How to Conduct an Army Military Human Resource Record (AMHRR) Assessment & File Review

Agenda

- Overview
- Assess the Strength of Your File
- Review Your File
  - Official DA Photo
  - ERB
  - File Checklist
- My Board File and AMHRR links
- Final Thoughts

File Assessment

- An Army Military Human Resource Record (AMHRR) file assessment is a review of the documents within a Noncommissioned Officer's official file to give the reviewer an assessment of the NCO's level of demonstrated performance, experience and professional timeline.

- Every NCO should conduct a periodic professional self assessment of his/her file to ensure the appropriate documents are present and correct.

- A file consists of the following:
  - Noncommissioned Officer Evaluation Reports (NCOERs)
  - DA Photo
  - Enlisted Record Brief (ERB)
  - Army Military Human Resource Record (AMHRR) – Service, Noncommissioned Officer Education System and Schools
  - Restricted File

- NCOERs must clearly communicate the NCO's manner of performance to a selection board. Other documents help to complete the picture.

- A trend of below average performance puts the NCO at risk for promotion and retention.

- Derogatory information in a file may put the NCO at retention risk.

- Examples of derogatory information include (but not inclusive):
  - Punitive or Administrative Letters of Reprimand, Admonition, or Censure
  - Article 15 or other UCMJ actions
  - Promotion list removal documents

- QMP and QSP boards will review documents in the NCO's restricted file.

How to Assess the Strength of Your File

- Understand that a trend of below average performance may render you at promotion or retention risk
- Determine the strength of your file by answering the following questions (not all inclusive):

Do I have derogatory documents or substandard/marginal NCOERs?

– If so, you are at *HIGH* risk for selection by a QMP or QSP board.
– Substandard NCOERs will include at least one of the following; Relief For Cause (RFC) under Part 1(g), an indicator of "No" under an Army Value in Part IV(a), rating of 4 or 5 under Senior Rater Performance, Part V(c) or Potential, Part V(d).
– Marginal NCOERs indicate you have demonstrated poor performance, failed to meet one or more standards and should not be promoted at this time.

Are most of my NCOERs rated as Fully Capable?

– If so, you are at *MEDIUM* risk for selection by a QSP board.
– Fully Capable NCOERs indicate you met all standards and were recommended for promotion, but your demonstrated performance was average. Typically, the rating of Excellent or Success was not supported by quantitative and/or substantiated bullet comments.

Do I have NCOERs with quantifiable bullet comments that show my potential to serve in positions of increased responsibility?

– If so, you are at *LOW* risk for selection by a QSP board.
– Remember, words count! Reports that possess strong bullets, depicting potential for future promotion or attendance to higher level schooling are favorable.

Do I have a diverse mix of duty assignments in my file?

– Drill Sergeant
– Recruiter

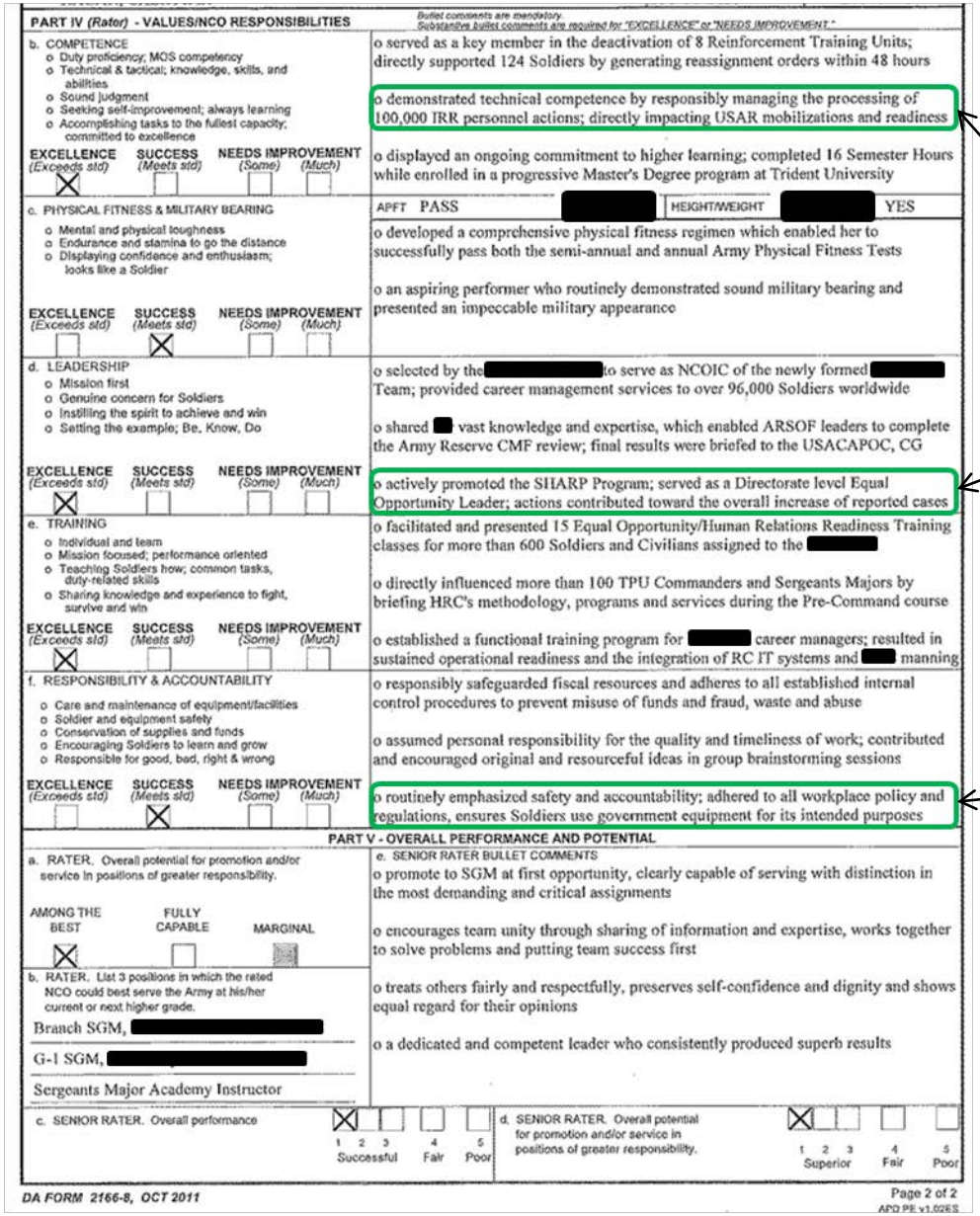
Am I keeping pace with my peer group? Should I have already been promoted to the next grade?

