



UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, DEFENSE MANPOWER AND DATA CENTER

SUBJECT: Policy and Procedural Directive-Type Memorandum (DTM) for the
Disability Evaluation System (DES) Pilot Program

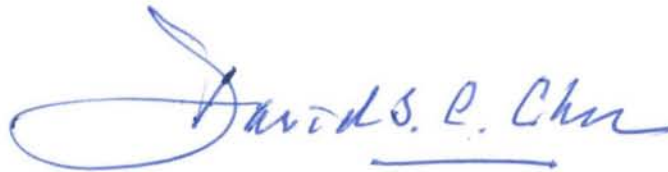
References: (a) DoDD 1332.18, "Separation or Retirement for Physical Disability,"
dated November 4, 1996
(b) DoDI 1332.38, "Physical Disability Evaluation," dated
November 14, 1996
(c) DoDI 1332.39, "Application of the Veterans Administration Schedule
for Rating Disabilities," dated November 14, 1996
(d) Directive-Type Memorandum, Subject: Policy Guidance for the
Disability Evaluation System and Establishment of Recurring, dated
May 3, 2007.

This DTM establishes the Department of Defense (DoD) guidance for the overall implementation and management of the DES Pilot Program and issues policy to supplement references (a) through (d) for the conduct of the pilot. The DES pilot will test an enhanced process designed to deliver faster, more consistent disability evaluations and compensation to wounded, ill and injured service members and veterans. The attached guidance applies only to the DES pilot.

The DES pilot will initially include processing of disability cases originating from Medical Evaluation Boards from Walter Reed, Bethesda National Naval, and Malcolm Grow Medical Centers. The DES pilot will commence November 26, 2007 and continue for one year. Over the course of that year, the DES pilot may be expanded to include other locations. The Deputy Under Secretary of Defense for Military Personnel Policy will conduct monthly program reviews in consultation with the Disability Advisory Council and provide formal reports on program issues, recommendations, and performance metrics.

This pilot program is part of the process for continuous improvement, established in reference (d) above, and will help develop solutions to statutory and systemic issues associated with the DES. The pilot will include the following major features: a single, comprehensive, claims-based Department of Veterans Affairs (DVA) template medical examination, a single-source DVA disability rating(s) for use by both Departments; Military Departments' Physical Evaluation Boards (PEBs) to render fitness determinations for continued military service; and enhanced case management methods to ensure seamless transition of our wounded, injured or ill to the care of the DVA. While the DVA will assess initial disability rating(s) vice the Military Department Secretaries during the DES Pilot Program, Military Department Secretaries will retain their authority on disposition(s) relating to fitness, line of duty determinations., and noncompliance and existing prior to service findings.

This DTM was coordinated with the Department of Veterans Affairs, is issued pursuant to the delegation of authority in paragraph 6.7 of DoDD 5124.02, "Under Secretary of Defense for Personnel and Readiness," November 17, 2006, to the USD (P&R), and is effective immediately.



David S. C. Chu

Attachment:
As stated

cc:
Under Secretary for Benefits, Department of Veterans Affairs
Deputy Under Secretary of Defense for Military Personnel Policy
Deputy Under Secretary of Defense for Program Integration

Policy Guidance for Disability Evaluation System Pilot

The guidance contained in this directive-type memorandum (DTM) establishes the scope, policy, responsibilities, and execution instructions for the Disability Evaluation System (DES) Pilot.

1. BACKGROUND

1.1. To honor our wounded, ill, or injured Service members, veterans and their family member(s) by providing them the best services possible, the Departments of Defense (DoD) and Veterans' Affairs (DVA) are examining the continuum of care they provide from the point of injury to community reintegration. As one of eight interagency working groups tasked with improving the care continuum, Line of Action (LoA) 1 is examining DoD's DES and associated DVA processes.

1.2. During August 2007, representatives from the Office of the Secretary of Defense (OSD), Military Departments, and the DVA conducted a Table Top Exercise to evaluate methods for conducting a DES Pilot. The DES procedures tested in the Table Top Exercise were focused on recommendations that could be implemented without legislative change from the reports of the Task Force on Returning Global War on Terrorism Heroes, the Independent Review Group, the President's Commission on Care for America's Returning Wounded Warriors (the Dole/Shalala Commission), and the Commission on Veterans' Disability Benefits. Based on the results of the Table Top Exercise, the Wounded, Ill, Injured Senior Oversight Committee (WII SOC) directed the Services to conduct a DES Pilot beginning November 26, 2007.

2. CONCEPT

2.1. The DES Pilot will, for a limited period of time, test a new DoD and DVA disability system. The DES Pilot will be a Service member-centric initiative designed to eliminate the duplicative, time-consuming, and often confusing elements of the two current disability processes of the Departments. Key features of the DES Pilot include one medical examination and a single-sourced disability rating. The DoD administered, comprehensive, DVA protocol-based, general medical and specialty medical examinations will serve the needs of the Military Department Physical Evaluation Boards (PEBs) in determining a Service member's fitness for continued military service and will serve the needs of the DVA Rating Board in determining the appropriate disability rating to be awarded a Service member for military unfitting and member-claimed medical conditions incurred or aggravated as the result of military service. The disability rating awarded by the DVA Rating Board, specifically for the military unfitting medical condition(s), will serve as the basis for determining a DES Pilot participant's final disposition (separation with disability severance pay or disability retirement) from military service, except as provided in paragraph 4.2. The DVA Rating Board's combined disability award, for all medical conditions rated, shall be the basis for determining disability compensation payments and benefits administered by the DVA. To ensure a seamless transition of our wounded, ill, or injured from the care, benefits, and services of DoD to the DVA system, the DES Pilot will test enhanced case management methods and identify opportunities to

improve the flow of information and identification of additional resources to facilitate the Service member and family.

3. SCOPE

3.1. Each of the individual Military Departments has developed a system of medical and personnel management policies and procedures designed to accommodate a population of Service members who are not immediately available for full duty status because they require treatment, hospitalization, and recovery or rehabilitation. Normally it is expected that Service members will be returned to a full duty status within a prescribed period of time. If a return to a full duty status is not achieved within the allotted time and the Service member's fitness for continued military service is in question, each Military Department Secretary, by statute, has established a Physical Evaluation Board to make a fitness determination. The scope of the DES Pilot includes the processing and possible transition to the DVA of members who enter the DoD Disability Evaluation System. The DoD and DVA will apply the DES Pilot procedures to active and reserve component Service members with duty-related disability physical disability evaluation cases from the Departments of the Army, Air Force, and Navy. The scope includes all non-clinical care and administrative activities, such as case management and counseling requirements associated with disability adjudication case processing from the point of Service member referral to a Military Department Medical Evaluation Board (MEB) to the point of compensation and provision of benefits to veterans by the DVA. It does not include consideration of clinical care except with regard to how the length or nature of clinical care might impact the design of the DES and associated DVA processes. Except as described below, all cases referred to an MEB, consistent with paragraph 6.4.1, on or after November 26, 2007, will be processed under the Pilot. The DES Pilot will initially include new MEB referral cases at Walter Reed Army Medical Center, the Bethesda National Naval Medical Center and Malcolm Grow Air Force Medical Center and expand as directed by the USD (P&R) after coordination with the WII SOC. The DES Pilot will include cases referred to the DES without regard to whether Service member wounds, illnesses, or injuries were incurred in war. The DES Pilot will NOT initially include Reserve Component non-duty-related conditions and Temporary Disability Retired List (TDRL) re-evaluations.

3.2. OBJECTIVES

3.2.1. Evaluate DES Pilot. The intent of the DES Pilot is to evaluate and significantly improve the DES timeliness, effectiveness, simplicity, and resource utilization by integrating DoD and DVA processes, eliminating duplication, and improving case management practices. The DoD and DVA will assess the effectiveness and efficiency of the DES Pilot using the program and resource metrics at Enclosure 1. During the course of the DES Pilot, the DoD and DVA will review and may adjust the metrics.

3.2.2. Refine mechanisms employed. The DoD and DVA will determine the utility and adequacy of forms, standardization of key processes, terms and nomenclature, data to be collected, formal or legal notifications, and points at which coordination among DES case administrators, managers, and approval authorities is required.

3.2.3. Identify training requirements. DoD and DVA will set the initial training requirements for the conduct of the DES Pilot and will continue to assess training requirements during the course of the DES Pilot

3.2.4. Refine and test Case Management procedures. The DoD and DVA will examine communication and case management requirements for Service members, veterans, their family member(s), and other participants in the DES Pilot to determine optimal communication points and ensure seamless case transition throughout the process.

3.2.5. Identify legal and policy issues. The DoD and DVA will identify potential legal and policy revisions that will enhance effectiveness or efficiency during the DES Pilot for consideration by leadership of the Departments.

3.3. Timing. On November 26, 2007, the DES Pilot policy and procedures described in this issuance will be implemented beginning with the cases originating at the three primary military treatment facilities (MTFs) in the National Capitol Region (NCR). The DES Pilot will continue for approximately one year. The leadership of DoD and DVA will review the progress of the DES Pilot to determine the scope, duration, and rate of expansion. The DES Pilot may be expanded to include the disability processing and transition of all members who leave military service for medical reasons. Cases entered in the DES Pilot will continue processing under the Pilot until the Pilot is terminated.

4. POLICY

4.1. The DES Pilot, unless otherwise stated in this Policy Guidance, will follow the requirements promulgated in DoD Directive (DoDD) 1332.18, "Separation or Retirement for Physical Disability," Directive-Type Memorandum, Subject: Policy Guidance for the Disability Evaluation System and Establishment of Recurring Directive-Type Memoranda, dated May 3, 2007, DoD Instruction (DoDI) 1332.38, "Physical Disability Evaluation." DoDI 1332.39, "Application of the Veterans Administration Schedule for Rating Disabilities" shall not apply except as provided for in this DTM.

4.2. For the purpose of the DES Pilot and under the authorities granted by 10 USC, 113, 3013, 5014, and 8013, the Military Department Secretary concerned will use the DVA disability ratings awarded to each of the military unfitting conditions to determine combined DoD disability rating for all military unfitting conditions. As an exception to the above and in accordance with DoDI 1332.39, paragraphs 6.1.3 and 6.11, the Military Department Secretary concerned may adjust the DVA disability ratings awarded for conditions that result or are aggravated as a consequence of the Service member's non-compliance with prescribed treatment or for conditions that existed prior to service (EPTS).

4.3. In accordance with DoDI 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)" and in coordination with the Defense Manpower Data Center (DMDC), unique Separation Program Designation Codes (SPDC) will be used to identify disability cases processed under the DES Pilot.

5. RESPONSIBILITIES

5.1. The Executive Director of the Wounded, Ill, Injured Senior Oversight Committee (WII SOC) in coordination with the WII SOC shall facilitate support of the DES Pilot, including the following objectives.

5.1.1. The DoD and DVA for LoA 3, Case Management, shall use the DES Pilot to test proposed case management enhancements and recommend policy and procedural changes necessary to improve disability case management within the DoD and DVA. This Line of Action will also provide case management training guidance prior to and during the conduct of the DES Pilot. LoA 3 will recommend statutory and policy revision improvements, as needed, pertaining to Case Management and the Federal Recovery Care Coordinator (FRCC).

5.1.2. The DoD and DVA for LoA 4, DoD/DVA Data Sharing, shall identify data requirements to support the DES Pilot.

5.1.3. The DoD and DVA for LoA 7, Legislation and Public Affairs, shall develop a coordinated strategic communications plan for DoD and DVA will include the following elements:

5.1.3.1. Communication to Beneficiaries. The DoD and DVA shall communicate to Service members, veterans, and their family member(s) the anticipated benefits of the DES Pilot. The plans will provide commanders at all levels the tools necessary to inform Service members and their family member(s) prior to / post deployment of the DES Pilot.

5.1.3.2. Leadership Messaging. The DoD and DVA shall develop public affairs tools to help key DoD and DVA communicators address the program, emerging issues, and queries from the public or Congress.

5.1.3.3. Outreach to Stakeholders. The DoD and DVA shall ensure that Veteran Service Organizations are informed of the DES Pilot,

5.1.3.4. Internal Communication. LoA 7 shall ensure awareness and consistency of public affairs messages between the DoD and DVA.

5.1.3.5. Proactive Media Outreach Plan. LoA 7 shall develop a plan for broad media outreach to the public and Congress as the DES Pilot expands.

5.1.4. The DoD and DVA of LoA 8, Personnel, Pay, and Financial Support, shall use the DES Pilot to test proposed personnel, pay, and financial support enhancements and recommend statutory and policy changes necessary to improve those processes within the DoD and DVA.

5.2. The Deputy Under Secretary of Defense for Military Personnel Policy (DUSD (MPP)), under the Under Secretary of Defense for Personnel and Readiness [USD (P&R)], shall develop, and direct the DES Pilot in collaboration with the DVA, and representatives designated by the Secretaries of the Military Departments. Additionally DUSD (MPP) shall:

5.2.1. In coordination with the Military Departments and the DVA, establish and assess the evaluation criteria for the DES Pilot and make improvement recommendations.

5.2.2. Develop recommendations for expansion of the DES Pilot beyond the three primary MTFs in the NCR and, on approval from leadership, expand the geographic scope of the DES Pilot.

5.2.3. Train Military Department and DVA representatives prior to execution of the DES Pilot on procedures and the requirement of data collection specified in Enclosures 1 and 2.

5.2.4. Direct the Disability Advisory Council (DAC) to periodically review DES Pilot case files against evaluation criteria.

5.3. The Assistant Secretary of Defense for Health Affairs [ASD (HA)], under the USD (P&R), shall:

5.3.1. In coordination with the Military Departments and the DVA, ensure the conduct of a single, comprehensive, standardized medical examination, which will include the protocol-based General Medical Exam and Specialty Exams (based upon DVA examination worksheets and templates) for referred and claimed conditions. The Military Department MEB will use the medical examination results to identify conditions that are potentially unfitting for military service. The DVA will use the medical examination results to determine the disability rating(s) for the referred and claimed condition(s). The exam will also serve as the separation physical should separation from the military service occur. The exam will include an electrocardiogram (EKG) if the member is over 40 years old and a Human Immunodeficiency Virus (HIV) test to meet military separation physical requirements.

5.3.2. In coordination with the Military Departments and the DVA, determine funding requirements and maintain cost data relative to medical exams and associated administration (data element 48).

