

**Guideline 26. Case Management Assessment Checklist.** The following is a snapshot of the AFW2 Case Management Assessment Checklist. While this checklist will not take the place of the CRP, it can help guide care managers through the entire continuum of care spectrum, and if used as a road map/guide can eliminate gaps in non-medical care. AFW2 care managers should keep this checklist on their desktop so they can refer to it when needed. This document can also be used as a starting basis to determine program training needs and requirements.

<b>IDENTIFICATION: NMCM - Build case within 3 work days</b>
WII Enrollment/Actions (See Guideline 1)
WII Cell/NMCM/ have role in updating initial information into DoD-CMS Client Info
9W RI - WII Cell will complete appropriate actions as designated in the AFW2 9W RI procedures/guidance (See Guideline 13)
WII Cell Update AFFIRST - Select "Edit Customer" Tab and select "AF Wounded Warrior" (See Guideline 14)
Utilize Personnel Systems to access documents - pull and post in DoD-CMS case file - Use Naming Convention/ex: example: vRED - Doe, John A
vRED (Verify marital status, dependents)
ARMS documents (as needed) Combat Medal Citations, EPRs etc.
Note: When reviewing MilPDS SURFs you may find MilPDS Code Speedy Reference as helpful
LONG SURF - use correct naming convention - MilPDS (Long) -Doe, John A
LOSS SURF - (optional)
PROMOTION SURF for AD Enlisted only (highly suggested)
Identify and work Personnel Issues:
Expiring ETS/DOS
Promotions/Testing
Awards & Decorations (Purple Heart?)
Evaluations (EPRs/OPRs) (Consider non-reporting period?)
High Year Tenure (HYT)
Assignment
Identify deployment history (if applicable)
"Q" Assignment Limitation Code - Exceptional Family RSM Program (EFMP)
"O" Selective Reenlistment Bonus
31 or 37 Assignment Availability Code
If Assigned to Airman Medical Transition Unit (AMTU) has RSM been gained with 9P RI?
UIF/Referral EPR/Control Roster to determine if possible Dual Action case
If at any time RSM is Dual Action, refer to Dual Action Assessment Checklist and use in conjunction with this Assessment
AFPC/DPSOR, Involuntary Separation Section OPR DSN 665-1445; <a href="mailto:dps.sep.dos.ets@us.af.mil">dps.sep.dos.ets@us.af.mil</a>
Transfer of 9/11 GI Bill <a href="http://www.benefits.va.gov/gibill/post911_transfer.asp">http://www.benefits.va.gov/gibill/post911_transfer.asp</a> (SEE FIGURE 10)
For facts sheets on all GI Bill Programs, to include Chapter 35 go to: <a href="http://www.benefits.va.gov/gibill/handouts_forms.asp">http://www.benefits.va.gov/gibill/handouts_forms.asp</a>
TAFMS - 6 years to qualify (Understand if transfer of benefits not accomplished prior to AAC 37 update will be to late)
Assess record and review past EPRs, SGLI Selection and any other pertinent documents as needed
Bronze Star, Purple Heart, Combat Action Medal (or any medal with valor device) (need to be annotated in DoD-CMS Decorations area)
DEERS (NMCM update CMS "Demographics" if necessary)
DEERS Family Application - update family RSM information in DoD-CMS
DEERS GIQD - Tricare Eligibility (if "OGP" is annotated they are receiving Medicare, select link and determine if they accepted Part A and B Medicare)
Facebook - Inquire if SM is active on Facebook. Provide instructions for searching for Wounded Warrior Care Manager Profile for updates to our program
If SOCOM RSM, identify other wounded warrior recovery services assigned (i.e., SOCOM Care Coalition, etc.); coordinate as applicable

**RECOVERY: RCC LEAD**

Allow SG personnel to perform their role first in catastrophic cases -- RSM's immediate medical recovery #1 priority before everything else

IS THERE A NEED FOR A FEDERAL RECOVERY COORDINATOR (FRC) (CAT 3 Catastrophic Injury)

DEMOGRAPHICS- CONFIRM WITH RSM (ALL RECOVERY PHASES ARE INITIAL ASSIGNMENTS; NMCM VALIDATES DEERS IN IDENTIFICATION)

PII Consent (located in Handout 1) (See Guideline 19)

VA Information Release to a 3rd Party - VA Form 21-0845 <http://www.vba.va.gov/pubs/forms/VBA-21-0845-ARE.pdf> Post in case file

Monitor VSI/SI Casualty Morning Report Update Messages. Go to Casualty SharePoint link.

Assess if EFMT/Non-med Attendant was requested/required

Is there a Family Liaison Officer (FLO) assigned? Confer w/ WII Cell

If FLO is assigned introduce that person to the caregiver if applicable

Assess needs and status of Line of Duty (LOD) if applicable LOD - AF IMT 348

Advanced Benefit Option (ABO) - if applicable contact Casualty Assistance Representative (CAR)

In the event RSM passes, contact CAR to ensure family has been contacted and Dependency and Indemnity Compensation (DIC) initiated

Send request to RTL to place case in inactive and update case disposition of RSM as "Closed" "Deceased" (See Guideline 10)

Initial Entry Trainees - Basic Military Trainees (BMT) and Cadets will undergo Legacy Evaluation System

TSGLI eligibility <http://www.benefits.va.gov/BENEFITS/factsheets/insurance/TSGLI.pdf> Request NMCM Assist as Needed, Refer to TSGLI Slide Brief

CZTE eligibility Request NMCM Assist as Needed

PAC eligibility Request NMCM Assist as Needed

9W RI - AFW2 9W RI consideration, Request NMCM Assist as Needed, (See Guidance 8)

Legal Assistance?

Counseling: Resources such as MFLC, Tricare Behavioral Health, Chaplain etc.,

Military & Family Life Counseling Program (MFLC) - [http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC\\_Program\\_Brochure.pdf](http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC_Program_Brochure.pdf)

Financial Needs - refer to Airman & Family Readiness Center

Housing

Support

Transportation

Pay - Contact Region Team Lead for DFAS Assistance

Social Security Disability Wounded Warriors <http://www.ssa.gov/people/veterans/>

**REHABILITATION: RCC LEAD**

If this is the Initial Phase of Care Assigned, review Recovery Phase; annotate applicable items before proceeding

New Phase of Care – CNA Requirement?

CRP Requirement

Consider if it is right time to provide AFW2 Handout 1, and work through each part of the document at the appropriate time

DEMOGRAPHICS- CONFIRM WITH RSM; UPDATE CMS

Send notification/contact A&FRC if RSM has condition that merits one-on-one transition assistance

If RSM is assigned to Airman Medical Transition Unit (AMTU)

Has RSM been gained with 9P RI?

