

GENERAL INFORMATION

This brochure is designed to give you an overview of the Integrated Disability Evaluation System.

The Medical Boards Office is located in Rooms 4AA47 and 49 on the fourth floor of Blanchfield Army Community Hospital. Hours of operation are 0730-1600, Monday, Tuesday, Wednesday and Friday. Hours of operation on Thursday are 1000 – 1600. The office is closed on Thursday mornings for required training. You must make appointment if you need to speak with your PEBLO. Our office telephone numbers are 798-8272/8265.

Average processing times are provided during briefings and counseling, however, keep in mind each board is unique and time frames are only general guides.

Disability processing consists of many steps which are outlined below. This information is, by necessity, of a general nature. Each case is unique and the steps involved may differ or occur in a different order. You will be counseled individually during the board process and provided specific information about your situation, options, and disability benefits.

Not everyone who enters the disability process will be found unfit and leave the service. Processing times can vary and the ultimate outcome will be unknown until your case is completed. For these reasons it can be difficult for you to plan your future. We recommend you not make any decisions which could cause financial or personal hardship should your processing be delayed or the outcome be unexpected. It is important, however, to begin working towards your transition from military service as soon as possible. Once your case is complete, your separation will occur quickly. There are many programs available to assist you in this endeavor.

MyMEB

MyMEB is information posted in your AKO account regarding the status of your case. It also gives links to a wide number of web sites which provide information to assist you as you go through the process. The information is accessed under the My Medical menu. If you have any questions regarding the information displayed, please contact your PEBLO.

On the next page is a breakdown of the basic steps in the MEB process, what the status will show in MyMEB, and an explanation for each step.

BASIC DISABILITY PROCESSING STEPS

STEP	MyMEB Status	EXPLANATION
Referral to MEB Physician	No entry is made until the Soldier processes in at the MEB Office	Once PCM determines the Soldier has reached the Medical Retention Determination Point (MRDP), a Letter of Intent is prepared and Soldier is sent to a Nurse Case Manager for completion of DD Form 2807-1 (Report of Medical History). Soldier's PCM then submits consult to MEB Physician. DD Form 2807-1, LOI and temporary profile are sent to the MEB Clinic. An appointment is made with the MEB Physician.
Decision to Board	No entry is made until the Soldier processes in at the MEB Office.	Board is initiated by the MEB Physician or referral by MAR2 (previously MMRB). Conditions which fail retention standards are identified and listed on the Joint DOD/VA Referral Form.
Initiation	Awaiting Results of Physical Exam	The Soldier meets with their PEBLO and is given an appointment for the mandatory Disability Briefing. The Soldier is provided with a memorandum for the unit which includes a request for administrative information required for the MEB packet. An e-mail is sent to the Commander requesting completion of the DA Form 7652 (PDES Commander's Performance and Functional Statement). The PEBLO completes section I of the VA Form 21-819 VA/DOD Joint Disability Evaluation Board Claim. The referred conditions identified by the MEB Physician are included on this form. The Soldier will then see the VA Military Service Coordinator (MSC)

Disability Briefing	Awaiting Results of Physical Exam	The Soldier attends the Disability Briefing and submits required administrative documents to the Medical Boards Office.
Appointment with MSC	Awaiting Results of Physical Exam	The Soldier meets with their MSC who assists them in completing the VA Form 21-819 to include any claimed medical conditions the Soldier identifies. The MSC requests appointments for the Single Comprehensive Medical Exam (SCME)
VA Appointments	Awaiting Results of Physical Exam	The PEBLO contacts the Soldier and the chain-of-command with the dates and times of their appointment(s).
Receipt of SCME	Case Under PEBLO Review	The PEBLO will compile your packet to include the SCME and administrative document and forward the case for a dictation appointment. The MSC forwards the VA claim to D-RAS.
Awaiting Narrative Summary	Awaiting Narrative Summary (NARSUM) Dictation	The Soldier sees the MEB Physician who goes over the SCME with the Soldier and obtains information needed to dictate the narrative summary.
Draft Dictation	Case Under PEBLO Review	The dictation (also known as the narrative summary) is transcribed by the Transcription Service and forwarded to the Medical Boards Office in draft form
Dictation Review	Case Under PEBLO Review or Awaiting Additional Information From Provider	The dictation is reviewed by the Soldier's PEBLO and is forwarded to the provider for review. Any additional information required or questions raised are resolved.
Dictation Finalized	Awaiting Physician Signature - DA Form 3947	The draft is returned to the Transcription Service for any changes and to be finalized.

