



LEADER'S GUIDE TO MEDICAL SEPARATIONS

UNDERSTANDING INTEGRATED DISABILITY EVALUATION SYSTEM (IDES)
TRANSITIONS

ACS Soldier & Family Assistance Center (SFAC)



IDES- INTEGRATED DISABILITY EVALUATION SYSTEM

- ▶ Integrated Disability Evaluation System (IDES)
 - ▶ Integrates components of both the DoD and VA disability systems
 - ▶ One comprehensive physical examination and single rating source
 - ▶ Expedites determination and receipt of benefits for conditions which do not meet retention standards and any others that are service-related
- ▶ SM WILL HAVE A DOD (ARMY) RATING & A VA RATING %
 - ▶ 30% OR MORE DOD rating = Medical Retired (eligible benefits such as Tricare)
 - ▶ LESS THAN 30% DOD rating= Medical Separation (severance for your service)
 - ▶ DOD rating focuses on the claim(s) hindering SM from continuing their service
 - ▶ i.e. TBI
 - ▶ VA rating includes all claims such as TBI and back, knee, ankles injuries, or illnesses that are a result of service, etc.

IDES TIMELINE & TIPS

- ▶ SM IN IDES (MEDBOARD)
 - ▶ *Length is case by case basis*
 - ▶ THE SM and Chain of Command should consider separation within 4-6 months on average
- ▶ Discuss potential leave options (#days CoC will consider approving)
 - ▶ PTDY (command approval- for SMs moving or looking for employment) in combination with 30 terminal leave maximum
 - ▶ 10 days: 0-3 approval
 - ▶ 20 days: 0-3 approval
 - ▶ PDA/4ID CG LEAVE POLICY/ Orders will be cut to 56 days from the date the SM hits the notification roster.
 - ▶ 4ID & non 4ID soldiers are limited to only 30 days of leave regardless of AD/NG/RS, installation, rank, unit, or years of service.
 - ▶ Exception to Policy (ETP)- 4187 & counseling is required to use more than 30 days of leave. Must be signed by O-6 and submitted to G-1 for processing.
 - ▶ No Later Than Date (NLT) Exception
 - ▶ SM must provide Transitions with a completed DA 4187 NLT Exception Packet signed by O-6
 - ▶ Requesting NLT Date, if approved will move the NLT Date to the right (must be done prior to submitting request for ETP to 4ID CG Leave Policy, if applicable)
 - ▶ This is done usually in cases in which the SM has already sold their max amount of leave in their career (60 days) or when the SM wished to utilize their leave as opposed to selling it.
- ▶ Awards, NCOERs, OERs
 - ▶ Recommend having a working copy initiated at the beginning of IDES process - after SM has received their Narrative Summary (NARSUM)

SM Receives Rating- What's Next?

- ▶ 1. SM SIGNS DA FORM 199 -Physical Evaluation Board Proceedings
 - ▶ Typically, the SM will appear on the Notification Roster (AKA TRANSPROC Roster) in 5-7 business days (case by case basis) from signing their 199.
- ▶ 2. SFAC Staff contacts SM once they have hit the Notification Roster to inform them, they should be receiving their orders from MPD within 7 business days.
 - ▶ SFAC can assist SM with selecting clearing dates.
 - ▶ SM should begin clearing the installation within 7-10 business days from appearing on the Notification Roster.

SM Receives Rating- What's Next? (continued)

- ▶ 3. MPD Staff cuts SM orders within 7 business days
 - ▶ SM needs to request approval of Transition Leave thru IPSS-A once orders are received.
- ▶ 4. SM completes Final Out
 - ▶ Final Out = LAST DAY IN UNIFORM AT FT. CARSON
 - ▶ SM is on leave until their separation date (official day out of the Army once leave has ended, if leave is granted)
- ▶ A SM should clear the installation during their clearing window not while they are on leave. *Although, they could clear and final out while on leave, if they must*

KEYS TO SUCCESS

- Soldiers should complete all possible transition requirements after they have accepted their Narrative Summary (NARSUM). Typically, Soldiers know several months (2-3 months) prior to receiving their ratings that they will be separating/ retiring under IDES
 - Request CIF early turn-in memo from Commander (CIF can take up to 8 weeks for appointments depending on the time of year on Fort Carson)
 - Initiate Transition Assistance Program (TAP)
- **COMMAND SUPPORT IS CRITICAL-** Soldiers and units should already have discussed Transitional leave and Admin leave (PTDY-TSAA & ISAA). Awards/Evaluation Reports (OER/ NCOER) should be ready for submission according to IDES timeline
- If an extension is required (NLT Date or CG Leave Policy), submit it immediately
 - Soldiers is typically given 10 business days for NLT Date ETP & 7 business days for ETP for CG Policy from the Notification Date to provide necessary paperwork to MPD/Transitions. The NLT 90-day separation date can be extended by US Army Physical Disability Agency (USAPDA) to enable all leave to be taken and when other extenuating circumstances exist.
- IDES Soldiers are expected to final out within **26 days** of hitting the TRANSPOC Notification Roster and separate from the Army **within 56** days of the Notification Date
 - 90 days from the Notification Roster is the No Later Than (NLT) Date.
 - Some Soldiers may not have 90 days, due to an ETS date that is earlier than 90 days.

