

## Chapter 10

### CORRECTING OFFICER AND ENLISTED EVALUATIONS

#### 10.1. Purpose.

10.1.1. The Evaluation Reports Appeal Board (ERAB) was established to provide all Air Force personnel with an avenue of relief for correcting errors or injustices in evaluations at the lowest possible level.

10.1.2. If an evaluation cannot be corrected under Table 10.2, an applicant's first avenue of relief for correcting an evaluation is through the ERAB, which is accessible via the vMPF/vPC, (see the PSD Guide for further guidance).

10.1.3. An applicant's second and last avenue of relief is via the Air Force Board for Correction of Military Records (AFBCMR) by submitting a DD Form 149, *Application for Correction of Military Records under the Provisions of Title 10, U.S. Code, Section 1552*, IAW AFI 36-2603 and AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*. **NOTE:** Applicant should exhaust all other avenues of relief (i.e. the ERAB) before submitting their request to the AFBCMR.

10.1.4. Retired or separated personnel are not eligible to apply for correction through the ERAB; therefore, they must submit a DD Form 149 to the AFBCMR.

#### 10.2. Program Elements.

10.2.1. Who Establishes the Board. The Commander, Headquarters Air Force Personnel Center (HQ AFPC/CC) directs the Chief of AF Evaluation Programs to establish an Evaluation Report Appeals Board (ERAB) to assess requests to correct evaluations and to correct substantiated errors or injustices for RegAF. The Commander, Headquarters Air Reserve Personnel Center (HQ ARPC/CC) directs the establishment of the ERAB to assess requests to correct evaluations and to correct substantiated errors or injustices on ARC personnel.

10.2.1.1. For officer appeals, the board president must be at minimum an Air Force commissioned officer or civilian in the grade of O-5/GS-12 and above. For enlisted appeals, the board president must be equal to or higher than the requester or at a minimum an Air Force SNCO or civilian in the grade of E-7/GS-9.

10.2.1.2. Each Board will consist of a three-person panel composed of two board members and a board president. A board member or president who was, or is, an evaluator for an applicant cannot consider that person's appeal.

10.2.1.3. The ERAB works under the assumption that evaluations are accurate and objective. The applicant filing an appeal must provide strong evidence to overcome the evaluation's presumed validity beyond a reasonable doubt.

10.2.2. Who Administers the Appeal Process. The Evaluations Programs Section (HQ AFPC/DP2SPE and HQ ARPC/PB) manages the appeals process and executes board decisions. Following the Board's decision, destroys all working papers, memoranda, worksheets, recommendations, and notes between the board members or between the Board and the Evaluation Section which pertain to the case. The Board does not create nor maintain formal records of proceedings.

### 10.2.3. How the Board Will Operate:

10.2.3.1. Board Members Review applications and make recommendations to the ERAB President.

#### 10.2.3.2. The ERAB President:

10.2.3.2.1. Reviews the member's request, considers each board member's recommendations, and makes the final decision for the appeal.

10.2.3.2.2. Acts for the full Board on applications which involve administrative and technical corrections, or in cases that clearly lack the evidence necessary for presentation to the full board, or in cases that require waiving the time limit for an appeal.

#### 10.2.3.3. The Board:

10.2.3.3.1. May be formal or informal.

10.2.3.3.2. Does not permit personal appearances. Neither applicants nor their representatives can appear before the ERAB.

10.2.3.3.3. Handles all appeals confidentially and does not normally disclose information to outside agencies.

10.2.3.3.4. Refers cases for action to appropriate agencies or individuals, such as Air Force Office of Special Investigations, unit commander, and so on, if documents or statements do not appear to be authentic. The Manual for Courts-Martial specifies penalties for creating false or forged official statements and documents. Civilian Air Force employees may be punished under federal law.

10.2.3.3.5. Reviews cases based on information supplied in the application. The ERAB is not an investigative body and does not solicit additional documentation in support of an application. However, if the board decides to consider information that was not available to the applicant, the ERAB will notify the applicant and allow him/her time to comment on the information. **EXCEPTION:** Information contained in PDS or the MPerRGp.

10.2.3.3.6. Directs removal, inclusion, substitution and/or corrections to evaluations. The ERAB is authorized to modify evaluations that differ from the applicant's request, (i.e. the applicant request the report be voided because the feedback date is incorrect; the ERAB may deny voiding the report and instead direct the feedback date be corrected).

### 10.2.4. Prohibited Requests. The Board will not consider nor approve requests to:

10.2.4.1. Void an evaluation when the error or injustice can be corrected administratively.

10.2.4.2. Void an evaluation while keeping attachments to that evaluation.

10.2.4.3. Void an evaluator's section while keeping comments or ratings of subsequent evaluators.

10.2.4.4. Void an evaluator's comments, but keep the ratings (or vice versa).

10.2.4.5. Delete required information or add unauthorized information to an evaluation.

10.2.4.6. Change (except for deletions) an evaluator's ratings or comments if the evaluator does not support the change. When an evaluator supports changing ratings, all subsequent evaluators must also agree to the changes, (including the commander on EPRs, the reviewer on OPRs, and the MLR Board President on PRFs); see Attachment 2, paragraph A2.3.

10.2.4.7. Re-accomplish an evaluation without the applicant furnishing the new evaluation.

10.2.4.8. Void, correct or change an evaluation that does not meet the 3-year time limit without a waiver, see paragraph 10.5.

10.2.4.9. Correct or rewrite an evaluation post-board based solely on the omission of an optional statement, or to make the evaluation stronger (i.e. PME/DE/Assignment recommendations, awards, deployment information, SR endorsement and/or stratification are not mandatory, therefore omission of any does not make the report inaccurate or unjust).