MEB Packet Preparation	Awaiting Physician Signature – DA Form 3947	The MEB packet is prepared to include DA Form 3947 which is used to obtain required signatures. This packet is forwarded to the appropriate physicians for review and signature. Two physicians must sign the MEB packet.
MEB Approval	Awaiting Approving Authority (DCCS) Signature - DA Form 3947	The MEB packet is forwarded to the Deputy Commander for Clinical Services at BACH for approval.
MEB Counseling	Awaiting Call from Soldier for MEB Findings Review	The Soldier is contacted and an appointment made to meet with their PEBLO. The Soldier has 7 calendar days to review the MEB packet. If the Soldier does not agree with the MEB recommendation and/or does not believe it accurately reflects their medical condition(s) an appeal may be submitted. Assistance regarding the appeal can be obtained from the PEBLO, MEB Outreach Counsel and service organization representatives (DAV/VFW). The Soldier may also request an independent medical review.
Independent Medical Review	Pending Independent Medical Review	A provider who was not part of the MEB will review the MEB packet and the Soldier's medical record and provide a written opinion regarding whether the MEB accurately reflects the Soldier's medical conditions. The provider will discuss the case with the Soldier. The Soldier is provided a copy of the results of the review by the PEBLO and has seven calendar days to submit an appeal or concur with the MEB.

Appeal	Awaiting Approving Authority Decision on Appeal/Rebuttal	If an appeal is submitted, the MEB Physician will provide a written response which is forwarded to the Deputy Commander for Clinical Services. He/She may confirm the MEB as written or may return it to the provider for reconsideration.
Forwarding to PEB	Awaiting PEB Findings	The MEB packet, along with the Soldier's medical records, are forwarded to the Physical Evaluation Board (PEB) by FEDEX overnight mail.
PEB Informal Decision	Awaiting Call from Soldier for PEB Review	The PEB will initially decide if the Soldier is fit or unfit. If unfit, the PEB will request percentage ratings from the VA. The ratings, for all unfit conditions, will be used to determine the Soldier's disability rating and disposition. A decision is also made regarding whether the disability is the result of a combat related injury and/or it was incurred in a combat zone.
PEB Counseling	Awaiting Appointment with Soldier for PEB Review	The Soldier is contacted and notified of the PEB Informal Decision. An appointment is made with the PEBLO. The Soldier is provided with information regarding options and disability benefits. The Soldier has ten calendar days to make an election . The Soldier will also meet with the MSC for an explanation of the proposed VA rating and VA benefits.

Election Options	Awaiting Appointment with Soldier for PEB Review	If found fit, the Soldier has the option to concur or nonconcur and submit a written appeal. The Soldier can request a formal hearing as an exception to policy. If found unfit, the options are to concur, to nonconcur and submit a written appeal or to request a formal hearing. The Soldier may only appeal to the PEB regarding fit/unfit decisions. The Soldier may also request a one-time reconsideration of a disability evaluation percentage assigned by the VA for unfit conditions only. The Soldier must provide new medical evidence, not previously submitted, and/or evidence that the VASRD was applied incorrectly. Appeals for claimed conditions may be made after the Soldier has transitioned to veteran status.
Formal Hearing	Awaiting Formal Date	Soldiers requesting a formal hearing are provided with representation for the hearing by either the regular military counsel, or their counsel of choice at no cost to the Government. The hearing occurs at the PEB at Ft Sam Houston, TX. TDY orders are prepared by the Soldier's unit.
Rebuttal to Formal Findings	Awaiting Formal Date	Soldiers are notified of the findings of the formal hearing the day of the hearing. A written rebuttal to the formal findings may be submitted and must be received at the PEB within ten calendar days of the formal hearing. The Soldier's PEBLO or legal counsel will assist with submission of the rebuttal.

