



# **Disability Evaluation System (DES) Impartial Medical Review and Rebuttal Process Multidisciplinary Brief (MDB) 2**

THIS BRIEFING IS CLASSIFIED:

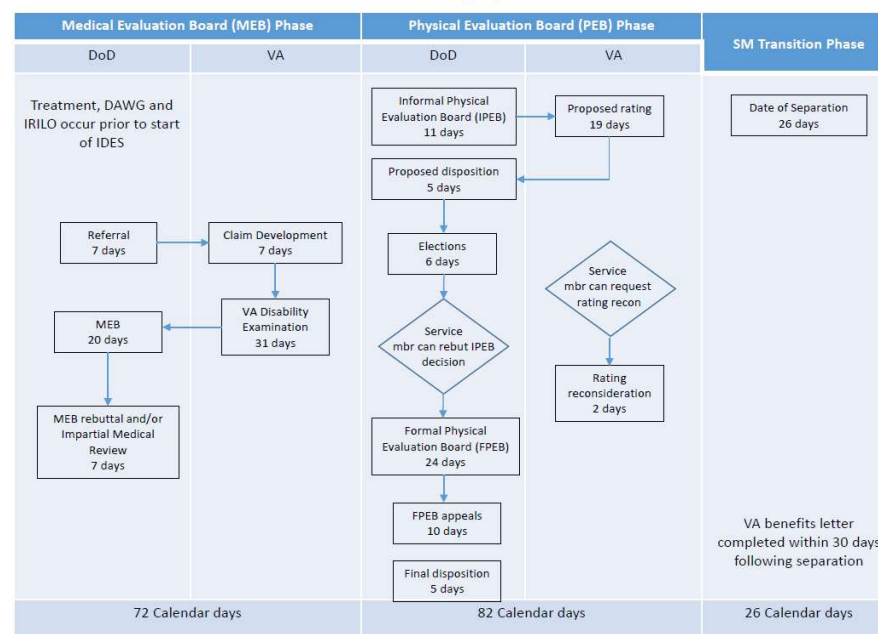
**UNCLASSIFIED - FOUO**

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IDES 180-DAY TIMELINE

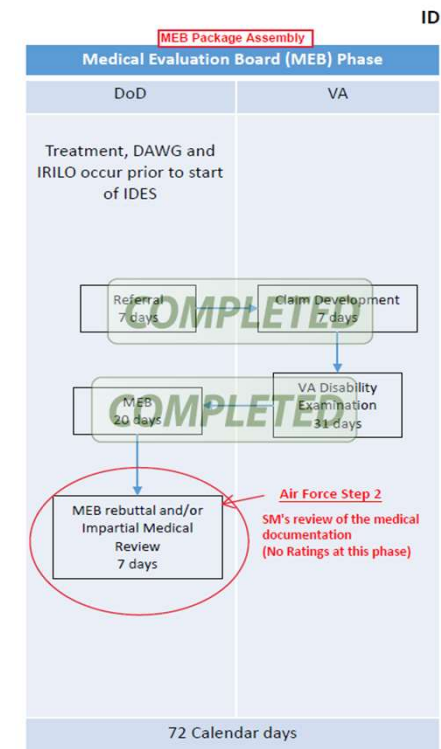


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# Impartial Medical Review and Rebuttal Process Overview\*#

- You are receiving this **second DES multidisciplinary brief (MDB)** because your MEB Case File has been reviewed by our local AMRO board and signed off for referral to IPEB.
  - Prior to submitting your case to the IPEB, however, you are at liberty to review the medical documentation (**MEB Case File**) being submitted by the Medical Group to ensure you agree with what is written by your medical provider (**NOT the VA exams**).
  - You have been provided a copy of your **MEB Case File**, which includes the (pt 1) AF Form 618, Medical (pt 2) Components, and (pt 3) VA Compensation and Pension reports (IDES only) via DoD SAFE along with the documentation that outlines the Impartial Medical Review and Rebuttal Process, i.e. Service Member's review of the medical documentation being submitted to the Physical Evaluation Board (next Phase). **(No ratings are received at this point)** See the [slide 5](#) for MEB Component breakdown
- You will first need to will need to complete **today's actions** as indicated in the e-mail notification from the PEBLO office, which includes **acknowledging receipt** of the components of your MEB **today** (MEB results) (see [slides 4, 6 & 7](#))
- Then (later), you will need to **review** this material and **make an election**, **within 3 calendar days**, on the **IMPARTIAL MEDICAL REVIEW (IMR) vs REBUTTAL ELECTION FORM(Section I.)**, which you can find attached to the IMR/Rebuttal Process notification e-mail from your PEBLO. *Election options are explained in [slide 8](#).*
- Reminder of the urgency of this process:** You must make the time to take the above actions regardless of duty status. If you can't complete these tasks during work hours, you are expected to complete them during your off time, even if on leave (see [slide 29](#)). Leadership will be made aware, if you are not complying with the suspenses provided by your PEBLO for these actions.



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## Today's Actions\*#

- Actions required TODAY (in the following order). Please set aside a couple hours of your time to complete these actions.
  - [Download](#) (as instructed in the e-mail notification) [the 3 parts of your MEB Case File and the audio-recorded PowerPoint A. Impartial Medical Review and Rebuttal Slides \(MDB 2\)](#) forwarded to you via DoD SAFE. You should have received a direct link, Claim Passcode, and Decryption Passphrase in the notification from the PEBLO (see the boxed information in the body of the e-mail). Use the link to connect to the DoD SAFE message.
  - Read and review the material attached to and in the email notification. [Most importantly, review these slides and Part 2 of your MEB Case File Components](#) (see [next slide](#) for breakdown of the components)
  - [Sign and date both the DAF Form 618](#), after downloading from DoD SAFE (see [slide 6](#)) and [Service Member Acknowledgment of the Impartial Medical Review vs Rebuttal election form, Attachment 2](#) on the notification e-mail (see [slide 7](#)). Signing these two respective sections is merely to acknowledge receipt of the aforementioned items, NOT for making a decision. *\*Although these documents must be signed today, you do not have to return the forms to the PEBLO until election day, however, see the last bullet point on this slide for the form that must be returned TODAY.*
  - [Contact the PEBLO office if you have any questions.](#)
  - [Make initial contact with Office of Disability Counsel](#) if you have issues with Part 2 MEB Case File Components. ODC contact information can be found in Attachment 3 on the notification e-mail and on [slide number 9](#) of the PowerPoint 1. Impartial Medical Review and Rebuttal Slides (MDB 2) – *if not today, then tomorrow at the latest.*
  - [Complete and return e-mail Attachment 5. Same Day IMR and Rebuttal Process Acknowledgment of Understanding Form](#), to acknowledge that you followed the above instructions.

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## ***Impartial Medical Review and Rebuttal Process*** ***Breakdown of the MEB Package aka MEB Case File\*#***

- **\*MEB Part 1: DAF Form 618: Medical Board Report** (please date-sign box 27. and return ASAP, see [next slide](#))
  - Box 22b: Will always have 'Continued Active Duty' checked, as the whole purpose of this process is to make all attempts at ensuring a member can continue on Active Duty. This does NOT mean you are being considered for retention. Retention can only occur during DES when a documented improvement in your condition has occurred and is supplied to the PEB for consideration.
- **\*MEB Part 2: Components of the MEB**
  - Form Letter 4 (FL4) IRILO results directing full MEB processing
  - Commander's 1185: Mission Impact Statement (1185 discrepancies must be taken up with your CC and if not corrected by the time the case is ready for submission, case will proceed with the current 1185)
  - **469: Duty Limiting Report** (profile restrictions)
  - **Narrative Summary:** Your primary focus for this review
  - **Reconciliation Addendum:** post-C&P evaluation update
  - VA 21-0819: VA Referral Form (boardable conditions)
  - VA 21-526 EZ (if applicable): VA Claim Form (claimed conditions)
  - **Specialist Notes:** Associated with Narrative Summary and Reconciliation Addendum
  - Entry Examination: 2808 or 2807-1 (if under 8 years of service)
- MEB Part 3 (IDES only): C&Ps are the Compensation and Pension exams completed by the VA. You are receiving these exams only for records. **The rating board is already in receipt of the exams; therefore, you cannot dispute exams until later steps and only for the referred condition during DES processing.**
  - VA DBQ Examinations: Members who are undergoing aggressive treatment (immunocompromised) won't need examinations if the records review is sufficient for the DRAS

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## Impartial Medical Review and Rebuttal Process Service Member Acknowledgements (618)\*#

- Upon receipt of the IMR/Rebuttal notification and MEB Case file from your PEBLO, you must acknowledge receipt of the findings (components) and recommendation (box 25. of the 618). You will acknowledge receipt by signing in the specified areas of both the **DAF Form 618** and **Service Member Acknowledgment** section of the **Impartial Medical Review vs Rebuttal Election Form** (see [next slide](#)).
  - The 618 form must be dated-signed in **box 27.**, as shown (**highlighted**) in the figure, **on the same day** you received the notification e-mail from the PEBLO (not election day).
    - \**Witness signature is not required.*
    - \*\**Acknowledging is not accepting*
- You are not required return the 618 form today, since you will need to initial, sign and return **e-mail Attachment 5. Same Day IMR/Rebuttal Process Acknowledgment of Understanding form** to acknowledge following through with Today's actions.

