

(b) *Where to apply.* An application for discharge from the Air Force may be sent to Headquarters Air Force Manpower and Personnel Center, Directorate of Manpower and Personnel Data Systems, Records Management Division, Airman Actions Branch, Boards and Correction Section (HQ AFMPC/MPCDOAI), Randolph AFB TX 78150.

(c) *How to apply.* (1) An application may be made using DD Form 2168, Application for Discharge of Member or Survivor of Member of Group Certified To Have Performed Active Duty With the Armed Forces of the United States, or in narrative form.

(2) Forms are available on request by writing to HQ AFMPC/MPCDOAI, Randolph AFB TX 78150, or to the National Personnel Records Center (NPRC), 9700 Page Boulevard, St Louis MO 63132.

(3) Applications should be as complete as possible. The burden of proof is on the applicant. The applicant should provide all available evidence to support a claim for membership in the group and to determine the character of service performed. The Individual Service Review Board will have available a copy of the report of the Advisory Panel to the DOD Civilian/Military Service Review Board, which may contain information pertinent to individual service.

(4) Documentation may include, but is not limited to, separation or discharge certificates, mission orders, identification cards, contracts or personnel action forms, employment records, education certificates, diplomas, pay vouchers, certificates of awards, casualty information, and any other supporting evidence of membership, or character of service performed.

(5) The Air Force will not provide representation by counsel for the applicant, nor will it defray costs of such representation under any circumstances.

(d) *When to apply.* There is no specific time for submitting an application for discharge.

§ 881.4 Application screening.

HQ AFMPC/MPCDOAI will acknowledge receipt of each application. The application will then be reviewed to see if it is proper and complete.

(a) An application that should be considered by another military department will be referred to that department, and the applicant will be sent a written notice or a copy of the referral letter.

(b) If the Secretary of the Air Force has not made a determination concerning the particular group in which an applicant claims membership, the applicant will be returned without prejudice. An application may be resubmitted after Secretarial determination that the group is certified.

(c) Applications made by a group (or individuals on behalf of a group) are not processed under this part. If such applications are received, they are to be referred to the Secretary of the Air Force, Manpower, Reserve Affairs and Installations, Personnel Council (SAF/MIPC). The Pentagon, Washington DC 20330, for further review.

(d) Incomplete applications will be returned to the applicant without prejudicing later consideration.

(e) All proper, complete applications will be referred to the Individual Service Review Board for further consideration.

§ 881.5 Individual Service Review Board.

(a) *Purpose.* The Individual Service Review Board is established by the Secretary of the Air Force at AFMPC to:

(1) Review applications for discharge under this part.

(2) Make findings of fact based on evidence submitted; and,

(3) Based on those findings, act further on the application as outlined in section 6 of this part.

(b) *Composition.* The Board consists of military members in grade lieutenant coloniel or higher, and civilian members, grade GS-12 or higher, appointed by the Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel (HQ USAF/MPC). Three members constitute a quorum. The senior member acts as Board chairperson. A nonvoting recorder keeps a record of the Board's actions concerning an application.

(c) *Administrative support.* The Directorate of Personnel Program Actions, Separation Programs and Procedures

Branch (HQ AFMPC/MPCA KP), Randolph AFB TX 78150, provides administrative support to the Board.

§ 881.6 Application processing.

(a) *Individual Service Review Board.* The Board meets in closed session and considers the application, all evidence submitted, and other relevant information available. Applicants or their representatives do not have the right to appear before the Boards.

(b) *Board findings.* The Board makes findings of fact based on the evidence and information available, and determines whether the applicant was a member of a certified group during the dates of its qualification and, accordingly, whether the application for discharge should be approved or disapproved.

(c) *Board determinations.* The Board determines that the application for discharge should be approved; the Board also determines the period and character of the applicant's service.

(d) *Approved applications.* (1) If the Board approves an application for discharge and determines that the service characterization should be DD Form 256 AF, Honorable Discharge, and a DD Form 214, under AFR 35-6. A military grade will be entered on the DD Form 214 only upon an individual request from the administrator of Veteran's Affairs. For the purpose of Veteran's Administration benefits, a pay grade is needed only in cases when an individual was killed or received service-related injuries or disease during the approved period of service. Proof of grade criteria, in order of importance, is cited in DOD 1000.20, Section G, paragraph 5.

(2) If the Board approves an application for discharge but determines that the service characterization should be "Under Honorable Conditions" (General Discharge), the case is forwarded to the SAF/MIPC for a final decision. After the final decision on the case, HQ AFMPC/MPCDOAI issues the appropriate discharge certificate and a DD Form 214 to the applicant.

(3) If the applicant challenges the characterization of a discharge issued by the Air Force, the applicant may appeal the characterization by submitting DD Form 149, Application for Cor-

rection of Military or Naval Records, to the Secretary of the Air Force through HQ AFMPC/MPCDOAI.

(4) If member was killed during the period of equivalent active military duty, the Assistant for Casualty and Mortuary Matters, Casualty Division (HQ AFMPC/MPCCA) will issue a DD Form 1300, Report of Casualty, including military pay grade, according to DODI 1300.9 (AFR 30-25, Casualty Services).

(e) *Application denial actions:* (1) If the Board determines that an application for discharge should be denied because there is insufficient evidence to show that the applicant was a member of a qualifying group, or if the Board determines that the applicant's service cannot be characterized at least under honorable conditions, HQ AFMPC/MPCDOAI notifies the applicant of the determination.

(2) The applicant has 60 days from the date of this notice to submit additional evidence or information to HQ AFMPC/MPCDOAI, Randolph AFB TX 78150, for the Board's consideration.

(3) After 60 days, the Board reviews the case again if additional evidence or information is submitted. If the Board determines that the application now merits approval, further action on the case follows as outlined in § 881.6(d).

(4) If the applicant fails to submit additional evidence or information or if, after review, the Board determines that the application should be denied, the case is sent to the SAF/MIPC for final decision on the question of discharge and character of service.

(i) The Airman Actions Branch (HQ AFMPC/MPCDOA) notifies the applicant of the final decision and, if appropriate, issues the discharge documents.

(ii) An application that is denied is returned to the applicant, without prejudicing any later consideration.

(f) *Discharge upgrade.* If a General Discharge is approved, the recipient may apply to the Air Force Discharge Review Board for discharge upgrade under AFR 20-10 or to the Air Force Board for Correction of Military Records under AFR 31-3. HQ AFMPC/MPDOA will provide copies of these regulations and application forms to individuals who received a General Discharge.