

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2023**



3 SEPTEMBER 2026

Personnel

***THE SECRETARY OF THE AIR FORCE
PERSONNEL COUNCIL (SAFPC)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/MRB

Certified by: SAF/MR

Supersedes: DAFI36-2023, June 2022

Pages: 13

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*, and is consistent with DAFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, DAFPD 36-25, *Military Promotions and Demotions*, DAFPD 36-28, *Awards Program*, and DAFPD 36-32, *Military Retirements and Separations*. It describes the composition and functions of the Secretary of the Air Force Personnel Council (SAFPC), including the authority of Special Assistants appointed by the Director, SAFPC. It also identifies SAFPC component boards and describes their composition and functions. This instruction applies to uniformed members of the Regular Air Force, Air National Guard, Air Force Reserve, and United States Space Force (USSF), and Department of the Air Force (DAF) civilian employees. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), and the Deputy Chief of Space Operations for Personnel (SF/S1), the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) develops personnel policy for SAFPC. This instruction may not be supplemented at any level. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. See DAFMAN 90-161, *Publishing and Processing Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance*

Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. Compliance with the attachments in this publication is not mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. Major changes include removing the requirement to have a least one noncommissioned officer on the Board when considering recommendations for the Airmen's Medal and updating the range of decorations considered by the Air Force Decorations Board (AFDB) to reflect the full scope.

1.	Roles and Responsibilities.	3
2.	SAFPC.	3
3.	SAFPC Component Boards.	5
4.	Appeal Process for Secretary of the Air Force Personnel Council Decisions.	10
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		11

1. Roles and Responsibilities.

1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). The Assistant Secretary of the Air Force for Manpower and Reserve Affairs serves as an agent of the Secretary of the Air Force (SecAF) and provides guidance, direction, and oversight to the Air Force Review Boards Agency (AFRBA), including SAFPC, for all matters it adjudicates through its component boards under authorities delegated from the SecAF, through SAF/MR, and to AFRBA.

1.2. Director, Air Force Review Boards Agency (SAF/MRB). The Director, AFRBA, acting on behalf of the SecAF and Secretary of War, conducts boards and panels to make decisions and recommendations for commanders, Airmen, Guardians, civilians, veterans, and their families, ensuring fairness, equity, justice, and due process.

1.3. Director or Deputy Director, Secretary of the Air Force Personnel Council (SAFPC). The Director or Deputy Director, SAFPC, acts for the SecAF under delegated authorities and makes recommendations to the SecAF or the SecAF's designee on military personnel matters.

2. SAFPC.

2.1. Overview. SAFPC is a quasi-judicial organization within the AFRBA, organized under SAF/MR.

2.2. Function. SAFPC is responsible for managing and operating three component boards: the Air Force Personnel Board, the Air Force Discharge Review Board, and the Air Force Decorations Board.

2.3. Composition. SAFPC is composed of Regular Air Force, Air National Guard, Air Force Reserve, and Space Force officers, senior noncommissioned officers (SNCO), noncommissioned officers (NCO), and Civil Service. SAFPC leadership consists of a Director (O-6) and a Deputy Director (GS-15 or O-6). The Director, AFRBA appoints board members on special orders to serve on each of SAFPC's three component boards. Board membership is comprised of permanent party and attached AFRBA personnel and supplemental collateral members from the following specialties:

2.3.1. Legal Advisors. Legal Advisors may be military or Civil Service attorneys, who can also serve as analysts and/or board members. Legal Advisors provide advice on questions of law, regulation, and policy. Legal Advisors may consult with staff from the Department of the Air Force Office of the General Counsel (SAF/GC), the Office of The Judge Advocate General (AF/JA), the Office of the Chief Counsel, National Guard Bureau (NGB/GC), and other agencies as necessary.

2.3.2. Medical Advisors. Medical Advisors may be military or Civil Service medical corps officers, who can also serve as analysts and/or board members. Medical Advisors provide advice on medical issues, including, but not limited to, fitness for duty, disability ratings, disability evaluation, line of duty determinations, and the impact of medical conditions on performance of duty and/or misconduct. Medical Advisors also provide advice on medical policy and regulations. Medical Advisors may consult with medical professionals from the Air Force Medical Readiness Agency (AFMRA) or other agencies as necessary.