25. ACTION RECOMMENDED BY BOARD (or directed by higher authority)		
<input checked="" type="checkbox"/> REFER TO IPEB <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> OTHER (Specify)		
26 BOARD MEMBERS.		C. TWO-MEMBER BOARD
A. TYPED NAME, GRADE, ARM OF SERVICE	B. SIGNATURE (Place check for psychiatrist or psychologist with Phd)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PRESIDENT GREGORY BAKER, MAJ, USAF, MC, FS		<input type="checkbox"/> D. MINORITY REPORT ON
MEMBER MICHAEL A. ACOSTA, Capt, USAF, MC, FS		<input type="checkbox"/> REVERSE (Note 1)
MEMBER		<input type="checkbox"/> YES <input type="checkbox"/> NO
27. SERVICE MEMBER: I HAVE BEEN INFORMED OF THE RECOMMENDATIONS OF THE MEDICAL BOARD		
A. DATE	B. SIGNATURE OF SERVICE MEMBER	C. WITNESS SIGNATURES (Note 2)
28. QUALITY MEB REVIEW		
I certify the following MEB documents have been reviewed for accuracy and completeness per DAFMAN 48-108 and all other applicable guidance.		
A. DATE OF REVIEW	B. TYPED NAME, GRADE, DUTY TITLE OF REVIEWER	C. SIGNATURE OF QUALITY REVIEWER

<sup>1</sup>If "Yes" is checked in Field 26D (Board recommendation is not unanimous) provide substantiating rationale on reverse. <sup>2</sup>If member refuses to sign add statement, "Member Refused to Sign" in field 27B, obtain two witness signatures required in field 27C and indicate reason for refusal on reverse.

DAF FORM 618, 20210811

PREVIOUS EDITION IS OBSOLETE.



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## Impartial Medical Review and Rebuttal Election Form Service Member Acknowledgement\*#

- You must also sign the Service Member Acknowledgment on the Impartial Medical Review (IMR) vs Rebuttal Election Form, as shown (highlighted in the figure).
  - Again, must be dated-signed the day you received the notification e-mail from the PEBLO (not election day). *\*Acknowledging is not accepting.*
- You are not required return the IMR form today, as you will need to initial, sign and return e-mail Attachment 5. Same Day IMR/Rebuttal Process Acknowledgment form to acknowledge following through with Today's actions.
- Election in Section I. is not due until the 3<sup>rd</sup> calendar day suspense provided by your PEBLO. Election options are explained on the next slide.

IMPARTIAL MEDICAL REVIEW (IMR) AND REBUTTAL ELECTION FORM

Service Member Name/Rank: \_\_\_\_\_  
Reference: DoDI 1332.18, IC 1, End 3, Operational Standards for the DES, para 2 MEB

**Service Member Acknowledgment**

I have received the contents of my Medical Evaluation Board (MEB) and narrative summary. My PEBLO has counseled me regarding the Impartial Medical Review (IMR)/Rebuttal process. I understand that I have three (3) calendar days from the date my MEB results were briefed to me to request an IMR or elect to submit a Rebuttal Memorandum. Election Due Date: \_\_\_\_\_

➤ Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_\_ Service Member Election (Section I) \_\_\_\_\_

\_\_\_\_\_ I DO agree with my MEB results and will not submit a request for an IMR nor Rebuttal (Section II and III not Used)

➤ \_\_\_\_\_ I DO NOT agree with my MEB results and wish to request an IMR of my MEB (Section II and III Required)

\_\_\_\_\_ I DO NOT agree with my MEB results. I will submit a Rebuttal memo only. I understand that my Rebuttal (MFR format) must include a clear statement of the reason(s) and the remedy sought and is due NLT: \_\_\_\_\_ (3 calendar days from today). I understand my Rebuttal memo will be referred to the appointed Convening Medical Authority (CMA) for review and to provide a written response. I further understand that if the Rebuttal memo is not submitted by the due date, my MEB case will be forwarded to the Informal PEB without a Rebuttal to my MEB (DAF 618) findings. (Section II & III not used)

➤ Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

PEBLO's signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_\_ IMR Provider Response (Section II) \_\_\_\_\_

I reviewed the narrative summary and MEB package for the named Service Member and:

\_\_\_\_\_ Concur. The narrative summary and MEB package adequately reflect the complete spectrum of injuries or illness of the Service Member.

\_\_\_\_\_ Nonconcur. The narrative summary and MEB package do not adequately reflect the complete spectrum of injuries or illness of the Service Member.

I have informed the above service member on this date: \_\_\_\_\_ IMR Provider Name/Stamp: \_\_\_\_\_

\_\_\_\_\_ IMR Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

MEB President (SGH/SGP) will review response from IMR. If IMR non-concurred with members MEB/NARSUM, a memo of actions taken will need to be included in package for PEB to review.

\_\_\_\_\_ Service Member IMR Acknowledgment and Rebuttal Option (Section III) \_\_\_\_\_

\_\_\_\_\_ I DO agree with the IMR provider's findings. I understand the MEB will be forwarded to AFPC/DPFD.

\_\_\_\_\_ I DO NOT agree with the IMR provider's findings and will submit a Rebuttal memorandum. I understand that my Rebuttal (MFR format) must include a clear statement of the reason(s) and the remedy sought and is due NLT: \_\_\_\_\_ (3 calendar days from today). I understand my Rebuttal memo will be referred to the appointed Convening Medical Authority (CMA) for review and to provide a written response. The MEB President (SGH/SGP) will review the response from the CMA and provide a memo of actions taken for PEB to review. I further understand that if the rebuttal letter is not submitted by the due date, my MEB case will be forwarded to the Informal PEB without the letter.

Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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## **Impartial Medical Review and Rebuttal Process**

### **Member's Review Options Explained\*#**

- After having reviewed the material and medical documentation from your MEB Case File, you will need to make election for one of the below options by no later than the 3-calendar-day suspense provided to you by the PEBLO.
- You will **make your election on the Impartial Medical Review and Rebuttal election form** (see [slide 10](#) for how to complete the IMR/Rebuttal election form).
- You are encouraged to speak with Office of Disability Counsel if you are unsure as to how to proceed or for other Disability-related legal advisement. (Proceed to the [next slide](#) for information on ODC)
  - **Option 1:** (I **DO agree** with my MEB results and will not submit a request for an IMR nor Rebuttal): You would only be electing the first option if you agree that the MEB package adequately reflects you and your unfitting conditions as they stand at the present time; meaning that there is nothing you disagree with in the Narrative Summary and associated specialist notes nor what you are being boarded for, and the MEB package can move forward in the process as it stands. In that case, your MEB package would proceed forward to the Informal Physical Evaluation Board for adjudication.
  - **Option 2:** (I **DO NOT agree** with my MEB results and wish to **request an IMR** of my MEB): The second option gives you the opportunity to have an Impartial Medical Review of your MEB package. The Impartial Medical Review would be completed by a Provider in this facility who has not had a hand in your MEB. (You can find more information on the Impartial Medical Review Process on [slide 11](#))
  - **Option 3:** (I **DO NOT agree** with my MEB results. I will **submit a Rebuttal** memo only): The third option gives you the opportunity to address any concerns you have with the Narrative Summary or unfitting conditions directly with our Chief of Staff in essence eliminating the middleman and going straight to the top. It is usually helpful to submit supporting documentation along with your Rebuttal letter that can substantiate what you are rebutting. The Rebuttal Letter must be in Memorandum for Record (MFR) format and will be due on the date of your election. (You can find more information on Rebuttal Letters on [slide 12](#))

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## ***Air Force Office of Disability Counsel (ODC)\****

