




## WORKFORCE IMPLEMENTATION GUIDANCE (WIG) LETTER

**DATE:** December 6, 2019  
**NO:** WIG PS-19-016  
**TO:** LOCAL WORKFORCE SYSTEM STAKEHOLDERS  
**FROM:** JOE DAN BANKER, OWD Deputy Commissioner   
**SUBJECT:** TRANSITIONING SERVICE MEMBERS - ACCEPTABLE MEDICAL EVALUATION BOARD DOCUMENTATION

1. **Purpose.** To provide guidance for the use of the Medical Evaluation Board Form DA 3947 as a document verifying the transitioning service members' eligibility for the Dislocated Worker category.

2. **References.**

[20 CFR 680.660](#)

[DOD Policy 1332.45 "RETENTION DETERMINATIONS FOR NON-DEPLOYABLE SERVICE MEMBERS"](#)

<https://www.dol.gov/agencies/vets/programs/tap>

3. **Definitions.**

WIOA – Workforce Innovation and Opportunity Act  
LWDA – Local Workforce Development Area  
TCSG – Technical College System of Georgia  
OWD – Office of Workforce Development  
MEB- Medical Evaluation Board  
DOD – Department of Defense

4. **Background.** Effective July 31, 2018, the Department of Defense (DOD) issued *Policy 1332.45, Retention Determinations for Non-Deployable Service Members*. As a result, LWDA's may encounter an increase in transitioning service members placed into the Medical Evaluation Board (MEB). The DOD policy states that members who are non-deployable for more than one year are to begin the separation process.

The MEB is designed to determine whether the service members' medical condition enables them to continue their service obligation. Service members placed into this process are under review for up to, but not to exceed, one year. Approximately 5% of service members placed into the MEB are retained by the military. Per *Section 3.2.5(V)*



of the *TCSG Office of Workforce Development State Policies & Procedures*, those members who re-enlist or enter back into active service are no longer eligible for services.

- 5. MEB DA Form 3947.** Upon placement into the MEB, the service member will receive the DA Form 3947, which identifies the date of proceedings, medical conditions that do or do not meet retention standards, and applicable signatures indicating completed approval authority. This form can be used as a qualifying document for dislocation, as it shows imminent separation from the military. At this juncture, the service member will not have received a DD-214 until they have fully transitioned out of the military. The inclusion of DA Form 3947 as verification of imminent dislocation will allow LWDA's to serve these members as they transition into civilian life.

Per *Section 3.2.5(V)* of the *TCSG Office of Workforce Development State Policies & Procedures*, Transitioning Service Members are eligible for WIOA services "up to 18 months prior to retirement or 12 months before separation." As such, LWDA's should include an estimated date of separation in the WorkSource Georgia Portal within 12 months from the date listed on the DA Form 3947. Please reference LWDA policy, as the LWDB may set a shorter timeframe for estimated dates of separation.

- 6. Action Requested.** For individuals placed into an MEB who have yet to receive other documentation of dislocation, OWD requires that LWDA's collect the DA Form 3947 as verification of eligibility for WIOA services under the Dislocated Worker category.

Any documentation that includes medical or disability-related information must be kept in accordance with *29 CFR §38.41(b)(3)*, and be maintained in a separate and secure location, as determined by the LWDA's local policy. OWD recommends including a case note for these files that states "Additional information regarding military discharge may be available upon request."

- 7. Inquiries.** Inquiries regarding this guidance should be directed to Kim Morris Veterans Service Lead, [kmorris@tcsgeu](mailto:kmorris@tcsgeu).

- 8. Attachment.**  
DA FORM 3947

- 9. Expiration.** Continuing

- 10. Authorization.**

**Joe Dan Banker**  
**Deputy Commissioner**