



# **IDES GUIDEBOOK**

An Overview of the Integrated Disability Evaluation System



**U.S. ARMY MEDICAL COMMAND**  
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# Integrated Disability Evaluation System Guidebook

## PURPOSE

1. The Department of Veterans Affairs (VA) and Department of Defense (DoD) received Presidential Direction to conduct a joint program to modernize and improve the disability evaluation and compensation process for wounded, ill, and injured Soldiers. VA and DoD collaborated to develop the Integrated Disability Evaluation System (IDES) to meet Soldiers' needs.
2. The goals of IDES are to:
  - Reduce the overall time it takes a Soldier to progress through the IDES process, starting at the time of referral to the Medical Evaluation Board (MEB) and ending at receipt of VA benefits or return to duty,
  - Utilize a single examination process that meets the needs of VA and DoD; and
  - Increase the transparency of both the military disability evaluation system and VA claims processes for wounded, ill, and injured Soldiers and their families.
3. The IDES process is Soldier and family-centered. It documents the presence of medical and/or psychological conditions that impact military occupational function, future civilian occupational capability, and/or social interactions. This is a collaborative, non-adversarial process in which qualified medical providers perform the Compensation and Pension (C&P) Exam to VA standards for disability rating determination and DoD providers document retention eligibility based on an administrative review of existing medical records and C&P exam findings.
4. To ensure that Soldiers, Commands, and Army Staff each have a clear understanding of their critical contributions to smooth case processing, the core IDES process must be standardized. Accountability measures must be put in place at all levels across the Army. This guidebook defines the processes, roles and responsibilities, and the standards that will be measured at all levels of the enterprise.

# TABLE OF CONTENTS

## CHAPTER ONE

<b>IDES Process Steps .....</b>	<b>PAGE 3</b>
Medical Evaluation Board Phase.....	6
Physical Evaluation Board Phase.....	14
Transition Phase.....	18

## CHAPTER TWO

<b>Roles and Responsibilities.....</b>	<b>PAGE 20</b>
Physical Evaluation Board Liaison Officer.....	20
Contact Representative .....	21
Administrative Assistant .....	21
VA Military Services Coordinator.....	22
Office of Soldiers' Counsel.....	23
Medical Evaluation Board Provider.....	23
Medical Evaluation Board Approval Authority.....	24
Soldier.....	25
Soldier's Unit Commander.....	26
Military Treatment Facility Commander.....	26

## CHAPTER THREE

<b>Standards and Compliance.....</b>	<b>PAGE 27</b>
Timeliness Standards.....	27
DMHRSi Coding Requirements .....	29
Provider Productivity Standards.....	29
Monthly IDES Reporting Slide.....	31

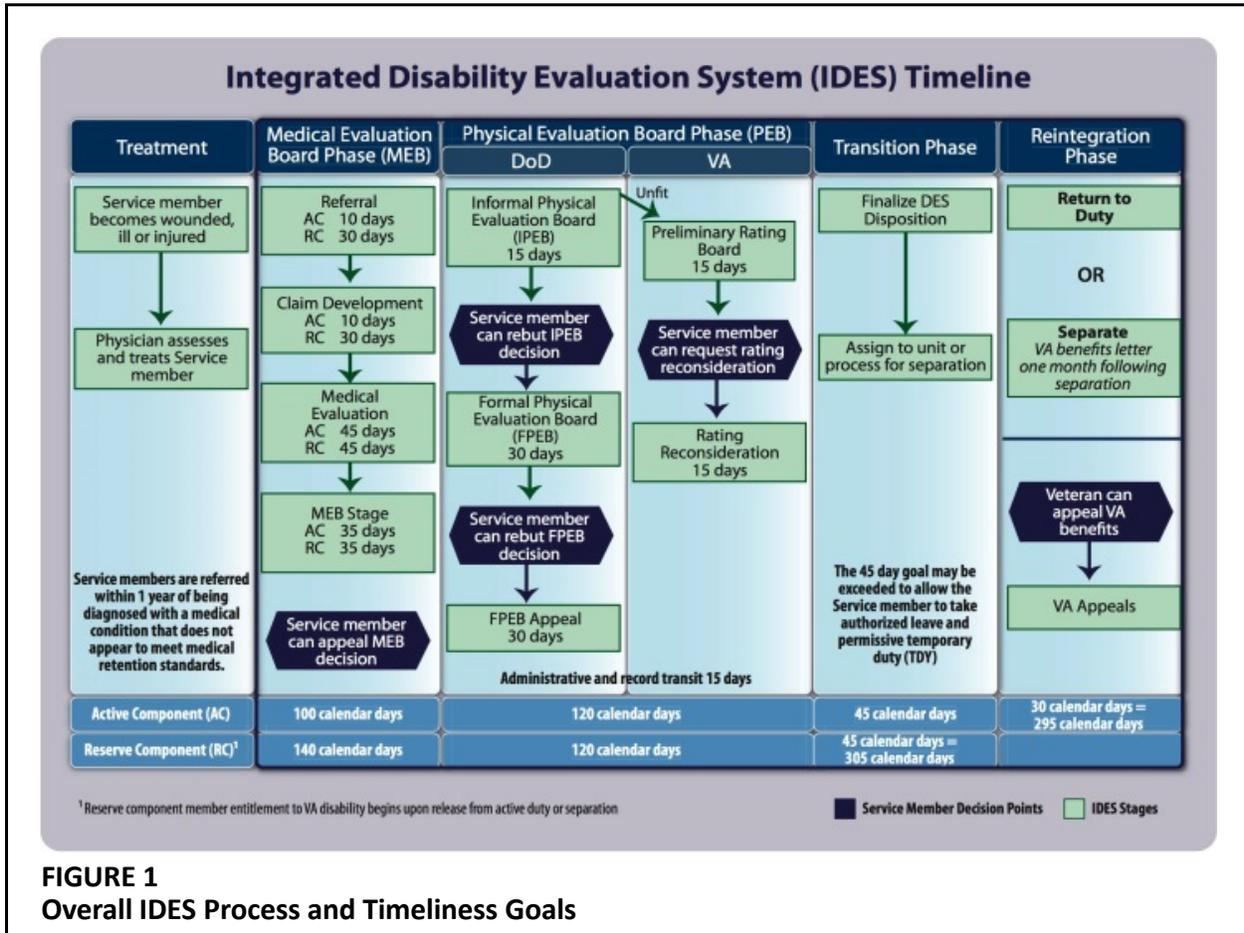
## CHAPTER FOUR

<b>Glossary.....</b>	<b>PAGE 32</b>
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## FIGURES

Figure 1. Overall IDES Process and Timeliness Goals .....	<b>PAGE 3</b>
Figure 2. IDES Medical Evaluation Board (MEB) Phase.....	<b>PAGE 6</b>
Timeliness Goals and VTA Calculations	
Figure 3. IDES Physical Evaluation Board (PEB) Phase.....	<b>PAGE 14</b>
Timeliness Goals and VTA Calculations	
Figure 4. IDES Transition and Reintegration Phases .....	<b>PAGE 18</b>
Timeliness Goals and VTA Calculations	
Figure 5. Vice Chief of Staff of the Army Slide.....	<b>PAGE 31</b>

# CHAPTER ONE IDES PROCESS STEPS



**FIGURE 1**  
Overall IDES Process and Timeliness Goals

## Case Processing By Component

1-1. There is no difference between the Military Treatment Facility (MTF) IDES process for an Active Component (AC) Soldier and a Reserve Component (RC) Soldier serving on active duty. All Soldiers on Active Duty orders have access to the same staff and resources during both the Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB). The process for RC Soldiers who are *not* on active duty, but who have *conditions that are duty-related* (i.e. incurred in the line of duty) is similar to the process for those on active duty. However, aspects of the process differ, including timelines for the Referral and Claim Development Stages as well as the Treatment Phase Profile Management and MEB Referral processes. RC Soldiers not on active duty who have non-service-connected conditions will be referred directly to PEB under the non-duty-related (NDR) process for a determination of fitness only. Process variations between components will be further explained in the IDES Guidebook Reference.

# Case Processing By Phase and Stage

## Phase 0: Treatment

- Step 1. Soldier is wounded, ill or injured
- Step 2. Physician assesses and treats Soldier
- Step 3. Physician determines Soldier has reached the Medical Retention Determination Point (MRDP) due to one or more condition(s)
- Step 4. Physician writes P3/4 Profile
- Step 5. Designated Physician Profiling Authority co-signs P3/4 Profile (MRDP) and initiates the VA/DoD Joint Disability Evaluation Board Claim Form (VA 21-0819, Section 1)

1-2. The treatment phase begins when a medical provider issues a Soldier a temporary (T3/T4) profile for a medical condition that causes duty limitations. All profiles greater than 30 days are issued on a DA 3349 through eProfile, the electronic profiling system. The Medical Management Center at most duty stations will monitor and ensure that Soldiers who have temporary profiles are tracked and care is coordinated throughout the treatment phase. Medical providers ensure Soldiers receive necessary care.

1-3. When a medical provider determines that a Soldier has at least one medical condition that has medically stabilized and it can be reasonably determined that the condition will prevent them from meeting retention standards, that Soldier will be referred to the disability evaluation system. This is called the Medical Retention Determination Point (MRDP). The MRDP decision will be made within one year of diagnosis of a medical condition or sooner if the examiner can determine that the Soldier will likely not be capable of returning to duty.

