



## How to Apply to the AFBCMR: A Step-by-Step Guide

This section provides a detailed guide to formally submitting your reinstatement application. While the process involves a formal online submission, your recruiter remains your primary guide and resource to assist you with any questions.

The official platform for submitting your application is the Air Force Review Boards Agency (AFRBA) portal. This secure site is used to manage all applications for corrections of military records.

[Access the Official AFRBA Application Portal](#)

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### Detailed Application Instructions

Follow these steps carefully to ensure your application is submitted correctly.

#### Step 1: Gather Your Required Documents

Before starting your online application, ensure you have digital copies (PDF format is preferred) of all required documents. This will include:

- Your completed and signed DD Form 149, *Application for Correction of Military Record*.
- Your Medical Certification Letter confirming you meet retention standards.
- Your DD Form 214, *Certificate of Release or Discharge from Active Duty*. (if applicable)
- Your Notification of Involuntary Transfer to the IRR. (if applicable)

- Any additional supporting documents, such as a personal statement (MFR), performance reports, or letters of recommendation.

Step 2: Create an Account or Log In (Note: As an alternative to submitting through the portal, individuals may email their application and supporting documents directly to the AFRBA COVID Reinstatement Team at [SAF.MRBC.Covid@us.af.mil](mailto:SAF.MRBC.Covid@us.af.mil); this Team will assist with inputting into the system and generating a case number)

- Navigate to the AFRBA Portal using the link above.
- If you have an existing account (such as a CAC, DS Logon, or MyVector account), you may be able to log in directly.
- If you are a new user, you will need to register for an account. Follow the on-screen instructions to complete the registration process.

Step 3: Start a New Application

- Once logged in, look for an option to "Start a New Application" or "Create a New Case."
- Select the Air Force Board for Correction of Military Records (AFBCMR) as the board to which you are applying.
- Fill out the required personal information fields exactly as they appear on your official records to avoid delays.

Step 4: Upload Your Documents

- You will reach a section that prompts you to upload your application materials.
- Carefully upload each of the documents you prepared in Step 1. Give each file a clear, descriptive name (e.g., "DD\_Form\_149.pdf", "Medical\_Letter.pdf").
- Double-check that all required files have been successfully uploaded before proceeding.

Step 5: Review and Submit

- The portal will provide a final summary of your application. Review all the information you entered and the list of uploaded documents for accuracy.
- Once you are certain everything is correct, click the final "Submit" button. You should receive an on-screen confirmation and a confirmation email with a case number. Save this case number for your records.

- Send an email to [SAF.MRBC.Covid@us.af.mil](mailto:SAF.MRBC.Covid@us.af.mil) with your case number to be expedited through the Board process.
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## How to Track Your Application Status

You can monitor the progress of your case directly through the AFRBA portal.

1. Log in to the AFRBA Portal.
2. Navigate to your dashboard or a section titled "My Cases" or "Application Status."
3. Your application should be listed, identified by the case number you received upon submission.
4. The status will indicate which stage of the review process your case is in (e.g., "Received," "In Review," "Awaiting Decision").

## Important Note on the AFRBA Tracking Tool

We are aware that some users have experienced issues with the status tracking function on the AFRBA portal, with statuses sometimes not updating for long periods. The responsible agencies have been notified of these technical issues. While this issue is being addressed, please do not be concerned if your status appears unchanged.