



## **Army Board for Correction of Military Records (ABCMR)**

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***APPLICANT'S GUIDE TO APPLYING TO  
THE ARMY BOARD FOR CORRECTION OF MILITARY RECORDS (ABCMR)***

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This guide provides information on how to apply to the ABCMR for correction of your military records.

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**1. Who May Apply to the ABCMR?** Current and former members of the U.S. Army (including Army Reserve and Army National Guard) may apply for a correction of error or injustice in their official Army records. If the current or former service member is deceased or incompetent, the service member's spouse, widow or widower, next of kin (mother, father, brother, sister, or children), legally designated representative, or other specified individual, can apply on behalf of the service member. An applicant must provide legal proof of the death or incompetence of the service member and proof of legal relationship to the service member. Former spouses of service members may apply on

issues relating to Survivor Benefit Plan (SBP) benefits. Department of the Army civilian employees can apply in cases asserting an error or injustice in financial liability investigations of property loss (formerly known as reports of survey) or criminal titling, but not for civilian personnel or pay issues. Additionally, a proper party can authorize another to file on his or her behalf using the services of an attorney-at-law or a non-lawyer authorized to file in his or her behalf by a power of attorney (attorney-in-fact).

**2. Members of the Army National Guard applying to the Army Board for Correction of Military Records (ABCMR).** Many Army National Guard regulations require the members of the Army National Guard to apply first to their State Adjutant General and then to the National Guard Bureau for correction of records. If after exhausting these resources, a member of the Army National Guard still feels that there is error or injustice in their record, they can apply to the ABCMR. They should include with their application a copy any communication they have had with their State Adjutant General or the National Guard Bureau concerning the requested correction.

**3. Right to Apply.** Title 10, United States Code, section 1552, is the law governing the correction of military records. This law authorizes the Secretary of the Army (SA) to correct errors or injustice in military records. This law allows the SA to establish a board of Army civilians to consider applications for correction of military records. This law gives you the right to apply to the ABCMR to correct errors or injustices in your military records. Army Regulation 15-185, Army Board for Correction of Military Records, provides direction on the conduct of the ABCMR and information on how to apply to the Board. These references are located on the Army Review Board Agency's web site at <http://arba.army.pentagon.mil>

**4. When to Apply to the ABCMR.** Public law requires that you submit your request for correction of military records within 3 years after the error or injustice occurs, or within 3 years after you discover the error or injustice. However, if you provide justification for exceeding this 3-year statute of limitation, the ABCMR will review the merits of untimely applications. The ABCMR may waive the untimeliness of your request in the interest of justice. However, you should not assume a waiver will be granted. However, you must exhaust all other administrative remedies before appealing your case to the ABCMR (see item 18 below).

**5. How to Apply to the ABCMR.** A DD Form 149, Application for Correction of Military Records, is the form used to apply to the ABCMR for correction of military records.

On the Army Review Boards Agency website (<http://arba.army.pentagon.mil>), on the "Correction of Military Records" page, click on [Application Procedures](#) for information on how to apply to the ABCMR.

- You may print a blank DD Form 149, fill in the information manually, and mail it to the address shown on the reverse side of the form. The DD Form 149 on the [Application Procedures](#) page is in a .pdf fillable format so you can word process on it, save it, and print it.
- A DD Form 149 can be obtained from any military personnel office and from many Veteran service organizations.
- A DD Form 149 can be requested by mail to: Army Review Boards Agency, Attn: Congressional Liaison and Inquiry, 251 18<sup>th</sup> Street South, Suite 385, Arlington, Virginia 22202-3531.
- You may complete an online application through the [Online](#) link on the [Application Procedures](#) page and mail the signature page and evidence as instructed by the online program.
- Soldiers who have a military Common Access Card (CAC) can use the [Online](#) application link, digitally sign the application, and upload supporting documents.

**6. Your Statements on the DD Form 149.** Your own statements on the application are very important. Identify exactly what error or injustice you want corrected in the record. Explain clearly what happened and why you believe the record is in error or unjust. Give the date, unit or organization, and location when the error or injustice occurred. You may continue your statements on the back of the DD Form 149 or on plain paper attached to your application.

**7. The ABCMR is not a Research Agency.** The ABCMR will review available official military records, but it is the applicant's responsibility to provide documents and evidence to support his or her contention of error or injustice.

**8. Supporting Documents and Evidence.** To support your application, please provide copies of all relevant military records in your possession and any evidence to support your request. Do not send originals.

Send a copy of your discharge or separation certificates such as the DD Form 214, NGB Form 22, or WD AGO Form 53-55 (WWII) if applicable. Include the bottom section of the discharge or separation certificate.

Send a copy of any military documents and orders you have relating to your request with your application. Do not assume that all of your military documents and orders are in your military record.

If your issue relates to a medical condition or record, please provide copies of your military medical records and any such other medical records that are applicable.

Birth certificates must be notarized with a raised seal imprinted by the issuing records custodian certifying the certificates as true copies.

Provide any court documents that are applicable to your issue.

If you need to provide the ABCMR proof of your Social Security Number (SSN), a photocopy of your social security card is not sufficient. You must obtain a letter from the Social Security Administration verifying your Social Security Number.

As part of your evidence, you need to provide copies of any correspondence you have had with other agencies to resolve your issue. The ABCMR will only address issues after all administrative recourse/appeals available to the applicant as outlined in Army regulations have been exhausted.

Witness statements must be signed by the witness and notarized showing a raised notary seal. Providing the names of witnesses only is not sufficient. The ABCMR WILL NOT contact your witnesses to obtain witness statements. The best witness statements are from persons who have direct knowledge or involvement. Character references from community leaders and others who know you are helpful if you are requesting clemency based on post-service activities and accomplishments. You must decide what evidence will best support your case.

## **9. Where to Get Copies of Your Military and Medical Records.**

a. **Military Personnel Records** – you may request a copy of your official military personnel file from the National Archives and Records Administration (NARA), National Personnel Records Center (NPRC), Military Personnel Records Section, 1 Archives Drive, St. Louis, MO 63138. See the following website for further information –

<http://www.archives.gov/veterans/military-service-records>

b. **Military Medical Records** – When you are separated from military service, your military medical records were transferred to the Department of Veteran Affairs (VA). If you already have a VA medical record, your military medical record is filed with it. If you do not have a VA medical record, contact your local VA representative to help you locate your military medical record.

c. **Military Unit Records** – For researching unit records, you should contact The National Archives, Modern Military Records, 8601 Adelphi Road, Room 2400, College Park, MD 20740; phone number (301) 837-3510. They maintain unit information. You can do your own research there or they can do it

for a fee. Information on the National Archives College Park facility can be found on - <http://www.archives.gov/dc-metro/college-park/index.html>

d. **Reserve Component Retirement Points** – The U.S. Army Human Resource Command (HRC) provides information on reserve component retirement points on their website at <https://www.hrc.army.mil/TAGD> > Retirement Services > Reserve Component Retirements > Point Corrections. You will need to have a Department of Defense Common Access Card (CAC) and a CAC reader on your computer to view this information. If you do not have this capability, you may contact the Human Resource Service Center at 1 (888) 276-9472 for assistance.