2.3.3. Personnel Advisors. Personnel Advisors may be military members or Civil Service personnel with a background in military personnel policy. Personnel Advisors may also serve as analysts and/or board members, subject to the membership requirements of the various Boards. SNCOs and NCOs may serve as analysts. Chief Warrant Officers (CWO) and SNCOs may serve as voting members on certain types of cases (e.g., Discharge Review Board cases pertaining to warrant officers (WO) and enlisted personnel, Decorations Board cases pertaining to the Airman's Medal, and Personnel Board cases related to collateral consequences of disenrollment from the Air Force Academy). Personnel Advisors provide advice on questions of military personnel policy and programs. Personnel Advisors may consult with staff from Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1), Deputy Chief of Space Operations for Personnel (SF/S1), Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), National Guard Bureau (NGB), Air Force Reserve Command (AFRC), and other agencies as necessary.

2.3.4. Reserve Advisors. Reserve Advisors are commissioned officers or Civil Service personnel from the Air Force Reserve or commissioned Space Force officers serving in a Space Force Active Status not on sustained duty, who can also serve as presiding officials, analysts, and/or board members. Reserve Advisors provide advice on policies and programs pertaining to the Air Force Reserve and Space Force equivalent (once established). For additional information or guidance on particular issues, Reserve Advisors may consult with staff from AF/RE, AFRC, ARPC, and other agencies as necessary.

2.3.5. National Guard Advisors. National Guard Advisors are commissioned officers or Civil Service personnel in the Air National Guard or Space Force equivalent (once established) who can also serve as presiding officials, analysts, and/or board members. National Guard Advisors provide advice on questions of policies and programs pertaining to National Guard members. For additional information or guidance on particular issues, National Guard Advisors may consult with staff from the NGB, ARPC, and other agencies as necessary.

2.3.6. Advisors may act simultaneously in one or more of the roles outlined in [paragraph 2.3.1](#) through [paragraph 2.3.5](#). When doing so, advisors must ensure overlapping roles do not compromise the impartiality, or the appearance of impartiality, of any board action.

2.3.7. Collateral Members. In order to supplement AFRBA permanent party voting members and provide a broader diversity of command and functional expertise, collateral board members may serve on component boards at the request of the Director, SAFPC and with the concurrence of their chain of command. SAFPC mandates USSF representation on all boards reviewing USSF award nominations. Collateral Members may be military (field grade officers or SNCOs) or Civil Service personnel (normally GS-14 or GS-15).

2.3.8. All panel members are expected to apprise the panel president of any issues that arise warranting their recusal for any matters that would create a conflict of interest or the appearance of a conflict of interest.

2.3.9. Special Assistants. The Director or Deputy Director, SAFPC may appoint Special Assistants within agencies such as AFPC, AFRC, NGB or other organizations to take specific actions, including but not limited to, actions on separations and retirements, enlisted grade determinations, physical disability actions, and waivers of active duty service commitments, as set forth in appointment and delegation memoranda.

2.3.10. Analysts and Board Members. Analysts are subject matter experts who prepare and present the case during boarding actions. Board members are the voting members of the Board who participate in deliberations and vote to determine the disposition of the case.

2.3.11. Contractors may not serve on a board in any official capacity but, under limited circumstances as determined by the Director, SAFPC, may provide information and analysis to board members. Contractors may not make recommendations to the board or participate in board deliberations.

3. SAFPC Component Boards. SAFPC has three component boards: the Air Force Personnel Board, the Air Force Discharge Review Board, and the Air Force Decorations Board. **Note:** Department of the Air Force Manual (DAFMAN) 51-507, *Enlisted Discharge Boards and Boards of Officers*, does not apply to these component boards.

