

DES CHECKLIST WITH NOTES

SM:	ETS:	OUTCOME:
Rank:	Phone:	

ITEM #	DESCRIPTION	STATUS	NOTES
1	Complete Service Treatment Record- HRR Composite		Ensure the SM's medical documents supporting the disqualifying medical condition(s) identified with a PULHES 3 or 4 on the SM's physical profile (DA 3349) are uploaded in HRR
2	PHA within 12 months		PHA within 12 months or memo of explanation if missing
3	Entry Physical Exam or Memo		Entry Physical Exam (2808 and 2807-1) usually from MEPS or provide a memo with an explanation detailing the reason for lack of Entry Physical Exam
4	Physical Profile completed IAW AR 40-501 (DA Form 3349)		The DA Form 3349 must list the Soldier's disqualifying medical and/or behavioral health condition(s) in block 9 and must have a second signature in block 13
5	Commanders Performance and Functional Statement (DA Form 7652, APR 2019)		Section III C must be filled out by the commander. The battalion commander must be a 05 or above. The commander must be a 03 or above, if not an assumption of command memo is required. The form requires a signature date.
6	MMRB/MAR2 Proceedings (If Applicable)		If applicable
7	Approved LODs with Determinations (DA Form 2173 and DD Form 261 or LOD Approval Memo)		LOD for disqualifying condition(s) only
8	VA Rating (if Applicable)		The Soldier can obtain a copy of his VA disability compensation letter by logging into his "Myhealthvet" account at https://www.myhealth.va.gov
9	IDES or Legacy Disability Evaluation System (LDES) (DA Form 4856)		Verify whether the SM has a VA Rating, Complete part IV (SM makes an election and sign), LDES memos are required if the SM elects LDES and all signature dates must match the form date
10	Previous MEB/PEB Decisions (If applicable)		If applicable
11	Last 3 evaluation reports (OER/NCOER/ E-4 Word Picture)		Provide a memo with an explanation detailing the reason for missing any of the last three evaluations
12	Current PQR or ORB/ERB		Ensure the form(s) is generated within 60 days
13	LES- Current end of month (DFAS Form 702)		Ensure the form is generated within 30 days
14	Following orders (Attachment/Extension/Mobilization/ADME/MRP-E/MRP/CCU/AGR)		Submit orders in chronological order as one attachment
15	Promotion/Demotion orders within last 2 years (If applicable)		If applicable
16	DD Form 214/ DD Form 220/DD Form 215/NGB-22		You need the following when: DD 214- SM is on consecutive orders for 90 days or more DD 215- corrections are made to the DD 214 DD 220- SM is on consecutive orders for more than 30 days but less than 90 days. You can verify this with the RPAM
17	20 year Retirement letter (If applicable)		If applicable
18	Retirement Point Statement (NGB Form 23B)		Ensure the form is generated within 60 days
19	Restricted Documents (If applicable)		If applicable