5.3.3. Provide medical and health management-related advice to the USD P&R on the policy, procedures, and operation of the DES Pilot as they pertain to treatment, recovery, referral to the MEB and medical exams.

5.3.4. Review and formally comment on DES Pilot periodic progress reports.

5.3.5. Advise the USD P&R on the development, execution, and interpretation of results of a survey assessing the reactions of WWII Service members and veterans to the DES Pilot.

5.4. The Secretaries of the Military Departments shall:

5.4.1. In coordination with ASD (HA) and the DVA, shall execute, consistent with paragraph 5.3.1, a single, comprehensive, standardized medical examination on Service members referred to the DES Pilot, which will include the DVA protocol-based General Medical Exam and

Specialty Exams (based upon DVA examination worksheets and templates) for all potentially military unfitting, claimed and chronic conditions. The examination will be used in the DES Pilot by the Military Departments to determine fitness for all wounded, ill, or injured Service members and by the DVA to determine disability ratings.

5.4.2. Based on the DoD/DVA communications plan, develop communication tools that ensure Service members who enter the DES Pilot fully understand the anticipated benefits of participation in the DES Pilot and are aware of the process. These tools could include publications that focus on expectation management for each step of the DES Pilot process. Development of these tools will require consultation with LoA 3 and training of Case Management, Military Services Coordinators (MSC) and PEB Liaison Officers (PEBLO) personnel. Communication internally to those who operate the DES Pilot is also essential and should include awareness of timeliness goals, processing standards, data collection requirements and benefits.

5.4.3. Accept the disability rating(s) awarded to each of the military unfitting condition(s) evaluated by the DVA Rating Board in determining separation and other administrative matters as defined in Chapter 61 of 10 USC. In accordance with DoDI 1332.39, paragraphs 6.1.3 and 6.11 the Military Department Secretary concerned, normally through the PEB, may adjust the DVA disability ratings awarded for conditions that result or are aggravated as a consequence of the Service member's non-compliance with prescribed treatment or for EPTS conditions.

5.4.4. Afford Service members the opportunity and provide assistance to request reconsideration of DVA disability ratings in accordance with these procedures in paragraph 6.12.3 of this issuance prior to separation.

5.4.5. Correct the records of veterans who separate in the pilot to reflect disability ratings of military unfitting conditions that are adjusted by the DVA if the veteran successfully appeals those ratings to the DVA and the respective Military Department Board for Correction of Military Records (BCMR) after separation.

5.4.6. Ensure the Military Department medical personnel who participate in the DES Pilot are aware of and trained on the DES Pilot administrative procedures.

5.4.7. In coordination with the DUSD (MPP) and the DVA, use the standard DVA claims, medical templates and administrative forms for processing Service members and veterans through the DES Pilot.

5.4.8. Train Case Management personnel to include PEBLOs and MSCs (in coordination with DVA) on their standardized duty requirements as developed and promulgated by LoA 3 during the progress of the DES Pilot. LoA 3 will publish guidance to all case management personnel in a separate document.

5.4.9. Ensure that the DES Pilot SPD codes at Enclosure 3 are used in the permanent records of Service members separated from military service through the DES Pilot.

5.4.10. Ensure all data required in Enclosures 1 and 2 are collected and provided to the DES Pilot Support Team.

5.4.11. To the extent allowed by existing data and data management systems, provide the DES Pilot Support Team the historical data for 2001-2006 for the metrics in Enclosure 1.

5.4.12. Afford legal counsel. In accordance with Military Department regulations and consistent with Department of Veterans Affairs regulations set forth in Part 14 of title 38, Code of Federal Regulations, representation is available to the Service member during this Pilot. Uniformed or civilian legal counsel of the Military Department concerned may, at no cost to the member, represent the members at all steps of the PEB determinations and rating(s) determinations by the Department of Veterans Affairs prior to separation or retirement of the member.

5.5. The Department of Veterans Affairs Veterans Benefits Administration shall by agreement with the Secretary of the Department of Veterans Affairs:

5.5.1. Coordinate with the ASD (HA) to establish procedures consistent with 5.4.1 for the conduct of the required medical exams to achieve the intended purpose of a single, comprehensive, claims-based medical examination.

5.5.2. Provide DoD detailed information on the percentage of disability for each medical condition(s) claimed by the Service member, conditions discovered on examination, and for those referred by the DoD as being military unfitting medical conditions.

5.5.3. Provide the Military Departments with points of contact, forms and unique requirements for processing Service members and veterans through the DES Pilot for medical exams and the DVA Rating Board process.

5.5.4. Ensure the MSCs supporting each MTF are trained in accordance with guidance from LoA 3 and are aware of their additional responsibilities as described by LOA 3 and this issuance.

5.5.5. Ensure data required in Enclosure 2 are collected and provided to the DES Pilot Support Team.

5.5.6. Ensure that case files for DES Pilot participants are marked and tracked in compliance with guidance provided below.

5.5.7. Develop communication tools that ensure that participating Service members, veterans who participated in the DES Pilot, and those employees in DVA who are administering the Pilot fully understand the DES Pilot process and anticipated benefits.

5.5.8. Provide periodic assessments and formal comment regarding the progress of the DES Pilot.

5.6. The Director, Defense Manpower Data Center shall, in coordination with the Deputy Under Secretary of Defense for Military Personnel Policy (DUSD (MPP)), implement unique SPD codes to permanently identify disability cases processed under the DES Pilot. Specifically, DMDC shall ensure the SPD codes are updated in DoD databases for use in data queries. DMDC shall provide data query support as requested by responsible agencies associated with the DES Pilot.

6. PILOT OPERATING PROCEDURES

6.1. Except as described herein, the DoD and DVA will process cases in accordance with existing policies and procedures. The procedures described in this paragraph apply only to those Service members participating in the DES Pilot.

6.2. DES Pilot Case Tracking

6.2.1. To protect the Service member and veteran's privacy, as well as meet Health Insurance Portability and Accountability Act (HIPAA) requirements, the DES Pilot Support Team will not collect the Service member's name, social security number, or other personally identifiable information.

6.2.2. Upon referral of a case for inclusion in the DES Pilot, the PEBLO will assign the Service member's case a service unique alpha-numeric identifier (see paragraph 6.7.2.18) and provide it to the DES Pilot Support Team. DoD and DVA disability staff will maintain the association between the unique case identifier and the Service member's personal identification number. The unique case identifier assigned by the Military Department will be the only method used for tracking cases outside existing DoD and DVA information systems.

6.3. Service Member / Veteran Actions

6.3.1. Claims disabling conditions they believe are service connected/aggravated by completing Sections 2-5 of the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819 at Enclosure 5).

6.3.2. Submits VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) to the MSC with Sections 2-5 completed within 5 calendar days of being informed on the DVA disability process by the MSC upon MEB referral.

6.3.3. Service members who are found unfit by the Informal Physical Evaluation Board (IPEB):

6.3.3.1 May request within 5 calendar days that the PEBLO provide them their preliminary disability ratings before they decide whether to request a Formal Physical Evaluation Board (FPEB).

6.3.3.2. Who rebut the IPEB fitness determination may request an FPEB by notifying their PEBLO, in writing, within 5 calendar days of receiving the preliminary DVA disability ratings from the PEBLO.

6.3.3.3. Who accept the IPEB Unfit determination may request reconsideration of their DVA disability rating(s) by notifying their PEBLO, in writing, within five calendar days of receiving the DVA disability rating from the PEBLO.

6.3.4. If a member found fit by an IPEB rebuts the decision, the IPEB will consider the request for an FPEB within five calendar days. A determination of whether to grant the request for a FPEB will be made in accordance with the regulations of the Military Department concerned.

6.3.5. Service members who are found fit by the IPEB may request to review his or her DVA disability rating(s) and seek reconsideration of those ratings only if he or she is subsequently found unfit by a FPEB or Military Department disability disposition approval authority.

6.3.6. If the IPEB grants the Service member's request to rebut his or her fit determination, the IPEB will inform the PEB administrative staff to prepare the case for an FPEB.

6.3.7. Service members who are found unfit by the FPEB may request reconsideration of their DVA disability rating(s) by notifying their PEBLO, in writing, within five calendar days of receiving the DVA disability rating from the PEBLO.

6.3.8. Service members may appeal his or her FPEB findings to the Military Department review authority in accordance with the regulations of the Military Department concerned.

6.3.9. Upon separation from military service for medical disability, veterans may request correction of their military records through their respective Military Board for Correction of Military Records if new information on their case is made available that may result in a different disposition. For example, post-separation appeal of a DVA disability rating may warrant a change in the Military Department's disability disposition from separation to disability retirement or may change retired pay.

6.3.10. If, after separation from service and attaining veteran status, the veteran desires to appeal a determination from the rating decision, the veteran has one year from the date of the formal notification letter of DVA decision to submit a written Notice of Disagreement (NOD) with the decision to the DVA regional office of jurisdiction.

6.3.11. The veteran has either 60 days from the date of the Statement of the Case from the DVA regional office of jurisdiction or the remainder of the one year from the date of the original notification of decision, whichever is longer, to file a VA Form 9, Appeal to the Board of Veterans Appeals (BVA).

6.4. MTF Medical Care Provider Actions

6.4.1. Determines if the Service member requires an MEB and refers the Service member to an MEB. The MTF Medical Care Provider:

6.4.2. Notifies Service member of MEB referral and directs Service member to MTF Patient administration.

6.4.3. Notifies MTF Patient Administration or PEBLO of MEB referral.

6.4.4. Reviews the physical (see paragraph 5.3.1) to ensure all conditions potentially not meeting medical retention standards are adequately addressed. If not, the MTF Medical Care Provider contacts the MSC.

6.4.5. Reviews the physical (see paragraph 5.3.1) and commander's input on fitness for duty and completes and signs the narrative summary (NARSUM).

6.4.6. Provides the NARSUM and Service member's Service Treatment Record (STR) to the MTF Patient Administration Staff.

6.5. Patient Administration Actions

6.5.1. Assigns a PEBLO and forwards the DES case file (Enclosure 4) to the PEBLO within 3 calendar days of the date the MTF medical care provider refers the Service member to an MEB.

6.5.2. Receives the examination results from the MSC and ensures the examination results are recorded in the Service member's STR.

6.5.3. Provides the Service member's STR and examination results to the referring MTF Medical Care Provider.

6.5.4. Forwards the DES case file (Enclosure 4) to the PEBLO and a copy of the case file to the MSC within 3 calendar days of the date the MTF medical care provider signs the NARSUM.

6.5.5. The duties contained in Section 6.5 may be assigned to the PEBLO in accordance with Military Department procedures.

6.6. DES Qualified Medical Examiner Actions

6.6.1. Within 35 calendar days of receiving the examination request, the DVA and DoD shall complete the protocol-based General Medical and Specialty examinations for Service members being considered for separation through the DES.

6.6.2. Performance of Exams. Examinations will be performed by providers that meet DVA certification requirements. Qualified providers may come from a variety of sources (DoD, DVA, TRICARE, Contractor, or joint). The DVA currently has a network of qualified providers which, for the 2007-2008 DES Pilot, the DVA will ensure qualified exam providers are located

in local MTFs, or in locations that are considered the best access for participating Service members in the designated DES Pilot areas. VBA contracted providers may be required to fulfill requirements of the DES Pilot. The DVA will supplement this issuance with operational instructions for scheduling the exam.

6.6.3. Record the medical examination results in the DVA Compensation and Pension Record Interchange (CAPRI) or Veterans Examination Request Information System (VERIS) Systems.

6.7. Physical Evaluation Board Liaison Officer (PEBLO)

6.7.1. The PEBLO is considered one of the most important contacts for the Service member, veteran, and their family member(s) throughout the DES process. Immediately after the case is referred to the MEB, the MTF Patient Administration assigns the PEBLO to the case. The PEBLO provides the link between the Service member, the member's commander, and the DES Pilot. They remain an integral part of the process from the point of MEB referral to the Service members return to duty or separation from military service. LoA 3 will publish supplemental guidance.

6.7.2. PEBLO Actions

6.7.2.1. Within 3 calendar days of the date the MTF medical care provider referred the case to an MEB:

6.7.2.1.1. Builds the DES case file.

6.7.2.1.2. Informs the Service member of the DoD DES Pilot process. PEBLOs should be trained and aware of the DES Pilot process and additional DVA particulars such as initiation of the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) at Enclosure 5.

6.7.2.1.3. Provides Service members who are referred to an MEB, a brochure or handout developed in accordance with 5.4.2 detailing the benefits and expectations and possible decisions at each step of the DES Pilot.

6.7.2.1.4. Notifies the MSC that the Service member is referred for an MEB.

6.7.1.1.5. Completes Section 1 of VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) and provides it to the MSC.

6.7.2.2. Within 5 calendar days of the date the MTF medical care provider referred the case to an MEB:

6.7.2.2.1. Provides the MSC a copy of the member's DES case file including a complete paper or scanned copy of the member's available STR.

6.7.2.2.2. Requests the Service member's commander provide a duty performance assessment back to the PEBLO with 15 calendar days.

6.7.2.2.3. If necessary, requests the Commander to conduct a Line of Duty Investigation and provide the completed Line of Duty Determination back to the PEBLO within 15 calendar days of the request date.

6.7.2.3. Within 3 calendar days of receiving the DES case file and examination requirements from the MSC:

6.7.2.3.1. In conjunction with MSC, ensures the Service member is scheduled for all required general and specialty medical examinations through the best source (MTF, contractor, DVA Veterans Health Affairs, or TRICARE provider).

6.7.2.3.2. Informs the Service member and the Service member's commander of all scheduled examinations.

6.7.2.4. Monitors the completion of scheduled examinations and resolves scheduling issues to ensure presentation of complete DES case file to the MEB.

6.7.2.5. Assembles the DES case file to include all medical and non-medical information to be considered by the MEB (Enclosures 4 and 6).

6.7.2.6. Forwards the Service member's case file to the MEB.

6.7.2.7. Notifies the member of MEB results within 3 calendar days including conditions that caused the Service member to fail to meet retention standards. If the Service member meets medical retention standards, he or she will be returned to duty. If the Service member does not meet medical retention standards, the PEBLO will forward the completed DES case file to the PEB for processing.