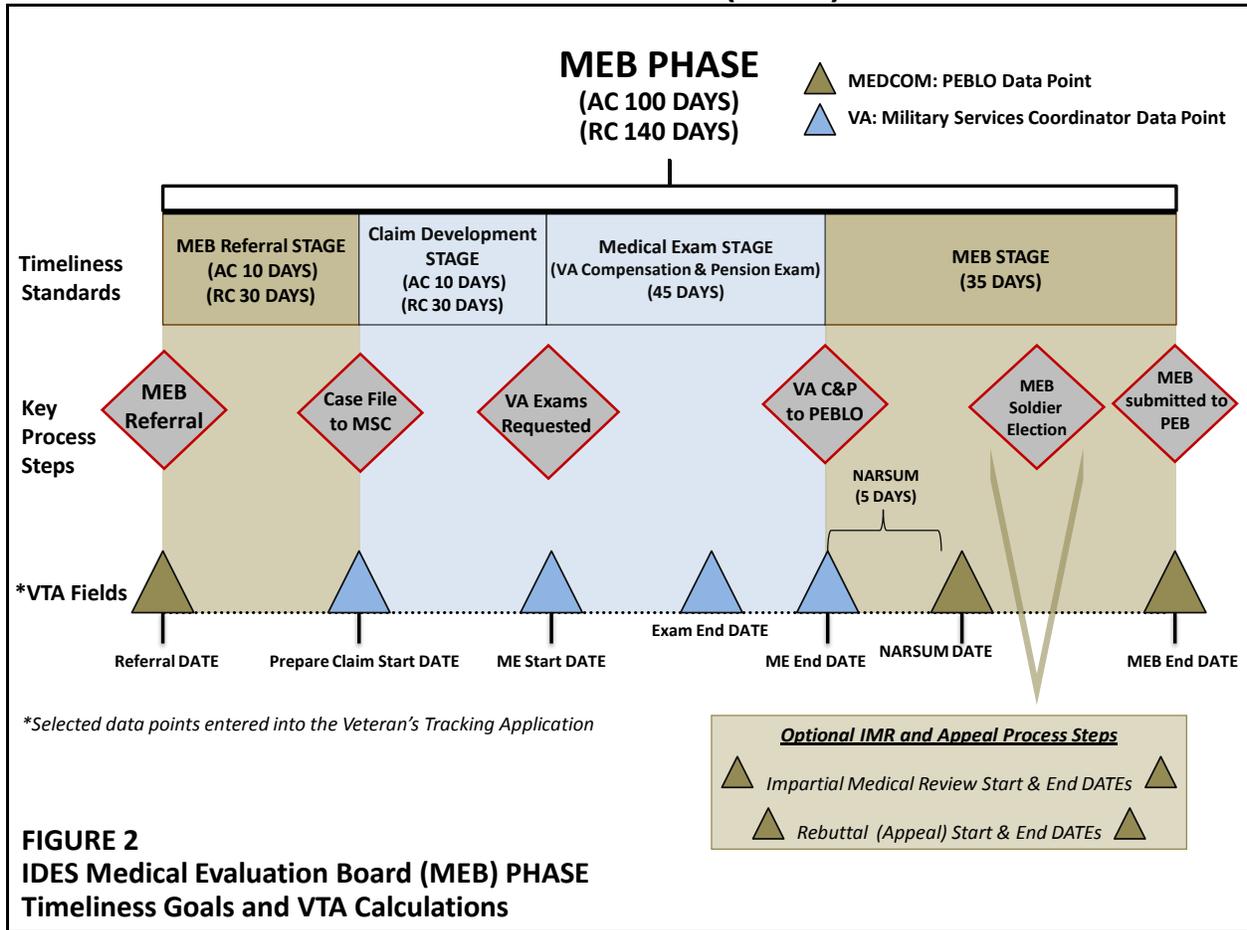
1-4. Medical providers will manage medical conditions using temporary profiles until MRDP has been achieved or 12 months have passed. Providers will not continue a temporary (T3/T4) physical profile beyond 12 months for the same condition. If the Soldier is unable to return to full duty status within 12 months from the onset of the injury or illness, regardless of the Soldier's profile history, MRDP has been reached. When MRDP has been achieved or when the temporary profile has reached 12 months, the medical provider will write a permanent (P3/P4) profile. The Medical Treatment Facility (MTF) Commander or their designated Physician Profiling Authority must approve extension of a temporary profile beyond 12 months.

1-5. The designated Physician Profiling Authority confirms that the Soldier has reached MRDP by signing the second signature on the P3/P4 profile. This critical signature triggers a Soldier's initiation into the IDES process. Within 72 hours, the Physician Profiling Authority will initiate the VA/DoD Joint Disability Evaluation Board Claim Form (VA 21-0819, Section 1), refer the case to the Physical Evaluation Board Liaison Officer (PEBLO) supervisor, and notify the Soldier's command of the initiation of the IDES

process. The Physician Profiling Authority may be a designated MTF physician, (such as the Deputy Commander for Clinical Services (DCCS) or the IDES Medical Director), the State Surgeon for the National Guard, or a Regional Support Command (RSC) Surgeon for Army Reserve Soldiers.

1-6. All Profiling Authorities are responsible for following component-specific guidelines (AR 40-501, Chapter 7) and process steps to ensure visibility of all T3/T4 and P3/P4 Profiles to the Chain of Command and other senior leaders. Company-level commanders should review profiles at 60 days. Profiles reviews are conducted with Battalion-level commanders at 120 days, Brigade-level commanders at 180 days, and Division or Corps-level commanders at 240 days.

# Phase 1: Medical Evaluation Board (MEB)



**FIGURE 2**  
**IDES Medical Evaluation Board (MEB) PHASE**  
**Timeliness Goals and VTA Calculations**

## Referral Stage (AC 10 days / RC 30 days)

- Step 1. Physical Evaluation Board Liaison Officer (PEBLO) counsels Soldier and ensures Part 1 of the VA/DoD Joint Disability Evaluation Board Claim Form (VA 21-0819) is accurate and complete
- Step 2. Soldier receives Multi-Disciplinary Orientation Briefing
- Step 3. PEBLO collects Service Treatment Records (STR) and administrative documents
- Step 4. PEBLO sends Soldier's case file to Military Services Coordinator (MSC), including hardcopy STR
- Step 5. Soldier receives legal briefing on rights and responsibilities during IDES from the Soldiers' MEB Counsel (SMEBC) prior to meeting with MSC.

1-7. Within **72 hours** of a referral to the MEB (2<sup>nd</sup> signature on the P3/P4 Profile), the assigned PEBLO will create the case in the Veterans Tracking Application (VTA) database and eMEB, contact the Soldier by phone for introductions, schedule an introduction meeting and prepare orientation materials. During the initial PEBLO counseling meeting, the PEBLO will review Section 1 of the VA/DoD Joint Disability Evaluation Board Claim (VA 21-0819) and answer any questions the Soldier may have. The Soldier must initial the MEB/PEB Counseling Checklist (DA 5893) at each step of the IDES process to verify that the Soldier comprehends their role and responsibilities. Soldiers will attend a mandatory legal briefing prior to meeting with a VA Military Services Coordinator.

1-8. National Guard and Army Reserve Soldiers' MEB cases will be prepared by the Reserve Component Soldier Medical Support Center (RC-SMSC) and regulated to an appropriate MEDCOM MEB processing site.

1-9. The Soldier's Chain of Command is responsible for assessing a Soldier's duty limitations from a non-medical perspective using the Commander's Performance and Functional Statement Form (DA7652) within **5 days** of the PEBLO's request. This statement provides critical information to the MEB and PEB about the impact of medical impairments on a Soldier's ability to perform their duties. It is not intended to assess or make comment on specific medical diagnoses, but to provide detailed performance information from a non-medical perspective. The importance of timely submittal of the commander's assessment cannot be overstated.

1-10. When a Soldier is in the IDES process, Commanders must ensure that Soldiers attend all scheduled appointments and that any and all approved leave is communicated with the PEBLO, usually by sharing a copy of the signed Request and Authority for Leave (DA Form 31). In order to prevent unnecessary delays, Commanders should only approve leave during the MEB phase when absolutely necessary. Commanders should encourage Soldiers to use accrued leave during the PEB Phase (i.e. *after* the MEB Phase and *before* the Transition Phase). The unit command is responsible for coordinating transportation so the Soldier reports to

scheduled appointments and examinations on time. If a Soldier misses (“no-shows”) any appointment without any prior notification to the unit command and PEBLO, the unit must allocate resources and assign an escort to accompany the Soldier to all future IDES appointments. Missed appointments create unnecessary delays in the IDES process.

**Referral Stage Deliverables (AC 10 days / RC 30 days):**

- Service Treatment Record (STR) and Administrative Documents  
The PEBLO is responsible for compiling all medical documents, including complete STR (with TRICARE referrals and civilian medical records when applicable) within **10 days (AC) or 30 days (RC)** of MEB [Referral Date].
- Line of Duty (LOD) (DA 2173)  
If LOD is required, the Soldier’s Commander must send the DA 2173 to the PEBLO within **5 days** of request (or no later than the next drill period).
- Commander's Performance and Functional Statement (DA 7652)  
The Soldier’s Commander is responsible for providing a Commander’s non-medical assessment statement within **15 days** of receiving the PEBLO’s request.
- VA/DoD Joint Disability Evaluation Board Claim (VA 21-0819)  
The PEBLO will review Section 1 of the VA 21-0819 with the Soldier and forward to the VA MSC within **10 days (AC) or 30 days (RC)** of the MEB [Referral Date].
- VA Appointment Notifications  
The PEBLO coordinates with the Soldier to schedule an initial appointment with the assigned VA MSC within **20 days** of the MEB [Referral Date].

### Claim Development Stage (AC 10 days / RC 30 days)

- Step 1. MSC counsels Soldier and completes Sections 2-7 on the VA 21-0819
- Step 2. MSC requests VA C&P exam appointments
- Step 3. C&P provider schedules exam appointments
- Step 4. MSC or C&P Provider notifies Soldier, Commander and PEBLO of VA appointments

1-11. The MSC will contact the Soldier to further explain VA's role in the IDES disability rating process. The MSC explains VA's service connection policy specifying that compensation will be awarded only for chronic illnesses, injuries and diseases that were incurred in or aggravated by service. The MSC will coordinate with the Soldier regarding any conditions the Soldier wants to claim (on Section 2 of VA 21-0819). If the Soldier wants to add claimed conditions at any point after this meeting, the MSC will accept the claim, but advise the Soldier that conditions raised after the initial interview may not be evaluated until after separation. The MSC requests the necessary C&P appointments and either the MSC or the C&P provider notifies the Soldier, PEBLO and Commander of booked appointments.