PDA Review	Pending Orders from Physical Disability Agency	Once a case is complete at the PEB, the case is forwarded by FEDEX to the Physical Disability Agency in Washington, DC. PDA must approve the recommendation from the PEB and has the authority to modify the findings. Any modification would result in new appeal rights for the Soldier.
Final Processing	Pending Orders from Transition Point	Soldiers found fit for duty receive a memorandum from the Physical Disability Agency which completes the processing. Cases which result in separation or retirement are entered in a computer system – TRANSPROC. This provides a 90-day window for the Transition Point at Ft Campbell to separate/retire the Soldier.
Exit Interview with MSC		The Soldier will have an exit interview with their MSC prior to their departure from the installation.
VA Rating		The Soldier will receive the official VA rating once they transition to veteran status. The goal is for this document to be sent to the Soldier within 30 days. VA benefits will start thereafter.

OTHER MyMEB ENTRIES

MY MEB ENTRY	EXPLANATION
Awaiting Results of Appointment/Consult	You have been referred for a test/evaluation. Once this is complete the board will continue.
Return to MTF for Additional Information – Contact PEBLO	The PEB returned the case requesting additional information before making a decision. Contact your PEBLO for details.
Pending Commanders Memorandum/Pending Administrative Documents	The administrative documents requested from your unit have not been received. Please contact your chain-of-command.

There are a number of other entries you may see, most are self-explanatory. If you have any questions, please contact your PEBLO.

FREQUENTLY ASKED QUESTIONS

Q. What is a Medical Evaluation Board (MEB)?

A. An MEB is the process used to determine a Soldier's disposition when one or more medical conditions do not meet retention standards per AR 40-501, Chapter 3. It is a packet of information which is assembled including a narrative summary describing the Soldier's medical condition(s) along with administrative information and the Soldier's medical records.

Q. How is an MEB initiated?

A. Your PCM refers you to the MEB Physician for evaluation. The MEB Physician will evaluate your case and, if appropriate, initiate the MEB. MAR 2 (formerly MMRB) can also refer a Soldier for a medical board.

Q. What can I do to assist in timely processing of my MEB?

A. Make sure that you have submitted all the required administrative documents to the Medical Boards Office. This information is vital to your medical board and can hold up processing if not provided in a timely manner. In addition, please keep the Medical Boards Office notified of any change in your duty phone number or your home phone. Inability to contact the Soldier can delay processing.

Q. What happens if I miss an appointment? Appointments for disability processing take priority and no-shows will be reported to the chain-of-command. The unit will then be required have an escort with you for any future appointments.

Q. Can I provide a statement on my own behalf?

A. Soldiers may provide a Statement of Views to the physician for his review and consideration prior to dictation. This statement may provide any information the Soldier feels is pertinent to his case and should be given to the Medical Boards Office prior to dictation of the narrative summary.

Q. Can I request other documents be included?

A. Any documents submitted by the Soldier will be included in the Medical Board packet.

Q. Where do I go for legal advice?

A. Ms. Carolyn Stoehr is the local MEB Outreach Counsel and will provide assistance at any time during the process. She is located in the Claims Wing at 125 Forrest Road. To make an appointment please call Ms. Wendy Williams at 798-0791.

Q. What is the Physical Evaluation Board (PEB)?

A. The PEB is located at Ft. Sam Houston, TX, and consists of three members, one of which is a physician. The PEB will convene an informal board to review the MEB packet. A determination will be made regarding fitness and degree of disability.

Q. What are the PEB's options?

A. Findings range from:

- Fit for duty (Soldier returns to unit and normal duties within the limitations of the profile).

- Separate without benefits (condition existed prior to service and was not permanently aggravated by service).

- Severance pay (0%, 10%, or 20%. Percentage relates to degree of severity). Severance pay is a one-time lump sum payment made at the time of the Soldier's separation.

- A rating of 30% or more results in a retirement .

