



NATIONAL GUARD BUREAU
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ARNG-HRH

JUL 14 2016

MEMORANDUM FOR MILPOs of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: Guidance for Processing Army Review Board Agency (ARBA) Actions for Army National Guard (ARNG) Members (PPOM # 16-019)

1. References:

- a. 10 United States Code (USC) 1552.
- b. Army Regulation (AR) 27-10, Military Justice, 11 May 2016.
- c. AR 15-185, Army Board for Correction of Military Records, 31 March 2006.
- d. AR 600-37, Unfavorable Information, 19 December 1986.
- e. AR 623-3, Evaluation Reporting System, 4 November 2015.
- f. National Guard Bureau, Guide for Preparation of OER/NCOER/AER Appeals IAW AR 623-3 & DA PAM 623-3, 13 September 2010.

2. Purpose. To provide the 54 States, Territories and the District of Columbia guidance for processing actions submitted by ARNG member to ARBA.

3. Background. ARBA, on behalf of the Secretary of the Army, serves as the highest administrative level for review of personnel actions taken by lower levels of the Army and administers 14 boards. This guidance focuses on processing actions associated with the Army Board for Correction of Military Records (ABCMR), Army Special Review Board (ASRB), and Department of the Army Suitability Evaluation Board (DASEB).

4. The Personnel Policy Division, Special Actions Branch, Appeals & Analysis Section (ARNG-HRH-A), serves as the National Guard Bureau (NGB) office of primary responsibility for coordinating actions with the ARBA. States have the responsibility to insure cases are closed via coordination with ARNG-HRH-A. Until the case is closed in eTracker, States must assume the action is not complete and follow through on the action with ARNG-HRH-A until completion.

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5. Reference 1a establishes ABCMR's authority to correct military records and Army Regulation 15-185, Army Board for Correction of Military Records, governs conduct of the board. The ABCMR serves as the final level of administrative review within the Department of the Army and acts on behalf of the Secretary of the Army.

a. Case Submission. Soldiers or Veterans who believe an error or injustice exists in their military record and after exhausting all administrative means to resolve the matter may submit an application. If the Soldier or Veteran is deceased or incompetent, the surviving spouse, next of kin, or legal representative may apply. The application must include documentation to prove this relationship such as a marriage license, death certificate, or power of attorney as appropriate.

(1) Applicants may submit their request online at <http://actsonline.army.mil>. Applicants are asked to provide documents and evidence by mail to support their request. Applicants should not assume their military record contains all such documents on file.

(2) Applicants may submit by mail a Department of Defense (DD) Form 149 to army review board agency, 251 18th Street South, Suite 385, Arlington, VA 22202-3531. Email for assistance to army.arbainquiry@mail.mil.

(3) ARNG-HRH-A does not accept applications submitted by States on behalf of Soldiers. ABCMR cases are submitted to the ABCMR as outlined above. ARNG-HRH-A will load ARBA approved ABCMR cases into eTracker for case management and processing.

b. Advisory Opinions. The ABCMR tasks Army staff agencies to provide advisory opinions. ARNG-HRH-A is tasked to provide advisory opinions for ARNG cases. Congress mandates ARBA to complete 90% of its cases within 10 months of receipt and 100% within 18 months. The ABCMR provides ARNG-HRH-A 60 days from receipt to provide an advisory opinion. Upon receipt, ARNG-HRH-A creates an ABCMR case file within eTracker, notifies the State Point of Contact (POC) through email and eTracker, to request relevant information on the case. Concurrently, ARNG-HRH-A coordinates with internal (Personnel Policy Division) and external (G1 Affiliate Personnel Divisions) staff agencies for applicable laws, regulations, policies, and memorandums in drafting an advisory opinion.

(1) ARNG-HRH-A provides a seven day suspense for States to provide documentation or pertinent information on an advisory opinion.

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(2) ARNG-HRH-A will request concurrence/non-concurrence from internal & external agencies as well as the State.

