

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 or 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 by submitting an AF Form 149 to AF 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 quarterly (MAR, JUN, SEP and DEC) 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 (no exceptions).

EX: 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 was released via ePubs on 14 NOV 2019 (25 JUN 2021 Incorporating Change Update), and you can find it via **AFI 36-2406 Chapter 10 and Attachment 2**.

Q5. Exactly how is an ERAB submitted?

- A5.
1. Log into myPers
 2. Under "I would like to....Click Access vPC Dashboard"
 3. Click on the Action Request tab
 4. Find Evaluation (Overview) on the right-hand side
 5. Click on Appeal an Evaluation

NOTE 1: ERAB does not accept corrected/replacement evaluations/reports via a myPers Incident. All Evaluation Appeal Applications must be submitted via the vPC Dashboard as an EVA.

NOTE 2: 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.

Q6. Exactly how is a STAT Tour ERAB submitted?

- A6. 1. Log into vMPF via AFPC Secure
2. Under “Most Popular Applications”...Click “Evaluation Appeals”
3. Under “Evaluation Appeal Home”...Click “Initiate Evaluation Appeal”
4. Complete Steps 1 - 5

NOTE: For guidance, questions, or overall assistance please contact your servicing MPF at NGB.HR.HR.Evaluations.Org@us.af.mil.

Q7. If my EVA reflects a status of “Return to Member - Closed,” does that mean the Evaluation Appeal Application has been closed out and I need to submit a new one?

A7. No, “Return to Member - Closed” is similar to that of “Return to Rater.” It means we’ve 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, as we will cancel duplicate entries for the same issue/request. Please ensure the necessary actions/corrections are accomplished and resubmit the EVA, so we can review and/or process your request.

Q8. What is the turnaround time for processing an ERAB Application?

A8. The turnaround time for processing minor administrative corrections is approximately 10 calendar days. 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. Please note, if you do not meet the deadline your case will be placed/remain in a “Ready for Board” status and will be addressed in the following ERAB (no exceptions).

EX: 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.

Q9. How long will it take to be notified of my case outcome, once its met the Board?

A9. Appeal Boards are held quarterly (MAR, JUN, SEP, and DEC on the first or second week of the applicable month). Upon conclusion of the Appeal Board, you will be notified of their decision within 1 - 2 duty days.

Q10. How long will it take for the corrected/replacement copy to be reflected in the member’s record (PRDA/ARMS)?

A10. Please note, we have implemented a new procedure within our processing system (Remedy) that no longer requires us to print and physically mail all corrected/replacement copies of evaluations/reports to ARMS (AFPC). This new implementation has brought the overall processing time from 90 - 120 calendar days to approximately 10 calendar days. Please note, this does not include periods in which applications are returned for corrections and/or missing documentation/evidence. This new processing time is true for minor administrative corrections, as well as Board approved appeals (FYI: Boards are held quarterly/approximately every 90 calendar days).

- 1st** An ERAB Technician will review the Evaluation Appeal Application to ensure the request is valid (IAW AFI 36-2406 Chapter 10/Attachment 2) and all necessary documentation/evidence was provided to support the request.

2nd An ARPC Form 60 is submitted requesting the incorrect evaluation/report be removed from the member's record (PRDA/ARMS).

3rd Once that request has been processed we can directly submit the corrected copy to ARMS, via Remedy, allowing the corrected copy to reflect in the member's record immediately.

Q11. Can I expedite my ERAB Application?

A11. Yes, you can have your Evaluation Appeal Application expedited. However, please keep the following in mind; IAW AFI 36-2406 10.5.1.4 and 10.5.2.1: *“Promotion Boards are closed out (cut-off) 30 to 45 calendar days prior to the board convening date. In order to process an appeal in time, ARPC/DPTSE (ERAB) must receive the appeal no later than 45 days before the cut-off date, (90 calendar days before the particular special selection board or supplemental board). If an appeal must be resolved before a specific date or event, such as a pending promotion or special selection board, submit applications to ARPC/DPTSE (ERAB) no later than 90 calendar days before the specific date or event.”*

NOTE 1: If the corrections you are requesting be made to your evaluation/report are not administrative, keep in mind Appeal Boards are held quarterly (approximately every 90 calendar days), so please plan accordingly to accommodate for processing time.

NOTE 2: Your Evaluation Appeal Application must reflect a valid Board ID in the Evaluation Appeal Information “Do you wish your case to be expedited?” Section.

NOTE 3: 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."

Q12. What is considered valid supporting documentation/evidence?

A12. 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.

Q13. If my request is to have administrative corrections made to an evaluation/report currently in my record, do I have to provide a corrected/replacement copy?

A13. Yes, you will need to provide a corrected/replacement copy. IAW AFI 36-2406 A2.5.23 Re-accomplishing an Evaluation: *“Along with supporting documentations, furnish a substitute evaluation in the appeal case.”*

NOTE: If the change needed is to administratively correct information in Section I (excluding some exceptions) or anything where actual content (bullets) are not being altered, the evaluation/report does not have to be resigned. You or someone on your behalf (i.e. MPF or CSS), can administratively correct the original evaluation/report to reflect the necessary corrections, to then supply a copy in the Attachments Section of your ERAB Application.

Q14. Can I utilize ERAB to replace an evaluation/report in my record so that it reads better/stronger?