RANK	SSG	SFC	MSG	SGM
Time in Service	8.0	12.1	17.1	21.8

Army Averages

Following slides are sample NCOERs that range from strong to weak performance

NCOERs (Among the Best)



PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

Bullet comments are mandatory.
Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."

b. COMPETENCE
- o Duty proficiency; MOS competency
- o Technical & tactical; knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement; always learning
- o Accomplishing tasks to the fullest capacity; committed to excellence

EXCELLENCE (Exceeds std) [X] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- o served as a key member in the deactivation of 8 Reinforcement Training Units; directly supported 124 Soldiers by generating reassignment orders within 48 hours
- o demonstrated technical competence by responsibly managing the processing of 100,000 IRR personnel actions; directly impacting USAR mobilizations and readiness
- o displayed an ongoing commitment to higher learning; completed 16 Semester Hours while enrolled in a progressive Master's Degree program at Trident University

c. PHYSICAL FITNESS & MILITARY BEARING
- o Mental and physical toughness
- o Endurance and stamina to go the distance
- o Displaying confidence and enthusiasm; looks like a Soldier

EXCELLENCE (Exceeds std) [ ] SUCCESS (Meets std) [X] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

APFT PASS [redacted] HEIGHT/WEIGHT [redacted] YES

- o developed a comprehensive physical fitness regimen which enabled her to successfully pass both the semi-annual and annual Army Physical Fitness Tests
- o an aspiring performer who routinely demonstrated sound military bearing and presented an impeccable military appearance

d. LEADERSHIP
- o Mission first
- o Genuine concern for Soldiers
- o Instilling the spirit to achieve and win
- o Setting the example; Be, Know, Do

EXCELLENCE (Exceeds std) [X] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- o selected by the [redacted] to serve as NCOIC of the newly formed [redacted] Team; provided career management services to over 96,000 Soldiers worldwide
- o shared [redacted] vast knowledge and expertise, which enabled ARSOF leaders to complete the Army Reserve CMF review; final results were briefed to the USACAPOC, CG
- o actively promoted the SHARP Program; served as a Directorate level Equal Opportunity Leader; actions contributed toward the overall increase of reported cases

e. TRAINING
- o Individual and team
- o Mission focused; performance oriented
- o Teaching Soldiers how; common tasks, duty-related skills
- o Sharing knowledge and experience to fight, survive and win

EXCELLENCE (Exceeds std) [X] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- o facilitated and presented 15 Equal Opportunity/Human Relations Readiness Training classes for more than 600 Soldiers and Civilians assigned to the [redacted]
- o directly influenced more than 100 TPU Commanders and Sergeants Majors by briefing HRC's methodology, programs and services during the Pre-Command course
- o established a functional training program for [redacted] career managers; resulted in sustained operational readiness and the integration of RC IT systems and [redacted] manning

f. RESPONSIBILITY & ACCOUNTABILITY
- o Care and maintenance of equipment/facilities
- o Soldier and equipment safety
- o Conservation of supplies and funds
- o Encouraging Soldiers to learn and grow
- o Responsible for good, bad, right & wrong

EXCELLENCE (Exceeds std) [ ] SUCCESS (Meets std) [X] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- o responsibly safeguarded fiscal resources and adheres to all established internal control procedures to prevent misuse of funds and fraud, waste and abuse
- o assumed personal responsibility for the quality and timeliness of work; contributed and encouraged original and resourceful ideas in group brainstorming sessions
- o routinely emphasized safety and accountability; adhered to all workplace policy and regulations, ensures Soldiers use government equipment for its intended purposes

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST [X] FULLY CAPABLE [ ] MARGINAL [ ]

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

Branch SGM, [redacted]

G-1 SGM, [redacted]