#### Claim Development Stage Deliverables (AC 10 days / RC 30 days):

- VA C&P exam Appointments  
After counseling the Soldier, the MSC is responsible for requesting all necessary medical appointments within **10 days (AC) or 30 days (RC)** and notifying the Soldier, PEBLO and Soldier's Command.
- VA/DOD Joint Disability Evaluation Board Claim (VA 21-0819)  
The MSC will complete Sections 2-7 of the VA 21-0819 to document claimed conditions with the Soldier and forward to the PEBLO within **10 days (AC) or 30 days (RC)** of the [Prepare Claim Start Date.]

## Medical Exam Stage (45 days)

- Step 1. Soldier attends all VA appointments
- Step 2. Qualified Medical Examiner completes the C&P exam
- Step 3. MSC forwards C&P exam results to PEBLO

1-12. C&P Qualified Medical Examiners, as specified in local Memorandums of Agreement (MoA), are responsible for completing the general medical and specialty examinations within **45 days** of receiving an IDES C&P disability examination request and service treatment record. This time includes **35 days** for the completion of the examination and **10 days** for the completion of administrative requirements. The designated exam providers will follow VA operational instructions for communicating and scheduling VA C&P medical examinations.

1-13. The designated exam provider(s) will provide a general medical examination which will address not only those conditions claimed by the Soldier and referred by the MEB provider, but also include a comprehensive screening examination of all body systems. Specialty examination, in addition to the general medical examination, will be performed for cases involving vision, hearing, psychological conditions, or other complex medical conditions.

1-14. When conditions are identified that cannot be addressed in the course of the current exam, the exam provider will indicate this in the examination report provided to the MSC.

1-15. Once the C&P exam is complete, the MSC is responsible for printing and transmitting the completed C&P exam to the PEBLO.

### **Medical Exam Stage Deliverable (45 days):**

- VA Compensation and Pension Exam (C&P)  
The C&P exam provider and MSC have **45 days** to submit the complete C&P exam to the PEBLO from the date of the MSC appointment request.

## Medical Evaluation Board Stage (35 days)

- Step 1. PEBLO forwards C&P exam and case file to MEB provider
- Step 2. MEB provider writes Narrative Summary (NARSUM)
- Step 3. PEBLO creates the MEB Proceedings Form (DA3947) based on Section 4 of the Integrated NARSUM
- Step 4. PEBLO routes case file to MEB Physician Reviewers and Approval Authority
- Step 5. MEB makes determination [PEB or Return to Duty (RTD)] and Approval Authority signs findings
- Step 6. MEB provider reviews the NARSUM with the Soldier
- Step 7. PEBLO counsels Soldier on election options
- Step 8. (optional) Soldier consults with legal counsel
- Step 9. Soldier makes election on MEB findings
- Step 10. (optional) Soldier elects an Impartial Medical Review (IMR) to review case completeness
- Step 11. (optional) Soldier elects an appeal to review case conclusion
- Step 12. PEBLO routes complete case file to PEB or notifies unit and MSC of RTD determination

1-16. The Medical Evaluation Board is an informal process comprised of two credentialed providers and an Approval Authority who review the completed NARSUM and MEB case file to determine if a Soldier's medical conditions meet retention standards. The Soldier is not required to appear before the MEB provider, but the MEB provider may ask the Soldier to appear in order to obtain clarification of key information.

1-17. The MEB Stage is comprised of the **5-day** NARSUM step plus a **30-day** PEBLO-led administrative step. The MEB provider completes the NARSUM. The administrative actions are coordinated by the PEBLO and include routing the case file packet through the MEB, coordinating additional appointments if needed, and counseling the Soldier on MEB findings and their options for review.

1-18. During the NARSUM step, the MEB provider will review all available medical records, including the C&P examination, and write a comprehensive NARSUM describing the Soldier's medical conditions. **The Integrated NARSUM is the only authorized format for the NARSUM.** The NARSUM will be completed following the guidance in the MEB NARSUM Guidebook. The NARSUM lists all referred and claimed conditions and makes determinations about the impact of each medical condition (alone or in combination) on the Soldier's further performance of duty in accordance with AR 40-501. The MEB provider has primary responsibility to develop the content of the NARSUM. When applicable, Behavioral Health and/or Dental Providers may prepare NARSUMs for cases that have primary behavioral health or dental conditions or when the MEB provider has significant questions about conditions in these specialties. Behavioral Health and/or Dental Providers are required to review and sign the DA 3947 when Behavioral Health and/or Dental conditions are listed.

1-19. Once the MEB provider receives the C&P exam, the NARSUM must be completed and provided to the PEBLO within **5 days**. If possible, the MEB provider will review the NARSUM with the Soldier to ensure conditions and concerns are addressed. This review may be done telephonically. The review with the Soldier is not required to occur within the 5 day NARSUM production step.

1-20. If one or more condition fails to meet retention standards, the case is referred to the PEB for further adjudication. If no conditions fail retention standards, the Soldier will be RTD. When the MEB has made their determination [PEB or RTD], the PEBLO will contact the Soldier within **3 working days** (or not later than the next reserve drill), by phone or in person, to review the findings and counsel the Soldier on their MEB election. Soldiers may always consult with SMEBC Counsel or private legal representation at their own expense when evaluating their options to accept or elect for IMR or Appeal. Regardless of the source of legal counsel, the Soldier must make an election within **7 days**.

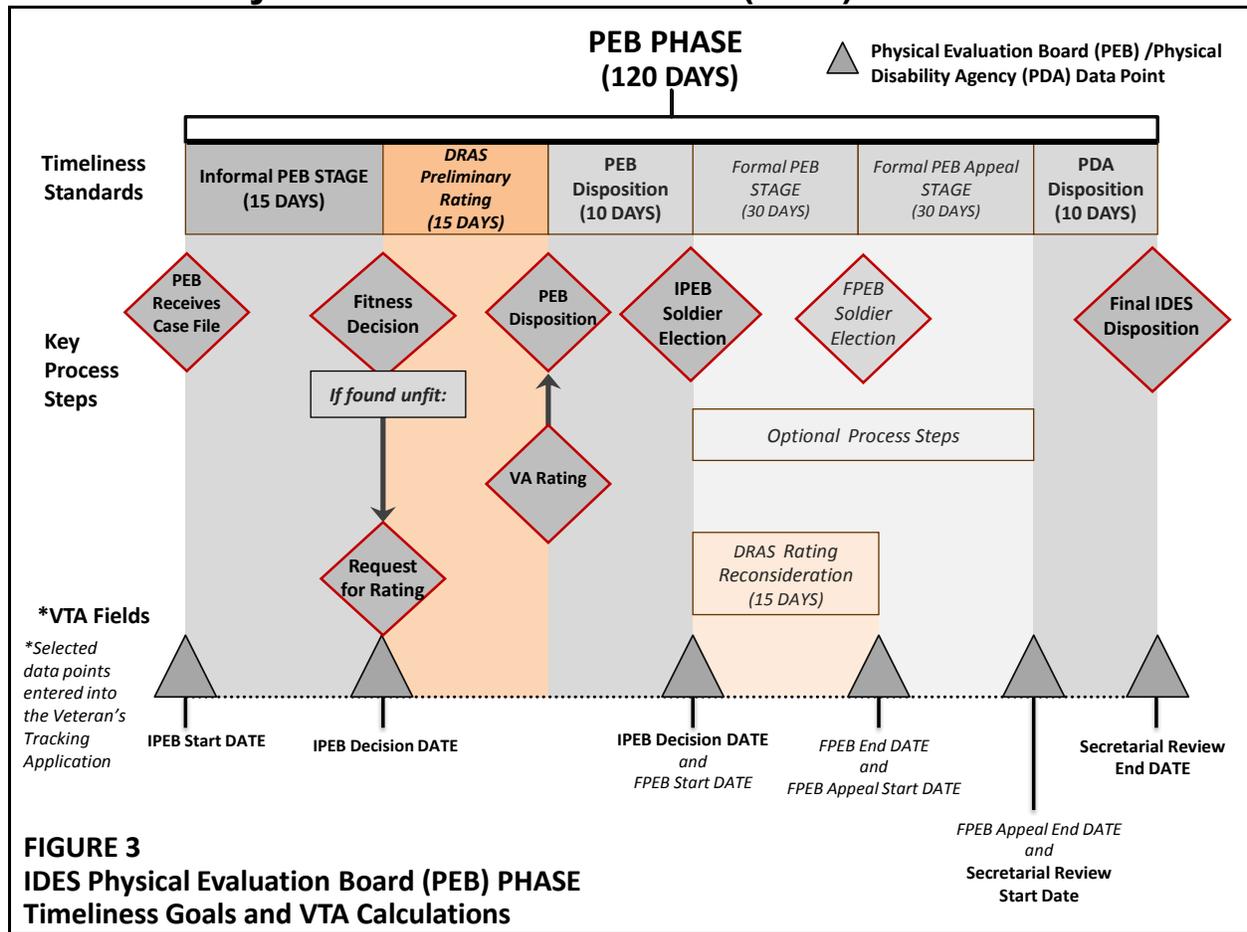
1-21. If the Soldier is not satisfied with the findings from the MEB, there are two opportunities for review of the process and decisions, each with a unique and specific purpose. First, an Impartial Medical Review (IMR) can be requested within **7 days** to receive a clinical review of the MEB case for completeness. An IMR is conducted by a credentialed provider not otherwise involved in the Soldier's MEB, ideally the treating provider most familiar with the Soldier's medical history. The IMR provider reviews the final MEB packet to make sure all diagnoses and notes have been accurately recorded on the NARSUM and the DA 3947. This review must be completed and returned to the PEBLO within **5 days**. Second, the Soldier can appeal the MEB findings within **7 days** by submitting a written rebuttal, frequently called an Appeal, to the MEB Appellate Authority. The MEB Appellate Authority (typically the DCCS or designee) has **5 days** to send a response to the PEBLO. To maintain objectivity, the MEB Appellate Authority should not be any of the three original signatories on the DA 3947, MEB Proceedings. In order for the DCCS to be the MEB Appellate Authority, another senior physician within the MTF should be designated as the MEB Approval Authority. This will ensure the integrity of the proceedings and due process for the Soldier. The MEB Appellate Authority may uphold the findings of the MEB, amend the findings with a written addendum to the MEB, or return the MEB for reconsideration.