10.2.4.10. Void or correct an evaluation because an action, (i.e. UIF, Control Roster, Article 15, etc.), was removed:

10.2.4.10.1. Early or on the disposition date. Removal does not mean the action did not take place. If the corrective action existed on or before the close-out date of the evaluation, the evaluation is still valid.

10.2.4.10.2. Because the corrective action was “set-aside.” If the corrective action (i.e. Article 15) was “set-aside,” but the behavior that led to the corrective action is still valid and the behavior existed on or before the close-out date of the report, the evaluation may still be valid if the report only reflects the behavior and not the corrective action that was “Set Aside.” If the action that was “Set Aside” is mentioned in the evaluation, the ERAB would only remove the reference to it; not the behavior that led to the action. **EXAMPLES:**

10.2.4.10.2.1. The ratee received an Article 15 for DUI, and later the Article 15 was set aside for reasons other than innocence. However, the report only states “Used poor judgment—picked up for DUI.” Since the ratee was picked up for DUI, and the evaluation does not mention the Article 15, the evaluation is still a valid report.

10.2.4.10.2.2. The ratee received an Article 15 for DUI, and later the Article 15 was set aside for reasons other than innocence. The report states “Used poor judgment—rcvd Art 15 for DUI.” In this case, the ERAB would not void the evaluation but would correct the evaluation to reflect “Used poor judgment—DUI.”

10.2.4.10.2.3. For the ERAB to decide favorably to void the evaluation, the applicant must prove by a preponderance of the evidence that the behavior did not take place and the corrected action taken was officially set aside and not just removed or expired.

10.2.5. Appeals based on Promotion/Career Opportunity. Although not prohibited, ERAB requests based solely on a willingness by evaluators to change evaluations after non-selection for promotion will not be favorably considered unless proven the evaluation was erroneous or unjust based on content, see Attachment 2, paragraph A2.5.1.

### 10.3. Correcting Evaluations.

10.3.1. Prior to Becoming a Matter of Record. Once a digital signature is applied, the comments and ratings are locked and cannot be changed. In addition, the digital signatures cannot be deleted. If a correction needs to be made after the form has been digitally signed, then the rater will need to re-accomplish the form. He/she will be able to copy the text areas from the erroneous form and paste them into the new form. The corrections can be made and the form resigned. The form will reflect the date of the new signature.

10.3.2. Appealing Evaluations and Requesting Changes After Evaluations Have Become a Matter of Record. See paragraph 1.4.3. to determine when an evaluation becomes a matter of record. Applicants must exhaust all avenues of relief before submitting their requests to the AFBCMR. The other avenues available are:

10.3.2.1. Administrative Correction. See Table 10.2. to determine if the requested correction can be made through administrative procedures without referral to the ERAB or AFBCMR. Due to the electronic process only HQ AFPC/DPS2PE can make corrections to evaluations; and in most cases, once an evaluation becomes a matter of record, even administrative corrections will require an applicant to submit an ERAB. An example of a case that would not require an ERAB or AFBCMR would be when a report is not viewable in ARMS. In this case a simple email would suffice; or when the "YE" is not updated in PDS. In this case the MPS should be contacted; since these changes does not require the evaluation itself to be *corrected*.

10.3.2.2. When the correction cannot be corrected administratively, the next avenue of relief is through the ERAB. Procedures for appealing evaluations through the ERAB are prescribed in this chapter.

10.3.2.3. If the correction cannot be corrected administratively, the ERAB denies the appeal, or the requested action is not authorized by this chapter, the next avenue of relief would be through the AFBCMR. Procedures can be found in AFI 36-2603.

10.3.2.4. Airman Comprehensive Assessment (ACA) worksheets and sessions are not subject to appeal.

10.3.3. Any changes or corrections that substantially alter the content from the original version require original signatures from all evaluators. If an evaluator (other than the rater) is unavailable (due to retirement, for example) and all attempts to contact him or her have failed, the individual who replaced the missing evaluator must sign the evaluation. When correcting an *administrative* error prior to the evaluation becoming a matter of record, and one or more of the evaluators are unavailable (due to retirement, for example) to sign the re-accomplished evaluation, an Air Force Personnel official (officer or SNCO) in the MPS will certify the authenticity of the comments of the missing evaluator. The Commander/Superintendent, MPS is the lowest level which will authenticate a missing signature. The SR may also certify authenticity. To do this, copy the evaluator's comments and ratings verbatim, and place the following statement in the block where the missing evaluator would have signed: "Original

Signed." Enter in the right margin (on the reverse side of the form) the grade, name, signature, duty title, unit of the certifying official, and the original date signed. **NOTE:** When utilizing the "original signed" all other signatures must be "wet" signed. Digital signatures are not authorized.

10.3.4. Re-accomplish evaluations containing an excessive number of erasures, change sentence meaning, or requiring corrections to the ratings. Do not use paper correction tape. Do not correct ratings.

10.3.5. Evaluations will not be appealed under Chapter 10 or AFI 36-2603 before becoming a matter of record.

10.3.6. For PRF corrections, see paragraph 8.5. and Attachment 2, paragraph A2.6.

10.3.7. Corrected Copies of Digitally Signed Documents. See paragraph 1.4.5.2.

#### **10.4. Responsibilities.**

10.4.1. The Military Personnel Section (MPS).

10.4.1.1. Responsible for training the base population on the ERAB process.

10.4.1.1.1. A detailed explanation of the new process and complete documentation for the new process can be found in the PSD Guide.