Sergeants Major Academy Instructor

e. SENIOR RATER BULLET COMMENTS
- o promote to SGM at first opportunity, clearly capable of serving with distinction in the most demanding and critical assignments
- o encourages team unity through sharing of information and expertise, works together to solve problems and putting team success first
- o treats others fairly and respectfully, preserves self-confidence and dignity and shows equal regard for their opinions
- o a dedicated and competent leader who consistently produced superb results

c. SENIOR RATER. Overall performance [X] 1 Successful [ ] 2 [ ] 3 [ ] 4 Fair [ ] 5 Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. [X] 1 Superior [ ] 2 [ ] 3 [ ] 4 Fair [ ] 5 Poor

DA FORM 2166-8, OCT 2011 Page 2 of 2 APD PE v1.02ES

Among the Best rating represents the NCO who meets or exceeds all standards. It means the NCO is strongly recommended for promotion. Bullets generally consist of three main types (Achievement, Recognition and/or Skill/Character Description . Remember: the weight of a bullet largely depends on its results or impact. Consider the following areas below;

Achieved a Quantity. This type of result or impact statement is used when the quantity itself is the significant achievement: number of missions completed, number of insurgents captured, number of miles driven, number of flights supported, etc.

Achieved an Objective. This type of impact description is used when the named objective is universally recognized as being significant and no further explanation is needed: completed successful rotation, finished an inspection, repaired, restored capability, etc.

Reduced an Undesirable Condition. This type of impact statement describes initiative that results in a better condition: a reduction in the number of equipment failures, in the number of incidents of sniper activity, number of late reports or awards, length of time required, etc.

Improved a Condition. This type of result is another way of describing improved conditions or processes: increased readiness, streamlined admission procedures, combined efforts, increased efficiency, etc.

Prevented Undesirable Condition. This type is used to describe proactive efficiency: surveillance prevented IED use, analysis of route prevented threat to personnel, PMCS prevented equipment failure, etc.

Comparison to Peers. This method is usually used in Recognition bullet comments and is an effective way of making the ratee stand out; qualified 2 months ahead of peers etc.

NCOERs (Fully Capable)

PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."

b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o provided a CMF briefing to the various Command Teams; identified ways the section could support engineers and their overall mission o developed a professional welcome letter which was distributed to more than 75,000 Soldiers in an effort of integrating newly assigned Soldiers into the IRR program o displayed the highest levels of professional competence in execution of his duties as a Career Manager
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a Soldier EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	APFT PASS [redacted] HEIGHT/WEIGHT [redacted] YES o the epitome of mental toughness, remained poised in the most stressful situations, always presented an outstanding demeanor and military appearance o adapted exceptionally well in an ever-changing, highly stressful environment with a confident and enthusiastic attitude that motivates others
d. LEADERSHIP o Mission first o Genuine concern for Soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o selected as the Assistant NCOIC of a newly developed [redacted] Team; managed six Senior NCOs in the absence of the team leader o confidently demonstrated excellent leadership and managerial skills by displaying initiative in taking appropriate and immediate actions as necessary o instilled the desire to put forth the maximum effort; motivated team members to enroll and complete SSD requirements
e. TRAINING o Individual and team o Mission focused; performance oriented o Teaching Soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o experienced NCO whose technical knowledge proved invaluable to the entire section as well as other sections within HRC; Career Manager teams, branches and divisions o spent numerous hours completing mandatory training requirements o created the team's SOP which provided guidance and direction for completing routine procedures and actions
f. RESPONSIBILITY & ACCOUNTABILITY o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging Soldiers to learn and grow o Responsible for good, bad, right & wrong EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o processed career management actions error free while enhancing the Soldiers careers o took on the responsibility of contacting the IT department, giving them all the necessary information for six new team members standing up a new cell within [redacted] o ensured a safe, fast and accurate accountability of all computer and phone equipment coming from three different divisions to one division

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility. AMONG THE BEST ☒ FULLY CAPABLE ☐ MARGINAL ▒	e. SENIOR RATER BULLET COMMENTS o exhibited outstanding performance in all aspects; clearly focused on taking care of [redacted] Soldiers while maintaining mission readiness o his leadership was stupendous in coordinating all the IT aspects of setting up a new team, allowing for a smooth, seamless transition o an innovative and resourceful Soldier; seeks creative solutions to resolve challenges
b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade. Brigade Operations NCOIC G1 Human Resources NCOIC NCOES Instructor	
c. SENIOR RATER. Overall performance ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Successful Fair Poor	d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Superior Fair Poor

DA FORM 2166-8, OCT 2011 — Page 2 of 2 — APD PE v1.02ES

Fully Capable: indicates the NCO has demonstrated a good performance and have met all standards.

These reports demonstrate NCOs are fully competitive for advanced schooling and is recommended for promotion should sufficient allocations become available.

Caution ! Most Fully Capable NCOERs are non-left justified. Bullet comments are not quantifiable/measureable and typically do not deserve the rating that is given.