6.7.2.8. Assembles the DES case file with all attachments (Enclosure 4) and forwards the complete DES case file to the PEB.

6.7.2.9. Informs the MSC of the date of PEB referral.

6.7.2.10. Informs the Service member of the IPEB findings and their options within 3 calendar days of the date the PEBLO receives the findings from the PEB.

6.7.2.11. The PEBLO informs the Service member of the preliminary DVA disability ratings within 5 calendar days of receiving the ratings from the PEB.

6.7.2.12. Within 5 calendar days of the date the PEBLO provides the Service member the preliminary DVA disability ratings:

6.7.2.12.1. Assists the Service member in preparing a request for an FPEB following an IPEB Unfit for duty finding. Although the PEBLO assists with the administration portion of Service member rebuttals/appeals, PEBLOs are not legal advocates for Service members.

6.7.2.12.2. Forwards the Service member's request for an FPEB to the PEB.

6.7.2.12.3. Informs the Service member's commander of the IPEB findings and the Service member's request for an FPEB.

6.7.2.13. Notifies the Service member and their commander of the FPEB date.

6.7.2.14. Monitors case progress.

6.7.2.15. Informs the Service member of the FPEB findings within 3 calendar days of the date he or she receives the findings from the PEB.

6.7.2.16. Within 3 calendar days of receiving the PEB findings from the PEB:

6.7.2.16.1. Informs the Service member of the FPEB findings and any right to appeal the findings to the Military Department review authority.

6.7.2.16.2. Refers the Service member to their Legal Counsel for assistance in the preparation of their appeal.

6.7.2.16.3. Assists the Service member in preparing a request to reconsider the DVA disability ratings and provides the Service member's request for reconsideration to the PEB Administration within 5 calendar days of receiving the request for reconsideration.

6.7.2.16.4. Informs the Service member of the results of the rating reconsideration within 3 calendar days of receiving the revised ratings from the PEB Administration.

6.7.2.17. Informs the Service member of the Military Department's final fitness disposition within 3 calendar days of receiving the approval authority's decision.

6.7.2.18. Assign a Service unique alpha-numeric case identifier to all DES Pilot cases within three calendar days of the date the medical care provider referred the case to the MEB. That identifier will be the basis for all DES case tracking. The first letter of the identifier will indicate the member's branch of Service: A=Army; N=Navy; M=Marine Corps; F=Air Force. The next 5 digits will be Service-specific blocks of numbers and indicate a specific Service case file: A-11111, M-22222, F-33333, N-44444. The last digit will designate the PEB location: A-11111-1 (e.g., Walter Reed Army Medical Center), F-11112-2 (e.g., Malcolm Grow Medical Center), N-4444-3 (e.g., National Naval Medical Center, Bethesda).

6.7.2.19. Using forms provided by the DES Pilot Support Team, records:

6.7.2.19.1. The Service unique case identifier (data elements 1-3), including:

6.7.2.19.1.1. Service code (data element 1).

6.7.2.19.1.2. Case ID number (data element 2).

6.7.3.19.1.3. PEB location (data element 3).

6.7.2.19.2. The Service member's officer/enlisted status (data element 14).

6.7.2.19.3. The Service member's status as a member of the active or reserve component (data element 15).

6.7.2.19.4. The date the Service member is advised the member may not meet retention standards and is, therefore, being referred to an MEB (data element 6).

6.7.2.19.5. The date the medical evaluation started (date MSC requests medical evaluation; data element 22).

6.7.2.19.6. The date the medical evaluation was completed (Date medical evaluation report is available in DVA computer systems; data element 23).

6.7.2.19.7. The date the medical care provider signed the NARSUM (data element 24).

6.7.2.19.8. The VASRD codes of all Service member conditions (data element 10).

6.7.2.19.9. Whether the MEB referred the Service member to an IPEB (data element 32).

6.7.2.19.10. The date the Service member was returned to duty if the case was not forwarded to a PEB or the date the DES case file was forwarded to the PEB (data element 25).

6.7.2.19.11. Whether the Service member rebuts the IPEB decision (data element (data element 35)).

6.7.2.19.12. The date the PEBLO informs Service member of the initial DVA rating determination (data element 55).

6.7.2.19.13. Whether the Service member appeals the FPEB decision (data element 62).

6.7.2.19.14. The IPEB or FPEB final disposition (data element 17)

6.7.2.19.15. The date the PEBLO informs the Service member of the final disposition on his or her disability by the Military Department (data element 18).

6.7.2.19.16. Record the DVA disability rating per condition for all conditions (data element 13).

6.7.2.19.17. Record the DoD adjusted total disability rating (data element 21).

6.7.2.19.18. The combat/noncombat status designation for the Service member's condition(s) (data element 16).

6.7.2.10.19. The Fit/Unfit designation per condition (data element 12).

6.7.2.19.20. The Service member's separation date as reflected on the DD Form 214 (data element 51).

6.7.2.19.21. Records the date the PEBLO informs the Service member of the results of the revised ratings (data element 58).

6.7.2.20. Provide the data collected to the DES Pilot Support Team, as requested.

6.8. Medical Evaluation Board (MEB)

6.8.1. Using the information provided by the PEBLO in the DES case file, the MTF will convene a medical board in accordance with Military Department regulations. MEB members will consult and render a decision on whether the member meets Service medical retention standards.

6.8.2. MEB Actions. Upon receipt of the case file, board members will complete their deliberations, document their decision identifying the specific conditions that cause the Service member to fail to meet retention standards, and refer the case to the PEBLO no later than 30 calendar days after the referring MTF medical care provider signs the narrative summary (NARSUM).

6.9. Military Services Coordinator (MSC)

6.9.1. The MSC is another critical contact for the Service member, veteran, and their family member(s) throughout the DES Pilot. Assigned immediately after the PEBLO is assigned to the case, MSCs provide the link between the Service member and the DVA by keeping the Service member, veteran, their family member(s) and the PEBLO informed of the results of DVA processes (i.e., preliminary rating, reconsideration request, final decisions, and post-separation actions.)

6.9.2. MSC Actions

6.9.2.1. Within 5 calendar days of receiving a member's available STR, either paper or electronic (scanned to CD Rom) from the PEBLO, the MSC informs the Service member of the VA actions in the pilot, what conditions can and cannot be claimed, and assists the member in

completing the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819). The MSC advises the Service member of the provisions of the Veterans Claims Assistance Act (VCAA), and, if desired, the member may solicit a waiver of VCAA. If a Service member does not voluntarily waive his or her rights under the VCAA, VA will comply with existing statutes and regulations governing notice and will provide assistance in obtaining evidence if a Service member adequately identifies relevant records to VA and authorizes VA to obtain the records. The MSC then forwards the VA Form 21-0189, a copy of the STR, examination requests, and VCAA waiver to the St. Petersburg VA Regional Office. Declination of a waiver by the Service member will not preclude processing of service member's fitness determination by the Military Department concerned and the DVA for a rating(s) determination for the referred condition(s) based on available information.

6.9.2.2. Upon completion of Sections 2-5 of VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819), the MSC enters the information from the form into the DVA claims processing systems. If the Service member declines to claim additional conditions during the initial education session or does not claim additional conditions beyond those noted on Part 1 of VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) within 3 working days of their initial MSC session, the MSC should seek annotation from the Service member that they do not desire to file a claim for VA disability benefits or do not want to claim any additional disabilities. If the Service member refuses to complete the DVA form, the MSC requests assistance from the PEBLO in obtaining a "Service member declined to sign" statement from the Service member's commander. The MSC annotates on the form that the Service member declined to claim additional conditions and enters the information into the DVA CAPRI System.

6.9.2.3. Within 5 calendar days of receiving the Service member's case file from the PEBLO, the MSC requests medical exams using the DVA CAPRI System, VERIS (QTC Examinations), or other appropriate systems as required and agreed to by ASD(HA) and DVA.

6.9.2.4. The MSC concurrently gathers additional information required to substantiate claimed medical conditions, such as health treatment records from previous periods of service, private medical treatment records, and additional information for the Service member. The MSC may request examinations required by the case as developed to date and forward the case to the next step while continuing to gather additional information required in substantiating claimed medical conditions. Should the member present new medical issues for consideration, the MSC will be responsible for scheduling the additional examinations in coordination with the PEBLO and MTF liaisons.

6.9.2.5. The MSC submits the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819). Informs the Service member on the case development results prior to the MEB

6.9.2.6. Downloads the medical examination results and provides the exam results to the Patient Administration and PEBLO.

6.9.2.7. The MSC advises the PEBLO on preparing rating reconsideration requests

6.9.2.8. The MSC notifies the VA Regional Office of the member's separation date.

6.9.2.9. Tracks the Service member's separation action.

6.9.2.10. Within 3 calendar days of receiving notification of the Service member's separation date, the MSC advises the Service member on their appeal rights for disability ratings and other post-separation DVA processes.

6.9.2.11. Forwards the veteran's DD Form 214 Part 3 to the DVA Rating Board by overnight mail for processing at the following address within 3 calendar days of receiving it from the Military Department:

VA Regional Office
9500 Bay Pines Boulevard
St. Petersburg, FL 33708

Mailing Address:
P.O. Box 1437

6.9.2.12. Using forms provided by the DES Pilot Support Team, the MSC records:

6.9.2.12.1. The date the Service member submits their VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) (data element 49).

6.9.2.12.2. The Service member's claimed conditions (data element 53).

6.9.2.12.3. Whether the Service member refused to sign the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) (data element 63).

6.9.2.13. Provide the data collected to the DES Pilot Support Team, as requested.

6.10. PEB Administration

6.10.1. After receiving the DES case file from the PEBLO, PEB Administration will ensure the file is processed through the Informal / Formal PEB as required. PEB Administration will also provide support to the Disability Advisory Council (DAC) by collecting and forwarding selected cases as directed from the Informal / Formal PEB for a quality control review.

6.10.2. PEB Administration Actions:

6.10.2.1. Prepares the case for an IPEB within 5 calendar days of receiving the Service member's case file from PEBLO.

6.10.2.2. Within 3 calendar days of receiving findings from an IPEB:

6.10.2.2.1 Forwards a copy of requested DES case file information that requires quality control review to the DAC.

6.10.2.2.2. Notifies the PEBLO and MSC of the PEB findings

6.10.2.2.3. For all unfit findings, forward a copy of the request for rating and Service member's STR to the DVA Rating Board for rating of the claimed disabilities by overnight mail for processing at the following address:

VA Regional Office
9500 Bay Pines Boulevard
St. Petersburg, FL 33708

Mailing Address:
P.O. Box 1437
St. Petersburg, FL 33731

6.10.2.3. Within 3 calendar days of receiving the Service member's request to rebut their Informal PEB (IPEB) fitness decision, PEB Administration

6.10.2.3.1. Schedule a Formal PEB (FPEB).

6.10.2.3.2. Notify the PEBLO and Service member's Counsel of the FPEB date.

6.10.2.3.3. Provide a copy of the DES case file to the Service member's appointed legal assistance.

6.10.2.4. Within 3 calendar days of receiving findings from an FPEB,,

6.10.2.4.1. Forwards a copy of requested case file information to the DAC.

6.10.2.4.2. Processes the FPEB findings.

6.10.2.4.3. Notifies the PEBLO and MSC of the FPEB findings.

6.10.2.5. Forwards the Service member's request for rating reconsideration to the DVA Rating Board within 5 calendar days of receiving the request.

6.10.2.6. Provides the reconsidered ratings to the PEB, PEBLO, and MSC within 3 calendar days of receiving the decision.

6.10.2.7. Processes the PEB findings with the DVA DRO rating reconsideration decision.

6.10.2.8. Issues the FPEB letter of findings, including the final disposition recommendation of the FPEB, the combined disability rating percentage, and indication of whether the military unfitting conditions were determined to be combat-related.

6.10.2.9. Provides the FPEB letter of findings to the PEB Administration.

6.10.2.10. Informs the PEBLO of the FPEB findings.

6.10.2.11. Using forms provided by the DES Support Team, the PEB Administration will:

6.10.2.11.1. Record the date the PEB receives the complete Service member's case file from the PEBLO following the MEB (data element 59).

6.10.2.11.2. Record whether the Service member is found Fit by the IPEB (data element 56).

6.10.2.11.3. Record the Service member's DVA Total Disability Rating (data element 20).

6.10.2.12. Provide the data collected to the DES Pilot Support Team, as requested.

6.11. Informal / Formal Physical Disability Evaluation Board (I/FPEB)

6.11.1. For the purpose of the DES Pilot, the Military Departments will use their PEB to determine a Service member's fitness in accordance with existing policy but will not assign disability ratings to conditions, other than adopting the DVA's rating(s) for unfitting conditions.

6.11.2. Within 15 days of receiving the complete and correct DES case file from the PEB Administration Staff, the IPEB will adjudicate the member's case and forward his/her findings / recommendations to the PEB Administration Staff, including:

6.11.2.1. For each medical condition (diagnosis), a written justification supporting a Fit or Unfit finding.

6.11.2.2. Combat-related determinations for each military Unfitting condition that specifically identifies (by diagnosis) the basis for finding (direct result of armed conflict (AC); caused by an instrumentality of war (IW); conditions simulating war (CS); or engaged in extra hazardous service (HD)).

6.11.2.3. Whether the Service member's military Unfitting injury or illness was incurred while in the line of duty (not as a result of misconduct on the part of the Service member).

6.11.2.4. Whether the Service member is entitled to benefits.

6.11.2.5. Whether the case must be referred to the DAC for quality control review.

6.11.3. Requests the Service member's military legal office assign counsel to the Service member.

6.11.4. In the case of a Service member found unfit by the IPEB, the IPEB will note whether the disability incurred was in the Line of Duty (LOD), whether the condition is attributable to EPTS or noncompliance, and the permanence and/or stability of the condition(s). The PEB will also document any determinations made pursuant to 5 USC §§ 8332, 3502, 6303 (re: to instrumentality of war, armed combat with the enemy). Within 15 days of receiving disability ratings from the DVA Rating Board, the IPEB will apply the disability ratings provided by the DVA Rating Board to the Service member's unfitting conditions and publish the disposition recommendation.

6.11.5. The FPEB will render a decision within 30 days from the date the member elects to appeal the IPEB decision. The decision will be formally prepared by the PEB for the Service member.

6.11.6. Determines a Service member's fitness in accordance with existing policy but will not assign disability ratings to conditions.