1-22. Once the MEB is complete, including any IMR and/or Appeal, the packet is forwarded to the PEB electronically via eMEB to ePEB.

**Medical Evaluation Board Stage Deliverables (35 days):**

- Complete MEB case file prepared according to the PEB Transmission Checklist (DA 5889), to include:
- Medical Evaluation Board Proceedings (DA 3947)  
The PEBLO creates the DA3947 based on Section 4 of the final NARSUM and updates to reflect IMR and/or Appeal findings.
- Narrative Summary (NARSUM)  
The MEB provider must complete the NARSUM, in accordance with the MEB NARSUM Guidebook and OPORD 12-31/Annex O, within **5 days** of receipt of the C&P exam.
- VA Compensation and Pension (C&P) Exam
- Current P3/P4 Profile (DA 3349)  
A profiling authority must ensure that the final P3/P4 Profile reflects all conditions that fail to meet retention standards as listed on the final DA 3947.
- Administrative and Personnel documents as required, to include:  
Enlisted Record Brief (ERB)/Officers Record Brief (ORB), Leave and Earnings Statement (LES), Commander's Statement (DA 7652), Orders, (and, *if applicable*: LOD, IMR Request Memo, IMR Findings, Appeal Request Memo, Appeal Findings).

## Phase 2: Physical Evaluation Board (PEB)



1-23. The PEB is the only board in the Army that can determine whether a Soldier is fit or unfit for continued service. Army disability benefits will be determined based only on those specific conditions found to be unfitting for continued military service. The PEB sends a request for ratings to VA Disability Rating Activity Site (DRAS) for all unfitting medical conditions. The PEB creates a Physical Evaluation Board Proceedings Form (DA 199) and applies VA ratings from the DRAS to any unfitting conditions. The Soldier is notified of the findings by the PEBLO and counseled on their election options. Soldiers may always consult with counsel in evaluating their options.

### Informal PEB Stage (15 days)

- **DRAS Proposed Rating (15 days)**
- **Rating Reconsideration (optional 15 days)**
- **Physical Disability Agency (PDA) Approval (10 days, if no Formal PEB)**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 1. Informal PEB renders fit/unfit determination</p> <p>Step 2. If found unfit, PEB sends Request for Preliminary Rating to DRAS</p> <p>Step 3. DRAS rates conditions and issues proposed ratings to PEB</p> <p>Step 4. PEB issues fitness determination on DA 199 along with VA proposed rating</p> <p>Step 5. PEBLO counsels Soldier on Informal PEB findings and election options</p> <p>Step 6. (optional) Soldier consults with legal counsel</p> <p>Step 7. (optional) Soldier may non-concur with Informal PEB determination</p> <p>Step 8. (optional) Soldier may request a Formal PEB if the Soldier disagrees with the Informal PEB fitness determination</p> <p>Step 9. (optional) Soldier may request a VA Rating Reconsideration for unfitting conditions</p> <p>Step 10. PEB sends case file to PDA to approve findings</p> |
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1-24. The 3-member Informal PEB (IPEB) reviews administrative, medical and personnel documentation to render a fit or unfit determination. If the PEB determines that any condition is unfit for duty, the Soldier's case will be referred to VA for a disability rating. However, if the Soldier is found fit for duty, the case file will not be referred to VA for a disability rating.

1-25. Within **15 days** of receiving the complete and correct MEB case file from the PEBLO, the PEB will adjudicate the Soldier's case and forward the preliminary fitness decision on the Physical Evaluation Board Proceedings Form (DA 199) to the PEBLO and request a preliminary (or a proposed) rating from the DRAS. The DRAS has **15 days** to evaluate referred and claimed conditions and provide proposed disability ratings to the PEB for each service-connected condition with supporting rationale.

1-26. Once the PEB receives a proposed VA rating and completes the fitness determination, the PEB forwards the DA 199 to the PEBLO along with VA proposed rating decision. Within **72 hours** of receipt (or not later than the next reserve drill), the PEBLO will inform and counsel the Soldier of the IPEB findings and their election options. The Soldier has the option to accept the IPEB findings and VA proposed ratings, or the Soldier may choose not to accept either VA rating or the PEB findings.

1-27. The Soldier has **10 days** to make an election on the IPEB findings. If the Soldier disagrees with the fitness decision, they may non-concur with the fitness decision and/or request a Formal PEB. If the Soldier disagrees with the proposed VA disability rating for the conditions found unfitting by the PEB, the Soldier may submit a written request for reconsideration for each unfitting condition. The Soldier only has one opportunity to request a rating reconsideration for each medical condition determined to

be unfitting by the PEB. In order for the rating reconsidering to be considered by DRAS, additional medical evidence must be submitted with the request for rating reconsideration. The Soldier may consult with the PEBLO, Soldier's PEB Counsel (SPEBC) and/or the MSC when preparing the request for reconsideration. The PEB will forward the request to the DRAS and issue a new decision within **15 days**, if a new decision is warranted. Any disagreement with ratings assigned to claimed conditions must be addressed if/when the Soldier separates from Service and receives notification of a final VA decision.

1-28. If the Soldier is found unfit, but wishes to remain in the Army, the PEBLO will counsel the Soldier on Continuation on Active/Reserve Duty (COAD/COAR) process, assist the Soldier with the request and send it forward to the PEB for processing. Soldiers may always consult with counsel when evaluating their options. The PEBLO will explain how to fill out the Estimated Compensation Worksheet (DA 5892) to estimate retirement compensation. If a Formal PEB is selected, the PEB will schedule the hearing to occur within **30 days** of election.

**Formal PEB Stage (optional 30 days)**

- **Formal PEB Appeal (optional 30 days)**
- **PDA Secretarial Approval (10 days)**

Step 6. (optional) Soldier may request a Formal PEB

Step 7. (optional) Soldier may submit appeal to Formal PEB Findings

Step 8. PEB sends case file to PDA to approve or modify findings

Step 9. (optional) Any PDA modification results in new appeal rights for Soldier

1-29. All Soldiers found unfit by an Informal PEB have the right to request a formal hearing. The Formal PEB (FPEB) consists of a panel of medical and non-medical adjudicators. The Soldier may elect to send a written response, appear before the board in person or by VTC, or have counsel appear on their behalf. Every Soldier has the opportunity to have legal representation from the Soldier's PEB Counsel (SPEBC) at no cost to the Soldier or seek legal counsel at their own expense. The formal board will then issue its findings. Within **72 hours** of receipt, the FPEB will inform the Soldier, the Soldier's legal counsel, and PEBLO of the FPEB findings.

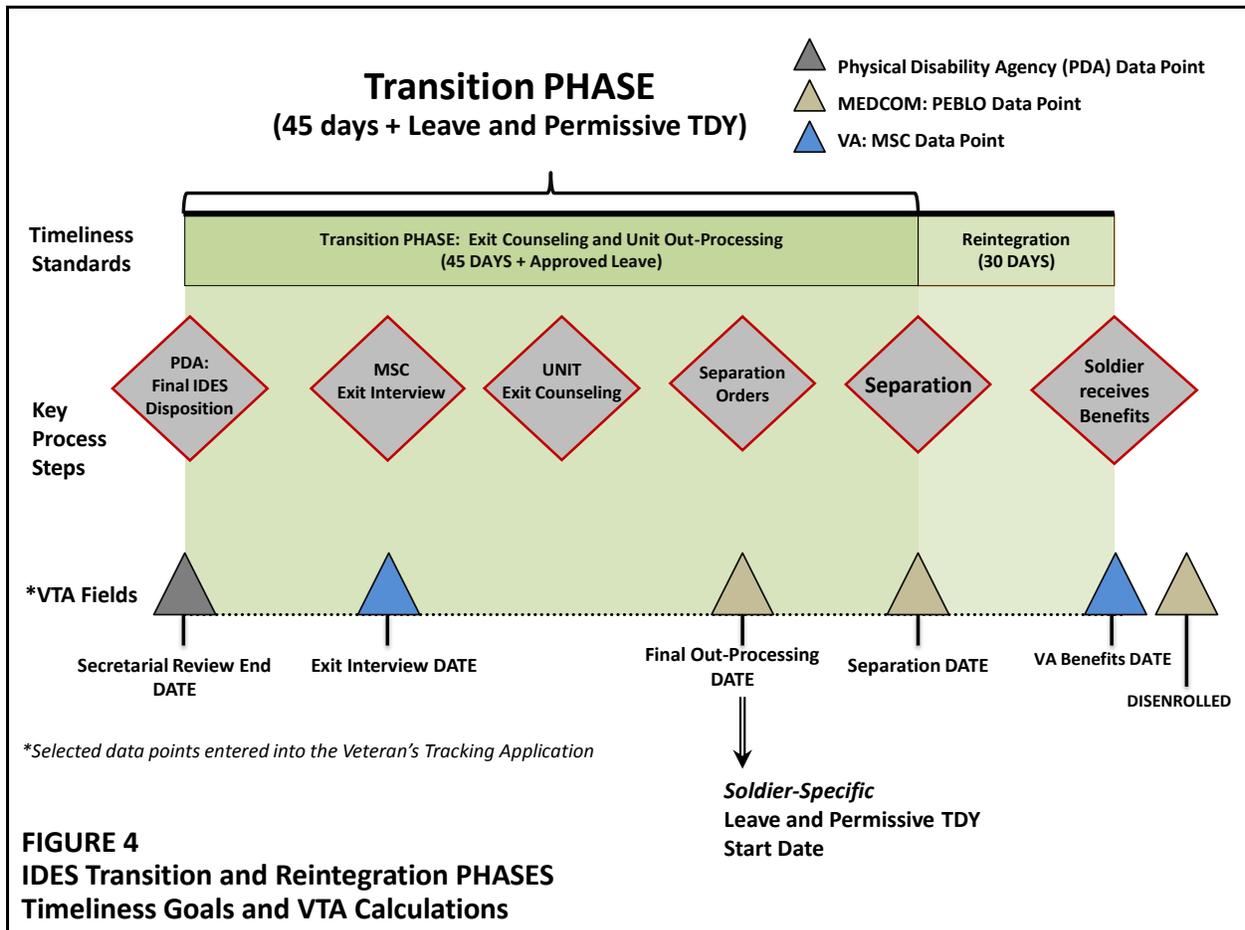
1-30. Once the final decision has been issued by the PEB, the case file is sent to the United States Army Physical Disability Agency (USAPDA) for review. The USAPDA has the authority to issue revised findings or return a case to the PEB for reconsideration if the determination is made that the evidence of record does not support the PEB findings and recommendations.