NCOERs (Marginal)

PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."

b. COMPETENCE
- Duty proficiency; MOS competency
- Technical & tactical; knowledge, skills, and abilities
- Sound judgment
- Seeking self-improvement; always learning
- Accomplishing tasks to the fullest capacity; committed to excellence

EXCELLENCE (Exceeds std) [X] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- selected above all other senior NCOs in [redacted] to be Team Sergeant of [redacted] while [redacted]
- knowledgeable and articulate senior NCO; able to effectively educate senior leaders on capabilities and requirements of [redacted] while forward [redacted]
- sought out for guidance and mentorship by subordinates and peers alike; well respected NCO valued for his opinion by superiors

c. PHYSICAL FITNESS & MILITARY BEARING
- Mental and physical toughness
- Endurance and stamina to go the distance
- Displaying confidence and enthusiasm; looks like a Soldier

EXCELLENCE (Exceeds std) [X] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

APFT PASS [redacted] HEIGHT/WEIGHT [redacted] YES

- earned the Army Physical Fitness Badge by scoring 285 on last APFT
- portrayed all the elements of a top notch senior NCO; sharp appearance, articulate, smart, and professional
- inspired Soldiers to want to improve their physical fitness levels

d. LEADERSHIP
- Mission first
- Genuine concern for Soldiers
- Instilling the spirit to achieve and win
- Setting the example; Be, Know, Do

EXCELLENCE (Exceeds std) [ ] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [X] (Much) [ ]

- compromised his supervisory position; engaged in an inappropriate relationship with his Soldier
- fostered an environment that contributed to a lowering of morale and trust in his leadership abilities through poor decision making
- served as [redacted] Team Sergeant for the first ever [redacted] to be stationed in [redacted]; laid the groundwork for the re-stationing of [redacted]

e. TRAINING
- Individual and team
- Mission focused; performance oriented
- Teaching Soldiers how; common tasks, duty-related skills
- Sharing knowledge and experience to fight, survive and win

EXCELLENCE (Exceeds std) [ ] SUCCESS (Meets std) [X] NEEDS IMPROVEMENT (Some) [ ] (Much) [ ]

- managed reintegration training following [redacted] redeployment; resulted in 100% completion of all reintegration tasks
- ensured Sergeants Time Training was conducted above standard while in a very high visibility environment for [redacted]
- tracked MEDPROS, 350-1, automation, and mission specific training requirements; enabled [redacted] members to keep current on all requirements and mission ready

f. RESPONSIBILITY & ACCOUNTABILITY
- Care and maintenance of equipment/facilities
- Soldier and equipment safety
- Conservation of supplies and funds
- Encouraging Soldiers to learn and grow
- Responsible for good, bad, right & wrong

EXCELLENCE (Exceeds std) [ ] SUCCESS (Meets std) [ ] NEEDS IMPROVEMENT (Some) [X] (Much) [ ]

- failed to accept responsibility for his actions by lying to a commissioned officer
- coordinated preparation for redeployment of [redacted] equipment and personnel from [redacted]; resulted in successful movement without damage or loss
- established an effective system for tracking evaluations reports and awards for the team which eliminated late reports and improved the quality of evaluations

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST [ ] FULLY CAPABLE [ ] MARGINAL [X]

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

Battalion S3 NCOIC

Brigade Operations Sergeant

Division CBRN Staff NCO

e. SENIOR RATER BULLET COMMENTS
- do not promote
- demonstrated a serious lack of judgement; fostered an inappropriate relationship with one of his subordinate Soldiers and then falsify official statements
- has no potential for further service in the Army
- performed well while serving as Team Sergeant while [redacted] was forward deployed
- rated NCO has been notified of the reason for the relief

c. SENIOR RATER. Overall performance: 1 2 3 [X] 4 5 — Successful / Fair / Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility: 1 2 3 [X] 4 5 — Superior / Fair / Poor

DA FORM 2166-8, OCT 2011 — Page 2 of 2 — APD PE v1.01ES

Marginal NCOERs – Demonstrate poor performance and requires a Soldier to make significant improvements in one or more areas.

Soldiers who receive marginal NCOERs are generally not recommended for promotion or positions of increased responsibility.

Common indicators;

- Lack of leadership abilities
- Recommendation of "Do not promote"
- Lack of judgment
- Senior Rater rating of 4 or 5

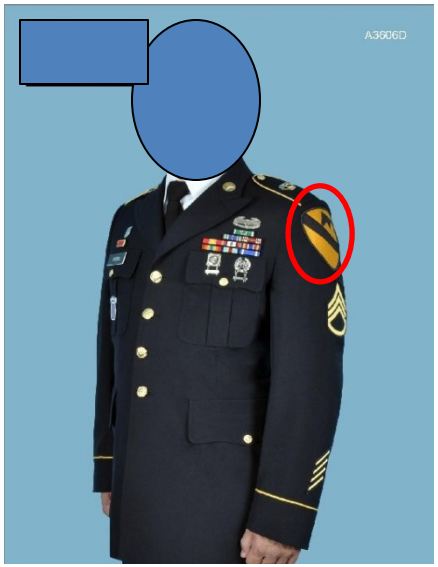
Review Your DA Photo

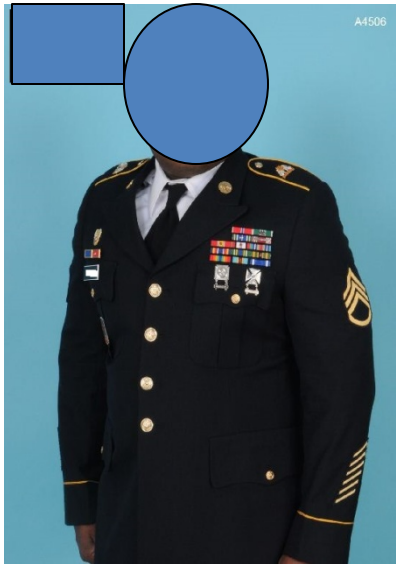
"Your Handshake to the Board"

