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

RECORD OF PROCEEDINGS

IN THE MATTER OF:

DOCKET NUMBER: BC-2024-03784

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COUNSEL: NONE

HEARING REQUESTED: YES

APPLICANT'S REQUEST

Restoration of four (4) days of Special Leave Accrual (SLA) lost on 1 October 2023.

APPLICANT'S CONTENTIONS

Fiscal Year 2023 (FY23) use or lose leave was charged as COVID-19 SLA (valid until 30 September 2024) instead of annual leave. The Case Management System (CMS) case contends the charge is normal SLA, but COVID-19 SLA has multiple year validity. Because it took 15 months to process the FY22 use or lose case there was no way for him to receive guidance on how FY23 would be charged. Had the FY22 use or lose case been processed in a reasonable timeframe he would have had time to adjust and protect his COVID-19 SLA and had annual leave charged instead. He received no guidance to enable him to take more leave in August or September 2023.

The applicant's complete submission is at Exhibit A.

STATEMENT OF FACTS

The applicant is a retired Air Force colonel (O-6).

According to CMS documentation, provided by the applicant, the Air Force Personnel Center (AFPC) determined the applicant did not meet SLA eligibility criteria according to Department of the Air Force Instruction (DAFI) 36-3003, *Military Leave Program*, paragraph 5.2.

On 30 November 2024, according to DD Form 214, *Certificate of Uniformed Services*, the applicant was relieved from active duty for the purpose of retirement and credited with 29 years and 6 months of active service.

On 1 December 2024, according to Special Orders No. **Work-Product** the applicant retired in the grade of O-6.

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

APPLICABLE AUTHORITY/GUIDANCE

AFBCMR Docket Number BC-2024-03784

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DAFI 36-3003, *Military Leave Program*, dated 7 August 2024, paragraph 6.10. Last In, First Out Leave Accounting. Leave will be accounted for by crediting it sequentially in the chronological order in which it is accrued. Generally, when used, leave will be charged with the most recently accrued leave charged first. This method is known as Last In, First Out. As an exception, Combat Zone Tax Exclusion (CZTE) leave will be charged first, regardless of when it was earned. Example: If a service member had 70 days of leave as of 1 October 2023 and took 10 days of leave from 1 through 10 December 2023, they would have earned 5 days of leave which would put their leave balance at 75 as of 1 December 2023. Since they have only earned 5 days (Last In/First Out), those days would be reduced from their 30-day balance, while the other 5 days would come from their SLA balance leaving them with 25 days of use of lose leave.

AIR FORCE EVALUATION

AFPC/DPMSSM (Records and Sustainment Programs) recommends denying the application. The applicant had a COVID-19 SLA balance that was scheduled to expire on 30 September 2024. On 10 June 2024, the applicant submitted an inquiry through CMS requesting restoration of 4 days of lost leave. The Comptroller Squadron conducted a review and determined the applicant's protected SLA balance was appropriately reduced in August 2023. This reduction occurred because the applicant used more leave than was earned during the fiscal year, resulting in an automatic reduction of the protected SLA in accordance with applicable policy. Per DAFI 36-3003, paragraph 6.10, last in, first out leave accounting procedures were applied. As a result, the most recently accrued leave was deducted first from the applicant's 30 days earned during the fiscal year, and the remaining 4 days were subtracted from the SLA balance. This adjustment was necessary because the applicant exhausted a total of 34 days of leave, as reflected in the leave records.

Based on the documentation provided and a comprehensive review of the applicant's records, there is no evidence of error or injustice. The servicing finance office verified the leave accounting was accurate, and the reduction of 4 days was in accordance with established policy, due to the applicant utilizing more leave than was earned during the fiscal year

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 March 2025 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/DPMSSM and finds a preponderance of the evidence does not substantiate the applicant's contentions. Therefore, the Board recommends against correcting the applicant's records.
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.

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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 DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, paragraph 2.1, considered Docket Number BC-2024-03784 in Executive Session on 15 August 2025:

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Panel Member

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, Panel Chair

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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 November 2024.

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

Exhibit C: Advisory Opinion, AFPC/DPMSSM, dated 11 March 2025.

Exhibit D: Notification of Advisory, SAF/MRBC to Applicant, dated 12 March 2025.

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.

9/4/2025

X

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Board Operations Manager, AFBCMR
Signed by: USAF

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