



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
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WASHINGTON, D.C. 20350-1000

AUG 15 2011

**MEMORANDUM FOR CHIEF OF NAVAL PERSONNEL
DEPUTY COMMANDANT, MANPOWER & RESERVE AFFAIRS
CHIEF, BUREAU OF MEDICINE AND SURGERY
DIRECTOR, SECRETARY OF THE NAVY COUNCIL OF REVIEW
BOARDS**

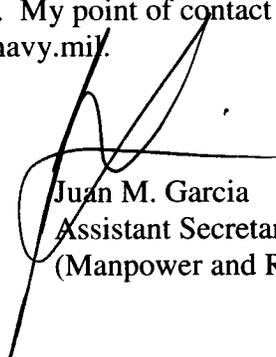
SUBJECT: Overseas Integrated Disability Evaluation System (IDES) Policy Guidance

In order to achieve Integrated Disability Evaluation System (IDES) expansion goals and objectives reported under the Joint Strategic Plan (JSP), Phase 3 - Stage 4 of the IDES expansion plan requires all IDES locations to be operational by the end of Fiscal Year (FY) 2011. This performance measure within the JSP has been identified as a High Priority Performance Goal (HPPG) for the Under Secretary of Defense (Personnel and Readiness). The Department of the Navy's goal is to achieve Initial Operating Capability (IOC) for our overseas personnel by August 31, 2011.

To support this goal, the Department of the Navy's concept of operations is for personnel assigned overseas who require referral into IDES, after initial screening by the Department of the Navy Physical Evaluation Board (PEB), to receive permanent change of station orders to a continental United States (CONUS) location where they can be entered into, and processed through, the IDES. Moving these members to a CONUS location for IDES processing will better support these members and their families as they face transition to post-service life.

Initial coordination efforts on the processes and procedures supporting this concept of operations has prepared us to take the necessary next steps and produce the policy and process documents needed to execute pre-IDES operations for our overseas service members. The attachment broadly outlines the responsibilities associated with these pre-IDES operations.

I appreciate your continuing support in making this process work smoothly for our overseas service members and their families. My point of contact in this matter is Mr. Robert Gaines, (703) 693-5303 or robert.j.gaines@navy.mil.


Juan M. Garcia
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

ATTACHMENT 1

RESPONSIBILITIES

1. CHIEF OF NAVAL PERSONNEL (CNP) AND DEPUTY COMMANDANT, MANPOWER & RESERVE AFFAIRS (DC(M&RA)). The CNP and DC (M&RA) shall:

a. Establish procedures to provide permanent change of station (PCS) orders to transfer overseas service members screened by the PEB as likely unfit for continued naval service and require IDES processing. Transfer must be to a CONUS location where sufficient medical, IDES and other resources exist to support IDES processing and the needs of the service member and their family. Selection of the CONUS location will depend, in part, on the member's medical condition, local transition assistance capabilities and the personal desires of the Sailor or Marine. The gaining command must be near a Navy or Marine Corps Military Treatment Facility (MTF) currently providing IDES processing. The transferring service member should report to their gaining CONUS command and to the Medical Evaluation Board (MEB) section of the receiving MTF for IDES processing within 90 days of receipt of notification from the PEB.

b. Establish procedures to ensure members transferred for IDES processing through a CONUS MTF are in a Limited Duty (LIMDU) status.

2. CHIEF, BUREAU OF MEDICINE AND SURGERY (CHIEF, BUMED): The Chief, BUMED shall:

a. Establish procedures for MTFs to identify service members stationed overseas who meet initial screening requirements for IDES processing and for ensuring these members are placed into a Limited Duty or Medical Hold status, as appropriate. These service members will not be placed into the Veteran's Tracking Application (VTA) or into the IDES while stationed overseas.

b. Establish procedures for overseas MTFs to develop necessary information for consideration of possible unfitness for continued naval service by the PEB. While this information is less than that required for a full MEB submission to the PEB for IDES adjudication, the MTF must provide, at a minimum:

(1) Medical information to substantiate the existence or severity of potentially unfitting conditions. This information will generally be no older than six months. Information exceeding this time frame may be used if more current information would not substantially affect the PEB's evaluation of potentially unfitting conditions.

(2) Minimum narrative summary (NARSUM) requirements for referral for PEB consideration will use the NARSUM in AHLTA process to document the following:

- Clearly identify the diagnoses of conditions that may make or contribute to making the service member unfit for continued naval service.
- Description of the current condition and treatment information for the conditions that may make or contribute to making the service member potentially unfit for continued naval service, including prognosis.
- Description of the impact of these conditions on the service member's performance of duties.

(3) Commander's non-medical assessment (NMA). This NMA should be no older than six months when received by the PEB.

(4) A memorandum to the President, PEB signed by the Convening Authority identifying the potentially unfitting conditions and requesting the PEB evaluate the case for potential referral into the IDES.

c. If the PEB determines the referred service member should be entered into the IDES, establish procedures to ensure all medical records and other information that will contribute to the IDES case file are forwarded to the gaining MTF's MEB section by the date of the service members detaching for PCS.

3. DIRECTOR, SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS (DIRSECNAVCORB): The DIRSECNAVCORB shall:

a. Establish procedures for the PEB to receive and evaluate cases referred by overseas MTFs for potential referral into the IDES. The PEB will determine if the service member's condition(s) impact their ability to perform duties to such a degree that they should be referred into the IDES for full consideration of fitness to continue naval service. A determination that a service member should be referred into the IDES does not constitute a finding of unfitness.

b. Establish procedures and maintain staffing to ensure cases referred by overseas MTFs for evaluation can be completed within twenty-one calendar days. The starting time for this evaluation period begins when the referral has been accepted by the PEB and ends when the PEB issues a letter publishing their findings back to the MTF and notifying the appropriate military personnel command to initiate the PCS process.