3.1. Air Force Personnel Board.

3.1.1. Authority. The Air Force Personnel Board reviews and makes recommendations on personnel matters, under the provisions set forth in Department of War (DoW) or DAF guidance, including AFMD 43, and by authority delegated under HQDAFMD 1-24, addendums b and c which define SAFPC Director and Deputy Director authorities. Unless authority has been otherwise reserved to or withdrawn by the SecAF, Under SecAF, or SAF/MR, the Director or Deputy Director AFRBA, and/or the Director or Deputy Director, SAFPC, may act on recommendations of the Air Force Personnel Board. The authority of the Board is set forth in the governing statutes and instructions applicable to the underlying personnel action under adjudication, or as provided in Secretarial delegations and policy memoranda. Air Force Personnel Board consideration is not required for all cases. The Director or Deputy Director, SAFPC have authority to decide certain types of cases on behalf of SecAF without the Board's consideration in accordance with HQDAFMD 1-24 and/or the applicable prescribing statute, directive, instruction, or delegation memorandum. The Director or Deputy Director, SAFPC may refer a case to the Board for consideration even if its consideration is not required by statute or regulation. A complete list of pertinent statutes and publications can be found in [Attachment 1](#) of this Instruction.

3.1.2. Composition. Three members constitute a quorum for Air Force Personnel Board in cases where board action is required. The voting membership may be expanded to five, depending on the type and nature of the case and in conjunction with policies established by the Director or Deputy Director, SAFPC.

3.1.2.1. A majority of voting panel members must be equal to, or higher in grade, or civilian equivalent, to the applicant or respondent in each case.

3.1.2.2. For cases involving the collateral consequences of United States Air Force Academy cadet disenrollment, the panel's voting membership must include a field grade officer who is an Air Force Academy graduate and a SNCO.

3.1.2.3. For physical disability evaluations, line of duty determination appeals, dual action cases, or retirement or separation for physical disability of a general officer, or a medical officer in any grade, who is being processed for retirement for age or length of service, the quorum must include a medical corps officer or Civil Service equivalent.

3.1.2.4. Where practical (exceptions may be granted by the Board President on a case-by-case basis based on availability of board members and the merits of the case when adhering to the requirements below will cause an inordinate delay in the timely adjudication of a case):

3.1.2.4.1. For cases involving Regular Air Force or Regular Space Force members, the quorum should include a Regular Air Force or Regular Space Force member.

3.1.2.4.2. For cases involving Reserve Component members or Space Force members on non-sustained duty, the quorum should include an Air Force Reserve Component representative or a Space Force on non-sustained duty representative (military or Civil Service equivalent).

3.1.2.4.3. For cases involving WOs, the quorum should include a CWO.

3.1.3. Board Actions and Responsibilities. Air Force Personnel Board panels deliberate in closed sessions. A panel president (Director or Deputy Director, SAFPC, or other authorized representative) presides over the proceedings. The panel reviews cases based on the evidence in the record; it is not an investigative body. Although panel members may rely on their knowledge and experience to inform the deliberations, such knowledge and experience are not evidence. Panel members' individual votes are collected and provided as a recommendation to the decision authority (Director or Deputy Director, SAFPC; Director, AFRBA; SAF/MR; or SecAF, depending on the delegated Secretarial authority for the specific type of case). The panel's actions constitute the actions of the Board.

3.1.4. Types of Air Force Personnel Board Cases. Air Force Personnel Board cases are generally classified into three types: legal cases (e.g., adverse actions), medical or disability appeal cases, and personnel cases, which include individual voluntary applications for separation. All three types of cases normally originate at the affected service member's functional level where the service member is assigned and undergo review at various higher levels in the member's chain of command, with each successive level having the opportunity to make a recommendation to the board.

3.1.4.1. Legal Cases. Legal cases typically involve officer and enlisted adverse actions based on substantiated or alleged misconduct or unsatisfactory performance that require a determination as to the service member's continued service and/or the characterization of that service. Common cases involving officers include involuntary separations, officer grade determinations, and resignation or retirement in lieu of court-martial or administrative separation. Common cases involving enlisted members include lengthy service probation determinations, certain demotion appeal actions, and retirements in lieu of administrative separation or court-martial. Although not an adverse action, applications for conscientious objector status by officers and enlisted members are also processed as legal cases.

3.1.4.2. Medical Cases. The board's medical cases result from appeals to line of duty determinations and certain appeals related to a medical fitness determination and/or disability rating from the Informal Physical Evaluation Board or Formal Physical Evaluation Board.

