

Medical Evaluation Board Record Organization:

The MEB should be placed in a 6-part folder as follows:

Section 1: Empty (PSD-de use only)

Section 2: Completed MEB Checklist

Section 3:

- 1) CG-5684 (Medical Board Report Cover Sheet)
- 2) Command Endorsement
- 3) CG-4920 (Evaluatee's Statement Regarding the Finding of the Medical Board Report)
- 4) Evaluatee Rebuttal Statement (if applicable)

Section 4: Empty (PSD-de use only)

Section 5: Empty (PSD-de use only)

Section 6:

- 1) SF-502 (Narrative Summary)
- 2) LOD Determination: Letter Incident Report, CG-3822, CG-4614 or Command Statement (if applicable)
- 3) All medical documentation in chronological order with the newest notes on top. **MUST be in date order newest to oldest- do not separate by type of note.**
- 4) Commissioning/Entry Physical Examination. (If there is no entry physical available please place a memo to file in this section stating that an entry physical is not available)