10.4.1.1.2. Detailed training information is also available on myPers.

10.4.1.2. Retains only an advisory role in the ERAB process and will provide guidance to members after they have exhausted support from their local HR specialist. **EXCEPTION:** When the request is initiated by someone other than the ratee, or the ratee does not have access to the vMPF/vPC. See paragraph 10.4.1.3. and paragraph 10.4.5.

10.4.1.3. Opens a CMS case when paragraph 10.4.5. is applicable. See paragraph in the PSD Guide for instructions.

10.4.2. The Unit/Group Level Human Resource (HR) Specialist.

10.4.2.1. The HR Specialist will have a very limited role in the ERAB appeal process. However, the HR Specialist must have a basic knowledge of the process and be able to provide applicants with guidance on how to access the HQ AFPC Evaluations/vPC. **(T-0)**.

10.4.2.2. The HR Specialist may be asked to provide HQ AFPC/DP2SPE or HQ ARPC/PB copies of UIF if applicable, or other documents kept at the unit/group level.

10.4.2.3. The HR Specialist may be required to open a CMS case when paragraph 10.4.5. is applicable. See the PSD Guide for instructions.

10.4.3. The Total Force Service Center (TFSC) Personnel.

10.4.3.1. Must be knowledgeable of the appeals process, thoroughly familiar with the contents of this AFI, and in particular, must carefully review Attachment 2.

10.4.3.2. General Responsibilities. When an applicant contacts the TFSC regarding the ERAB process, the TFSC will:

10.4.3.2.1. Be responsible for answering customer inquiries concerning corrections and appeals.

10.4.3.2.2. Determine if the correction is minor or requires a formal application by the member. Minor corrections will be processed by the applicable office of primary responsibility IAW Table 10.2. **NOTE:** Any and all corrections involving AF Forms 709, *Promotion Recommendation Forms* (PRFs) and AF Forms 3538, *Retention Recommendation Forms* (RRFs) will immediately be forwarded to HQ AFPC/DP2SPE for correction.

10.4.3.2.3. Counsel applicants.

10.4.3.2.4. Explains application procedures and documentation requirements via the vMPF/vPC. The addresses for sending original documents are:

10.4.3.2.4.1. RegAF:

HQ AFPC/DP2SPE  
Attn: ERAB  
550 C Street West, Suite 7  
Joint Base San Antonio-Randolph TX 78150-4709

10.4.3.2.4.2. AFR/ANG (ARC):

HQ ARPC/PB  
Attn: ERAB  
18420 E Silver Creek Ave, Bldg 390 MS 68  
Buckley AFB CO 80011-9502

10.4.3.2.5. Assist applicants in completing the on-line application through the vMPF/vPC. If applicant is other than the ratee, the TFSC refers the applicant to the MPS/HR Specialist who will initiate a CMS case. If the applicant does not have access to the vMPF/vPC, the TFSC will refer the applicant to the MPS/HR Specialist who will initiate a CMS case.

10.4.3.2.6. Provide the military addresses of personnel, and assists applicants in contacting retirees through the Worldwide Locator IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **NOTE:** The Privacy Act protects retirees' addresses. See Attachment 2, paragraph A2.3.7. for procedures.

10.4.3.2.7. Explain and emphasize expedite and waiver procedures IAW paragraph 10.5. and Attachment 2, paragraph A2.4. Advise member that it takes approximately 30-90 days (AD) or 90-120 days (ARC) to process a case, and if they are requesting a correction to be completed before a board to please plan accordingly. Expedited cases must reach HQ AFPC/DP2SPE no later than 45 days before the board convening date, (not applicable for ARC). **NOTE:** Although every attempt is made to get cases completed prior to a pending board, there is no guarantee that an application will be completed prior to the board.

10.4.3.3. The TFSC will provide a cadre of specialists to act as liaisons for, and provide guidance to, base level commanders and MPS/HR Specialist personnel for any questions related to the ERAB process or to check on the status of an application.

#### 10.4.4. The Applicant.

10.4.4.1. Submits request for correction, insertion or removal of evaluations via the vMPF/vPC, see the PSD Guide for guidance. All requests are submitted thru the vMPF/vPC/CMS unless authority is granted otherwise (see paragraph 10.4.4.1.2).

10.4.4.1.1. If applicant does not have access to the vMPF/vPC, he/she may contact the servicing MPS/HR Specialist who will open a CMS/vPC case.

10.4.4.1.2. If applicant does not have access to the vMPF and the servicing MPS/HR Specialist, then he/she must obtain HQ AFPC/DP2SPE approval. If approved, the applicant must submit an AF Form 948, *Application for Correction/Removal of Evaluation Report*, see Table 10.6 for instructions. AF Form 948 will be authorized only on a case-by-case basis, and under extremely extenuating circumstances, (i.e., someone who is in confinement and has absolutely no access to the vMPF). Non-availability waiver requests due to being out-of-the office, on leave or TDY, will not be approved, (not applicable for ARC).

10.4.4.2. Clearly and concisely state what he/she wants (i.e., “Request my EPR rendered for the period 1 Jan 08 – 31 Dec 08 be removed,” or “Correct the duty title in my EPR that closed out on 15 Jun 08”).

10.4.4.3. Supply clear and credible evidence to support your application, see Attachment 2.

10.4.4.3.1. Supporting statements are required when making changes to an evaluation and must have dates and signatures. These statements must relate specifically to the period of the contested report. When information is not firsthand, the author must identify the source, see Attachment 2.

10.4.4.3.2. All documents can be processed through the vMPF. All documents will be scanned into the Personnel Processing Application of the vMPF with the application; however all original documents must then be mailed to: HQ AFPC/DP2SPE, Attn: ERAB, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4709, (not applicable for ARC).

