



**UNITED STATES AIR FORCE
BOARD FOR CORRECTION OF MILITARY RECORDS**

RECORD OF PROCEEDINGS

IN THE MATTER OF:

Work-Product

DOCKET NUMBER: BC-2022-02196

COUNSEL: NONE

HEARING REQUESTED: NO

APPLICANT'S REQUEST

1. His grade on the DD Form 214, *Certificate of Release or Discharge from Active Service*, reflect his Highest Grade Held (IGH) of master sergeant (E-7) in Block 4a. *Grade, Rate or Rank*.
2. His pay grade on the DD Form 214, reflect the HGH of "E7" in Block b. *Pay Grade*.

APPLICANT'S CONTENTIONS

On 15 May 17, the applicant was demoted to E-6 and retired on 1 Aug 22; however, according to Reserve Order **Work-Product**, his grade reflects the retired grade of master sergeant (E-7). In addition, U.S. Code 9343 states that the "member shall be retired in the highest enlisted grade in which member served on active duty." In this regard, the applicant requests his DD Form 214 reflect the highest grade/rank held satisfactorily.

The applicant's complete submission is at Exhibit A.

STATEMENT OF FACTS

The applicant is a retired Air Force technical sergeant (E-6).

On 24 May 11, according to Special Order **Work-Product**, dated 3 Jun 11, provided by the applicant, he was promoted to master sergeant (E-7).

On 15 Mar 17, according to Special Order **Work-Product**, dated 24 Feb 17, provided by the applicant, he was demoted to technical sergeant (E-6) for failure to attain and maintain fitness standards.

On 31 Jul 22, according to Reserve Order **Work-Product**, dated 9 Mar 22, provided by the applicant, he was transferred to the retired reserve after twenty-one (21) years, and twenty-one (21) days of service, in the retired pay grade of master sergeant (E-7).

On 31 Jul 22, according to Special Order **Work-Product**, dated 7 Jul 22, the applicant was relieved from assignment and transferred to the USAF Retired list. The applicant's grade reflects technical sergeant (E-6).

On 31 Jul 22, according to NGB Form 22, *National Guard Report of Separation and Record of Service*, the applicant transferred to the USAF Retired list after twenty-one (21) years, and twenty-

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one (21) days. Block 5a. *Rank* reflects “TSG”; Block 5b. *Pay Grade* reflects “E6”; and Block 6. *Date of Rank* reflects “2017/03/15”.

On 31 Jul 22, according to DD Form 214, *Certificate of Release or Discharge from Active Duty*, the applicant retired from active service after twenty-one (21) years, and twenty-one (21) months of active service. Block 4a. *Grade, Rate or Rank* reflects “TSG”; and Block b. *Pay Grade* reflects “E6”.

According to *Reserve Airman Grade History*, pulled from the Military Personnel Data System, at the time of retirement, the applicant’s current grade reflected “TSG” and his current grade date of rank reflected 15 Mar 17.

For more information, see the excerpt of the applicant’s record at Exhibit B and the advisory at Exhibit C.

APPLICABLE AUTHORITY/GUIDANCE

Personnel Services Delivery (PSD) guide, DD Form 214, Certificate of Release or Discharge from Active Duty:

Section B, *General Information*: The DD Form 214 is used to record qualifying active duty service. It provides qualifying Airmen that are separating, or retiring, with brief and clear records of their active military service for the time period the document is published.

Section E, Table 5, *How to Prepare the DD Form 214*, states that Block 4a, *Grade or Rank*, on the DD Form 214 will be the “Active duty grade held at close out date of DD Form 214” and Block 4b, *Pay Grade*, is the equivalent grad for the grade or rank in Block 4a.

10 U.S. Code § 9314 - Twenty to thirty years: enlisted members

Under regulations to be prescribed by the Secretary of the Air Force, an enlisted member of the Air Force or the Space Force who has at least 20, but less than 30, years of service computed under section 9325 of this title may, upon his request, be retired.

