

**Army Regulation 15–34**

**Boards, Commissions, and  
Committees**

**Department of  
the Army  
Individual  
Service  
Review Board**

**Headquarters  
Department of the Army  
Washington, DC  
19 March 2021**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 15–34

Department of the Army Individual Service Review Board

This regulation is certified current as of 19 March 2021. Aside from the following administrative changes, no other changes were made to certify currency of this regulation—

- o Updates suggested improvements (title page).
- o Adds records management (recordkeeping) requirement (para 1–5).
- o Updates references (app A).

This major revision, dated 18 July 2017—

- o Updates responsibilities and assigns applications approval authority for the Department of the Army Individual Service Review Board to the Commanding General, U.S. Army Human Resources Command (para 4).
- o Adds internal control evaluation (app B).

Effective 18 August 2017

**Boards, Commissions, and Committees**

**Department of the Army Individual Service Review Board**

---

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
General, United States Army  
Chief of Staff

Official:

  
**KATHLEEN S. MILLER**  
Administrative Assistant  
to the Secretary of the Army

Veterans' Administration benefits and issuance of an Army discharge for service rendered to the Armed Forces.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.**

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Commanding General, U.S. Army Human Resources Command (AHRC–PDR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARMY HUMAN RESOURCES COMMAND inbox at [usarmy.knox.hrc.mbx.g3-publications@mail.mil](mailto:usarmy.knox.hrc.mbx.g3-publications@mail.mil).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

---

**History.** This regulation is certified current as of 19 March 2021. Aside from the administrative changes listed in the summary of change, no other changes were made to certify currency of this regulation. No content has been changed.

**Summary.** This revision implements DoDD 1000.20 and updates the membership composition of the establishment of the Department of the Army Individual Service Review Board. This regulation discusses the Board's procedures for determining an applicant's eligibility for

---

**Contents** (Listed by paragraph and page number)

- Purpose • 1, *page 1*
- References and forms • 2, *page 1*
- Explanation of abbreviations and terms • 3, *page 1*
- Responsibilities • 4, *page 1*
- Records management (recordkeeping) requirements • 5, *page 1*
- Board location • 6, *page 1*
- Background • 7, *page 2*
- Board composition and control • 8, *page 2*
- Initial applications • 9, *page 2*
- Action on approved applications • 10, *page 2*
- Disapproved applications • 11, *page 3*

---

\*This regulation supersedes AR 15-34, dated 18 July 2017.

## **Contents—Continued**

Reconsideration • 12, *page 3*

### **Appendixes**

A. References, *page 4*

B. Internal Control Evaluation, *page 6*

### **Glossary**

## 1. Purpose

This regulation prescribes policies for determining an applicant's membership in a civilian or contractual group whose services rendered to the Armed Forces is considered active military service. This determination is made to establish an individual's entitlement to Veterans Administration (VA) benefits and the issuance of an Army discharge. Additionally, this regulation sets forth the method of submitting applications for determination and reconsideration of disapproved applications.

## 2. References and forms

See appendix A.

## 3. Explanation of abbreviations and terms

See glossary.

## 4. Responsibilities

The Deputy Chief of Staff, G-1 will ensure that—

*a.* The Commanding General (CG), U.S. Army Human Resources Command (USAHRC) will—

(1) Appoint members to the Department of the Army (DA) Individual Service Review Board (ISRB) and determine their terms of service.

(2) Appoint the chairperson from members of the Board.

(3) Notify applicants promptly of the Board's decisions.

(4) Ensure the Chief, Army Personnel Records Division (APRD) issues separation documents if the Board's decision is positive.

(5) Send necessary correspondence.

(6) Issue DD Form 1300 (Report of Casualty) to include military pay grade when a member whose application was approved was killed during the period of equivalent active military service.

(7) Complete official military personnel file for individuals whose applications have been approved by the Board. The CG, USAHRC (AHRC-PDR) will send the record for maintenance to the National Personnel Records Center, General Services Administration, 1 Archives Drive, St. Louis, MO 63138-1002.