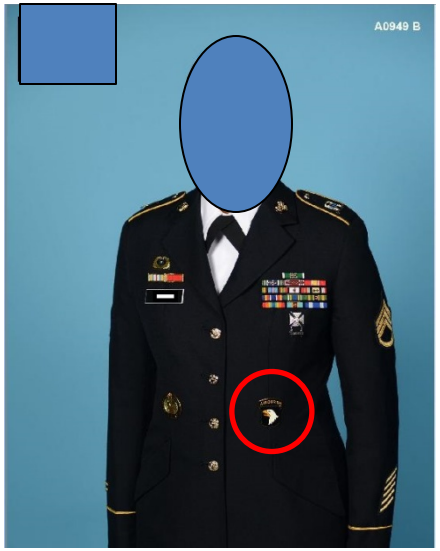
- Overall military bearing
  - Physically fit
  - Groomed
  - Most current version of uniform
- Uniform fit
- Wear IAW DA 670-1
- Ask your rater to review your photo
- Schedule a DA Photo: http://www.vios.army.mil/
- References:

AR 640-30 (Photographs for Military Personnel Files)
AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
AR 600-8-22 (Military Awards)

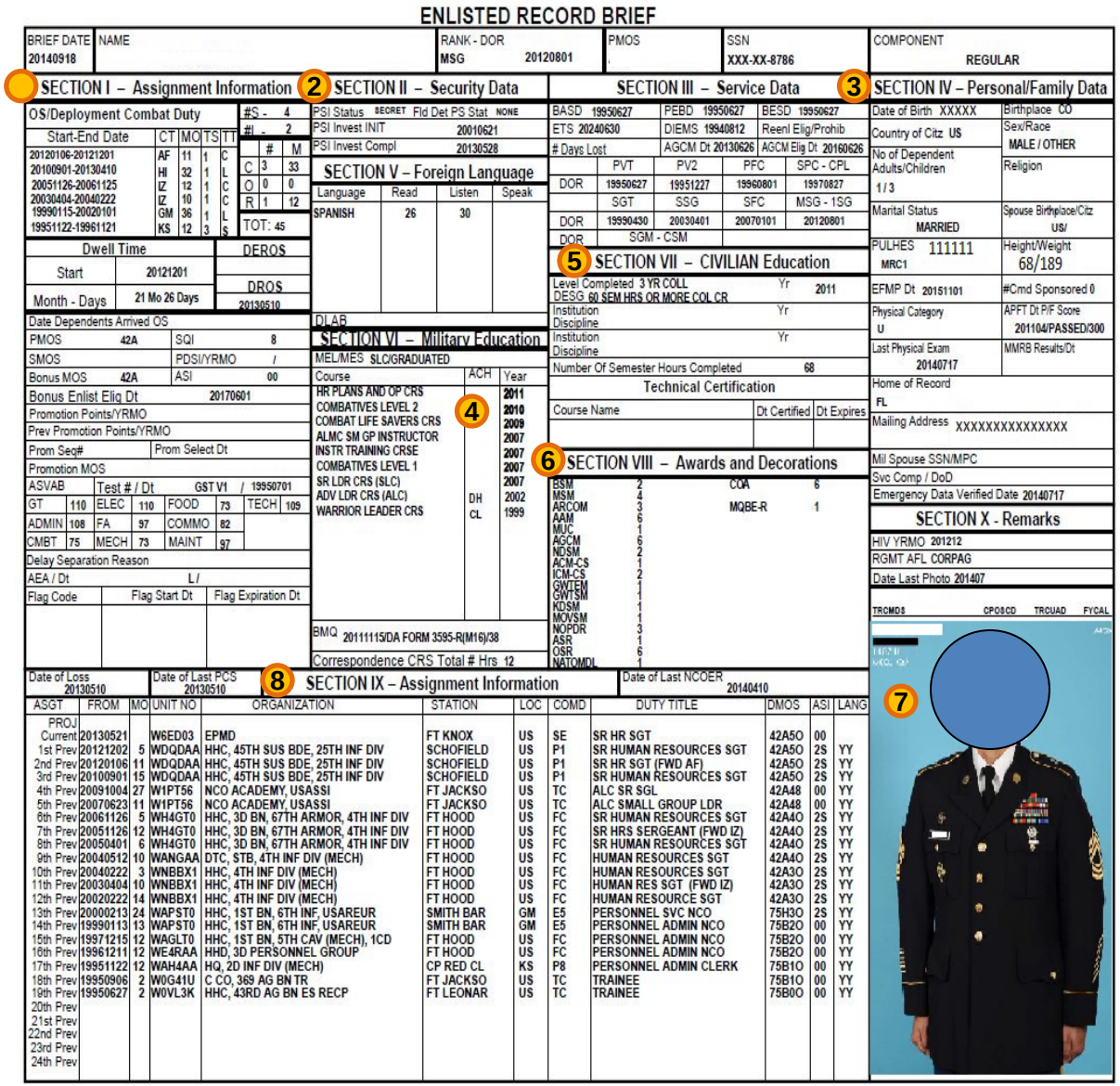
Have your supervisor inspect your uniform before taking your official DA Photo







