

ENCLOSURE 11: NON-MEDICAL ASSESSMENT (NMA)

11001 Requirements for Submission of a NMA

a. DOD Instruction 1332.38 of 14 November 1996 requires commanding officers submit a statement describing the impact of the service member's medical condition upon the member's ability to perform his/her normal military duties and to deploy or mobilize as applicable.

b. A Non-Medical Assessment (NMA) will be forwarded with the MEB report in all cases except in situations of critical illness or injury or when the member has been declared "Death Imminent". Commanding officers will ensure that NMAs are submitted to the requesting facility within 15 calendar days from the date of receipt of such request. Naval message traffic is acceptable as long as the format outlined in this enclosure is followed.

c. The sample NMA may also be obtained by accessing the PEB web page at www.hq.navy.mil/ncpb/. Click on the link for the PEB.

d. NMA Requirements. There are two sections to the NMA:

(1) The first half is basic empirical data about the member including the member's current position, responsibilities, results of the most recent PRT/PFT, height/weight measurements, etc.

(2) The second half of the NMA contains the commanding officer's comments and is the most critical and influential information in the NMA. The CO's comments capture his/her observations and those of other senior command personnel as to how the service member's medical impairments have or have not impacted the member's ability to function within the command. These comments are vital in assisting the PEB to make the proper determination of medically Fit or Unfit. It is therefore imperative that the comments be those of the CO or some other senior command personnel versus a first line supervisor who may have a limited perspective on the needs of the service.

e. For service members assigned to Temporary Holding Units (TPUs), or Medical Treatment Facilities (MTFs), commanding officers will answer those questions pertaining to those questions that pertain to the period of observation. If the TPU/MTF CO has had sufficient opportunity to observe the member, then the TPU/MTF CO will complete the questionnaire. If not, coordination with the previous command will be required to assist in answering questions covering the member's period of assignment to that command.

f. Inactive Duty Reservists. In the case of inactive duty reservists assigned to the Voluntary Training Unit while awaiting the decision of the PEB, a statement from the member's former reserve unit/activity commanding officer is also helpful. This statement should address the member's ability to perform reserve duties as well as his/her potential for performing mobilization duties in the event he/she were activated or recalled to active duty.

g. Attachment (a) to this enclosure provides the format and description of the NMA for commanding officers' use.