(3) Upon submission of the advisory opinion to the ABCMR, ARBA notifies the applicant and provides a 30 day rebuttal period. The rebuttal period affords the applicant a process to address in writing any discrepancies on their case.

c. Board Results. ABCMR forwards a copy of the board's determination and results to ARNG-HRH-A. Once received, a copy is loaded into eTracker for processing. State POC are notified through email and eTracker with a State for Action memo, requesting corrective actions. A 120 day suspense is established by the ABCMR to administer correction action.

d. Corrections. The State will submit administrative corrections to ARNG-HRH-A through email or eTracker to a Regional Action Officer (RAO). Once received, the RAO in coordination with the ABCMR will determine the suitability of the corrective action taken. Further action may be required to process the correction. For example, correction of a Date of Rank requires an amended State order as well as an amended Federal Recognition order to accomplish the requested corrective action. The Adjutant General (TAG) approval memo is not the corrective document, though some States require a TAG approval memo to process certain actions, such as incentive payments through Guard Incentives Management Systems.

e. Case Closing. Once all corrective actions are complete with supporting documentation, ARNG-HRH-A forwards a close out memo to the ARBA promulgation team for final administrative action. eTracker is updated with the status of "closed" and final administrative action is complete. eTracker will be the primary repository for case documents, to include the close out memo.

6. Army Special Review Board (ASRB). The ASRB is established to review Enlisted Evaluations, Officer Evaluations, and Academic Appeals.

a. Case Submission. Applicants, or the State, will submit the evaluation appeal packet in its entirety IAW the procedures outlined in paragraph nine of reference 1f. Complete packets may be emailed to a RAO or mailed to NGB, Personnel Policy Division, ARNG-HRH-A (Appeals & Analysis) 111 South George Mason Drive, Arlington, VA 22204-1373. ARNG-HRH-A will determine the accuracy of the appeal packet, if not complete, the appeal packet is returned without action. The appeal packet accompanied by an ARNG-HRH-A request memo is forwarded to the Officer Special Review Board (OSRB) or Enlisted Special Review Board (ESRB). Additionally, if the evaluation thru date is greater

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than three years old or the applicant no longer has a service affiliation, requests will be made to the ABCMR, following the procedures aforementioned above.

b. Board Results. The ASRB forwards a copy of the board's determination and results to ARNG-HRH-A. Once received, a copy is loaded into eTracker for processing. State POC is notified through email and eTracker with a State for Action memo, requesting corrective actions. A 120 day suspense is established by the ASRB to administer correction action.

c. Processing Corrections. Coordination between the State, ARNG-HRH-A, and ARNG-HRP-R processes the correction to the evaluation. Once complete, the Applicant's OMPF is amended with the correct evaluation.

d. Case Closing. Once all corrective actions are complete with supporting documentation, ARNG-HRH-A forwards a close out memo to the ARBA promulgation team for final administrative action. eTracker is updated with the status of "closed" and final administrative action is complete. eTracker will be the primary repository for case documents, to include the close out memo.

7. Department of the Army Suitability Board Actions (DASEB). The DASEB reviews appeals of unfavorable information for removal or transfer into the restricted section of the Official Military Personnel File (OMPF). Unfavorable information is any credible derogatory information which may reflect on a Soldier's character, integrity, trustworthiness, or reliability and includes letters of reprimand and Article 15.

a. Case Submission. Army National Guard Soldiers will direct their appeal through the State Adjutant General and the Chief, National Guard Bureau, Attn: ARNG-HRH-A to the DASEB. Retired and separated Soldiers, and Soldiers in the Individual Ready Reserve do not apply to the DASEB; they must apply to the ABCMR and follow the procedures aforementioned above. The DASEB mailing address is Army Review Boards Agency, 251 18th Street South, Suite 385, Arlington, VA 22202-3531.

b. Board Results. DASEB forwards a copy of the board's determination and results to ARNG-HRH-A. Once received, a copy is loaded into eTracker for processing. State POC are notified through email and eTracker with a State for Action memo, requesting corrective actions. A 120 day suspense is established by the DASEB to administer correction action.

c. Processing Corrections. Administrative corrections should be sent to ARNG-HRH-A through email or eTracker to the RAO. Once received, the RAO in coordination with the

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DASEB and ARNG-HRP (iPERMS) will determine the suitability of the corrective action taken. Further action may be required to process the correction.

d. Case Closing. Once all corrective actions are complete with supporting documentation, ARNG-HRH-A forwards a close out memo to the ARBA promulgation team for final administrative action. eTracker is updated with the status of "closed" and final administrative action is complete. eTracker will be the primary repository for case documents, to include the close out memo.

8. HRH Coordination. ARNG-HRH-A provides a monthly ABCMR pending corrections roster to Federal Recognitions Branch HRP and Incentives Management Branch HRM to ensure the office of primary responsibility resolves pending cases at NGB.

9. This policy memorandum remains in effect until rescinded or superseded.

10. The point of contact is Mr. Timothy O. Manzie, Chief, Special Actions Branch, Personnel Policy Division, at DSN 327-8568, 703-604-8568, or timothy.o.manzie.civ@mail.mil.



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