Army Board for Correction of Military Records (ABCMR) Checklist

Name of Soldier:

SSN of Soldier:

Name of Commander (not required):

Unit (not required):

ABCMR is REQUIRED for retroactive (manual) control number requests for incentive contracts. IAW the National Guard Bureau (NGB) ARNG-GSZ-A Memorandum dated 26 August 2010, any Exception to Policy (ETP) requests received after 30 September 2010 for contracts without valid control numbers will be returned without action for submission to ABCMR. ABCMR is governed by AR 15-185, which derives authority from 10 USC 1552.

*Helpful Information from **AR 15-185** and the **Applicant's Guide to Applying to ABCMR**:*

Who May Apply. Current or former members of the US Army (including Army Reserve and Army National Guard) may apply for a correction of error or injustice in their official Army military records. If the current or former service member is deceased or incompetent, the service member's spouse, widow or widower, next of kin, legally designated representative, or other specified individual, can apply for the service member. The applicant must provide legal proof of the death, or incompetence, of the service member and proof of their legal relationship to the service member.

Right to Apply. 10 USC 1552 authorizes the Secretary of the Army to correct errors or injustice in military records. This law gives the service member the right to apply to ABCMR to correct errors or injustice within their records. AR 15-185 provides information on how to apply to the Board. These references are located on the Army Review Board Agency's web site at: http://arba.army.pentagon.mil.

Time limits. Applicants must file an application within 3 years after an alleged error or injustice is discovered or reasonably should have been discovered.

How to Apply. Soldiers **do not** have to submit applications through their chain of command. A DD Form 149 (Application for Correction of Military Records) is the form used to apply to the ABCMR. You may get a DD Form 149 or apply **online** on the Army Review Board Agency's web site at: http://arba.army.pentagon.mil. Click on "Online Application" on the menu of the screen. You should read the back of the form before you start

to fill in the form. Complete the form very carefully by typing or printing the requested information. You may type directly on the web site form and print it out. Attach copies of documents, military records, evidence, and statements to support your application to your DD 149. Make sure to sign and date the DD 149. Mail it along with all your attachments to the Army address provided on the reverse of the form.

ABCMR Consideration. ABCMR members will consider each application that is properly brought before it. Each application will be reviewed to determine whether the evidence shows that an error or injustice exists and: if so, what relief is appropriate **or** if not, deny relief.

Answers to Frequently Asked Questions.

Q: How long should it take to get an answer on my application? It can take 8 to 10 months or longer to process and board your application. Applications are processed and boarded on a first-come first-served basis. When a decision is made on the Board's recommendation, you are sent a letter stating the decision with reasons for the decision at the same time the affected military agencies are directed to make the necessary corrections.

Q: Who will know about my case? Submission of an application is a private matter between the applicant and the Board, its staff, and its technical advisors. Privacy Act provisions apply.

Q: Who receives copies of the Board's decision documents? Copies of the Board's decision documents are furnished only to the applicant or the applicant's counsel. If a correction to the record is approved, the decision from the Board will be furnished to the appropriate Army agency to make the necessary corrections. A copy of the decision is also placed in your official military personnel record (iPERMS), normally in the restricted section, unless otherwise directed by the Board.

Q: How long will it take to get paid once the Board decision in my favor is approved? The ABCMR directs that the responsible military agency(s) make the necessary changes to the record. Once those changes have been made, that agency(s) will notify the Defense Finance and Accounting Service (DFAS) to make the necessary pay adjustments. These actions normally take 3-4 months after the Board's decision is published, and depends on information flow, workload, and payment eligibility date.

Available Support. A well-written statement and thorough memorandum from your Commander can be very helpful to support your claim. State Incentives Program may be contacted for further recommendation for ABCMR approval. For more information, please contact ngcarrincentives@ng.army.mil.

For any ABCMR request except Retroactive (Manual) Control Numbers, NGB Exception to Policy is required as the first course of appeal. ABCMR is not required to validate an approved NGB Exception to Policy. A service member that receives a DENIED NGB Exception to Policy may appeal the decision to the ABCMR.

Please contact ngcarrincentives@ng.army.mil with any questions.

Using the checklist below for the section that applies to your case, place an "X" in each space to the corresponding blank for each document included. Write "NA" in spaces where the requested document does not apply to you. Place documents in packet by order of section number for submission. A more complete packet will have a higher likelihood of approval. The below sections are intended as a guide. More information may be required to support your claim.

