



Personnel

**CORRECTION OF MILITARY RECORDS (PA)**

---

This publication outlines responsibilities and procedures for processing applications for correction of military records for non-extended active duty reservists and former reservists (individuals without current Reserve status) to include current and former members of the Air National Guard and for processing the correction of military records directed by Secretary or Assistant Secretary of the Air Force Memorandums for the Chief of Staff. This instruction applies to all ARPC directorates who process Board for Correction of Military Records (BCMR) cases. This regulation includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. AUTHORITY: 10 U.S.C. 1552.

**SUMMARY OF REVISIONS**

This publication incorporates the revisions of AFMAN 37-126, 18 January 1994.

**1. References.**

- 1.1. AFR 31-3, *Air Force Board for Correction of Military Records (PA)*
- 1.2. AFP 31-5, *Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)*
- 1.3. ARPCR 23-21, *Organization-Function Chart Book*

**2. Policy.**

2.1 All correction of military records cases must receive immediate priority action by the Office of Primary Responsibility (OPR). Structure advisory letters in accordance with the samples (attachments 5 and 6). In approved cases, the OPR takes immediate corrective action to ensure all records (paper, microfiche, and Personnel Data System (PDS)) are in accordance with the directive issued by the AFBCMR. If there is more than one office involved, the OPR is responsible to see that other offices actions are completed.

2.2. When a memorandum directs removal of information or documents, the OPR ensures retrieval of all affected documents, and copies of documents, or microfilm images, from any other files in another office, other agencies, or locations in which stored. Example: Article 15 being voided--a copy may be in a file at the Staff Judge Advocate office or in the security police files at the base where the action was processed, the National Guard Bureau (NGB), or Headquarters Air Force Reserve (HQ AFRES). The primary OPR retrieves all such documents and places in a sealed envelope. A signed certification must accompany the envelope certifying the collection and enclosure of all documents/copies. Send this with the completed file to Management Support Office (DSX). All documents/references requiring removal must be absolutely irretrievable from any source; including OPR case file copies.

2.3. Do not file AFBCMR decisions in the military record when it would counteract the relief granted. Do not file AFBCMR decisions/directives in any paper, automated record management system (ARMS), or microfiche records when the directive itself would serve to void the relief granted. For example: If the memorandum directed removal of an Article 15, placing the image of that memorandum on the microfiche or in the paper record would void the relief granted--the user of the record would see there had been one, which is prejudicial to the member.

---

Supersedes ARPCR 45-4, 4 February 1993  
OPR: HQ ARPC/DSX (Mr John Egolf)  
Certified By: HQ ARPC/DS (Mr S. R. Talamantes)

Editor: HQ ARPC/SCID (Ms Briggs)  
Pages: 16/Distribution: F

### 3. Responsibilities.

#### 3.1. ARPC/DSX:

3.1.1. Controls, monitors, and suspenses all Secretary of the Air Force (SAF)/Assistant Secretary of the Air Force (ASAF) and AFBCMR Memorandums directing correction of military records and requests for correction of military records (DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552**).

3.1.2. Sends a copy of denial notices to the OPR concerned.

3.1.3. Monitors the loan of records to AFBCMR, AFRES, NGB, and Secretary of the Air Force (SAF/MIBR) for BCMR processing purposes.

3.1.4. Provides the Records Control Section, DSMPM, with proper documentation when National Personnel Records Center (NPRC) records are sent to the AFBCMR with the case.

3.1.5. Receives all DD Forms 149, SAF, ASAF, and AFBCMR Memorandums, Requests for Additional Review and Comments, and other pertinent BCMR-related correspondence. If an OPR receives such correspondence directly from the AFBCMR, they must immediately hand-carry it to DSX for in processing and tracking.

3.1.6. Assembles case files and copies of records, and hand-carries cases to concerned directorates within 3 days of receipt of the record, using a cover letter signed by the division chief. Establish a 30-calendar day suspense for ARPC OPRs and a 60-day suspense for NGB and HQ AFRES. DSX notifies the applicant when the case is received. DSX ensures placement of AFBCMR Memorandums on the Master Personnel Record (microfiche), if appropriate. Gives a minimum 45-day suspense to participating members' units to allow correction of records located there.