Ensure PCS orders are not back dated and there is no debt incurred if so, contact NMCM for assistance

Ensure Government Travel Card (GTC) card is changed over immediately

Assist with Joint Spouse assignment issues if so, contact NMCM for assistance

Benefits/Entitlements/Special Programs - Collaborate with the RT and assist with resolution as needed for the following:

TSGLI eligibility <http://www.benefits.va.gov/BENEFITS/factsheets/insurance/TSGLI.pdf> Request NMCM Assist as Needed

CZTE eligibility Request NMCM Assist as Needed

PAC eligibility Request NMCM Assist as Needed

9W RI - AFW2 9W RI procedures/guidance (See Guidance 8)

Therapy and Service Dogs <http://www.operationwearehere.com/militaryservicedogs.html>

Educate RSM on Transfer of Education Benefit (TEB) - Post 9/11 GI Bill [http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)

For facts sheets on all GI Bill Programs, to include Chapter 35 go to : [http://www.benefits.va.gov/gibill/handouts\\_forms.asp](http://www.benefits.va.gov/gibill/handouts_forms.asp) (SEE FIGURE 10)

If transferring 9/11 benefits, educate RSM on keeping one month for themselves in case they use Vocrehab

MUST apply on line for TEB as soon as possible prior to the Fitness/Evaluation process (cannot have a code 37)

TAFMS - 6 years active or Selective Reserve and agrees to serve 4 additional years to qualify

Has at least 10 years active or Selected Reserve Service on date of approval

SCAADL Consideration, MUST BE A CAT 3

FRC REFFERAL Policy for SCAADL (See Guidance 13 & 16)

Assess for SCAADL eligibility -

Monitor Recertification/Reevaluation and suspense dates as appropriate (Use CRP Goals to suspense recertification dates!)

NMCM or RCC enter SCAADL Note in DoD-CMS

Advanced Benefit Option (ABO) - if applicable contact Casualty Assistance Representative (CAR)  
[http://www.benefits.va.gov/insurance/forms/SGLV\\_8284.pdf](http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf)

In the event RSM passes, contact CAR to ensure family has been contacted and Dependency and Indemnity Compensation (DIC) initiated

Send request to RTL to place case in inactive and update case disposition of RSM as "Inactive" "Deceased" See Guidance 3

Counseling: Resources such as MFLC, Tricare Behavioral Health, Chaplain etc., (ensure caregiver is aware)

Military & Family Life Counseling Program (MFLC) - [http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC\\_Program\\_Brochure.pdf](http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC_Program_Brochure.pdf)

Assess Financial Needs

Assess RSM /Family needs

Assess Housing needs

Does RSM have base housing; IF so, ensure NMCM IS AWARE

Assess Support system

Assess Transportation needs

Assess Pay Issues contact NMCM if pay issues occur
Educate RSM on National Resource Directory (NRD) <a href="https://www.nrd.gov">https://www.nrd.gov</a>
Non-Government Resources - frequently used:
AF Aid Society - Grants for combat related Veterans only
Fisher House (Hero Miles/Hotels for Heroes) <a href="http://www.fisherhouse.org/programs/hero-miles/">http://www.fisherhouse.org/programs/hero-miles/</a>
Red Cross <a href="http://www.redcross.org/find-help/military-families/financial-assistance">http://www.redcross.org/find-help/military-families/financial-assistance</a>
AF Association
United Way 211 <a href="http://www.unitedway.org/">http://www.unitedway.org/</a>
Medical issues and Treatment
Social Security Benefits
Social Security Disability Wounded Warriors <a href="http://www.ssa.gov/people/veterans/">http://www.ssa.gov/people/veterans/</a>
Computer Accommodations Program (CAP) ACTIVE DUTY STATUS <a href="http://cap.mil/">http://cap.mil/</a>
Permission to contact family in event of emergency - annotate in case file
Introduce to C.A.R.E./Adaptive Rehabilitation Sports Program (ARSP) (Recruit! Recruit! Recruit for next Event!)
Introduce Caregiver Program
Provide current year Caregiver Resource Directory
Introduce Recovering Airmen Mentorship Program RAMP
If RSM requests a Mentor and wants to be Mentee, notify RAMP PM and copy RTL and NMCM
Identify RSM Employment and Educational Goals, work with Career Readiness Region POC; Choose appropriate Service Code Note
Educate on USA Jobs and provide link: <a href="https://www.usajobs.gov/Search/GetAdvancedSearchResults">https://www.usajobs.gov/Search/GetAdvancedSearchResults</a>
Educate on American Job Center and provide link <a href="http://jobcenter.usa.gov/">http://jobcenter.usa.gov/</a>
Active Duty - Provide information on Internships - Operation Warfighter Program (OWF)
Active Duty - Provide information on Education and Employment Initiative (E2I)
Educate on Security Clearance Cyber Training for ACTIVE COMPONENT
Defense Cyber Investigations Training Academy - <a href="https://www.dcita.edu/">https://www.dcita.edu/</a>
Security Clearance - Type and expiration date - see for guidance on updating
Spouse Employment (Refer to A&FRC) for the following resources:
Provide information on Defense Spouse Education and Career Opportunities (SECO) for AD, ARC, Surviving Spouses - <a href="http://www.militaryonesource.mil/seco">http://www.militaryonesource.mil/seco</a>
Learning Counts Services for SECO - <a href="http://www.learningcounts.org/">http://www.learningcounts.org/</a>
Educate RSM on I-RILO Process and Outcomes
RTD with or without Assignment Limitation codes C, X, an Y
Educate RSM on Assignment Limitation Code 37
If RSM is RTD w/ no ALC (no limitations) proceed to Sustainment Phase of Care Assessment - contact NMCM to inform of status and if RI update is needed
If I-RILO determines RTD and SM was awarded 9W200/92W2, change RI to 9W000/92W0 (See Guidance 8)
If I-RILO RTD and C coded Proceed to Stabilization Phase of Care Assessment - (RCC LEAD)
If I-RILO approved, proceed with MEB/IDES Process, proceed to Fitness Evaluation Phase of Care Assessment (RCC Lead)

**FITNESS EVALUATION -- RCC LEAD (until RSM receives orders & warm hand-off to NMCM occurs)**

If this is the Initial Phase of Care Assigned, review Recovery & Rehabilitation Phase; annotate applicable items before proceeding

New Phase of Care - CNA Requirement?