10. **Advisory Opinions.** Once the ABCMR receives your application, one or more military agencies may prepare an advisory opinion about your case. An advisory opinion is only a recommendation. The ABCMR will make its own decision on your case. If the ABCMR obtains an advisory opinion about your case, you will be sent a copy. You will normally have 30 days to provide your comments back to the ABCMR before the ABCMR considers your case. You do not need to provide comments on the advisory opinion if you have nothing to add. Failure to comment on an advisory opinion does not mean you agree nor will it prevent a full and fair consideration of your application.

11. **Representation and Counsel.** Most applicants represent themselves. However, you may choose to have a counsel represent you. Many veteran service organizations, such as the American Legion, the Veterans of Foreign Wars, the Disabled American Veterans, or state veteran's assistance offices, have staff members who can assist you or represent you in applying to the ABCMR. You may also hire a lawyer of your choice to represent you at your own expense. If you appoint a counsel, you should provide their name and address on the DD Form 149. If you name a counsel, the ABCMR may correspond with your counsel rather than directly with you.

12. **Personal Appearances Before the ABCMR.** In accordance to Army Regulation 15-185, Army Board for Correction of Military Records, applicants do not have a right to a formal hearing before the ABCMR. They may indicate on their application their desire to appear before the Board. The Director of the ABCMR or the ABCMR may grant a formal hearing if it is determined that the military record and evidence presented by the applicant are insufficient for the ABCMR to render a fair, just, and equitable decision. Very few personal appearances are granted, so you should try to fully present your case in writing with documentary evidence. If your desire for a personal appearance is granted, the ABCMR will provide you with the necessary details. All expenses for your appearance are your responsibility and not at government expense. The ABCMR conducts personal appearance boards in the Washington, D.C. area.

**13. ABCMR Board Process.** The Secretary of the Army appoints senior civilian employees of the Army to serve as board members for the ABCMR. Appointment as a board member to the ABCMR indicates a special trust in the judgment and integrity of the member. Service on the ABCMR is an additional duty for those appointed. Approximately 120 people serve on the ABCMR. Random configuration of board members into three-member panels for consideration of cases is the norm. Panels review cases on a first come, first served basis. The ABCMR staff members prepare cases for review by the panels and provide technical advice to the ABCMR panel members.

The ABCMR panel members review and discuss cases in closed session before making a recommendation. Evidence provided by the applicant, evidence in the applicant's official military records, and laws and regulations are the basis of ABCMR panel recommendations. When the panel votes on a case, the majority rules. However, a dissenting member may submit a minority opinion for consideration. The Deputy Assistant Secretary of the Army (Review Boards), acting for the Secretary of the Army, approves or disapproves the ABCMR's recommendation. The ABCMR process is the highest level of administrative appeal and provides the final Army decision.

You will receive a letter notifying you of the decision on your request with a record of the ABCMR proceedings. The ABCMR proceedings explain the reasons for the decision in your case. If the ABCMR grants relief in your case, your records will be corrected and finance personnel will review your case to see if you are due any monetary benefits. If the ABCMR denies your case, you may apply on a new DD Form 149 for reconsideration as defined in paragraph 16 below or you may file a suit in the civilian court system.

**14. How Long Should it Take to Process an Application?** The ABCMR reviews applications in the order in which they are received out of fairness to all. Due to the large number of applications already on hand and the complexity of many of the cases, it may be as long as 12 months from the date we receive your application before you receive notification of the decision on your request. Be assured that the Board will consider your application as soon as possible and will notify you by mail as soon as a decision is made.

**15. How to Check on the Status of an Application?** When you submit an application, you will receive an acknowledgment letter or email. Please allow sufficient time for processing. From the time you mail an application, it can take up to 4 weeks before you receive acknowledgement considering time for mail to come and go and processing time. If you have further concerns, you may email our customer service office at [army.arbainquiry@mail.mil](mailto:army.arbainquiry@mail.mil). However, frequent requests for the status on your case will not alter the processing of your case.

**16. Reconsideration of Your Case by the ABCMR.** If the ABCMR receives a request for reconsideration within one year of the ABCMR's original decision and

if the ABCMR has not previously reconsidered the matter, the ABCMR staff will review the request to determine if it contains evidence (including, but not limited to, any facts or arguments as to why relief should be granted) that was not in the record at the time of the ABCMR's prior consideration. If new evidence has been submitted, the request will be submitted to the ABCMR for its determination of whether the new evidence is sufficient to demonstrate material error or injustice. If no new evidence is found, the ABCMR staff will return the application to the applicant without action.

If the ABCMR receives a request for reconsideration more than one year after the ABCMR's original decision or after the ABCMR has already considered one request for reconsideration, then the case will be returned to the applicant without action and the applicant will be advised that the next remedy is appeal to a court of appropriate jurisdiction. However, before the case is returned without action, the staff of the Board will review the request for reconsideration to determine if any substantial new relevant evidence has been submitted that was not previously considered by the Board. If the staff finds such new evidence, closing the case without action will be waived in the interest of justice and the case will be reconsidered by the ABCMR.

**17. Additional Information.** Additional information on the application process or the ABCMR is available on the Army Review Board Agency's web site at <http://arba.army.pentagon.mil>, in Army Regulation 15-185, from an Army personnel or human resource office, or from a veteran's service organization.

**18. You Must Exhaust Administrative Remedies Before You Apply to the ABCMR.** You must exhaust all other administrative remedies before appealing your case to the ABCMR. For example, if you have a performance evaluation report or a promotion issue, you must first appeal to the appropriate Department of the Army Special Review Board or Special Selection Board, for evaluations or promotions respectively, as specified in the related Army regulations. You must provide a copy of the documentation showing that you exhausted all other administrative remedies when submitting your application to the ABCMR. The ABCMR will consider your case only after you exhaust all other available administrative appeals or remedies. If you have not first applied for relief through the appropriate administrative process, the ABCMR will return your application to you without action.

