



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH, TEXAS**

Eligibility for Correction of Military Records

In most cases, the applicant is a member or former member of the Air Force, since the request is personal to the applicant and relates to his or her military records. An applicant with a proper interest may request correction of another person's military records when that person is incapable of acting on his or her own behalf, is missing or is deceased. Depending on the circumstances, a child, spouse, parent or other close relative, an heir, or a legal representative (such as a guardian or executor) of the member or former member may be able to show a proper interest. Applicants will send proof of proper interest with the application when requesting correction of another person's military record.

UPDATE: The 2015 National Defense Authorization Bill, as passed by the Senate Armed Services committee, included language that expressed the sense of Congress urging any updating Vietnam veteran who received a less-than-honorable discharge and has since been diagnosed with post-traumatic stress be allowed all due consideration for an upgrade of characterization of discharge.

A memorandum published by the Secretary of Defense on Sept. 3, 2014, implemented supplemental policy guidance for BCMR on these applicants.

BCMR Request Examples

There are a number of reasons to submit a BCMR request, to include correcting place or date of birth, citizenship status, name changes, social security numbers and medical records. See the information below for more information:

PLACE OR DATE OF BIRTH

Note: The Air Force does not correct records of former members unless evidence proves the place or date of birth used while serving with the Air Force was erroneously recorded.

To change the place or date of birth:

United States citizens who were born in the United States or one of its possessions must provide the BCMR the original or certified copy (not a notarized copy) of the birth certificate on file with the office of vital statistics of the state or United States possession in which the member was born.

United States citizens born in a foreign country must provide the BCMR a certificate or statement verifying the date and place of birth furnished by the United States Consular Office or the service hospital where the member was born.

Naturalized citizens must provide the BCMR the original or certified copy of a certificate from the Bureau of Immigration verifying the date and place of birth.

Active Duty

Active duty members can take their source documents to their local military personnel flight to have the changes corrected administratively. There is no need to go through the Air Force Boards for the Corrections of Military Records process.

Former Air Force Personnel

Former Air Force members and Retirees must fill out a **DD Form 149**. Mail the DD Form 149 to the Air Force Board for Correction of Military Records (SAF/MRBC), 3351 Celmers Lane, Joint Base Andrews NAF Washington, MD 20762.

CORRECTING CITIZENSHIP STATUS

Note: The Air Force does not correct records of former members unless evidence proves the citizenship used while serving with the Air Force was erroneously recorded.

Active Duty

Active duty members can take their source documents to their local MPS to have the changes corrected administratively. There is no need to go through the Air Force Boards for the Corrections of Military Records process.

Former Air Force Personnel

Former Air Force members and Retirees must fill out a **DD Form 149**. Mail the DD Form 149 to the Air Force Board for Correction of Military Records (SAF/MRBC), 3351 Celmers Lane, Joint Base Andrews NAF Washington, MD 20762.

NAME CHANGES

Active Duty

Active duty members can take their source documents to their local MPS to have the changes corrected administratively. There is no need to go through the Air Force Boards for the Corrections of Military Records process.

Former Air Force Personnel

Former Air Force members and retirees must fill out a **DD Form 149**. Mail the DD Form 149 to the Air Force Board for Correction of Military Records (SAF/MRBC), 3351 Celmers Lane, Joint Base Andrews NAF Washington, MD 20762, along with the source documents. The Board will consider applications for name changes to the DD214 to correct an error or remove an injustice. The applicant must provide justification demonstrating that they were a victim of an error (i.e., genuine error) or that having their former name on their DD-214 causes an injustice (e.g., due to a divorce or their transgender status). A signed and authenticated court order providing proof the applicant's name was legally changed should accompany the application. As with all applications to the Board, each application for a name change will be considered on its own merits.

SOCIAL SECURITY NUMBER

Active Duty

Active duty members can take their source documents to their local MPS to have the changes corrected administratively. There is no need to go through the Air Force Boards for the Corrections of Military Records process.

Former Air Force Personnel

Former Air Force members and Retirees must fill out a **DD Form 149**. Mail the DD Form 149 to the Air Force Board for Correction of Military Records (SAF/MRBC), 3351 Celmers Lane, Joint Base Andrews NAF Washington, MD 20762, along with the source documents.

Required Document

The original, a certified copy, or a notarized copy of the social security card.

MEDICAL RECORDS

If your contention involves a medical issue, you must also fill out a consent form to release your medical records from the Veterans Administration. You must fill out a:

VA Form 10-5345, *Request for and Authorization to Release Medical Records or Health Information* sign and attach to the **DD Form 149**.

Air Force Pamphlet 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military*

Records

Air Force Instruction 36-2603, *Air Force Board for Correction of Military Records*

The Department of Defense Boards of Review Reading Rooms <http://boards.law.af.mil/>.