Send notification to A&FRC if RSM has condition that merits one-on-one transition assistance

Refer RSM to Office of Airman's Council (OAC) for legal assistance for MEB, IPEB, VA Reconsideration and TDRL Reevaluations

Therapy and Service Dogs <http://www.operationwearehere.com/militaryservicedogs.html>

Introduce to C.A.R.E./Adaptive Rehabilitation Sports Program (ARSP)

Provide to RSM Application and Event Announcement

Introduce Caregiver Program

If RSM has caregiver (and not receiving SCAADL) NMCM update Contact Tab as "Caregiver Other" in the AFW2 Database

Provide RSM current year Caregiver Resource Directory

Introduce Recovering Airmen Mentorship Program RAMP

SCAADL Eligible? MUST BE A CAT 3

If applicable, Educate/plan for SCAADL 90 Day Post DOS

If RSM condition worsens, contact CAR for Advanced Benefit Option (ABO) - [http://www.benefits.va.gov/insurance/forms/SGLV\\_8284.pdf](http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf)

In the event RSM passes, contact CAR to ensure family has been contacted and Dependency and Indemnity Compensation (DIC) initiated

DIC VA Link: <http://www.benefits.va.gov/BENEFITS/factsheets/survivors/dic.pdf>

Send request to RTL to place case in inactive and update case disposition of RSM as "Deceased"

Collaborate with RT, to verify MEB/PEB status; identify if all unfitting medical issues are addressed (PTSD/TBI) and included in the NARSUM

Collaborate with RT, to identify/verify medical conditions that are unfitting are included in MEB/PEB

Computer Accommodations Program (CAP) ACTIVE DUTY STATUS <http://cap.mil/>

Educate RSM on the I-RILO/IDES process and Combat Related Definitions

NARSUM preparation for MEB

Ensure RSM is aware OAC is available

IPEB process

Board outcomes [RTD/TDRL/PDRL/Discharge with Severance (DwS)]

Ensure RSM is aware OAC is available for IPEB and TDRL Reevaluations

RSMs actions (accept findings/LAS/appeal to FPEB)

Limited Assignment (LAS) Review (if applicable, RSM briefed at start of IPEB process) for AD only

FPEB findings

SAFPC Appeal

VA Reconsideration for unfitting conditions

Ensure RSM is aware OAC is available for VA reconsiderations for unfitting conditions

VA Reconsiderations for all rated disabilities that are NOT unfitting - Disability Benefit Questionnaire (DBQ)

Educate RSM on the Legacy Evaluation System IF an Initial Entry Trainee and IS NOT undergoing IDES

IDES Exemption of Initial Entry Trainees - Basic Trainees and Cadets - Legacy Evaluation System

Educate Initial Entry Trainees that Legacy does not include VA evacuations; will receive AF rating when IPEB process is complete

Mandatory enrollment in VA Benefits Delivery at Discharge (BDD) /Quick Start Program once IPEB is finalized

Educate RSM on VA Vocational Rehab & Education (VR&E)

Is RSM aware can enroll in one of 5 Tracks while on Active Duty once enrolled in Integrated Disability Evaluation System (IDES)

Has VA Medical Service Coordinator (MSC), PEBLO, RCC or a Medical Authority referred RSM to VR&E counselor for an appointment
Has VA Form 21-0819, VA/DOD Joint Disability Evaluation Board Claim -( Referral Source) sent to VR&E counselor
Ensure they have set up their E-Benefits account (normally is set up at Transition GPS (formerly TAP)
Assess employment/educational/personal goals (See Guideline 23)
Educate on Security Clearance Cyber Training for ACTIVE COMPONENT (not Veterans)
Defense Cyber Investigations Training Academy (DCITA) <a href="http://www.dcita.edu">http://www.dcita.edu</a>
Security Clearance - Type and expiration date - see for guidance on updating
VMET; make corrections if necessary while at Transition GPS (formerly TAP)
Educate on USA Jobs and provide link: <a href="https://www.usajobs.gov/Search/GetAdvancedSearchResults">https://www.usajobs.gov/Search/GetAdvancedSearchResults</a>
Type of work desired (part time or full time)
Educate on American Job Center and provide link <a href="http://jobcenter.usa.gov/">http://jobcenter.usa.gov/</a>
Review with AD RSM Operation Warfighter Program (OWF)
Review with AD RSM Internships - Education and Employment Initiative (E2I)
Educate RSM on Statement of Service, Schedule A and AFW2 Employment Worksheet
Discuss Resume - Federal and Civilian - Refer to A&FRC for assistance
Discuss Central Salaried Account (CSA) positions (applicable to combat related only)
Inform RSM to provide resume, AFW2 Employment Worksheet to our office for possible employment opportunities
Identify location RSM plans to relocate to for employment
Spouse Employment (Refer to A&FRC) for the following resources:
Provide information on Defense Spouse Education and Career Opportunities (SECO) for AD, ARC, Surviving Spouses - <a href="http://www.militaryonesource.mil/seco">http://www.militaryonesource.mil/seco</a>
Learning Counts Services for SECO - <a href="http://www.learningcounts.org/">http://www.learningcounts.org/</a>
Educate RSM on A&FRC Services and encourage participation (go as soon as possible in PEB process)
Pre-separation Briefing
5 Day Transition GPS Core Curriculum (includes DTAP)
(Mandatory for all AD ANG & AFR on orders 180 days or greater) - Schedule with A&FRC
Budget/Financial Counseling in preparation for transition and pay changes
RSM/Spouse Employment Assistance (resume writing, interview skills, networking, job fairs)
Educate on USA Jobs and provide link: <a href="https://www.usajobs.gov/Search/GetAdvancedSearchResults">https://www.usajobs.gov/Search/GetAdvancedSearchResults</a>
Military and Family Life Counseling Program (MFLC) <a href="http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC_Program_Brochure.pdf">http://www.militaryonesource.mil/12038/MOS/Booklets/MFLC_Program_Brochure.pdf</a>
Relocation Assistance
Troubleshoot Personnel/Financial related issues; assist with resolution as needed
Contact A&FRC to enroll in Budgeting Class as needed
Monitor status of IPEB in VTA, with RSM and RTL; INFORM RT ONCE IT IS KNOWN RESULTS HAVE BEEN PRESENTED TO THE RSM:
Contact RSM to verify receipt of IPEB results and inform of 10-day grace period to review/accept PEB findings (AF Form 356)
Ensure RSM is aware of OAC and will contact their office for guidance on options
Collaborate with RT on PEB status and PEB findings (only after RSM has been notified)
Review options with RSM (RTD/PDRL/TDRL/Discharge with Severance (DWS))
Educate RSM on TDRL Reevaluation process after DOS and Board Results and Options
Review FPEB Process -- Disability Counsel at DSN 473-4295 or email <a href="mailto:afpcja.disabilitycounsel@us.af.mil">afpcja.disabilitycounsel@us.af.mil</a> .
Review VA Reconsideration for UNFITTING CONDITIONS only
If Combat Related award appropriate RI once Retirement Orders are received

Educate on Combat Related Benefits
VA - refer to <a href="http://explore.va.gov/disability-compensation">http://explore.va.gov/disability-compensation</a>
Enrolling in VA health care program
When to obtain a VA ID Card and assignment of VA Primary Care Manager (PCM)
Discuss eligibility for using VA TCM
Assess if RSM has a copy of proposed VA rating letter
Educate on 50% disability rating or higher all medical is covered through VA
Educate OEF/OIF veterans will have 5 years free medical care under VA
Ensure RSM is enrolled in e-Benefits <a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a>
VA Benefits by State <a href="http://www.veteranprograms.com/id136.html">http://www.veteranprograms.com/id136.html</a>
VA FORMS (TO FIND ALL VA FORMS) <a href="http://www.va.gov/vaforms/search_action.asp">http://www.va.gov/vaforms/search_action.asp</a>
VA Dependency
VA - Disability Benefit Questionnaire (DBQ) TO FILE VA CLAIMS
RCC contact NMCM, and use instructions in Guideline 6 and checklist at Figure 2 to ensure all warm-handoff (RCC to NMCM) is accomplished.

