



Work-Product

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

**RECORD OF PROCEEDINGS**

**IN THE MATTER OF:**

**DOCKET NUMBER:** BC-2023-03259

Work-Product

**COUNSEL:** NONE

**HEARING REQUESTED:** YES

**APPLICANT’S REQUEST**

Twenty-eight (28) days of Overseas Tour Extension Incentive Program (OTEIP) leave lost be restored.

**APPLICANT’S CONTENTIONS**

The original leave entered into LeaveWeb was OTEIP leave (which was 30 free days she received for staying an extra year in Work-Pr....). When she arrived at her new duty station and in-processed with finance, they calculated her travel days and her leave days and determined she should only be charged for 28 days of leave. When making the correction in LeaveWeb, they cancelled her OTEIP leave and mistakenly input her leave as ordinary leave.

The applicant’s complete submission is at Exhibit A.

**STATEMENT OF FACTS**

The applicant is a currently serving Air Force master sergeant (E-7).

On 19 November 2020, AF Form 1411, *Extension of Enlistment in the Air Force*, reflects the applicant requested her current enlistment entered on 30 August 2015 for a period of four years be extended for 10 months for the purpose of Assignment. Her servicing Military Personnel Flight (Work-Product) approved her request on 17 December 2020, and her date of separation (DOS) was extended from 29 December 2021 to 29 October 2022.

On 9 February 2021, the applicant requested an exception to policy to extend her Date Eligible to Return from Overseas (DEROS) from 27 October 2021 to 27 October 2022.

Special Orders No. Work-Product, dated 20 September 2023, indicates the applicant will be relieved from active duty on 31 July 2024 and retired 1 August 2024 in the grade of E-7 with 24 years and 12 days of active service for retirement.

According to the Retrieval Applications Web (RAW), the applicant’s DOS reflects 31 July 2024.

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

**AIR FORCE EVALUATION**

**AFBCMR Docket Number BC-2023-03259**

Work-Product

Controlled by: SAF/MRB

Work-Product

Limited Dissemination Control: N/A

POC: [SAF\\_MRBC\\_Workflow@us.af.mil](mailto:SAF_MRBC_Workflow@us.af.mil)

AFPC/DPMSSM (Records and Sustainment Programs) recommends granting the application. The applicant was entitled to OTEIP leave for extension in [Work-Pr...]. The applicant was informed that she was authorized to take leave while enroute to her next duty location. When she arrived and filed her travel voucher, the finance office needed to adjust her leave dates, but in doing so they erroneously changed the type of leave from OTEIP to ordinary causing her to lose 30 days of leave. DFAS stated all days from Date Departed Last Duty Station to Date Arrived Station need to be accounted for. The Permanent Change of Station (PCS) period is for 39 days. The PCS must remain balanced and for that to happen, either travel, temporary duty, proceeds days, or a combination of days, must be decreased by two days. This resulted in the member needing 28 days of OTEIP leave restored.

Based on the documentation provided by the applicant and analysis of the facts, there is evidence of an error or injustice. Unbeknownst to the gaining finance office, when they computed the travel days for the applicant and entered the leave into LeaveWeb, non-chargeable leave was inadvertently changed to chargeable and resulted in the applicant losing 30 days of OTEIP leave.

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 December 2023 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 the victim of an error or injustice. The Board concurs with the rationale and recommendation of AFPC/DPMSSM and finds a preponderance of the evidence substantiates the applicant’s contentions. Therefore, the Board recommends correcting the applicant’s records as indicated below.
4. The applicant has not shown a personal appearance, with or without counsel, would materially add to the Board’s understanding of the issues involved.

**RECOMMENDATION**

The pertinent military records of the Department of the Air Force relating to APPLICANT be corrected to show twenty-eight (28) days of leave be added to her current leave account.

**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-2023-03259 in Executive Session on 29 February 2024:

- [Work-Product], Panel Chair
- [Work-Product], Panel Member
- [Work-Product], Panel Member

*Work-Product*

All members voted to correct the record. The panel considered the following:

- Exhibit A: Application, DD Form 149, w/atchs, dated 12 September 2023.
- Exhibit B: Documentary evidence, including relevant excerpts from official records.
- Exhibit C: Advisory opinion, AFPC/DPMSSM, dated 8 December 2023.
- Exhibit D: Notification of advisory, SAF/MRBC to applicant, dated 12 December 2023.

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.

9/9/2025

X

*Work-Product*

---

Board Operations Manager, AFBCMR  
Signed by: USAF

**AFBCMR Docket Number BC-2023-03259**

*Work-Product*