



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

5420
CORB: 000
16 Apr 12

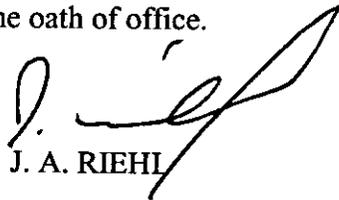
SECNAVCORB POLICY LETTER 2012-9

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

Subj: INDOCTRINATION TRAINING FOR NEW NAVY COUNCIL OF REVIEW BOARDS
(CORB) MEMBERS

Encl: (1) Board President Certification Memorandum
(2) Oath/Affirmation

1. The purpose of this policy letter is to ensure prospective CORB board members are qualified to serve on the board(s) to which they are, or may be, assigned. The term "board members" includes those voting members of the Informal and Formal Physical Evaluation Boards, the Naval Discharge Review Board, and the Naval Clemency and Parole Board.
2. Prospective board members must complete board-specific indoctrination training prior to serving as a voting board member. Board Presidents are responsible for developing appropriate training. After completion of indoctrination training, Board Presidents will provide to the Director written certification (enclosure (1)) the member is qualified to serve as a voting member. Following certification, the new board member will be administered the oath by Counsel. The oath (enclosure (2)) will specify what board(s) the individual is qualified to serve on as a voting member. Prospective board members will not serve as a voting member of a board until they have been certified and taken the oath of office.


J. A. RIEHL

Copy to:
President, PEB
President, NDRB
President, NC&PB
SECNAVCORB Medical Advisor
SECNAVCORB Counsel

(BOARD PRESIDENT CERTIFICATION MEMORANDUM)

5420
(Date)

From: (Applicable Board President)
To: Director, Navy Council of Review Boards

Subj: INDOCTRINATION TRAINING CERTIFICATION FOR (MEMBER'S NAME)

1. (Member's Name) has completed (Board Name)¹ indoctrination training and is qualified to serve as a voting member of that board.

(SIGNATURE BLOCK)

¹ For PEB, specify Informal or Formal Board, or both.

Date

OATH/AFFIRMATION

I, _____, do swear or affirm that I will faithfully and impartially perform all the duties incumbent upon me as a member of the (Board Name); that I will fully and objectively inquire into and examine all cases coming before me; that I will, without regard to the status of the individual in any case, render my individual judgment according to the facts, my conscience, and the law and regulations applicable to that particular board of which I may be a member, so help me God.

SIGNATURE

RANK/BRANCH OF SERVICE

WITNESS

RANK-BRANCH OF SERVICE/TITLE