**a. Request for Discharge Characterization Upgrade or Change of Discharge Reason.** If you are requesting an upgrade of your discharge characterization or a change of reason for a discharge that occurred within the last 15 years, you must submit a DD Form 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States, to the Army Discharge Review Board (ADRB). The DD Form 293 is available on the Army Review Board Agency's web site at <http://arba.army.pentagon.mil> on the "Discharge Review" page under application procedures. If the ADRB denies your

request or your discharge occurred more than 15 years ago, you can apply to the ABCMR on a DD Form 149 for consideration of upgrade of a discharge characterization or a change of a reason for discharge. However, if your discharge was directed by a general court-martial order, you must apply directly to the ABCMR on a DD Form 149 only for consideration of an upgrade of your discharge characterization or a change of a reason for discharge.

For those applicants requesting upgrade of an under other than honorable conditions discharge and cite PTSD as a consideration should refer to the additional information at <http://arba.army.pentagon.mil/adrb-ptsd.cfm> and provide medical records that support a diagnosis with their application.

**b. Request to change an RE (Reenlistment Eligibility) Code on a Separation Document.** Army Regulation 601-210, Regular Army and Army Reserve Enlistment Program, allows RE code changes only if there is evidence the incorrect RE code for the reason for separation was entered on the separation document. No requirement exists to change an RE code to qualify for enlistment. At the time of enlistment, the enlistment activity may request a waiver for a disqualifying RE code. However, under current enlistment standards, the Army is granting very few such waivers.

**c. Changes to a Court-Martial.** The ABCMR may not disturb the finality of a court-martial. It may not retry elements of, or arguments presented before a court-martial or an appeal to a court-martial. It may not change the findings of a court-martial. The ABCMR may only consider clemency on the court-martial sentence when adequate evidence submitted warrants such a consideration. Clemency may allow a change in the character of the discharge or the sentence.

**d. Removal of Titling (Arrest Records).** Former Soldiers can apply to the U.S. Army Crime Record Center (CRC) to request the removal of titling (arrest records) from Army Records and FBI Records. The former Soldier needs to send a letter of request with his/her signature and a photo copy of his/her Photo ID Card such as a driver's license. Also include with the letter a photo copy of any documents relative to the titling and evidence that charges were dismissed and the former Soldier was not convicted of the charges. Mail all to U.S. Army Crime Records Center, Attention: FOIA, 6010 6th Street, Fort Belvoir, VA 22060. If the CRC denies the former Soldier's request, then application can be made to the Army Board for Correction of Military Records using the DD Form 149 or online application on the Army Review Board Agency's web site at <http://arba.army.pentagon.mil> to request removal of the titling. Include with the application a photo copy of all documents sent to the CRC and the reply from the CRC.

**e. A Higher VA Disability Rating Does Not Mean the Army Discharge Disability Rating is Wrong.** Title 38, United States Code, Sections 1110 and 1131, permit the Department of Veterans Affairs (VA) to award compensation for disabilities which were incurred in or aggravated by active military service.

However, an award of a higher VA rating does not establish error or injustice in the Army rating.

(1) The Army rates only conditions determined to be physically unfitting at the time of discharge which disqualify the Soldier from further military service. The Army disability rating is to compensate the individual for the loss of a military career. The VA does not have authority or responsibility for determining physical fitness for military service. The VA awards disability ratings to veterans for service-connected conditions, including those conditions detected after discharge, to compensate the individual for loss of civilian employability. As a result, these two Government agencies, operating under different policies, may arrive at a different disability rating based on the same impairment. Unlike the Army, the VA can evaluate a veteran throughout his or her lifetime, adjusting the percentage of disability based upon that agency's examinations and findings.

(2) One common misconception is that all veterans can receive both a military retirement for physical unfitness and VA disability compensation. Not all retirees with disabilities are entitled to payment of both military retired pay and veteran's disability compensation. By law, most veterans are compensated only from one source for a disability. If a veteran is receiving VA disability compensation, and the ABCMR corrects the records to show that a veteran was retired for physical unfitness, the veteran may have to choose between the VA compensation and the military retirement. Normally, the VA compensation is more advantageous for lower graded Soldiers and military retirement is more advantageous for higher graded Soldiers. You should consult with a Veterans Affairs counselor or veterans services counselor to assess your individual entitlements.

f. **Change of Name or Gender.** If you need a certificate to show your current name or gender and that you served in the military under another, you can request such from the National Personnel Records Center, Military Personnel Records, 1 Archives Drive, St. Louis, MO 63138. See the following website for additional information – <http://www.archives.gov/veterans/military-service-records>

The Board will consider applications for name changes to the DD214 to correct an error or remove an injustice. The applicant must provide justification demonstrating that they were a victim of an error (i.e., genuine error) or that having their former name on their DD-214 causes an injustice (e.g., due to a divorce or their transgender status). A signed and authenticated court order providing proof the applicant's name was legally changed should accompany the application. As with all applications to the Board, each application for a name change will be considered on its own merits.

g. **Replacement Military Awards.** For replacement medals, you may write to the National Personnel Records Center, to the attention of Customer Service to request replacement medals and certificates. Please provide them copies of

your separation and discharge documents with your request as well as orders for award of the medals if you have them.

**h. Requests for Award of the Army Achievement Medal, Army Commendation Medal, Air Medal, Meritorious Service Medal, the Bronze Star Medal, Soldier's Medal, Distinguished Flying Cross, Legion of Merit, Silver Star, Distinguished Service Cross, and the Medal of Honor.**

(1) Public Law, Title 10, United States Code, section 1130, permits a waiver of statutory or regulatory timelines so the Army can consider: a request for a decoration you received to be upgraded to a higher award; a request for award of a decoration you were submitted for, but did not receive; or a request for award of a decoration you believe you deserve but for which you were not recommended.

(2) A request for an award that exceeds timelines must be submitted on a DA Form 638, Award Recommendation, with supporting documents and witness statements, through your Congressman for consideration by the Army Decorations Board. The witness to the act completes a DA Form 638, or, the applicant can complete this form. A DA Form 638 can be obtained from a military Human Resource Office or online at <http://www.apd.army.mil> under "Forms."

(3) The address for the Army Decorations Board is: U. S. Army Human Resources Command, Military Awards Branch, 1600 Spearhead Div Ave, AHRC-PD, Fort Knox, KY 40122-5400. You can see additional information on their website at <https://www.hrc.army.mil/TAGD/Awards%20and%20Decorations%20Branch> under "The Adjutant General",

(4) You may apply to the ABCMR for award or upgrade of a decoration ONLY AFTER the Army Decorations Board has made a decision on the DA Form 638.

