



DEPARTMENT OF THE NAVY  
SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS  
720 KENNON STREET SE STE 309  
WASHINGTON NAVY YARD DC 20374-5023

IN REPLY REFER TO

5211  
CORB: 00  
29 Aug 11

SECNAVCORB POLICY LETTER 2011-1

From: Director, Secretary of the Navy Council of Review Boards

Subj: PHYSICAL EVALUATION BOARD/NAVAL DISCHARGE REVIEW BOARD WORK AREA  
PHYSICAL ACCESS POLICY

1. Purpose and Policy. In order to protect the privacy of service members pending adjudication before the Physical Evaluation Board (PEB) or the Naval Discharge Review Board (NDRB), only authorized persons are permitted direct access to the PEB/NDRB work and storage spaces. It is incumbent on all leadership and staff to enforce this policy to safeguard the privacy and sensitive information of those service members in the adjudication process.

2. Definitions. Authorized personnel include military and civilian personnel assigned to the Council Of Review Boards (CORB). Unauthorized personnel are all non-CORB assigned personnel. PEB and NDRB spaces are defined as the work and storage areas on the fourth floor of Building 36, Washington Navy Yard, used by the PEB/NDRB staff.

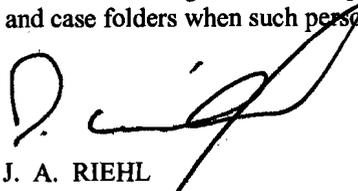
3. Procedure. Unauthorized persons conducting work on behalf of service members pending PEB/NDRB adjudication must check-in with the CORB front office, located in Room 309 of Building 36 for accountability, Board notification, and possible escort assignment.

a. Day to day activities of the representatives appearing before the PEB/NDRB shall be conducted in the CORB waiting area offices or other approved designated spaces. A private conference room has been established on the fourth floor outside the PEB/NDRB working areas should non-CORB personnel require to meet a member of the PEB/ NDRB staff or be required to conduct work supporting a service member pending a Board hearing or action.

b. Case files, forms, or other material required by a member's legal representative shall be made available through coordination with the CORB front office or directly with the Board President/Executive Secretary. Limited office support such as photo copiers or telephones will also be made available upon request.

4. Exceptions. The following exception is allowed:

Washington Navy Yard Facility Maintenance personnel are allowed access to all areas within the CORB without undue delay or official notification. All CORB personnel are reminded to be cognizant for the presence of facility maintenances personnel and to safeguard personal information and case folders when such personnel are in the work areas.

  
J. A. RIEHL

Copy to:  
President, PEB  
President, NDRB  
Senior Legal Counsel, CORB  
NLSO North Central  
Veteran Advocate Representatives, as applicable