



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PHYSICAL DISABILITY AGENCY
BUILDING 7 WRAMC
WASHINGTON DC 20307-5001

FEB 28 2005

AHRC-DZB

MEMORANDUM FOR Physical Evaluation Board Presidents

SUBJECT: Policy/Guidance Memorandum #5: Information Obtained on Cases Under Adjudication or Review

1. Supersession: This memorandum supersedes USAPDA memorandum, 8 April 2002, subject above. There is no change in policy; the signatory is updated.
2. Purpose: The purpose of this memorandum is to ensure a full and fair hearing by case files documenting all evidence received during the adjudicative process.
3. Policy:
 - a. Verbal and written information received on a Soldier's case by the Physical Evaluation Board (PEB) or HQUSAPDA, must be made a part of the case file. This includes information received during and after a formal PEB or during HQUSAPDA's review of the case. It includes information received anonymously, even if it is deemed bogus.
 - b. Documents received should be annotated as to date of receipt, where they came from, and how they were used. Memorandums of record will be made of conversations with personnel outside of HQUSAPDA discussing issues of the case.
4. Point of contact: Ms. Frances Dennis, Policy Officer, DSN 662-3064, COM (202) 782-3064.

FOR THE COMMANDER:


DANIEL L. GARVEY
COL, AV
Deputy Commander

CF:
HQUSAPDA Senior Staff
DASG-HSP (COL Arroyo)
APDAB, ATTN: COL Sutton