3.1.7. Designates OPRs (directorate) for preparation of advisory opinions or correction of records. DSX bases designation on the contents of the applicant's request or AFBCMR Memorandum.

3.1.8. Dispatches all correspondence originated by the OPR to the individual, AFBCMR, and SAF/MIBR.

3.1.9. Ensures the return to DSX of all records forwarded to OPRs, after OPR processing and correspondence, to AFBCMR. Includes a microfiche and/or paper copy of the Master Personnel Records, an ARPC cover sheet, and other attachments listed.

**NOTE:** If applicant cites the Freedom of Information/Privacy Act, DSX must hand-carry the package to ARPC/SCID. DSX will inform SCID when the BCMR is completed/forwarded to SAF/MIBR.

3.2. The Indexing/Film Inspection Branch (DSMI): DSMI initially receives and processes the ARPC Form

37, **Correction of Master Microfilm Records**, and all appropriate documents. DSMI films all corrections as directed by the ARPC Form 37. After filming, hand-carries the ARPC Form 37 and attached documents to DSMA for further processing.

#### 3.3. The Mounting/Final Audit (DSMA):

3.3.1. Processes ARPC Forms 37 to ensure correction of all Master Personnel Records (microfiche) in accordance with instructions submitted by the OPR as a result of administrative or directed corrections. DSMA makes the necessary adjustments and calls the OPR for pick up of the AF Form 37 and microfiche copies within 5 working days.

3.3.2. Places any removed images of documents on a blank mylar, inserts in an envelope, and gives to the OPR for appropriate disposition.

#### 3.4. The Records Control Section (DSMPM):

3.4.1. Hand-carries all requests for correction of military records (DD Form 149), or AFBCMR Memorandums received in the mail to DSX. **NOTE:** These cases must not be placed in distribution.

3.4.2. Forwards all records being returned from loan after BCMR processing to DSX for clearance of suspenses and determination of disposition of records.

3.5. The Reference Services Branch (DSMR) will correct the record when memorandum directs that the DD Form 4 Enlistment/Reenlistment Document - Armed Forces of the United States, be corrected.

#### 3.6. OPR:

3.6.1. Establishes internal controls to ensure completion of actions and coordination by the 30 calendar-day suspense established by DSX. Ensures OPR requests extensions to the suspense only when necessary. The OPR requests an extension from DSX by letter or telephone, (director's preference) furnishing the reason for the extension and the new suspense date desired. Written requests, if used, are coordinated at OPR's directorate level for suspense tracking purposes.

3.6.2. Sends all completed case files/copies to DSX for dispatch. DSX retains the file copy of the letter, showing the coordination, with all backup material and attachments. As the office of record, DSX can retain these files longer than the OPR. DSX will date stamp all correspondence. DSX will return a file copy of the case to the OPR, if they provide it.

3.6.3. Sets up cases with the correspondence for mailing (including copies furnished for other offices and attachments) on the right side of open folder, and the coordination/record copy and all backup correspondence and files on the left side of the open folder. Fasten the yellow BCMR cover sheet and suspense slip to the top of

the closed folder for easy recognition.

3.6.4. Obtains all appropriate coordination from other offices having subject matter responsibility/interest prior to returning the case to DSX including Staff Judge Advocate (JA) when appropriate.

3.6.5. Refers all administrative handling questions to DSX for assistance.

#### 4. Administrative Procedures.

4.1. Any BCMR correspondence received directly (without a DSX cover letter) must be hand-carried to DSX for processing prior to being worked by the OPR. This is necessary in order to have all pertinent information in one centralized case file, to explain delays in processing, and to satisfy other administrative requirements.

