

# NDR CASE FILE CHECKLIST -

rank last name, first name

– last four of SSN

Forwarding RC/NG headquarters will submit Non-Duty Related (NDR) cases directly to the USAPEB Joint Base San Antonio (JBSA) in electronic (.pdf) format. The forwarding activity must ensure the case file is completed IAW this checklist. This PEB will only accept NDR case files forwarded from the STARC (ARNG) or USAR commands authorized a command surgeon.

- ND PEB Checklist
- ND PEB Demographics
- Copy of the notification to Soldier that he or she is pending separation for medical disqualification.
- Copy of Soldier's request to be referred to a PEB.
- An NDR memo as outlined in the NDR LOI
- Adequate medical documentation for each condition not meeting retention standards. Soldier's HREC/Out Patient Medical Records (DA Form 8005 series) may be requested if deemed necessary.
- Permanent Physical Profile (DA Form 3349) IAW AR 40-501 and RC applicable policies
- Current Medical evaluation – PHA or equivalent documentation. ***If rational is not explained as to why the condition is NDR opposed to referred to DES in the NDR memorandum/case summary, documentation explaining rationale.***
- DA Form 7652 (Commander's Performance and Functional Statement) (no older than 6 months).
- DA Form 705 - APFT Scorecard(s) – for the last three APFTs, or a memorandum stating reason for no scorecard or less than three APFT results.
- Any documents submitted by the Soldier as evidence of his or her physical ability to adequately perform his or her military duties.
- Current Personnel Qualification Record, Officer Records Brief, or Enlisted Records Brief as appropriate (no older than 6 months).
- All performance reports (OERs, EERs, or counseling statements) submitted on the Soldier during the three-year period preceding referral to the PEB, if applicable.
- Retirement*** Points Statement, that includes the most recent RYE entry and a 20-Year Letter (if applicable). ***If rational is not explained as to why the condition is NDR opposed to referred to DES in the NDR memorandum/case summary, orders/duty verification for 1 year prior as applicable.***
- 20-Year Letter (if applicable).
- When a Soldier has been determined to be mentally incompetent, substantiating documentation is required. Also, a statement confirming the name, address, telephone number, and relationship of individual authorized to act on behalf of the Soldier, whether this person is available for counseling following PEB action, and whether the person has been advised of the referral to a PEB.