



Work-Product

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

RECORD OF PROCEEDINGS

IN THE MATTER OF:

DOCKET NUMBER: BC-2024-00404

Work-Product

COUNSEL: NONE

HEARING REQUESTED: YES

APPLICANT’S REQUEST

Her record to include her AF Form 709, *Promotion Recommendation Form (PRF)*, prepared for consideration by the Calendar Year 2023 (CY23) U0523A Lieutenant Colonel (O-5) Line and Nonline Position Vacancy (PV) Board, be provided Special Selection Board (SSB) consideration by the CY23 U0523A Lieutenant Colonel Line and Nonline PV Board.

APPLICANT’S CONTENTIONS

Her senior rater intended to nominate her for promotion; however, the Military Personnel Flight (MPF) did not submit the PRF during the required time frame. She received email confirmation the Air Reserve Personnel Center (ARPC) obtained her PRF on 24 May 2023; therefore, she believed her package was in the right place. She did not have access to any further correspondence, as she is assigned to the [redacted] Work-Product. The MPF is on Air Force Office 365 while Work-Prod... is on Army Office 365. Apparently, there have been several communication errors due to being on different systems.

The applicant’s complete submission is at Exhibit A.

STATEMENT OF FACTS

The applicant is a currently serving Air Force Reserve (AFR) major (O-4).

The applicant’s record was not considered by the PV [redacted] Work-Product Board which convened on 14 August 2023.

On 17 May 2023, the applicant’s senior rater signed the applicant’s PRF prepared for consideration by the CY23A Lieutenant Colonel Line and Nonline PV Board.

On 24 May 2023, according to myVector, the applicant’s PRF prepared for consideration by the CY23A Lieutenant Colonel Line and Nonline PV Board was submitted to ARPC/PBE.

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

AIR FORCE EVALUATION

ARPC/PB recommends granting the application. In accordance with (IAW) Title 10 U.S.C. §14502. Special Selection Boards, (a)(1) officers not considered for promotion due to an administrative error could be approved for a special board.

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Per the support documentation provided by the applicant, her servicing MPF submitted her PRF on 24 May 2023. This was validated as the submission was through myVector, ticket number [Work-Product]. The ticket was answered by ARPC, Promotion Board Eligibility (ARPC/PBE) on 24 May 2023, stating the PRF would not be accepted as it was submitted too early.

Per Department of the Air Force Instruction (DAFI) 36-2406, *Officer and Enlisted Evaluations Systems*, section 8.1.2.3, it states an eligible officer's senior rater completes the PRF no earlier than 60 calendar days prior to the central selection board for which the officer is promotion eligible. The applicant's senior rater signed the PRF on 17 May 2023, and the MPF submitted to ARPC/PBE on 24 May 2023, which was too early. As such, the ticket and PRF were returned without being processed. No response or resubmission of the PRF was received.

The PRF was not resubmitted by the required due date (30 June 2023). Since PV is a nominative process, which is in the form of a PRF, all nominations must be received by ARPC/PBE no later than 45 days prior to the board the officer is to be considered. As a result of not receiving the PRF during the correct timeframe, the applicant was marked ineligible to meet the PV board, and subsequently did not meet the PV board which convened on 14 August 2023.

The applicant's leadership confirmed their intent was to submit the officer for PV, per the applicant's supporting documentation (PRF signed and originally submitted). IAW AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, chapter 2, section 2.7, Eligibility Criteria, officers are recommended by their senior rater on a PRF.

IAW AFI 36-2504, chapter 2, section 2.6. Vacancy Determination, for PV promotion nomination the officer must occupy a position with an authorized grade higher than the officer's current grade. Additionally, section 2.7, Eligibility Criteria, states the position must be funded for one full year from the board convening date, and the officer must be the incumbent in the position for which nominated. In this situation, the applicant was in a higher graded billet, the billet was funded for a full year from the convening date, and the applicant was the incumbent of the position. The applicant met the eligibility criteria to meet the PV board.

The request for a special board for [Work-Product] CY23 USAFR Lieutenant Colonel Line and Nonline PV board should be approved. The PRF was signed and submitted on behalf of the senior rater by the applicant's servicing MPF. However, the PRF was submitted too early (per DAFI 36-2406) and returned to the MPF via myVector ticket # [Work-Product].

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 20 May 2024 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 ARPC/PB 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 her record to include a copy of her AF Form 709, *Promotion Recommendation Form*, prepared for the Calendar Year 2023 (CY23) U0523A Lieutenant Colonel Line and Nonline PV Board, be considered for promotion to the grade of lieutenant colonel by a Special Selection Board by the CY23 U0523A Lieutenant Colonel Line and Nonline PV Board.

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-2024-00404 in Executive Session on 13 August 2024:

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

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

- Exhibit A: Application, DD Form 149, w/atchs, dated 1 February 2024.
- Exhibit B: Documentary evidence, including relevant excerpts from official records.
- Exhibit C: Advisory opinion, ARPC/PB, dated 18 March 2024.
- Exhibit D: Notification of advisory, SAF/MRBC to applicant, dated 20 May 2024.

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.

10/17/2024

X Work-Product

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Board Operations Manager, AFBCMR
Signed by: Work-Product