10.4.4.3.3. The applicant can obtain copies of the contested evaluations and or documents required for their appeal through the PRDA (ARMS) access in vMPF/vPC.

10.4.4.4. Make sure that no rule in this instruction prohibits their request, see paragraph 10.2.4. and Attachment 2.

10.4.4.5. Applicant’s may contact the TFSC for guidance and application procedures.

10.4.4.6. Corrected Copies. See paragraph 1.4.5.2. and paragraph 1.4.5.3.

10.4.5. Corrections Initiated by Someone Other than the ratee. When someone other than the ratee finds an error in an evaluation, they will:

10.4.5.1. Determine if the evaluation can be corrected administratively IAW Table 10.2.

10.4.5.2. Take corrective action by contacting the MPS/HR Specialist to initiate a CMS/vPC case, or have the ratee to take corrective action on his/her own behalf via the vMPF/vPC. **(T-0)**.

10.4.5.3. Provide a statement from the ratee, acknowledging he/she is aware of the pending action and concur/non-concur with the request. **NOTE:** The ratee does not have to concur to submit the request. This statement is for acknowledgement purposes only, and gives the ratee an opportunity to dispute the action.

10.4.5.3.1. If the ratee disagrees, he/she must explain why the correction should not be approved and suggest an alternative. The omission of any remarks will be considered acceptance by the ratee.

10.4.5.3.2. If the ratee is unavailable to submit a statement, send a copy of the appeal to the member with a memorandum explaining the error, and ask the member to provide written comments within 10 calendar days from the date received. To ensure the member has had an opportunity to review the appeal, have him/her acknowledge receipt on the statement or use certified mail to document the date of receipt.

10.4.5.3.3. Reasonable requests for an extension of the time limit should be approved.

10.4.5.3.4. When the member provides written comments, submit the applicant's response and a copy of the memorandum with the application.

10.4.5.3.5. If the member fails to respond, annotate the remarks section of the application with, "Comments from the ratee were requested but not received." Attach a copy of the memorandum and either the member's acknowledgment or the certified mail receipt with the application.

#### 10.4.6. HQ AFPC/DP2SPE and HQ ARPC/DPT.

10.4.6.1. Review all ERAB applications for compliance with this AFI.

10.4.6.2. Process all applications that meet the requirements for submitting an ERAB.

10.4.6.3. Return all applications that do not meet the requirements for submitting an ERAB.

10.4.6.4. When applicable, make corrections to evaluations; update PDS; and forward the corrected evaluations to the appropriate offices.

10.4.6.5. Notify applicant of results via the vMPF/vPC or email. **(T-0)**.

10.4.6.6. Provide guidance to commanders, MPS and HR Specialist as required.

### 10.5. Meeting Time Limits and Expedited Requests.

#### 10.5.1. Time Limits.

10.5.1.1. You must submit your appeal within 3 years following the date the evaluation became a matter of record. If you do not know the exact date, add 2 months to the date the final evaluator signed the evaluation.

10.5.1.2. If the evaluation is more than 3 years old, you must submit a waiver of the time limit, see Attachment 2, paragraph A2.4.

10.5.1.3. Normal processing time for appeal applications is 90-120 days from a completed application. This does not include periods which applications are returned for corrections or missing documents.



10.5.1.4. Promotion Boards are closed out (cut-off) 30 to 45 days prior to the board convening date. In order to process an appeal in time, AFPC/DP2SPE or ARPC/PB must receive the appeal no later than 45 day before the cut-off date, (90 days before the particular special selection board or supplemental board). Although every attempt is made to expedite these cases, there is no guarantee that the case will be worked in time to meet the particular board, even when the case is marked "Expedited."

#### 10.5.2. Expedited Processing.

10.5.2.1. If you must resolve an appeal before a specific date or event, such as a pending promotion or special selection board, you must submit your application to HQ AFPC/DP2SPE (RegAF) or HQ ARPC/PB (ARC) no later than 90 days before the specific date or event.

10.5.2.2. See the PSD Guide for procedures for requesting expedited processing.

10.5.2.3. The only cases that will be accepted for expedited processing after the 90-day cut-off will be evaluations, including PRFs, that have closed out within 90 days of the board convening date.

### 10.6. Using Classified, Privacy Act, and Restricted Release Information:

10.6.1. Do not include classified information in the body of an appeal. You may, if necessary, include classified information in attachments. The applicant ensures classified attachments are submitted in accordance with security directives establishing control and mailing rules.

10.6.2. When submitting documents on someone else (i.e. evaluations on other individuals, AF Forms 2096, *Classification/On-The-Job Training Action*, PCS orders, travel vouchers, etc., on supervisors or coworkers), you must submit a statement from the concerned individual granting you permission to submit the particular document. Applications that do not comply will be returned without action. The applicant may then resubmit the application with the permission statement, or remove the document from his/her application.

10.6.3. If you feel that information in a restricted release file is essential to your case, you may ask the releasing agency to forward the information directly to HQ AFPC/DP2SPE or ARPC. When submitting your request to the releasing agency, you must waive, in writing, the right to review the information. Include a copy of this waiver with the appeal application. When the Board has decided the appeal, HQ AFPC/DP2SPE or ARPC/PB destroys the restricted file or returns it to the releasing agency.

### 10.7. Requesting Special Selection Board (SSB) or Supplemental Promotion Consideration:

10.7.1. RegAF officers can, in conjunction with their appeal, request SSB consideration for promotion, RegAF appointment, In-resident PME, Selective Early Retirement, or Reduction-in-Force separation boards. You should review AFI 36-2501, for additional information on SSBs.