4.2. OPR completes ARPC Form 37 in one copy (attachment 1) and hand-carries to DSMA. The ARPC Form 37 must specifically address all necessary actions; i.e., "remove and replace," "add a page" to a document "next to," "remove, place on blank mylar, and return" "expunge", etc., and request copies of the microfiche, as corrected (one for the member and one for the official BCMR case file in DSX).

5. **Process:** The OPR reviews each DD Form 149 to determine the appropriate course of action:

- More information is needed (the application is unclear)

- The request is prohibited by regulation and an explanation may suffice

- Several issues are addressed, and input from a secondary OPR will be necessary

- Administrative correction is authorized

- Administrative relief is not possible and an advisory opinion must be written to the AFBCMR.

5.1. If the applicant's allegations or requested corrections are incomplete or unclear, the OPR notifies the applicant by letter of the need for additional information (attachment 2). The OPR either mails the request for more information to the applicant, with a copy to DSX, or returns the entire case file to DSX to forward the request for more information and to retain the case file pending receipt of the information. Each director or deputy decides signature level/coordination.

5.2. If the OPR believes an explanation of the regulatory procedures may satisfy the applicant, they may reply negatively (attachment 3). Cite the appropriate Department of Defense (DoD) directive, instruction, manual, statute, or law in the response. Do not take this course of action without considering the equitable merits of the case. Send the case file and letter to DSX for

dispatch. Each director or deputy decides signature level/coordination. Provide courtesy copies for SAF/MIBR and DSX.

5.3. Request input from other OPRs as soon as possible, and attaches all input to record/file copy.

5.4. If the OPR decides to make the requested corrections administratively (permitted by pertinent regulations) without referral to AFBCMR, the OPR:

5.4.1. Thoroughly corrects all records (paper, microfiche, and PDS).

5.4.2. Ensures appropriate secondary OPR, including Military Personnel Flight, (MPF) if applicant is unit assigned, accomplishes all required actions.

5.4.3. Using ARPC Form 37, hand-carries instructions, with required documents, to DSMI for update of microfilm records. Requests two copies of the corrected microfilm be returned to attach to the member's letter and file copy (attachment 1).

5.4.3.1. Reviews copies of microfilm to ensure all requested corrections have been made.

5.4.3.2. Sends copy of ARPC Form 37, with one microfiche copy to DSX for inclusion in the case file.

5.4.4. Prepares a letter to the applicant (attachment 4) indicating the corrections made administratively, and attaches microfiche copy containing added/deleted documents or PDS confirmation. List these documents as attachments on the letter to the applicant. DSX receives a Single Unit Retrieval Format (SURF) to verify PDS changes. Send a SURF to the applicant only when it is the only means to show the applicant the corrections were made in PDS. The OPR may provide DSX their normal SURF with all changes highlighted, and DSX will attach a plain language BCMR SURF. The advantage in using the BCMR SURF is that it gives only the corrected data to the applicant. Provide courtesy copies for SAF/MIBR and DSX. The director or deputy determines the signature level for administrative correction letters.

5.4.4.1. Reviews copies of microfilm to ensure all requested corrections have been made.

5.4.4.2. Sends copy of ARPC Form 37, with one microfiche copy to DSX for inclusion in the case file.

5.4.4.3. Prepares a letter to the applicant (attachment 4) indicating the corrections made administratively, and attaches microfiche copy containing added/deleted documents or PDS confirmation. List these documents as attachments on the letter to the applicant. DSX receives a Single Unit Retrieval Format (SURF) to verify PDS changes. Send a SURF to the applicant only when it is the only means to show the applicant the corrections were made in PDS. The OPR may provide DSX their normal SURF with all changes highlighted, and DSX will attach a plain language BCMR SURF. The advantage in using the BCMR SURF is that it gives only the corrected data to the applicant. Provide courtesy copies for SAF/MIBR and DSX. The director or deputy determines the signature level for administrative correction letters.

