**EVALUATION REPORTS APPEAL BOARD (ERAB) DID YOU KNOW**

1. **DID YOU KNOW Evaluation Reports Appeal Boards (ERABs) are held MONTHLY?**
   1. So long as there are packets ready to meet the board, it is now held monthly. Ideally within the first or second week of the applicable month.
      * We take OPBs into consideration when scheduling.
   2. All necessary documents/evidence must be submitted NLT the third Friday prior to the month in which the ERAB will convene.
      * EX: You want your case to meet the SEP ERAB, so your deadline to submit all necessary documents/evidence would be NLT the third Friday in AUG.
2. **DID YOU KNOW our processing times vary?**
   1. Please reference *DAFI 36-2406 10.4.3.6* and *10.5.*
      * Administrative corrections (i.e. No content (bullet) changes, ratings, or rating chain being made) will be processed in approximately 10 calendar days. This does not include periods in which applications are returned for corrections and/or missing documents/evidence.
        + This process use to take approximately 90 - 120 calendar days.
      * If you’re meeting an upcoming OPB ensure ARPC/Evaluations receives your appeal no later than 45 days before the cut-off date, (90 calendar days before a SSB or a supplemental board).
        + If the corrections you are requesting be made to your evaluation/report are not administrative, keep in mind ERABs are held monthly, however you should give at least 2 months for return actions, so plan accordingly.
3. **DID YOU KNOW if you’re correcting an evaluation/report that’s over 3 years old, from the time it became a matter of record, you will need to submit a Time Limit Waiver?**
   1. Please reference *DAFI 36-2406 10.5.1.2*. and *A2.4*.
      * The Time Limit Waiver (MFR) will need to be addressed to ARPC ERAB and signed by the member whose record we’re correcting.
      * Utilize *AFH 33-337 Tongue and Quill* for proper formatting of the MFR.
4. **DID YOU KNOW applicants filing an appeal must provide a substitute evaluation/report that reflects the requested/necessary administrative corrections?**
   1. Please reference *DAFI 36-2406 A2.5.23*.
      * The substitute evaluation/report must be signed by all the evaluators who signed the original evaluation/report *IAW DAFI 36-2406 A2.5.23.1*.
        + If an evaluator has PCSed/PCAed and/or retired your will need to provide their Retirement Order (if applicable) and evidence of all attempts to locate the said evaluator (i.e. certified mail receipt, emails, postal service).
      * If content (bullets) are not being changed, 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.
5. **DID YOU KNOW evaluations/Reports that have become a matter of record (in PRDA/ARMS) are presumed to be accurate and objective?**
   1. Please reference *DAFI 36-2406 10.2.1.3*. and *A2.5.*
      * Applicants filing an appeal must provide evidence that clearly demonstrate an error or injustice was made (i.e. Duty Title History, AF2096, CDB, UMD, CDI and IG findings, etc.)
6. **DID YOU KNOW your EVA is still a “working” application/case when the status reflects “Return to Member - Closed?”**
   1. It’s simply been returned with notes/guidance because it’s too vague and/or not complete (i.e. Corrections may need to be made to the replacement evaluation/report or additional supporting documentation/evidence may be required).
      * Adhere to the guidance provided upon return, take the necessary action(s) and resubmit the EVA.
        + Please do not submit a new EVA unless system issues require you to do so, as duplicate requests will be cancelled.
        + New EVAs must be created for those cancelled due to AFPERS account errors. Please pay attention to the additional information given in those cases, as it will also detail what updates/corrections were needed to be made. Include those updates in the new EVA.

**Attachment 1**

**GLOSSARY OF ABBREVIATIONS AND ACRONYMS**

**AF -** Air Force

**AFI -** Air Force Instruction

**ARMS -** Automated Records Management System

**ARPC -** Air Reserve Personnel Center

**CDB -** Career Data Brief

**CDI -** Commander Directed Investigation

**ERAB -** Evaluation Reports Appeal Board

**EVA -** Evaluation Appeal Application

**IG -** Inspector General

**MFR -** Memorandum for Record

**OPB -** Officer Promotion Board

**PRDA -** Personnel Records Display Application

**UMD -** Unit Manpower Documents