**i. Requests for Award of Service Medals, Badges, the Purple Heart, and Other Awards.**

(1) You may request the record be corrected to show that you were awarded service medals, badges, the Purple Heart, and other awards not listed in paragraph g above by submitting a DD Form 149 to the ABCMR. You must include supporting documentation and evidence to justify the award.

(2) Award of the Purple Heart is made to Soldiers wounded, injured, or killed from an outside force or agent as a result of an action against an enemy or an act of any such enemy. Record of medical treatment by medical personnel as a matter of official record for the wounds or injuries received in action for which

the recommended award is required. Army Regulation 600-8-22, Military Awards, provides the criteria for the award of the Purple Heart. You can view this Army Regulation online at <http://www.apd.army.mil> under "Publications", "Administrative Publications."

**j. Advancement on the Retired List to the Highest Grade Held.**

According to Public Law, Title 10, United States Code, section 3964, enlisted and warrant officer retirees who satisfactorily held a higher grade on active duty, may apply for advancement to that grade on the retired list when their total years of service, including years of service on the retired list, equals thirty years. This applies to members of the Regular Army and to Reserve and National Guard members of the Army who were serving on active duty or full time duty at the time of retirement. Commissioned officer retirees are not eligible.

(1) In order to be advanced on the retired list to the highest grade satisfactorily held, you must have been promoted to and paid in that higher grade, and served at that higher grade for the required statutory or regulatory period of time. Merely serving in an acting status or holding a position or job title authorized a higher grade is not sufficient. If you were an enlisted member or a warrant officer, and also held a Reserve officer commission, you may be eligible for advancement on the retired list if you served on active duty in that higher commissioned officer grade for the required statutory or regulatory period of time. For example, if a retired E-7, during his or her twenty or more years of active duty, also served on active duty in his or her Reserve status for more than thirty consecutive days as a W-1 through W-5, or at least six months as an O-1 through O-4, or at least three years as an O-5 or above, then he or she could apply for advancement on the retired list.

(2) **For Regular Retirees**, application for this advancement may be made by letter as shown in figure 3-1 of Army Regulation 15-80, Army Grade Determination Review Board and Grade Determinations. Mail the letter and required documentation to the Army Grade Determination Review Board, Army Review Boards Agency, 251 18<sup>th</sup> Street South, Arlington, VA 22202-3531. Army Regulations are available on the Army Publications Directorate website, <http://www.usapa.army.mil> under "Publications", "Administrative Publications."

(3) **For Non-Regular Retirees**. For those receiving a non-regular retirement from the Reserve Component, Army Regulation 135-180, Qualifying Service for Retired Pay Non-regular Service, paragraph 2-11c, authorizes the U. S. Army Human Resources Command-St. Louis to make final determination on the highest grade held satisfactorily. If you are receiving a non-regular retirement and you were reduced for reasons such as a downgrade of your position or a reduction in rank caused by a reduction in force, you should write to: Commander; U. S. Army Human Resources Command, 1600 Spearhead Div Ave, AHRC-PAP-T, Fort Knox, KY 40122-5400. Your letter should explain the circumstances surrounding your promotions and demotions, the grade at which

you retired, the highest grade you held, the date of your retirement, and your social security number. You should also include a copy of any supporting documentation that you may have, such as promotion orders, reduction orders, and DD Forms 214. Please include your full name, social security number and if applicable, your service number.

**(4) Medically Retired or Separated in a Lower Grade.** If you were medically retired or separated in a lower grade without the benefit of a review by the Army Grade Determination Review Board (AGDRB), then you should apply for correction of military records. Complete a DD Form 149 and mail it, along with a copy of any relevant documents, to the address listed on the back of the DD Form 149. The ABCMR has jurisdiction to correct errors or injustices, and can act in place of the AGRDB in these cases. Further, the ABCMR reviews cases involving Soldiers who were never promoted to or held a higher grade while on active duty, but who believe they were denied a promotion or were not placed on the retired list in the appropriate grade due to some error or injustice. In these cases, make application to the ABCMR, using a DD Form 149, and include any documentary evidence supporting the specific contention of error or injustice.

**(5) When to Apply for Advancement on the Retired List.** The revised Army Regulation 15-80 no longer requires waiting until you reach your thirty-year mark before you can apply unless the reduction was caused by misconduct, inefficiency, or for cause. In fact, for people currently on active duty, when applying for retirement, an AGDRB will convene, if applicable, before they retire (unless the reduction was caused by misconduct, inefficiency, or for cause). However, if approved, advancement on the retired list will not occur until you reach the thirty-year mark. You may apply immediately with the understanding that the advancement on the retired list will not take place until you reach the thirty-year mark. Additionally, if you retired after August 12, 2002, without the benefit of an AGDRB determination of your eligibility for advancement, then you can apply immediately, unless the reduction was caused by misconduct, inefficiency, or for cause, in which case you must wait until the thirty-year mark to apply.

**(6) How to Apply for Grade Determination.** If you qualify under Title 10, U. S. Code, Section 3964, you should request a review by the AGDRB ([see AR 15-80 for a sample letter](#)). Mail your letter to the Army Grade Determination Review Board, Army Review Boards Agency, 251 18<sup>th</sup> Street South, Arlington, VA 22202-3531. The AGDRB, consisting of three field grade officers, will convene to determine the highest grade you served satisfactorily while on active duty. Since you are not entitled to personally appear before the AGDRB, attach a copy of any documents relevant to your case.

**(7)** If the AGDRB determines that you should be advanced on the retired list, your resulting increase in retired pay will be retroactive to the date you became eligible; that is, the thirty-year mark, not back to the date of retirement or

the date of your application. The thirty-year mark is the date you accumulated thirty years of combined active duty service and time on the retired list. Active duty service does **NOT** include Section 1405 service.

k. **Correction of Retirement Points.** Detailed information about requesting correction of retirement points accounts can be found on the U. S. Army Human Resources Command website, <https://www.hrc.army.mil> under "The Adjutant General", "Soldier Programs and Services Division", "Point Corrections" under Retirement Points. If you have an Army Knowledge Online (AKO) account, click on "Self Service" and "My Personnel", it will take to HRC website where you can click to the same location to access your retirement points account, print copies of your ARPC Form 249-2-E, Retirement Points Statement, and check on the status of retirement point corrections that have been submitted.