5.4.4.4. Prepares a letter to the applicant (attachment 4) indicating the corrections made administratively, and attaches microfiche copy containing added/deleted documents or PDS confirmation. List these documents as attachments on the letter to the applicant. DSX receives a Single Unit Retrieval Format (SURF) to verify PDS changes. Send a SURF to the applicant only when it is the only means to show the applicant the corrections were made in PDS. The OPR may provide DSX their normal SURF with all changes highlighted, and DSX will attach a plain language BCMR SURF. The advantage in using the BCMR SURF is that it gives only the corrected data to the applicant. Provide courtesy copies for SAF/MIBR and DSX. The director or deputy determines the signature level for administrative correction letters.

5.4.5. Coordinates letter to the applicant and all required attachments with appropriate action offices, including secondary OPR input offices within or outside directorate.

5.4.6. After coordination, the OPR brings all materials to DSX for dispatch. DSX returns the OPR copy of the letter (if provided) with the date of dispatch shown.

5.5. When requested corrections cannot be made administratively, the OPR prepares an advisory opinion letter in two copies (one sanitized), addressed to AFBCMR, Washington DC 20330-1430 (attachments 5 and 6) and makes copies for SAF/MIBR and DSX. In the body of the letter, to make it easier to sanitize the letter and keep from being considered prejudicial, refer

to the member as "the applicant." Coordinate the advisory opinion letter with all affected ARPC offices, and/or directorates and hand-carry the case to DSX. Include JA and other offices/directorates when appropriate. DSX will mail all correspondence and clear suspenses. If DSX is provided a "return to OPR" copy, DSX will date, stamp, and return. Restrict signature elements to director or deputy director. Prepare letters using the AFBCMR preferred format contained below. (Attachment 5 is a sample of an advisory recommending denial. Attachment 6 is a sample of an advisory recommending approval.)

5.5.1. Paragraph 1: Specify that administrative correction is not possible.

5.5.2. Paragraph 2: Explain specific corrections/allegations submitted by the applicant.

5.5.3. Paragraph 3: Analyze the case, giving all pertinent facts, and refer to specific applicable laws, DoD directives, instructions, or manuals. Include excerpts (photo copies) from any of these reference materials as attachments. The AFBCMR does not keep a complete file of regulations, etc. Discuss each request and allegation made by the applicant, point by point. Include a copy of reference as an attachment when citing a specific document that is evidence of a critical fact bearing on the case. Make reference to the attachment in the body of the letter. Use only facts and circumstances, not probabilities or intuitions.

5.5.4. Paragraph 4: Recommend approval or denial of the applicant's request for correction. If recommendation is approval of applicant's request, outline all specific actions necessary to correct the record. For example, award points, revoke orders, change dates, and so forth. If recommendation is denial of the request for correction, include an outline of required specific actions to correct the case in the event the board disagrees and approves changes. Don't ask the AFBCMR to call to get the information unless it is absolutely impossible to determine. Use summarized statements, i.e., all separation documents requiring change, to reflect the approved change. According to instructions from the Office of the Secretary of the Air Force, base recommendations on the merits of the case and not solely on technical or regulatory considerations.

5.5.5. Paragraph 5: Address the issue of timeliness if the date of discovery (as shown in block 11 of the DD Form 149) exceeds 3 years from the date of submission (as shown in block 15 of the DD Form 149). If the application is late, then your advisory must address the lateness, and give reasons why it would or would not be in the interest of justice for the board to waive the 3 year limit.

5.5.6. Paragraph 5 (or 7 if timeliness was an issue): Designate a point of contact and phone number in case

the examiner has questions (contact must have knowledge of the details).

5.6. Furnish microfiche or microfiche and paper records to the AFBCMR, and list them as attachments in the letter.

5.7. In some cases, an OPR acts as a secondary OPR on a case and provides information for inclusion in the advisory opinion. An office may merely provide a paragraph to the primary OPR if handled informally, or if handled formally, see attachment 7. Secondary OPRs should coordinate on the file copy of the advisory opinion or response to the applicant except when using the formal process.

