



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: 003  
13 Jun 18

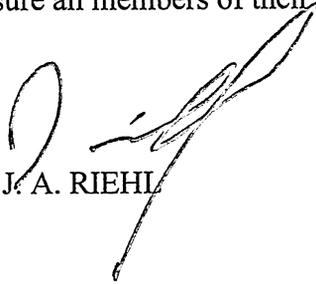
SECNAVCORB POLICY LETTER 2018-4

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

Subj: PROMULGATION OF SECNAVCORB POLICY AND ADMINISTRATIVE  
NOTICES

Encl: (1) CORB POLICY LETTERS AND ADMINISTRATIVE NOTICES LIST

1. This cancels and replaces SECNAVCORB Policy Letter 2012-11. All internal SECNAVCORB policy or procedure changes will be published as either a "CORB POLICY LETTER" or "CORB ADMINISTRATIVE NOTICE". Proposed changes will not be effective until published.
2. All proposed changes to policies and procedures will be forwarded to the SECNAVCORB Office Administrator who will coordinate with the SECNAVCORB Legal Counsel for review of the proposals and final preparation for the Director's signature.
3. The SECNAVCORB Office Administrator will maintain the command master file of all Policy issuances and provide copies to Board Presidents. All Policy and Administrative notices will also be posted electronically in the SECNAVCORB folder. All "Copy to" members should maintain their own Policy Letters/Administrative Bulletins file and ensure that all Board members are familiar current policy.
4. CORB Policy Letters and Administrative Notices currently in effect are listed in enclosure (1). Letters or Notices not listed have been cancelled or superseded.
5. It is the Board Presidents responsibility to ensure all members of their Board are aware of current internal SECNAVCORB Policy.

  
J. A. RIEHL

Copy to:  
Board Presidents  
SECNAVCORB Counsel  
SECNAVCORB Senior Medical Advisor  
SECNAVCORB Office Administrator

POLICY LETTERS AND ADMINISTRATIVE NOTICES CURRENTLY IN EFFECT

**POLICY LETTERS**

- 2018-4 – PROMULGATION OF SECNAVCORB POLICY AND ADMINISTRATIVE NOTICES
- 2018-3 – CANCELLATION OF SECNAVCORB POLICY LETTER 2018-1 (EVIDENCE REFERRAL REQUIREMENTS FOR CONDITIONS SUBMITTED TO THE PHYSICAL EVALUATION BOARD (PEB))
- 2018-2 – TIMELINES FOR PETITIONS FOR RELIEF AND ELECTIONS OF OPTIONS
- 2017-3 – CLARIFYING GUIDANCE TO MILITARY DISCHARGE REVIEW BOARDS AND BOARDS FOR CORRECTION OF MILITARY /NAVAL RECORDS CONSIDERING REQUESTS BY VETERANS FOR MODIFICATIONS OF THEIR DISCHARGE DUE TO MENTAL HEALTH CONDITIONS, SEXUAL ASSAULT, OR SEXUAL HARASSMENT
- 2017-2 – CANCELLATION OF SECNAVCORB POLICY LETTER 2012-12
- 2017-1 – CORB PERFORMANCE EVALUATION (PE) GUIDELINES
- 2016-2 – PHYSICAL EVALUATION BOARD (PEB) PROCESSING OF MISCONDUCT AND DISCIPLINARY CASES
- 2015-5 – PROCESSING OF PHYSICAL EVALUATIONS FOR CERTAIN MENTAL HEALTH CONDITIONS
- 2015-4 – COMPOSITION OF INFORMAL PHYSICAL EVALUATION BOARDS (IPEB)
- 2015-3 – TRAUMATIC INJURY SERVICEMEMBERS' GROUP LIFE INSURANCE (TSGLI) APPEALS EXECUTION AND TIMELINE
- 2015-2 – NAVAL DISCHARGE REVIEW BOARD AUTHORITY TO CHANGE REENLISTMENT CODES
- 2015-1 – QUALIFICATIONS FOR MEDICAL OFFICERS SERVING ON NAVAL DISCHARGE REVIEW BOARD (NDRB) PROCEEDINGS
- 2014-1 – DELEGATION OF REPORTING SENIOR AUTHORITY
- 2012-9 – INDOCTRINATION TRAINING FOR NEW NAVY COUNCIL OF REVIEW BOARDS (CORB) MEMBERS
- 2012-8 – PERSONNEL APPEARANCE HEARING PROCEDURES

2012-6 – PRECEDENCE OF PEB COMBAT-RELATED (CR) DETERMINATIONS ON COMBAT-RELATED SPECIAL COMPENSATION (CRSC) DETERMINATIONS

2012-5 – SENIOR ENLISTED ADVISOR (SEA)

2012-4 – PRIVACY ACT/PERSONAL IDENTIFIABLE INFORMATION GUIDANCE (PII)/ PROTECTION OF PROTECTED PERSONAL INFORMATION (PPI)

2012-1 – ELECTRONIC SIGNATURE POLICY

2011-2 – OVERSEAS INTEGRATED DISABILITY EVALUATION SYSTEM (IDES) CASE PROCESSING

2011-1 – PHYSICAL EVALUATION BOARD/NAVAL DISCHARGE REVIEW BOARD WORK AREA PHYSICAL ACCESS POLICY

2010-2A – DIRECTED FORMAL PHYSICAL EVALUATION BOARD (PEB) HEARINGS

#### **ADMINISTRATIVE NOTICES**

2015-1 – DESIGNATED COMBAT ZONE TAX EXCLUSION AREAS

2013-1 – MEDICAL OFFICER DOCUMENTATION AND PROCEDURES

2012-7 – CONTINUING MEDICAL EDUCATION (CME) FUNDING POLICY AND REQUEST PROCEDURES FOR STAFF MEDICAL OFFICERS

2012-6 – TEMPORARY ADDITIONAL DUTY (TAD) TRIP REPORTS

2012-5 – PHYSICAL EVALUATION BOARD (PEB) ADHERENCE TO OFFICE OF THE SECRETARY OF DEFENSE (OSD) DIRECTIVE-TYPE MEMORANDUMS (DTM) AND POLICY MEMORANDUMS PERTAINING TO THE DISABILITY EVALUATION SYSTEM (DES)

2012-4 – ROUTING OF MEDICAL OFFICER ADMINISTRATIVE REQUESTS

2012-3 – WORK TEMPO

2012-2 – PROFESSIONAL APPEARANCE