1-31. When the case file is reviewed and certified by the USAPDA, the USAPDA will review and approve the final fitness determination. The PEBLO will inform the Soldier of the final fitness disposition findings within **72 hours** of receipt.

**PEB Phase Deliverables (65 days + optional 55 days):**

- Request for proposed rating from D-RAS  
Upon completion of the fitness determination, the PEB sends a request for proposed VA disability rating to the DRAS for all unfitting conditions.
- Physical Evaluation Board Proceedings (DA 199) and VA Ratings Packet  
The Informal PEB issues its fitness determination and records the proposed VA Ratings on the DA 199. If a Formal PEB was held, the final DA 199 must be updated by the PEB to reflect all changes. The Soldier has **10 days** to review the IPEB Findings, to include the proposed VA ratings, and make an election. The PDA completes a quality check and approves the final DA 199. Each time new findings are issued, the Soldier has a new **10 day** election period.
- Estimated Compensation Worksheet (DA 5892)  
The PEBLO must complete this form with the Soldier during the final exit counseling session.
- Soldier's Election on DA 199  
The Soldier has **10 days** from receipt of the DA 199 and VA proposed ratings to make an election.
- Rating Reconsideration Findings  
The VA DRAS has **15 days** to deliver the rating reconsideration findings to the PEB.

## Phase 3: Transition Phase



### Transition Phase

- **Exit Counseling and Out-Processing (45 days)**
- **Leave and Permissive TDY (\*Soldier-specific)**

- Step 1. Soldier has exit interview with MSC
- Step 2. Soldier reports to Unit and Transition Center
- Step 3. Soldier receives separation orders
- Step 4. Unit guides Soldier through out-processing requirements
- Step 5. Soldier takes leave until final separation date

1-32. The Transition Phase of IDES is a **45-day** process to guide the Soldier through out-processing requirements to Retirement and/or Separation from the Army. The precise duration of the Transition Phase will depend on installation-specific out-processing, leave, and permissive TDY. The lead proponent for the Transition Phase for MTF-based Soldiers is the Installation Transition Center in close coordination with the Soldier's Chain of Command. Soldiers on Active Duty must report to the Transition Center within **3 working days** of receipt of the PDA-approved final DA 199. The Transition Center will establish the date of Final Separation with the Soldier, which must

occur within **90 days**. The Transition Office representative will issue the separation or retirement orders and draft the Certificate of Release or Discharge (DD 214) with an expected separation date that will become effective only after final separation. A copy of the separation orders and DD214 should be provided to MSC from Transition Office.

1-33. For Reserve Component Soldiers not on Active Duty Orders, the Transition Phase is managed by the Chain of Command who must ensure process standards are met and Soldiers are fully apprised of all out-processing requirements. The PDA will issue the separation or retirement orders in the electronic Physical Evaluation Board (ePEB) and send the orders to the Soldier, their Chain of Command, State Joint Force HQ and National Guard Bureau (ARNG Soldiers), the Regional Support Command (USAR Soldiers), Defense Finance and Accounting Services (DFAS) and the PEBLO.

1-34. For all Soldiers on Active Duty, the Soldier's Chain of Command is responsible for managing and coordinating all out-processing activities, including scheduling all leave and permissive TDY. The goal is to complete an AC Soldier's Transition Phase of the IDES process in **45 days** from the date of the PDA-approved final DA 199, to the date of separation from military service. This time does not include any leave and/or permissive temporary duty (TDY).

1-35. If and when informed of the estimated separation date, the PEBLO will enter the [Final Out-Processing Date] into VTA such that all leave and permissive TDY will be accounted for between the [Final Out-Processing Date] and the [VA Benefits Date].

**Transition Stage Deliverables (45 days):**

- Certificate of Release or Discharge (DD 214)  
The Transition Center assigned to each unit will assign a separation date and issue the separation orders on the Certificate of Release or Discharge (DD 214) that will become effective after final separation. The Transition Center will provide the Soldier, PEBLO, and MSC a copy of the orders and DD 214.
- Request and Authority for Leave (DA 31)  
The Soldier's unit processes and approves all leave and permissive TDY.

**Post-Transition Reintegration Deliverable**

- VA Benefits Letter  
The DRAS will issue a final rating decision and provide a final benefits letter to the Soldier within **30 days** of release from active duty.

## CHAPTER TWO ROLES AND RESPONSIBILITIES

### PEBLO (Physical Evaluation Board Liaison Officer)

2-1. Throughout the entire IDES process, the PEBLO serves as the link between the Soldier, their family, their Chain of Command, and VA MSC. The PEBLO is the Soldier's advocate, ensuring that the Soldier and their family understand the process requirements that the Soldier must complete through the MEB, PEB and Transition phases.

#### **PEBLO Responsibilities:**

- Initial Counseling  
PEBLO will provide initial counseling to the Soldier within **10 days** of referral.
- Case Development  
PEBLO will assemble the IDES case file, enroll the Soldier in the Veterans Tracking Application (VTA) and eMEB, and refer the Soldier to a VA Military Services Coordinator (MSC) case manager. The PEBLO reviews Section 1 of the VA 21-0819, and provides the MSC a copy of Soldier's IDES case file including the complete STR. The PEBLO will coordinate all necessary appointments for the Soldier in conjunction with the MSC. The PEBLO will notify the Soldier's Commander once referred into the IDES to obtain the required administrative and personnel documents.
- Completion of MEB Packet  
PEBLO incorporates the C&P medical examination results into the IDES case file and provides it to the MEB Convening Authority, Approval Authority and MEB members. The PEBLO keeps the Soldier, their family member(s) and Command informed throughout the IDES process.
- MEB Counseling  
PEBLO will counsel Soldier when the MEB Approving Authority approves the case file. PEBLO will provide the Soldier with the opportunity to review his/her MEB Recommendation and Findings. PEBLO will inform the Soldier of the MEB elections options.
- PEB Counseling  
PEBLO will counsel the Soldier about his/her PEB Finding and Recommendations (DA Form 199) and proposed VA rating utilizing the Soldier's Medical Evaluation Board/Physical Evaluation Board Counseling Checklist (DA Form 5893). PEBLO will inform the Soldier of their election options.

## **CONTACT REPRESENTATIVE**

2-2. The Contact Representative provides administrative services to support PEBLOs in the processing of Medical Evaluation Boards (MEBs) for Soldiers undergoing the Integrated Disability Evaluation System.

### **Contact Representative Responsibilities:**

- Case Development  
Enroll the Soldier in the Veterans Tracking Application (VTA) and eMEB. Ensure that the applications are updated as the case proceeds. Ensure completion of forms (referral form, claim form) to ensure all conditions are assessed accurately during the IDES process. Prepare and assemble required forms and records, checking for completeness and ascertaining that all required laboratory studies, X-rays, tests, etc., have been obtained based on physicians' request. Request records and search for misplaced records.
- Completion of MEB Packet  
Ensure medical information from the Service Treatment Record, Medical Evaluation Board (MEB) providers and Veterans Affairs (VA) providers are collected and provided to the PEBLO. Verify patient information and provide written and verbal instructions to the Soldier and their family member(s) regarding each step of the IDES process. Assist with coordination of all necessary appointments in conjunction with the PEBLO and MSC.

## **ADMINISTRATIVE ASSISTANT (often called the PEBLO Assistant)**

2-3. The Administrative Assistant provides administrative support services for Soldiers referred into the Integrated Disability Evaluation System (IDES).

### **Administrative Assistant Responsibilities:**

- Case Development  
Coordinate with the Physical Evaluation Board Liaison Officer (PEBLO) and the Contact Representative to arrange for collection of the medical information from the Service Treatment Record, Medical Evaluation Board (MEB) providers and Veterans Affairs (VA) providers. Ensure all Service Treatment Records are copied and assist Soldiers to obtain any civilian health records. Prepare and assemble required forms and records, checking for completeness and confirming that all required laboratory studies, X-rays, tests, etc., have been obtained and are valid for the purposes of the MEB. Request records and search for misplaced records. Verify patient information and assure forms needed to document treatment and other information for the MEB are contained in the STR.

## **VA MILITARY SERVICES COORDINATOR (MSC)**

2-4. VA MSC is a critical contact for the Soldier throughout the IDES process. Assigned immediately after the PEBLO is assigned, MSCs provide the link between the Soldier, family member(s), Commander and VA by keeping the Soldier and the PEBLO informed of VA processing, findings and determinations.

### **VA MSC RESPONSIBILITIES:**

- Initial Counseling  
MSC will counsel the Soldier on his or her rights and VA within **10 days** of receiving the Soldier's IDES case file from the PEBLO. MSC has **30 days** to complete for RC Soldiers.
- Case Development  
MSC counsels the Soldier and requests medical examinations using the Compensation and Pension Record Interchange (CAPRI), Veterans Examination Request Information System (VERIS), or other appropriate VA system as required.
- Completion of MEB Packet  
MSC provides examination results and continues to counsel the Soldier throughout the IDES process. MSC must provide the completed medical examination results to the PEBLO and DRAS of jurisdiction.
- Exit Interview  
MSC conducts a final exit interview with the Soldier if RTD and before they depart the installation to gather any additional required information in order to expedite payment of VA benefits after separation.

## **OFFICE OF SOLDIERS' COUNSEL**

2-5. The Soldier has an opportunity to request and receive free appointed military legal counsel at every step throughout the IDES process from referral through completion of the IDES process. The Soldiers' MEB Counsel (SMEBC) assist Soldiers from referral into IDES up to and including the Informal PEB election. The Soldiers' PEB Counsel (SPEBC) assist with both Formal PEB review and post-FPEB appeals, if appropriate.