10 U.S. Code § 9343 - Highest grade held satisfactorily: Reserve enlisted members reduced in grade not as a result of the member’s misconduct

a) A Reserve enlisted member of the Air Force described in subsection (b) who is retired under section 9314 of this title shall be retired in the highest enlisted grade in which the member served on active duty satisfactorily (or, in the case of a member of the National Guard, in which the member served on full-time National Guard duty satisfactorily), as determined by the Secretary of the Air Force.

b) This section applies to a Reserve enlisted member who—

(1) at the time of retirement is serving on active duty (or, in the case of a member of the National Guard, on full-time National Guard duty) in a grade lower than the highest enlisted grade held by the member while on active duty (or full-time National Guard duty); and

(2) was previously administratively reduced in grade not as a result of the member's own misconduct, as determined by the Secretary of the Air Force.

AIR FORCE EVALUATION

AFPC/DPTS recommends denying the application. The applicant contends his DD Form 214 be corrected to reflect his HGH of master sergeant (E-7) in Block 4a and Block 4b. Based on the current regulations outlined in the Total Force Personnel Services Delivery Guide (PSDG), which is the authoritative source for creating the DD Form 214 the highest grade held policy does not apply to the creation of the DD FM 214. Per Section E, Table 5, page 19, block 4a reflects the active duty grade held at the close out of the DD Form 214 and block 4b reflects the data in 4a. As such, ARPC/DPTS indicates that the DD Form 214 is correct as written.

The complete advisory opinion is at Exhibit C.

APPLICANT'S REVIEW OF AIR FORCE EVALUATION

The Board sent a copy of the advisory opinion to the applicant on 12 Sep 22 for comment (Exhibit D), and the applicant replied on 19 Sep 22. In his response, the applicant contended Title 10 USC 9343 specifies that a military member shall be retired in the highest enlisted grade served on active duty. He understands that his retirement pay will be calculated based on the highest thirty-six (36) months of pay in his career, and the correction in grade will not change his retirement pay. However, he completed six (6) months of satisfactory service at E-7 and is requesting the DD Form 214 reflect the rank and grade of master sergeant (E-7).

The applicant's complete response is at Exhibit E.

FINDINGS AND CONCLUSION

1. The application was timely filed.
2. The applicant exhausted all available non-judicial relief before applying to the Board.
3. After reviewing all Exhibits, the Board concludes the applicant is not the victim of an error or injustice. The Board concurs with the rationale and recommendation of AFPC/DPTS and finds a preponderance of the evidence does not substantiate the applicant's contentions. The Board found the grade identified on Block 4a. and pay grade identified on Block 4b., reflect the active duty grade held at closeout of the DD Form 214 and for the purpose of the DD Form 214, it is not the highest grade held during a period of active duty service. Therefore, the Board recommends against correcting the applicant's records.

RECOMMENDATION

The Board recommends informing the applicant the evidence did not demonstrate material error or injustice, and the Board will reconsider the application only upon receipt of relevant evidence not already presented.

CERTIFICATION

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The following quorum of the Board, as defined in Department of the Air Force Instruction (DAFI) 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, paragraph 2.1, considered Docket Number BC-2022-02196 in Executive Session on 30 May 23:

Work-Product, Panel Chair
Work-Product, Panel Member
Work-Product, Panel Member

All members voted against correcting the record. The panel considered the following:

- Exhibit A: Application, DD Form 149, w/atchs, dated 19 Sep 22.
- Exhibit B: Documentary evidence, including relevant excerpts from official records.
- Exhibit C: Advisory Opinion, AFPC/DPTS, w/atchs, dated 1 Sep 22.
- Exhibit D: Notification of Advisory, SAF/MRBC to Applicant, dated 12 Sep 22.
- Exhibit E: Applicant's Response dated 19 Sep 22.

Taken together with all Exhibits, this document constitutes the true and complete Record of Proceedings, as required by DAFI 36-2603, paragraph 4.12.9.

8/28/2025

X Work-Product

Work-Product
Associate Director, AFBCMR
Signed by: USAF

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