**REINTEGRATION/TRANSITION: NMCM LEAD (after the RSM receives retirement orders)**

If this the initial Phase of Care Assigned, review Recovery, Rehabilitation & Fitness Phase and annotate applicable items before proceeding with this portion
DEMOGRAPHICS- CONFIRM WITH RSM; UPDATE DOD- CMS
New Phase of Care – CNA Requirement?
CRP updates
NMCM WILL VALIDATE DEERS AND DEMOGRAPHICS IN CMS AND UPDATE AS NEEDED
Continual contacts very important as all transitional assistance items must be addressed w/ DOS nearing
Selective Reenlistment Bonus (SRB) Recoupment (See Guidance 23)
Verify if RSM was entitled to future retention/SRB payments - Active Duty
If Combat Related they are authorized to receive future unpaid payments
Verify if RSM is pending a promotion
If not identified in previous phases of care & RSM has line number prior to their DOS, CC can request except to policy for promotion without retainability
Reporting Identifier (RI) 9W - UPDATE ONCE ORDERS ARE RECEIVED (See Guidance 13)
Remove combat related RI from MilPDS RSM was awarded the RI and the IPEB DID NOT FIND THE RSM COMBAT RELATED
Replace with 9W300 or 92W3 if appropriate (NON COMBAT) (Guidance 8)
IF IPEB determines RSM is combat related, update the applicable 9W200/92W2 RI in MilPDS/AFFIRST (Guidance 13)
Permission to contact family in event of emergency (update as part of DoD-CMS case notes)
Advise RSM on - "Q" Assignment Limitation Code - Exceptional Family RSM Program (EFMP) if married to active duty military
NMCM Educate RSM on Pay Entitlements - Provide DFAS Link -- <a href="https://mypay.dfas.mil">https://mypay.dfas.mil</a>
REFER also TO ANG AND AFR CHECKLIST FOR ADDITIONAL PAY ENTITLEMENTS
Review DFAS pay record NLT 20th day of month prior to initial scheduled payment
Discuss VA recoupment (none for combat) for Severance Pay
Taxable income (combat vs. non-combat)
Did Enlisted RSM take REDUX; if so will impact those with 20 active duty years and eligible concurrent receipt (CRDP)
Discuss gap in pay during the 30 days after DOS
Timeframe on getting final pay (30 days to set up retired pay account/finalize final pay)
Retired pay offset by VA (if RSM has less than 20 years of AD)
CRDP (for RSMs over 20 years AD, and AD TERA with VA rating 50% or more)
CRSC (combat only)
Discuss Bonus Repayment (Combat Related Only receive remainder of bonus) (See Guidance 22)
Ensure DFAS/Benefits/Entitlements is updated in CMS
Educate on DFAS Remittance Waiver
Discuss gap in pay, Final Pay Computation and VA payment timeline
Ensure correct dependent rate has been applied - provide VA dependent verification form if necessary
Verify if RSM is pending a promotion
Verify RSM updated vRED
Push service RSM to A&FRC for budget/financial counseling or send budget excel spreadsheet to RSM/family
Therapy and Service Dogs <a href="http://www.operationwearehere.com/militaryservicedogs.html">http://www.operationwearehere.com/militaryservicedogs.html</a>
Legal Documents (Will)

Transition GPS Transition GPS (VMET & Other Programs)
Verify RSM has attended Pre-Sep briefing (check AFFIRST)
Verify RSM has attended Transition GPS (check AFFIRST)
Verify RSM has had AD SBP briefing (look in ARMS for DD form 2656 ) (Retired Only)
IN THE EVENT THERE IS AN ISSUE WITH SBP ELECTION, PLEASE REFER TO AFPC/DPPF
Decorations
Purple Heart
Educate on National Personnel Records Center (NPRC) to request retired, dependents medical and retired military service records
Educate RSM on Home of Selection Extension
Advise RSM to gather username/passwords to applications they will need after retirement
Advise once CAC is surrendered, will not have access to applications needed once they retire such as retrieval of FINAL DD Form 214 within 60 Days of DOS
Ensure RSM has a copy of AF Form 356 & Orders (file copies in DoD-CMS)
Advise RSM to fill out DD 214 worksheet in vMPF (once RSM has orders)
Ensure RSM is enrolled in e-Benefits <a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a>
GI Bill - For facts sheets on all GI Bill Programs, to include Chapter 35 go to : <a href="http://www.benefits.va.gov/gibill/handouts_forms.asp">http://www.benefits.va.gov/gibill/handouts_forms.asp</a>
Update DOS IN DoD-CMS
Pull MilPDS LONG SURF and verify SPD code is correct on orders and post in DoD-CMS
Ensure RSM has a copy of the proposed VA rating Letter
Verify RSMs personnel records are current/updated
Advise RSM to obtain a copy of all military/civilian medical records
Advise RSM to go to Personnel Records Display Application (PRDA) for downloading records before DOS
Provide to RSM Application and Event Announcement; Forward completed applications to C.A.R.E. or Event POC and RTL (Recruit! Recruit! Recruit!)
Provide to RSM Application and Event Announcement; Forward to Adaptive Sports and Copy RTL and NMCM
Introduce to VA Adaptive Sports Program <a href="http://www.va.gov/adaptivesports/">http://www.va.gov/adaptivesports/</a>
Caregiver Program
If RSM has caregiver (and not receiving SCAADL) NMCM update Contact Tab as "Caregiver Other" in the AFW2 Database
Provide current Caregiver Resource Directory
VA Caregiver Resources
Recovering Airmen Mentorship Program RAMP
If RSM requests a Mentor and wants to be Mentee, notify RAMP PM and copy RTL and NMCM
Introduce to VA PEER Programs - <a href="http://www.MakeTheConnection.net">www.MakeTheConnection.net</a>
Review National Resource Directory (NRD) and Non-Government Resources <a href="https://m.nrd.gov">https://m.nrd.gov</a>
REVIEW SCAADL
SCAADL MUST BE A CAT 3
FRC REFFERAL Policy for SCAADL
Assess for SCAADL eligibility -
Monitor Recertification/Reevaluation and suspense dates as appropriate
NMCM or RCC enter SCAADL Note in DoD-CMS
NMCM check Contact Tab and confirm Caregiver SCAADL identified
If applicable, obtain 90 Day Post DOS Extension request from MCM
VA Caregiver Program Criteria <a href="http://www.caregiver.va.gov/">http://www.caregiver.va.gov/</a> <a href="http://www.caregiver.va.gov/pdfs/CaregiverFactSheet_Apply.pdf">http://www.caregiver.va.gov/pdfs/CaregiverFactSheet_Apply.pdf</a>
Discuss Aide and Attendance <a href="http://www.benefits.va.gov/BENEFITS/factsheets/limitedincome/EnhancedorSpecialPension.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/limitedincome/EnhancedorSpecialPension.pdf</a>

