

## Second IDES Briefing Fact Sheet

**SERVICE MEMBER'S OPTIONS TO THE MEB:** Once briefed on your MEB results, including the completed VA C&P exams (IDES only), you may submit any of the options listed below:

1. No Election. You concur with the MEB decision and wish to submit your case to AFPC/DPFDD for Informal Physical Evaluation Board (IPEB) review.
2. Request an Impartial Medical Review (IMR). An IMR is a review of your case by a physician or other health care professional not previously involved in your MEB. In rare circumstances the impartial reviewer may not validate the MEB findings. If so, the MEB Board President must consider whether changes to the MEB package are warranted and whether to reconvene the MEB once changes have been documented. You may submit a written Letter of Concern (memorandum format) to the IMR physician outlining any specific issues you may have about your MEB package. (**NOTE:** Any concerns you have about the AF Form 1185, *Commander's Impact Statement for MEB* must be addressed to your commander.)
3. Submit a Rebuttal Letter. A Rebuttal Letter is a document (memorandum format) you submit to the MEB Convening Medical Authority (CMA) addressing why you disagree with the narrative summary or the MEB recommendations. You may include any extenuating circumstances you feel should be considered. The CMA is a senior medical officer appointed by the MTF Commander and may not be one of the physicians who served on your MEB, wrote your narrative summary, or the impartial reviewer (if you elected an IMR). The PEBLO will forward your Rebuttal Letter and the CMA response to the MEB president for review. Your MEB case will not be forwarded to AFPC/DPFDD until the rebuttal process is finalized and the MEB results still indicate you are potentially unfit for continued military service.

If you elected to complete any of the above, (IMR, MEB Rebuttal Letter, and/or Letter of Exception) these documents will be included in your MEB package and sent to AFPC/DPFDD. The IDES timeline is very rigid so you must ensure you are timely with each of these documents since only 7 (seven) calendar days are allotted within the MEB timeline to complete the IMR/Rebuttal process. However, you may request an extension, which must be presented in writing to the PEBLO before surpassing the suspense date. If your suspense date lands on a weekend or holiday, your response/documents will not be due until the next business day.

You are encouraged to contact legal representation at the ODC for review of these documents before submission to your PEBLO.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR MOBILITY COMMAND  
JOINT BASE MCGUIRE-DIX-LAKEHURST

## Service Member Same Day Acknowledgment of IMR/Rebuttal Process Understanding

I have received and read the e-mail message from my PEBLO, and per that message, I acknowledge the following. \_\_\_\_\_ (see, e-mail paragraph 1)

I understand that I will make each step of this process a priority and neither work, nor leave, should interfere with timelines and action suspenses. \_\_\_\_\_ (see, e-mail paragraph 1)

I understand that I must read and/or listen to the **Impartial Medical Review and Rebuttal Slide Presentation (MDB2)** in full sent to me, and as instructed by, the PEBLO office, if not today, by at least the next calendar day, as not to delay my election suspense. \_\_\_\_\_ (see, e-mail paragraph 2 bullet points)

I understand that I should and will contact the PEBLO office via email and/or telephone if I have any questions about this step of the DES process after reviewing the slides. \_\_\_\_\_ (see, e-mail paragraph 2 bullet points)

I understand that there are **no ratings** provided at this step of the DES process and that this review and election step is only regarding the medical documentation (specifically the Narrative Summary package written by my MEB provider) and referred conditions. \_\_\_\_\_ (see e-mail paragraph 5)

I understand that I must review **part 2 of my MEB Case File Components** (specifically the Narrative Summary and addendum written by my MEB provider) sent to me via DoD SAFE, if not today, by at least the next calendar day, as not to delay my election suspense. \_\_\_\_\_ (see, e-mail paragraph 2 bullet points)

I understand that any issues I have with the VA Exams (*part 3* of my MEB Case File) will be disputed at a later time and I am only receiving a copy of the exams for my records. \_\_\_\_\_