10.7.2. AFR officers can, in conjunction with their appeal, request SSB consideration for promotion. You should review AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force* for additional information on SSBs.

10.7.3. RegAF enlisted personnel may request supplemental promotion consideration in conjunction with the appeal application. Such a request must be indicated on the appeal

application; however, squadron commander's concurrence is required when submitting the request. The commander must complete the endorsement on Personnel Processing Application (PPA) by using the HR Review button in CMS; by submitting a statement for application submitted by someone other than the ratee; or by signing the AF Form 948 when the applicant does not have access to the vMPF or MPS/HR Specialist, see paragraph 10.4.4.1.2. The commander must indicate concurrence or non-concurrence and provide an explanation for non-concurrence.

## **10.8. Resubmitting an Appeal:**

10.8.1. Applicants can resubmit an appeal only if they have substantial new evidence which the board did not initially consider.

10.8.1.1. Do not resubmit an application when the only documentation added to the case is a statement which simply rebuts the ERAB's previous decision. The ERAB does not view a rebuttal statement as new evidence and will decline to reconsider the case. Statements from members of the rating chain which respond directly to questions or concerns posed in the previous decision memorandum are acceptable new evidence.

10.8.1.2. Include all previous documentation with the new application.

10.8.2. If dissatisfied with the decision of the ERAB, submit an appeal to the AFBCMR, see paragraph 10.1.3.

**Table 10.1. How to Submit Requests for Correction.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If you are</b>	<b>the desired action is</b>	<b>then submit the request</b>	<b>then forward to</b>
<b>1</b>	the ratee is serving on RegAF	allowed under this instruction (See paragraph 10.4.4.)	To the ERAB via the vMPF/ using the Personnel Processing Application (PPA). See paragraph 10.4.4.1.2. when the PPA is unavailable. See Notes 1 and 2.	AFPC/DP2SPE, Attn: ERAB 550 C Street West, Suite 7 (Bldg 499), Joint Base San Antonio- Randolph TX 78150-4709
<b>2</b>	the ratee is a participating USAF Reserve or Air National Guard enlisted or officer		on AF Form 948, <i>Application for Correction/Removal of Evaluation Reports</i> , via vPC, see paragraph 10.4.4. See Note 1.	ARPC/PB, Attn: ERAB 18420 E. Silver Creek Ave Bldg 390 MS 68, Buckley AFB CO 80011-9502
<b>3</b>	the ratee is a non-participating reservist, retired, discharged, separated, dismissed, or dropped from rolls; or request is not allowed	not allowed under this instruction. (See paragraph 10.1.4.)	on DD Form 149, Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552, IAW AFI 36-2603.	Air Force Review Boards Office (SAF/MRBR), 550 C Street West Suite 40 (Bldg 499), Joint Base San Antonio-Randolph TX 78150-4742
<b>4</b>	not the ratee and have found an error in an evaluation	allowed under this instruction (See paragraph 10.4.5.)	IAW paragraph 10.4.5. and rules 1 or 2 above (as applicable).	the office shown in rules 1 or 2 above (as applicable).
<b>Notes:</b>				
1. Table 10.2. lists errors that are correctable without a formal application.				
2. Submit the original AF Form 948, see paragraph 10.4.4.1.2, with all supporting documents. Submit original AF Form 948, see paragraph 10.4.4., or DD Form 149 (whichever is applicable) with all supporting documents.				

**Table 10.2. Correcting Minor Errors on Evaluations.**

<b>R</b>	<b>Minor Errors</b>
<b>U</b>	<p><b>NOTE:</b> Once a digitally signed evaluation has been transmitted to AFPC/ARPC, only AFPC/ARPC is authorized to make the correction. Submit an ERAB request via the PPA, vMPF/vPC.</p> <p><b>The error is considered minor if the request is to correct an error in:</b></p>
<b>L</b>	
<b>E</b>	
<b>1</b>	<p>The Ratee identification data:  Name, grade, Social Security Number (SSN), (component, ANG/AFR only), or organizational element, or the identification data of an evaluator who signed the evaluation.  Name, grade, SSN, duty title, organizational element, date of signature, or final evaluator's position.  Education or Promotion or TIG/TIS eligible blocks</p> <p>See Notes 1, 2, and 3. Go to Table 10.3.</p>
<b>2</b>	<p>The Ratee's Duty Air Force Specialty Code (DAFSC), duty title, or level of duty.</p> <p>Enlisted: DAFSC must be reflected in the ratee's duty history.</p> <p>Officers: Not an administrative correction. Applicant must submit an ERAB via the vMPF/vPC. For ADL officers, the DAFSC authorization must be approved by the applicable HQ AFPC Assignment Functional Manager and reflected in the ratee's duty history.</p> <p><b>NOTE:</b> The MPS/HR Specialist performs the duty history update once duty title is approved.</p> <p>See Notes 1, 4, and 8. Go to Table 10.3.</p>
<b>3</b>	<p>The "from" or "thru" date of the evaluation, the number of days of supervision, or the reason for evaluation. See Notes 1, 5 and 6. Go to Table 10.3.</p>
<b>4</b>	<p>The marking of a concur or non-concur box, or to add a missing rating.</p> <p>See Notes 1 and 7. Go to Table 10.3.</p>
<b>5</b>	<p>Spelling, punctuation, or heading in an evaluator's comments.</p> <p>See Notes 1, 9, and 10. Go to Table 10.3.</p>
<b>6</b>	<p>The ratee's name or grade in an evaluator's comments.</p> <p>See Notes 1 and 9. Go to Table 10.3.</p>