Terminally Ill
If RSM condition worsens, contact CAR for Advanced Benefit Option (ABO) is appropriate <a href="http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf">http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf</a>
In the event RSM passes, contact CAR to ensure family has been contacted and Dependency and Indemnity Compensation (DIC) initiated
DIC VA Link: <a href="http://www.benefits.va.gov/BENEFITS/factsheets/survivors/dic.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/survivors/dic.pdf</a>
Send request to QAE to place case in inactive and update case disposition of RSM as "Deceased"
REVIEW WITH RSM on health care options: VA, inTransition Program and TRICARE
Recommend RSM get a 3 month supply of all medications prior to Sep/Ret (if applicable)
VA Information review - refer to <a href="http://explore.va.gov/disability-compensation">http://explore.va.gov/disability-compensation</a>
Enrolling in VA health care program
When to obtain a VA ID Card and assignment of VA Primary Care Manager (PCM)
Discuss eligibility for using VA OEF/OIF/OND Coordinator
Assess if RSM has a copy of proposed VA rating letter
Educate on 50% disability rating or higher all medical is covered through VA
Educate OEF/OIF veterans will have 5 years free medical care under VA
Ensure RSM is enrolled in e-Benefits <a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a>
VA Benefits by State <a href="http://www.veteranprograms.com/id136.html">http://www.veteranprograms.com/id136.html</a>
VA FORMS (TO FIND ALL VA FORMS) <a href="http://www.va.gov/vaforms/search_action.asp">http://www.va.gov/vaforms/search_action.asp</a>
GI Bill Programs, to include Chapter 35 go to : <a href="http://www.benefits.va.gov/gibill/handouts_forms.asp">http://www.benefits.va.gov/gibill/handouts_forms.asp</a>
VA Caregiver Program Criteria <a href="http://www.caregiver.va.gov/">http://www.caregiver.va.gov/</a> <a href="http://www.caregiver.va.gov/pdfs/CaregiverFactSheet_Apply.pdf">http://www.caregiver.va.gov/pdfs/CaregiverFactSheet_Apply.pdf</a>
InTransition for Behavioral Health - inTransition Program
TRICARE
TRICARE - REVIEW OPTIONS WITH THE RSM
<a href="http://www.tricare.mil/factsheets/">http://www.tricare.mil/factsheets/</a> ; <a href="http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/AD_to_Ret_FS.pdf">http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/AD_to_Ret_FS.pdf</a>
Determine Regions they will reside in <a href="http://www.tricare.mil/regionalinfo/">http://www.tricare.mil/regionalinfo/</a>
In the event RSM is combat related educate Prime Benefit locked in at rate at time of retirement; rate will never go up
TRICARE Standard <a href="http://www.tricare.mil/~media/Files/TRICARE/Publications/Handbooks/TSE_HBK.pdf">http://www.tricare.mil/~media/Files/TRICARE/Publications/Handbooks/TSE_HBK.pdf</a>
US Family Health <a href="http://www.tricare.mil/usfhp/">http://www.tricare.mil/usfhp/</a>
Transitional Assistance Management Program (TAMP) Severance only
Tricare Retiree Dental <a href="http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/Dental_FS.pdf">http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/Dental_FS.pdf</a>
Tricare for Life and Medicare Eligibility <a href="http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/TFL_FS.pdf">http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/TFL_FS.pdf</a>
Tricare Pharmacy <a href="http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/Pharmacy_FS.pdf">http://www.tricare.mil/~media/Files/TRICARE/Publications/FactSheets/Pharmacy_FS.pdf</a>
Social Security Disability Wounded Warriors <a href="http://www.ssa.gov/people/veterans/">http://www.ssa.gov/people/veterans/</a>
Assist with application and track outcome
Employment and Education Goals
Educate on Security Clearance Cyber Training for ACTIVE COMPONENT (not Veterans)
Defense Cyber Investigations Training Academy (DCITA) <a href="http://www.dcita.edu">http://www.dcita.edu</a>
IF ACTIVE STATUS OR ACTIVE DUTY - Security Clearance - Type and expiration date - see for guidance on updating
Educate RSM on VA Voc Rehab & Education (VR&E)
Educate on American Job Center and provide link <a href="http://jobcenter.usa.gov/">http://jobcenter.usa.gov/</a>
Educate on USA Jobs and provide link: <a href="https://www.usajobs.gov/Search/GetAdvancedSearchResults">https://www.usajobs.gov/Search/GetAdvancedSearchResults</a>
Type of work desired (part time or full time)

Review with AD RSM Internships - Education and Employment Initiative (E2I) -
Educate RSM on Statement of Service, Schedule A and AFW2 Employment Worksheet
Discuss Resume - Federal and Civilian - Refer to A&FRC for assistance
Discuss Central Salaried Account (CSA) positions
Inform RSM to provide resume, AFW2 Employment Worksheet to our office for possible employment opportunities
Identify location RSM plans to relocate to for employment
Spouse Employment (Refer to A&FRC) for the following resources:
Provide information on Defense Spouse Education and Career Opportunities (SECO) for AD, ARC, Surviving Spouses - <a href="http://www.militaryonesource.mil/seco">http://www.militaryonesource.mil/seco</a>
Learning Counts Services for SECO - <a href="http://www.learningcounts.org/">http://www.learningcounts.org/</a>
Monitor financial issues-refer to resources - use National Resource Directory (NRD) and Non-Government Resources: <a href="https://m.nrd.gov">https://m.nrd.gov</a>
Fisher House (Hero Miles/Hotels for Heroes) <a href="http://www.fisherhouse.org/programs/hero-miles/">http://www.fisherhouse.org/programs/hero-miles/</a>
Red Cross <a href="http://www.redcross.org/find-help/military-families/financial-assistance">http://www.redcross.org/find-help/military-families/financial-assistance</a>
AF Association
United Way 211 <a href="http://www.unitedway.org/">http://www.unitedway.org/</a>
A&FRC for Budgeting Class with their PFM
VA Life Insurance Programs - USE VA LIFE INSURANCE FOLDER
Educate RSM on Servicemembers' Group Life Insurance (SGLI) Disability Extension and how to apply
<a href="http://www.benefits.va.gov/BENEFITS/factsheets/insurance/SGLI.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/insurance/SGLI.pdf</a>
Educate on SGLI-D Accelerated Benefit Option (ABO)
Educate RSM on Veterans Group Life Insurance (VGLI) and how to apply
<a href="http://www.benefits.va.gov/BENEFITS/factsheets/insurance/VGLI.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/insurance/VGLI.pdf</a>
Educate on VGLI Accelerated Benefit Option (ABO)
Educate RSM on Family Coverage under Service Group Life Insurance (FSGLI) and how to transfer benefits
Educate RSM on Service Group Life Insurance Traumatic Injury Protection Program (TSGLI) [if applicable]
TSGLI eligibility <a href="http://www.benefits.va.gov/BENEFITS/factsheets/insurance/TSGLI.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/insurance/TSGLI.pdf</a>
Educate RSM on Service-Disable Veterans' Insurance (S-DVI) <a href="http://www.benefits.va.gov/BENEFITS/factsheets/insurance/SDVI.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/insurance/SDVI.pdf</a>
Educate RSM on Veterans Mortgage Life Insurance (VMLI) <a href="http://www.benefits.va.gov/BENEFITS/factsheets/insurance/VMLI.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/insurance/VMLI.pdf</a>
Monitor financial issues and refer to resources - use National Resource Directory (NRD) and Non-Government Resources:
NRD: <a href="http://www.nrd.gov">http://www.nrd.gov</a>
Fisher House (Hero Miles/Hotels for Heroes) <a href="http://www.fisherhouse.org/programs/hero-miles/">http://www.fisherhouse.org/programs/hero-miles/</a>
Red Cross <a href="http://www.redcross.org/find-help/military-families/financial-assistance">http://www.redcross.org/find-help/military-families/financial-assistance</a>
AF Association
United Way 211 <a href="http://www.unitedway.org/">http://www.unitedway.org/</a>
A&FRC for Budgeting Class
Social Security Disability Wounded Warriors <a href="http://www.ssa.gov/people/veterans/">http://www.ssa.gov/people/veterans/</a>
When RSM DOS occurs, go to Stabilization phase

