

## **Evaluation Reports Appeal Board (ERAB) FAQs**

### **Q1. What does ERAB stand for?**

A1. ERAB stands for *Evaluation Reports Appeal Board*.

### **Q2. Should I submit an ERAB for a Board for Correction of Military Records (BCMR), if I need an evaluation/report correction?**

A2. If you are actively participating in the military and want to make a correction to an evaluation/report in your record (PRDA/ARMS), you will first need to submit an ERAB. If you've already submitted an ERAB and it has been DENIED, you may file a BCMR IAW AFI 36-2603.

**NOTE 1:** You may resubmit an Evaluation Appeal Application for the same requested action ONLY if you have substantively new evidence to submit. Please note, if you resubmit an Evaluation Appeal Application with the same evidence you previously submitted, your request will be declined.

**NOTE 2:** If you're separated or retired, you must submit a BCMR.

### **Q3. What is the deadline to submit all necessary documents/evidence to ensure my case meets an ERAB (if applicable)?**

A3. ERAB is held monthly within the first or second week of the applicable month. All necessary documents need to be submitted no later than the third Friday prior to the month in which the ERAB will convene. Please note, if you do not meet the deadline, your case will simply be placed/remain in a "Ready for Board" status and will be addressed in the following ERAB.

**EXP:** You have a case you want addressed in the SEP ERAB, so your deadline to submit all requirements would be no later than third Friday in AUG.

### **Q4. Where can I find the most current ERAB guidance?**

A4. The most current ERAB guidance can be found via ePubs, **AFI 36-2406 Chapter 10** and **Attachment 2**.

### **Q5. Exactly how is an ERAB submitted?**

ERAB requests are currently being processed through Ask a Question while the development of the new MYFSS/MyEval system is completed. All ERAB requests require an AF948 IAW AFI 36-2406. Please follow the below guidance:

1. Label ticket Subject "ERAB\_Rank\_Last Name, First Name, Unit" for the member
2. Fill out and attach the AF948 with the ERAB details/errors/justifications
3. Ensure to attach the corrected replacement report and supporting documentation
4. If the request is for an officer and they have a promotion board ID, please provide that ID number

**NOTE 1:** An Evaluation Appeal Application can either be submitted by the member or by a third-party member (i.e. MPF or CSS) IAW AFI 36-2406 10.4.

**NOTE 2:** A corrected report must be provided by the member or third-party member. If the request is for an administrative correction pertaining to information in Section I (excluding some exceptions) or anything where actual content (bullets), ratings, or rating chain are not being altered, the evaluation/report does not have to be resigned. The member, MPF, or CSS can edit the original evaluation/report to reflect the necessary corrections.

### **Q6. What does a closed status mean on a case number?**

A6. It means we've either returned the application with notes/guidance because the application is not complete; we need necessary corrections to be made to the corrected/replacement copy or additional supporting documentation/evidence is required. Therefore, please do not submit a new application/case number. You may re-open the original closed case to update it. Please ensure the necessary actions/corrections are accomplished prior to re-opening the case.

#### **Q7. What is the turnaround time for processing an ERAB Application?**

A7. The turnaround time for processing minor administrative corrections is approximately 10 calendar days after review. Please note, this does not include periods in which applications are returned for corrections and/or missing documentation/evidence. As for appeals requesting to dispute an evaluation/report or actual content on an evaluation/report (i.e. delete, void, substitute, etc.), the processing time will be based on whether all necessary supporting documentation/evidence is submitted no later than the third Friday prior to the month in which the ERAB will convene. If we have all required documents for a case and it is either being processed or pending an appeal board, your case will remain in a "waiting" status. This process can take approximately 90-120 days.

#### **Q8. How long will it take to be notified of my case outcome, once it has met the Board?**

A8. Upon conclusion of the Appeal Board, you will be notified of their decision within 1 - 2 duty days.

#### **Q9. Can I expedite my ERAB Application?**

A9. IAW AFI 36-2406:

10.5.2. Expedited Processing.

10.5.2.1. If an appeal must be resolved before a specific date or event, such as a pending promotion or SSB, submit applications to AFPC/DPMSPE (RegAF and USSF) or ARPC/PB (ARC) no later than 90 calendar days before the specific date or event.

10.5.2.2. The only cases that will be accepted for expedited processing after the 90-day cutoff will be evaluations, including PRFs, that have closed out within 90 calendar days of the board convening date.

**NOTE 1:** Your Evaluation Appeal Application must reflect a valid Board ID on the AF948 in block 9.

**NOTE 2:** Although every attempt is made to expedite these particular cases, there is no guarantee it will be worked in time to meet the particular board, even when marked "Expedited."

#### **Q10. What is considered valid supporting documentation/evidence?**

A10. Factual, specific, and substantiated information that is from credible source/official and is based on first-hand observation or knowledge (i.e. Duty Title History print out, AF Form 2096, UDM, CDI and IG findings, etc.) Your personal opinion pertaining to the motives of your evaluators and how or why your evaluation turned out as it did, will not influence the Board to approve your case. Therefore, statements or MFRs written by yourself on the events which you believe lead to the contested evaluation are not credible evidence, unless the contested evaluation is endorsed by a credible source/official.