(8) The authority outlined in paragraph 4*a*(4) is delegated to the Adjutant General and the Chief, APRD, the Adjutant General Directorate, USAHRC. The delegation to the Chief, APRD, is only effective if the Chief, APRD, is in the rank of colonel or above.

*b.* The DA ISRB, referred to throughout this regulation as "the Board," will—

(1) Convene at the call of CG, USAHRC.

(2) Choose an acting chairperson from members of the Board to serve in the absence of the appointed chairperson.

(3) Consider, in closed session, applications from individuals (or the survivor of those individuals) who claim to be former members of groups that have rendered military service.

(4) Make findings on the basis of the evidence and all information available.

(5) Determine if the applicant was a member of a certified group during the dates of its qualification. Also, the Board will determine whether the application for discharge should be approved or disapproved.

(6) Determine if the service warrants an honorable discharge or a discharge under honorable conditions in cases where an application is approved.

(7) Determine the equivalent pay grade of the applicant when appropriate (see para 9).

## 5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

## 6. Board location

This regulation establishes the DA ISRB at USAHRC (AHRC-PDR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402. This regulation has been approved by the Department of the Army Committee Management Officer.

## **7. Background**

*a.* Public Law 95–202, Section 401, as amended, directs the Secretary of Defense (SECDEF) to determine whether civilian employment or contractual service by groups for the Armed Forces should be considered active military service.

*b.* The SECDEF has delegated to—

(1) The Secretary of the Air Force the authority to determine if the service of groups constitutes active military service. (The Air Force thus established the DoD Civilian and/or Military Service Review Board and Advisory Panel.)

(2) The Secretary of the Army and other Department Secretaries have the authority to issue discharges to individuals who were members of such groups.

## **8. Board composition and control**

*a.* The Board will consist of at least three voting members appointed by the CG, USAHRC (AHRC–PDR).

*b.* Membership will include one nonvoting recorder, who will keep a record of the Board’s action on each application.

*c.* The Board will consist of military members on active duty and civilian employees. Military members must be in grades O4 (major) for officers and E–8 for enlisted (master sergeant or higher). Civilians must be full-time employees in the grade of general schedule-11 or higher.

*d.* The chairperson will be designated by the CG, USAHRC (AHRC–PDR). The acting chairperson will serve in the chairperson’s absence.

*e.* A Board of four persons must be maintained at all times. As many additional members as needed may be appointed to the Board. In any proceeding before the Board, a member who was absent from a prior session of the Board may participate thereafter if that member has reviewed the record of the prior proceedings.

## **9. Initial applications**

*a.* Applications should be submitted on 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 United States) or by letter to the Commanding General, USAHRC (AHRC–PDR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402 (usarmy.knox.hrc.mbx.tagd-aprd-hq@mail.mil). Application forms are available at the above address.

*b.* The application must include thorough evidence to establish the individual’s participation as a group member. Documentation may include, but is not limited to the following:

(1) Mission orders.

(2) Identification cards.

(3) Contracts or personnel action forms.

(4) Employment records.

(5) Pay vouchers.

(6) Certificates of awards.

(7) Casualty information.

(8) Any other supporting evidence of membership of kind of service performed. Applications should be as complete as possible. The burden of proof is on the applicant.

*c.* Personal appearance before the Board is not authorized. The applicant will not be permitted to present witnesses in his or her behalf.

*d.* No expenses incurred by the applicant or by any person in his or her behalf will be paid by the Government.

*e.* The application must be signed by the individual claiming membership in a group approved for active military service. If the member is deceased, the application must be signed by the next of kin or legal representative. Legal proof of death must accompany the application. If the applicant is mentally incompetent, their spouse, next of kin, or legal guardian will sign the application. Legal proof of mental incompetence must accompany such applications.

## **10. Action on approved applications**

*a.* The CG, USAHRC (AHRC–PDR) will ensure that approved applicants (or survivors of those applicants) are issued—

(1) DD Form 214 (Certificate of Release or Discharge from Active Duty), per AR 635–8.