I have signed and dated my **DAF Form 618** sent to me via DoD SAFE with **Today's Date** and understand this is only to acknowledge receipt of my MEB Case File and IMR/Rebuttal virtual counseling documents, not an acceptance. \_\_\_\_\_  
(Ref. PowerPoint Slide 6)

I have signed and dated the **Service Member Acknowledgment** on the Impartial Medical Review and Rebuttal election form with **Today's Date** and understand this, again, is only to acknowledge receipt of my MEB Case File and IMR/Rebuttal virtual counseling documents, not an acceptance. \_\_\_\_\_ (Ref. PowerPoint Slide 7)

I understand that I have 3 calendar days from the e-mail notification to make a decision in **Section I.** of the Impartial Medical Review and Rebuttal election form, on whether I agree with the MEB Case File Components (specifically the Narrative Summary and addendum written by my MEB provider). \_\_\_\_\_ (Ref. PowerPoint Slide 8)

I understand that I must make contact with **Office of Disability Counsel (ODC)** for initial intake **no later than** the next business day from e-mail notification, who will reach out to me within 48-72 hours, and that I may request an extension, one day at a time for my election, in writing (via e-mail) if still waiting to speak with ODC on how to proceed. Any further extensions must be requested by ODC directly. \_\_\_\_\_ (Ref. PowerPoint Slide 9)

I understand that if I fail to comply with any of these conditions listed above, the PEBLO can and will contact my Commander.

\_\_\_\_\_

\_\_\_\_\_  
Service Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Member Name Printed

# IMPARTIAL MEDICAL REVIEW (IMR) AND REBUTTAL ELECTION FORM INSTRUCTIONS

## **Step 1.** Service Member (SM) Acknowledgment of MEB receipt and IMR /Rebuttal Process

- A.** SM is briefed on their MEB results and counseled on the IMR/Rebuttal process. SM is provided a copy of their MEB package.
- B.** PEBLO provides the suspense date the IMR/Rebuttal election form is due.
- C.** SM signs/dates acknowledging they understand the process and the suspense date the election form is due back to the PEBLO.

## **Step 2.** SM Election (Completed on or before the suspense date as outlined in Step 1B.)

**ALL elections made by SM must have their Initials** (NO CHECK MARKS OR X)

- A.** If SM agrees with the MEB results, SM and PEBLO sign/date the election form in Section I. Submit case to AFPC/DPFDD.
- B.** If SM does not agree with MEB results and elects to have an IMR, SM and PEBLO sign/date the form in Section I. PEBLO processes the IMR request and sends case to the IMR Provider per DAFMAN 48-108, para 3.13. Upon review of the NARSUM and MEB package the IMR Provider initials whether they concur or non-concur with the MEB findings. If they concur the package is sent back to the PEBLO. If they non-concur they must contact and provide a written response to the MEB President. (SGP/SGH)
- C.** If SM does not agree to MEB results and elects only to submit a Rebuttal memo, the PEBLO will set a suspense date that the memo is due back to the PEBLO; SM and PEBLO sign/date form in section I. Section II and III will not be used. Process the Rebuttal memo as required per DAFMAN 48-108, para 3.14. CMA will provide a written response and send it back to the PEBLO. The PEBLO then forwards CMA response to SM and MEB president (SGH/SGP) for review.

## **Step 3.** Members IMR Acknowledgment and Rebuttal Option. **(Section III) Only used if the SM elects the IMR Option.**

Once the IMR process is completed the PEBLO briefs the SM on their rebuttal option and (if applicable) provides the suspense date the Rebuttal memo is due back to the PEBLO in Section III.

- A.** The SM makes their election and signs/dates the form.
- B.** If applicable, PEBLO completes the Rebuttal process as required per DAFMAN 48-108, para 3.14.
- C.** MEB case with IMR/Rebuttal documents is sent to AFPC/DPFDD.

# IMPARTIAL MEDICAL REVIEW (IMR) AND REBUTTAL ELECTION FORM

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

Reference: DoDI 1332.18, IC 1, Encl 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: \_\_\_\_\_

PEBLOs 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: \_\_\_\_\_