



UNITED STATES AIR FORCE BOARD FOR CORRECTION OF MILITARY RECORDS

RECORD OF PROCEEDINGS

IN THE MATTER OF:

DOCKET NUMBER: BC-2023-00712

Work-Product

COUNSEL: *Work-Product*

HEARING REQUESTED: NO

APPLICANT'S REQUEST

The effective date of her FY23 Consolidation of Special Pays (CSP) Incentive Pay (IP) Contract Request be backdated from 5 Dec 22 to 1 Oct 22.

APPLICANT'S CONTENTIONS

In Aug 22, immediately upon reporting to the Wilford Hall Ambulatory Surgical Center, Joint Base San-Antonio-Lackland, she started the credential approval process. Unfortunately, due to delays within the credentialing department in approving the credentials for incoming physicians, her credentials were not approved until the end of Nov 22. Because of this delay, she was not able to submit her IP contract until 5 Dec 22. Both the Medical Director and the Acting Chief of Medical Staff agree that her IP contract should begin on 1 Oct 22. However, the Medical Special Pays Staff stated they did not have the power to backdate the contract effective date.

The applicant's complete submission is at Exhibit A.

STATEMENT OF FACTS

The applicant is an Air Force Medical Corps captain (O-3).

On 6 Sep 22, according to the *FY22 Consolidation of Special Pays (CSP) Incentive Pay (IP) Contract Request (Non-GMO)*, document provided by the applicant, she signed a 1-year IP request with an effective date of 1 Oct 22. On 1 Dec 22, it was signed by the authorized endorser.

On 22 Nov 22, according to the letter from the American Board of Internal Medicine, they confirmed she became certified in Internal Medicine on 15 Aug 22.

On 5 Dec 22, according to *FY23 Consolidation of Special Pays (CSP) Incentive Pay (IP) Contract Request (Non-GMO)*, she signed a 1-year IP request with an effective date of 1 Dec 22. On 5 Dec 22, it was signed by the authorized endorser.

On 24 Feb 23, according to the myPers thread provided by the applicant, she was informed by the Medical Special Pays Staff the reason her initial contract request could not be accepted was the authorized endorser signature, along with the contract submission, exceeded the allotted timeline. Additionally, they informed her that since she submitted her initial request on 5 Dec 22, they will allow her to resubmit a FY23 IP contract with an effective date of 1 Dec 22.

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

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Controlled by: SAF/MRB
CUI Categories: <i>Work-Product</i>
Limited Dissemination Control: N/A
POC: SAF.MRBC.Workflow@us.af.mil

APPLICABLE AUTHORITY/GUIDANCE

According to *United States Air Force Fiscal Year 2023 Medical Corps Consolidated Special Pay Plan (CSP)*:

- All CSP pay types require a contract to initiate pay.
- Contract may be effective as early as the first day of the month in which the officer signed the contract (no backdating to the previous month or further) as long as:
- The officer was eligible on the date to be used as the effective date,
- The authorized endorser's signature is dated within 1-month of the officer's signature, and
- The contract is submitted to myPers/received by AFPC Medical Special Pays within 2-months of the officer's signature.

AIR FORCE EVALUATION

AFPC/DPMN recommends denying the request. Based on analysis of the facts, there is no evidence of an error or injustice on the part of the government. In accordance with the Medical Corps Pay Plan, the authorized endorser's signature must be dated within 1-month of the officer's signature and the contract is to be submitted to myFSS and received by Medical Special Pays within 2-months of the officer's signature. On 5 Dec 22, the applicant submitted an IP contract that had been signed by the applicant on 6 Sep 22 and the authorized endorser on 1 Dec 22. Based on her signature date of 6 Sep 22, the authorized endorser was required to sign by 6 Oct 22 and she was required to submit to the Medical Special Pays team for processing no later than 6 Nov 22. As such, she was advised by the Medical Special Pays team that her contract request could not be accepted as it exceeded the submission timelines and to complete and submit a new contract request with an effective date of 1 Dec 22.

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 19 Sep 23 for comment (Exhibit D), but has received no response.

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/DPMN and finds a preponderance of the evidence does not substantiate the applicant's contentions. The Board notes that it is the applicant's responsibility to submit the consolidated special pay contract on time. Furthermore, the applicant's circumstances are not unique compared to other similarly situated officers. Therefore, the Board recommends against correcting the applicant's records.

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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

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-2023-00712 in Executive Session on 7 Nov 23:

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Panel Chair

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Panel Member

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Panel Member

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

Exhibit A: Application, DD Form 149, w/atchs, dated 13 Mar 23.

Exhibit B: Documentary evidence, including relevant excerpts from official records.

Exhibit C: Advisory Opinion, AFPC/DPMN, w/atch, dated 20 Jun 23.

Exhibit D: Notification of Advisory, SAF/MRBC to Applicant, dated 19 Sep 23.

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.

6/16/2025

X

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Board Operations Manager, AFBCMR

Signed by: USAF

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