(1) Individual Mobilization Augmentees (IMA), Individual Ready Reserve (IRR) (including RTU), Active Guard Reserve (AGR), and Army Reserve Element (ARE - formerly JRU, Joint Reserve Unit) Soldiers must submit retirement point correction documents to their Regional Support Team (RST) at HRC-St. Louis. Contact information for RSTs are located on the above web site. To assist the retirement points analyst in making changes to your point account, provide proof of one or more of your performance documents (training records or pay records).

(2) Troop Program Unit (TPU) Soldiers must have their retirement point accounts updated/corrected by their Unit Administrators. Unit administrators submit corrections by electronic transactions through the Regional Level Application Software (RLAS) to Retirement Points Accounting System (RPAS). To assist your Unit Administrator in making changes to your point account, provide proof of one or more of your performance documents (training records or pay records).

(3) If you are a Gray Area Retiree (not drawing retired pay, not age 60), you must submit a written request for correction of your retirement points, to include supporting documentation, to the appropriate Regional Support Team (RST) at HRC-St. Louis. Contact information for RSTs is located on the above web site. For information about retirement pay process, visit the HRC website for information <https://www.hrc.army.mil> under "The Adjutant General", "Soldier Programs and Services Division", "Point Corrections" under Retirement Points. under "Retired Pay Processing - Ensuring Timely Processing."

(4) National Guard (NG) Soldiers have their retirement points recorded in a separate retirement point accounting system. Upon retirement, NG Soldier points do not automatically go into RPAS. The NGB Form 23 is used as a record of the NG duty performed by a Soldier. Before a former or retired member of the National Guard can start to draw retired pay, he or she must submit a retired pay

certification packet (including a summary of all retirement points earned while in the National Guard) to the HRC-St. Louis Retired Pay Office. Upon certification of retired pay, HRC-St. Louis forwards the certification to the Defense Finance and Accounting System (DFAS).

I. **Combat Related Special Compensation (CRSC).** Application for CRSC by former Soldiers must first be made to the CRSC Board. Complete information on applying and application can be found on their website <https://www.hrc.army.mil> under "Special Programs" and "CRSC."

CRSC is for military retirees only. Widows/widowers of military spouses or other family members are not eligible to receive this compensation.

There are two CRSC programs: **CRSC I** which began 1 June 2003 and **CRSC II** which began 1 January 2004 to offer compensation for a larger group of combat-disabled retirees. Eligibility requirements are as follows:

### **CRSC I**

- Retired with at least 20 years of Active Duty or 7200 Reserve Service Points.
- Have a VA disability rating of 60-100% or 10% associated with a Purple Heart.
- Drawing retirement pay.
- Receiving VA disability pay.

Those who meet **all** of these CRSC I requirements are eligible to receive payment retroactive to 1 June 2003 or the date they are fully eligible.

### **CRSC II**

- Retired with at least 20 years of Active Duty or a 20-year Retirement Letter and is at least age 60.
- Have a VA disability rating of 10% or higher.
- Drawing retirement pay.
- Receiving VA disability pay.

Those who meet **all** of these CRSC II requirements are eligible to receive payment retroactive to 1 January 2004 or the date they are fully eligible.

If a former Soldier has been denied under CRSC I, they must apply under CRSC II before they can apply to the ABCMR. If the former Soldier feels that there is an error or injustice in your military record or in the CRSC decision that has resulted in the denial of the CRSC, they may apply for a correction of their military records on a DD Form 149. A copy of the CRSC decision and

documents or evidence to prove that an error or injustice exists should be included with the DD Form 149.

## **19. Answers to Frequently Asked Questions.**

**Question: Is it necessary to submit a request for correction of records (DD Form 149) through an intermediate level review before submitting an application to the Army Board for Correction of Military Records (ABCMR)?**

**Answer:** Applications for Correction of Military Records, DD Form 149, are submitted directly to the Army Board for Correction of Military Records (ABCMR). However, all administrative remedies available at lower levels of the Army as outlined in Army regulations must first be exhausted before an application will be considered by the ABCMR. Examples of exhausting administrative remedies are appealing evaluation reports, appealing unfavorable information in the personnel records, or requesting discharge review in accordance with applicable regulations. Applicants should provide with their DD Form 149 a copy of decisions from such administrative applications.

**Question: I have a mandatory separation date approaching. Can the ABCMR suspend this action while my application is under review?**

**Answer:** No. Other personnel actions are not delayed or suspended when an application is submitted to the Army Board for Correction of Military Records (ABCMR) for consideration. If the Board approves a correction that will affect a decision that was made during that period, the Board upon your request will also review the subsequent personnel action. However, it is your responsibility to ensure the ABCMR is aware of a pending retirement or separation date.

**Question: Who will know about my case?**

**Answer:** Submission of an application is a private matter between the applicant and the Army Board for Correction of Military Records (ABCMR). Only the applicant and those who the applicant authorizes in writing, such as counsel, will know about the case. However, if the Board requests an advisory opinion on an application from other government agencies, the application information will be shared with that agency and the applicant will be provided a copy of the advisory opinion for review and comment prior to the board making a decision on the application. Under all circumstances, further release of information will be governed by the Privacy Act to protect the applicant's information.

**Question: Who receives copies of the decisional documents?**

**Answer:** Copies of the Army Board for Correction of Military Records (ABCMR) decision document and the Record of Proceedings are furnished to the applicant or the applicant's counsel. If a correction to military records is approved, the decision from the Board will be furnished to the appropriate agency to make the necessary corrections. A copy of the decision is placed in the restricted section of the applicant's official military personnel record.

**Question: How long will it take to get paid if the Army Board for Correction of Military Records (ABCMR) grants a correction that affects my pay?**

**Answer:** When the ABCMR determines that a correction is justified, it directs the responsible agency to make the necessary changes to the Army record. Once those changes have been made, that agency will notify the Defense Finance and Accounting System (DFAS) to make the necessary pay adjustments, if any. The ABCMR also notifies DFAS of the pending change so it can monitor the any necessary pay adjustments. These actions normally take 3-4 months to complete after the Board's decision is published, depending on the number of agencies that must make corrections and the workload of the affected agencies and DFAS.

**Question: Can I receive compensation (damages) from the Army Board for Correction of Military Records (ABCMR) based on a substantiated injustice I suffered?**

**Answer:** No. Claims against the U.S. Government for damages or compensation must be presented to the Army Claims Service or appropriate Federal court.

