



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
United States Army Physical Disability Agency
2900 Crystal Drive, Suite 300
Arlington, Virginia 22202-3557

AHRC-D

19 December 2014

MEMORANDUM FOR Presidents, U.S. Army Physical Evaluation Boards

SUBJECT: Physical Evaluation Board (PEB) Procedural Guidance Memorandum #14:
Procedures for Receiving and Screening Merged Case Files and Documents marked as
Classified

1. Supersession: This memorandum supersedes Physical Evaluation Board (PEB) Procedure Guidance Memorandum #14, dated 25 June 2014, same subject.
2. Background: Every employee, military, and civilian within the United States Army Physical Disability Agency (USAPDA) is responsible for safeguarding sensitive and/or classified information. All personnel within USAPDA are also responsible for protecting Army Information Technology (IT) systems from exposure to classified information that these systems are not designed or cleared to process.
3. Purpose: This memorandum clarifies procedures to be followed when receiving documents to minimize our exposure to classified spillage within ePEB.
4. Requirements:
 - a. Effective immediately, case files received via the Gateway from the Military Treatment Facilities (MTF) will only be accepted as a merged document completed in accordance with (IAW) established standards previously published. Individual documents will no longer be received (other than the MDCO).
 - b. PEB Administrative Sections will review the merged case file not only for completeness and legibility, but also to determine if any are marked with a classification above For Official Use Only (FOUO). In those cases where a file is found to contain a document marked with a classification higher than FOUO, the merged case file will be rejected, and the incident will be reported as a Critical Command Information Requirements (CCIR) report up the chain of command to the Director, United States Army Physical Disability Agency (USAPDA).
 - c. Documents received directly from the Physical Evaluation Board Liaison Officers (PEBLO) and/or the Soldier's Counsel via email or through ePEB upload will also be reviewed to determine if any are classified. Any found to be classified will be immediately reported and the computer on which the document was found will be isolated from the network by disconnecting the Local Area Network (LAN) cable.

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d. Each installation has a Network Enterprise Center (NEC) responsible for reporting and addressing spillage. Local procedures are to be followed, and additionally, USAPDA is required to adhere to reporting requirements, to include submitting a CCIR report. The PEB President at the site where the possible spillage occurs will telephonically notify the Director, and ensure the complete 5 W's are provided to the Director, and to the G-3 for USAPDA as soon as possible after the discovery of the suspected spillage.

5. Point of contact is MAJ Keith Toler, telephone number 703-325-1557, email: keith.d.toler.mil.mil@mail.mil.

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COL, AG
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Disability Agency