6.11.7. Renders a formally prepared fitness decision for the Service member.

6.11.8. The I/FPEB will review the quarterly DAC Quality Control Report and adjust any processes as necessary.

6.12. DVA Rating Board

6.12.1. Upon receipt of the case files (request for rating and STR) of unfit Service members from PEB Administration, the DVA Rating Board determines whether the examination report is adequate for disability rating purposes. Within 3 calendar days of receiving the case files of unfit Service members, the DVA Rating Board will return case files (via next day mail or electronically) with inadequate examinations to the examining facility for correction/completion. The DVA will also notify the PEBLO and MSC telephonically or via email that a case file is being returned for additional required information.

6.12.2. The DVA Rating Board will evaluate the member's referred and claimed conditions and provide a rating percentage (with rationale) to the PEB Administration within 15 calendar days of notification by the PEB Administration that a Service member is Unfit. If the DVA Rating Board determines that the examination report(s) are insufficient for rating purposes, the Board will return the examination report to the appropriate examining facility for correction/completion.

6.12.3. Within 15 calendar days of the date of receipt from the PEB Administration of a Service member's written request for a one-time reconsideration of a disability evaluation assigned by the DVA, the DVA DRO will consider any new documentation or information from the Service member and provide the PEB Administration updated ratings, if any. The DVA DRO will only reconsider evaluations of ratings if new medical evidence is received, or the member is able to provide sufficient evidence of an error to warrant the reconsideration. The member is entitled to assistance in the preparation of this reconsideration. This is a one-time

“request for reconsideration” of the rating(s) from the DVA Rating Board. Subsequent appeals of ratings to the DVA must occur when the Service member has separated, attained veteran status, and has been formally notified of the rating decision. There can be one reconsideration for each unfitting condition. If a new condition is found to be unfitting, reconsideration can be requested, even if other conditions have been previously reconsidered.

6.12.4. Receives the DD Form 214, Part 3 from the MSC.

6.12.5. Promulgates the DVA’s decision on the veteran’s disability rating.

6.12.6. Issues the veteran benefits in accordance with the 38 CFR §3.31 on the first day of the calendar month following the month in which the award becomes effective.

6.12.7. Issues the veteran’s benefits letter within 20 days after separation.

6.12.8. Using the DES Support Team provided forms, the DVA Rating Board will record:

6.12.8.1. The date the DVA Rating Board receives the request for rating and STR from the PEB Administration (data element 54).

6.12.8.2. The date the DVA Rating Board receives the rating reconsideration request from the PEB Administration (data element 57).

6.12.8.3. The date the DVA receives the separating Service member’s DD Form 214, Certificate of Release or Discharge from Active Duty (data element 52).

6.12.8.4 The date the DVA issues the veteran’s benefits letter notifying the new veteran of the final disability decision/evaluation from the DVA (data element 9)

6.12.9. Provide the data collected to the DES Pilot Support Team, as requested.

6.13. Disability Advisory Council (DAC)

6.13.1. The DAC was chartered to ensure policy for a fair and equitable determination of Service member’s fitness for continued duty and, if a Service member is found unfit, that the disability rating is uniform among the services. It is also charged to ensure that Service members move through the DES expeditiously, are informed about the process, know the status of their case, and that due process rules are followed.

6.13.2. During the Pilot, the DAC will meet to:

6.13.2.1. Evaluate results of the DES Pilot to recommend adjustments to the DUSD (MPP) and Director, DVA VBA.

6.13.2.2. Provide recommendations to the DUSD (MPP) and DVA for standardizing DES processes across DoD and DVA.

6.14. Military Departments

6.14.1. The Military Departments will process DES decisions in accordance with their respective regulations, including any adjustments to these regulations for purposes of the Pilot. Notwithstanding these regulations, however, the Military Departments will inform the Service member of the results of any post-FPEB appeals of unfit determinations within 30 days of the date the Service member appeals the FPEB decision.

6.14.2. Upon receipt of the recommendations of the I/FPEB, the Military Department approval authority will act upon the findings by separating, retiring (TDRL or Permanent Disability Retired), or returning the Service member to duty. As a reminder, the PEBLO and MSC must meet with the Service member at the time of notification to explain options and what the member should expect from the DVA upon separation.

6.14.3. The Military Departments will provide for a review of the FPEB decision in accordance with the Military Department regulations concerned.

6.14.4. Determines the Service member's final fitness disposition.

6.14.5. Notifies the PEBLO and the MSC of the Service member's final fitness disposition

6.14.6. Within 3 calendar days of receiving the approval authority's decision to separate the Service member, establishes a separation date in accordance with its regulations except that the separation date should not be more than 45 calendar days (plus any amount of authorized leave the Service member wishes to take) from the date of approval of the final fitness disposition.

6.14.7. The Military Department will notify the Service member, PEBLO, and MSC of the member's separation date.

6.14.8. Separates or retires (TDRL or Permanent Disability Retired) the Service member in accordance with the regulations of the Military Department concerned

6.14.9. Delivers the DD Form 214 to the MSC electronically, by hand or forward the DD Form 214 to the DVA rating site by overnight mail for processing at the following address:

VA Regional Office
9500 Bay Pines Boulevard
St. Petersburg, FL 33708

Mailing Address:
P.O. Box 1437
St. Petersburg, FL 33731

6.14.10. It is in the best interest of the veteran to be separated from service prior to the last day of the month. Entitlement to DVA health care benefits accrue the day after separation from

service. Entitlement to DVA compensation occurs the first day of the month following separation, paid in arrears, so that it would be the first day of the second month following separation when the veteran would receive the first compensation payment (38 CFR 3.31). DVA cannot finalize benefits until such time as DVA has received formal notification (DD Form 214) that the service member has been separated from service.

6.14.11. In addition to the usual administrative actions associated with DES processing, the Military Departments will review the quarterly reports and data from the DES Pilot and adjust their DES process as necessary.

6.14.12. If the result of a post-separation DVA adjudication of an unfitting disability rating appeal would have materially altered the DoD disability disposition (e.g., increased the amount of DoD disability compensation or changed the disposition from disability separation to permanent disability retirement), the respective Military Department will, upon receipt of a request from the member through the respective BCMR, correct the Service member's record and implement necessary compensation and benefit changes. The Military Department will forward the corrected Service member DD Form 214 to the DVA Regional Office as outlined in paragraph 6.14.9.

6.15. DVA Regional Office of Jurisdiction

6.15.1. The DVA will issue a final disability rating decision upon the member's separation from military service. In accordance with DVA regulations and statutes, after separation from Service and attaining veteran status, the veteran desires to appeal a determination from the rating decision, the veteran has one year from the date of the formal notification letter of DVA decision to submit a written Notice of Disagreement (NOD) to the DVA. Upon receipt of the NOD from the veteran, the DVA regional office of jurisdiction will review the NOD, and issue a Statement of the Case (SOC) and/or revised rating decision. The veteran has either 60 days from the date of the SOC, or the remainder of the one year from date of original notification of decision, whichever is longer, to file a VA Form 9, Appeal to the Board of Veterans Appeals (BVA). Once the DVA Form 9 is received, the regional office forwards the appeal to the BVA for decision. The Board may grant the benefit sought on appeal, deny the benefit sought on appeal, or remand the case to the VA regional office for additional case work before return to the Board. If the BVA denies the appeal, the veteran has the option of appeal to the US Court of Appeals for Veterans Claims. The US Court of Appeals for Veterans Claims at court has final jurisdiction of the veteran's appeal. The veteran should be aware that the appeals process can be quite lengthy.

6.15.2. Using forms provided by the DES Pilot Support Team, the DVA Regional Office of Jurisdiction will record:

6.15.2.1. Whether the veteran requests a post-separation rating appeal (data element 41).

6.15.3. Provide the data collected to the DES Pilot Support Team, as requested.

6.16. Military Department Board for Correction of Military Records (BCMR)

6.16.1. The BCMR will provide for an expedited review of veterans' requests to correct their Service disability record.

6.16.2. Using forms provided by the DES Pilot Support Team, the DVA Regional Office of Jurisdiction will record:

6.16.2.1. The BCMR records whether the veteran requests a post-separation fitness appeal (data element 38).

6.16.3. Provide the data collected to the DES Pilot Support Team, as requested.

7. Overall Timeliness. The overall timeliness from notification of the intent to refer a Service member to an MEB to the point of return to duty or separation and delivery of DoD and DVA compensation should be no more than 245 days. The goals by major portions of the DES Pilot are depicted below and in Enclosure 8.

7.1. MEB. The DES Pilot goal is to complete the MEB portion of the DES process in not more than 80 days from the date of referral to an MEB by an MTF medical care provider to the date of receipt of the complete DES case file by the PEB Administration. Sub-goals include completing all general and specialty medical examinations within 35 days, completing case development and the MEB decision within 30 days, and completing all other administrative tasks, such as claims preparation and copying and mailing case files within 15 days.

7.2. PEB. The Pilot goal is to complete the PEB and DVA Rating portion of the DES process in not more than 120 days from the date of receipt of the complete DES case file by the PEB Administration to the date the Service member is informed of the Military Department approved final disability disposition. Sub-goals include completing the IPEB within 15 days, completing the FPEB within 30 days, completing the Military Department appeal process within 305 days, completing the initial proposed ratings within 15 days, completing rating reconsiderations within 15 days, and completing all other administrative tasks, such as copy and mailing case files within 15 days.

7.3. Service Member Transition. The Pilot goal is to transition the Service member for a return to duty or to DVA care generally no later than 45 days from the date the Service member is informed of the Military Department approved final disability disposition decision to the date of the veteran's separation from military service. Military Departments may continue to set their respective transition policies.

7.4. DVA Benefits Delivery. The Pilot goal is to provide veterans separated under the DES Pilot with DVA benefits in accordance with the 38 CFR §3.31 on the first day of the calendar month following the month in which the award becomes effective.

11 Enclosures

1. Metrics
2. Data Elements
3. DES Pilot Separation Program Designator Codes

4. DES Case File Minimum Contents
5. VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819)
6. Narrative Summary (NARSUM) Contents
7. DES Pilot Timeline Overview
8. DES Pilot Process Flow Diagrams
9. DES Pilot Unique Definitions
10. DES Pilot Points of Contact
11. DES Pilot Acronym Listing

ENCLOSURE 1 – METRICS

* Note: Shaded rows contain metrics that are not currently required by the DES Pilot.

Metric #	Metric Category	Name	Definition	Data Elements
1	Timeliness	Average DoD case processing time to disposition	Comparison between the pilot and current process of the average number of calendar days from the date of MEB referral to the date the member receives the final case disposition decision from the DoD by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, by fit for duty post-IPEB. Determines whether the Pilot influences the average DoD case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 6-MEB referral date, 56-fit for duty post-IPEB, 18-final disposition date
2	Timeliness	Average DVA case processing time to issuance of DVA benefits letter	Comparison between the pilot and current process of the average number of calendar days from the date the member files a DVA claim to the date DVA issues veteran's benefits letter by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, by fit for duty post-IPEB. Determines whether the Pilot influences the DVA's case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 49-date of DVA disability claim, 9-DVA benefits date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
3	Timeliness	Total average case processing time to issuance of DVA benefits letter	Comparison between the pilot and current process of the average number of calendar days from the date of MEB referral to the date DVA issues veteran's benefits letter by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the total case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 6-MEB referral date, 9-DVA benefits date
4	Timeliness and Effectiveness	Number and percent of non-duty-related cases meeting the MEB-PEB 130 calendar day 80% processing goal	Comparison between the pilot and current process of the number and percent of non-duty-related cases completed within the 130 calendar day 80% case processing goal from the date the referring medical care provider signs the NARSUM to the date the member receives the final DoD disposition decision by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Compare the percent meeting the goal to the 80% standard. Determines whether the Pilot influences the number and percent of non-duty-related cases completed within the 130 calendar day 80% processing goal. The time frame excludes post-PEB appellate reviews, such as the DoN CORB and AF Personnel Council.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 24-NARSUM date, 18- final disposition date, 50-duty-related

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
5	Timeliness and Effectiveness	Number and percent of duty-related cases meeting the MEB-PEB 195 calendar day 80% processing goal	Comparison between the pilot and current process of the number and percent of duty-related cases completed within the 195 calendar day 80% processing goal from the date of MEB referral to the date the member receives the final DoD disposition by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, by fit for duty post-IPEB. Compare the percent meeting the goal to the 80% standard. Determines whether the Pilot influences the number and percent of duty-related cases completed within the 195 day 80% processing goal.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 56-fit for duty post-IPEB, 16-combat or non-combat, 6-MEB referral date, 18- final disposition date
6	Effectiveness	Number and percent distribution of DoD final dispositions	Comparison between the Pilot and current process of the number and percent distribution of DoD final dispositions by Service, active or reserve, combat or non-combat, officer or enlisted. Determines whether the Pilot influences the number and percent distribution of DoD final dispositions.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 17-final disposition

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
7	Effectiveness	Average DVA total disability rating	Comparison between the Pilot and current process of the average member DVA total disability ratings percent by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average member DVA total disability rating.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 20-DVA total disability rating percent
8	Effectiveness	Percent distribution of DVA disability ratings	Comparison between the Pilot and current process of the percent distribution of DVA total disability ratings by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the percent distribution of DVA total disability ratings.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 20-DVA total disability rating percent
9	Effectiveness	Average DoD adjusted total disability rating	Comparison between the Pilot and current process of the average member DoD adjusted disability rating percent by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average member total disability rating after the DoD adjusts the rating for factors such as EPTS conditions, non-compliance with medical direction, etc.	1-Service code, 2-cade ID, 3-PEB location, 14-officer or enlisted, 15- active or reserve, 16- combat or non-combat 21-DoD adjusted total disability rating