**STABILIZATION/RESOLUTION: NMCM LEAD**

If new case, review Fitness Evaluation/Reintegration/Transition before proceeding

RETURN TO DUTY from IRILO - RCC IS THE LEAD for RTD cases that are C coded- CONDUCT QUARTERLY CONTACTS; REQUEST NMCM PULL MILPDS LONG

RCC CONFIRM DEMOGRAPHIC INFORMATION

RCC REQUEST NMCM CHECK DEERS FAMILY

NMCM pull MilPDS LONG - confirm Code 37 has been removed and send to RCC and post in Document folder

NMCM pull MilPDS LONG quarterly and post in Document Folder to determine if RSM's status has changed and post in Documents folder

Inform RSM they will be monitored quarterly and to inform our program in the event the MEB process is initiated- send letter

If SM was awarded 9W200/92W2, confirm in MilPDS change RI to 9W000/92W0

Educate on Assignment Limitation Codes (ALC) (X,Y and C )if applicable

If IRILO C-Coded RSM, suspense date of reevaluation to determine if condition has changed

If RSM is reassigned (PCS) ensure case is transferred to the appropriate Region

NMCM Update Case Disposition in DoD-CMS

NMCM LEAD

DWS - IDES Completed - Veteran Status - Complete checklist & submit for Sustainment when Benefits/Entitlements/Employment established

PDRL - IDES Completed - Veteran Status - Complete checklist & submit for Sustainment when Benefits/Entitlements/Employment established

TDRL - IDES Completed - Veterans Status - Reevaluation will be required

TDRL - maintain in Stabilization until final disposition of reevaluation(s), then prepare case for Sustainment

Verify RSM understands TDRL Re-evaluation process

Maintain quarterly contact to ensure TDRL Reevaluation is scheduled and prepare RSM

Once results of reevaluation have been received, provide estimates of how pay will be impacted if proposed disability ratings change

Check DFAS quarterly to ensure RSM's status has not changed to PDRL or DWS

The following applies to TDRL, PDRL AND DWS SM'S

Verify RSM has received DD Form 214

DEERS

Verify DEERS information is correct to reflect RSM is retired

Link to DEERS to correct address <https://www.dmdc.osd.mil/appj/bwe/indexAction.do>

DEERS GIQD - Tricare Eligibility (if "OGP" is annotated they are receiving Medicare, select link to determine Part A and B Medicare)

DEERS GIQD - For Severance only -- Verify TAMP enrollment for those who qualify

Ensure RSM is aware of healthcare options

Verify that continued healthcare/therapy is in place (possible use of In Transition Program)

Adaptive Sports (AS)

Provide to RSM Application and Event Announcement; Forward to Adaptive Sports and Copy RTL and NMCM

Introduce to VA Adaptive Sports Program <http://www.va.gov/adaptivesports/>

Caregiver Program

If RSM has caregiver (and not receiving SCAADL) NMCM update Contact Tab as "Caregiver Other" in the AFW2 Database

Provide Caregiver Resource Directory [http://warriorcare.dodlive.mil/files/2014/10/00212-1971\\_Caregiver-Resource-Directory-October-2014-2.pdf](http://warriorcare.dodlive.mil/files/2014/10/00212-1971_Caregiver-Resource-Directory-October-2014-2.pdf)

VA Caregiver Resources

Recovering Airmen Mentorship Program RAMP

If RSM requests a Mentor and wants to be Mentee, notify RAMP PM and copy RTL and NMCM

Introduce to VA PEER Programs - [www.MakeTheConnection.net](http://www.MakeTheConnection.net)

SCAADL
If applicable, terminate SCAADL if VA Caregiver Stipend OR Aide and Attendance is in place
NMCM update Contact Tab with appropriate type of Caregiver
If RSM condition worsens, contact CAR for Advanced Benefit Option (ABO) - <a href="http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf">http://www.benefits.va.gov/insurance/forms/SGLV_8284.pdf</a>
In the event RSM passes, contact CAR to ensure family has been contacted and Dependency and Indemnity Compensation (DIC) :
DIC VA Link: <a href="http://www.benefits.va.gov/BENEFITS/factsheets/survivors/dic.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/survivors/dic.pdf</a>
Send request to QAE to place case in inactive and update case disposition of RSM as "Deceased"
REFER TO REINTEGRATION PHASE FOR LINK FOR THESE VA INSURANCE PROGRAMS AS NEEDED
Ensure RSM is aware and has made VA Life Insurance Choices in a timely manner
Determine if RSM had SGLI Disability Extension Insurance
Determine if RSM had SBP
Determine if RSM had VGLI Insurance
Determine if RSM had VMLI
Determine if RSM had SDV-I
VA
Verify VA enrollment
Educate how to read and understand the VA ratings letter
Special Monthly Compensation (SMC) <a href="http://www.benefits.va.gov/BENEFITS/factsheets/serviceconnected/smc.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/serviceconnected/smc.pdf</a>
Individual Unemployability (IU) <a href="http://www.benefits.va.gov/BENEFITS/factsheets/serviceconnected/IU.pdf">http://www.benefits.va.gov/BENEFITS/factsheets/serviceconnected/IU.pdf</a>
VA FORMS (TO FIND ALL VA FORMS) <a href="http://www.va.gov/vaforms/search_action.asp">http://www.va.gov/vaforms/search_action.asp</a>
Request RSM email copy of VA ratings letter (helpful in the event SM is unable to find their copy)
Advise RSM to take copy of DD 214 to the VA to finalize the disability claim
VA Location to turn in DD Form 214 <a href="http://benefits.va.gov/benefits/offices.asp">http://benefits.va.gov/benefits/offices.asp</a>
Therapy and Service Dogs <a href="http://www.operationwearehere.com/militaryservicedogs.html">http://www.operationwearehere.com/militaryservicedogs.html</a>
Monitor/troubleshoot financial issues--National Resource Directory (NRD) & Non-Government Resources: <a href="https://m.nrd.gov">https://m.nrd.gov</a>
AF Aid Society for combat related only - Grants (RSM can go to A&FRC to apply for grant)
Fisher House (Hero Miles/Hotels for Heroes) <a href="http://www.fisherhouse.org/programs/hero-miles/">http://www.fisherhouse.org/programs/hero-miles/</a>
Red Cross <a href="http://www.redcross.org/find-help/military-families/financial-assistance">http://www.redcross.org/find-help/military-families/financial-assistance</a>
AF Association
United Way 211 <a href="http://www.unitedway.org/">http://www.unitedway.org/</a>
A&FRC for Budgeting Class
Refer RSM to community support agencies (if applicable)
DFAS
Verify pay and entitlements data are documented using DFAS Template and post in DOD-CMS "Contact Details
Verify retired pay account has been established at DFAS within 20 days post DOS (update DFAS tab) TDRL and PDRL
Verify VA waiver has been applied correctly to retired pay TDRL and PDRL
Ensure correct dependent rate has been applied - provide VA dependent verification form if necessary
Verify severance pay was processed (combat related cases are not taxed)
Assist RSM with filing CRSC application (if applicable)
MUST HAVE DD FORM 214 AND VA WAIVER APPLIED TO RETIRED PAY