Q. What is the difference between TDRL and PDR?

A. Soldiers whose rating is at least 30% are placed on TDRL if the PEB determines that their condition may change significantly over a five year period. A reexamination is required approximately every 12 to 18 months for a period not to exceed five years. At some time during the five year period a permanent decision is made (i.e., fit for duty, severance pay, or permanent retirement). TDRL Soldiers have all the privileges of a voluntary retiree, (PX, commissary, Tricare, etc). Permanent Disability Retirement (PDR) provides a Soldier with full privileges without requiring a periodic reexamination and is indefinite.

Q. What does it mean if the injury is “combat related”?

A. If the PEB finds the Soldier unfit - the decision is also made whether the injury is considered “combat related”. It is not necessary for an injury to have occurred during direct combat to be considered combat related. Extra-hazardous duty, such as parachute jumps, rappelling, etc., can also be considered combat related. If the injury is considered to be combat related, there are advantages related to taxation of the severance pay or retirement. An injury which occurred within a war zone does not automatically qualify for a combat related designation. The circumstances surrounding the injury are taken into consideration.

Q. What does it mean if the injury/illness did occur in a combat zone?

A. If the PEB finds the Soldier unfit, a determination is made regarding whether the injury/illness occurred in a combat zone. This determination can effect when certain disability payments from the VA are started for the Soldier. It may also effect the amount of the severance pay (see computation below).

Q. How is Severance Pay figured?

A. It is figured using the following formula regardless of whether the rating was 0%, 10%, or 20%. Keep in mind that the time used in the formula is active duty time only. It does not include any inactive time. National Guard and USAR Soldiers time is computed based on the creditable time shown on the Retirement Points Summary. The formula uses whole years. If you have less than six additional months of active time (i.e.; 5 years, 3 months) the time would be rounded down to five years. If you have more than six months additional active time (i.e.; 5 years, 8 months) the time would be rounded up to six years. The time is figured as of your last day on active duty. Effective 28 Jan 08 there is no longer a maximum number of years for computation. Previously the maximum number of years was 12. In addition, the minimum number of years for this computation is three for Soldiers with a condition that did not occur in a combat zone. If a soldier's injury/illness occurred in a combat zone, the minimum number of years for this computation is six.

$$2 \times 1 \text{ Month's Base Pay} \times \text{Number of Years Active Duty Service}$$

(minimum of three years for cases not incurred in a combat theater, six years for cases that were incurred in a combat theater).

Q. When will I receive the Severance Pay?

A. The portion of your severance pay based on actual years of service is paid at the time of your separation. If you are receiving an amount based on using the minimum number of years allowed, the additional amount will be paid at a future date by DFAS.

Q. What happens if I nonconcur with the PEB Informal Findings and submit a written appeal?

A. You may only appeal to the PEB the fit/unfit decisions. Disagreement with the percentage ratings must be appealed to the VA (see below). The PEB will review your appeal and provide a written response. If a change in the original findings is warranted, a new DA Form 199 will be provided. If not, a memorandum will be sent notifying you that no change was made and the case is forwarded to the Physical Disability Agency for their review.

Q. What if I disagree with the percentage rating assigned to my conditions?

A. You may submit a request for a one-time reconsideration, however, you must submit medical information not previously considered, and/or documentation that supports that the VASRD was applied incorrectly. You may appeal percentage ratings for claimed conditions once you transition to veteran status.

Q. What happens if I request a formal hearing?

A. If the Soldier requests a formal hearing, the request is faxed to the PEB and a date for the formal hearing is obtained. The Soldier is provided with a memorandum to take to their unit where TDY orders will be prepared to send the Soldier to Ft. Sam Houston. The Soldier will meet with their attorney the day prior to the hearing, remain overnight, and attend the formal hearing the next day. Once the hearing is completed the board will make a decision and notify the Soldier of the formal findings the same day. The Soldier may concur with the decision, submit a rebuttal, or take ten calendar days to decide.

Q. What is Permissive TDY?

A. Permissive TDY is given to involuntarily separated Soldiers to assist in preparing for the transition to civilian life.

Q. How much time am I eligible for?

A. Soldiers separating because of disability are generally eligible for 20 days of permissive TDY, however, this is not an entitlement. Approval of permissive TDY is a command decision.

