

SUMMARY: The Applicant was discharged on November 9, 2015 in accordance with Air Force Instruction 36-3208, *Administrative Separation of Airmen*, with an Under Honorable Conditions (General) Service Characterization for Misconduct (Minor Infractions). The Applicant appealed for an upgrade of their Service Characterization, a change to the Narrative Reason for separation, and a change to the Reentry Code.

The Applicant requested the Board be completed based on a Record Review. The Board was conducted on November 20, 2025. The Applicant was not represented by counsel.

The attached examiner's brief (provided to applicant only), extracted from available service records, contains pertinent data regarding the circumstances and character of the Applicant's military service.

DISCUSSION: The Discharge Review Board (DRB), under its responsibility to examine the propriety and equity of an Applicant's discharge, is authorized to change the Characterization of Service and the Narrative Reason for discharge if such changes are warranted. If applicable, the Board can also change the Applicant's Reentry Code. In reviewing discharges, the Board presumes regularity in the conduct of governmental affairs unless there is substantial credible evidence to rebut the presumption, to include evidence submitted by the Applicant. The Board completed a thorough review of the circumstances that led to the discharge and the discharge process to determine if the discharge met the pertinent standards of equity and propriety.

The Applicant's record of service included the following documented misconduct leading up to their discharge:

- Letter of Reprimand for failing to pay Military Star credit card
- Letter of Reprimand for failing to report on time to appointed place of duty (2x)
- Letter of Reprimand for failing a quality assurance protection
- Letter of Reprimand for failing to follow a technical order
- Letter of Counseling for failing to report on time to appointed place of duty
- Letter of Counseling for failing to follow a technical order

The documentary evidence the Board considered as part of the review includes, but is not limited to the DD Form 293, *Application for the Review of Discharge from the Armed Forces of the United States*, and any additional documentation submitted by Applicant and/or counsel; the Applicant's personnel file from the Automated Records Management System (ARMS); and the DRB Brief detailing the Applicant's service information and a summary of the case.

The Applicant stated that their mother's tragic death during the year of their discharge, coupled with changing shifts, contributed to the circumstances surrounding their separation. They believe grieving while attempting to fulfill their job responsibilities was overwhelming at the time. Since being discharged, they stated they have worked diligently to prevent a recurrence of the issues that led to their separation.

The DRB determined the discharge was proper and equitable. An administrative record review revealed the Applicant received several administrative correction documents to include three LOCs and five LORs and the establishment of a UIF. The misconduct ranged from failure to report, failure to perform required tasks, and failure to pay credit card bill. The Applicant believed they deserved a second chance despite their misconduct. The DRB determined that, through the administrative actions taken by the chain of command in this case, the Applicant had ample opportunities to change their negative behavior. In addition, the Applicant did not provide any supporting documentation to support an upgrade. Consequently, the Board denied Applicant's appeal for an upgrade of their Service Characterization, a change to the Narrative Reason for separation, and a change to the Reentry Code.

Additionally, the Board considered the factors laid out in the attachment to the Under Secretary of Defense memorandum, *Guidance to Military Discharge Review Boards and Boards for Correction of Military/Naval Records Regarding Equity, Injustice, or Clemency Determinations*, dated 25 June 2018, known as the “Wilkie Memo.” The Board considered the factors listed in paragraphs (6)(a)-(6)(l) and (7)(a)-(7)(r) of this memorandum and found no evidence of inequity or impropriety.

FINDING AND CONCLUSION: After a thorough review of the available evidence, to include the Applicant’s issues, summary of service, service/medical record entries, and discharge process, the Board found the discharge was proper and equitable. The DRB voted unanimously to *deny* the Applicant’s request. Therefore, the awarded Service Characterization shall remain Under Honorable Conditions (General), the Narrative Reason for separation shall remain Misconduct (Minor Infractions), and the Reentry Code shall remain 2B. The DRB results were approved by the Presiding Officer on December 1, 2025.

Should the Applicant wish to appeal this decision, the Applicant must request a personal appearance before this Board before applying for relief to the Air Force Board for Correction of Military Records (AFBCMR). In accordance with DAFI 36-2603, *Air Force Board for Correction of Military Records*, all Applicants before the AFBCMR must first exhaust available administrative avenues of relief before applying to the AFBCMR, otherwise their AFBCMR case will be administratively closed until such time that the Applicant avails themselves of the available avenue of relief. Therefore, should the Applicant wish to appeal this decision, they must first exercise their right to make a personal appearance before the AFDRB.

Instructions on how to appeal an AFDRB decision can be found at <https://afrbportal.azurewebsites.us>

If desired, the Applicant can request a list of the Board members and their votes by writing to:

Air Force Review Boards Agency
Attn: Discharge Review Board
3351 Celmers Lane
Joint Base Andrews, MD 20762-6435

Attachment:
Examiner's Brief (Applicant Only)