- Office of Disability Counsel (ODC) is there for **you** (and you alone). ODC does not work for the chain of command, MTF, AFPC or the Dept of Veteran Affairs. ODC provides you with confidential legal advice, counseling and advocacy. ODC Advocates for you on DES appeal options with the Formal Physical Evaluation Board ,the Dept of Veteran Affairs & SAF Personnel Council
- ODC can be reached commercially at **(210) 565-0739** and **1-855-MEB-JAGS** or **DSN 665-0739** and/or you may send an e-mail to [afloaja.disabilitycounsel@us.af.mil](mailto:afloaja.disabilitycounsel@us.af.mil). It is recommended that you both call and send an e-mail. You will also want to inform them that the reason you are calling is to receive guidance on how to proceed with IMR/Rebuttal process. The turnaround time from when you first reach out to ODC is typically 72 hours for an attorney to contact you back. This is why you should not delay in reaching out to them, i.e., today or by NLT the next business day.
  - ODC also highly recommends making contact with them via their Facebook page (no PHI or PII information please). [www.facebook.com/officeofdisabilitycounsel](https://www.facebook.com/officeofdisabilitycounsel)
  - Reference the ODC Right To Counsel Memo with Fact Sheet attachment from your IMR/Rebuttal Process notification e-mail from the PEBLO for more information on ODC
  - A paralegal will likely assist you at this step in the process.

*(Proceed to the next slide for instructions on how to complete the IMR/Rebuttal Election Form)*



# Impartial Medical Review and Rebuttal Process

## Impartial Medical Review and Rebuttal Election Form Section I. ##

- On (or before, not after) election day (**the 3rd calendar day**), you will need to make one of the previously described elections in **Section I. of the Impartial Medical Review vs Rebuttal election form** and ensure you **sign and date** beneath election section. Service Member Acknowledgement near the top of the form should have been signed when you received this notification. (refer to [slide 7](#))
  - If electing **to agree** with the reviewed medical documentation as it stands, you will initial next to option 1 (I DO agree with my MEB results and will not submit a request for an IMR nor Rebuttal) and sign date beneath election section.
    - ✓ Do NOT fill out Section II or III.
  - If, instead, electing to request an **Impartial Medical Review**, you will initial next to option 2 (I DO NOT agree with my MEB results and wish to request an IMR of my MEB) and sign date beneath election section (see [next slide](#) for more on Impartial Medical Review).
    - ✓ Do NOT fill out Section III at this time.
  - Or, if electing to submit a **Rebuttal Letter** to our Medical Chief of Staff (CMA), you will initial next to option 3 (I DO NOT agree with my MEB results. *\*This will be due on the day you submit this election form.* (See [slide 12](#) for more on Rebuttal Letter)
    - ✓ Do NOT fill out Section II or III.
- If you require an extension for consulting with ODC prior to making your election, please send our office an **e-mail request**. *\*Extensions will only be granted one day at a time, as necessary*

IMPARTIAL MEDICAL REVIEW (IMR) AND REBUTTAL ELECTION FORM

Service Member Name/Rank: \_\_\_\_\_

Reference: DoDI 1332.18, IC 1, End 3, Operational Standards for the DES, para 2 MEB

**Service Member Acknowledgment**

I have received the contents of my Medical Evaluation Board (MEB) and narrative summary. My PEBLO has counseled me regarding the Impartial Medical Review (IMR)/Rebuttal process. I understand that I have three (3) calendar days from the date my MEB results were briefed to me to request an IMR or elect to submit a Rebuttal Memorandum. Election Due Date: \_\_\_\_\_

Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Service Member Election (Section I) \_\_\_\_\_

☐ I DO agree with my MEB results and will not submit a request for an IMR nor Rebuttal (Section II and III not Used)

☐ I DO NOT agree with my MEB results and wish to request an IMR of my MEB (Section II and III Required)

☐ I DO NOT agree with my MEB results. I will submit a Rebuttal memo only. I understand that my Rebuttal (MFR format) must include a clear statement of the reason(s) and the remedy sought and is due NLT: \_\_\_\_\_ (3 calendar days from today). I understand my Rebuttal memo will be referred to the appointed Convening Medical Authority (CMA) for review and to provide a written response. I further understand that if the Rebuttal memo is not submitted by the due date, my MEB case will be forwarded to the Informal PEB without a Rebuttal to my MEB (DoDI 618) findings. (Section II & III not used)

Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

PEBLO's signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

IMR Provider Response (Section II) \_\_\_\_\_

I reviewed the narrative summary and MEB package for the named Service Member and:

☐ Concur. The narrative summary and MEB package adequately reflect the complete spectrum of injuries or illness of the Service Member.

☐ Nonconcur. The narrative summary and MEB package do not adequately reflect the complete spectrum of injuries or illness of the Service Member.

I have informed the above service member on this date: \_\_\_\_\_ IMR Provider Name/Stamp: \_\_\_\_\_

IMR Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

MEB President (SGH/SGP) will review response from IMR. If IMR non-concurred with members MEB/NARSUM, a memo of actions taken will need to be included in package for PEB to review.

Service Member IMR Acknowledgment and Rebuttal Option (Section III) \_\_\_\_\_

☐ I DO agree with the IMR provider's findings. I understand the MEB will be forwarded to AFPC/DPPD.

☐ I DO NOT agree with the IMR provider's findings and will submit a Rebuttal memorandum. I understand that my Rebuttal (MFR format) must include a clear statement of the reason(s) and the remedy sought and is due NLT: \_\_\_\_\_ (3 calendar days from today). I understand my Rebuttal memo will be referred to the appointed Convening Medical Authority (CMA) for review and to provide a written response. The MEB President (SGH/SGP) will review the response from the CMA and provide a memo of actions taken for PEB to review. I further understand that if the rebuttal letter is not submitted by the due date, my MEB case will be forwarded to the Informal PEB without the letter.

Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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## Impartial Medical Review and Rebuttal Process

### Impartial Medical Review Elected\*#

If you elected to have an Impartial Medical Review, you will need to provide your contact information along with a simple informal statement (via e-mail) explaining what issues or concerns you have with the Narrative Summary and/or referred conditions listed on the 618 that you want the Impartial Reviewer to consider/address during their review. It also helps to include supporting medical documentation to validate your concerns, if possible and/or applicable. A formal explanation may be provided instead of an e-mailed explanation, via **Letter of Concern** (not to be confused with the **Letter of Exception** from slide 13). Your PEBLO can provide a template for the Letter of Concern upon your request

- The Impartial Reviewer will be provided (on the day that you elect the Impartial Medical Review option) your emailed or formal statement (and any supporting attachments you wish to provide), your MEB Case File, and the Impartial Medical Review and Rebuttal Election form with your election, in order to conduct their review within the 3 calendar days they are afforded.
  - ✓ On the Impartial Medical Review and Rebuttal Election form, in Section II, the reviewer will make a decision whether they concur with the MEB package as it stands or non-concur. In the event the reviewer non-concurs with the MEB package, we would need to consult with the MEB President to determine whether any changes to the package are warranted. The reviewer will be provided your contact information so they can inform you of their decision. They typically do this by e-mail.
- Once the Impartial Medical Review has been completed and submitted to our office, you will be contacted and instructed on how to complete Section III of the IMR/Rebuttal Election form in regards to electing/submitting a Rebuttal Letter if applicable.
  - ✓ You can (but are not required to) elect to submit a Rebuttal Letter following the Impartial Medical Review if you disagree with the reviewer's decision or if you still have something you want to say or add. (Proceed to the next slide for information concerning the Rebuttal Letter)

----- IMR Provider Response (Section II) -----

I reviewed the narrative summary and MEB package for the named Service Member and:

Concur. The narrative summary and MEB package adequately reflect the complete spectrum of injuries or illness of the Service Member.

Nonconcur. The narrative summary and MEB package **do not** adequately reflect the complete spectrum of injuries or illness of the Service Member.

I have informed the above service member on this date: \_\_\_\_\_ IMR Provider Name/Stamp: \_\_\_\_\_

IMR Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

MEB President (SGH/SGP) will review response from IMR. If IMR non-concurred with members MEB/NARSUM, a memo of actions taken will need to be included in package for PEB to review.

----- Service Member IMR Acknowledgment and Rebuttal Option (Section III) -----

I DO agree with the IMR provider's findings. I understand the MEB will be forwarded to AFPC/DPFD.