## 6. Processing SAF/ASAF/AFBCMR Memorandums.

6.1. Upon receipt of an approved case, the designated primary OPR takes required actions as set forth in the memorandum. Amendments and other corrected documents must cite the Memorandum and will state if issued by either the Secretary or Assistant Secretary of the Air Force or AFBCMR. The primary OPR ensures accomplishment of all required actions by appropriate secondary OPRs, writes a letter to the applicant advising all corrections are complete, and furnishes DSX an extra copy of the corrected documents and the letter for the case file (attachment 8). DSX will dispatch the letter. Secondary OPRs should coordinate on the file copy or on a separate document, if written.

6.2. If the memorandum directs removal of information or documents, the OPR is responsible for gathering all copies of the information from wherever they may exist. Obtain a memo or letter from these sources indicating the attachment of all original and/or duplicated copies of the document or information, or that nothing exists. Ensure no copies of the Memorandum directing the removal are retained by any office other than DSX. Place all such documents in an envelope, identified to DSX as removed/voided information/documents. Attach a letter certifying completion of this action (attachment 9). Do not seal the envelope; DSX must take additional action. OPRs are responsible for ensuring voided documents are truly not retrievable from any source.

6.3. If the memorandum is unclear and requires correction or clarification, notify DSX and DSX will get the necessary changes. **NOTE:** Do not make pen and ink changes.

6.4. The OPR may provide a copy of the memorandum to the applicant but it is not necessary. The AFBCMR automatically sends a copy to the applicant upon the decision.

6.5. OPRs will be notified when a case is denied.

DIANA L. FLEEK, Lt Col, USAF  
Chief, Information Services Division  
Directorate of Information Systems Support

#### 9 Attachments

1. ARPC Form 37, Correction of Master Microfilm Records
2. Letter, Correction of Military Records (Insufficient Information)
3. Letter, Correction of Military Records (Correction is Not Authorized)
4. Letter, Correction of Military Records (Administrative Correction)
5. Letter, Correction of Military Records (Advisory Opinion Recommending Denial)
6. Letter, Correction of Military Records (Advisory Opinion Recommending Approval)
7. Letter, Correction of Military Records to Primary OPR for Inclusion in Advisory
8. Letter, Correction of Military Records (Per SAF/ASAF/AFBCMR Memorandum)
9. Letter, Correction of Military Records (Removed Information or Documents)



**CORRECTION OF MILITARY RECORDS (INSUFFICIENT INFORMATION)**

MEMORANDUM FOR (Applicant's Grade, Name, Component, SSN, and Address)

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Pl # \_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Correction of Military Records

1. The attached DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10 U.S.C., Section 1552**, is returned without action because we are unable to determine the exact nature of your request.
2. (Summarize the case and regulatory procedures.)
3. (State what is necessary to substantiate the case; i.e., additional documentation or demonstration that an error or injustice has occurred.)
4. This is not a decision on your case. You may take action as indicated in paragraph 3, and we will continue to process your application. If you cannot provide the additional information, you may resubmit your request without it. For either situation, your original application should be resubmitted to SAF/MIBR, 550 C. Street West, Suite 40, Randolph AFB TX, 78150-4742, along with a copy of this letter.
5. Point of contact for this letter is (your name, office symbol, extension).

(Signature - decided by each director/deputy)

Attachment  
DD Form 149, (date)

cc:  
SAF/MIBR wo Atch  
HQ ARPC/DSX, (Shown only on coord copy.)

**CORRECTION OF MILITARY RECORDS (CORRECTION IS NOT AUTHORIZED)**

MEMORANDUM FOR: (applicant's grade, name, component, SSN, and address)

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Pl #\_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Correction of Military Records

1. Your request for correction of military record (DD Form 149, **Application for Correction of Military Records Under the Provision of Title 10, U.S.C., Section 1552**) has been examined at this Headquarters according to the provisions of AFR 31-3, *Air Force Board for Correction of Military Records*. It has been determined that the corrective action you requested is prohibited by regulation.
2. (Explain the regulatory procedures as applied to applicant's situation.)
3. This letter does not constitute a denial of your application; it merely provides an explanation of the Air Force regulation covering your request. If you still desire AFBCMR consideration, resubmit the attached DD Form 149 to SAF/MIBR, 500 C. Street West, Suite 40, Randolph AFB TX 78150-4742, and include your original DD Form 149 with a copy of this response.
4. If you have any further questions, the Point of contact for this letter is (name) (office symbol) (extension).

