



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

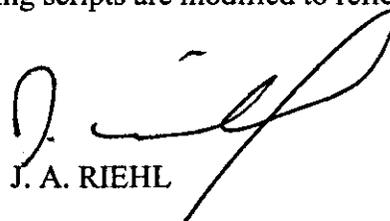
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16 Apr 12

SECNAVCORB POLICY LETTER 2012-8

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

Subj: PERSONNEL APPEARANCE HEARING PROCEDURES

1. This policy letter cancels SECNAVCORB Policy Letter 3-2004 and reissues guidance contained therein.
2. The purpose of this policy letter is to establish uniform procedure with respect to official representatives attending NC&PB, NDRB, and PEB personal appearance hearings.
3. Presiding Officers are not required to inquire of the applicant/member whether they consent to the presence of an official observer. Instead, Presiding Officers will note the presence of the official observer for the record. With the exception of CORB personnel undergoing indoctrination training (who may not be excluded for any reason), an applicant/member may object to the presence of official observers and request a closed hearing. Examples of compelling reasons include protection of sensitive privacy rights or evidence that the official representative's presence would impact upon the applicant/member's ability to receive a fair and impartial hearing. Recitation of one of these reasons alone is insufficient basis to justify exclusion an official observer. The applicant/member must provide a factual basis in support of their request. The decision to exclude a particular official observer, or to close a board's proceedings entirely, will be made by the Presiding Officer alone based upon the facts presented and is not subject to appeal. The Presiding Officer may suspend a hearing to consider such requests and/or to obtain legal advice.
4. Board Presidents will ensure that board hearing scripts are modified to reflect the above policy.


J. A. RIEHL

Copy to:
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