I DO NOT agree with the IMR provider's findings and will submit a Rebuttal memorandum. I understand that my Rebuttal (MFR format) must include a clear statement of the reason(s) and the remedy sought and is due NLT: \_\_\_\_\_ (3 calendar days from today). I understand my Rebuttal memo will be referred to the appointed Convening Medical Authority (CMA) for review and to provide a written response. The MEB President (SGH/SGP) will review the response from the CMA and provide a memo of actions taken for PEB to review. I further understand that if the rebuttal letter is not submitted by the due date, my MEB case will be forwarded to the Informal PEB without the letter.

Service member signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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## **Impartial Medical Review and Rebuttal Process**

### **Rebuttal Elected\*#**

- **If you elected to submit a rebuttal letter at this step, it will be due in 3 additional calendar days.**
- If you elect to submit a rebuttal letter following the Impartial Medical Review, it will be due 3 days after being notified of the Impartial Medical Reviewer's decision. *\*If you need an MFR Template for the Rebuttal Letter, please contact your PEBLO.*
  - Once submitted, your Rebuttal Letter will be provided to our Chief of Staff - also assigned as our Convening Medical Authority (CMA) - who will review your Rebuttal Letter, your MEB package, and your records (if necessary) in order to provide you a response, via MFR, addressing your concerns and, if necessary, directing changes to the components. Upon receipt of the CMA's Response Letter,. you would be provided a copy. If changes were directed by the CMA, the MEB President must concur in order for changes to be made. Otherwise, the case, would proceed to the Informal Physical Evaluation Board for adjudication, as it stands. If the MEB President concurs, changes would be made by the appropriate party(ies) and then be forward to the IPEB for adjudication. There are no further disputing options at this level of the process.

(Proceed to the next slide for information on the Letter of Exception)



## ***Impartial Medical Review and Rebuttal Process Letter of Exception (LOE)\****

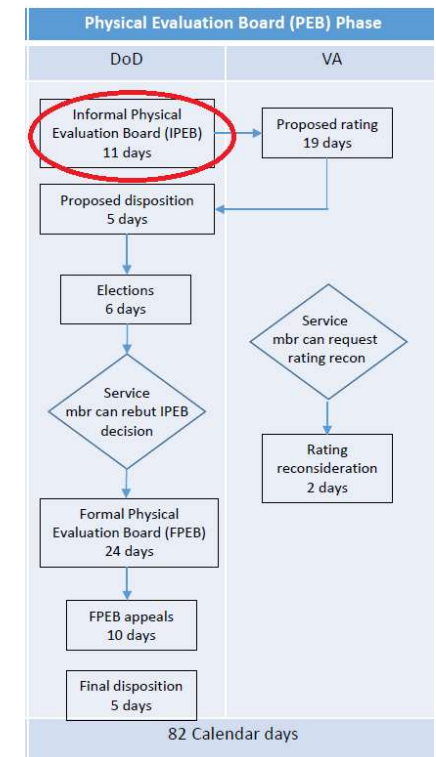
- The Letter of Exception can be included in conjunction with the previously described options, which is otherwise known as a personal plea letter: a letter about you as an Air Force Service Member, your feelings towards the Air Force, why you joined, and what outcome you are hoping for (return to duty, separation, or retirement). *\*Ask your PEBLO for a sample Letter of Exception if needed*
  - ODC in rare cases might recommend issues or concerns with the Compensation and Pension (C&P) exams (part 3 of your MEB package sent to you via SAFE) be detailed in the letter of exception, as C&P issues cannot be addressed at the MTF level. The Letter of Exception can be submitted at any point from here moving forward and has multiple purposes. However, it may only be used one time. **So, it is very important to reach out to ODC for advisement of when is best for you to submit this letter. (refer back to [slide 9](#))** In the event, ODC recommends doing the letter now, it will be due at the last action of the review process. For example, if not electing Impartial Review or Rebuttal Letter, it will be due on your IMR/Rebuttal election date as indicated in the e-mail notification from your PEBLO.

(You may stop reading here or proceed to the next slide for what comes next – PEB Phase)



## PEB Phase (MEB Determination & Ratings): Informal Physical Evaluation Board Stage\* (What comes next)

- Once the PEBLO has submitted the case to the Informal Physical Evaluation Board (IPEB), Disability Case Manager will be assigned to ensure the package is sufficient. The IPEB will have 11 calendar days to determine member's fitness and make the official fit or unfit determination, as applicable. Majority of cases reaching the IPEB have already been deemed unfit by DPMNR/Medical Standards via the Initial RILO. However, it is the IPEB that makes the determination official. *\*In rare cases, where a member is found "fit" by the IPEB, a return to duty disposition will be made and released to the PEBLO immediately (No further PEB or VA actions will be taken).*
  - Following the IPEB's official "unfit" determination, your case will be forwarded to the VA Disability Rating Activity Site (DRAS), where all conditions will be rated IAW the Veterans Affairs Schedule for Rating Disabilities (VASRD) (VA Proposed Rating Stage). Although the DRAS has 19 days to establish and apply ratings, they often take longer depending on how many conditions a member claimed.
- Read on, for information on Return Without Action, Proposed Dispositions, CDRP, Fit Finding, ISLRS for ARC, Elections, Appeals, and LAS ([slides 15 - 24](#))
- Otherwise, proceed to [slide 25](#) for the conclusion of this DES AF step.

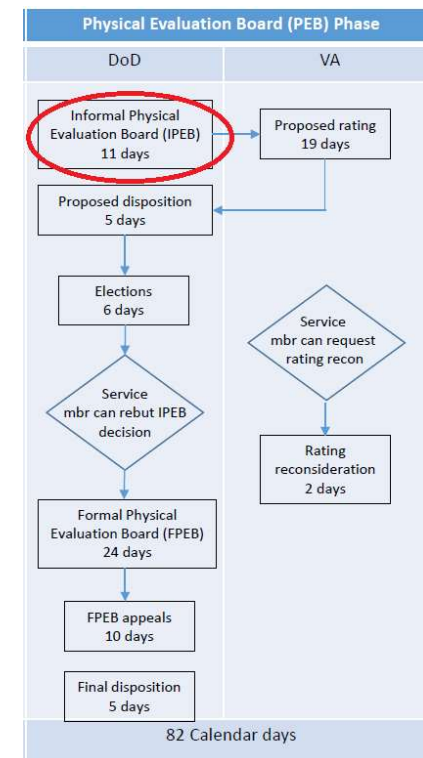
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## ***PEB Phase (MEB Determination & Ratings): Return Without Action 356***

- If the IPEB sends a Return Without Action 356, requesting additional information, the PEBLO will forward to the provider.
  - The provider will need to give prompt attention to the RWOA 356 and provide the information requested by the IPEB to the PEBLO as soon as possible.
- The PEBLO will update the 618 if needed and resubmit the case to the IPEB with additional/updated information; then awaits disposition.

(See the next slide for proposed dispositions following ratings)

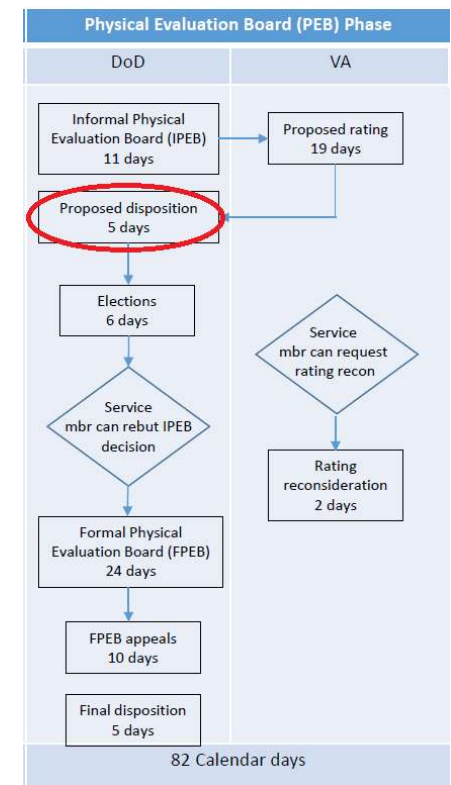


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## PEB Phase (MEB Determination & Ratings): (IPEB) Proposed Disposition Stage