Provide application for AS events as requested
As needed, educate and encourage RSM to participate in VA Caregiver Program and RAMP
In the event the RSM passes after his DOS
If family contacts RCC or NMCM refer to nearest casualty office for assistance
Determine if RSM had SGLI Disability Extension Insurance
Determine if RSM had SBP
Determine if RSM had VGLI Insurance
Determine if RSM had VMLI
Determine if RSM had SDV-I
Send request to QAE to place case in inactive and update case disposition of RSM as "Deceased"
Sustainment Preparation

<b>DUAL ACTION</b>
NMCM Monitor Dual Action Processing package through the Case Management System (CMS)
AFPC/DPSOR, Involuntary Separation Section DSN 665-1445; dps.sep.dos.ets@us.af.mil
Prepare RSM to start making plans ASAP for possible separation within hours/days if final determination is Admin Separation
Discuss service characterization and benefits based on character of service
Other Than Honorable Discharge <a href="http://www.va.gov/healthbenefits/resources/publications/IB10-448_other_than_honorable_discharges11_14.pdf">http://www.va.gov/healthbenefits/resources/publications/IB10-448_other_than_honorable_discharges11_14.pdf</a>
Contact VA at location RSM will relocate to ASAP to determine eligibility if OTH discharge
Determine support network (counseling, 1st Sgt, chaplain, etc.); identify support system after discharge (family, friends, etc.)
Determine current financial situation; NMCM should contact CRC to request AFAS grant, if necessary, and setup budget analysis
Transition; determine where RSM will live; request RSM contact TMO for possible benefits
Determine shelters in local area RSM will relocate to that can assist with housing, food and medical if necessary
GI Bill - has RSM converted to Post 9/11?
Determine if an approved Post 9/11 Transfer is voided if OTH discharge
Determine eligibility to utilize GI Bill in event RSM receives based on Discharge <a href="http://www.benefits.va.gov/benefits/character_of_discharge.asp">http://www.benefits.va.gov/benefits/character_of_discharge.asp</a>
Aftercare; ensure 90 days of meds (go through MCCM if necessary)
Discuss InTransition Program for assistance for behavioral health care support <a href="http://intransition.dcoe.mil/service-RSMs">http://intransition.dcoe.mil/service-RSMs</a>
Assist RSM in applying to Discharge Review Board (DRB) (DD Form 293) to change discharge characterization and Reenlistment Code if necessary
DD Form 293 : <a href="http://www.dtic.mil/whs/directives/forms/eforms/dd0293.pdf">http://www.dtic.mil/whs/directives/forms/eforms/dd0293.pdf</a>
Assist RSM in to the Board of Correction of Military Records (BCMR) (DD Form 149) if necessary
DD Form 149: <a href="http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2137.html">http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2137.html</a>

**AF RESERVE /AIR NATIONAL GUARD****Identification****MILPDS****LONG SURF** - Determine if Active Guard Reserve (AGR) , Technician, Traditional, IMA - See Tutorial

HYT - Service RSM must go through their unit and request a waiver to allow for an extension to their mandatory DOS

ETS - Ensure extension has been accomplished to prevent RSM from going erroneously into the Inactive Ready Reserve (IRR)

"Q" Assignment Limitation Code - Exceptional Family RSM Program (EFMP) Only if Active Guard Reserve (AGR)

**POINTS CREDIT SUMMARY (PCARS)** History - "Check for Good Years" may be eligible for 20 year Reserve Retirement - See Tutorial

Educate AFR AND ANG on myPERS for personnel actions such as retirement points

IN EVENT RSM IS CLOSE TO 20 GOOD YEARS, discuss timing of MEB/IDES

If RSM is on an Active Duty Order contact Air Reserve Component Case Management Division (ARC-CMD) "MEDCON Cell"

If RSM is on Title 10 (AFR OR ANG) or 32 (ANG only) **MEDCON** orders, RPA MEDCON (AFR ONLY)

TRS - has Tricare Reserve Select (traditional ANG/AFR - Standard Coverage - approx. \$200 per month per family) optional

"NO MEDICAL COVERAGE" in DEERS if traditional ANG/AFR

TRICARE PRIME - on active duty status or on an AGR tour

If applicable, verify in **DEERS** Family screen if RSM is in civil service and confirm if either a Federal Technician or Reserve Technician**RECOVERY****Interim LODs can be issued to allow for medical care and to cut AD orders for care - for criteria for LOD****TSGLI** eligibility if RSM has SGLI and only to the amount they are covered for**REHABILITATION****In the event the RSM is denied care with an approved LOD or interim LOD, send RSM handout on eligibility**

Determine if RSM has a VA rating and receiving benefits

If not eligible for MEDCON, RSM may file for INCAP at their unit (must have an approved LOD)

Is RSM either a Federal Technician (ANG) OR Air Reserve Technician (ART) - AFR as identified in MilPDS

In event IRILO approves MEB, technicians may lose their civil service positions if medical retired via IDES

Advise RSM to go to their civilian personnel office (CPO) to determine their options such as a lateral move or medical retirement

For ART ONLY, if combat related by IDES; inform CPO- (if medical authority states they can do Part A of job description can remain until retirement eligible)