#### **Q11. Can I utilize ERAB to replace an evaluation/report in my record so that it reads better/stronger?**

A11. No, IAW AFI 36-2406 A2.5.1. Impact on Promotion or Career Opportunity: *"An evaluation is not erroneous or unfair because the applicant believes it contributed to a non-selection for promotion or may impact future promotion or career opportunities. The board will focus on the evaluation only. The simple willingness by evaluators to upgrade, rewrite, or void an evaluation is not a valid basis for doing so. Example: Requests to add optional statements such as Developmental Education/Professional Military Education, assignment/job/command "push" recommendation, add an omitted award or stratification to an evaluation or*

*PRF will normally not form the basis for a successful appeal. These statements are not mandatory for inclusion and their omission does not make the evaluation inaccurate. It must be proven the evaluation is erroneous or unjust based on its content.”*

**Q12. Can I utilize ERAB to replace/void an evaluation/report currently in my record that I personally deem unfair?**

A12. No, your opinion pertaining to the motives of your evaluators and how or why your evaluation turned out as it did, will not influence the Board to approve your case.

**IAW AFI 36-2406 Attachment 2**, you cannot replace/void a report for:

- **A2.5.2.** Ratings and Comments Inconsistent with Prior or Subsequent Evaluations
- **A2.5.3.** Comments Inconsistent with Assigned Ratings
- **A2.5.8.** Lack of Counseling or Feedback
- **A2.5.13.** Personal Opinions and Unsupported Allegations
- **A2.5.16.** Lack of Observation
- **A2.5.20.** Lack of Training

**Q13. If changing content (bullets, ratings, etc.) on an evaluation/report currently in my record, does the entire original rating chain have to resign the corrected/replacement copy?**

A13. Yes, **IAW AFI 36-2406 A2.5.23.1.** *“The substitute evaluation must be signed by all the evaluators who signed the original evaluation (this includes the commander on EPRs). If an evaluator cannot be located, submit evidence of all attempts to locate the missing evaluator (i.e. certified mail receipt, emails, postal service). After all attempts have been exhausted, contact ARPC for guidance.”*

**Q14. If the Duty Title on an evaluation/report that is currently in my record is incorrect, what do I need to submit to have it corrected?**

A14. Please submit a corrected/replacement copy **IAW AFI 36-2406 A2.5.23 Re-accomplishing an Evaluation**, along with at least one valid source document to correct DAFSC (i.e. Duty History print out, AF Form 2096, or UMD), showing the member is in the requested position. Please note, without a valid source document the ERAB will not consider the request.

**Q15. What if I need to correct an evaluation/report that’s over 3 years old?**

A15. ERAB will not consider any case over 3 years old. Therefore, if the evaluation/report you are requesting be corrected exceeds that time limit, you will need to submit a Time Limit Waiver. A Time Limit Waiver is simply a MFR acknowledged via signature of the member whose record we’re correcting. **IAW AFI 36-2406 A2.4 Time Limit Waivers:** *“The applicant can request a waiver of the 3-year time limit by citing unusual circumstances that prevented filing the appeal in a timely manner. However, ratees are responsible for reviewing their records at least annually for accuracy and the board can consider the due diligence of the applicant to apply for correction. Applications that do not include a waiver will be returned without action. Grounds for a waiver do not include:*

**A2.4.1:** *Failing to understand the appeals process.*

**A2.4.2:** *Being discouraged from appealing by superiors, peers, or counselors.*

**A2.4.3:** *Failing to understand the career impact in later years.”*

**NOTE:** Please utilize the **AFH 33-337 Tongue and Quill** for proper formatting of a MFR. Make sure the MFR is from the member, addressed to ARPC ERAB, and acknowledged via signature of the member whose record we’re correcting. Please read all the grounds of what NOT to include on the Time Limit Waiver. Pay special

attention to **AFI 36-2406 A2.4.3**, as it states not to mention requesting your record be corrected due to you potentially meeting an upcoming board. Boards are career impacting and therefore, we will not accept that reasoning on a Time Limit Waiver.

**Q16: What should I do if I need to make a correction to an evaluation/report and one or more of my evaluators has since retired?**

A16: **IAW AFI 36-2406 A2.5.23.1**: *“Be signed by all the evaluators who signed the original evaluation (this includes the commander on EPRs). If an evaluator cannot be located, submit evidence of all attempts to locate the missing evaluator (i.e. certified mail receipt, emails, postal service). After all attempts have been exhausted, contact ARPC/DPTSE (ERAB) for guidance.”* Therefore, you must provide a certified mail receipt, along with any other forms of communication (i.e. emails) showing you attempted to contact them, so they could have the opportunity to resign the evaluation/report. If after you’ve exhausted all attempts to locate the retired evaluator you are unsuccessful, a different evaluator can sign.

**Q17. Can ERAB be utilized to “back date” signatures on an evaluation/report?**

A17. No, **IAW AFI 36-2406 1.4.12.1.5**: *“Do not “back date” the signature.”* **Exception:** *If, after referring an evaluation to the ratee, the evaluation is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that do not require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should reflect the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the evaluation was properly processed. All evaluators, subsequent to the (last) referring official will use either original signature dates or current signature dates.*

**Q18. What are minor corrections?**

A18. Administrative corrections to information in Section I or anything where actual content (bullets), ratings, or rating chain are not being altered constitutes minor corrections.

**Q19. Is ERAB utilized to expedite processing evaluations/reports for an upcoming PB, school, job application, etc?**

A19. No, ERAB is not utilized to expedite processing an evaluation/report for an upcoming PB, school, job application, etc. ERAB is utilized to make corrections to evaluations/reports that are already a matter of record (in PRDA/ARMS).

**Q20. Does ERAB maintain hard and/or digital copies of my case information after it’s met the Board? If so, can ERAB provided me with these copies so I can submit a BCMR?**

A20. No, **IAW AFI 36-2406 10.2.2**: *“Following the Board's decision, destroys all working papers, memoranda, worksheets, recommendations, and notes between the Board members or between the Board and the NCOIC which pertain to the case are destroyed. The Board does not create nor maintain formal records of proceeding.”*