__ **Retroactive (Manual) Control Numbers (NPS/PS/AFF/REB/SLRP/OAB)**

1. State Incentives Program recommendation for ABCMR (not required)_____
2. Commander(s) recommendation for ABCMR (not required)_____
3. Service Member (SM) letter indicating extenuating circumstances_____
4. DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)_____
5. DD Form 1966 (Record of Military Processing Armed Forces of the United States)_____
6. Incentive Contract in Reference (Bonus/Loan Repayment)_____
7. DA 4836 for extension_____
8. Oath of office for Officer Accession/Affiliation_____
9. DD214 or DA 1059 as proof of AOC/MOS Qualification_____
10. RCT Transfer Orders (ISR's) Only_____
11. Other documentation the SM feels necessary to include_____

__ **Non-Prior Service (NPS)/Civilian Acquired Skills Program (CASP), Prior Service (PS), Enlisted Affiliation (EAB):**

1. NGB Exception to Policy Denial Memorandum (required)_____
2. State Incentives Program recommendation for ABCMR (not required)_____
3. Commander(s) recommendation for ABCMR (not required)_____
4. Service Member (SM) letter indicating extenuating circumstances_____
5. DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)_____
6. DD Form 1966 (Record of Military Processing Armed Forces of the United States)_____
7. Incentive Contract in Reference (Bonus/Loan Repayment)_____
8. Other documentation the SM feels necessary to include_____

__ **Reenlistment/Extension (REB), Critical Skill Retention (CSRB), or MOS Conversion (MOSCB):**

1. NGB Exception to Policy Denial Memorandum (required)_____
2. State Incentives Program recommendation for ABCMR (not required)_____
3. Commander(s) recommendation for ABCMR (not required)_____
4. Service Member (SM) letter indicating extenuating circumstances_____
5. DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)_____
    a. SM that completed DD Form 4 for (REB) while on stop-loss should include DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) in lieu of DA Form 4836_____
6. Incentive Contract in Reference (Bonus/Loan Repayment)_____
7. Memorandum specifying grounds for MOS Conversion Bonus_____(if applicable)
8. Other documentation the SM feels necessary to include_____

__ **Termination specific to Military Technicians (MilTechs):**

1. NGB Exception to Policy Denial Memorandum (required)_____
2. State Incentives Program recommendation for ABCMR (not required)_____
3. Commander(s) recommendation for ABCMR (not required)_____
4. Service Member (SM) letter indicating extenuating circumstances_____
5. DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)_____
    a. SM that completed DA Form 4836 for Reenlistment/Extension (REB) should include DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) in lieu of DD Form 4_____
6. DD Form 1966 (Record of Military Processing Armed Forces of the United States)_____
    a. Not required for SM that completed DA Form 4836 for Reenlistment/Extension (REB)
7. Incentive Contract in Reference (Bonus/Loan Repayment)_____
8. SF Form 50-B (Notification of Personnel Action) indicating Technician Appointment effective date_____
9. Other documentation the SM feels necessary to include_____

__ **Termination specific to Active Guard & Reserve (AGR):**

1. NGB Exception to Policy Denial Memorandum (required)_____
2. State Incentives Program recommendation for ABCMR (not required)_____
3. Commander(s) recommendation for ABCMR (not required)_____
4. Service Member (SM) letter indicating extenuating circumstances_____
5. DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)_____
    a. SM that completed DA Form 4836 for Reenlistment/Extension (REB) should include DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) in lieu of DD Form 4_____
6. DD Form 1966 (Record of Military Processing Armed Forces of the United States)_____
    a. Not required for SM that completed DA Form 4836 for Reenlistment/Extension (REB)
7. Incentive Contract in Reference (Bonus/Loan Repayment)_____
8. AGR Tour Order(s) that elapsed during any period SM contracted for incentive or had incentive paid out, either lump sum or installment **(for complete incentive contract term)**_____
9. Other documentation the SM feels necessary to include_____

__ **Officer Accession (OACB) or Officer Affiliation (OAFB) Bonuses:**

1. NGB Exception to Policy Denial Memorandum (required)_____
2. State Incentives Program recommendation for ABCMR (not required)_____
3. Commander(s) and/or Supervisory Officer(s) recommendation(s) for ABCMR (not required)_____
4. Service Member (SM) letter indicating extenuating circumstances_____
5. Incentive Contract in Reference (Bonus/Loan Repayment)_____
6. Federal Recognition (FEDREC) of appointment or commission_____
7. Appointment Order_____
8. Other documentation the SM feels necessary to include_____