CG POLICY # 5

- All SM are limited to 30 days of leave (includes Admin Leave)



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE BLDG 1435
FORT CARSON, COLORADO 80913

AFYB-CG

MEMORANDUM FOR Commanders, 4th Infantry Division

SUBJECT: Commanding General's Leave Policy for 4th Infantry Division Soldiers in the Disability Evaluation System

1. Purpose. The purpose of this policy is to increase unit readiness by restricting the approval of transition leave for 4th Infantry Division Soldiers in the Disability Evaluation System (DES) for more than 120 days. This policy applies only when the time between the date on which the Soldier enters into the DES and the date on which the Soldier's name appears on the TRANSPROC Notification Roster exceeds 120 days. Soldiers assigned to the Warrior Transition Battalion (WTB) as Soldier's in Transition (ST's) are exempt from this policy.

2. Ordinary Leave. Approval of ordinary leave for Soldiers in the DES process is generally discouraged before their Veterans Administration Compensation and Pension exams are complete. Commanders may grant leave as long as the leave or other required absence is communicated and coordinated immediately with the assigned physical evaluation board liaison officer (PEBLO) and does not prevent timely completion of DES exams. After the requisite medical exams are completed, Soldiers that are in a ordinary leave status at the time their name appears on the TRANSPROC Notification roster will be required to return to Fort Carson within six calendar days to complete the mandatory transition requirements.

3. Transition Leave. AR 600-8-10, para. 4-21d and para. 5-35b, directs that transition leave and permissive TDY (PTDY) must not interfere with operational requirements, timely processing, or transition processing. Consistent with my intent to ensure timely transition processing, Commanders are directed to limit Soldiers' transition leave to no more than 30 days to ensure unit readiness in support of current operational requirements. If a Soldier is granted PTDY, the combination of leave and PTDY will not exceed 30 days.

4. Consistent with AR 600-8-10, para. 4-21g, Soldiers can sell or "cash in" no more than 60 days of leave during their military career. Failure to properly manage leave prior to transition may result in the loss of Soldiers' accrued leave without compensation. Both Soldiers and Commanders will manage accrued leave during the DES process to ensure maximum use of earned leave and to minimize the loss of leave prior to transition. Soldiers who have already cashed in leave will be limited to their 90 day no later than date, established by the TRANSPROC Notification roster.

5. Commanders will ensure Soldiers enrolled in the DES process are aware of this policy and the potential limitations on their transition leave. Soldier's requesting an exception to policy will process a DA Form 4187 through their Brigade Chain of Command to the Commander, 4ID and Fort Carson.

6. The point of contact for this memorandum is LTC Zoraida I. Mather, G1, 4th Infantry Division, at (719) 503-0101 or zoraida.i.mather.mil@mail.mil.


MATTHEW W. MCFARLANE
Major General, USA
Commanding

CG EXCEPTION TO POLICY (ETP)

Request for "Exception to CG Policy" as to:

1. Utilize and not sell leave (significant financial loss if sold)
2. Not lose leave due to having sold the max 60 days in career
3. Other justification in which SM is requesting ETP

Requires DA FORM 4187:

1. O-6 Approval
2. Soldier's Command SUBMITS TO G-1
3. CG Approval
4. MPD is notified and a request for amended orders is made

PERSONNEL ACTION		
For use of this form, see PAM 600-8, the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary, however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) COMMANDER 1 SBCT, 4 ID FORT CARSON, CO 80913	2. TO (Include ZIP Code) CHIEF, TRANSITIONS INSTALLATION MANAGEMENT COMMAND, L MPD BLDG.1425, FT CARSON CO	3. FROM (Include ZIP Code) COMMANDER 2-1 CAV, 1 SBCT, 4ID FORT CARSON CO 80913
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) DOE, JOHN A.	5. GRADE OR RANK/PMOS/AOC SSG/19D	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Ent only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Ent only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Ent only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) IDES TRANSITION LEAVE ETP
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Soldier requests an exception to policy to the Commanding General's Leave Policy Guidance for Soldier's Enrolled in the Disability Evaluation System (DES)		
2. Soldier entered the DES process on 26 Aug 2019		
3. Soldier's current ETS/Retirement date is 20200415		
4. Justification: SM needs time to properly transition from the military. SM went over the IDES days due to the appeals process taking more than 70 days to complete. Soldier was using his appeal rights and due process to increase his DOD percentage.		
Enclosures: ERB, LES		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