- Once the VA has established and applied ratings to all conditions, they will return your case to the IPEB for proposed disposition. The IPEB will then have 5-calendar days to make one of the following dispositions based on the combined rating of member's boardable conditions. IPEB and VA ratings will vary, as the VA looks at the overall body whereas IPEB only focuses on the boardable condition(s).
  - Return to Duty:** When the IPEB finds a member fit, the member will automatically be recommended for return to duty. (See [slide 18](#) for information regarding RTD)
  - Discharge with Severance Pay (DWSP):** This disposition results when the IPEB combined rating percentage is less than 30% (and less than 20 years Active-Duty service time). Member will receive a separation with lump severance (based on years in service times monthly basic pay); no other Air Force benefits. (See [Slide 19](#) for (ARC only) **Inactive Status List Reserve Section – ISRLS** – process)
  - Permanent Retirement (PR):** This disposition results when the IPEB combined rating percentage is greater than 30% (or member has greater than 20 years Active-Duty service time) and boardable condition(s) are stable. Member will permanently receive all Air Force retirement benefits except for Air Force pay (unless member has served greater than 20 active-duty years and received an overall rating from the VA of 50% or greater. \*Both components must be met to receive concurrent receipt; otherwise, monthly compensation most likely will come from the VA only) (see [next slide](#) for more information on CDRP)
  - Temporary Disability Retired List (TDRL):** This disposition results when the IPEB combined rating percentage is greater than 30% (or member has greater than 20 years Active-Duty service time) and one or more of member's boardable conditions is unstable and requires further monitoring. Member will temporarily receive all Air Force retirement benefits except for Air Force pay (unless member has served 20 active-duty years or more and received an overall rating from the VA of 50% or greater. \*Both components must be met to receive concurrent receipt) (see [next slide](#) for more information on CDRP)
    - ✓ requires periodic evaluations every 6-18 months (for up to 3 years) to monitor the stability of the condition
    - ✓ Permanent disposition will be made upon finding stability or after no more than 3 years
  - Discharge Under Other Than 10 U.S.C., Chapter 61:** This disposition results when service members have been found unfit, but their disabilities existed prior to service and were not permanently aggravated by service or were incurred while the member was in excess leave status or were not the proximate result of performing military duties. This is an honorable discharge with no Air Force benefits.
  - Discharge under 10 U.S.C. § 1207:** Applies to members found unfit and the disability is due to intentional misconduct, willful neglect, or was incurred during a period of unauthorized absence. This could result in an honorable or dishonorable discharge; no Air Force benefits



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## ***Concurrent Disability Retired Pay (CDRP)***

- CONCURRENT RETIREMENT AND DISABILITY PAY (CRDP), CONCURRENT RECEIPT. CRDP allows military retirees (with over 20 years of Active-Duty service time) to receive both military retired pay and VA compensation. To be eligible for CRDP, you must have a VA disability rating of 50 percent or greater. If you were placed on a disability retirement but would be eligible for military retired pay in the absence of the disability, you may be entitled to receive CRDP. You do not need to apply for CRDP, you will be enrolled automatically if qualified. Please visit the DFAS website at: <https://www.dfas.mil/RetiredMilitary/disability/> to see if you may be entitled to receive CRDP.
- Defense Finance and Accounting System-Cleveland (DFAS-CL) selects the disability compensation that will be more advantageous to those disability retired members who are ineligible for CRDP. Tends to be the VA for enlisted members)
- For those receiving Discharge with Severance, the VA will reduce your monthly compensation by the rating percentage of your referred condition, until severance is considered exhausted, i.e., “Paid Back.” Get with your VA MSC about exhausting or “paying back” severance.

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## ***Fit Determination: Return to Duty***

- In the rare event that a member is found fit and recommended for Return to Duty, the member may request to appeal, however, justification must accompany their request for a formal hearing and their request may be disapproved.
  - If the member accepts their fit and return to duty finding, their case file will be forwarded to the Medical Retention Standards office (AFPC/DPMNR) for possible determination of an Assignment Limitation Code (ALC-C).

10. COMBINED COMPENSABLE PERCENTAGE: %	11. RECOMMENDED DISPOSITION: Return to Duty
12. REMARKS: The Informal Physical Evaluation Board (IPEB) finds the service member (SM) fit and recommends the SM be returned to duty.	

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## PEB Phase (MEB Determination & Ratings): (ARC Members Only) Inactive Status List Reserve Section (ISLRS)

- Inactive Status List Reserve Section (ISLRS) is offered to ARC Members who have over 20 years of satisfactory service, in lieu of Discharge with Severance Pay. What this means, is that the member would be waiving the Air Force lump sum entitlement afforded to him/her by the Physical Evaluation Board, in order to be allowed to instead retire through the ARC process at the age of 60. Until that time, the member will be placed in Gray Area status by which they will be entitled to Gray Area Retiree benefits. The PEBLO will provide an attachment of Gray Area Retiree benefits. Includes:
  - Military Installations, Facilities and Activities access (Local post policies and directives govern the use of facilities)
  - Healthcare
  - TRICARE Retired Reserve (TRR) (purchase)
  - Space A Travel (CONUS only) – no dependents
  - Limited Legal Assistance
  - Survivor Assistance
  - Casualty Assistance
  - Family Services
- The member will still be compensated by and receive benefits from the VA regardless of which disposition they choose.
- Member must sign the ISLRS in lieu of Discharge Memo in order to be eligible for Guard retirement at age 60.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

26 August 2022

MEMORANDUM FOR TSG GARY DOE

FROM: AFPC/DFPD  
660 C Street West  
JBSA Randolph AFB TX 78160

SUBJECT: Transfer to the Inactive Status List Reserve Section (ISLRS) for the Purpose of Retirement, in Lieu of Discharge of Severance Pay

Officials within the Office of the Secretary of the Air Force have determined that you are physically unfit for continued military service and directed that you be discharged from the service with entitlement to severance pay as provided under Title 10, United States Code (U.S.C.), Chapter 61, Section 1203. However, since you have at least 16 but less than 20 years of satisfactory service, you may elect transfer to the Inactive Status List Reserve Section (ISLRS) for the purpose of applying for early retirement under Title 10, U.S.C., Section 12752, in lieu of being discharged with severance pay. If you elect this option, it is your responsibility to submit the appropriate Air Force Form 151, Application for Transfer to the Retired Reserve, through your unit. NOTE: The effective date of the retirement must be prior to your established discharge date.

Request you indicate your choice by placing an "X" in the appropriate block at Attachment 1. Our datetax number is DSR 665-4447 or commercial (210) 665-4447 or email [disability@us.af.mil](mailto:disability@us.af.mil).

DAFC Disability Operations Branch  
USAF Physical Disability Division  
Directorate of Airman & Family Care

Attachment:  
Election

ELECTION REGARDING TRANSFER TO  
INACTIVE STATUS LIST RESERVE SECTION

I, TSG GARY DOE

☐ elect transfer to the Inactive Status List Reserve Section (ISLRS) for the purpose of applying for early retirement under Title 10, U.S.C., Chapter 1223, Section 12752, and, if otherwise eligible, receive Reserve retired pay upon application (normally 60 years of age).

☐ elect to be discharged with severance pay as provided under Title 10, U.S.C., Chapter 61, Section 1203. I understand that I am not entitled to retirement pay under Title 10, U.S.C., Chapter 1223 nor am I entitled to retirement benefits to include an ID card.

DATE

SIGNATURE

Attachment 1



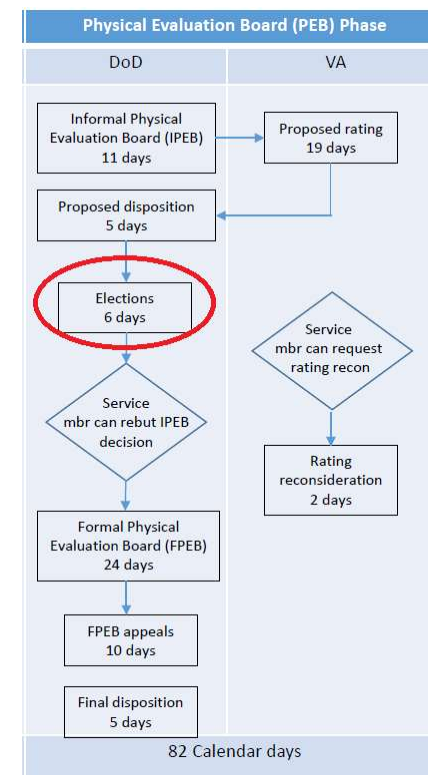
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[Next Slide](#)