Q. When can I take Permissive TDY?

A. Permissive TDY is designed to be taken once the Soldier has received their separation date. The Soldier clears first, departs on permissive TDY, and does not have to return to Fort Campbell.

Q. Can I take transition leave?

A. Soldiers separating or retiring for a disability are eligible to use their leave as Transition Leave if authorized by their unit. There is still the option to sell the leave if desired.

Q. What is COAD (Request to Continue on Active Duty)?

A. All Soldiers may request to continue on active duty when found unfit. Once the case is approved at the Physical Disability Agency the request will be forwarded to the Soldier's branch at HRC for a decision.

Q. What should I do if I will ETS in the next few months?

A. Come to the Medical Boards Office where a memorandum will be prepared. The Soldier is given samples of other documents which must be obtained (memorandum from the unit commander with endorsement by Battalion Commander, and affidavit from the Soldier). It is recommended the Soldier start the process to be extended approximately 45 days prior to the ETS.

Q. What should I do if I am notified I am to PCS?

A. Come to the Medical Boards Office and a memorandum will be provided for the Reassignments Section. Generally, a copy of the permanent profile is also required to defer or delete the assignment.

Q. What will happen to my health records?

A. Your medical records are the property of the VA unless you are found fit for duty. You will be provided a copy of your medical records once disability processing is complete.

Q. How much time will I have once my separation message is received?

A. The separation message will provide a “not later than” date approximately 90 days from the day the message is received. The Installation Commander, through the Transition Point, will establish a release date within this 90-day window. Soldiers will be separated or retired as expeditiously as possible. The intent of the 90-day window is to allow commanders the flexibility to deal with local command policies and procedures as well as unique family considerations. You must be separated or retired by the not later than date, however your date may be set at any time within the window. Should you be unable to take all your accrued leave within the 90 day window, a request for exception may be submitted to the Physical Disability Agency. This request is initiated by the Soldier and must be endorsed by an O6 in their chain of command. This request is then taken to the Transition Point.

Q. What if I have previously held a higher grade?

A. Soldiers will be separated or retired at the highest grade successfully held. The Soldier must provide documentation to the Medical Boards Office showing the highest grade held, along with the reason for the loss of grade. This information will be included in the MEB packet. At the time the separation/retirement date is set, the case will be forwarded by the Physical Disability Branch to the Grade Determination Board for a decision.

Q. What if I am on a promotion list?

A. Soldiers on a centralized promotion list, semi-centralized list who have met cut-off score, and those pending automatic promotion from PVT to SPC and 2LT to CPT, may be retired or separated at the grade to which the Soldier would have been promoted except for the termination of his/her service due to physical disability.

Q. Where can I find more information about disability processing?

A. Your PEBLO will be glad to answer any questions you have regarding your case. Links to the regulations and policy guidelines regarding disability processing can be found at the Physical Disability Agency (USPDA) web site and through MyMEB. Regulations are also available for review at the Medical Boards Office.

<https://www.hrc.army.mil/site/Active/TAGD/Pda/pdapage.htm>

ACRONYMS

MRDP – Medical Retention Determination Point. Definition: The point of hospitalization or treatment when the member’s progress appears to have medically stabilized, the course of further recovery is relatively predictable, and where it can be reasonably determined that further treatment will not cause the member to meet medical retention standards or render them capable of performing the duties required by their office, grade, rank, or rating.

NARSUM – Narrative summary.

MAR2 – MOS Administrative Retention Review (formerly MMRB)

PEBLO – Physical Evaluation Board Liaison Officer

IDES – Integrated Disability Evaluation System

MEB – Medical Evaluation Board

MSC – Military Service Coordinator

PEB – Physical Evaluation Board

Referred Conditions – Those conditions identified by the MEB Physician as failing retention standards. Sometimes identified as “boardable” conditions.

Claimed Conditions – Those conditions which were not identified as referred conditions, but identified by the Soldier for evaluation by the VA.

SCME – Single Comprehensive Medical Examination

D-RAS – Disability Evaluation System Rating Activity Site