(Decided by each director/deputy)

2 Attachments:

1. DD Form 149
2. DD Form 149, (date), w/Atch

cc:

SAF/MIBR wo Atch  
HQ ARPC/DSX wo Atch (shown only on coord copy)

**CORRECTION OF MILITARY RECORDS (ADMINISTRATIVE CORRECTION)**

MEMORANDUM FOR: (applicant's grade, name, component, SSN, and address)

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Place #\_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Correction of Military Records

1.. Under the provisions of AFR 31-3, *Air Force Board for Correction of Military Records*, your request for correction of military record, DD Form 149, (**Application for Correction of Military Records Under the Provision of Title, 10, U.S.C., Section 1552**) has been examined at this Center. It has been determined that the corrective action you have requested has been resolved through pertinent administrative procedures which do not require referral to the Board for Correction of Military Record (BCMR).

2. (Summary of changes)

3. If you have any questions, please call (point of contact) at toll free 1-800-525-0102, extension.

(Branch Chief or above)

(List Atchs according to AFM 37-126)

cc:  
SAF/MIBR wo Atch  
HQ ARPC/DSX w/Atch

## ADVISORY OPINION RECOMMENDING DENIAL

## MEMORANDUM FOR AFBCMR

1661 Air Force, Pentagon  
Washington DC 20330-1661

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Pl #\_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Application for Correction of Military Records, (Grade) (name),(component),(SSN)  
(SAF/MIBR Memo), (Date)

1. The requested correction cannot be accomplished administratively at this headquarters.
2. The applicant requests non selection by the FY( ) Reserve of the Air Force (ResAF) (board title) be set aside. Applicant also requests to be considered by the next mandatory (rank) board as a second time eligible. If selected, the applicant requests to receive the same Promotion Service Date (PSD) that would have been received had applicant been selected by the FY( ) board.
3. The following is an analysis of the case:
  - a. The applicant was considered but not selected by the FY( ) and FY( ) Reserve Air Force (board title) that convened on (date) and (date), respectively. At the time of applicant's non selections, the applicant was a (rank) in the (component).
  - b. As a result of these non selections, applicant was involuntarily discharged, effective (date). HQ ARPC/DPAD is in the process of revoking the applicant's discharge order and transferring applicant to the Honorary Retired Reserve, a non paid retired Reserve status.
  - c. The applicant claims latest Officer Performance Report (OPR), reviewed by the FY( ) board, did not include an endorsement by a general and was a significant factor in non selection. Applicant also feels this omission placed an unfair disadvantage. However, the latest OPR reviewed by the FY( ) board was dated (date) (Attachment 2 and contained an endorsement by a brigadier general.) The preceding OPR dated (date) did not include a general officer's endorsement.
  - d. The applicant's OPRs reviewed by the FY( ) board in the grade of (rank) were not exceptional. Applicant was not rated "well above standards" in all performance factors on any OPRs reviewed by the FY( ) board in the grade of (rank). This may have been a determining factor in his non selection by the FY( ) board. However, the applicant did have one superior OPR reviewed by the FY( ) board.
  - e. Promotion to the grade of (rank) is very competitive. Of the (total number) (component) non rated (rank) considered by the FY( ) board only ( ) percent were selected. We cannot ascertain the exact reason why the applicant was not selected for promotion because deliberations of the selection boards are confidential. The fact that the applicant was considered but not selected by two separate boards indicates the board members did not feel he possessed the necessary potential to serve in the higher grade.
4. Recommend denial of the applicant's request. The latest OPRs on file were in accordance with AFR 36-10, Officer Evaluation System. No errors existed in the applicant's record. We feel the applicant received fair consideration by both selection boards. If the Air Force Board for Correction of Military Records (AFBCMR) agrees with our recommendation, no further action is necessary.
5. If the AFBCMR disagrees with our recommendation, take the following actions:
  - a. Consider the applicant's record for promotion by a Special Review Board (SRB) in lieu of the FY( ) Reserve 12