**Notes: (T-0)**

1. Do not make corrections using this table if any doubt exists about the appropriateness of the request. Instead, submit a formal application IAW Table 10.1. with the questionable circumstances fully outlined. Any person who knows of an error that is correctable under Table 10.2. should bring it to the attention of the MPS Evaluations or the records custodian responsible for maintaining the original evaluation.
2. Submit an application according to Table 10.1. if the request is to change or add signatures, change or add signature dates on referral evaluations and supporting documents, and/or to substitute a re-accomplished evaluation. Changes to the final evaluator's position (AF Form 911) will be made only when the MPS Evaluations or the records custodian having custody of the original evaluation determines conclusively that an error exists. Do not correct TIG eligibility as an administrative correction; it must be corrected through the ERAB.
3. If a Supplemental Promotion Board (SSB), or the AFBCMR has changed an individual's grade due to retroactive promotion resulting from a review, submit a request according to Table 10.1. In these cases, the evaluation will be annotated with a statement that reads "Member promoted to \*\*\*\* with a retroactive effective date prior to the date this evaluation was rendered."
4. You can change the evaluation when approved documentation existed on or before the close-out date of the evaluation and a CSB has not considered the evaluation. If approved documentation did not exist, was subsequently approved, or the contested evaluation has been considered by a CSB, submit a request according to Table 10.1.
5. If a correction to either the period of the evaluation or the number of days of supervision would invalidate the requirement for that or any other evaluation on file, you must submit a request according to Table 10.1.
6. If changing the close date of an enlisted evaluation would result in the ratee receiving a supplemental promotion consideration, the Rater must submit a request according to Table 10.1.
7. Caution: Take extreme care when adding missing ratings or correcting concur/non-concur boxes. Submit an application IAW Table 10.1. any time the Rater's or endorser's rating(s) are missing and the non-concur box is also marked, or neither box is marked. However, you can correct an unmarked or mismarked concur or non-concur box when, after reviewing the evaluator's comments and ratings, there is no question as to which box should have been marked. If a rating is also missing or doubt exists, submit an application according to Table 10.1.
8. Submit a formal application according to Table 10.1. to request changes to the Unit Mission Description or the Job Description.
9. Do not change references such as Airman or Sergeant to reflect the person's actual grade.
10. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.

**Table 10.3. Minor Corrections – Offices Authorized to Make Corrections and Disposition.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the correction is authorized IAW</b>	<b>NOTE:</b> Once the evaluation has been transmitted to AFPC, only AFPC is authorized to correct digitally signed evaluations and an ERAB case must be submitted via the vMPF/vPC.
<b>1</b>	All enlisted grades (RegAF) AB -CMSgt	AFPC See Notes 1 through 5.
<b>2</b>	2Lts through Lt Cols	
<b>3</b>	CMSgts selectees and CMSgts	AF/DPE Chiefs Group
<b>4</b>	Colonel selects and colonels (ADL )	Colonels Group USAF/DPO
<b>5</b>	All general officers and brigadier general selectees (RegAF, AFR, ANG)	General Officers Group AF/DPG 1040 AF Pentagon, Room 5C238 Washington DC 20330-1040 See Notes 1 through 5
<b>6</b>	All ANG or AFR officers and enlisted personnel in the grade of colonel and below	HQ ARPC/PB Attn: ERAB 18420 E. Silver Creek Ave, Bldg 390 MS 68 Buckley AFB, CO 80011-9502 See Notes 1 through 5
<p><b>Notes: (T-0)</b></p> <ol style="list-style-type: none"> <li>1. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.</li> <li>2. If the request is invalid, incomplete or questionable, return it through any previous processing levels to the correction initiator with appropriate instructions. The initiator must identify all required changes because changing an evaluation's closing date can change the number of days of supervision, the reason for evaluation, the signature dates, or the "from" date of the subsequent evaluation.</li> <li>3. If the correction is authorized, the office that maintains the original evaluation will make the correction to the original and forward copies to the appropriate offices.</li> <li>4. The ERAB and the AFBCMR has the authority to correct or direct correction and distribution of all evaluations.</li> <li>5. Disposition. Digitally signed via automated system. "Wet Signed" below. <ol style="list-style-type: none"> <li>a. TSgt and below (RegAF): Original – AFPC/DP1ORM (ARMS)</li> <li>b. MSgt selects and above: Original – AFPC/ DP1ORM (ARMS)</li> <li>c. ARC: Original – HQ ARPC/PB, AFPC/DP1ORM (ARMS)</li> </ol> </li> </ol>		

Table 10.4. Board Directed Corrections - Correcting and Disposition of Documents.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If the action is a correction</b>	<b>that</b>	<b>then the agency authorized to make the</b>	<b>who will</b>	<b>and</b>
<b>1</b>	directed by the ERAB	changes an evaluation	HQ AFPC/DP2SPE ARPC/DPB AF/DPG AF/DPO	correct and initiate correction of the evaluation. See Notes 1 and 2. prepares an AF Form 77 See Notes 3, 4 and 5. annotates the document. See Note 6.	distributes copies of the corrected evaluation, AF Form 77, or other documents to records custodians with appropriate instructions. See Note 8.
<b>2</b>	directed by the Air Force Board for Correction of Military Records (AFBCMR)		HQ AFPC/DP2SPE ARPC/DPB AF/DPG AF/DPO	correct and initiate correction of the evaluation as directed by the AFBCMR. See Note 7.	