### **Office of Soldiers' MEB Counsel (SMEBC) Responsibilities:**

- Initial Briefing  
Through coordination with the PEBLO, the Soldiers' MEB Counsel will provide Soldiers mandatory legal briefings to occur at any time prior to Soldiers meeting with VA MSC for completion of their VA 21-0819.
- Availability from referral to Informal PEB election  
SMEBC personnel encourage Soldiers' goal formation as early as possible in the IDES process and manage expectations. They inform, assist, and advocate for Soldiers. They may assist with VA 21-0819, IMR requests, MEB and IPEB rebuttals (appeals), and VA rating reconsideration requests.

### **Office of Soldiers' PEB Counsel (SPEBC) Responsibilities:**

- Availability through the Formal PEB and post-FPEB appeals  
SPEBC personnel represent Soldiers at Formal PEB hearings, prepare any post-PEB appeals, and assist in preparing VA rating reconsideration requests.

## **MEDICAL EVALUATION BOARD (MEB) PROVIDER**

2-6. The MEB provider is a credentialed medical care provider trained to complete a comprehensive administrative review of all available medical documentation. The MEB provider will confirm the Medical Retention Determination Point (MRDP) has been met and summarize all administrative and medical data, including military, civilian and VA records, in a MEB Narrative Summary (NARSUM).

### **MEB Provider Responsibilities:**

- MRDP Decision  
MEB provider will review the profile (DA 3349) and Service Treatment Record (STR) to determine whether the Soldier has one or more conditions that will not meet retention standards (MRDP). The MEB provider will complete the VA 21-0819, section 1 identifying the medical conditions (referred conditions) that prevent the Soldier from meeting Army Retention Standards.
- NARSUM Development  
Upon receipt of a completed IDES case file from the PEBLO, the MEB provider will review the VA C&P exam results and the Soldier's records to prepare a MEB NARSUM summarizing the medical conditions and describing the impact of these medical conditions on the Soldier's duty performance.
- Completion of MEB Packet  
The MEB provider will initiate the medical evaluation board to determine if the Soldier's medical condition(s) meet medical retention standards and if the case should be forwarded to the Physical Evaluation Board (PEB) or the Soldier should be returned to duty. Results of the MEB must be provided to the PEBLO to conduct MEB election counseling with the Soldier.

### **MEB APPROVAL AUTHORITY**

2-7. The MTF Commander will designate the MEB Approval Authority. The MEB Approval Authority must not participate in the board proceedings as a member, witness, consultant, or in any other capacity.

### **MEB Approval Authority Responsibilities:**

- Case Development  
The Approval Authority must ensure that, within **30 days** of receipt of the complete MEB case file, the MEB completes their deliberations and documents their decision regarding the conditions' impact on the Soldier's ability to meet Army retention standards.
- Approving Authority Actions  
After MEB members render a decision on the DA 3947, all MEB proceedings and findings must be routed through the Approval Authority for final review and signature. When the Approval Authority does not concur with the board's findings or recommendations, the proceedings will be returned to the board and/or medical providers for further consideration.

## **SOLDIER**

2-8. During the IDES process, the Soldier must work closely with their PEBLO and keep them informed of all changes in personal circumstances, appointment conflicts and Command-approved leave. The Soldier must attend all scheduled appointments, assist in providing required personnel and administrative data, and maintain regular, open communication with the PEBLO. Any leave, temporary duty (TDY) or separation orders should be shared with the PEBLO. Soldiers may check the status of their case by accessing MyMEB via Army Knowledge Online (AKO) and VA's eBenefits site.

### **Soldier Responsibilities:**

- Medical and Administrative Appointments Attendance  
Soldier's greatest responsibility is to attend all medical and administrative appointments both with the MTF and with VA to ensure due process.
- Initial Contact with PEBLO and MSC  
Soldier will receive counseling from the assigned PEBLO regarding the IDES Process and Expectations. The Soldier must record all claimed conditions, not otherwise referred by the Army, that the Soldier believes are service-connected by completing section 2 of VA Form 21-0819 with their assigned MSC. (It is not required that a Soldier must report claimed conditions). The Soldier may seek assistance from government legal counsel, private counsel at their own expense, or from a representative from a VA-recognized Veterans Service Organization.
- Soldier's MEB/PEB Counseling Checklist (DA 5893)  
Soldier will initial the checklist throughout the IDES process to verify that they comprehend their role and responsibilities at each step.
- MEB Packet Review  
Soldier is expected to review and make an MEB election to concur, non-concur (with or without a written statement), or request an IMR within **7 calendar days** of PEBLO counseling of the MEB findings.
- PEB Findings Counseling  
The Soldier will receive counseling from their PEBLO regarding the PEB Findings (DA Form 199). If found unfit, the **Soldier** will also receive and review the Proposed VA Rating. The Soldier must make an election to concur, non-concur (with or without statement), non-concur and request a formal hearing and/or request a **one-time** VA reconsideration of the VA Rating for unfitting conditions only within **10 calendar days**.
- Formal PEB Hearing Results  
Soldier will have the opportunity to concur or non-concur (with or without a written statement) with the Formal PEB Findings. The Soldier may also appeal the final determination from the PDA.
- Army Board for the Correction of Military Records (ABCMR)  
If the Soldier believes the case was subject to error or injustice, the Soldier has the right to apply for ABCMR after separation or retirement from the Army.

## **SOLDIER'S COMMAND**

2-9. The Commander is responsible for ensuring Soldiers attend *all* their required medical and administrative appointments, exit briefings and are in full compliance with all requirements during the IDES process.

### **Soldier's Command Responsibilities:**

- Responsiveness

Soldier's Command will ensure all documentation requested by the PEBLO is provided. The Commander (or designee) must attend the Orientation Briefing with the PEBLO. The Commander must ensure that the Soldier attends all MTF and VA appointments.

- Administrative Responsibilities

Provide the PEBLO a non-medical assessment (generally referred to as the Commander's Statement) of the Soldier's ability to perform their current job within **5 calendar days** of the request date (or the next reserve drill date). If a Line of Duty (LOD) determination is required, provide the PEBLO a complete line of duty investigation and determination (DA 2173) within **5 days** of the request date (or the next reserve drill date). Commanders must manage the Soldier's authorized leave to ensure that it does not interfere with the processing of the MEB. They should encourage Soldiers to use accrued leave during the PEB Phase, i.e. *after* the MEB Phase and *before* the Transition Phase. Commanders may grant exceptions for the welfare or morale of a Soldier as long as the leave taken does not prevent attendance at IDES appointments, hinder timely case processing, and is clearly communicated to the assigned PEBLO.

## **MILITARY TREATMENT FACILITY (MTF) COMMANDER**

2-10. MTF Commanders are responsible for the successful completion of all aspects of the MEB process at their post, camp, or station. With support from the Regional Medical Commands (RMCs), the Commander is responsible for local IDES policy guidance, procedures, timelines, staffing and resourcing.

### **MTF Commander Responsibilities:**

- The MTF Commander is accountable for the performance of all MTF-based IDES processes, establishment of clear local guidance regarding all procedures and standards, and preparation of the monthly IDES reporting slide presenting performance metrics and assessments.
- The MTF Commander is the MEB Convening Authority with the responsibility to delegate and designate MEB Approval and Appeal Authority roles to designated MTF senior medical staff.

## **CHAPTER THREE STANDARDS AND COMPLIANCE**

3-1. The primary quantitative measure of efficiency for IDES is timeliness. The VTA is the database of record for measuring timeliness and case volume. All MTFs are required to have training, management and enforcement in place at all levels to ensure all staff members with access to and responsibilities for VTA entry meet data input standards. Each data point has a specified standard for input. For example, the PEBLO has **3 working days** upon notification of the 2<sup>nd</sup> Signature on a P3/P4 Profile to enter the [Referral Date] into VTA. Each data point also has a specified description and format guidelines. Current VTA field operational definitions are available in the VTA Library. Other databases and systems such as electronic Medical Evaluation Board (eMEB), eProfile, and Defense Medical Human Resource System-internet (DMHRSi) are used to track IDES case processing metrics and the same standards apply for access and training.

3-2. The primary qualitative measure of effectiveness is stakeholder satisfaction. Soldiers and families must feel their needs and concerns are addressed and that they have adequate representation throughout the process. Staff and Commands must encourage an environment of information sharing and accountability. Treating Providers, MEB providers, MTF Senior Leaders and Case Managers (including PEBLOs and MSCs) must have defined methods of communication and standard guidance to clarify procedures for both routine and exceptional cases.

3-3. Compliance will be monitored through a standardized reporting mechanism at every level of the enterprise. These standards will be incorporated into each Region's Organizational Inspection Program (OIP). Additionally, staff at the MTF level will include these standards in their performance objectives.

### **TIMELINESS STANDARDS (By Phase and Stage)**

#### **Performance Standards for Phase 0: TEMPORARY PROFILE MANAGEMENT**

3-4. The Army standard requires 100% review of temporary profile with a 3/4 in the Physical Profile Serial System (PULHES) series active for over 30 days, at specified intervals by specified levels of command. Reviews must continue from the date a temporary profile is assigned to the date of return to duty or MRDP determination.

#### **Calculation Standards:**

- Total T3/4 Profiles: [# T3/4 Profiles >30 days (except pregnancy and MR 3B)]
- >180 days: [# T3/4 profiles equal to or greater than 180 days, but less than 270 days]
- >270 days: [# T3/4 profiles equal to or greater than 270 days, but less than 360 days]
- >360 days: [# T3/4 profiles equal to or greater than 360 days]

## **IDES PERFORMANCE STANDARD**

3-5. The standard for the Army is to complete **80%** of the cases in no more than **295 days (305 days for RC)** from the date of referral to the IDES to the date of return to duty or disability separation and notification of VA benefits decision.