## ADVISORY OPINION RECOMMENDING DENIAL (continued)

Air Force (board title). Compare member's record to the records of officers who were and who were not selected by the FY( ) board.

b. If selected as a result of the SRB, promote the applicant to the grade of (rank) with a PSD and promotion effective date of (date).

c. Award back pay and allowances as appropriate.

d. Reassign the applicant to 171st Consolidated Aircraft Maintenance Squadron, Greater Pittsburgh PA and revoke the applicant's assignment to the Retired Reserve.

e. If selected by the SRB, award the applicant 35 non paid inactive duty points and 15 membership points for each year that applicant would have participated. Award these points subsequent to retirement year ending (date).

f. If not selected as a result of the SRB, no further action is necessary.

6. If you have any questions, please contact (name), at DSN 926-(number).

(Director or Deputy Director)

3 Attachments:

1. SAF/MIBR Ltr, (date) w/Atch
2. OER, (date)
3. MPerR (microfiche)

cc:

SAF/MIBR wo Atch  
HQ ARPC/DSX wo Atch

## ADVISORY OPINION RECOMMENDING APPROVAL

## MEMORANDUM FOR AFBCMR

1661 Air Force, Pentagon  
Washington DC 20330-1661

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Place # \_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Application for Correction of Military Records (Grade/Name), (Component), (SSN),  
(SAF/MIBR Memo), (Date)

1. The requested correction cannot be accomplished administratively at this headquarters.
2. The applicant requests correction of Officer Performance Reports (OPRs) to reflect (rank) after the Promotion Service Date (PSD) of (date) and a Review of Records for a missed promotion board to (rank) in FY( ). The applicant claims through no fault of the applicant, the OPRs after (date) showed the grade of (rank) rather than (rank). The applicant also missed a promotion board in FY( ) for the grade of (rank).
3. The following is an analysis of the case:
  - a. Through a previous application for Board for Correction of Military Records (AFBCMR 00-00000) the applicant's PSD to the Reserve grade of (rank) was corrected to (date) as the result of a Special Review Board.
  - b. This change made the applicant eligible for considerations by the FY( ) (board title), which convened (date). However, the correction to his PSD did not occur until after the board adjourned on (date).
  - c. The applicant was considered by the FY( ) (rank) Overall Vacancy Selection Board which convened (date). The applicant was not selected by this board.
  - d. All Officer Performance Reports (OPRs) dated after (date) still reflect the grade of (rank). This may have been a factor in the applicant's non selection for promotion to the Reserve grade of (rank).
4. Recommend approval of the applicant's requests. The applicant was not considered by the FY( ) board because the change in PSD occurred after the board adjourned. The incorrect grade on the OPRs that met the FY( ) board may have been a factor in the applicant's non selection. If the Air Force Board for Correction of Military Records (AFBCMR) agrees with our recommendation, the following actions should be taken:
  - a. Correct the OER's closing (date) through (date) to reflect the Reserve grade of (rank).
  - b. Correct the OPR closing (date) to reflect the Reserve grade of (rank).
  - c. Evaluate the applicant in comparison with officers who were and who were not selected by the FY( ) and FY( ) Air Force Reserve (rank) Overall Vacancy Selection Boards which convened (date) and (date), respectively.
  - d. If selected by the FY( ) SRB, promote the applicant upon Senate confirmation, with a PSD and promotion effective date of (date).
  - e. If not selected by this board, applicant should meet the FY( ) SRB. If selected, upon Senate confirmation, promote the applicant with the first increment, date currently unpublished.
  - f. Award back pay and allowances as appropriate.
  - g. If not selected by either SRB, no further action is necessary.