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
10	Effectiveness	Average DVA Rating Percent Per Condition	Comparison between the average DVA rating per condition in the Pilot and the current average DoD rating per condition by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average disability rating per condition.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 10-VASRD diagnostic code, 13-DVA rating percent per condition
11	Timeliness	Average case processing time to complete the DVA template medical evaluation	Comparison between the Pilot and current process of the average number of calendar days to complete the DVA template medical evaluation from the date of request for medical evaluation to the evaluation results are recorded in the member's health treatment record by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the duration of the DVA template medical evaluation.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 22-medical evaluation start date; 23-medical evaluation end date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
12	Timeliness and Effectiveness	Percent of DVA template medical evaluations meeting the 35 day processing goal	Comparison between the Pilot and current process of the percent of DVA template medical evaluations completed within the 35 calendar day processing goal by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the duration of the DVA template medical evaluation.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 22-medical evaluation start date; 23-medical evaluation end date
13	Timeliness	Average duty-related PEB case processing time	Comparison between the Pilot and current process of the average number of calendar days to complete duty-related PEBs from the date of receipt of the DES case file by the PEB to the date the member receives the final DoD disposition decision by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, fit for duty post-IPEB. Determines whether the Pilot influences the average, duty-related PEB case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 59-PEB start date, 18-final disposition date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
14	Timeliness and Effectiveness	Percent of duty-related PEBs meeting the 120 day 80% processing goal	Comparison between the Pilot and current process of the percent of duty-related PEBs completed within the 120 calendar day processing goal by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, fit for duty post-IPEB. Compare the percent of IPEB unfit cases meeting the goal to the 80% standard. Determines whether the Pilot influences the processing time compared to the current process.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 59-PEB start date, 18-final disposition date
15	Timeliness	Average non duty-related PEB case processing time	Comparison between the Pilot and current process of the average number of calendar days to complete non duty-related PEBs from the date of receipt of the DES case file by the PEB to the date the member receives the final DoD disposition decision by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average, non duty-related PEB case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 59-PEB start date, 18-final disposition date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
16	Timeliness and Effectiveness	Percent of the non-duty-related PEBs meeting the 40 day 80% processing goal	Comparison between the Pilot and current process of the percent of non duty-related PEBs completed within the 40 day processing goal by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Compare the percent meeting the goal to the 80% standard. Determines whether the Pilot influences the processing time for non duty-related PEBs.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 59-PEB start date, 18-final disposition date
17	Timeliness	Average duty-related MEB case processing time	Comparison between the Pilot and current process of the average number of calendar days to complete duty-related MEBs from the MEB referral date to the date case file is forwarded to the PEB Admin or return of a Fit member to duty by the MEB by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the pilot influences duty-related MEB case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 6-MEB referral date, 25-MEB end date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
18	Timeliness and Effectiveness	Number and percent of duty-related MEBs meeting the 75 day 80% processing goal	Comparison between the Pilot and current process of the number and percent of duty-related MEBs completed within the 75 day processing goal from the MEB referral date to the date DES case file forwarded to the PEB Admin or date fit Service member is returned to duty by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, by fit for duty post-IPEB. Compare the percent meeting the goal to the 80% standard. Determines whether the pilot influences duty-related MEB processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 6-MEB referral date 25-MEB end date
19	Timeliness	Average non duty-related MEB case processing time	Comparison between the Pilot and current process of the average number of calendar days to complete non duty-related MEBs from the NARSUM date to the date DES case file forwarded to PEB Admin by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the pilot influences non duty-related MEB case processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 24-NARSUM date, 25-MEB end date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
20	Timeliness and Effectiveness	Number and percent of non duty-related MEBs meeting the 90 calendar day 80% processing goal	Comparison between the Pilot and current process of the number and percent of non duty-related MEBs completed within the 90 day processing goal from the NARSUM date to the date DES case file forwarded to PEB admin by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Compare the percent meeting the goal to the 80% standard. Determines whether the pilot influences non duty-related MEB processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 24-NARSUM date, 25-MEB end date
21	Effectiveness	Percent of IPEB cases rebutted	Comparison between the Pilot and current process of the percent of cases rebutted from IPEB to FPEB by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, fit for duty post-IPEB. Determine whether the Pilot influences the percent of cases rebutted from IPEB to FPEB.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 35-FPEB rebuttal
22	Effectiveness	Percent of cases with post-separation DVA rating appeals	Comparison between the Pilot and current process of the percent of cases with post-separation ratings appeals to the DVA by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influenced the percent of cases appealed for ratings after separation.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 41-post separation rating appeal (count of post-separation rating appeals to calculate number of appeals), 49-date of DVA disability claim (count of date of DVA disability claims to calculate number of DVA claims filed)

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
23	Effectiveness	Percent of cases with post-separation fitness appeals	Comparison between the Pilot and current process of the percent of cases with post-separation fitness appeals to the DoD by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influenced the percent of cases appealed for fitness after separation.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 38-post separation fitness appeal (count of post separation fitness appeals to calculate number of fitness appeals), 17-final disposition (count of final dispositions to calculate number of cases eligible for appeal)
24	Effectiveness	Member satisfaction with Pilot timeliness	Comparison between the Pilot and current process of the Service members' overall satisfaction with Pilot timeliness by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 44-member satisfaction with pilot timeliness
25	Effectiveness	Member satisfaction with overall Pilot process	Comparison between the Pilot and current process of the Service members' overall satisfaction with the Pilot process by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 45-member satisfaction with overall Pilot process
26	Efficiency	Cost of medical examinations	Comparison between the Pilot and current process of the average cost of medical examinations per case by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Current process costs include costs for both DoD and DVA administered examinations.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 48-cost of medical examinations

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
27	Timeliness	Average DoD case processing time to separation	Comparison between the Pilot and current process of the average number of calendar days from the date of MEB referral to the date the member separates from the DoD by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, fit for duty post-IPEB. Determines whether the Pilot influences the average DoD case processing time to separation	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 6-MEB referral date, 51-date of separation
28	Timeliness	Average DVA case processing time from receipt of DD Form 214 to DVA issuance of benefits letter	Comparison between the pilot and current process of the average number of calendar days from the date DVA receives the separating Service member's DD Form 214 to the date the DVA issues the veteran's benefits letter. Determines whether the Pilot influences the average DVA case processing time from receipt of DD Form 214 to compensation.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 6-MEB referral date, 52-date DVA receives DD Form 214, 9-DVA benefits date
29	Effectiveness	Average number of unfitting conditions	Comparison between the Pilot and current process of the average number of unfitting conditions by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average number of unfitting conditions per case.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 12-fit/unfit per condition (count of unfitting conditions to calculate total number of unfitting conditions)

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
30	Effectiveness	Average number of rated conditions	Comparison between the Pilot and current DoD and DVA rating processes of the average number of rated conditions by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average number of rated conditions per case.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 13-count of the number of rated conditions
32	Effectiveness	Average number of claimed conditions	Comparison between the Pilot and current process of the average number of member's claimed conditions by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average number of claimed conditions per case.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 53-number of claimed conditions
33	Timeliness	Average DVA Preliminary Rating Board processing time	Comparison between the Pilot and current process of the average number of calendar days from the date the DVA Rating Board receives the request for rating and Service Treatment Record from the PEB Administration to the date the MSC informs the Service member of rating determination by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the average DVA Rating Board processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 54-start date of preliminary DVA Rating Board, 55-end date of preliminary DVA Rating Board

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
34	Timeliness	Average DVA Revised Rating Board processing time	Comparison between the Pilot and current process of the average number of calendar days from the date the DVA Rating Board receives the rating reconsideration request from the MSC to the date the MSC informs the member on revised ratings by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat, by fit for duty post-IPEB. Determines whether the Pilot influences the average revised DVA Rating Board processing time.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 56-fit for duty post-IPEB, 57-start date of Service member's revised DVA Rating Board, 58-end date of Service member's revised DVA Rating Board
35	Effectiveness	Percent of FPEB cases appealed	Comparison between the Pilot and current process of the percent of FPEB appeals by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the number of FPEB cases appealed.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 62-member appeals FPEB

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
36	Effectiveness	Percent of MEB cases referred to an IPEB	Comparison between the Pilot and current process of the percent of MEB cases referred to an IPEB by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the number of MEB cases referred to an IPEB.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 6-MEB referral date, 32-IPEB referral, (count of MEB referral date to calculate number of MEB cases)
37	Timeliness	Average case processing time from NARSUM date to PEB start date	Comparison between Pilot and current process of the average number of calendar days from the date the medical care provider signs the NARSUM to the date the PEB receives the complete MEB case file, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the time from the date the medical care provider signs the NARSUM to the MEB end/PEB start date.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 24-NARSUM date, 59-PEB start date

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
38	Timeliness and Effectiveness	Number and percent of duty-related cases meeting the 30 day 80% processing goal from NARSUM date to MEB end/PEB start	Comparison between Pilot and current process of number and percent of duty-related cases meeting the 30 calendar day goal from the date the medical care provider signs the NARSUM to the date the PEB receives the complete MEB case file by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the time from the date the medical care provider signs the NARSUM to the MEB end/PEB start date.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 24-NARSUM date, 59-PEB start date
39	Effectiveness	Proportion of Cases with Rating Reconsideration Request	Comparison between the Pilot and the current process of the proportion of cases in which the Service member requests a reconsideration of his or her preliminary disability ratings by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Determines whether the Pilot influences the proportion of cases in which the Service member requests a reconsideration of his or her preliminary disability ratings.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 54-start date of initial DVA Rating Board, 57-start date of service member's revised DVA Rating Board

ENCLOSURE 1 – METRICS

Metric #	Metric Category	Name	Definition	Data Elements
40	Effectiveness	Proportion of cases in which the Service member refuses to sign the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819)	The proportion of cases in the Pilot in which the Service member refuses to sign the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819) by Service, PEB location, officer or enlisted, active or reserve, combat or non-combat. Indicates degree of Service member acceptance of the DES Pilot.	1-Service code, 2-case ID, 3-PEB location, 14-officer or enlisted, 15-active or reserve, 16-combat or non-combat, 63-Service member claim refusal

ENCLOSURE 2 – DATA ELEMENTS

* Note: Shaded rows contain data elements that are not required by DES Pilot metrics.

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
1	PEBLO, Military Services Coordinator, DVA Rating Board, PEB Administration, DVA Regional Office of Jurisdiction, BCMR / Inform Member on Meeting/Not Meeting Medical Retention Standards, Prepare Claim, Inform Member on Fit/Unfit Findings, Determine Preliminary Rating, Inform Member on Preliminary Ratings, Process Rating Reconsideration, Promulgate Rating Decision/Issue Benefits, Review NoD, BCMR Processes Appeal	Service Code	1 digit alpha	(A=Army, F=Air Force, M=Marine Corps, N=Navy)	

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
2	PEBLO, Military Services Coordinator, DVA Rating Board, PEB Administration, DVA Regional Office of Jurisdiction, BCMR / Inform Member on Meeting/Not Meeting Medical Retention Standards, Prepare Claim, Inform Member on Fit/Unfit Findings, Determine Preliminary Rating, Inform Member on Preliminary Ratings, Process Rating Reconsideration, Promulgate Rating Decision/Issue Benefits, Review NoD, BCMR Processes Appeal	Case ID #	5 digit numeric, uniquely identifying each case within each service	11111	

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
3	PEBLO, Military Services Coordinator, DVA Rating Board, PEB Administration, DVA Regional Office of Jurisdiction, BCMR / Inform Member on Meeting/Not Meeting Medical Retention Standards, Prepare Claim, Inform Member on Fit/Unfit Findings, Determine Preliminary Rating, Inform Member on Preliminary Ratings, Process Rating Reconsideration, Promulgate Rating Decision/Issue Benefits, Review NoD, BCMR Processes Appeal	PEB Location	1 digit alpha or numeric identifying PEB location	1=Walter Reed, 2=Bethesda, 3=Malcolm Grow, 4=Fort Sam Houston, 5=Fort Lewis	Walter Reed AMC, Fort Sam Houston AMC, Fort Lewis AMC, National NMC, Malcolm Grow AFMC
4		MTF Presentation Date		MM/DD/YYYY	Date member presents to MTF with WII that triggers MEB referral

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
5		Return to Duty Date		MM/DD/YYYY	Date member is returned to duty
6	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	MEB Referral Date		MM/DD/YYYY	Date medical care provider refers the member to an MEB
7		IPEB Decision Date		MM/DD/YYYY	Date PEBLO informs member of IPEB decision
8		FPEB Decision Date		MM/DD/YYYY	Date PEBLO informs member of FPEB decision
9	DVA Rating Board / Promulgate Rating Decision / Issue Benefits	DVA Benefits Date		MM/DD/YYYY	Date DVA issues veteran's benefits letter.
10	PEBLO / Inform Member on Fit/Unfit Findings	VASRD Diagnostic Code	4 (to 8?) digit numeric code	0000	

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
11		ICD-9 Code			A tabular list of disease code numbers; an alphabetical index to the disease entries; and a classification system for surgical, diagnostic, and therapeutic procedures.
12	PEBLO/ Inform Member on Fit Finding/Inform member on Unfit Finding	Fit/Unfit Per Condition	1 digit alpha	F or U	Final determination of fit/unfit per condition
13	PEBLO/ Inform Member on Fit Finding/Inform member on Unfit Finding	DVA Rating Percent Per Condition	1 to 3 digit numeric range	0-100%	Member's final DVA rating per condition, Entered in 10% increments.
14	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	Officer or Enlisted	1 digit alpha	O or E	

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
15	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	Active or Reserve Component	1 digit alpha	A or R	
16	PEBLO/ Inform Member on Fit Finding/Inform member on Unfit Finding	Combat-related or Non-Combat-Related per condition	1digit alpha	C or N	Determination by the PEB whether a condition is combat-related
17	PEBLO/ Inform Member on Fit Finding/Inform member on Unfit Finding	Final Disposition	Option 1. 3 to 4 digit alpha code, Option 2. Ability to choose from menu one of the 5 options	FIT=Fit, SWB=Separation With Benefits, SWOB=Separation Without Benefits, TDRL=Temporary Disability Retirement, PDRL=Permanent Disability Retirement	Service member's final disposition decision
18	PEBLO / Inform Member on Fit/Unfit Findings	Final Disposition Date		MM/DD/YYYY	Date PEBLO informs member on Fit/Unfit findings

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
19	DVA Rating Board / Process Rating Reconsideration	Number of Conditions VA Rates	1 to 3 digit numeric range		
20	PEB Admin / Process PEB Findings	DVA Total Disability Rating Percent	1 to 3 digit numeric range	0-100%	Member's total disability rating calculated by DVA
21	PEBLO / Inform Member on Fit/Unfit Findings	DoD Adjusted Total Disability Rating	1 to 100 digit numeric range	0-100%	Member's total adjusted disability rating calculated by DoD
22	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	Medical Evaluation Start Date		MM/DD/YYYY	Date MSC enters request for medical evaluation

