificate; Court Documents; Naturalization Documents	Data can be edited on the Additional Information Tab
Sex/ Race	The Soldier's sex and race	Birth Certificate; Naturalization Documents	
No Dependents	The number of dependent adults and children claimed by the Soldier	Marriage Certificate; Court Documents; Divorce Decree; Birth Certificates	Dependants must be updated in DEERS for medical benefits Dependants must be updated in SIDPERS for pay purposes
Religion	The Soldier's Religion	Soldier's Choice	
Marital Status	The marital status of the Soldier	Marriage Certificate; Divorce Decree	
Spouse Birthplace/Citz	The birthplace and citizenship of the Soldier's spouse	Birth Certificate; Naturalization Documents	Data can be entered on the Additional Information Tab
PULHES / Date	Physical, Upper Extremities, Lower Extremities, Hearing Eyes, Psychiatric test	PHA; DD Form 2808	
Height / Weight	The Soldier's height and weight	DA Form 705; DA Form 5500/5501	MEDPROS updates Ht/Wt on the ORB not RCAS
HOR at EAD	The Soldier's home of record when he/she first entered active duty	Soldier's Home of Record	
Mailing Address	The Soldier's mailing address	Soldier's Home of Record	

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### ☉ Section V – Foreign Language

Field Name	Description	Source	Remarks
Language	The foreign language that the Soldier is proficient in	Defense Language Aptitude Test; DA Form 330	Unit personnel must have Defense Language Aptitude Test Results in order to award Language in the RB Application
L (Listen)	The listening proficiency/score achieved by the Soldier in the Defense Language Proficiency Test	Defense Language Aptitude Test; DA Form 330	Updated by Command Language Program Manager (CLPM) only
S (Speak)	The speaking proficiency/score achieved by the Soldier in the Defense Language Proficiency Test	Defense Language Aptitude Test; DA Form 330	Updated by Command Language Program Manager (CLPM) only
R (Read)	The reading proficiency/score achieved by the Soldier in the Defense Language Proficiency Test	Defense Language Aptitude Test; DA Form 330	Updated by Command Language Program Manager (CLPM) only
YMPTL	The year and month that the Soldier completed his/her professional language test	Defense Language Aptitude Test; DA Form 330	Updated by Command Language Program Manager (CLPM) only
DLAT	The Defense Language Aptitude Test score for the Soldier	Defense Language Aptitude Test; DA Form 330	Updated by Command Language Program Manager (CLPM) only

### ☉ Section VI – Military Education

Field Name	Description	Source	Remarks
Highest Military Education Complete	Highest Military Education Complete	DA Form 1059; DD Form 214	*Incorrect Data being displaced on ORB. Coding issue with tables. ECP to be released
Course	The course that the Soldier was enrolled in	DA Form 1059; DD Form 214	Limited to displaying 10 courses; work with Unit Administrator to ensure the courses that best represent training for your current position and potential position/promotion are displayed
Year	The year in which the Soldier completed the listed class	DA Form 1059; DD Form 214	

### ☉ Section VII – Civilian Education

Field Name	Description	Source	Remarks
Level Complete	The highest level of education achieved by the Soldier	Official Transcript	SIDPERS Update
Institution	The school that the Soldier attended for his/her education	Official Transcript	Limited to three degrees

\* This is a known issue to the system developers

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Discipline	The discipline in which the Soldier concentrated	Official Transcript	Limited to three degrees
Degree	The degree earned at the listed school	Official Transcript	Limited to three degrees
Year	The year the Soldier graduated from the listed school	Official Transcript	Limited to three degrees

### ☉ Section VIII – Awards and Decorations

Field Name	Description	Source	Remarks
Award	Awards and Decorations	Award Certificate	Only represent your top 33 awards, they will automatically populate in precedence

### ☉ Section IX – Assignment Information

Field Name	Description	Source	Remarks
Date of Last PCS		PCS Orders	For Active Army Use Only
Date of Last OER	The date of a Soldier's Officer Evaluation Report	Profiled OER	
Org Zip Code	The Zip Code of the Soldier's organization	MTOE/TDA Position	SIDPERS will auto-populate based off order
ASGT	Assignment History	N/A	Column Header
PROJ	Projected assignment	N/A	Line is Blank
Current	Current assignment according to SIDPERS	Transfer/ Reassignment/ Attachment Orders	
### Prev	19 Previous Assignments	Transfer/ Reassignment/ Attachment Orders	Listed in reverse chronological order
From Date	The date that the Soldier started the assignment	Transfer/ Reassignment/ Attachment Orders	Date assigned
Months	The number of months	Transfer/ Reassignment/ Attachment Orders	Will auto-populate with subsequent assignments
Unit No	The number of the Unit the Soldier is assigned to	Transfer/ Reassignment/ Attachment Orders	UIC (Five-digit)
Organization	The Soldier's organization	Transfer/ Reassignment/ Attachment Orders	

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Station	The geographic location of the organization	Transfer/ Reassignment/ Attachment Orders	City of Assignment
Location	State name for a US location or the country code for an overseas location	Transfer/ Reassignment/ Attachment Orders	State of Assignment / Country of Assignment
Comd	Major command code	Transfer/ Reassignment/ Attachment Orders	NG – National Guard
Duty Title	The title of the assigned duty position	Transfer/ Reassignment/ Attachment Orders/OER	<b>Duty Title can be based off your OER if your duty does not match your Order</b>
DMOS	A Soldier's Duty MOS	Transfer/ Reassignment/ Attachment Orders	MOS based on position
RECSTAT	Soldier's Record Status	DA Form 1379/NGB Form 62/ DD Form 4	G – Traditional M-Day Soldier, Tech, FTNGD-OS, ; S – AGR, ADOS, ADT; H- Inter State Transfer, Conditional Release
PPA	Region	N/A	N/A – For Active Duty Use Only
CURUPC	Soldier's Current UIC	Transfer/ Reassignment/ Attachment Orders	Five-digit
MPCAD	Soldier's Military Personnel Classification		O – Officer; W – Warrant
PSC-CODE	Station	N/A	N/A – For Active Duty Use Only

### ● Section X – Remarks

Field Name	Description	Source	Remarks
AKO Email	A Soldier's AKO E-Mail address		
Alternate Email	A Soldier's personal E-mail address		Data can be entered on the Additional Information Tab
Adjusted Ready Reserve Obligation Date	Lists the Soldier's Ready Reserve Obligation date	NGB Form 337; DA Form 71 (Oaths of Office)	Data can be entered on the Additional Information Tab
Date of Last Photo	The date of a Soldier's most recent photo	DAPMIS	
Regimental Affiliation	The Soldier's regimental affiliation	N/A	Data can be entered on the Additional Information Tab
DA Photo	Official military photo in Dress Uniform	DAPMIS	Requests for DA Photos are made through the Visual Information Ordering Site (VIOS), contact Unit Administrator for information ( Not viewable for O7's and above)

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