**ADVISORY OPINION RECOMMENDING APPROVAL (continued)**

5. If the AFBCMR disagrees with our recommendation, no further action is necessary.
6. If there are further questions, please contact (name), DSN 926-(phone).

(Director or Deputy Director)

2 Attachments:

1. SAF/MIBR Ltr, (date) w/Atch
2. MPerR (microfiche)

cc:

SAF/MIBR wo Atch  
HQ ARPC/DSX wo Atch

**PRIMARY OPR FOR INCLUSION IN ADVISORY**

MEMORANDUM FOR (Office Symbol - Primary OPR)

FROM: (Office Symbol - Secondary OPR)

SUBJECT: Application for Correction of Military Records (Grade/Name), (Component), (SSN)

1. The following information on (applicant's grade and name) is to be included in your advisory to AFBCMR. Requested correction cannot be accomplished administratively.
2. The applicant is requesting that OPRs for the period, (date) through (date) be voided and he be reevaluated for retention as a category A officer in the USAFR. The applicant states participation in the Reserve was interrupted due to changes in applicant's personal and professional life, and that the interruption caused reports to be rendered that were other than favorable.
3. The following is an analysis of circumstances surrounding the case:
  - a. Applicant was kept from participation because applicant's civilian company doubled in size and training requirements. Because of the training requirements of applicant's civilian job, applicant voluntarily reverted to a non-active Reserve status so the unit could fill the applicant's vacancy.
  - b. In (date), the applicant completed professional goals and once again turned to the Reserve. The applicant was criticized about participation, but feels participation was not only equal to but greater than most officers in the unit. The rating chain supports the applicant's request.
  - c. Participation of professional goals is an election of the member. Applicant's case is not unique to the Reserve. In addition, to be able to give an accurate assessment of duties and performances dating back in (date), (date), and (date) is highly questionable. Although the evaluators of the (dates) reports now refute their original ratings and evaluations, they do not mention any specific facts, events, or incidents which were omitted, misinterpreted, or incorrectly stated.
4. Recommend denial of the applicant's request to have the OPRs removed. No evidence has been provided. Other than generalized, non-descriptive statements, the evaluators fail to substantiate that these reports were in error at the time they were written. If the AFBCMR agrees with our recommendation, no further action is necessary.
5. If the AFBCMR disagrees with our recommendation, declare the OPRs "void" and remove from applicant's military record.
6. Point of contact for this issue is (name), extension.

(Director of Deputy Director)

Attachments:  
(as appropriate)

cc:  
ARPC/DSX w/Atch

**CORRECTION OF MILITARY RECORDS PER AFBCMR MEMORANDUM**

MEMORANDUM TO: (Grade/Name), (Component), (SSN), and (Address)

FROM: HQ ARPC/\_\_\_\_\_  
6760 East Irvington Pl#\_\_\_\_\_  
Denver CO 80280-\_\_\_\_\_

SUBJECT: Correction of Military Records

1. In accordance with Secretary of the Air Force Memorandum, 91-(00000), (date) your Master Personnel Records have been corrected.
2. (Summary of changes from Memorandum, and attachments created.)
3. If you have any questions, please contact (name), HQ ARPC/(Office Symbol), DSN 926-( ), or toll free 1-800-525-0102, extension ( ).

(Division Chief or above)

Attachments:  
(as appropriate)

cc:  
SAF/MIBR wo Atch  
HQ ARPC/DSX w/Atch

NOTE: If the member is unit assigned, send a request to the MPF for corrections to the unit record. Advise the member you have initiated this action.

**CERTIFICATE OF REMOVED INFORMATION OR DOCUMENTS**

MEMORANDUM FOR: HQ ARPC/DSMR

FROM: (Office Symbol)

SUBJECT: Correction of Military Records - Removed Information or Documents

As directed by the attached memorandum, I certify that all pertinent materials have been extracted from all sources and are enclosed in the attached envelope for AFBCMR disposition.

(Branch Chief or higher)

2 Attachments:

1. SAF MEMO
2. Removed documents