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
23	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	Medical Evaluation End Date		MM/DD/YYYY	Date medical evaluation report is available in DVA computer systems
24	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	NARSUM Date		MM/DD/YYYY	Date medical care provider signs the NARSUM
25	PEBLO / Inform Member on Meeting or Not Meeting Medical Retention Standards	MEB End Date		MM/DD/YYYY	Date the Service member is returned to duty or DES case file is forwarded to the PEB Admin
26		PEB Start Date		MM/DD/YYYY	Receipt of the complete MEB case file received by the PEB

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
27		PEB End Date		MM/DD/YYYY	Date of the determination of the final review authority.
28		VA Rating Start Date		MM/DD/YYYY	Date rating office receives complete PEB case file
29		VA Rating End Date		MM/DD/YYYY	Date MSC informs Service member of rating determination
30		Service Transfer Start Date		MM/DD/YYYY	Date of Separation
31		Service Transfer End Date		MM/DD/YYYY	Date of Notification of Service transfer
32	PEBLO / Inform Member on not meeting medical retention standards	IPEB Referral	One digit alpha	Y or N	Whether Service member is referred by MEB to an IPEB
33		IPEB Start Date		MM/DD/YYYY	Date IPEB receives case file

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
34	PEBLO / Inform Member on PEB Findings	IPEB End Date		MM/DD/YYYY	Date PEBLO informs member of IPEB disposition decision
35	PEBLO / Inform Member on Unfit Findings	FPEB Rebuttal	One digit alpha	Y or N	Service member requests FPEB, member rebuts IPEB decision.
36	PEB Administration / Prepare Case for Formal PEB	FPEB Start Date		MM/DD/YYYY	Date Service member requests FPEB
37	PEBLO / Inform Member on PEB Findings	FPEB End Date		MM/DD/YYYY	Date PEBLO informs member of FPEB disposition decision
38	BCMR / BCMR Processes Appeal	Post Separation Fitness Appeal	One digit alpha	Y or N	Veteran requests post separation fitness appeal

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
39		Post Separation Fitness Appeal Start Date		MM/DD/YYYY	Date Service member requests post separation fitness appeal
40		Post Separation Fitness Appeal End Date		MM/DD/YYYY	Date of determination by the final review authority
41	DVA Regional Office of Jurisdiction / Review NOD	Post Separation Rating Appeal	One digit alpha	Y or N	Veteran requests post separation rating appeal
42		Post Separation Rating Appeal Start Date		MM/DD/YYYY	Date Service member requests post separation rating appeal
43		Post Separation Rating Appeal End Date		MM/DD/YYYY	Date of determination by the final review authority
44	ASD (HA)	Member Satisfaction with Pilot Timeliness			Survey Items
45	ASD (HA)	Member Satisfaction with Overall Pilot Process			Survey Items

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
46	ASD (HA)	Member Satisfaction with Disposition Decision			Survey Items
47	ASD (HA)	Member Satisfaction with Compensation			Survey Items
48	ASD (HA)	Cost of Medical Examinations	7 digit alpha with 2 decimal places	12550.23	
49	Military Services Coordinator / Prepare Claim	Date of DVA Disability Claim		MM/DD/YYYY	Date member submits DVA VA/DOD Joint Disability Evaluation Board Claim (Form 21-0819) to MSC
50	PEB Administration / Perform PEB	Duty-Related	1 digit alpha	Y or N	Determination by the PEB whether a condition is duty-related
51	PEBLO / Process Member for Separation	Date of Separation		MM/DD/YYYY	Date Military Department separates member

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
52	DVA Rating Board / Promulgate Rating Decision / Issue Benefits	Date DVA Receives DD Form 214		MM/DD/YYYY	Date DVA Rating Board receives separating Service member's DD Form 214, Certificate of Release or Discharge from Active Duty from MSC
53	Military Services Coordinator / Prepare Claim	Number of Claimed Conditions	1 to 3 digit numeric range	1-999	Number of conditions Service member claims to the MSC
54	DVA Rating Board / Determine Preliminary Rating	Start Date of Preliminary DVA Rating Board		MM/DD/YYYY	Date DVA Rating Board receives the request for rating reconsideration and Service Treatment Record from the PEB Administration

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
55	PEBLO / Inform Member on Preliminary Ratings	End Date of Preliminary DVA Rating Board		MM/DD/YYYY	Date the PEBLO informs Service member of preliminary DVA rating
56	PEB Administration / Process PEB Findings	Fit For Duty Post-IPEB	1 digit alpha	Y or N	Member is determined fit for duty by IPEB
57	DVA Rating Board / Process Rating Reconsideration	Start Date of Service member's reconsidered DVA Rating Board		MM/DD/YYYY	Date the DVA Rating Board receives the rating reconsideration request from the MSC
58	PEBLO / Inform Member on Reconsidered Ratings	End Date of Service member's reconsidered DVA Rating Board		MM/DD/YYYY	Date the PEBLO informs member on reconsidered ratings

ENCLOSURE 2 – DATA ELEMENTS

	Reporting Agent/Process Activity	Name	Element	Example (when necessary)	Notes
59	PEB Admin / Process PEB Findings	PEB Start Date		MM/DD/YYYY	Date complete MEB case file is received by PEB
62	PEBLO / Inform Member on Fit/Unfit Findings	Service member Appeals FPEB	1 digit alpha	Y or N	Service member appeals FPEB decision
63	Military Services Coordinator / Prepare Claim	Service member Claim Refusal	1 digit alpha	Y = Service member refuses to sign the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819); N = Service member signs VA Claim Form	Whether Service member refuses to sign the VA/DOD Joint Physical Disability Evaluation Board Claim (VA Form 21-0819)

ENCLOSURE 3 – DES PILOT PROCESS SEPARATION PROGRAM DESIGNATOR CODES

FAMILY	CODE	REASON (BLOCK 28)	EXPLANATION
EJ	EJ	DISABILITY, PERMANENT (ENHANCED)	Permanent physical disability (Enhanced)
EJ	SEJ	DISABILITY, PERMANENT (ENHANCED)	Mandatory retirement resulting from permanent physical disability (Enhanced)
EJ	VEJ	DISABILITY, PERMANENT (ENHANCED)	Reversion of recalled retiree to retired list resulting from permanent physical disability (Enhanced)
EJ	WEJ	DISABILITY, PERMANENT (ENHANCED)	Applies to members previously retired and recalled to active duty, who upon subsequent release, are entitled to disability retired pay based on permanent disability. (Enhanced)
EK	EK	DISABILITY TEMPORARY (ENHANCED)	Temporary physical disability (Enhanced)
EK	SEK	DISABILITY TEMPORARY (ENHANCED)	Mandatory transfer to temporary disability retired list required by law due to temporary physical disability (Enhanced)
EK	VEK	DISABILITY TEMPORARY (ENHANCED)	Reversion of recalled retiree to retired list due to temporary physical disability (Enhanced)
EK	WEK	DISABILITY, TEMPORARY (ENHANCED)	Applies to members previously retired and recalled to active duty, who upon subsequent release, are entitled to disability retired pay based on temporary disability. (Enhanced)
EL	EL	DISABILITY, SEVERANCE PAY (ENHANCED)	Physical disability with entitlement to severance pay - retirement not authorized (Enhanced)
EL	JEL	DISABILITY, SEVERANCE PAY (ENHANCED)	Service initiated discharge directed by established directive resulting from physical disability with entitlement to severance pay - retirement not authorized (Enhanced)
EM	EM	DISABILITY, EXISTED PRIOR TO SERVICE, PEB (ENHANCED)	Physical disability which existed prior to entry on active duty and was established by a Physical Disability Evaluation Board
EM	JEE	DISABILITY, EXISTED PRIOR TO SERVICE, PEB (ENHANCED)	Service initiated discharge directed by established directive for physical disability which existed prior to entry on active duty and was established by a Physical Disability Evaluation Board (Enhanced)
EM	KEE	DISABILITY, EXISTED PRIOR TO SERVICE, PEB (ENHANCED)	Voluntary discharge allowed by established directive for a physical disability which existed prior to entry on active duty and was established by a Physical Disability Evaluation Board

ENCLOSURE 3 – DES PILOT PROCESS SEPARATION PROGRAM DESIGNATOR CODES

FAMILY	CODE	REASON (BLOCK 28)	EXPLANATION
			(Enhanced)
EN	EN	DISABILITY, EXISTED PRIOR TO SERVICE, MED BOARD (ENHANCED)	Physical disability which existed prior to entry on active duty and was established by a medical evaluation board. (Enhanced)
EN	JEN	DISABILITY, EXISTED PRIOR TO SERVICE, MED BOARD (ENHANCED)	Service initiated discharge directed by established directive for physical disability which existed prior to entry on active duty and was established by a medical evaluation board (Enhanced)
EN	KEN	DISABILITY, EXISTED PRIOR TO SERVICE, MED BOARD (ENHANCED)	Service member initiated discharge allowed by established directive for physical disability which existed prior to entry on active duty and was established by a medical evaluation board (Enhanced)
EP	EP	DISABILITY, NOT IN LINE OF DUTY (ENHANCED)	Physical disability which resulted from intentional misconduct, willful neglect, or incurred during a period of unauthorized absence - not entitled to severance pay. (Enhanced)
EP	JEP	DISABILITY, NOT IN LINE OF DUTY (ENHANCED)	Service initiated discharge directed by established directive when physical disability resulted from intentional misconduct, willful neglect, or incurred during a period of unauthorized absence - not entitled to severance pay (Enhanced)
EQ	EQ	DISABILITY, AGGRAVATION (ENHANCED)	Aggravation of former disability for which previously separated (Enhanced)
EQ	JEQ	DISABILITY, AGGRAVATION (ENHANCED)	Service initiated discharge directed by established directive when aggravation of former disability for which previously separated (Enhanced)
EQ	WEQ	DISABILITY, AGGRAVATION (ENHANCED)	Member previously retired and recalled to active duty who upon subsequent release is entitled to disability retired pay based on aggravation of previous physical disability. (Enhanced)
ER	ER	DISABILITY, OTHER (ENHANCED)	Physical disability not otherwise covered (Enhanced)

ENCLOSURE 3 – DES PILOT PROCESS SEPARATION PROGRAM DESIGNATOR CODES

FAMILY	CODE	REASON (BLOCK 28)	EXPLANATION
ER	JER	DISABILITY, OTHER (ENHANCED)	Service initiated discharge directed by established directive for physical disability not otherwise covered (Enhanced)
ER	LER	DISABILITY, OTHER (ENHANCED)	Service initiated release from active duty and transfer to Service component Standby Reserve inactive status list in lieu of discharge with severance pay of member found unfit while on active duty and having at least 20 qualifying years of service for retirement (10 USC 1223), when disability is less than 30 percent (10 USC 1209), and is eligible for retired pay at age 60 10 USC 1223. (Enhanced)

ENCLOSURE 4 – DES CASE FILE MINIMUM CONTENTS

- Cover sheet with convening authority signature and MEB decision (added after the MEB)
- NARSUM
- Complete medical record (to include appropriate laboratory and radiological results)
- Non-Medical Assessment (NMA)/Commander's Letter
- MEB Addenda
- LOD (Reserve)
- LODI (Misconduct)
- Member rebuttal and surrebuttal, (surrebuttal required if the member submits a rebuttal)
- Competency statement if psychiatric consideration exists
- Service-specific documentation, if required (e.g., Air Force/Army: promotion or demotion documentation)

ENCLOSURE 5 – VA/DOD JOINT PHYSICAL DISABILITY EVALUATION BOARD CLAIM (VA FORM 21-0819)



OMB Approved No. 2900-0704
Respondent Burden: 30 minutes

VA DATE STAMP (DO NOT WRITE IN THIS SPACE)
--

VA/DOD JOINT DISABILITY EVALUATION BOARD CLAIM

IMPORTANT - Please read the Privacy Act and Respondent Burden on the back before completing the form.

Section I: To be completed by Military Treatment Facility referring service member to Disability Evaluation Section			
SERVICE MEMBER NAME (First, middle, last)			GRADE
COMPONENT		UNIT ADDRESS	
SOCIAL SECURITY NUMBER		DATE OF BIRTH (MM,DD,YYYY)	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
NAME AND PHONE NUMBER OF ASSIGNED DISABILITY EVALUATION BOARD LIAISON OFFICER (DEBLO) (First, MI, Last) Include Area Code ()		NAME OF REFERRING MILITARY TREATMENT FACILITY (MTF)	DATE OF REFERRAL TO MEDICAL EVALUATION BOARD (MEB) (MM,DD,YYYY)
MEDICAL CONDITIONS TO BE CONSIDERED AS THE BASIS OF FITNESS FOR DUTY DETERMINATION: _____ _____ _____			
PREPARED BY		DATE PREPARED	
Section II: Tell us about yourself. Please provide a contact address. If you are on Temporary Duty, please indicate that on the VA Form 21-4138, Statement in Support of Claim available on the internet at www.va.gov/vaforms			
1. Have you ever filed a claim with VA? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes," provide file number) _____ (VA File Number)			
2a. Did you serve under another name? <input type="checkbox"/> Yes (If "Yes," go to Item 2b) <input type="checkbox"/> No (If "No," go to Item 3)		2b. Please list the other name(s) you served under _____	
3. What is your address? Street address, rural route, or P.O. Box Apt. number _____ City State ZIP Code Country		4. What are your telephone numbers? (Include Area Code) Daytime () _____ Evening () _____ Cell phone () _____	
5. What is your E-mail address? _____	6. I entered this current period of active service on: _____ / _____ / _____ mo day yr	7. Place of entry: _____	
Section III: Tell us about your military service. Enter complete information for your service. Tell us about your reserve duty or National Guard Duty			
8. Are you currently assigned to an active reserve unit or National Guard Unit? <input type="checkbox"/> Yes (If "Yes," provide date of activation below) <input type="checkbox"/> No _____ / _____ / _____ mo day yr		9a. What is the name and mailing address of your current unit? _____ _____ _____ _____	
		9b. What is the telephone number of your current unit? (Include Area Code) _____ () _____	

10. Additional Conditions - (Do you have any disabling conditions, other than those referred for the fitness for duty determination, that you feel were caused by, or aggravated by, your active military service?) Please list those disabilities below:

Section IV: Give us your signature

I certify and authorize the release of information.
 I certify that the statements in this document are true and complete to the best of my knowledge. I authorize any person or entity, including but not limited to any organization, service provider, employer, or government agency, to give the Department of Veterans Affairs any information about me except protected health information, and I waive any privilege that makes the information confidential.

