

Enlisted or Officer Record Brief (ERB/ORB) Selection Board Version dated within the last 12 months.

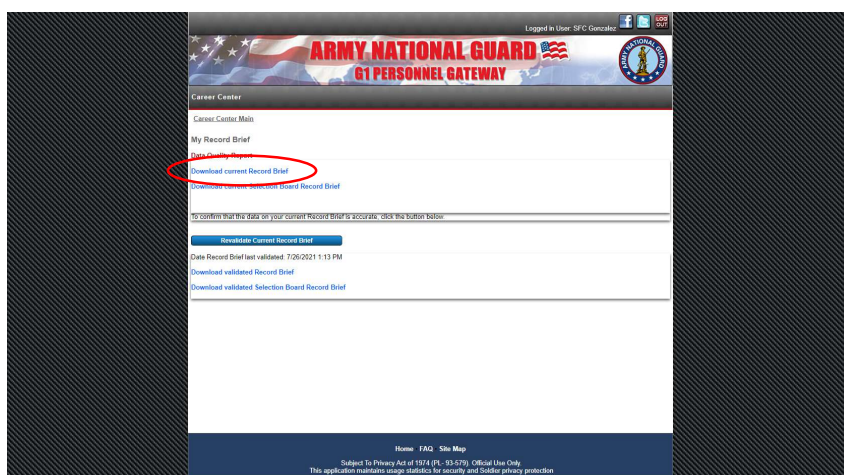
Access the following site, [Army National Guard G1 Personnel Gateway](#).

On then Home page select “My Records Brief”

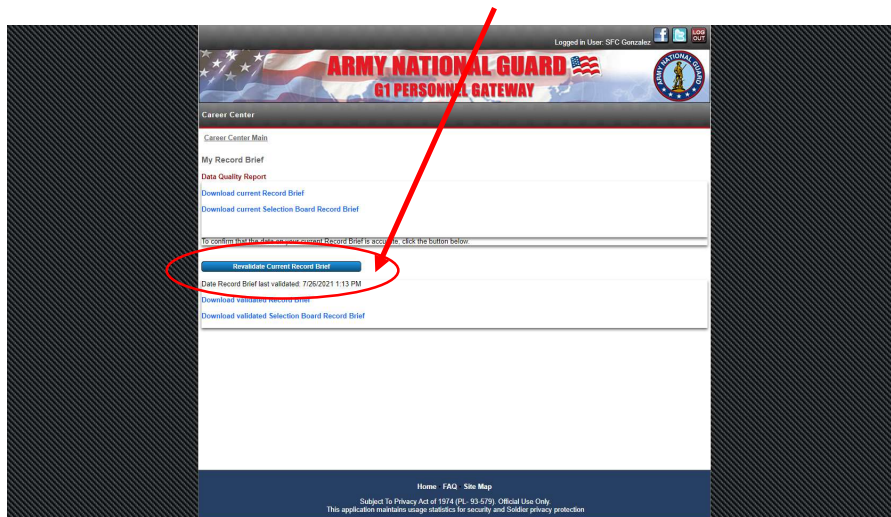


Download a copy of your current record brief. This download is simply for review and accuracy. If corrections are needed contact your unit and advise of all corrections by line.

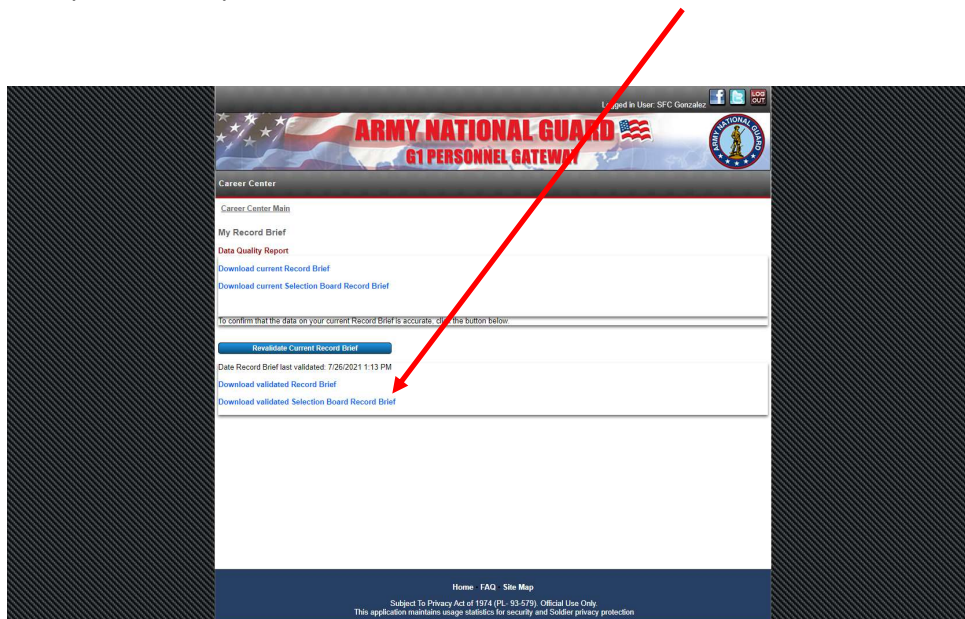
The unit typically does not have the ability to make all necessary changes but can offer options to get these errors fixed. They may redirect you to the JFHQ G1 section, specifically a PARC Analyst assigned to your MSC. If corrections will not be completed prior to the required submission of this packet it is strongly recommended that you address, in the form of a “Memorandum for Record” all discrepancy on your ERB/ORB and what you are doing to fix these. Your unit should have the ability to help you with the memo format.



Once corrections are made or Memo for Record is completed select Revalidate. Validation is successful when the “Date Record Brief last Validated” updates.



Now you are ready to download the “Validated Selection Board Record Brief”



Recommend that you save it as “10. ERB or ORB (as applicable)”