Check Your Enlisted Record Brief



ENLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK - DOR	PMOS	SSN	COMPONENT
20140918		MSG 20120801		XXX-XX-8786	REGULAR

1 SECTION I – Assignment Information

OS/Deployment Combat Duty

Start-End Date	CT	MO	TS	TT
20120106-20121201	AF	11	1	C
20100901-20130410	HI	32	1	L
20051126-20061125	IZ	12	1	C
20030404-20040222	IZ	10	1	C
19990115-20020101	GM	36	1	L
19951122-19961121	KS	12	3	S

#S - 4
#L - 2

	#	M
C	3	33
O	0	0
R	1	12

TOT: 45

Dwell Time		DEROS
Start	20121201	
Month - Days	21 Mo 26 Days	DROS 20130510

Date Dependents Arrived OS

PMOS	42A	SQI	8
SMOS		PDSI/YRMO	/
Bonus MOS	42A	ASI	00

Bonus Enlist Elig Dt 20170601
Promotion Points/YRMO
Prev Promotion Points/YRMO
Prom Seq# | Prom Select Dt
Promotion MOS

ASVAB	Test # / Dt		GST V1 / 19950701				
GT	110	ELEC	110	FOOD	73	TECH	109
ADMIN	108	FA	97	COMMO	82		
CMBT	75	MECH	73	MAINT	97		

Delay Separation Reason
AEA / Dt L /

Flag Code	Flag Start Dt	Flag Expiration Dt

2 SECTION II – Security Data

PSI Status SECRET Fld Det PS Stat NONE
PSI Invest INIT 20010621
PSI Invest Compl 20130528

SECTION V – Foreign Language

Language	Read	Listen	Speak
SPANISH	26	30	

DLAB

SECTION VI – Military Education

MEL/MES SLC/GRADUATED

Course	ACH	Year
HR PLANS AND OP CRS		2011
COMBATIVES LEVEL 2		2010
COMBAT LIFE SAVERS CRS		2009
ALMC SM GP INSTRUCTOR		2007
INSTR TRAINING CRSE		2007
COMBATIVES LEVEL 1		2007
SR LDR CRS (SLC)		2007
ADV LDR CRS (ALC)	DH	2002
WARRIOR LEADER CRS	CL	1999

4

BMQ 20111115/DA FORM 3595-R(M16)/38
Correspondence CRS Total # Hrs 12

3 SECTION III – Service Data

BASD 19950627	PEBD 19950627	BESD 19950627	
ETS 20240630	DIEMS 19940812	Reenl Elig/Prohib	
# Days Lost	AGCM Dt 20130626	AGCM Elig Dt 20160626	

	PVT	PV2	PFC	SPC - CPL
DOR	19950627	19951227	19960801	19970827
	SGT	SSG	SFC	MSG - 1SG
DOR	19990430	20030401	20070101	20120801
DOR	SGM - CSM			

5 SECTION VII – CIVILIAN Education

Level Completed 3 YR COLL Yr 2011
DESG 60 SEM HRS OR MORE COL CR
Institution Yr
Discipline
Institution Yr
Discipline
Number Of Semester Hours Completed 68

Technical Certification

Course Name	Dt Certified	Dt Expires

6 SECTION VIII – Awards and Decorations

BSM	2	COA	6
MSM	4		
ARCOM	3	MQBE-R	1
AAM	6		
MUC	1		
AGCM	6		
NDSM	2		
ACM-CS	1		
ICM-CS	2		
GWTEM	1		
GWTSM	1		
KDSM	1		
MOVSM	1		
NOPDR	3		
ASR	1		
OSR	6		
NATOMDL	1		

SECTION IV – Personal/Family Data

Date of Birth XXXXX	Birthplace CO
Country of Citz US	Sex/Race MALE / OTHER
No of Dependent Adults/Children 1 / 3	Religion
Marital Status MARRIED	Spouse Birthplace/Citz US/
PULHES 111111 MRC1	Height/Weight 68/189
EFMP Dt 20151101	#Cmd Sponsored 0
Physical Category U	APFT Dt P/F Score 201104/PASSED/300
Last Physical Exam 20140717	MMRB Results/Dt
Home of Record FL	
Mailing Address XXXXXXXXXXXXXXX	
Mil Spouse SSN/MPC	
Svc Comp / DoD	
Emergency Data Verified Date 20140717	