(2) DD Form 256A (Honorable Discharge Certificate), per AR 635–200.

*b.* A pay grade is needed only when the individual was killed or received service-related injuries or disease during the equivalent military service period. It is needed to obtain VA benefits.

(1) A DD Form 214 may not include the pay grade unless individually requested by the VA.

(2) When requested by the VA, the Board will determine the equivalent pay grade. Equivalent rank or grade must have been officially recognized.

(a) If there is no equivalent military rank, then, for Government employees, the corresponding rank will be the comparable civilian pay grade.

(b) If paragraphs 9(a) and 9(b) do not apply, one of three grades may be issued. They are O1, E4, or E1. The selection of grade will depend on the job performed, the level of supervision exercised, and military privileges.

### **11. Disapproved applications**

All applications disapproved by the Board will be submitted to the CG, USAHRC (AHRC–PDR) for final decisions. If the Board’s decision is upheld, the CG, USAHRC (AHRC–PDR), will notify the applicant of the disapproval and the reasons. If the CG, USAHRC (AHRC–PDR) approves the application, necessary action will be taken per paragraph 9.

### **12. Reconsideration**

The Board will reconsider applications only when the applicant presents new, relevant evidence. Evidence must not have been previously considered by the Board.

## Appendix A

### References

#### Section I

##### Required Publications

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

##### AR 635–8

Separation Processing and Documents (Cited in para 10a(1).)

##### Public Law 95–202

GI Bill Improvement Act of 1977 (Available at <https://www.govinfo.gov>.) (Cited in para 7a.)

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

##### AR 11–2

Managers' Internal Control Program

##### AR 25–30

Army Publishing Program

##### AR 635–200

Active Duty Enlisted Administrative Separations

##### DA Pam 25–403

Guide to Recordkeeping in the Army

##### DoDD 1000.20

Active Duty Service Determinations for Civilian or Contractual Groups (Available at <https://www.esd.whs.mil>.)

#### Section III

##### Prescribed Forms

This section contains no entries.

#### Section IV

##### Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>); DD forms are available on the Executive Services Directorate (ESD) website (<https://www.esd.whs.mil/Directives/forms/>).

##### DA Form 11–2

Internal Control Evaluation Certification

##### DA Form 2028

Recommended Changes to Publications and Blank Forms

##### DD Form 214

Certificate of Release or Discharge from Active Duty

##### DD Form 256A

Honorable Discharge Certificate

##### DD Form 1300

Report of Casualty



**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 United States

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is ISRB.

#### **B-2. Purpose**

The purpose of this evaluation is to assist (indicate the intended users) in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Are all requirements listed or included in this regulation to meet requirements to qualify for this Board?
- b.* Is the process for application clear and simple?
- c.* Are Board procedures outlined for simple understanding of how credit and documents are awarded to applicants?
- d.* Are Board minutes prepared and approved by the Chief, APRD?
- e.* Are DD Forms 214 being prepared for eligible Veterans?
- f.* Are DD Forms 256A being prepared for eligible Veterans?

#### **B-5. Supersession**

This evaluation replaces the evaluation(s) for ISRB previously published in AR 15-34.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G-1 (AHRC-PDR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.

## **Glossary**

### **Section I**

#### **Abbreviations**

**APRD**

Army Personnel Records Division

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**CG**

Commanding General

**DA**

Department of the Army

**DoD**

Department of Defense

**ISRB**

Individual Service Review Board

**RRS–A**

Army Records Retention Schedule-Army

**SECDEF**

Secretary of Defense

**USAHRC**

U.S. Army Human Resources Command

**VA**

Veterans Administration

### **Section II**

#### **Terms**

**Civilian or contractual group**

An organization rendering service to the Armed Forces of the United States in a capacity that was then considered to be civilian employment or a contractual service. An example of such an organization is the Women's Airforce Service Pilots (a group of Federal civilian employees attached to the U.S. Air Force in World War II).

**UNCLASSIFIED**

**PIN 043683-000**