3.1.4.3. Dual Action Cases. Dual action cases involve service members with completed and approved medical and involuntary administrative separation actions. In these cases, the Air Force Personnel Board must consider both separation actions and determine which is most appropriate, based on the facts and circumstances presented.

3.1.4.4. Personnel Cases. Personnel cases include officer mandatory separation date extensions, officer active duty service commitment waivers for voluntary separations and retirements, interservice transfer of officers, requests by officers for a waiver or reduction of service-in-grade for retirement, enlisted grade determinations, and enlisted advancement on the retired list actions.

3.2. Air Force Discharge Review Board.

3.2.1. Authority. The Air Force Discharge Review Board considers requests from former Airmen and Guardians to review their discharges (except those resulting from a general court-martial) within 15 years of the date of discharge, under the provisions set forth in Title 10, United States Code (USC), Section 1553, *Review of Discharge or Dismissal*; DoDD 1332.41; and DoDI 1332.28.

3.2.2. Composition. The Air Force Discharge Review Board consists of at least three voting members who are commissioned officers, Civil Service personnel, and/or SNCOs. **(T-0)** A panel president (Director or Deputy Director, SAFPC, or a designated representative) presides over the Board. Other Board members may include legal, medical, and personnel advisors, or Reserve or National Guard advisors (for cases involving Reserve Component applicants, when possible). Where practical, and as determined by the President of the Discharge Review Board, one or more SNCOs will serve on boards for former enlisted applicants. For WOs cases one or more CWOs will serve on boards for former WOs. For officer cases, the Board will consist of all officer members or civilian equivalents. In accordance with 10 USC § 1553, the Board will include a member who is a clinical psychologist or psychiatrist, or a physician with training on mental health issues and disorders for specific types of cases (e.g., cases involving applicants diagnosed with post-traumatic stress disorder, traumatic brain injury, or a mental health disorder diagnosed during the member's military service). **(T-0)**

3.2.3. Board Actions/Responsibilities. The Air Force Discharge Review Board may approve a change to one or more of the following aspects of an applicant's discharge: service characterization, narrative reason for separation, or reenlistment eligibility code. It may grant, or deny, in whole or in part, the changes requested by the applicant. The Board may not return an applicant to service or issue a less favorable discharge than what the applicant received at the time of separation. The Board does not grant any "automatic upgrades"; it is a board of fundamental fairness and each case is considered on an individual basis, based on its own merit.

3.2.4. Consideration by the Board. The Air Force Discharge Review Board is not an investigative body and presumes regularity in the conduct of governmental affairs unless there is substantial credible evidence to overcome this presumption. The presumption of regularity dictates that, absent evidence to the contrary, commanders, supervisors, and other officials involved with an action acted fairly and in good faith. The applicant bears the burden of providing evidence to overcome this presumption, and the board will only grant relief if it determines there is sufficient evidence to conclude the applicant's discharge was not proper or equitable in accordance with Enclosure 4 of DoDI 1332.28. **(T-0)**

3.2.4.1. Basis for Discharge Upgrade. The DRB reviews discharges on the basis of issues of propriety and equity. A discharge will be deemed proper unless, in the course of discharge review, it is determined that an error of fact, law, procedure, or discretion exists associated with the discharge at the time of issuance; or a change in policy by the Department of the Air Force, made expressly retroactive to the type of discharge under consideration, requires a change in the discharge. A discharge will be deemed to be equitable unless at the time of issuance, the discharge was inconsistent with standards of discipline.

3.2.4.2. Liberal Consideration. In accordance with 10 USC § 1553, the Board reviews applicable cases with liberal consideration. **(T-0)** In addition to the law, there are subsequent Office of the Under Secretary of Defense for Personnel and Readiness memoranda that further define the scope of liberal consideration. Applicants can reference guidance from these memoranda to determine if the applicant's situation falls within those parameters. 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, also known as the "Wilkie Memo," provides applicants a list of factors the Board reviews for liberal consideration. Additionally, *Clarifying Guidance to Military Discharge Review Boards and Boards for Correction of Military/Naval Records Considering Requests by Veterans for Modification of their Discharge Due to Mental Health Conditions, Sexual Assault, or Sexual Harassment*, dated 25 August 2017, also known as the "Kurta Memo," provides four questions the Under Secretary of War provided for board consideration when weighing applicants' evidence for modification of their discharges due in whole or in part to mental health conditions, including post-traumatic stress disorder; Traumatic Brain Injury; sexual assault, and sexual harassment. Both of these memoranda are available at <https://www.milreviewbds.mil>.