SECTION X - Remarks

HIV YRMO 201212
RGMT AFL CORPAG
Date Last Photo 201407

TRCMDS CPOSCD TRCUAD FYCAL

7

Date of Loss 20130510 | Date of Last PCS 20130510 | Date of Last NCOER 20140410

8 SECTION IX – Assignment Information

ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS	ASI	LANG
PROJ											
Current	20130521		W6ED03	EPMD	FT KNOX	US	SE	SR HR SGT	42A5O	00	
1st Prev	20121202	5	WDQDAA	HHC, 45TH SUS BDE, 25TH INF DIV	SCHOFIELD	US	P1	SR HUMAN RESOURCES SGT	42A5O	2S	YY
2nd Prev	20120106	11	WDQDAA	HHC, 45TH SUS BDE, 25TH INF DIV	SCHOFIELD	US	P1	SR HR SGT (FWD AF)	42A5O	2S	YY
3rd Prev	20100901	15	WDQDAA	HHC, 45TH SUS BDE, 25TH INF DIV	SCHOFIELD	US	P1	SR HUMAN RESOURCES SGT	42A5O	2S	YY
4th Prev	20091004	27	W1PT56	NCO ACADEMY, USASSI	FT JACKSO	US	TC	ALC SR SGL	42A48	00	YY
5th Prev	20070623	11	W1PT56	NCO ACADEMY, USASSI	FT JACKSO	US	TC	ALC SMALL GROUP LDR	42A48	00	YY
6th Prev	20061126	5	WH4GT0	HHC, 3D BN, 67TH ARMOR, 4TH INF DIV	FT HOOD	US	FC	SR HUMAN RESOURCES SGT	42A4O	2S	YY
7th Prev	20051126	12	WH4GT0	HHC, 3D BN, 67TH ARMOR, 4TH INF DIV	FT HOOD	US	FC	SR HRS SERGEANT (FWD IZ)	42A4O	2S	YY
8th Prev	20050401	6	WH4GT0	HHC, 3D BN, 67TH ARMOR, 4TH INF DIV	FT HOOD	US	FC	SR HUMAN RESOURCES SGT	42A4O	2S	YY
9th Prev	20040512	10	WANGAA	DTC, STB, 4TH INF DIV (MECH)	FT HOOD	US	FC	HUMAN RESOURCES SGT	42A4O	2S	YY
10th Prev	20040222	3	WNBBX1	HHC, 4TH INF DIV (MECH)	FT HOOD	US	FC	HUMAN RESOURCES SGT	42A3O	2S	YY
11th Prev	20030404	10	WNBBX1	HHC, 4TH INF DIV (MECH)	FT HOOD	US	FC	HUMAN RES SGT (FWD IZ)	42A3O	2S	YY
12th Prev	20020222	14	WNBBX1	HHC, 4TH INF DIV (MECH)	FT HOOD	US	FC	HUMAN RESOURCE SGT	42A3O	2S	YY
13th Prev	20000213	24	WAPST0	HHC, 1ST BN, 6TH INF, USAREUR	SMITH BAR	GM	E5	PERSONNEL SVC NCO	75H3O	2S	YY
14th Prev	19990113	13	WAPST0	HHC, 1ST BN, 6TH INF, USAREUR	SMITH BAR	GM	E5	PERSONNEL ADMIN NCO	75B2O	00	YY
15th Prev	19971215	12	WAGLT0	HHC, 1ST BN, 5TH CAV (MECH), 1CD	FT HOOD	US	FC	PERSONNEL ADMIN NCO	75B2O	00	YY
16th Prev	19961211	12	WE4RAA	HHD, 3D PERSONNEL GROUP	FT HOOD	US	FC	PERSONNEL ADMIN NCO	75B2O	00	YY
17th Prev	19951122	12	WAH4AA	HQ, 2D INF DIV (MECH)	CP RED CL	KS	P8	PERSONNEL ADMIN CLERK	75B1O	00	YY
18th Prev	19950906	2	W0G41U	C CO, 369 AG BN TR	FT JACKSO	US	TC	TRAINEE	75B1O	00	YY
19th Prev	19950627	2	W0VL3K	HHC, 43RD AG BN ES RECP	FT LEONAR	US	TC	TRAINEE	75B0O	00	YY
20th Prev											
21st Prev											
22nd Prev											
23rd Prev											
24th Prev											

It is the NCO's responsibility to keep his/her ERB current:

1. Ensure all combat tours/dwell time are accurately reflected
2. Check the dates of your security clearance to ensure it is w/in tolerance
3. Ensure that all personal data is updated upon PCS or change in one's status
4. Ensure all completed military schools/courses are reflected
5. Update all completed civilian education
6. Ensure all awards are accurately reflected on the ERB, DA Photo, and AMHRR
7. Transition to the new ASU; Refer to #6
8. Ensure assignment history is easy to follow and positions reflect what is annotated on the NCOER

Your S1 can assist you!

Cross Check Your File

Use this checklist to ensure that information on your DA Photo, ERB, and AMHRR match

Individual Awards	Photo	ERB	OMPF
SS			
BSM			
PHM			
DMSM			
MSM			
AM			
JCSM			
ARCOM			
JSAM			
AAM			
AGCM			
ARCAM			

Service Awards	Photo	ERB
NDSM		
AFEM		
SWABS		
KCMBS		
ACMCS		
ICMCS		
GWOTE		
GWOTS		
KDSM		
AFSM		
HSM		
MOVSM		
AFRM		
NOPDR		
ASR		
OSR		
ARCOTR		
UNSM		
UNM		
NATO-YUG		
NATO-KOSOV		
NATO-ISAF		
MFOM		
SAKULIBM		
KUKULIBM		