### **Performance Standards for Phase 1: MEB PHASE**

3-6. The MEB phase of the IDES includes activities from the point of referral to the DES to the transfer of a completed MEB case file to the PEB. The standard is to complete the MEB Phase for **80%** of the cases in no more than **100 days (140 days for RC)** from the [MEB Referral Date] to the date of receipt of the complete MEB case file by the PEB [MEB End Date]. The MEB Phase includes: Referral Stage (**AC 10 days, RC 30 days**), Claim Development Stage (**AC 10 days, RC 30 days**), Medical Evaluation Stage (**45 days**, includes C&P examinations), and MEB Stage (**35 days**, including NARSUM preparation).

#### **Calculation Standards:**

- **# Cases:** [# of cases [MEB Referral Date with blank MEB End Date] in calendar month. These are cases referred into the MEB that have not been sent to the PEB.
- **# Over: Cases Exceeding 100 days (AC) and 140 days (RC):**  
[# of cases pending in the MEB phase already over timeliness standards] in calendar month
- **% Over:** [# cases overdue] divided by [# cases with MEB Start Date and blank MEB End Date] in calendar month
- **NARSUM Productivity:** [# number of NARSUMs completed in month] divided by [# of MEB provider FTEs available during calendar month]
- **PEBLO Case Ratio:** [# of current cases with PEBLO assigned] divided by [# PEBLOs with current cases] in calendar month
- **% MEB Returns:** [# of cases returned from PEB] divided by [total # of cases sent to PEB] in calendar month
- **% MEB IMR:** [# cases with [IMR Start Date] divided by [# cases with MEB End Date] in calendar month
- **% MEB Appeals:** [# cases with MEB Appeal Start Date] divided by [# cases with MEB End Date] in calendar month

### **Performance Standards for Phase 2: PEB PHASE**

3-7. The standard is to complete the PEB phase of the IDES process for **80%** of the cases in no more than **120 days** from the date of receipt of the complete MEB case file by the PEB [IPEB Start Date] to the date the U.S. Army Physical Disability Agency (USAPDA) approves the final determination [Secretarial Review End Date]. The PEB phase includes **15 days** for administrative processing tasks, such as copying and mailing case files. The PEB Phase includes: IPEB Stage (**15 days**) and Preliminary Rating Stage (**15 days**). If a Soldier appeals the IPEB determination, this phase will also include a **30 day** FPEB Stage and an optional **30 day** FPEB Appeal Stage. If a Soldier requests a rating reconsideration, the phase will also include a **15 day** VA Rating Reconsideration Stage.

### **Calculation Standards:**

- **# Cases:** Count of cases still in the PEB Phase in calendar month [MEB End Date and PEB Start Date] without [Secretarial Approval End Date]
- **# Over: Cases Over 120 days:**  
Total number of cases in the PEB phase already exceeding timeliness standards in calendar month
- **% Over:** [#Over] divided by [#Cases] in calendar month

### **Performance Standards for Phase 3: TRANSITION PHASE**

3-8. During the Transition Phase, a Soldier is processed for a Return to Duty or Separation from the Army. The goal is to complete the transition phase of the IDES process for **95%** of the cases in **45 days** (plus any amount of leave and permissive temporary assigned duty (TDY) authorized by the Soldier's unit command) from the date of approval of the Soldier's PEB [Secretarial Review End Date] until the Soldier's Date of Separation listed on the DD 214 or Return to Duty. When informed of the anticipated separation date, the PEBLO may enter the [Final Out-Processing Date] into VTA such that all leave and permissive TDY will be accounted for between the [Final Out-Processing Date] and the [VA Benefits Date].

### **DMHRSi CODING for IDES / MEB MANHOURS**

3-9. All IDES work is administrative in nature and should be coded using **ONLY** the **FEDC** code for all non-PEBLO staff. PEBLOs continue to use the **FEDB** code. There are no 'clinical IDES B codes' and all MTF staff must report time accordingly. MTFs are responsible for coordinating updated DMHRSi templates and time coding for all MTF providers signing NARSUMs. Additionally, all MEB providers (civilian, military, borrowed military manpower and contract) must coordinate with the MTF DMHRSi office to ensure each provider has an account, a template and clear guidance on timekeeping.

### **PROVIDER PRODUCTIVITY STANDARDS**

3-10. MEB providers will complete and sign a minimum of **20 NARSUMs per full-time equivalent (FTE) per calendar month**; Provider productivity will be calculated and evaluated based on the percentage of time dedicated to MEB work. Productivity measurements require team coordination, active caseload management and accurate Medical Expense & Performance Reporting System (MEPRS) time coding in DMHRSi. RMCs will aggregate MTF-level data and submit to the MEDCOM/OTSG IDES SharePoint site as directed.

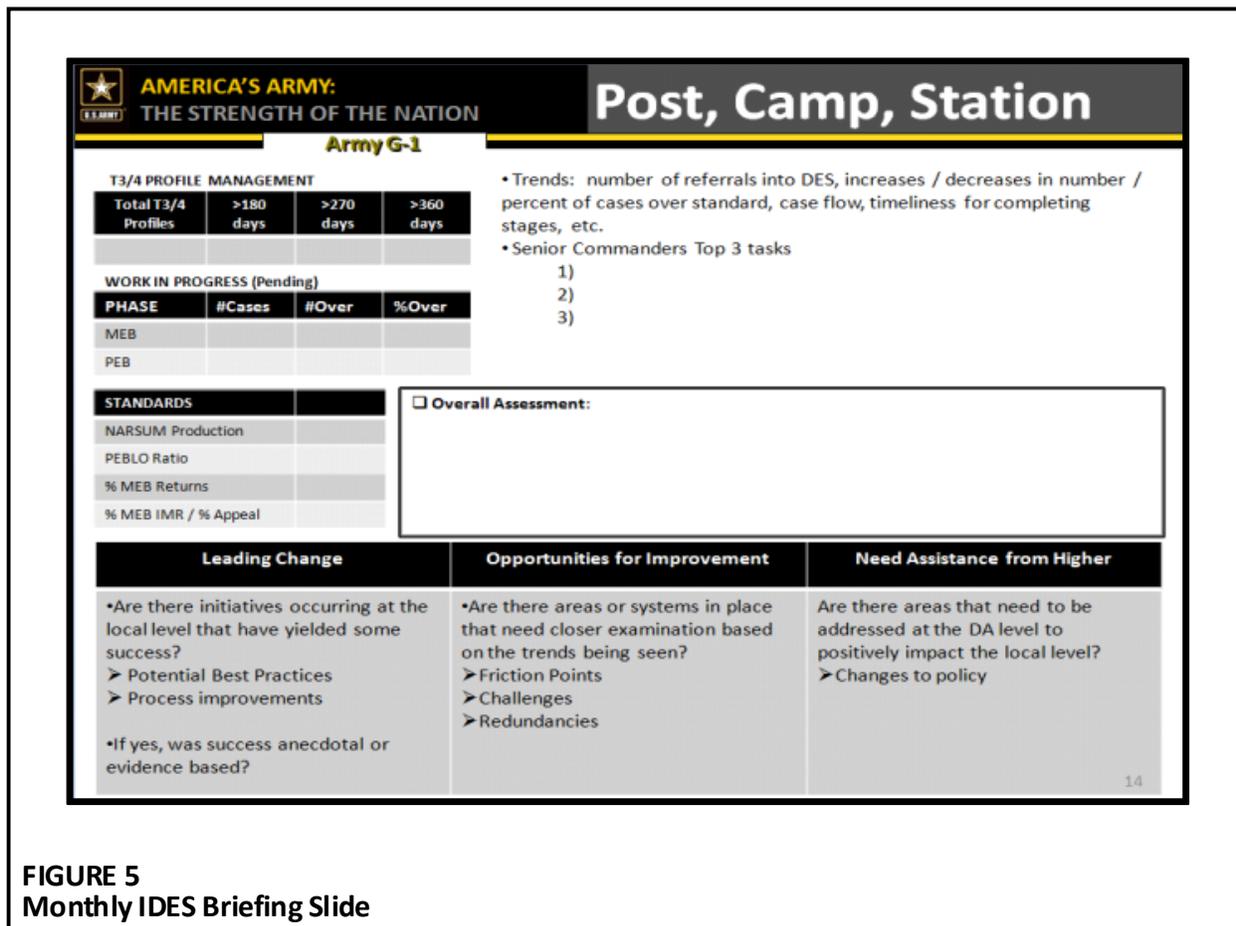
**Calculation Standard:**

Completed NARSUM count for each MTF will be calculated using the NARSUM Date field in the VTA system of record. eMEB will be used to capture TDRL and Legacy DES case NARSUMs. The number of Full Time Equivalent (FTE) MTF providers signing NARSUMs will be calculated by MTF data call, DMHRSi reports and/or eMEB.

**Data Sources:**

DMHRSi data will be used to calculate self-reported MEB man-hours per calendar month. VTA fields will be used to calculate both count of complete NARSUMs per previous calendar month and process timeliness. eMEB reports will be used to measure NARSUM productivity by provider. The Army Strategic Management System (SMS) will be used to display aggregated MTF provider productivity rates.

## MONTHLY IDES REPORTING SLIDE



**FIGURE 5**  
**Monthly IDES Briefing Slide**

3-11. The following slide is reported and reviewed by Army and VA Senior Leadership during the Vice Chief of Staff of the Army/VA Chief of Staff's monthly All-Army IDES Briefing. The purpose is to identify trends, bottlenecks, and friction points in order to apply focus and resources in a timely and appropriate manner.

## CONCLUSION

This publication provides a guide for the standardized execution of the IDES process. IDES is a collaborative system that requires coordination across organizations, commands and agencies. Success is based on a consistent order of operations, clear channels of communication, and well-understood roles and responsibilities. This guidebook is intended to be the common point of reference for stakeholders within the IDES process to understand, implement, and comply with all aspects of the processes, responsibilities, and standards listed.

## CHAPTER FOUR GLOSSARY

The glossary lists acronyms and terms with Army or Department of Defense definitions.