## PEB Phase (MEB Determination & Ratings): (IPEB) Elections Stage

- Once the IPEB has released the results to the PEBLO, the PEBLO must first notify your commander of the IPEB findings (fitness determination and recommended disposition).
- The PEBLO must notify you within NLT 72 hours from IPEB notification of results whether your Commander has informed you or not.
  - You will, at that time, receive a copy of your AF Form 356 (IPEB Findings and Recommended Disposition) via DoD SAFE along with the documents/forms via your **third DES multidisciplinary brief notification (MDB3)** outlining your election options and 6-calendar-day election period.
  - You will then have 6 calendar days to review the IPEB findings and make one of the following decisions on the AF Form 1180:
    - ✓ Agree with the findings and recommended disposition of the IPEB and waive the right to a FPEB hearing (case will be finalized and separation/retirement date will be established by AFPC); nor request a one-time VA reconsideration of your disability ratings for your unfitting conditions (IDES only). *\*For LDES cases and/or RTD dispositions, VA Recon is not applicable*
      - You agree with the findings and recommended disposition of the IPEB and waive the right to a FPEB hearing but request a one-time VA reconsideration of your disability ratings for your unfitting conditions (IDES only). *\*\*For LDES/RTD, see option 1 or 2 only*
    - ✓ You may disagree with the recommended findings of the IPEB and request a formal hearing of your case (Formal Physical Evaluation Board is the first appeal, and SAFPC is the second and final appeal). *\*Appeals must be exhausted prior to requesting a VA reconsideration when applicable.*



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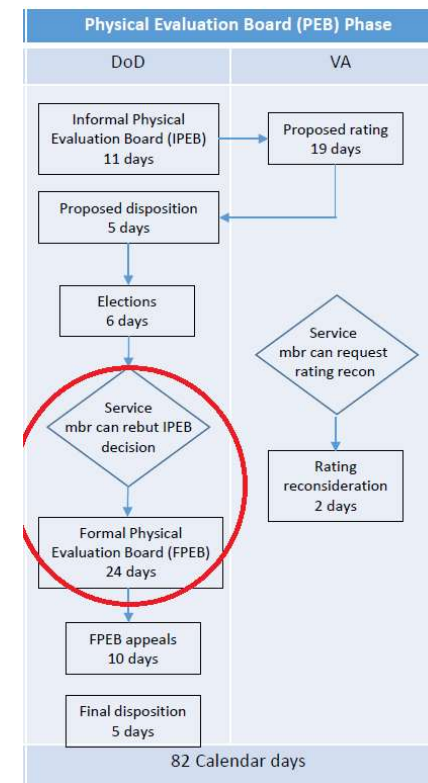
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## PEB Phase (MEB Determination & Ratings): Formal Physical Evaluation Board (FPEB) Stage

- If a member elects to appeal the IPEB's decision to the FPEB, member will require legal representation and be scheduled for a hearing within 10 days of making IPEB election. Notification of the hearing date will be sent to you via MyFSS e-mail notification. Member will need to consult with legal for further information regarding the hearing.
- Once the FPEB has released the results to the PEBLO, the PEBLO must first notify your commander of the FPEB findings (whether FPEB concurred or non-concurred with the IPEB).
- The PEBLO must notify you within NLT 72 hours from FPEB notification of results whether your Commander has informed you or not.
  - You will, at that time, receive a copy of your AF Form 356 (FPEB Findings and Recommended Disposition) via DoD SAFE along with the documents/forms outlining your next 6 calendar day election period.
  - You will then have 6 calendar days to review the IPEB findings and make one of the following decisions:
    - ✓ Concur with the findings and recommended disposition of the FPEB and waive the right to submit a rebuttal to SAFPC; nor request a one-time VA reconsideration of your disability ratings for your unfitting conditions (IDES only). (Case moves to final disposition)
    - ✓ Concur with the findings and recommended disposition of the FPEB and waive the right to submit a rebuttal to the SAFPC, but request a one-time VA reconsideration of your disability ratings for your unfitting conditions (IDES only).
    - ✓ Non-concur with the recommended findings of the FPEB and appeal your case to the SAFPC; and request a one-time VA reconsideration of your disability ratings for your unfitting conditions (IDES only), which will be held until after receipt of SAFPC findings.

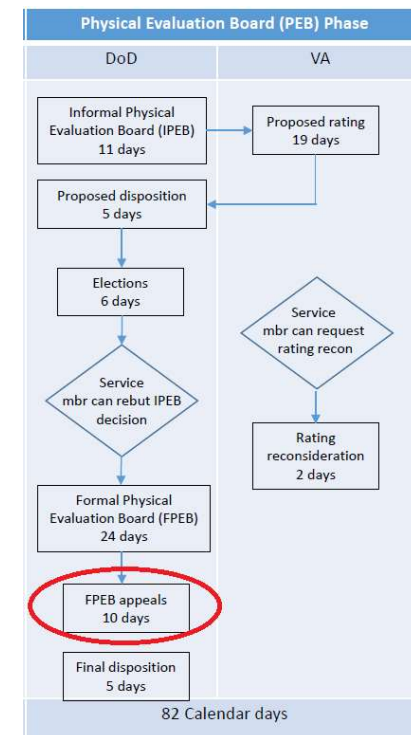


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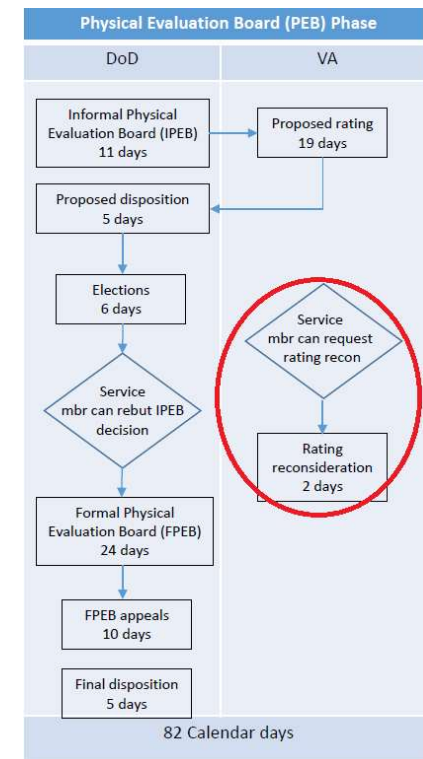
## ***PEB Phase (MEB Determination & Ratings): Secretary of the Air Force Personnel Council (SAFPC) Stage***

- If a member elects to appeal the FPEB's decision to SAFPC, member work with their legal representation on submitting rebuttal to the SAFPC (due by 6<sup>th</sup> calendar day). The PEBLO must notify you within NLT 72 hours from FPEB notification of results whether your Commander has informed you or not.
- SAFPC will review your case file, the contention provided by the Service members legal counsel, additionally the member will be afforded the option to request a virtual hearing or a Records Review only hearing; not both. After completion of the hearing a final disposition will be made. \*NOTE: Further appeals of the PEB decisions can be pursued through application to the Air Force Board for Correction of Military Records (AFBCMR), post-retirement or separation.
- Your PEBLO will notify you of the SAFPC findings, at which time you will need to submit your pre-separation/retirement worksheet for finalization of your case.

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## PEB Phase (MEB Determination & Ratings): One-Time VA Rating Reconsideration Stage

- A member can elect a one-time VA Rating Reconsideration at any point during the PEB findings stages. However, all appeals must be exhausted prior to requesting the one-time VA Rating Reconsideration, as the member must accept all other findings in order to dispute ratings.
  - If elected at IPEB stage, the member must have their Rating Reconsideration request package submitted via their legal representation (ODC) by their 6<sup>th</sup> calendar election date.
  - If elected at FPEB stage in conjunction with SAFPC rebuttal, SAFPC determination will be made first before the reconsideration package is requested from the PEB.
    - ✓ Upon receipt of the SAFPC findings, the member must have their Rating Reconsideration request package submitted via legal representation (ODC) by their 6<sup>th</sup> calendar election date
  - If SAFPC rebuttal is waived, member will have 6 calendar days to prepare and submit the rating reconsideration package to their ODC.

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## ***Special Considerations: Limited Assignment Status (not on diagram but prior to Final Disposition stage)***

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- If you are motivated to remain on active duty even though found unfit by the PEB, you may apply to be retained on active duty under the LAS program. To be eligible to apply, you must:
  - Have between (not less than, not greater than) 15-20 years of Active-Duty service.
  - Possess qualification in a needed skill or shortage Air Force Specialty Code.
  - The unfit medical condition is essentially stable. (TDRL disposition is unstable and therefore not applicable)
  - Able to function in a normal military environment without adverse effect on their own health or the health of others, and without need for excessive medical care.
  - Obtain commander recommendation for retention and approval of LAS via memorandum
- If you are approved for LAS, you will be returned to duty with an Assignment Limitation Code Conus and will require:
  - An annual physical examination review (ARILLO) every year until you near 20 years of service (YOS)
  - At which time (near 20 YOS), you will be required to undergo another MEB/DES (of which your PEBLO will notify you at that time)
    - ✓ Only members over 19 YOS when approved for LAS will have their retirement order generated to reflect a retirement date effective to either equal to or shortly over 20 YOS to get as close as possible.