3.2.4.3. Clemency. The Board will only consider clemency as a basis to grant relief specifically from a criminal sentence and is a part of the broad authority that the DRB has to ensure fundamental fairness. **(T-0)** The Board may not exercise clemency for discharges or dismissals issued at a general court-martial. **(T-0)** The Board will consider whether there is good cause to upgrade a service characterization or change the reason for a discharge to an administrative separation, rather than a punitive separation. **(T-0)**

3.2.5. Board Types. Discharge review boards can be completed through a records-only review or a personal appearance; DoDI 1332.28, Section E3.2 outlines the conduct of the reviews. For personal appearances, applicants may request to appear in person at Joint Base Andrews, Maryland, or by video teleconference, or other authorized means.

3.2.6. Application Procedures. Former Airmen and Guardians may request a review of their discharge by the Air Force Discharge Review Board by submitting a DD Form 293, *Application for the Review of Discharge from the Armed Forces of the United States*, to the AFRBA Portal at <https://afrba-portal.cce.af.mil/>. Alternatively, for those who prefer to submit their application in hard-copy, the form can be obtained at: www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0293.pdf and the application should be completed, signed, and submitted, along with accompanying evidence, to the Board at the address on the back of the form. Applications received in hard copy are subject to additional administrative processing, which can take more time than an application submitted through the AFRBA portal.

3.2.7. Complaint Procedures. Complaints concerning decisions that are believed to be unclear, not responsive to the issues raised, or do not otherwise comport with the decisional document requirements of DoDI 1332.28, may be submitted in accordance with Enclosure (5) of that Instruction to the Joint Service Review Activity, OUSW (P&R) OLP, The Pentagon, Washington, DC 20301-4000. Otherwise, if an applicant believes the decision of the Discharge Review Board represents an error or injustice, the applicant may appeal the decision through the procedures described in [paragraph 4](#).

3.3. Air Force Decorations Board.

3.3.1. Authority. The Air Force Decorations Board recommends approval, disapproval, or upgrade/downgrade of nominations to the SecAF and acts as the delegated approval authority on high-level individual peacetime and valor awards. These awards can range from the Air and Space Achievement Medal to the Congressional Medal of Honor depending on the status of the requestor, however, lower-level approval authorities are still applicable for actively serving members. The Board also considers certain unit and civilian awards. The Board exercises authority delegated to SAF/MR in HQDAFMD 1-24 and pursuant to authorities and procedures described in DAFMAN 36-2806, *Military Awards Criteria and Procedures*, and DoDI 1400.25V451_DAFI 36-1004, *Department of the Air Force Civilian Recognition Program*. The Board acts on recommendations properly referred to it in accordance with these instructions and other properly issued policy guidance.

3.3.2. Composition. The Secretary of the Air Force has directed the Inspector General (IG) of the Department of the Air Force (SAF/IG), or Deputy IG, to preside over the Air Force Decorations Board. When there is a conflict of interest, or if SAF/IG or Deputy IG are unavailable to preside over a Board, the Board can be chaired by another Air Force or Space Force General Officer. The Board generally includes three members: the Board President (SAF/IG or Deputy IG), Director and/or Deputy Director, SAFPC, or other designated representative(s). For valor awards (e.g., Medal of Honor, Air Force Cross, etc.), the Board is expanded to five members to include representatives of the nominee's functional community who can be field grade officers, CWOs (for warrant officer nomination packages), SNCOs (for enlisted nomination packages), or senior Civil Service

personnel (GS-14 or GS-15) who provide both functional and combat perspectives. The Board will include Space Force officers and/or enlisted personnel for recommendations pertaining to Space Force members. In accordance with 10 USC § 1553, the Board will include a member who is a clinical psychologist or psychiatrist, or a physician with training on mental health issues and disorders for specific types of cases (e.g., cases involving applicants diagnosed with post-traumatic stress disorder, traumatic brain injury, or a mental health disorder diagnosed during the member's military service). (T-0)

4. Appeal Process for Secretary of the Air Force Personnel Council Decisions. Under delegated authorities, determinations of SAFPC component boards are final. Further appeals of these decisions can be pursued through application to the Air Force Board for Correction of Military Records. Additional information can be found in DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Applications to the AFBCMR are submitted through the AFRBA Portal at <https://afrba-portal.cce.af.mil/>. Applications for Correction of Military Records can also be submitted in hard copy but are subject to similar administrative delays as noted above.