**Notes:**

1. On the bottom, reverse margin, type "CC" (for corrected copy), followed by the date, authenticator's organization, office symbol, and signature. (**EXAMPLE:** CC, 1 Jun 97, HQ AFPC/DP2SPE...) Align authenticator data in margin to allow adequate space for punched holes. The person signing the annotation must be a SSgt/GS-5 or above.
2. For evaluations being re-accomplished, you can annotate the signature blocks of evaluators not reasonably available ORIGINAL SIGNED. If used, the comments and ratings of the evaluators must be copied verbatim from the original evaluation. **NOTE:** All measures must be exhausted before this measure can be used.
3. For voided evaluations (excluding imbedded training reports and PRFs), prepare an AF Form 77 with the statement: "Not rated for the above period. Evaluation was removed by Order of the Chief of Staff, USAF." If voiding evaluations for two or more consecutive reporting periods, you can prepare one AF Form 77, but you must show the close-out dates of each evaluation.
4. For voided imbedded training reports, prepare an AF Form 77 with the statement: "A training report for the above period was removed by Order of the Chief of Staff, USAF." For missing imbedded training reports, no action will be taken since there is no gap in the ratee's record. The best course of action is to obtain a certified true copy (CTC) (see paragraph 1.4.5.2.) or a replacement TR and request it be included through the ERAB.

5. For a voided PRF, enter the statement: "AF Form 709, Promotion Recommendation, for promotion board (specify the promotion board, for example, 0589A) was removed by Order of the Chief of Staff, USAF." Use a similar statement for voided retention forms.
6. For documents that are attached to an evaluation, annotate documents with ACCEPTED FOR FILE--ATTACH TO (closing date) EVALUATION followed by the authenticator's data listed in Note 2.
7. Unless otherwise directed by the AFBCMR, annotate evaluations according to Note 2. For voided evaluations, prepare an AF Form 77 according to Note 4 except show the evaluation was removed "By Order of the Secretary of The Air Force."
8. Disposition. Digitally signed via automated system. "Wet Signed" below.
  - a. TSgt and below: Original – AFPC/DP2SPE, processing to AFPC/DP1ORM (ARMS)
  - b. MSgt selects & above: Original – AFPC/DP2SPE, processing to AFPC/DP1ORM (ARMS) and officers
  - c. ARC: Original – ARPC/PB, processing to AFPC/DP1ORM (ARMS)



**Table 10.5. Correcting AF Form 709, Promotion Recommendation Forms.**

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If you wish to correct an error in See Note 1</b>	<b>and the error is verified by, and supporting documents come from:</b>	<b>then request the correction by:</b>	<b>and forward the request for correction to:</b>
<b>1</b>	Sections I, III (Item 1), V, VI, VIII, or X; or the spelling or punctuation in the comments. See Notes 2 and 3.	the SR, MPS or the management level	Message, scan or fax	HQ AFPC/DP2SPE or HQ ARPC/DPB
<b>2</b>	Sections II or III (Item 2)	the SR	an application under Table 10.1. See Note 4.	
<b>3</b>	Sections IV or IX	the SR and the president of the Management Level Review Board (MLR). See Note 5 and Attachment 2, paragraph A2.6.		
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. When you have sent a PRF to HQ AFPC//ARPC, but it is not yet a matter of record (has not been filed in the Officer Selection Folder/Scanned into ARMS) contact the Evaluations Operations Branch (HQ AFPC/DP2SPE //ARPC/DPT) for instructions.</li> <li>2. You can change the duty title under this rule when the approved documentation existed on or before the date the PRF was prepared. If approved documentation did not exist, or was approved after the PRF preparation date, submit a formal application under Rule 2.</li> <li>3. Do not change words (except misspellings), phrases, sentence structure, or grammar under this rule.</li> <li>4. If a promotion board has not considered the PRF, you can scan or fax the application to HQ AFPC/DP2SPE. Please state that the evaluation it is a pre-board PRF that requires EXPEDITE processing and list the board date.</li> <li>5. If a promotion board has not considered the PRF, the management level can confirm coordination with the MLR president, with his/her recommendation, by message, scan or fax.</li> </ol>				

**Table 10.6. Instructions For Completing AF Form 948, Application for Correction/Removal of Evaluation Reports.**

**NOTE:** See paragraph 10.4.4. before completing.

<b>I T E M</b>	<b>TITLE</b>	<b>INSTRUCTIONS</b>
<b>1</b>	Name	Self-explanatory.
<b>2</b>	Grade	Enter data pertaining to the ratee of the contested evaluation.
<b>3</b>	SSN	If an appeal was previously submitted under another name (i.e. changed due to marriage, divorce, etc.), indicate the previous name in Item 12, Remarks.
<b>4</b>	Return Address	Provide current mailing address of applicant.
<b>5</b>	Office Phone	Enter DSN and Commercial.
<b>6</b>	Current Military Status	Place an "X" in the appropriate box.
<b>7</b>	Email Address	Enter a working email address to contact you in case of questions and/or to forward the Decision Memorandum.
<b>8</b>	Type of Evaluation(s) being appealed and the thru date	<p>List all evaluations being appealed by type of evaluation (i.e. EPR, OPR, Training Report, LOE, or PRF).</p> <p>Identify OPR/EPR/Training Reports/LOEs by their THRU (close-out) date.</p> <p>Identify PRFs by the BOARD ID (Found in Section VII on the AF Form 709).</p>
<b>9</b>	SSB/Supplemental Promotion consideration for officers and active duty enlisted personnel	<p>Applies only to:            Enlisted: RegAF Only            Officers: RegAF, Reserve, and Air National Guard.            For Reserve and Air National Guard enlisted personnel, check the "N/A" block.</p> <p>Special Selection Board (SSB) consideration applies to Central Promotion Boards; Regular AF Boards; In-Resident Central DE Boards; SERB and RIF Boards.</p> <p>Clearly identify the Board for which you desire reconsideration. EXAMPLE: "Promotion to Major, CY04A" P0404A, "RegAF augmentation, CY 05", or "SMSgt, 07E8".            See paragraph 10.5. for expedited processing requirements</p>