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## Special Considerations: Medical Hold\*

- **Medical Hold:** Can be requested for members within 6 months of their separation/retirement date who are already in the full MEB/DES process. When Medical Hold extension is approved, each extension is provided in 6-month increments until the DES case is finalized. Member will be notified by the PEBLO office how to implement the extension with their CSS. *\*Members should not rely on Medical Hold for separation/retirement considerations such as skill bridge (see [slide 31](#)), as Medical Hold is only a buffer and can be cancelled at any time.*
  - ✓ Medical Hold is not typically processed/approved by AFPC until within 30-60 days of member's separation
  - ✓ Medical Hold will be cancelled:
    - If a member is found fit and return to duty during the DES process (see [slide 18](#))
    - If a member is return to duty via Limited Assignment Status (see [slide 24](#))
    - if a member is found ineligible for DES processing (or if a member's MEB is overturned by DPMNR) (see [slide 26](#))
    - Once a member case is finalized and their date of separation/retirement has been established (see [slides 33 & 34](#))



## **Special Considerations: Administrative Actions\***

- Prior to case finalization of your case, all pending administrative actions must be concluded.
  - **Dual Action:** If there are Administrative Discharge actions due to misconduct/misbehavior, your administrative discharge package, will be forwarded to General Court-Martial Convening Authority (GCMCA) to determine eligibility for dual processing. If dual processing is approved, both cases will be forwarded to SAFPC for final decision whether the disability discharge/retirement or the involuntary administrative separation will be executed. This determination will be based on if (and how) your boardable condition impacted the conduct/behavior.
  - **Grade Determination:** If you have been demoted, your MEB and demotion instrument/package will be sent to SAFPC for a grade determination of whether you will be discharged at the higher or lower grade. The following items will be requested from your leadership, if applicable:
    - ✓ EPRS from both ranks
    - ✓ UIF Documents
    - ✓ Article 15
    - ✓ Demotion order
    - ✓ Commander's letter and members acknowledgment of demotion

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## ***Special Considerations: Recalling a Case\****

- If a service member, who's case has already been sent to the PEB, is diagnosed with a new boardable condition, the case may need to be recalled.
  - If a recall is required, the MTF commander or director or designee will contact AFPC/DPFD in writing per AFI 36-3212, chapter 2, to request the recall.
- If a service member, who's case has yet to final out-process, is diagnosed with a new boardable condition, the case may need to be recalled.
  - If a recall is required, the MTF commander or director or designee will contact AFPC/DPFD to ascertain whether separation/retirement orders should be revoked and the MEB be re-initiated.



## Special Considerations Non-Emergent Surgery Process\*

- Non-Emergent Surgery is defined as any surgery that is not urgent or emergent (to save life, limb or eyesight) and is not authorized during the last 6 months of Military Service or while on code 37 without proper approval. PCM initiates the approval process.
  - The PCM must first complete Non-Emergent Surgery FL4 Request form (pictured) and send to PEBLO for processing.
  - The PEBLO will submit to AFPC/DPMNR for preliminary approval.
  - Upon receipt of preliminary approval from AFPC/DPMNR, the member is to sign Non-Emergent Surgery Acknowledgment Memo and send to the PEBLO.
  - The PEBLO will submit the member's signed memo to AFPC/DPMNR, who will send a formal approval message
  - The PEBLO will forward the formal approval message to both the member and provider for records
- If the date of surgery changes from what was annotated on non-emergent surgery FL4, provider will need to submit a new request.
- Surgery during DES is likely to be denied prior to MEB finalization if not urgently necessary. Therefore, requests should wait until MEB finalization and falls under the "within 6-months" rule.

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
MEDICAL STANDARDS (DPMNR)  
"CONTROLLED UNCLASSIFIED INFORMATION"

REQUEST TO PERFORM NON-EMERGENT SURGERY

Today's Date: Click or tap to enter a date.

**PATIENT INFORMATION**  
SSAN:  
Name (Last, First Middle Initial):  
Rank:  
Sep/Ret/DOS Date:  
Is member pending MEB for any diagnosis? Yes/No  
If YES,  
Are the VA C&P exams completed? Yes/No Date of last exam:  
Has the case been submitted to the Physical Evaluation Board (PEB)? Yes/No  
(If Yes, attach signed AF 1180)  
Has the PEB adjudicated the case? Yes/No Date of adjudication:

**NON-EMERGENT SURGERY INFORMATION:**  
Requesting Provider's Name & Department:  
Provider's call back phone number:  
Procedure:  
Procedure Date: Click or tap to enter a date.  
Estimated inpatient care: Yes/No Number of days:  
Estimated outpatient care needed (post-surgery):

What are the estimated functional limitations after recovery and for how long?

Has the member been briefed that they will not be placed on medical hold as a result of or to recover from this non-emergent surgery? Yes/No

**ADDITIONAL NOTES/DETAILS:**

**REQUESTING PROVIDER (initial)**  
Are you aware that if member does not have a scheduled surgery date then this request must be re-accomplished when the date of the actual procedure is known? Yes/No

**REQUESTING PEBLO (initial)**  
Are you aware that if member does not have a scheduled surgery date then this request must be re-accomplished when the date of the actual procedure is known? Yes/No

AFPC-DPMNR FL4.1 THIS IS A COMPUTER GENERATED OFFICIAL AIR FORCE DOCUMENT Revised 3 Mar 2023

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## **Special Considerations**

### **Leave Should NOT Hinder the DES Process**

- Leave, while local, does not need approval, as a member is still required to report in-person for DES actions if necessary. Member should also be accessible via phone and e-mail for notification purposes.
- Out of local area leave **must be approved by the MEB/PEBLO office** and approval is contingent on member's understanding that they will be accessible via phone and e-mail if DES action is required while on leave.
  - The SM must also understand that they must obtain access to a fax machine or computer printer/scanner, while on leave or TDY, if needed. **\*Legible photos are acceptable for signed documents.**
- Member must request leave as they normally do through the proper chains and additionally **must also submit a request to the PEBLO via e-mail** (at least 30 days prior to taking leave).
- The e-mail request to the PEBLO must include:
  - Location of the leave
  - Dates of the leave,
  - Two contact numbers (Member must be available via phone and e-mail)
  - The statement: **"My leave will not interfere with the Pre-DES/DES process, as I will be accessible via phone and e-mail if action is needed."**
  - Personal email address (if you will not have access to government e-mail)
- For TDY, member's Commander must coordinate approval through SGP or SGH. The MEB office should be courtesy copied on the request.  
\*Members should not reach out to the SGP nor SGH directly. Timelines will NOT be extended because a member is on leave or TDY.
  - Maj Gregory Baker, via phone 609-754-9698 or E-mail: [gregory.a.baker2.mil@health.mil](mailto:gregory.a.baker2.mil@health.mil)
  - Lt Col Kathryn Gattone, via phone 609-754-9650 or E-mail: [kathryn.t.gattone.mil@health.mil](mailto:kathryn.t.gattone.mil@health.mil)
- Timelines will NOT be extended because a member is on leave/vacation, or TDY.
- C&P Exams take precedence over personal leave. C&P exams will not be rescheduled because of personal leave. Failure to attend C&P exams could impact the MEB process and/or SM's VA ratings. \*Only one week of leave is authorized during VA stages, as the VA will not work around anything more than one week.
- SM cannot take leave in conjunction with the Formal Physical Evaluation Board Hearing.
- Leadership will be notified if a member is not accessible, as agreed, while on leave.