**Question: Where can I get replacement military awards?**

**Answer:** For issuance or replacement award medals or certificates by submitting a Standard Form 180 (SF180) to the National Archives and Records Administration (NARA), National Personnel Records Center (NPRC), Military Personnel Records Section, 1 Archives Drive, St. Louis, MO 63138. See their website for more information at <http://www.archives.gov/st-louis> > Military Personnel Records > Replacing Awards and Decorations (right side bar).

**Question: If I have Post Traumatic Stress Disorder (PTSD) or PTSD like symptoms as a result of military service, can I get a discharge upgrade?**

**Answer:** Veterans who served before Post Traumatic Stress Disorder (PTSD) was a recognized diagnosis, including those who served in the Vietnam theater,

and received an “Under Other Than Honorable Conditions (UOTHC)” discharge, and cite PTSD as a contributing factor in their separation, can apply for consideration of an upgrade of their UOTHC discharge. They should provide with their application any relevant medical records from their military medical records, VA medical records, and civilian medical records.

If you were discharged within the last 15 years, you can apply to the Army Discharge Review Board (ADRB) for a discharge review. If your discharge was more than 15 years ago, you can apply to the Army Board for Correction of Military Records (ABCMR) for a discharge review. Application to the ADRB or ABCMR can be made online on this website (<http://arba.army.pentagon.mil>) or on a DD Form 149 or DD Form 293 available on this website in a .pdf fillable format. Please provide, with your application, copies of any medical records, including military and Department of Veteran Affairs medical records, or evidence documenting your PTSD.

On 3 November 2014, Army Directive 2014-28 (Requests to Upgrade Discharge by Veterans Claiming Post Traumatic Stress Disorder) implemented the Secretary of Defense’s supplemental guidance (3 September 2014) to the Boards for Correction of Military Records (BCMR) for reviewing cases where veterans request to upgrade their “Under Other Than Honorable Conditions (UOTHC)” discharges and cite PTSD as a contributing factor in their separation. The instructions direct liberal consideration to evidence of PTSD symptoms in the service record or in a diagnosis provided by civilian providers and special consideration of a Department of Veterans Affairs diagnosis of PTSD or PTSD-related conditions. However, Boards will exercise caution in weighing evidence of PTSD related mitigation in cases in which serious misconduct precipitated a discharge with a characterization of service of under other than honorable conditions, carefully weighing any potential mitigation against the severity of the misconduct.

**Question: How can a discharge for Homosexual Conduct be corrected under the “Don’t Ask, Don’t Tell” policy?**

**Answer:** The Don’t Ask, Don’t Tell (DADT) policy concerning homosexual conduct in military service was repealed by Congress on 20 September 2011.

Soldiers who were discharged for Homosexual Conduct within the last 15 years can apply to the Army Discharge Review Board (ADRB) for a discharge review. If they were discharged for Homosexual Conduct more than 15 years ago, they can apply to the Army Board for Correction of Military Records (ABCMR) for a discharge review. Application to the ADRB or ABCMR can be made online on this website (<http://arba.army.pentagon.mil>) or on a DD Form 149 or DD Form 293 available on this website in a .pdf fillable format.

The Boards will consider changes to the reason for discharge, characterization of service, and re-entry eligibility code (RE code). The Boards will review and take into consideration the Soldier's full military record and any misconduct associated their separation. The RE code may only be changed if the reason for discharge is changed. A change of RE code is not required to enlist for former Soldiers who were honorably discharged for the reason of Homosexual Conduct. For more information on the RE code and its relation to enlistment, please see the Q&A on the subject in this document.

Former Soldiers who were discharged solely for being homosexual may apply to re-enter the Armed Forces. There is no need to request a change of the RE Code from the ADRB or ABCMR if the former Soldier received an honorable discharge. All they have to do is see an Army recruiter.

They will be evaluated according to the same criteria and Service requirements applicable to all prior-service members seeking re-entry into the military. There will be no preferential treatment for service members separated solely under 10 U.S. Code, section 654 and its implementing regulations. They will be processed as any other re-accession applicant under Service policies. Services shall continue to consider a service member's previous performance and disciplinary record when determining suitability for re-entry.

The Services will waive re-entry codes on DD Forms 214 that are based upon separations under 10 U.S. Code, section 654 and its implementing regulations. Applicants will then be processed on a case-by-case basis in accordance with Service policies. For example, former Soldiers who were separated with an honorable discharge (or an uncharacterized discharge for those occurring during initial training), and who have a separation code in their records reflecting a separation under 10 U.S. Code, section 654 and its implementing regulations, shall be considered for re-entry according to the most favorable re-entry classification.

The Army's operational requirements will continue to dictate re-accession criteria. Characterizations at separation (Honorable, General Under Honorable Conditions, and Under Other Than Honorable Conditions) are based upon the service member's whole military service and conduct.

Remedies such as correcting a record to reflect continued service with no discharge, restoration to a grade or position, credit for time lost, or an increase in pay from no separation pay to half or full separation pay or from half separation pay to full separation pay will not normally be appropriate corrections since these actions were taken under DADT law and regulations in effect at the time.

The DADT policy, enacted by Congress on December 21, 1993 and repealed effective September 20, 2011, was the law during that period of time. The Army

Regulations implementing various aspects of DADT policy were valid regulations during that period.

DADT's repeal may be a relevant factor in evaluating an application under current standards (such as requests to change the narrative reason for a discharge, requests to re-characterize the discharge to honorable, and/or requests to change the RE Code to an immediately-eligible-to reenter category). However, the issuance of a discharge under DADT or the taking of an action pursuant to Army regulations related to a discharge under DADT during the period they were in effect does not by itself constitute an error or injustice that would invalidate an otherwise proper action taken pursuant to DADT and applicable DoD policy in effect at the time.

Therefore, remedies such as correcting a record to reflect continued service with no discharge, restoration to a previous grade or position, credit for time lost, or an increase from no separation pay to half or full separation pay or from half separation pay to full separation pay will not normally be appropriate corrections.

For questions on benefits, please contact a representative of the Department of Veterans Affairs.

For questions on enlistment, please contact an Army recruiter.

**Question: Can I change my name or gender on my military records after I am discharged?**

**Answer:** The Board will consider applications for name changes to the DD214 to correct an error or remove an injustice. The applicant must provide justification demonstrating that they were a victim of an error (i.e., genuine error) or that having their former name on their DD-214 causes an injustice (e.g., due to a divorce or their transgender status). A signed and authenticated court order providing proof the applicant's name was legally changed should accompany the application. As with all applications to the Board, each application for a name change will be considered on its own merits.

