

MEDICAL BOARD REPORT QUALITY CHECKLIST

Physical Evaluations Branch
Coast Guard Personnel Command (adm-1)
4200 Wilson Blvd., Suite 1100
Arlington VA 22203-1804

Rank/Grade and Name of Evaluatee:

Unit:

Coast Guard Medical Clinic:

The items below are essential for a complete medical board report that can be considered by a Physical Evaluation Board. References are excerpts from the Physical Disability Evaluation System Manual, COMDTINST 1850.2 series, unless otherwise noted. This checklist is for your convenience but may be included in the package sent to CGPC (adm-1).

Key items:	Reference
Command endorsement, on letterhead	PDES 3.I.7
Group or Thru endorsement: signature endorsement is acceptable	
Date of endorsement	
Information for direct telephone contact with evaluatee (both business hours and after hours)	PDES 3.H.2
Original Medical Board Report Cover Sheet (CG-5684, NAVMED 6100/1, etc.)	PDES 3.G.1.a
Medical Board Report must be signed by at least one physician	PDES 3.C.1
Report of mental disorder must be signed by military psychiatrist	PDES 3.C
Shows date of medical board report	PDES 3.G.6.o
Narrative Summary included	PDES 3.G.3
Identifies retention standard that is not met	MEDMAN 3.F (aviators: 3.D)
Coast Guard PCP (MD) involved, or CG Designated Medical Officer (DMO)	PDES 3.G.3.c
Patient's Acknowledgement CG-4920, or Army or Air Force equivalent (not Navy)	PDES 3.H.2
CG-4920 must be signed and dated by evaluatee <i>and</i> by witness	PDES 3.H.2
"Refused to sign" (if applicable); treat just like refusal to sign Page 7	PDES 3.H.2
Miscellaneous	
Please eliminate all duplicate copies of medical information. Assemble in reverse chronological order. Distribution: original plus 2 copies to CGPC (adm-1).	PDES 3.K.1 & PDES 3.G.2
Use file backers. If double-side copies, copied head-to-toe. Legible.	
Non-compliance with medical orders? Document. "Reasonable"??	PDES 2.C.8.e(5)
Medical documentation is current	
Request for retention addressed to CGPC (epm) or (opm), as appropriate (but send copy to CGPC (adm-1))	PDES 3.H.4 & PERSMAN Chap. 17
Line of duty/misconduct findings ((CG-3822, CG-4614, or LIR) for all MVA Include final reviewing authority's action if available [AIM 1.K.2.b(4)]	PDES 3.I.11.a and AIM 5.E.1, 5.N.4, 1.G.4.f
Entry physicals (SF-93 or DD 2807-1, SF-88 or DD 2808, etc.) for MEPS and Cape May. Provide both sides of 2-sided forms.	PDES 3.G.1.d
Documentation for Reservists	PDES 3.I.12
Transmit by traceable, rapid means (e.g., FedEx). Avoid snail mail.	