

Army Board for Correction of Military Records (ABCMR) Process: The process of making a correction to a Soldier's military record

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit ABCMR Packet	Soldier creates ABCMR Packet by completing DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552) and including any necessary documentation to support the request. It is highly recommended that Soldiers submit the ABCMR Packet through their State MILPO Office for submission to the National Guard Bureau (ARNG-HRH), ABCMR Branch, Appeals and Analysis (A & A) Section. Soldier can submit packet directly to DA ABCMR Case Management Branch or National Guard Bureau ABCMR Branch, but it is not recommended in order to ensure proper review of case.	AR 15-185	DD Form 149		
2	Receive and review ABCMR Packet	State MILPO receives ABCMR Packet from Soldier, reviews for content only, and mails or faxes to ARNG-HRH ABCMR Branch.				
3	Receive and process ABCMR Packet	ARNG-HRH ABCMR Branch receives ABCMR Packet and an A & A Section Analyst is assigned. A & A Section Analyst determines, based on AR 15-185 (Army Board for Correction of Military Records), if military record needs correction, and submits to ARNG-HRH Division Chief for review and approval.	AR 15-185			

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4	Receive and approve ABCMR Packet	ARNG-HRH Division Chief reviews the ABCMR Packet to ensure content and format is in compliance with AR 15-185 (Army Board for Correction of Military Records) before signing the Opinion Memo for release to DA ABCMR Case Management Branch.	AR 15-185			
5	Submit ABCMR Packet	A & A Section Analyst submits Opinion Memo and ABCMR Packet via mail to the DA ABCMR Case Management Branch.				
6	Receive and review ABCMR Packet	DA ABCMR Case Management Branch reviews ABCMR Packet and Opinion Memo and approves or disapproves Opinion Memo from ARNG-HRH.				
7	Send for feedback	DA ABCMR Case Management Branch sends ABCMR Packet and Opinion Memo to Soldier for feedback.				
8	Provide feedback	Soldier provides feedback via email on the Opinion Memo back to DA ABCMR Case Management Branch. If needed, additional documentation is attached, as well as clarification of any narrative on original paperwork.				
9	Receive feedback and forward	DA ABCMR Case Management Branch receives feedback via email from Soldier and forwards ABCMR Packet, Opinion Memo, and Soldier feedback to Army Review Board Agency (ARBA) Determination Board.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
10	Board ABCMR request	ARBA Determination Board reviews Soldier's evaluation appeal to ensure it is in accordance with AR 15-185 (Army Board for Correction of Military Records). ARBA Determination Board documents the results of the Board in a proceedings document which includes approval/disapproval decision and why disapproved, if applicable.	AR 15-185			
11	Approve request?	A & A Section Analyst receives proceedings from ARBA Determination Board via mail stating whether the appeal was approved or denied.				
12	Receive approved recommendation	If ARBA Determination Board approves the ABCMR request, the proceedings, ABCMR Packet, and Opinion Memo are returned to A & A Section Analyst as well as the Soldier concerned.				
13	Forward recommendation for correction	A & A Section Analyst forwards the proceedings, ABCMR Packet, and Opinion Memo to State for record correction.				
14	Correct record	If the ABCMR request is approved, State corrects the military record.				
15	Send correction	State sends email validating correction of military record to A & A Section Analyst and ARBA Determination Board.				
16	Receive disapproved recommendation	If the Determination Board disapproves the ABCMR request, the proceedings, ABCMR Packet, and Opinion Memo is sent to A & A Section Analyst to file and close.				
17	File and close case	A & A Section Analyst files ABCMR Packet and closes the case.				