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## **Special Considerations**

### **Pre-Separation and Transition Assistance Program (TAP) Briefing\***

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- Pre-Separation and Transition Assistance Program (TAP) Briefing: It is important for you to attend your Pre-Separation and TAP Briefings as they will provide you important information regarding post-retirement insurance, allotments, potential veteran benefits, applicable transition benefits, services provided by military/veteran/national service organization, electronic resources for ill/injured services members, and more. \*Questions that the PEBLO cannot answer.
  - Be sure to schedule this if you have not done so already.
  - You can coordinate signing up for the next available Transition Assistance Program (TAP) class through the "Military and Family Support Center" (again, following the Compensation and Pension exams) at (609) 754-3154.
    - ✓ Be sure to ask about virtual classes if you are remote from JBMDL

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## Special Considerations

### Skill Bridge\*#

- Those members that are undergoing a medical separation are eligible to participate as an exception to policy, based on establishing a temporary “expected” separation date **180 days** from notification of full Medical Evaluation Board via Form Letter 4 (FL-4). Interested participants should research local or online training opportunities in advance so that the member can start training within the established 180 days. Members must submit their online application for commander approval or disapproval in the Air Force Virtual Education Center. The temporary DOS is only utilized to allow application submission. The DES Board will establish the actual DOS IAW their policy and guidelines. No additional extensions are allowed for Skillbridge participation.
  - (NOTE: If you have not already applied for the Skillbridge Program as instructed in your initial DES notification, it is likely that your application may be denied/disapproved.
  - Please contact the base Education & Training Office immediately to see if you still qualify. 609-754-3019



## **Special Considerations**

# **AIR FORCE WOUNDED WARRIOR (AFW2) PROGRAM\***

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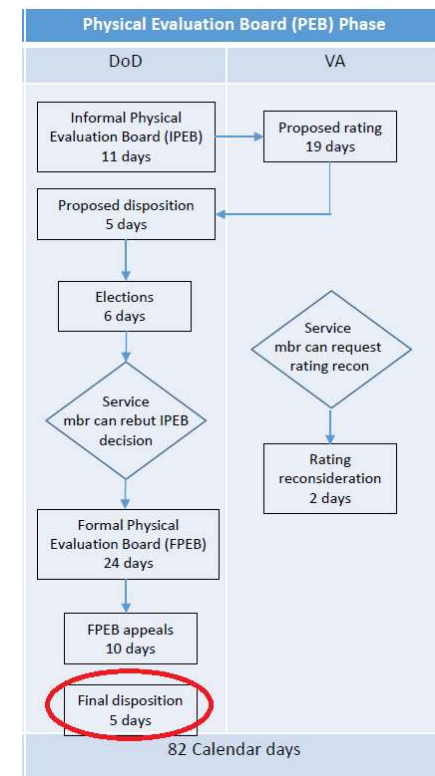
- The AFW2 Program is available to Total Force Active, Guard and Reserve members who have been identified as SI/VSI on a Casualty Morning Report or by a Medical Authority, Airmen with highly complex medical conditions as provided by a Medical Authority, and medical diagnosis of Post-Traumatic Stress Disorder (PTSD) or Traumatic Brain Injury (TBI), Military Sexual Trauma (MST), and under consideration for MEB.
  - If you believe you may be eligible for AFW2 services, you can also self-refer by going to [www.woundedwarrior.af.mil](http://www.woundedwarrior.af.mil) and click the link "Refer an Airman" or contact your local Air Force Recovery Care Coordinator (RCC) assigned at your location. AFW2's Toll-free number is 1-800-581-9437.
    - ✓ Crystal Mettrock, COMM- 609-754-9326, E-mail: [crystal.r.mettrock.ctr@heath.mil](mailto:crystal.r.mettrock.ctr@heath.mil)





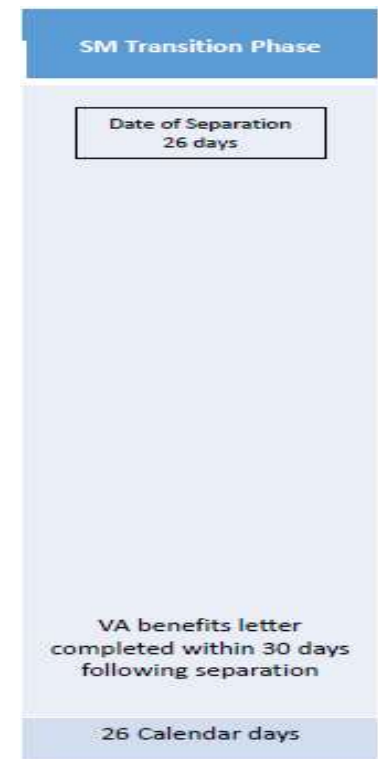
## PEB Phase (MEB Determination & Ratings): Final Disposition (Case finalization)

- AFPC will establish the member's date, after case finalization. SAFPC must sign off on all MEBs regardless of appeals (takes approximately 1-3 weeks). Member's separation/retirement date will be established on finalization day using the following information – two items of which will be annotated on their pre-separation/retirement worksheet when member makes their election, also coinciding with DFAS web. Members may not request a later date than that established as above, unless a hardship can be justified by their Commander via memorandum.
  - ✓ **15 days of out-processing:** This is not extra leave. These are calendar days calculated into a member's separation/retirement date to allow for final out-processing with the base as not to interfere with their terminal and permissive time.
  - ✓ **Accrued leave:** This is the number of leave days the member has available as of the day they complete/submit the pre-separation/retirement worksheet. Any days accrued while awaiting finalization of their case will be added by AFPC into calculating the member's separation/retirement date (annotated on pre-separation worksheet) (Not applicable for ARC members not on orders)
  - ✓ **Permissive TDY days:** The member's Commander can approve up to 20 days of house/job hunting time. The member is instructed to get with their first shirt or Commander to verify how many granted permissive TDY days to annotate on their pre-separation/retirement worksheet (annotated on pre-separation worksheet) (Not applicable for ARC members not on orders)
- Members whose established date takes them passed their current ETS, must decide if they want to request a Medical Hold to accommodate all their leave (see [slide 25](#)) or get out or Disability Retire/Separate at their current ETS date.
- Administrative Actions will delay finalization (see [slide 26](#))
- Members may also, instead, request an earlier separation/retirement date through their PEBLO at the time of their concurrence with the IPEB or FPEB. If a member requests a separation/retirement date of less than 30 days away, they must obtain and provide to the PEBLO, Military Personnel Section (MPS) endorsement. The MPS is responsible for ensuring all out-processing and briefings can be completed by member's requested earlier date.

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## Transition Phase

- Your PEBLO will notify you of your established separation or retirement date immediately upon receipt, at which point you will be advised when your official order should be available to you for out-processing. MPF will provide you a final out-processing date, at which time you would start any permissive TDY days leading into your terminal leave.
  - You will out-process like any other separating/retiring military member. The only thing different, is that you will not require a Separation Health Physical Examination (SHPE) as the SHA you completed, will serve as your separation exam.
- VA reconsiderations for all claimed conditions are to be requested after your separation or retirement date has passed.



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## ***Survivors Benefits Plan (SBP) Counselor (Retirees only)***

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- Contact your local Survivors Benefits Plan (SBP) Counselor if medically retiring (later on in the process).
  - The SBP office at the Military and Family Readiness Center (M&FRC) provides a more detailed briefing before final out-processing.
  - Donna Gauze is the local SBP counselor and can be reached at 609-754-3814 after receiving your retirement order.



## ***AIR FORCE BOARD FOR CORRECTION OF MILITARY RECORD (AFBCMR)***

- Further appeals of the PEB decisions can be pursued through application to the Air Force Board for Correction of Military Records (AFBCMR). See Paragraph 7 below under transition stage.
- Once your case has been finalized and after you have been discharged from service and have received a DD Form 214, Certificate of Release or Discharge from Active Duty, if you feel an error or injustice has occurred during the processing or finalization of your case, you may apply to the AFBCMR. The AFBCMR is the highest level of administrative appeal in the Air Force and will carefully consider your petition and make recommendations as it deems appropriate to the SAF. Please be aware that submission of an application should not be considered an automatic approval. For more information visit the website at: <http://www.afpc.af.mil/board-for-correction-of-military-records>.



## ***Reference Information\****

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**DAFMAN 48-108, Aug 2021** – PRE-DISABILITY  
EVALUATION SYSTEM (DES) AND MEDICAL EVALUATION  
BOARD (MEB) PROCESSING and Continued Military Service  
**DAFI 36-3212, Feb 2024** – PHYSICAL EVALUATION FOR  
RETENTION, RETIREMENT AND SEPARATION  
**DoDI 1332.18, Nov 2022** - Disability Evaluation System  
**DoDM 1332.18, V1, Feb 2023** - DISABILITY EVALUATION  
SYSTEM MANUAL: PROCESSES  
**DAFMAN 48-123** – Medical Examinations and Standards  
**AFI 10-203** – Duty Limiting Conditions

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