



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
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MARIETTA, GEORGIA 30060

NGGA-HRO

8 August 2022

MEMORANDUM FOR All Commanders, Administrative Officers, Directorates and Georgia Army National Guard Active Guard and Reserve (AGR) Soldiers

SUBJECT: Policy and Procedures for Georgia Army National Guard (GAARNG), AGR Soldiers Processing Through the Integrated Disability Evaluation System (IDES)

1. References:

- a. AR 635-40 (Disability Evaluation System for Retention, Retirement or Separation), 19 January 2017
- b. DODI 1332.18 (Disability Evaluation System), 5 August 2014
- c. Army Directive 2021-15 (Integrated Disability Evaluation System), 16 March 2021
- d. AR 135-175 (Separation of Officers), 30 March 2020
- e. AR 135-178 (Enlisted Administrative Separations), 7 November 2017
- f. AR 600-8-10 (Leave and Passes), 3 June 2020
- g. AR 635-8 (Separation Processing and Documents), 17 September 2019
- h. AR 40-501 (Standards of Medical Fitness), 27 June 2010
- i. Directive -Type Memorandum (DTM)-18-004 (Revised Timeliness Goals for the Integrated Disability Evaluation System, 30 July 2018
- j. Directive Type Memorandum (DTM) – 20-001 (Policy Revisions for the Disability Evaluation System (DES), 19 April 2021

2. Applicability. This policy applies to all GAARNG AGR Soldiers currently in or transitioning to the IDES process and all Commanders / Administrative Officers (AO).

3. Purpose. To establish guidelines necessary to properly guide Soldiers through the IDES process ensuring their needs as well the needs of the organization are met.

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4. The IDES process for an AGR Soldier begins when they receive a P3 / P4 profile, from an Active Duty Medical Treatment Facility (MTF), issued by a military medical provider for any condition that appears not to meet medical retention standards. The IDES process in most instances will be completed within 180 days, encompassed in three phases:

a. Medical Evaluation Board (MEB). This board will be comprised of at least two physicians who will evaluate the Soldier's medical history and condition (s). The board will determine if the Soldier's medical condition (s) limits their ability to perform their duty. A Physical Evaluation Board Liaison Officer (PEBLO) will be assigned at the beginning of this phase to serve as the primary point of contact for the Soldier as well as the Commander / Administrative Officer. If the MEB determines the Soldier's condition (s) does not meet medical retention standards, the Soldier will be referred to the PEB. Otherwise, the Soldier will be returned to duty either with or without limitations.

b. Physical Evaluation Board (PEB). This board considers the medical condition of the Soldier to determine their functional fitness and appropriate amount of compensation if their career is ending due to a service-connected disability. The PEB is the only military board that can deem a Soldier fit or unfit for continued military service.

c. Transition Phase. This phase begins the day the PEB final disposition is approved by the U.S Army Physical Disability Agency (USAPDA) and the Physical Disability Information Agency Report (PDIR) is received. HRO will begin working with the Soldier to ensure they are properly separated / retired no later than the date established by USAPDA. This phase ends the day the Soldier is out processed from the GAARNG.

5. Soldier Responsibilities:

a. Ensure the Battalion AO's POC is provided to the PEBLO as the primary point of contact for the Commander.

b. Continue to work within the limits of their profile. Profiles issued by a military physician should never completely excuse a Soldier from reporting to work. An AGR Soldier in the IDES process must always be in one of three duty statuses:

- (1) Present and working at their primary duty location.
- (2) Leave or Pass.
- (3) Attending scheduled medical or administrative appointments.

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c. Attend all scheduled medical appointments and provide Battalion AO with documentation indicating appointment (s) was attended.

d. Keep PEBLO and chain of command informed of all changes in personal circumstances, appointment conflicts and administrative actions that may impact completion of the process.

e. Prior to the end of the PEB phase all Soldiers must do the following:

(1) Complete the Soldier for Life – Transition Assistance Program (SFL-TAP)

(2) Turn in all equipment issued by an Army Central Issue (CIF) and receive a stamped clothing record.

(3) Turn in all equipment issued by their Unit Supply and obtain a signed DA Form 137, Unit Clearance Record.

f. Begin out-processing with HRO-AGR transitions section immediately upon notification that the case has been approved with an unfit finding.

g. Contact PEBLO for approval to undergo any non-emergent medical procedure which will require convalescent leave of any length.

6. Chain of Command / AO responsibilities:

a. Provide PEBLO with completed DA Form 7652 (Disability Evaluation System Commander's Performance and Functional Statement) upon request.

b. Ensure Soldier is either present for duty and working in accordance with their profile, on leave / pass or at an approved medical / administrative appointment.

c. Ensure the Soldier enrolls and attends Soldier for Life – Transition Assistance Program events.

d. Keep the PEBLO informed of any changes in the Soldier's personal circumstances to include approved leave, temporary duty orders, disciplinary actions, or administrative separations.

e. Ensure the Soldier attends all required medical and administrative appointments.

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7. Human Resources Office (HRO) AGR Branch Responsibilities:

a. Provide any administrative assistance needed to expedite the process for the Soldier, Chain of Command or PEBLO.

b. If Soldier is found unfit, HRO-AGR will ensure the Soldier is issued separation orders / DD Form 214 and properly transitioned off Title 32 AGR status.

8. Soldiers going through the IDES process are still subject to the Uniform Code of Military Justice (UCMJ). Failure to follow through on any items listed in paragraph 5 of this memorandum can lead to disciplinary action and termination of the board process.

9. Soldiers may request an extension to the separation date issued in the PDIR to take any accrued leave. Requests must be first endorsed by the first O6 in their chain of command and forwarded through the PEBLO to USAPDA for final approval. The PDIR separation date will not be extended to allow for Transition Administrative Absence (TAA) formerly known as Permissive Temporary Duty (PTDY).

10. Units may submit backfill requests for affected Soldiers only after the PDIR is received by HRO and an effective date of separation / retirement has been determined.

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