

IDES ADMINISTRATIVE & MEDICAL DOCUMENTS

Note: Required documents will vary dependent upon Soldier's rank, Officer, Enlisted, Active Duty, USAR or NG

1. DA Form 7652 – Commanders Performance and Functional Statement

IDES is a performance based system, so the Commander's letter is a critical component of the MEB packet. Assess the Soldier based on their current PMOS and rank. Be thorough and answer EVERY section (to include behavioral health) based on Soldier's appointments and treatment – not just based on current profile. Avoid using the "not observed" response. Engage first line supervisors if you have not personally observed the Soldier in those tasks. Place overall comments on final page.

2. Last 3 developmental counselings, NCOERs, or OERs

3. ERB, ORB, or PQR

4. End of month LES

5. ACAP DD Form 2648

6. Approved LODs (as applicable)

7. Voluntary Retirement Orders or request for voluntary retirement documents

8. Mobilization Orders, Extension Orders, and any Amended Orders

9. Copies of any disciplinary actions to include Article 15, Chapter actions, UCMJ actions, AWOL or DFR

10. DA 4187 regarding name change (as applicable)

11. NB 23 or ARPC-E-249 (check form number) Point statements

12. Health records – military and any external records. A copy of the Soldier's Entrance exam is required by VA. If your Soldier is in possession of their medical records, please have him/her turn them in to their TMC or Aid Station immediately so that the MEB/DES Clinic can formally request the **REQUIRED RECORD COPIES**.

13. Any awards – CAB, CIB, etc not listed on ERB, ORB or PQR