SECTION I – ACRONYMS AND ABBREVIATIONS	
ACAP	Army Career and Alumni Program
APDAB	Army Physical Disability Appeal Board
AR	Army Regulation
BEL	Benefits Estimate Letter
CAPRI	Compensation and Pension Record Interchange
COAD	Continuation on Active Duty
COAR	Continuation on Active Reserve
DCCS	Deputy Commander for Clinical Services
DMHRSi	Defense Medical Human Resource System internet
DRAS	Disability Evaluation System Rating Activity Site
eDES	Electronic Disability Evaluation System
eMEB	Electronic Medical Evaluation Board
ePEB	Electronic Physical Evaluation Board
EPTS	Existed Prior to Service
ERB	Enlisted Records Brief
FFD	Fit For Duty
FPEB	Formal Physical Evaluation Board
IDES	Integrated Disability Evaluation System
IMR	Impartial Medical Review
IPEB	Informal Physical Evaluation Board
LES	Leave and Earnings Statement
LOD	Line of Duty
MEB	Medical Evaluation Board
MEBTO	Medical Evaluation Board Tracking Office
MEPRS	Medical Expense & Performance Reporting System
MSC	Military Services Coordinator (VA representative)
MTF	Medical Treatment Facility
OIP	Organizational Inspection Program
ORB	Officer Records Brief
PDA	Physical Disability Agency
PDR	Permanent Disability Retirement
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
RC-SMSC	Reserve Component – Soldier Medical Support Center
RMC	Regional Medical Command
RTD	Return to Duty
SMEBC	Soldier Medical Evaluation Board Counsel
SPEBC	Soldier Physical Evaluation Board Counsel
STARTC	Soldier Transfer and Regulating Tracking Center

STR	Service Treatment Record
TDRL	Temporary Disability Retired List
USAR	United States Army Reserve
USAPDA	U.S. Army Physical Disability Agency
VA	Department of Veterans Affairs
VHA	Veterans Health Administration
VASRD	Veterans Affairs Schedule For Rating Disabilities
VERIS	Veterans Examination Request Information System
VTA	Veterans Tracking Application

## SECTION II - TERMS

Active Component	Full-time duty in the active military service of the United States. This includes Soldiers of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty. Also called AD. See also active duty for training; inactive duty training.
Army Board for Correction Of Military Record	The highest level of administrative review within the Department of the Army with the mission to correct errors in or remove injustices from Army military records
Army Career and Alumni Program	Provides training and counseling services regarding transition into the civilian sector.
Army Physical Disability Agency (PDA)	Provide a full and fair hearing to determine a Soldier's physical fitness for continued military service; if found unfit, determine level and type of compensation, and take action to separate or retire the Soldier when their career is interrupted by a physical disability.
Army Review Board Agency	Serves as the highest administrative level for review of personnel actions taken by lower levels of the Army and administers a number of boards including those listed below.
Commander's Performance and Functional Statement	To provide information on the impact a medical impairment has on the ability of military personnel to perform their military duties, and to document administrative actions.
Compensation and Pension Record Interchange	The Compensation and Pension Record Interchange (CAPRI) is an automated information system that provides authorized users read-only access to Veterans' medical records that Veterans Health Administration (VHA) facilities create and maintain.
Compensation and Pension	Disability compensation is a benefit paid to a veteran because of injuries or diseases that happened while on active duty, or were made worse by active military service. Pension is paid to wartime Veterans who have limited or no income, and who are age 65 or older, or, under 65, and are permanently and totally disabled, or, a patient in a nursing home, or, are receiving Social Security disability payments.

Continuation on Active Duty	Programs are to conserve manpower by effective use of needed skills or experience. A Soldier who is physically unqualified for further military service has no inherent or vested right to continuation
Disability Advisory Council	Final approval authority for all PEB findings and recommendations
Disability Evaluation System	The Military evaluation system used to determine if a Soldier is fit or unfit due to his medical conditions.
Disability Rating Activity Site	D-RAS determines whether VA C&P disability examination report is adequate for disability rating purposes. D-RAS prepares and provides the Soldier's proposed disability ratings, and reconsideration of the proposed ratings (if the Soldier requested reconsideration) to the IPEB.
Defense Medical Human Resource System internet	DMHRSi is a web-based tri-service human resources system. It is designed to provide ready access to essential manpower, personnel, labor cost assignment, education/training, and personnel readiness information across the Military Health System (MHS).
Electronic Disability Evaluation System Application (TBP)	eDES, is an online application that generating and managing disability evaluations.
Electronic Medical Evaluation Board Application System	eMEB is an online application for generating and managing medical evaluation.
Electronic Physical Evaluation Board Application System	ePEB, is an online application generating and managing application
Electronic Medical Profile Application	eProfile, is an online application of the Profile Form.
Formal Physical Evaluation Board	the official board that evaluate a Soldier fit or unfit for military service
Independent/Impartial Medical Review	"... upon request, a physician who is independent of the MEB to review (a Soldier's) MEB records and counsel (him) on the MEB findings and recommendations."
Informal Physical Evaluation Board	An administrative body composed of at least two field grade officers and one doctor that determine if a soldier is fit for service; this decision based only on the Soldier's medical/personnel records.
Leave and Earnings Statement	The LES is a comprehensive statement of a Soldier's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard Soldiers), leave information, tax withholding information, and Thrift Savings Plan (TSP) information.

Line of Duty	Determines whether the disability was incurred or aggravated while the Soldier was in a duty status.
Length of Service (Retirement)	The difference between start date and the date of military discharge, if there has been no break in service or time served in the Reserves. To be eligible for retirement, regular or reserve commissioned officers and enlisted personnel must serve at least 20 years.
Medical Expense & Performance Reporting System	The standard cost accounting system for the Military Health System (MHS), containing Tri-Service financial, personnel, and workload data from reporting medical and dental treatment facilities worldwide.
Medical Evaluation Board	An administrative body that determines if a Soldier's illness/injury prevents him from meeting medical retention standards by comparing the extent of the Soldier's disability with retention standards identified in chapter 3 of Army Regulation 40-501.
Medical Retention Determination Point	Occurs when it is determined that a Soldier's treatment or hospitalization for a medical impairment has reached a point of stabilization and the course of recovery is relatively predictable, and further treatment will not cause a Soldier to meet medical retention standards within one year of the injury or onset of illness in accordance with (IAW) Ch 3, AR 40-501.
Military Physical Profile Serial System	Determine medical standards for different jobs, and to make sure that Soldiers are medically qualified to perform the duties of that job, the military has developed a medical profile indicator, known as the physical profile serial system. (PULHES)
Military Treatment Facility	Medical Center or Hospital where a Soldier's treatment/therapy takes place.
My Medical Evaluation Board System	This system is available to soldiers on AKO and via an app for smart phones. It relays current status and updated appointment information for soldiers. It can be accessed via AKO from the self service tab.
My Physical Evaluation Board System	This system is available to soldiers on AKO and via an app for smartphones. It relays current status and updated appointment information for soldiers. Commanders can get read access to MyPEB including emailed notifications of progress.
Narrative Summary	Prepared by an MEB provider, the NARSUM should encapsulate a Soldier's medical history to include diagnoses, physical examinations, medical tests and results, consultations, treatment and prognosis.
Primary Care Manager	Lead provider in a Military treatment center for a Soldier or Family member
Physical Disability Evaluation Board (Army)	is charged with assuring the fitness of Soldiers, and separating or retiring those who become unfit to continue military service because of physical disability.

Physical Evaluation Board	An administrative body composed of at least two field grade officers and one doctor that determine if a soldier is fit for service; this decision is based on the Soldier's medical/personnel records, and if on request, other evidence, testimony, and/or documents presented by the Soldier or on his behalf.
Physical Evaluation Board Liaison Officer	Provide the link between the Soldiers, the Soldier's commander once a Soldier is referred into the IDES. (Soldiers IDES Advocate)
Reserve Component	The Army's Reserve Component consists of the Army National Guard and the Army Reserve
Reserve Component – Soldier Medical Support Center	"The sole mission and purpose of the Reserve Component Soldier Medical Support Center (RC SMSC) is to eliminate the MEB backlog and set conditions for comprehensive, quality, compassionate and timely IDES processing."
Return to Duty	Return to active duty
Service Treatment Record	The complete record of a Soldier's Medical Care throughout their time of service.
Separated with Benefits	Leaving military with separation benefits
Separated without Benefits	Leaving the military without separation benefits
Separate with Severance Pay	Severance pay is authorized for full-time and part-time employees who are involuntarily separated from Federal service and who meet other conditions of eligibility.
Soldier Transfer and Regulating Tracking Center	Provides services for a multi-level and multi-functional assistance center that assists the U.S. Army Medical Command (MEDCOM) in meeting the needs of Soldiers and Family members in support of the Army's Warrior in Transition (WT) Program.
Soldiers' Medical Evaluation Board Counsel	The SMEBC works hard to provide general advice, assistance in developing strategy to reach the desired outcome and advocacy for Soldiers. We also provide counsel on a variety of issues facing Soldiers as they work through the MEB process.
Temporary Disability Retirement List	A list of Army Soldiers found to be unfit for performance of military duty by reason of physical disability which may be permanent, but which has not sufficiently stabilized to permit an accurate assessment of a permanent degree of disability.
Temporary Duty	Official assignments for a temporary period away from your permanent duty station (PDS) in connection with Government business.
Veterans Affairs Schedule For Rating Disabilities	VA Schedule for Rating Disabilities - A guide for evaluating the severity of disabilities resulting from all types of diseases and injuries encountered as a result of, or incident to, military service.

Veterans Benefit Administration	The <b>Veterans Benefits Administration (VBA)</b> is "an organizational element of the <i>U.S. Department of Veterans Affairs</i> ". The Veterans Benefits Administration (VBA) is responsible for administering the Department's programs that provide financial and other forms of assistance to Veterans, their dependents, and survivors. Major benefits include Veterans' compensation, Veterans' pension, survivors' benefits, rehabilitation and employment assistance, education assistance, home loan guaranties, and life insurance coverage.
Veterans Examination Request Information System	VERIS is a system that links certain VBA field offices to private vendors for the purpose of requesting disability examinations for Veterans.
Veterans Tracking Application	Veteran Tracking Application is a joint Veteran Affairs/Department of Defense application to support the effective management and tracking of Veteran and Soldier beneficiaries at all levels of the continuum of care and provides capabilities for the VACO, VHA, and VBA to meet current business needs.