11. Your signature (Do NOT print)	12. Date signed
-----------------------------------	-----------------

Section V: Witnesses to Signature

13a. Signature of Witness (If claimant signed above using an "X")	13b. Printed name and address of witness
14a. Signature of Witness (If claimant signed above using an "X")	14b. Printed name and address of witness

PRIVACY ACT NOTICE: The form will be used to determine allowance to compensation benefits (38 U.S.C. 5101). The responses you submit are considered confidential (38 U.S.C. 5701). VA may disclose the information that you provide, including Social Security numbers, outside VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22 Compensation, Pension, Education, and Rehabilitation Records - VA. The requested information is considered relevant and necessary to determine maximum benefits under the law. Information submitted is subject to verification through computer matching programs with other agencies. VA may make a "routine use" disclosure for: civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA programs and delivery of VA benefits, verification of identity and status, and personnel administration. Your obligation to respond is required in order to obtain or retain benefits. Information that you furnish may be utilized in computer matching programs with other Federal or state agencies for the purpose of determining your eligibility to receive VA benefits, as well as to collect any amount owed to the United States by virtue of your participation in any benefit program administered by the Department of Veterans Affairs. **Social Security Information:** You are required to provide the Social Security number requested under 38 U.S.C. 5101(c)(1). VA may disclose Social Security numbers as authorized under the Privacy Act, and, specifically may disclose them for purposes stated above.

RESPONDENT BURDEN: We need this information to determine your eligibility for compensation. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 30 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/brain/OMBINV.VA.EPA.html#VA. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

ENCLOSURE 6 – NARRATIVE SUMMARY (NARSUM) CONTENTS

The DES Pilot NARSUM will include:

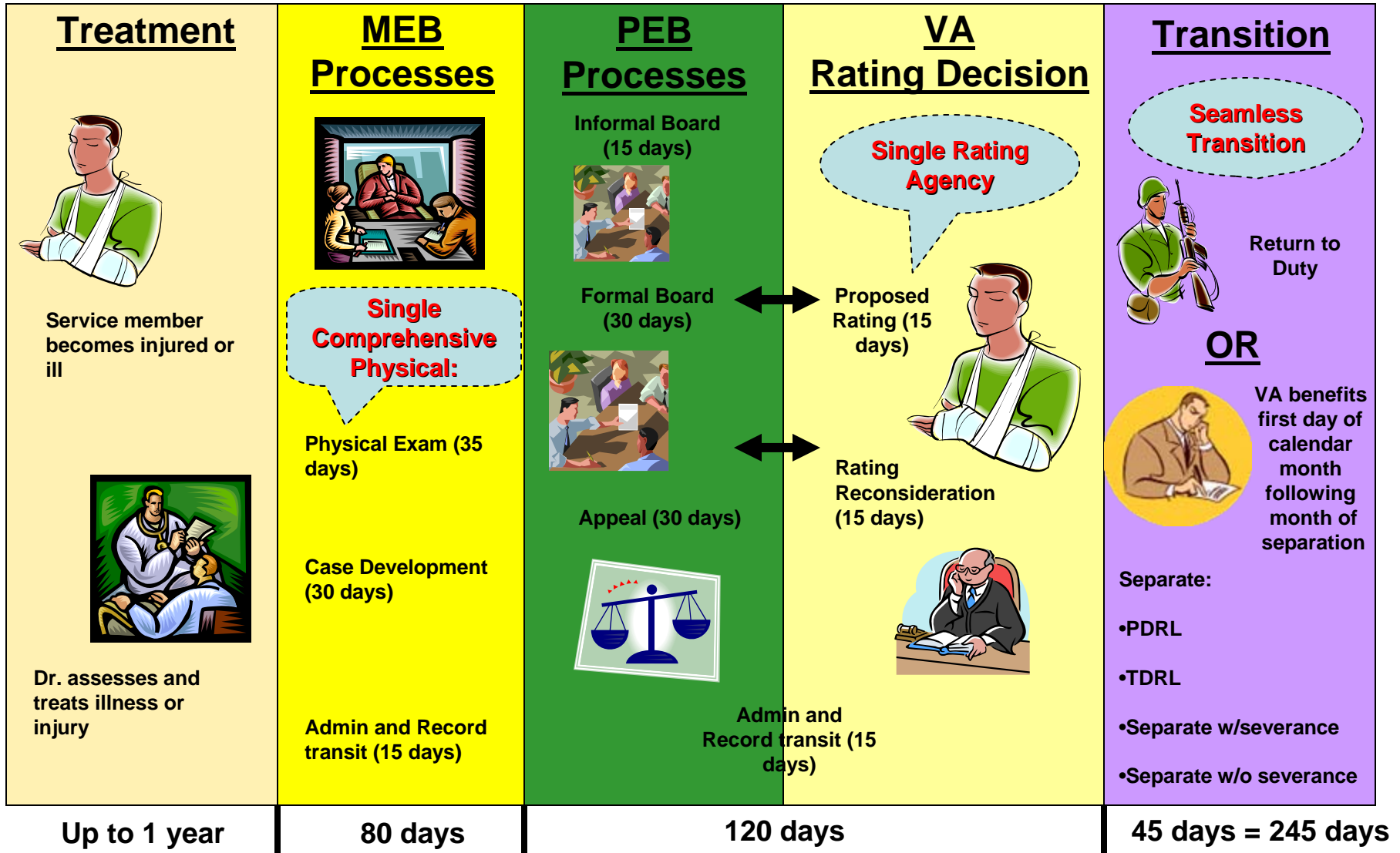
- Demographic data [i.e., Name, Grade / Rank, full SSN, Unit, Military Occupational Specialty (MOS) / Rate / Air Force Specialty Code (AFSC)]
- Provider Information (Name, Duty Title, Specialty Code, Phone Number)
- Current Date
- Military History
 - Reserve Component (RC) Date
 - Active Component (AC) Date
 - Periods of Combat Dates
 - End of Contract Date
 - Duty Locations
- Chief Complaint
- History of Present Illness
- Allergies
- Medications (may include Medication Profile)
- Pertinent Past Medical/Surgical History
- Pertinent Family History
- Social History (i.e., tobacco/alcohol habits)
- Review of Systems
- Focused Physical Exam
- Laboratory / Radiology Results
- Final Diagnosis(es)

Present Condition (s) (Summary statement by provider including stability of condition, prognosis, Service-specific language indicating restrictions/limitations related to military duty, and follow-up)

Attach general medical exam/consults if appropriate.

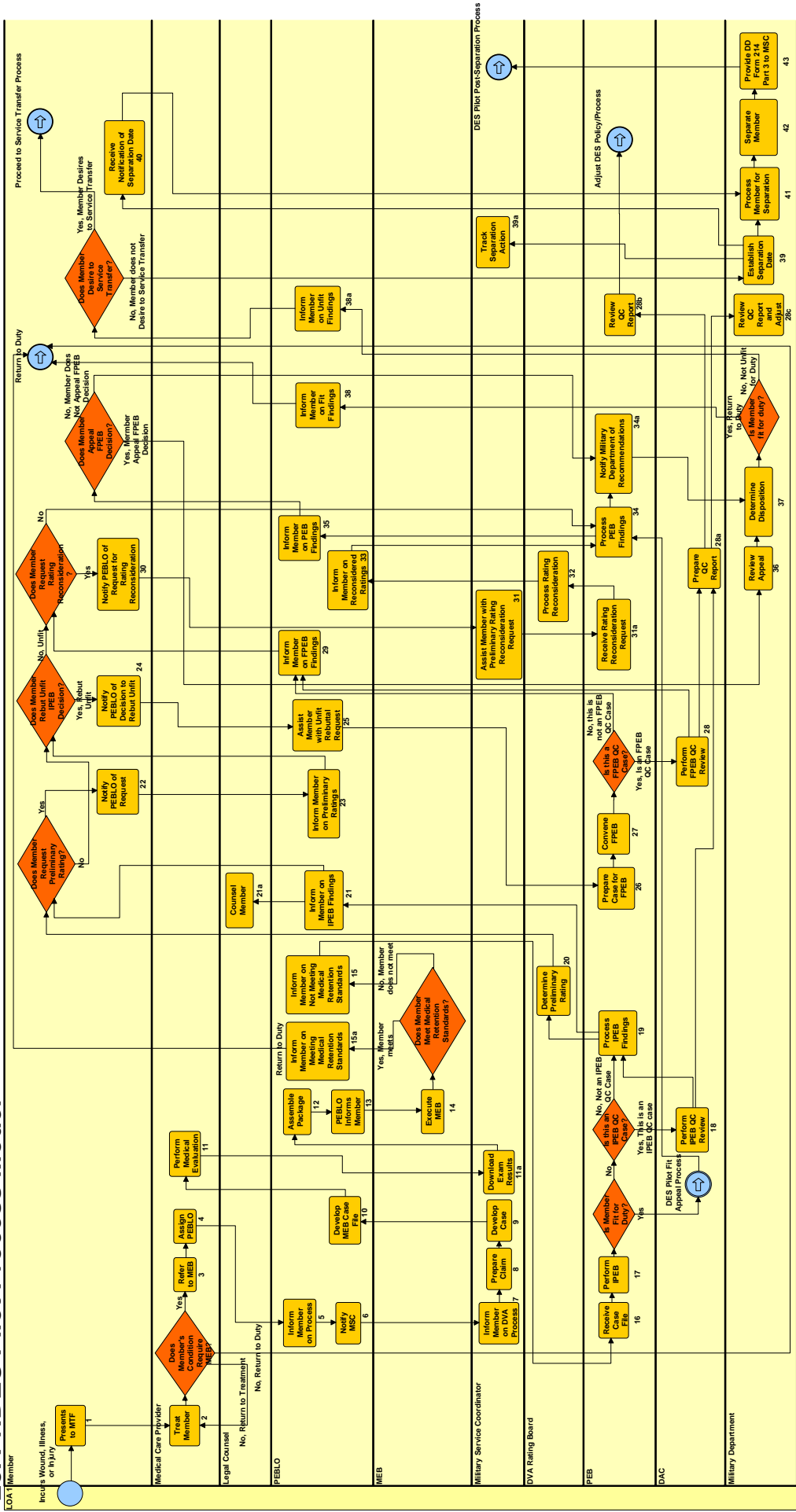
ENCLOSURE 7 – DES PILOT TIMELINE OVERVIEW