**Question: If my command failed to pay me authorized Incapacitation Pay before I was separated from the Army, can the Army Board for Correction of Military Records (ABCMR) pay me the Incapacitation Pay I am due?**

**Answer:** Incapacitation Pay must be paid to a Soldier before the Soldier is separated. When Incapacitation Pay is authorized and approved prior to separation but is not paid to the Soldier before separation, the separated Soldier can apply to the Army Board for Correction of Military Records (ABCMR).

The separated Soldier can complete an online application at <http://actsonline.army.mil> and send the signature page and evidence as instructed by the online program - or – the Soldier may print a blank DD Form 149 or DD Form 293 from the Army Review Boards Agency website at <http://arba.army.pentagon.mil> to fill in the requested information, and mail it to the address shown on the reverse of the form.

Please provide copies of all relevant military and medical records in your possession to include your Incapacitation Pay claim packet, and any other evidence to support your request.

The Army Board for Correction of Military Records (ABCMR) reviews applications in the order in which they are received out of fairness to all. Due to the large number of applications already on hand and the complexity of many of the cases, it may be as long as 12 months from the date we receive your application before you receive notification of the decision on your request. Be assured that the Board will consider your application as soon as possible and will notify you by mail as soon as a decision is made.

**Question: If the Department of Veteran Affairs (VA) give me a higher VA disability rating, does that mean my Army discharge disability rating is wrong?**

**Answer:** An award of a higher VA rating does not establish error or injustice in the Army disability rating or type of discharge at the time of separation.

The Army rates only conditions determined to be physically unfitting at the time of discharge which disqualify the Soldier from further military service. The Army disability rating is to compensate the individual for the loss of a military career. The VA does not have authority or responsibility for determining physical fitness for military service.

The VA awards disability ratings to veterans for service-connected conditions, including those conditions detected after discharge, to compensate the individual for loss of civilian employability.

As a result, these two Government agencies may arrive at different disability ratings based on the same impairment. Unlike the Army, the VA can evaluate a veteran throughout his or her lifetime, adjusting the percentage of disability based upon that agency's examinations and findings.

**Question: Can my reentry eligibility (RE) code be changed?**

**Answer:** The RE code (Reentry Eligibility code) is determined by the reason for separation, not the character of separation (honorable, general, or under other than honorable).

The RE code is not changed or upgraded solely to allow enlistment (reentry into the service). Soldiers separated with an RE-3 or RE-4 code must seek a waiver from a recruiter to enlist.

Depending on the type of discharge and disqualification, a waiver may not be possible.

According to Army Regulation 601-210, Active and Reserve Components Enlistment Program, the Reentry Eligibility (RE) code can only be changed if an incorrect code was entered for the reason for separation. For this type of correction, please send a letter and a copy of your DD Form 214 to the following address requesting the correction:

***Commander***

*US Army Human Resources Command  
Attention: Retention Branch (AHRC-EPF)  
1600 Spearhead Division Drive, Dept 365  
Fort Knox, KY 40121*

If the Human Resources Command denies your request and you can provide evidence that the RE code is erroneous or unjust, you may apply to the Army Board for Correction of Military Records (ABCMR) for a correction of the RE code.

On the "Correction of Military Records" page on the Army Review Boards Agency website (<http://arba.army.pentagon.mil>), click on the Application Procedures for information on how to apply to the Army Board for Correction of Military Records (ABCMR).

## **SERVICE ORGANIZATIONS**

The following service organizations have been approved by the Department of Defense to provide counseling, advice, representation and other assistance to veterans submitting applications to the Army Board for Correction of Military Records and the Army Discharge Review Board.

### **American Legion**

Department Service Officers  
Directory found at  
<http://www.legion.org>  
in top blue bar, click on  
"Find a Service Officer"  
or write to:  
Discharge Review and  
Correction Board Office  
1608 K Street, NW  
Washington, DC 20006-2847  
(202) 861-2700

### **AMVETS (American Veterans)**

National Service Officers  
in each state, directory found at  
<http://www.amvets.org> under  
"Veteran Services" >  
"Filing a VA Claim" >  
"Service Officer Contact List"

### **Blinded Veterans Association**

125 N. West Street, 3rd Floor  
Alexandria, VA 22314  
800-669-7079  
<http://www.bva.org>

### **Disabled American Veterans**

National Service Officer  
Directory found at  
<https://www.dav.org> under  
"Veterans"  
"Find your Local Office"  
3725 Alexandria Pike  
Cold Spring, KY 41076  
(877) I AM A VET  
(877) 426-2838

### **Jewish War Veterans**

1811 R. Street, NW  
Washington, DC 20009-1603  
(202) 265-6280  
<http://www.jwv.org>

### **Military Order of the Purple Heart**

Board of Veterans' Appeals  
425 Eye Street, Room 2W.240P  
Washington, DC 20001  
(202) 632-4621  
<http://www.purpleheart.org>

### **Reserve Officers Association**

One Constitution Avenue, NE  
Washington, DC 20002-5618  
(202) 479-2200  
(800) 809-9448  
<http://www.roa.org>

### **Department of Veteran Affairs**

Veterans Service Organization  
Directory  
<http://www1.va.gov/vso>



**APPLICATION FOR CORRECTION OF MILITARY RECORD  
UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552**  
(Please read Privacy Act Statement and instructions on back BEFORE completing this application.)

OMB No. 0704-0003  
OMB approval expires  
Dec 31, 2017

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22304-3100 (0704-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.

**1. APPLICANT DATA** (The person whose record you are requesting to be corrected.)

a. BRANCH OF SERVICE (X one)	<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD
b. NAME (Print - Last, First, Middle Initial)	c. PRESENT OR LAST PAY GRADE		d. SERVICE NUMBER (If applicable)	e. SSN	
2. PRESENT STATUS WITH RESPECT TO THE ARMED SERVICES (Active Duty, Reserve, National Guard, Retired, Discharged, Deceased)	3. TYPE OF DISCHARGE (If by court-martial, state the type of court.)			4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY (YYYYMMDD)	

**5. I REQUEST THE FOLLOWING ERROR OR INJUSTICE IN THE RECORD BE CORRECTED AS FOLLOWS:** (Entry required)

**6. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST FOR THE FOLLOWING REASONS:** (Entry required)

a. IS THIS A REQUEST FOR RECONSIDERATION OF A PRIOR APPEAL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	b. IF YES, WHAT WAS THE DOCKET NUMBER?	c. DATE OF THE DECISION
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**7. ORGANIZATION AND APPROXIMATE DATE (YYYYMMDD) AT THE TIME THE ALLEGED ERROR OR INJUSTICE IN THE RECORD OCCURRED** (Entry required)

**8. DISCOVERY OF ALLEGED ERROR OR INJUSTICE**

a. DATE OF DISCOVERY (YYYYMMDD)	b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THE APPLICATION.
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**9. IN SUPPORT OF THIS APPLICATION, I SUBMIT AS EVIDENCE THE FOLLOWING ATTACHED DOCUMENTS:** (If military documents or medical records are pertinent to your case, please send copies. If Veterans Affairs records are pertinent, give regional office location and claim number.)

10. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. (At no expense to the Government) (X one)  YES. THE BOARD WILL DETERMINE IF WARRANTED.  NO. CONSIDER MY APPLICATION BASED ON RECORDS AND EVIDENCE.

11.a. COUNSEL (If any) NAME (Last, First, Middle Initial) and ADDRESS (Include ZIP Code)	b. TELEPHONE (Include Area Code)
	c. E-MAIL ADDRESS
	d. FAX NUMBER (Include Area Code)
	e. I WOULD LIKE ALL CORRESPONDENCE/DOCUMENTS SENT TO ME ELECTRONICALLY. <input type="checkbox"/> YES <input type="checkbox"/> NO

**12. APPLICANT MUST SIGN IN ITEM 15 BELOW. If the record in question is that of a deceased or incompetent person, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY THE APPLICATION. If the application is signed by other than the applicant, indicate the name (print) and relationship by marking one box below.**

SPOUSE  WIDOW  WIDOWER  NEXT OF KIN  LEGAL REPRESENTATIVE  OTHER (Specify)

13.a. COMPLETE CURRENT ADDRESS (Include ZIP Code) OF APPLICANT OR PERSON IN ITEM 12 ABOVE (Forward notification of all changes of address.)	b. TELEPHONE (Include Area Code)
	c. E-MAIL ADDRESS
	d. FAX NUMBER (Include Area Code)

**14. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. (U.S. Code, Title 18, Sections 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)**

**CASE NUMBER**  
(Do not write in this space.)

15. SIGNATURE (Applicant must sign here.)	16. DATE SIGNED (YYYYMMDD)
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## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1552 and E.O. 9397, as amended (SSN).

**PRINCIPAL PURPOSE(S):** To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record. Completed forms are covered by correction of military records SORNs maintained by each of the Services or the Defense Finance and Accounting Service. The DoD Systems of Records Notices can be located at: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentNotices.aspx>.

**ROUTINE USE(S):** The DoD Blanket Routine Uses at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply to this collection.

**DISCLOSURE:** Voluntary. However, failure by an applicant to provide the information not annotated as "optional" may result in a denial of your application. An applicant's SSN is used to retrieve these records and links to the member's official military personnel file and pay record.

**Applicable SORNs:**

Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6000/a0015-185-sfmr.aspx>)

Navy and Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6510/nm01000-1.aspx>)

Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5904/f036-safpc-d.aspx>)

Defense Finance and Accounting Service (<http://privacy.defense.gov/notices/dfas/T5015a.shtm>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

**Official Military Personnel Files:**

Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6131/a0600-8-104-ahrc.aspx>)

Navy (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6405/n01070-3.aspx>)

Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6775/m01070-6.aspx>)

Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5876/f036-af-pc-c.aspx>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

## INSTRUCTIONS

Under Title 10 United States Code Section 1552, Active Duty and Reserve Component Service members, Coast Guard, former Service members, their lawful or legal representatives, spouses of former Service members on issues of Survivor Benefit Program (SBP) benefits, and civilian employees with respect to military records other than those related to civilian employment, who feel that they have suffered an injustice as a result of error or injustice in military records may apply to their respective Boards for Correction of Military Records (BCMR) for a correction of their military records. These Boards are the highest level appellate review authority in the military. The information collected is needed to provide the Boards the basic data needed to process and act on the request.

1. All information should be typed or printed. Complete all applicable items. If the item is not applicable, enter "None."
2. If space is insufficient on the front of the form, use the "Remarks" box below for additional information or attach an additional sheet.
3. List all attachments and enclosures in item 9. Do not send original documents. Send clear, legible copies. Send copies of military documents and orders related to your request, if you have them available. Do not assume that they are all in your military record.
4. The applicant must exhaust all administrative remedies, such as corrective procedures and appeals provided in regulations, before applying to the Board of Corrections.
5. ITEM 5. State the specific correction of record desired. If possible, identify exactly what document or information in your record you believe to be erroneous or unjust and indicate what correction you want made to the document or information.
6. ITEM 6. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board by the evidence that you supply, or it must otherwise satisfactorily appear in the record, that the alleged entry or omission in the record was in error or unjust. Evidence, in addition to documents, may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting the application. All evidence not already included in your record must be submitted by you. The responsibility of securing evidence rests with you.
7. ITEM 8. U.S. Code, Title 10, Section 1552b, provides that no correction may be made unless a request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.
8. ITEM 10. Personal appearance before the Board by you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of your application. If the Board determines that a personal appearance is warranted and grants approval, appearance and representation are permitted before the Board at no expense to the government.
9. ITEM 11. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.
10. ITEM 12. The person whose record correction is being requested must sign the application. If that person is deceased or incompetent to sign, the application may be signed by a spouse, widow, widower, next of kin (son, daughter, mother, father, brother, or sister), or a legal representative that has been given power of attorney. Other persons may be authorized to sign for the applicant. Proof of death, incompetency, or power of attorney must accompany the application. Former spouses may apply in cases of Survivor Benefit Plan (SBP) issues.
11. For detailed information on application and Board procedures, see: Army Regulation 15-185 and [www.arba.army.pentagon.mil](http://www.arba.army.pentagon.mil); Navy - SECNAVINST.5420.193 and [www.hq.navy.mil/bcncr/bcncr.htm](http://www.hq.navy.mil/bcncr/bcncr.htm); Air Force Instruction 36-2603, Air Force Pamphlet 36-2607, and [www.afpc.randolph.af.mil/safmrbcr](http://www.afpc.randolph.af.mil/safmrbcr); Coast Guard - Code of Federal Regulations, Title 33, Part 52.

### MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY	NAVY AND MARINE CORPS	AIR FORCE	COAST GUARD
Army Review Boards Agency 251 18th Street South, Suite 385 Arlington, VA 22202-3531	Board for Correction of Naval Records 701 S. Courthouse Road, Suite 1001 Arlington, VA 22204-2490	Board for Correction of Air Force Records SAF/MRBR 550-C Street West, Suite 40 Randolph AFB, TX 78150-4742	Department of Homeland Security Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528-0485

17. REMARKS