Unit Awards	Photo	ERB	OMPF
PUCA			
JMUA			
VUA			
MUC			
ASUA			

General

- ☐ Photo within five yrs (2 yrs prefered)
- ☐ Photo at current Rank
- ☐ Appearance Issues
  - ☐ Weight ☐ Posture
  - ☐ Hair ☐ Arms
- Overseas Duty # Long # Short
- ☐ Security Clearance Date
- ☐ Physical less than 5 years old
- ☐ Height / Weight: / Matches NCOER
- ☐ Date of last NCOER (ERB) matches file
- ☐ Current duty title accurate
- ☐ Duty titles neat and accurate
- ☐ Assignment history clean and understandable

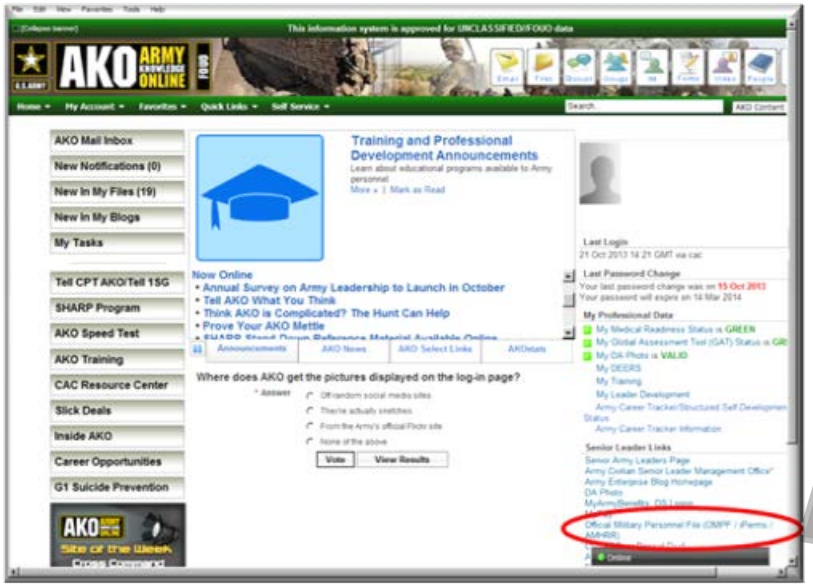
Badges	Photo	ORB	OMPF
PRCHTBAD			
SRPRCHT			
MSTPRCHT			
AIR ASLT			
PFDRBAD			
RGRT			
SP-FR-TB			
EIB			
CIB			
CAB			
EOD-BAD			
SREODB			
MSTEODB			
ARSTFIDBAD			
JTSTFIDBAD			
PARRIGBD			

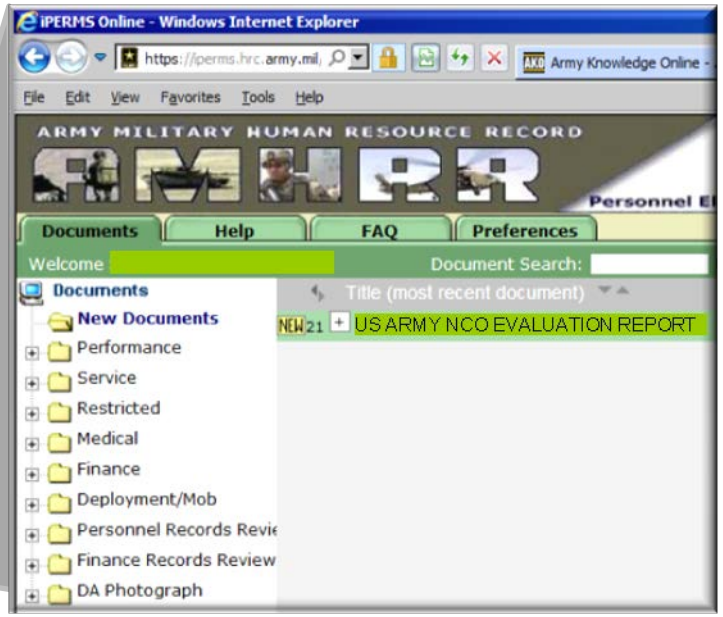
Contact your Career Manager or S1 if you have questions concerning this checklist

“Where Do I Go From Here?”

- My Board File
  - Review to ensure the documents going in front of the board are correct
  - Only accessible for a set period of time before the board IAW board MILPER
  - link: https://www.hrcapps.army.mil/portal/default.aspx?page=active.record.mbf

- AMHRR: Army Military Human Resource Record (iPERMS)
  - Review to ensure all your documents are correct
  - Always accessible
  - Army Knowledge Online/Sign in/Army Links(right side)/Official Military Personnel File (OMPF/iPERMS/AMHRR)





Final Thoughts

- As the Army continues to posture itself for additional personnel reductions, it is imperative we manage the force with precision in a way that identifies those NCOs who best demonstrate proven leadership and the greatest potential to meet our future requirements by grade and MOS.

- It is your personal responsibility to manage your file.

- Be honest with yourself and your command concerning the status of your file.

- Your S-1s and local supporting Military Personnel Divisions can assist you in correcting your files and with any additional questions you may have concerning your file.

- **Disclaimer:** This document is only a guide to assist you with preparing and updating your records, but does not preclude your selection for promotion or separate by a HQDA centralized board.