



What Happens During Phase 1 of Transition for a Medical Release

The following table is meant to serve as a guideline for medically-releasing Canadian Armed Forces members. It is not a policy or set of instructions that must be followed. The order of events and steps may vary depending on the circumstances of the medical release.

Phase 1 – Period of Time Between the Injury or the Diagnosis of an Illness and When the Director Military Careers Administration (DMCA) Makes the Decision for a Medical Release	
Key Events	Key Steps and Resources
I have been in an accident, been injured or been diagnosed with an illness	<ul style="list-style-type: none"> • Fill out a “CF-98, <i>Report of Injury, Disease or Illness</i>” form and gather the names and contact information of any witnesses to obtain their statements. <ul style="list-style-type: none"> ➤ Forms are available on the Defence Information Network (DIN); if you do not have access to the internal network, you can contact the National Defence and Canadian Forces Ombudsman’s Office to obtain a copy of the form • Have your condition assessed to obtain diagnosis and treatment. <ul style="list-style-type: none"> ➤ Canadian Armed Forces (CAF) Medical & Dental Centres Across Canada ➤ CAF Mental Health Services and Operational and Trauma Stress Support Centres (OTSSC) • If you are a Reservist, contact your Commanding Officer and local Integrated Personnel Support Centre (IPSC) as soon as possible to find out if you are entitled to compensation and/or benefits through either Reserve Force Compensation (RFC) (CBI 210.72) or the Government Employees Compensation Act (GECA). <ul style="list-style-type: none"> ➤ In the case of GECA, your Commanding Officer must report your injury/illness within three days if it is service-related and requires medical attention or results in lost time ➤ In the case of RFC, your parent unit will initiate the request for compensation by completing a “DND 2398, <i>Reserve Force – Compensation during a Period of Injury, Disease or Illness</i>” form • Read the Director Casualty Support Management’s Guide to Benefits, Programs and Services for Serving and Former Canadian Armed Forces Members and their Families. • Contact Veterans Affairs Canada (VAC) to see if you are entitled to VAC benefits. • Create your My VAC Account online.



<p>I have received a Temporary Category (TCat)</p>	<ul style="list-style-type: none"> • Discuss with your health care providers the treatment and prognosis associated with your condition. • Find out what services are available to you by contacting your local IPSC. • If you are/will be returning to work, discuss with your medical officer/physician the possibility of participating in the Canadian Forces Return to Work Program.
<p>I have received a Permanent Medical Category (PCat)</p>	<ul style="list-style-type: none"> • Note that a PCat does not automatically lead to a medical release. Discuss the possible outcomes with your chain of command. • Discuss with your health care providers the treatment and prognosis associated with your condition. <ul style="list-style-type: none"> ➢ You will be referred to a CAF Nurse Case Manager in order to discuss either a return-to-duty plan or your transition out of the military; the Nurse Case Manager is your link to continuity of care • Consider contacting your local base/wing Personnel Selection Office or Education Office to obtain information on the services available to you, such as career counselling. • Consider participating in a Second Career Assistance Network (SCAN) Program seminar by contacting your Personnel Selection Office or Education Office or by registering online if you have access to the Defence Information Network (DIN). • Look into the Service Income Security Insurance Plan (SISIP) Long Term Disability (LTD)¹ to see what benefits you may be entitled to if you are medically released or qualify as “totally disabled.” • Request a transition interview with VAC. • We encourage you to involve your family as early as possible in the transition process. <ul style="list-style-type: none"> ➢ Share your concerns, explore options together, and get information about possible benefits and services that may be available specifically for CAF Regular Force families or Reserve Force families.
<p>I am undergoing a transition needs complexity assessment² by the Nurse Case Manager</p>	<ul style="list-style-type: none"> • Familiarize yourself with the Vocational Rehabilitation Program for Serving Members (VRPSM) and SISIP LTD Vocational Rehabilitation Program (VRP). <ul style="list-style-type: none"> ➢ VRPSM information packages and planning materials are available from IPSCs of the Joint Personnel Support Unit (JPSU) • If your transition needs are assessed as complex, participate in the development of an Integrated Transition Plan (ITP).

1 If you are medically released, SISIP Financial will be notified and will verify your eligibility. Your local Case Manager will provide you with the LTD claim package.

2 The criteria used to determine the complexity of transition needs will include severity of the injury or illness, psychosocial factors and functional limitations resulting from the illness or injury. Note that sometimes a complexity assessment will be completed before the issuance of medical employment limitations (MELs).



<p>I am undergoing an Administrative Review (AR) Process</p>	<ul style="list-style-type: none"> • Carefully read the advisory message and related documents you receive from the Director Military Careers Administration (DMCA) related to the Administrative Review of Medical Employment Limitations (AR/MEL). • After you receive your disclosure package, provide written representations or additional documents to your Commanding Officer within 15 working days³ (or request an extension if necessary) <ul style="list-style-type: none"> ➤ Representation is your chance to inform DMCA about your ideal outcome (i.e., your plan, your ideal release date, and whether you would like to be considered for a period of retention), and to provide any information you think DMCA should consider in making a decision. • Prepare a waiver of disclosure memo if you do not wish to be considered for a period of retention, do not want to submit any representation and do not want to review the information that DMCA will use to make their decision. <ul style="list-style-type: none"> ➤ Ensure you discuss the potential impact of this waiver with your chain of command, and consider meeting with your Case Manager, Personnel Selection Officer and IPSC before submitting a waiver ➤ Note that this waiver will greatly accelerate the decision process at DMCA, and your release decision will be rendered with a target response time of one week. • If you have not already done so, contact VAC for a transition interview to find out what benefits and services you may be entitled to.
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Note: If at any time during this process you need more information or have questions, the Ombudsman Offices are ready to help.

- Office of the Ombudsman for National Defence and the Canadian Forces
1-888-828-3626
ombudsman-communications@forces.gc.ca
- Office of the Veterans Ombudsman
1-877-330-4343
info@ombudsman-veterans.gc.ca

³ Within 30 calendar days for Reservists on Class A.