



**DEPARTMENT OF THE NAVY**  
BOARD FOR CORRECTION OF NAVAL RECORDS  
701 S. COURTHOUSE ROAD, SUITE 1001  
ARLINGTON, VA 22204-2490

██████████  
Docket No. 1115-25  
Ref: Signature Date

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Dear Petitioner,

This is in reference to your application for correction of your naval record pursuant to Section 1552 of Title 10, United States Code. After careful and conscientious consideration of relevant portions of your naval record and your application, the Board for Correction of Naval Records (Board) found the evidence submitted insufficient to establish the existence of probable material error or injustice. Consequently, your application has been denied.

A three-member panel of the Board, sitting in executive session, considered your application on 18 June 2025. The names and votes of the members of the panel will be furnished upon request. Your allegations of error and injustice were reviewed in accordance with administrative regulations and procedures applicable to the proceedings of this Board. Documentary material considered by the Board consisted of your application, together with all material submitted in support thereof, relevant portions of your naval record and applicable statutes, regulations and policies.

The Board determined your personal appearance, with or without counsel, would not materially add to their understanding of the issues involved. Therefore, the Board determined a personal appearance was not necessary and considered your case based on the evidence of record.

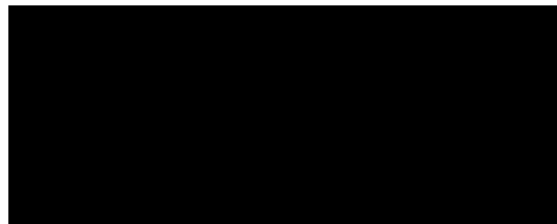
The Board carefully considered your request to correct the error in your record pertaining to your reduction to E-4 immediately upon conclusion of the nonjudicial punishment (NJP) imposed on 25 April 2024 which would have the effect of restoring your rank, date of rank, and entitlements. You contend your service record documentation indicates your reduction in rank should have been suspended for a period of four months but instead you were immediately reduced to corporal. Specifically, you contend "all records signed by the commander holding the NJP Authority confirm that the reduction was indeed suspended" to include the inadvertently uploaded Office Hours Guide which "explicitly states that the reduction was suspended and was duly signed by said Commanding Officer." Further, you contend the correction should be made to ensure the accuracy of your records because "any discrepancies can lead to misunderstandings regarding [your] status and history, potentially impacting [your] career progression, benefits, or future opportunities." Additionally, you contend the correction "helps prevent future complications with promotions, assignments, or evaluations, while also fostering trust with the military system by demonstrating a commitment to fairness and accountability."

The Board noted you did not dispute the reduction in rank in an appeal of the NJP, in rebuttal to the Page 11 entries<sup>1</sup> that followed the NJP, or in your statement in the adverse grade change (GC) fitness report (FITREP)<sup>2</sup> that documented the NJP and reduction in rank. Further, the Board carefully considered the documents within your official military personnel file (OMPF), noting the presence of two unit punishment book (UPB) documents for the 25 April 2024 NJP. The UPB, which you also provided as a supporting document, was the first UPB entered into your OMPF. Block 7, which notes the suspension of execution of punishment, verbatim reads “Red to E-4/Cpl. Forf of \$1533 pay per mo for 1 mo. Total forf of \$1533, susp for 4 mos, at which time, unless sooner vacated, susp will be rem w/o further act. 25 Apr 24”. The Board noted the second UPB added to your OMPF states the following in block 7: “Forf of \$1533 pay per mo for 1 mo. Total forf of \$1533, susp for 4 mos, at which time, unless sooner vacated, susp will be rem w/o further act. 25 Apr 24”. The Board also noted the presence of an unofficial document labeled “Final Punishment” in your OMPF which appears to reflect that both the reduction and forfeiture were suspended for four months and includes a signature in the block labeled “Signature of Commanding Officer taking action.” The Board determined it is an error for your record to contain two UPB entries but noted the error is harmless due to the ability to discern that a corrected UPB was added to your OMPF which reflected suspension of the forfeiture and not the reduction. Although you highlighted confusion in the UPB and due to the erroneous addition of an unofficial document in your OMPF, the Board determined your contentions and submitted evidence do not overcome the presumption of regularity attached to the NJP, especially in light of the GC FITREP and Page 11 entries that very clearly reflect you were reduced in rank immediately following the NJP and you did not dispute the actions taken after imposition of NJP. Based on the totality of the evidence, the Board concluded there is insufficient evidence of an error or injustice to warrant your requested relief.

You are entitled to have the Board reconsider its decision upon submission of new matters, which will require you to complete and submit a new DD Form 149. New matters are those not previously presented to or considered by the Board. In this regard, it is important to keep in mind that a presumption of regularity attaches to all official records. Consequently, when applying for a correction of an official naval record, the burden is on the applicant to demonstrate the existence of probable material error or injustice.

Sincerely,

6/27/2025



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<sup>1</sup> On 25 April 2025, you were issued an Administrative Remarks (Page 11) counseling entry following your regimental level NJP. On the same date, you were issued a Page 11 entry regarding promotion restriction status to the rank of sergeant due to your regimental level NJP. Both entries are signed by yourself and your Commanding Officer. Although you were provided an opportunity to submit a written rebuttal in response to both Page 11 entries, you did not avail yourself of the opportunity.

<sup>2</sup> As a result of your grade change from sergeant to corporal at NJP, you were issued a GC FITREP for the reporting period 23 February 2024 to 25 April 2024.