

# Medical Evaluation Board (MEB) Document Checklist

			<b>Rank, Last, First:</b>
	<input checked="" type="checkbox"/>	NA	<b>Required Documents in the following order for MEB Packet</b>
1			<b>MEB Demographics Form</b> (Unit Admin required to sign bottom of page)
2			<b>Completed PHA within the previous 12 months</b> - A current PHA is provided (signed/dated by a provider within the past year). If a current PHA is unavailable, the most recent PHA is provided, with a memo stating why a current PHA is not available. Provide a copy of IMR.
3			<b>DD 2807 &amp; DD 2808</b> – Report of medical history and Report of medical examination when Soldier enlisted/inducted into the Armed forces.
4			<b>Commander's Performance and Functional Statement (DA 7652)</b> - A complete, current DA 7652 is present (April 2019 version signed and dated by the commander within the past six months). The battalion/first O-5 level commander's contact information is provided in Sec. IV, and the commander's contact information/signature in Sec. V. If the commander in Sec. IV ranks O4 or below and/or the commander in Sec. V ranks O-2 or below, an assumption of command memo is provided. <i>*Save file through Microsoft Print to PDF*</i>
5			<b>MOS Administrative Retention Review Board (MAR2) Proceedings</b> (if applicable)
6			<b>Completed DA 2173 and Approved ILD Memo (Informal) or DD 216 (Formal)</b> that corresponds to each P3/4 listed on the DA 3349 in Sec. 3. (See #8 if Soldier has no approved LOD)
7			<b>Integrated Disability Referral Memorandum (IDRM) required documents</b> Clinical documentation that substantiate the injury/diagnosis (Permanent Profile condition) was incurred while on a duty status for more than 30 days. Copy of orders or DD 214 that cover the dates on the above clinical documentation.
8			<b>VA Rating Letter</b> - Evidence of the Soldier's VA rating is provided, if applicable. A completed DA 4856 or a memo is provided, indicating the Soldier's election of IDES or LDES. If a DA 4856 is provided, both the Soldier and counselor's signatures are below the IDES or LDES election. If LDES is elected, an LDES request memo needs to be provided by Soldier. Memo needs to be signed by the Soldier and endorsed by the commander. (if applicable)
9			<b>DA 4856 Disability Evaluation System Counseling</b> (Template created by HSS)
10			<b>Last 3 evaluation reports</b> (OER/NCOER/Development Counseling or non-availability statement) - The last three evaluation reports are provided, or a memo stating why any/all are not available.
11			<b>Current ORB / ERB</b> (generated within the last 60 days of packet submission) - If the Soldier's is ETS less than 6 months away, then an extension orders or reenlistment papers are required for Soldier to complete MEB Process.
12			<b>Current Soldier Talent Profile</b> from IPPS-A (generated within the last 60 days of packet submission)
13			<b>LES (Current end of Month DFAS Form 702)</b> - The Soldier's current-month Leave and Earning Statement (LES) (not a screenshot). If a current LES is not available, then the most recent LES is provided, along with a memo stating why a current-month LES is not available.
14			<b>All Soldier's orders</b> (Attachment/Extension/Mobilization/ADME/MRP-E/ MRP/CCU/AGR) - All available orders: including orders for attachment, extension, mobilization, ADME, MRP-E, MRP, WTB/SRU, and AGR. <i>*Combined into one file*</i>

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15			<b>Orders for promotion/demotion</b> if demoted within last 2 years (if applicable)
16			<b>DD 214 &amp; DD 215/NGB-22</b> - All available DD 214/DD 215/NGB 22 forms.
17			<b>Retirement Orders or 15/20 year Retirement Letter</b> - The Soldier's retirement orders or 20-year retirement letter present (if applicable)
18			<b>Retirement Points Statement</b> (NGB Form 23 or ARPC Form 249-2-E) – All current Retirement Points Statement (generated within the last 60 days of packet submission)
19			<b>Separation Health Assessment - Part A Self-Assessment</b> (Completed by SM)

***\*Required naming convention for all documents\****

LAST NAME, FIRST INITIAL\_LAST 4 of SSN\_NAME OF DOCUMENT\_YYYYMMDD

Example: DOE, J\_1234\_MEB Demographics Form\_20241002

Unit	
RNCO Rank & Name	
Office Phone #	
Email	
CAC Signature	