BRIAN L. SCARLETT, SES, DAF
Principal Deputy Assistant Secretary of the
Air Force for Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 USC, Section 1553, *Review of Discharge or Dismissal*

DoDD 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*, 8 March 2004

DoDI 1332.28, *Discharge Review Board (DRB) Procedures and Standards*, 4 April 2004

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 July 2018

Under Secretary of Defense memorandum, *Clarifying Guidance to Military Discharge Review Boards and Boards for Correction of Military/Naval Records Considering Requests by Veterans for Modification of their Discharge Due to Mental Health Conditions, Sexual Assault, or Sexual Harassment*, dated 25 August 2017

AFMD 43, *Air Force Review Boards Agency*, 10 February 2022

DAFPD 36-25, *Military Promotions and Demotions*, 15 December 2022

DAFPD 36-28, *Awards Program*, 24 May 2021

DAFPD 36-32, *Military Retirements and Separations*, 5 June 2024

HQDAFMD 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, 28 August 2026

DAFMAN 90-161, *Publishing and Processing Procedures*, 18 October 2023

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 27 July 2023

DoDI 1400.25V451_DAFI 36-1004, *Department of the Air Force Civilian Recognition Program*, 18 December 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 4 October 2022

DAFMAN 36-2806, *Military Awards Criteria and Procedures*, 27 October 2022

Prescribed Forms

None

Adopted Forms

DD Form 293, *Application for the Review of Discharge from the Armed Forces of the United States*

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

AFBCMR—Air Force Board for Correction of Military Records
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMD—Air Force Mission Directive
AFMRA—Air Force Medical Readiness Agency
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRBA—Air Force Review Boards Agency
AFRC—Air Force Reserve Command
ARPC—Air Reserve Personnel Center
CWO—Chief Warrant Officer
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DRB—Discharge Review Board
HAFMD—Headquarters Air Force Mission Directive
IG—Inspector General
NCO—Noncommissioned Officer
NGB—National Guard Bureau
OLP—Office of Legal Policy
SecAF—Secretary of the Air Force
SAF/MR—Secretary of the Air Force (Manpower and Reserve Affairs)
SAF/MRB—Director, Air Force Review Boards Agency
SAFPC—Secretary of the Air Force Personnel Council
SNCO—Senior Noncommissioned Officer
USC—United States Code
WO—Warrant Officer

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/JA—Office of The Judge Advocate General

AF/RE—Chief of Air Force Reserve

NGB/GC—Office of the Chief Counsel, National Guard Bureau

SAF/GC—Secretary of the Air Force Office of the General Council

SAF/IG—Inspector General of the Department of the Air Force

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

SAF/MRB—Director, Air Force Review Boards Agency

SF/S1—Deputy Chief of Space Operations for Human Capital

Terms

Board—The deliberative assembly of panel members

Interservice Transfer—The act of transferring from one branch of military service to another. For example, transferring from the Air Force to the Navy.

Line of Duty Determination—A determination as to whether an injury, illness, or disease of a service member performing military duty was incurred or aggravated in a military duty status.

Quasi-judicial—Having a partly judicial character by possession of the right to hold hearings on disputed claims and alleged infractions of rules and regulations and to make decisions in the general manner of courts.

Quorum—The minimum number and type of board members required to conduct an official board.

Recusal—The act of disqualifying oneself from serving on a board or panel in order to avoid a conflict of interest or the possible perception of one.

Service Characterization—A categorization that describes the manner in which a service member served. The most common service characterizations are Honorable, Under Honorable Conditions (General), and Under Other Than Honorable Conditions.