From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS

Ref: (a) SECNAVINST 5430.7R
     (b) 10 U.S.C §1554
     (c) SECNAVINST 1850.4E
     (d) SECNAVINST 5420.174D
     (e) SECNAVINST 5815.3J
     (f) SECNAVINST 1650.1H
     (g) SECNAV M-5510.30
     (h) SECNAVINST 1770.4A

1. **Purpose.** To provide an overview of the responsibilities and organization of the Secretary of the Navy Council of Review Boards (SECNAVCORB).

2. **Cancellation.** SECNAVINST 5420.135G.

3. **Applicability.** This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON).

4. **Policy.** The SECNAVCORB is an administrative activity within the DON assigned by reference (a) to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for supervision and support. It is comprised of the Physical Evaluation Board, the Combat-Related Special Compensation Board, the Naval Discharge Review Board, the Naval Complaints Review Board, the Naval Clemency and Parole Board, the Navy Department Board of Decorations and Medals, the Personnel Security Appeals Board, and the Traumatic Injury Service Members’ Group Life Insurance Board of Appeals. The Director is a senior member of the civil service (GS-15 equivalent), who is permanently assigned to the Council. The immediate office of the Director is designated a staff field office of the ASN(M&RA). The
Director is responsible for all matters pertaining to the Council and its constituent elements, and is the liaison between the ASN(M&RA) and the constituent elements. In the absence of the Director, an Acting Director, who meets the qualifications set forth above for the Director position, will be designated by the Director to assume the duties and responsibilities of that position.

5. Responsibilities. The Director is assigned overall responsibility for the management, operation, and integrity of all component boards. The Director has the authority to detail to membership on component boards officers permanently assigned to the SECNAVCORB or otherwise made available, and to request necessary alternate officer membership, as required, from the DON. The Director will issue such instructions as are necessary to further define and implement the organization and mission of the SECNAVCORB. The Director is further authorized to establish an adhoc board within the Council to review any case referred to the Council by the ASN(M&RA) that does not fall directly within the purview of any component boards comprising the SECNAVCORB (e.g., Disability Review Board in accordance with reference (a) or Naval Complaints Review Board for cases referred by the Joint Service Review Activity). In brief, the functions of component boards are as follows:

a. Physical Evaluation Board (PEB). Pursuant to references (b) and (c), the PEB administers the DON Disability Evaluation System and, on behalf of the SECNAV, makes determinations in individual cases regarding fitness to continue naval service, entitlement to benefits, disability ratings, and disposition of evaluated Service Members. It is comprised of the Informal Physical Evaluation Board and the Formal Physical Evaluation Board.

b. Combat-Related Special Compensation Board (CRSCB). The CRSCB determines the eligibility and entitlement of former and retired Navy and Marine Corps members to Combat-Related Special Compensation pursuant to reference (b) and Department of Defense guidance. Liaison with service headquarters, the Office of the Secretary of Defense (OSD), and other services is maintained to ensure consistency in policy application.

c. Naval Discharge Review Board (NDRB). The NDRB, acting under references (b) and (d), reviews the characterization of service and reason for discharge or dismissal of former members of the Navy and Marine Corps (except those discharged by reason
of sentence of general court-martial, or when more than 15 years has elapsed from the date of discharge to the request for review), and has the authority to change, correct, or modify any discharge or dismissal.

d. Naval Clemency and Parole Board (NC&PB). Pursuant to references (b) and (e), the NC&PB reviews and makes determinations regarding clemency, parole, or mandatory supervised release in those Navy and Marine Corps cases properly referred. The NC&PB also reviews and makes recommendations regarding departmental policy and procedures in clemency, parole, and mandatory supervised release matters in coordination with other military services and DON activities.

e. Navy Department Board of Decorations and Medals (NDBDM). The NDBDM was established by the SECNAV to provide assistance in all matters of policy, procedures, and administration with regard to Navy and Marine Corps decorations and medals. In accordance with references (b) and (f), the NDBDM reviews and recommends appropriate action on awards submitted to the SECNAV for approval and reviews awards issued by delegated awarding authorities. The NDBDM recommends award policy and procedure to the SECNAV and maintains liaison with the CNO, CMC, OSD, and the other services in matters pertaining to awards.

f. Personnel Security Appeals Board (PSAB). Pursuant to reference (g) the DON PSAB is responsible for deciding appeals of unfavorable personnel security determinations (including SCI access) made by the DON Central Adjudication Facility.

g. Traumatic Injury Service Members’ Group Life Insurance (TSGLI) Appeals Board. In accordance with reference (h), the TSGLI Appeals Board considers appeals from current and former members of the Navy and Marine Corps following a denial of eligibility for TSGLI benefits by the designated office within the respective service headquarters.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

GREGORY J. SLAVONIC  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

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