NO LATER THAN DATE (NLT) ETP

SM requests "No Later Than" date to be extended:

1. To take most or all accrued leave
2. Cannot sell leave due to having sold max (60) in career

3. Other justification by SM

Requires:

1. DA FORM 4187 approved by 0-6
2. DA FORM 31 signed
3. End of month LES with accurate leave (CR balance not ETS balance)
4. Copy of SM Counseling

*SM has 10 business days from Notification Date to provide ETP packet to Transitions

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) Commander	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code) Commander
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Extend TRANSPROC NLT Date
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
XXXXXXXXXXXXXXXXXXXX EXAMPLE 4187 REQUEST FOR EXTENSION XXXXXXXXXXXX		
Request my "No Later Than" date to be extended until 21 September 2021. This will allow me to take all of my accrued leave. As of June 2021, I have 65.5 days of accrued leave and will accumulate an additional 7 days of leave ending on 21 September 2021. I am requesting to use a total of 72 days of leave. Extension of my retirement/separation date will allow me to take my accrued leave as authorized by AR 635-8, para 6-5		
REQUIREMENTS: 1. DA FORM 4187 SIGNED/ENDORSED BY FIRST COL/O-6 2. DA FORM 31 SIGNED 3. END OF MONTH LES 4. COPY OF SM COUNSELING (All required documents must be merged into one PDF)		
NOTE: REQUESTS FOR EXTENSIONS TO NLT 90-DAY IDES SEPARATION DATES RECEIVED 14 CALENDAR DAYS AFTER INITIAL USAPDA TRANSITION CENTER (TC) NOTIFICATION ARE SUBJECT TO DISAPPROVAL OF THE REQUESTED DATE. BE ADVISED THAT ALL REQUESTS ARE PROCESSED BASED ON THE DATE OF RECEIPT AT USAPDA, AND THE REMAINING TIME AVAILABLE ON THE ORIGINAL NLT 90-DAY SEPARATION WINDOW ESTABLISHED DURING INITIAL TC NOTIFICATION.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

Counseling Statement

1. I _____ have been counseled in accordance with AR 635-8 Separation Processing and Documents dated (_____) pertaining to my election of a separation date to medically separate from the Army. Initial here
2. I understand that I should elect to be separated prior to the 20th of the month that this decision could result in overpayment by the Army which would cause a debt that I will be responsible to repay. Initial here
3. I understand that DVA service connection for disability incurred in or aggravated by military service may be established from the day following my date of separation from the Army. By law entitlement to payment is not authorized until the first of the month following the month in which service connection is established. DVA compensation is paid, like military pay, in arrears. Because of these rules I understand that electing a separation date earlier in the month will result in corresponding delay in receipt of DVA payments and I must plan accordingly. Initial here
4. I understand that a disability separation may occur on any day of the month. However, the Army will make every attempt to separate Soldiers as close to the end of the month as possible, but not the last day of the month. The purpose of this policy is to minimize the financial impact on Soldiers' benefits during transition from the Army to the VA, given separation on the last day of the month will result in loss off one month of VA compensation. Initial here
5. I request to be separated on _____

(Commander/Counselor Signature)

(Soldier's Signature)

QUESTIONS & APPEALS

- The Soldier will be assigned a Physical Evaluation Board Liaison Officer (PEBLO). The PEBLO will assist the SM throughout the process. PEBLOs are the connecting piece between the SM, family, chain of command, the VA, and Physical Evaluation Board (PEB).
 - Commanders are encouraged to contact the SM's designated PEBLO for questions or concerns during the IDES process.
- The Soldier may also seek the assistance of the Ombudsman Team.
- SFAC staff provide guidance to Soldiers as they separate from the service by connecting them with resources, educating them about the IDES process, creating their leave calculation, and requesting their orders.

SFAC

1517 Ellis Street, BLDG 1201 (ACS Center)

Fort Carson, Co 80913

(719) 526-5807



The Ombudsman resolves complex issues for Service Members and their Families



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The Ombudsman Team Fort Carson, CO

The Ombudsman is a neutral, independent and impartial resource for Service Members and their Families. The Ombudsman will help resolve any issue for Warriors in Transition, to include medical, personnel, finance, legal, transition, and Veterans Administration matters. The Ombudsman will also support non-WTU Service Members and their Families who need assistance with medical related issues. In every case, the Ombudsman will attempt to connect the Service Member or Family with appropriate subject matter experts.

Need help or have a question? Talk to an Ombudsman