**SCAADL**

MUST HAVE APPROVED LOD TO REQUEST SCAADL

**I-RILO**

IRILO PROCESS - requests sent to ANG/SG and AFR/SG; if approved, RSM will proceed with IDES

In event ANG/AFR SG C-Codes the RSM:

Send notification to A&amp;FRC (ANG MAJCOM if applicable) if RSM is combat related or has condition that merits one-on-one transition assistance

In the event RSM was awarded combat related AFSC during initial assignment to AFW2 program, determine when one year reevaluation for RI is needed

Rational is that AFR and ANG RSMs can take over a year for their LODs to be approved to begin the IDES process

If RSM is on MEDCON orders, contact with ARC-CMD Medical Case Manager assigned for extensions and continuity of care

If RSM is on MPA orders, contact ARC-CMD Medical Case Manager assigned for extensions and continuity of care

**INCAP** - if RSM is no longer eligible for MEDCON or MPA, ensure request for INCAP through unit is initiated (must have an approved LOD)

If eligible for 20 year Reserve Retirement at age 60; did they request 20 year letter?

**IDES****If RSM has VA appeal it must be removed in order for VA to adjudicate their IDES claim****EDUCATE IMPACT OF AF RATING OF 20% OR LESS WILL RESULT IN SEVERANCE (DwS)**

They can elect to either transfer into the ISLRS and retire at age 60 with a reserve retirement or accept the severance pay -letter to mbr
<b>TDRL/PDRL - brief that if they have "20 Satisfactory Years" in the ANG or AFR , it will not result in concurrent receipt until age 60</b>
Educate RSM can go to myPERS to learn about RRPA and application procedures
Reduces Reserve retired pay by 3 months for each cumulative 90 days of qualifying active duty performed within a FY
Effective date of the law is 29 Jan 08
<b>Transition GPS - (Goals Plans and Success) Workshop</b>
GPS IS NOT MANDATORY FOR ANG AND AFR UNLESS ON AD ORDER OF 180 Days OR GREATER
PRESEPARTION BRIEFING IS REQUIRED
ENSURE THEY HAVE THE SBP BRIEFING FOR ACTIVE DUTY!
<b>RETIRED PAY</b>
VA Waiver - if RSM has VA rating and receiving benefits, ensure DFAS applies VA Waiver to prevent concurrent receipt
Review concurrent receipt (CRDP) at age 60 (WITH VA RATING OF 50% OR GREATER) for 20 satisfactory years in ANG/AFR
LINK <a href="http://www.dfas.mil/retiredmilitary/disability/crdp.html">http://www.dfas.mil/retiredmilitary/disability/crdp.html</a>
If eligible for 20 year Reserve Retirement at age 60; did they request 20 year letter? If so check DFAS screen MBRENT
Review Reduced Retired Pay Age (RRPA) based on AD Contingencies served - REDUCTION AS EARLY AS AGE 50
<b>REINTEGRATION/TRANSITION</b>
Transition GPS NOT MANDATED unless on AD order 180 days or greater
ANG - State Transition Assistance Advisors (TAAs) can assist ANG RSMs with Transition
Verify RSM has had the Active Duty SBP briefing (look in ARMS for DD form 2656)
IN EVENT AFR OR ANG RSM HAS AN ERROR WITH SBP SELECTION, REFER TO AFPC/DPFFF - SBP OFFICE
Ensure RSM has plan in place to out-process their unit/base
ANG/AFR on AD order via MEDCON orders or MPA receive DD Form 214s if their unit requests from ARPC
<b>Traditional ANG/AFR WILL NOT BE IUSSUED A DDFM 214;</b> will need DD Form 214 that covers period when injury occurred - check in ARMS
ANG should receive NGB Form-22 that summarizes their service; check in ARMS
If an AGR ONLY - Advise RSM to fill out DD Form 214 worksheet in vMPF (once RSM has orders)
<b>STABILIZATION/RESOLUTION</b>
Confirm in DEERS RSM is retired and not placed in reserve retirement ( <b>NOT THE PINK CARD</b> ) this impact eligibility for Tricare etc.,
<b>VA ENROLLMENT</b>
ANG/AFR who are not on AD at time of separation are not provided DD Form 214; ensure they take all DD Forms 214s to the VA, priority DDFM 214 that covers injury
ANG/AFR who are on MEDCON and MPA orders will receive DD FM 214; BUT unit must request from ARPC
ANG are issued NGB- Form 22 that provides that provides a recap of their service during the timeframe served
AGRs will receive a DD Form 214
<b>DFAS</b>
If RSM has "20 year Letter" check "MBRENT" screen to validate DFAS has received notification from ARPC
Verify VA waiver has been applied correctly to retired pay TDRL and PDRL
<b>If RSM had VA rating prior to IDES, ensure DFAS is aware prevent concurrent receipt of VA and AF retirement</b>

## **Figure 13. Transfer Post 9-11 GI Bill Education Benefits Fact Sheet**

### **WHAT IS THE POST-9/11 GI BILL TRANSFER OF EDUCATION BENEFITS (TEB) PROGRAM?**

The Post-9/11 GI Bill Transfer of Education Benefits (TEB) program is designed to improve military recruiting and retention and is only available to eligible Active Duty and Selected Reservists serving on or after 1 August 2009.

### **WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR TEB APPROVAL?**

Members must complete at least 6 years of service (Active Duty and/or Selected Reserve) on the date of application, agree to serve 4 additional years from the date of request, and have eligible dependents in DEERS to be approved for TEB (IAW AFI 36-2649, *Voluntary Education Program*, Attachment 13, A13.18.1.1.1 & A13.18.2.1).

### **ARE MEMBERS FACING A MEDICAL EVALUATION BOARD (MEB) OR PHYSICAL EVALUATION BOARD (PEB) ELIGIBLE FOR TEB APPROVAL?**

Yes. The service member must have an approved application for TEB prior to a MEB/PEB. Members undergoing the MEB/PEB process are eligible to transfer benefits to dependents as long as they have served 6 years on Active Duty and/or Selected Reserve as of 1 August 2009 and can meet the 4 year retainability requirement on the date of request.

### **WILL MEMBERS PREVIOUSLY APPROVED FOR TEB AND SEPARATED/RETIRED THROUGH THE MEB/PEB PROCESS LOSE TEB BENEFITS?**

No. The member will retain TEB benefits (IAW AFI 36-2649 13.18.8.5).

### **WHAT IF A MEMBER HAS NOT APPLIED FOR TEB PRIOR TO A MEB/PEB DECISION? CAN THEY APPLY FOR TEB?**

Yes, members can apply via the MilConnect website; however, if the member does not have retainability, the application will be rejected. Additionally, if Assignment Availability Code (AAC) 37 is applied to the MILPDS record, the member is ineligible to secure retainability and the TEB application will be rejected. If the MEB/PEB determines the member is fit for duty and the code 37 is removed from MILPDS and the member has required retainability, the member should contact the Total Force Service Center for assistance.