

SUBCHAPTER I—MILITARY PERSONNEL

PART 881—DETERMINATION OF ACTIVE MILITARY SERVICE AND DISCHARGE FOR CIVILIAN OR CONTRACTUAL GROUPS

Sec.

- 881.1 Applying for discharge.
- 881.2 Screening the application.
- 881.3 Individual Service Review Board.
- 881.4 Processing the application.
- 881.5 If an application is approved.
- 881.6 If an application is denied.
- 881.7 Discharge upgrade.
- 881.8 Disposition of documents.
- 881.9 Form prescribed.

APPENDIX A TO PART 881—GLOSSARY OF TERMS

AUTHORITY: 38 U.S.C. 106.

SOURCE: 64 FR 33400, June 23, 1999, unless otherwise noted.

§ 881.1 Applying for discharge.

(a) Who may apply.

(1) You may apply for discharge if you were a member of a recognized group. A spouse, next of kin, or legal representative may apply on behalf of a deceased or mentally incompetent person. Proof of death or mental incompetency must accompany such an application.

(b) Where to apply.

(1) Send your application for discharge to the Directorate of Personnel Program Management, Separations Branch, HQ AFPC/DPPRS, 550 C Street West, Suite 11, Randolph AFB, TX 78150-4713.

(c) How to apply.

(1) Fill out 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 U.S.*, or write a letter.

(2) Obtain DD Form 2168 from HQ AFPC/DPRS, 550 C Street West, Suite 11, Randolph AFB, TX 78150-4713 or the National Personnel Records Center (NPRC), 9700 Page Boulevard, St. Louis, MO 63132.

(3) Make your application as complete as possible; the burden of proof is on you. Provide all available evidence to document your membership in the group and what services you performed.

- (d) Documentation may include:
- (1) Flight logbooks.
 - (2) Separation or discharge certificates.
 - (3) Mission orders.
 - (4) Identification cards.
 - (5) Contracts.
 - (6) Personnel action forms.
 - (7) Employment records.
 - (8) Education certificates and diplomas.
 - (9) Pay vouchers.
 - (10) Certificates of awards.
 - (11) Casualty information.
- (e) The Air Force will not under any circumstances provide or pay for legal representation for you.

§ 881.2 Screening the applications.

(a) HQ AFPC/DPPRS reviews your application and does one of the following:

(1) Refers your application to another military department and sends you a written notice or a copy of the referral letter.

(2) Returns your application without prejudice if the Secretary of the Air Force has not determined whether members of your group are certified for discharge. You may resubmit the application after the Secretary determines that your group is certified.

(3) Refers applications made by a group (or individuals on behalf of a group) to the Secretary of the Air Force, Manpower, Reserve Affairs and Installations, Personnel Council (AFPC), The Pentagon, Washington, DC 20330 for further review. This Part does not cover such applications.

(4) Returns the application to you if it is complete.

(5) Refers all complete applications to the Individual Service Review Board for further consideration.

§ 881.3 Individual Service Review Board.

(a) The Commander, Headquarters Air Force Personnel Center (HQ AFPC/CC) establishes the Individual Service Review Board as necessary.

(b) The Board consists of military members in grade Lieutenant Colonel or higher, and civilian members, grade