10	Commander's Certification	Enlisted Only. CC must recommend approval/disapproval for SSB consideration, by placing an "X" in the appropriate box and signing/dating this section.
11	Action Requested	Clearly identify the action desired for each evaluation being appealed. EXAMPLE: "Void 31 Dec 08 OPR;" "Change DAFSC to reflect..."; "Add Senior Rater Deputy endorsement." If a new evaluation is to be substituted, ask for substitution, not to void the original evaluation (e.g., "Substitute attached evaluation containing Senior Rater endorsement for evaluation currently on file"). Make sure the action you are requesting is not prohibited by paragraph 10.2.4. For enlisted members, indicate if you are also requesting supplemental promotion consideration; you must have the commander complete Item 10 of the application.
12	Reasons to Support Requested Action	Completely describe the error or injustice. For ease of consideration, list each allegation that applies to your application sequentially. Then, as needed, fully address each allegation. If you need more space, continue on plain bond paper. If your statement is extremely lengthy, you may enter "See Statement at Attachment" and attach your full statement.
13	List of Attachments	List all attachments in chronological order and identify each. EXAMPLE: <ol style="list-style-type: none"> <li>1. TDY Travel Voucher 12 Mar 95</li> <li>2. Contested EPR C/O 14 May 95</li> <li>3. Substitute 14 May 95 EPR</li> <li>4. Statement MSgt Smith 13 Sep 95</li> </ol> If you need more room, continue on plain bond paper. If you have numerous attachments, use tabs to make the case easier to review.
14	Signature/Date	Applicant will sign and date application. In cases where application is submitted by someone other than the ratee, refer to paragraph 10.4.5.

Figure 10.1. Sample, AF Form 948, Application for Correction/Removal of Evaluation Reports.

APPLICATION FOR CORRECTION/REMOVAL OF EVALUATION REPORTS			
(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C. 8013.            PRINCIPAL PURPOSE: To apply for correction of evaluation reports. Use of SSN is necessary to make identification of the individual and records.            ROUTINE USES: None.            DISCLOSURE IS VOLUNTARY: If information is not furnished, applicant may be denied relief sought.</p>			
<p>INSTRUCTIONS: Route your application per AFI 36-2401. Attach additional sheets of paper if more space is needed. When using additional sheets, list item continuation numbers.</p>			
1. NAME (Print Last, First, Middle Initial) BROWN, JOHN A.	2. GRADE MSGT	3. SOCIAL SECURITY NUMBER 123-45-6789	
4. RETURN ADDRESS (address the appeal should be returned to) 1234 ANDERSON DRIVE SWEETWATER, TX 1234	5. OFFICE PHONE (DSN and Extension) 555-5555	6. CURRENT MILITARY STATUS	
		ACTIVE DUTY <input checked="" type="checkbox"/>	
		RESERVE <input type="checkbox"/>	
GUARD <input type="checkbox"/>			
7. EMAIL ADDRESS (enter a working email address to contact you in case of an issue) JOHN.BROWN@US.AF.MIL			
8. LIST TYPE OF REPORT BEING APPEALED AND THE THRU DATE: APR, EPR, LOE, OER, OPR, PRF OR TR		9. SSB/Supplemental Promotion Consideration (See AFI 36-2401, AFI 36-2501, and AFI 36-2502.) Note: Enlisted Personnel must have CC approval in block 10 Not Applicable <input checked="" type="checkbox"/> Yes (Complete below information) <input type="checkbox"/>	
TYPE OF REPORT EPR	THRU DATE (For PRF enter Board ID) 8 JUN 10	ENTER ALL APPLICABLE CYCLE/BOARD INFORMATION (ie. P0504B or 04E5)	
10. COMMANDER'S CERTIFICATION FOR ENLISTED SUPPLEMENTAL PROMOTION CONSIDERATION			
RECOMMEND APPROVAL <input type="checkbox"/>	NAME AND GRADE OF COMMANDER	SIGNATURE	DATE
RECOMMEND DISAPPROVAL <input type="checkbox"/>			
11. ACTION REQUESTED (Choose option) Void report <input type="checkbox"/> Substitute Report <input checked="" type="checkbox"/> Change Duty Information <input type="checkbox"/> Other (specify) <input type="checkbox"/>			
12. REASONS TO SUPPORT REQUESTED ACTION (Be brief and specific) - Request 8 Jun 10 EPR be substituted with attached reaccomplished EPR - Items listed in Sec III Block 5 were not accomplished by the member			
13. NUMERICAL LIST OF ATTACHMENTS (List each supporting document in the order attached.) 1. Reaccomplished EPR with all original evaluators' signatures 2. Letters from evaluators providing detailed justification for the situation			
I make the foregoing statements as a part of my application with full knowledge of the penalties involved for willfully making a false official statement. (U.S. Code, Title 18, sec 287, 1001, provides a penalty as follows: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both.)			
14. SIGNATURE OF APPLICANT <i>John A. Brown</i>			DATE 2 Aug 10
AF IMT 948, 20051001, V1		PREVIOUS EDITIONS ARE OBSOLETE. FOR OFFICIAL USE ONLY (When filed in)	

GABRIEL O. CAMARILLO  
 Assistant Secretary of the AF  
 (Manpower and Reserve Affairs)