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**Personnel**

**USE AND PREPARATION OF ARPC IMT 28**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines the preparation and use of ARPC IMT 28, **Application for Special Selection Board (SSB) or Special Board (SB)**.

This instruction includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. AUTHORITY: Title 10 U.S.C., Section 1558, 14502.

**1. Reference.** AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

**2. General.** This instruction provides guidance and outlines procedures for applying for a special selection board (SSB) or special board (SB). This instruction applies to all officers wishing to appeal the results of a promotion selection board.

**3. Reasons for SSB/SB.** HQ ARPC/DPB conducts promotion SSBs/SBs to consider officers who did not meet the appropriate promotion board, or who were improperly considered by one or more promotion boards.

3.1. Administrative Error. An administrative error occurs when an eligible officer did not meet a board.

3.2. Legal or Material Error. The selection board did not consider information that should have been available in compliance with Air Force directives and policies. For example, a missing Officer Performance Report (OPR) with a close-out date of 91 or more days before a board convened.

3.3. An SSB/SB will not be granted if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened. This discovery occurs when an officer reviews their pre-selection brief and reviews their officer selection record prior to a selection board.

3.4. Evaluation Reports Appeal Board (ERAB). An ERAB action, using AFI 36-2401, *Correcting Officer and Enlisted Evaluations*, can initiate an SSB/SB. If an OPR or a Promotion Recommendation (PRF) is corrected or replaced, this correction is reviewed for promotion board impact. The procedures in paragraph 1.3 are not needed. The SSB/SB is conducted based on the ERAB action.

3.5. AFBCMR. If the Air Force Board for Correction of Military Records directs an SSB/SB, the procedures in paragraph 1.3 are not needed. The SSB/SB is conducted based on the AFBCMR direction.

**4. Application Process.** If the officer believes she/he may be eligible for SSB/SB consideration, complete ARPC IMT 28. The IMT can be completed and mailed to HQ ARPC/DPB or on-line (<http://arpc.afrc.af.mil>) and submitted to HQ ARPC/DPB. In either instance, it is important to explain what was done prior to the promotion board to correct the error. If documentation is not provided to document attempts at correction, an SSB/SB will not be granted by HQ ARPC/DPB. The fact that a PRF was not submitted in time for consideration by a Position Vacancy board is not grounds for SB.

**5. Denial of Request.** If HQ ARPC/DPB denies the request and does not grant SSB/SB, the officer can then apply to the Air Force Board of Correctional Military Records (AFBCMR) using DD Form 149, **Application for Correction of Military Records**, to consider the request for SSB/SB.

**6. Boards not Covered by SSB.** If the non-selection concerns unit vacancy (ANG only), enlisted promotion board, or failure to nominate (PV board), only the AFBCMR may decide and direct a remedy. The SSB/SB application process cannot respond to these boards.

**7. IMTs Prescribed.** ARPC IMT 28.

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Commander