A14. 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.”*

Q15. Can I utilize ERAB to replace/void an evaluation/report currently in my record that I personally deem unfair?

A15. No, 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. **Please reference Question 10.**

Please reference **AFI 36-2406 Attachment 2:**

- **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

Q16. 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?

A16. 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.”*

Q17. 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?

A17. 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.

Q18. What if I need to correct an evaluation/report that’s over 3 years old?

A18. 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.

NOTE 1: Please ensure the MFR is addressed to ARPC ERAB.

IAW AFI 36-2406 10.5.1.2: *“If the evaluation is more than 3 years old, submit a waiver of the time limit.”*

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 2: 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.

NOTE 3: All evaluations/reports will be held to the applicable **AFI 36-2406** in effect as of their c/o (i.e. EPR/OPR c/o on 31 JAN 2017 will be processed utilizing the 08 NOV 2016 AFI).

Q19: 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?

A19: 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.

NOTE 1: You will also need to provide evidence showing the evaluator is retired (i.e. Retirement Order).

NOTE 2: Evaluators who are not retired will need to resign the evaluation/report.

Q20. Can ERAB be utilized to “back date” signatures on an evaluation/report?

A20. No, IAW AFI 36-2406 1.4.12.1.5: *“Do not “back date” the signature.”*

Q21. What are minor corrections?

A21. Administrative corrections to information in Section I or anything where actual content (bullets) are not being altered constitutes minor corrections.

Q22. Can I make corrections to my PRF?

A22. It depends on what you’re trying to correct and why. **IAW AFI 36-2406 A2.6.1 General Information:** *“A material error in the PRF itself, substantive changes to the record of performance used to assess performance-based potential, or a material error in the PRF preparation process may justify changes to the PRF. Normally, comments and recommendations are required from the Senior Rater who signed the PRF and the Management Level Review President who reviewed it. If the Senior Rater is deceased or retired and not available, the president who originally reviewed the PRF may act instead. When the Senior Rater is available but the original president is deceased or retired and not available, the current president can act in their place. Note: An evaluator is considered not available when they are incapacitated or, after reasonable efforts, cannot be located or contacted. Include in the application documentation that shows when and how attempts to contact*

an evaluator, such as certified mail receipts. An evaluator will not be substituted or bypassed simply because they will not support an application.”

NOTE 1: Please review **AFI 36-2406 A2.6 Special Information on Appealing AF Form 709, PRF** to ensure your request is valid.

NOTE 2: An Evaluation Appeal Application requesting to correct content (bullets) and/or a promotion recommendation on a PRF will ALWAYS meet a Board. Please note, a PB Counseling SME will sit in on the Board to ensure your request is processed fairly and accurately.

NOTE 3: The Management Level Review process does not apply to the Guard and Reserve.

Q23. Is ERAB utilized to expedite processing evaluations/reports for an upcoming PB, school, job application, etc?

A23. 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).

NOTE: All inquiries pertaining to expediting evaluations/reports require the submission of a myPers Incident stating as such. Please ensure your myPers Incident includes a valid Board ID and Convening Date, because without that information we will not be able to expedite your request. No exceptions will be granted.

Q24. Am I automatically eligible for an SSB if my Evaluation Appeal Application is approved?

A24. Once an Officer Evaluation Appeal Application is approved, an SSB Application will automatically be generated. The ARPC Evaluation Appeals, will then attach the evaluation/report corrected/replacement copy and route the SSB Application to PB Counseling. Please note, PB Counseling ultimately determines if you are eligible/require an SSB. Therefore, if you have any questions in regards to whether or not you will meet an SSB or if you have an upcoming OPB and want to ensure PB has your evaluation/report corrected/replacement copy, you will need to contact PB Counseling directly.

NOTE: Please ensure to utilize the OPB calendar on myPers.

Q25. 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?

A25. 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.”*

Q26. If my EVA is returned to me requesting I provide a corrected/replacement copy of the evaluation/report IAW AFI 36-2406 A2.5.23 and/or supporting documentation/evidence be submitted to support my case IAW AFI 36-2406 10.2.1.3, can I submit the requested documents/evidence via a myPers Incident?

A26. No, ERAB cannot accept a corrected/replacement copy of an evaluation/report and/or supporting documentation/evidence submitted via a myPers Incident. All necessary documentation/evidence to support your case must be submitted via an EVA for processing.

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS**

AF - Air Force
AFI - Air Force Instruction
AFPC - Air Force Personnel Center
ARMS - Automated Records Management System
ARPC - Air Reserve Personnel Center
BCMR - Board for Correction of Military Records
CDI - Commander Directed Investigation
CSS - Commander Support Staff
DAFSC - Duty Air Force Specialty Code
EPR - Enlisted Performance Report
ERAB - Evaluation Reports Appeal Board
EVA - Evaluation Appeal Application
FAQs - Frequently Asked Questions
IG - Inspector General
MFR - Memorandum for Record
MPF - Military Personnel Flight
myPers - Master Personnel Records
OJT - On the Job Training
OPB - Officer Promotion Board
OPR - Officer Performance Report
PB - Promotion Board
PRDA - Personnel Records Display Application
PRF - Promotion Recommendation Form
ResAF - Reserve AF
SME - Subject Matter Expert
SSB - Special Selection Board
STAT - Stationary
UMD - Unit Manpower Documents
vMPF - Virtual Military Personnel Flight
vPC - Virtual Personnel Center