



NATIONAL GUARD BUREAU  
3501 FETCHET AVENUE  
Joint base ANDREWS AFB MD 20762-5157

30 October 2015

MEMORANDUM FOR AIR NATIONAL GUARD MEDICAL UNITS

FROM: NGB/SG  
JB Andrews, MD

SUBJECT: VA Disability Rating Data Use - Roles and Responsibilities

**1. Purpose:** The purpose of this guidance is to support the execution of data sharing of Department of Veteran Affairs (VA) disability rating information.

**2. Background:** Service members of the Air National Guard (ANG) with a disability rating from the VA pose a readiness challenge. ANG commanders, not aware of such ratings, may assign military duties to these service members incompatible with their condition. This may worsen the service member's disability condition and result in delay or failure of the mission. These readiness challenges prompted an agreement between the VA and Defense Manpower Data Center (DMDC) to share this information with the Services. The Air Force will display VA disability ratings in Aeromedical Services Information Management System (ASIMS). The ANG will use the information to determine the medical readiness of service members.

A VA disability rating (percentage) is assigned to a diagnosis for the purposes of determining a disability payment for the specified diagnosis. VA disability ratings do not indicate if a member meets retention standards in accordance with AFI 48-123, *Medical Examinations and Standards*. The Guard Medical Unit (GMU) will use the VA disability rating to initiate a conversation with the service member to obtain more information about the diagnosis that resulted in a disability condition. After discussing the disability condition with the member and obtaining necessary medical documentation from the VA, the GMU will determine whether the disability condition meets retention standards IAW AFI 48-123.

**3. Authorities:** DMDC 02 DoD, Defense Enrollment Eligibility Reporting System, dated November 21, 2012, 77 FR 69807.

**4. Roles and Responsibilities.**

4.1. Guard Medical Unit Commander (GMU/CC).

4.1.1. The GMU/CC is responsible for assuring only GMU members managing the Physical Health Assessment (PHA) process or deployment evaluations have access to VA disability rating information.

4.2. GMU Staff.

4.2.1. Is responsible for evaluating all VA disability ratings 0-100%.

4.2.1.1. The VA disability rating is displayed in ASIMS and is evaluated, at a minimum, during preparation for PHAs and deployment evaluations. The VA disability rating may also be reviewed at any time Individual Medical Readiness (IMR) information is updated/reviewed in ASIMS.

4.2.2. Is responsible for asking the service member at each PHA, regarding any changes in the VA disability rating that occurred over the past year.

4.2.3. Will document the VA disability rating in Armed Forces Health Longitudinal Technology Application (AHLTA) under "Current Conditions."

4.2.3.1. Use the format: "VA disability rating of (X)% - (date)."

4.2.3.2. Any change in the VA disability rating will require an additional entry. Updates to VA disability rating will indicate chronological increases or decreases over the course of the Service Member's career.

4.2.3.3. Document updated VA disability ratings on a Standard Form (SF) 600 in the member's (paper) medical record when AHLTA access is not available.

4.2.4. Will request the service member's award letter from the VA. This is not a part of the medical record and must be submitted by the service member.

4.2.4. Will obtain medical documentation from the VA based on the diagnoses listed in the award letter. The service member may hand deliver the documentation or the GMU may obtain the information directly from the VA after the service member completes DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*.

4.2.5. Will review the medical record to identify documentation from VA and civilian providers involved in the plan of care. VA medical documentation will specify the diagnosis, the International Classification of Disease (ICD) code, and the percent of disability awarded for the diagnosis. Note: All diagnoses identified require evaluation regarding retention standards. Even if no disability rating assigned to a diagnosis exists.

4.3. Service Member.

4.3.1. Submit completed VA disability evaluations to the GMU. Documentation must include the diagnosis, the ICD code, and the percent of disability awarded.

4.3.2. Submit all medical documentation for each diagnosis. Include all office notes, test results, and referrals from both VA and civilian providers. NOTE: Failure of the member to provide documentation may result in disciplinary actions in accordance with AFI 48-123.

## **5. Unauthorized VA Disability Rating Disclosure.**

5.1. Only authorized personnel within the GMU will have access to the VA Disability Rating. These personnel will be advised of the confidential nature of the information and the civil and criminal sanctions for unauthorized disclosure and noncompliance contained in applicable Federal laws.

5.2. Data displayed in ASIMS will not be used to extract information concerning individuals for any purpose not specified in this guidance. The data will not be duplicated or disseminated without the written consent of DMDC. The consent will be routed through Wing leadership and NGB/SG.

5.3. Unauthorized disclosure events:

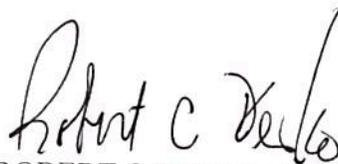
5.3.1. Will be reported to NGB/SG within one business day.

5.3.2. NGB/SG will conduct the investigation. NGB/SG may require:

5.3.2.1. Request a formal response from the GMU to an allegation of an unauthorized disclosure;

5.3.2.2. Require the submission of a corrective action plan from the GMU to NGB/SG, formulated to alleviate the possibility of any future unauthorized disclosure;

5.3.2.3. Require the removal of the data from unauthorized systems.



ROBERT C DESKO, Col, USAF, MC, SFS  
Chief, Clinical and Operational Medicine Division