DES Pilot Timeline Overview

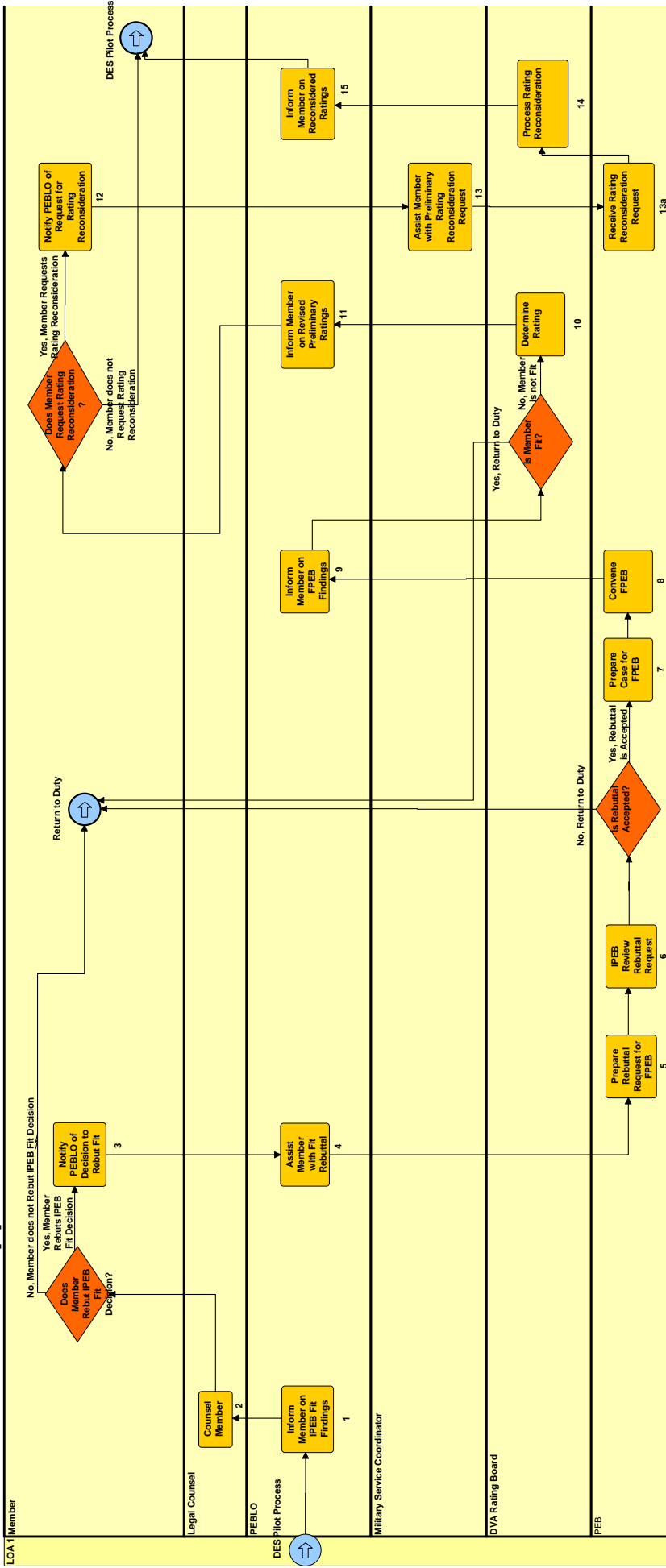


ENCLOSURE 8 – DES PILOT PROCESS FLOW DIAGRAMS

LOA 1:DES Pilot Process Model



LoA 1:DES Pilot Fit Appeal Process Model



ENCLOSURE 9 – DES PILOT UNIQUE DEFINITIONS

- **Compensation and Pension Record Interchange (CAPRI) system:** The CAPRI software gives disability-rating specialists a standardized, user-friendly, point and click tool to rapidly access electronic medical records pertinent to a veterans disability claim.
- **Disability Advisory Council (DAC):** Headed by the Deputy Under Secretary for Defense, Military Personnel Policy, the Disability Advisory Council oversees the disability evaluation system and provides recommendations to the Department of Defense.
- **Disability Evaluation System Pilot (DES):** On order of the Wounded, Ill, Injured Senior Oversight Committee (WII SOC), the Disability Evaluation System Pilot will commence 26 November 2007 for the duration of one calendar year. The Pilot will implement the procedures outlined in the Policy Guidance and concurrent with legislation. The WII SOC will evaluate and modify the DES Pilot as necessary.
- **Existing Prior To Service:** Service member conditions determined to exist prior to entry into their respective Service.
- **Line of Action #1 (LoA1):** Disability Evaluation System Support. The purpose of LoA1 is to create a seamless and transparent MEB/PEB process jointly administered by DoD and DVA. The key players involved will be the DoD Disability Advisory Council, DoD Medical Personnel (MEDPERS) Committee, and the Interagency BEC and JEC.
- **Line of Action #2 (LoA2):** TBI Working Group Support. The purpose of LoA2 is to provide Service members with lifelong standardized and comprehensive screening, diagnosis, and care for all levels of TBI and PTSD, in conjunction with education for patient and family members. The key players involved are the Military Departments, OSD(HA), Department of Veterans Affairs, and Civilian Experts.
- **Line of Action #3 (LoA3):** Case Management Support. The purpose of LoA3 is to provide individualized, integrated, interagency and intergovernmental support for the wounded, injured, ill service member and his/her family throughout the process of treatment, rehabilitation and renewal to: minimize fragmentation of federal services, improve the coordination of medical and rehabilitative care, and ensure access to all needed resources.
- **Line of Action #4 (LoA4):** DoD/VA Data Sharing Support. The purpose of LoA4 is to ensure appropriate beneficiary and medical information is visible, accessible, and understandable through secure and interoperable information management systems. The key players are the HEC IM/IT Work Group and the BEC Information Systems Work Group.
- **Line of Action #5 (LoA5):** Facilities Support. The purpose of LoA5 is to accelerate the transition of Walter Reed services to Bethesda, conduct assessments at all Medical hold and holdover facilities, and to identify funding required for facility improvement. The key players will be

ODUSD(I&E), OASD(HA), OUSD(Comp), D(PA&E), Services, VA Construction and Facilities Management.

- **Line of Action #6 (LoA6):** End-to-End Process Re-Design (Clean Sheet Design) Support. The purpose of LoA6 is to honor our Service members by providing wounded, ill and injured personnel and their families the best quality care, ensuring a compassionate, fair, timely and nonadversarial disability adjudication process, and enabling Service members to return to the fullest, most productive and complete quality of life possible. The key players are the Veterans Affairs leadership, Military Departments, and OUSD(P&R) leadership (ASD (Health Affairs) and PDUSD (Personnel and Readiness)).
- **Line of Action #7 (LoA7):** Legislation and Public Affairs Support. The purpose of LoA7 is to provide analytical and research support to the Deputy Under Secretary of Defense for Plans and the WII SOC Staff Support Office. LoA7 will also analyze proposed Congressional legislation for consistency with recommendations contained in the reports from the various Wounded Warrior commissions, working groups, and committees. LoA7 coordinates the development of comprehensive Department of Defense legislation that will provide the best possible care and treatment for Wounded Warriors and their families. Finally, LoA7 drafts and coordinates press releases with the Office of the Secretary of Defense, Public Affairs (OSD PA) to highlight significant accomplishments and events.
- **Line of Action #8 (LoA8):** Personnel, Pay, and Finance Support. The purpose of LoA8 is to address the perceived shortage of military mental health care providers, and strengthen the support for families-bridging the cap of caregivers' and military member's loss of income, the resources for Walter Reed Army Medical Center, and pay management.
- **Military Services Coordinator (MSC):** The MSC is assigned by the Department of Veterans Affairs (DVA), and is key participants in the DES process by acting as a liaison for the member, assisting the Service member in the DVA claim's process, developing the package and notifying the member of all process findings and ratings.
- **Physical Evaluation Board Liaison Officer (PEBLO):** The PEBLO is the Service member's link to the member's commander and the disability evaluation system. The PEBLO will inform and notify the Service member of the MEB process, medical evaluation, medication retention and PEB results. The PEBLO will also coordinate with the Department of Veterans Affairs' assigned Military Services Coordinator (MSC).
- **Separation Program Designation Codes (SPD):** SPD codes are three-character alphabetic combinations, shown on DD Form 214, Release from Military Service, which identify reasons for, and types of, separation from active duty. The sole purpose of SPD codes is to provide statistical accounting of reasons for separation. They are intended exclusively for the internal use of DoD and the military service to assist in the collection and analysis of separation data.

- **Statement of Case (SoC):** The SoC must contain: (a) a summary of the evidence in the case relating to the issue or issues with which the appellant or representative has expressed disagreement; (b) a summary of the applicable laws and regulations, with appropriate citations, and a discussion of how such laws and regulations affect the determination; and (c) The determination of the agency or original jurisdiction on each issue and the reasons for each such determination with respect to which disagreement has been expressed.
- **Veteran Examination Request Information System (VERIS):** The Veterans Benefits Administration (VBA) uses VERIS as an intranet tool, to send medical examination information. VERIS is currently being piloted with private vendors for medical examinations. VERIS provides interfaces to private examiners similar to that currently provided for interfaces between VA regional offices and medical centers by the business application.
- **Veterans Claims Assistance Act:** The Veterans Claims Assistance Act delineates and clarifies the duties of the Secretary of the Department of Veterans Affairs. The Act ensures the rights of the Service member to be aided by the Secretary throughout the claims process.
- **Wounded, Ill, Injured Senior Oversight Committee (WII SOC):** The WII SOC is a committed chaired by the Deputy Secretary of Defense and the Deputy Secretary of Veterans Affairs. The WII SOC oversees the OIPT and the eight Lines of Actions.

ENCLOSURE 10 - DES PILOT POINTS OF CONTACT

<u>Function</u>	<u>Organization</u>	<u>E-mail</u>	<u>Telephone</u>
OSD MPP Representative	Office of the Under Secretary of Defense Personnel and Readiness Military Personnel Policy Officer and Enlisted Personnel Management 4000 Defense Pentagon Washington, DC. 20301-4000	Al.bruner@OSD.mil Samuel.retherford@OSD.mil	(703) 695-2949 (703) 695-6461
DES Pilot Support Team	Booz Allen Hamilton Webb Building, Suite 304 4040 N. Fairfax Drive Arlington, VA 22203	Nason_earl@bah.com James_harold@bah.com Graves_genevieve@bah.com Koehler_katie@bah.com Hughes_julie@bah.com	(703) 696-0564 (703) 696-8352 (703) 696-2645 (703) 696-2431 (703) 696-5976
Military Services Coordinator	Chief, Military Service Coordinators 6900 Georgia Avenue Box 32 Washington, DC 20307	Lynda.petty@va.gov	(202) 782-6852
VA Regional Office (Pilot Project)	Assistant Service Manager P.O. Box 1437 St. Petersburg, FL 33731	Sandra.l.smith1@va.gov	(727) 319-7672
VA LOA#1 Lead	DVA DES Pilot Manager 810 Vermont Avenue, NW Washington, DC 20420	William.wilson1@va.gov	(202) 461-9756
Army ASA M&RA	Assistant Deputy, Medical Readiness, SAMR-PO (2E469) 111 Army Pentagon Washington, DC 20310-0111	Kevin.Garroutte@hqda.army.mil	(703) 602-0628
Army Office of the Surgeon General (OTSG) / US Army Medical Command (MEDCOM)	Patient Administration Consultant Office of the Surgeon General 5109 Leesburg Pike, Skyline 6 Falls Church, VA 22041	Sheila.Hobbs@us.army.mil Tarra.Taylor@us.army.mil	(703) 681-3106 (703) 681-2908
Army Physical Disability Agency (USAPDA)	Deputy Cdr, USAPDA Walter Reed Army Medical Center 6900 Georgia Ave., NW Washington, DC 20307	Carlton.buchanan@us.army.mil	(202) 782-1479
WRAMC Military Personnel Services Division	Walter Reed Army Medical Center, Building 11, MPD, 6900 Georgia Ave. NW, Washington, DC 20307-5001	Katherine.jones@amedd.army.mil	(202) 356-1012 ext 40377

<u>Function</u>	<u>Organization</u>	<u>E-mail</u>	<u>Telephone</u>
Army Office of the General Counsel (OGC)	Army Office of the 104 Army, Pentagon (3C546) Washington, DC 20310-0104	Cheryl.Hipp@hqda.army.mil	(703) 697-2463
Army Medical Action Plan (AMAP)	Chief of Staff, Army Medical Action Plan Office of the Surgeon General 5109 Leesburg Pike, Skyline 6 Falls Church, VA 22041	Jimmie.Keenan@us.army.mil	(703) 681-4421
Army Warrior Transition Unit (WTU) Brigade	Commander Warrior Transition Brigade Walter Reed Army Medical Center, Attn: LTC Bell 6900 Georgia Ave NW Washington, DC 20307	michael.r.bell@us.army.mil	(202) 782-6808
SECNAV CORB	Secretary of the Navy Council of Review Boards 720 Kenon Street Washington Navy Yard, DC, 20374-5023	marsha.culver@navy.mil	(202) 685-6407
Bethesda MEB	National Naval Medical Center Patient Administration Department 8901 Wisconsin Ave Bethesda, MD 20889	RDPoerschmann@Bethesda.med.navy.mil	(301) 295-0991
SECNAV PEB	Secretary of the Navy Council of Review Boards 720 Kenon Street Washington Navy Yard, DC, 20374-5023	robert.j.gaines@navy.mil	(202) 685-6421
USMC Disability Separations & Retirements	Headquarters Marine Corps MMSR-4 3280 Russell Road Quantico, VA 22134-5000	rob.adams@usmc.mil	(703) 784-9308
Bethesda PEBLO	National Naval Medical Center Disability Counselor Bldg 5 Room 127 8901 Wisconsin Avenue Bethesda, MD 20889-5000	dean.trio@med.navy.mil prince.tailey@med.navy.mil	(301) 295-2175
Quantico PEBLO	Naval Health Clinic Medical Boards Section 3259 Catlin Ave Quantico, VA 22134-6050	jrodriguez@quantico.med.navy.mil	(703) 784-1607
BUPERS Disability Retirements	Commander, Navy Personnel Command (PERS-821) 5720 Integrity Drive Millington, TN 38055-8210	robert.s.brooks@navy.mil	(901) 874-3230

<u>Function</u>	<u>Organization</u>	<u>E-mail</u>	<u>Telephone</u>
Senior Oversight Committee (SOC), Wounded, Ill, and Injured (WII)	SOC WII Staff 2221 S. Clark St, Ste. 800 Arlington, VA 22202	N/A	703-602-6992
Chief, USAF Physical Disability Division	Col Bret Stevens HQ AFPC/DPSD 550 C Street West, Ste Randolph AFB TX 78150-	bret.stevens@randolph.af.mil	DSN 665-3519 Comm (210) 565-3519
Chief, Health Benefits Division	Col Deborah Lary AFMOA/SG3SA 110 Luke Ave, Ste 300 Bolling AFB, DC 20032-7050	debra.lary@pentagon.af.mil	DSN 297-4699 Comm (202) 767-4699
Chief, Physical Standards	Col Philip La Kier AFMOA/SG3PF 110 Luke Ave, Rm 405 Bolling AFB, DC 20032-7050	philip.lakier@pentagon.af.mil	DSN 297-4199/4200 Comm (202) 767-4199/4200
Chief, Disability and Casualty Law	Major Ed Damico AFPC/JA 550 C Street West, Ste 44 Randolph AFB TX 78150-4746	edward.damico@randolph.af.mil	DSN 665 - 2761 Comm (210) 565-2761
Chief, Aerospace Medicine HQ Air National Guard	Lt Col Lisa Snyder NGB/SGPA 3500 Fetchet Ave Andrews AFB MD 20762-5157	lisa.snyder@ang.af.mil	DSN 278-8553 Comm (301) 836-8553
Chief, Aerospace Medicine HQ Air Force Reserve	Col William Klein AFRC/SG 135 Page Road Robins AFB GA 31098	william.klein@afrc.af.mil	DSN 497-0605 Comm (478) 327-0605

ENCLOSURE 11 – DES PILOT ACRONYMS

ASD(HA) - Assistant Secretary of Defense (Health Affairs)

BVA - Board of Veterans Appeals

BCMR – Board for Correction of Military Records

CAPRI – Compensation and Pension Record Interchange system

DAC - Disability Advisory Council

DES - Disability Evaluation System

DoD - Department of Defense

DMDC – Defense Manpower Data Center

DRO - Decision Review Officer

DTM - Directive Type Memorandum

DUSD(MPP) - Deputy Under Secretary of Defense Military Personnel Policy

DVA - Department of Veterans' Affairs

EKG – Electrocardiogram

EPTS – Existing Prior To Service

FPEB – Formal Physical Evaluation Board

FRCC – Federal Recovery Care Coordinator

HIPAA – Health Insurance Portability and Accountability Act

HIV – Human Immunodeficiency Virus

IPEB - Informal Physical Evaluation Board

LoA – Line of Action

MEB – Medical Evaluation Board

MSC – Military Services Coordinator

MTF – Military Treatment Facility

NARSUM – Narrative Summary

NCR – National Capitol Region

NOD - Notice of Disagreement

PEB - Physical Evaluation Board

PEBLO – Physical Evaluation Board Liaison Officer

SOC – Statement of the Case
SPDC – Separation Program Designation Codes
STR - Service Treatment Record
TDRL – Temporary Disability Retired List
USA - United States Army
USAF - United States Air Force
USMC - United States Marine Corps
USN – United States Navy
USD(P&R) – Under Secretary of Defense, Personnel and Readiness
VASRD – VA Schedule for Rating Disabilities
VERIS - Veterans Examination Request Information System
VCAA - Veterans Claims Assistance Act
WII SOC – Wounded, Ill, Injured Senior Oversight Committee