



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
18 May 18

SECNAVCORB POLICY LETTER 2018-2

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

Subj: TIMELINES FOR PETITIONS FOR RELIEF AND ELECTIONS OF OPTIONS

Ref: (a) SECNAVINST 1850.4E, Section 1004

1. This policy letter is issued to provide clarification on submission and receipt timelines for all Petitions for Relief (PFR) and Election of Options (EOO). In accordance with reference (a), a service member has 15 days to submit a PFR following notification of findings; similarly, a service member has 15 days to submit an EOO following receipt of the Informal Physical Evaluation Board findings. Submissions will be accepted up until close of business (COB) on the 15th day. COB ends at 2359 on the 15th day. PFRs and EOOs received after the start of business on the morning of the 16th day will be rejected. If the submission date falls on a weekend or Federal holiday, it will be due by the COB of the next business day. For example, if a submission is due at the COB on a Saturday, it will be considered due at the COB, i.e., at 2359, on the following Monday. If a submission is due at COB on a Friday, it must be received by 2359 on Friday. If a submission is received after 2359 on Friday, the submission will be rejected.

2. Extensions may be requested and will be granted when both advance notice and good cause are provided.

3. Email addresses for all PFR and EOO submissions are as follows:

a. Temporary Disability Retired List (TDRL) cases should be sent to:

tonjua.howard@navy.mil

b. Non-TDRL case submissions should be sent to:

PEB_PEBLO_Comms.FCT@navy.mil


J. A. RIEHL

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