

<b>Personal Trauma Development Checklist</b>	
<b>Development to the Veteran</b>	
The claim has not been reviewed by the MST Outreach Coordinator.	Route the claim to your local MST Outreach Coordinator and ask them to perform their initial review and phone call.
The Veteran did not submit stressor details.	Subsequent Development Letter to Veteran using VBMS. <i>Special Issue paragraph: PTSD – Need stressor details/med evid personal trauma incdnt.</i>
The Veteran completed an unrestricted DD Form 2910, 2911, or other form. <b>(COMBO)</b>	Subsequent Development Letter to the Veteran using VBMS. Insert a <i>Custom Development Action</i> titled: <i>Unrestricted MST DOD</i> . Use <b>Paragraph A</b> from Page 4. <b>THIS ACTION SHOULD BE COMPLETED WITH FEDERAL DEVELOPMENT FOR THE DD FORM.</b>
The Veteran completed a restricted DD Form 2910, 2911, or other form.	Subsequent Development Letter to the Veteran using VBMS. Insert a <i>Custom Development Action</i> titled: <i>Restricted MST DOD</i> . Use <b>Paragraph B</b> from Page 4. (attach 21-4142/21-4142a paragraph as well)
The Veteran is not sure if the DD Form 2910, 2911, or other form was restricted or unrestricted.	Subsequent Development Letter to the Veteran using VBMS. Insert a <i>Custom Development Action</i> titled: <i>Restricted MST DOD</i> . Use <b>Paragraph B</b> from Page 4. (attach 21-4142/21-4142a paragraph as well)
The MST Outreach Coordinator was unable to reach the Veteran.	Subsequent Development Letter to the Veteran using VBMS. Insert a <i>Custom Development Action</i> titled: <i>Restricted MST DOD</i> . Use <b>Paragraph B</b> from Page 4. (attach 21-4142/21-4142a paragraph as well)
The Veteran identifies VA Vet Center Records.	Subsequent Development Letter to the Veteran using VBMS. Compensation paragraph: <i>21-4142/21-4142a</i> .
The Veteran identifies private treatment records.	Subsequent Development Letter to the Veteran using VBMS. Compensation paragraph: <i>21-4142/21-4142a</i> .
The Veteran mentions a “buddy statement”.	Subsequent Development Letter to veteran using VBMS. Compensation paragraph: <i>Submit buddy statement(s)</i> .
The Veteran identified some other type of evidence.	Subsequent Development Letter to veteran using VBMS. Insert a <i>Custom Development Action</i> titled: <i>Other Evidence MST</i> . Free text paragraph appropriately.
<p>Note 1: If the Veteran did not submit their claim on a VA Form 21-526EZ, 5103 Notice must be sent. Instead of using the Subsequent Development Letter, use the Custom 5103 Notice.</p> <p>Note 2: Anytime a letter is sent to the Veteran, it must include the MST Outreach Coordinator paragraph in that letter (<b>Paragraph C</b>). This includes contact information for both the VA and VHA Coordinators. <b>CONTACT INFORMATION FOR THE VHA COORDINATOR CAN BE FOUND <u>HERE</u>.</b></p> <p>Note 3: The MST Outreach Coordinator is generally not involved with non-MST personal trauma claims. A DD Form 2910, 2911, or other form is not completed in these scenarios. <b>DO NOT SEND NON-MST PERSONAL TRAUMA CLAIMS TO THE MST OUTREACH COORDINATOR. DO NOT DEVELOP FOR THESE FORMS FOR NON-MST PERSONAL TRAUMA CLAIMS.</b></p>	

<b>Federal Records</b>	
STRs are not of record.	Develop accordingly based on the Veteran's discharge date from service (PIES 050, RMC, or HAIMS). You must check JLV for any relevant DOD records and upload those records to VBMS.
Personnel File is not of record.	Develop accordingly based on the Veteran's discharge date from service (PIES 050 or DPRIS). <b>DO NOT USE PIES 018.</b>
DD Form 2910, 2911, or other form is not of record (unrestricted). <b>COMBO</b>	Third party letter to the Sexual Assault Prevention and Response Office (SAPRO) office at the base where the Veteran filed the form using Letter Creator. <i>MST DOD Letter</i> . <b>ADDRESSES CAN BE FOUND AT <a href="https://www.safehelpline.org/">https://www.safehelpline.org/</a>. THIS ACTION SHOULD BE COMPLETED WITH VETERAN DEVELOPMENT FOR THE DD FORM.</b>
DD Form 2910, 2911, or other form is not of record and Veteran provided a complete VA Form 21-4142 and 4142a (restricted or unknown).	Third party letter to the Sexual Assault Prevention and Response Office (SAPRO) office at the base where the Veteran filed the form using Letter Creator. <i>MST DOD Letter</i> . <b>YOU MUST ATTACH THE COMPLETED VA FORM 21-4142 TO THE LETTER. ADDRESSES CAN BE FOUND AT <a href="https://www.safehelpline.org/">https://www.safehelpline.org/</a>. BE SURE TO NOTIFY THE VETERAN OF THIS DEVELOPMENT IN A SUBSEQUENT DEVELOPMENT LETTER (USE PARGARAPH A).</b>
Veteran identified VA Medical Center Records.	If records are before the electronic conversion, develop to the VA Medical Center for paper records. If records are after the electronic conversion, utilize CAPRI or JLV to locate and upload relevant records.
Veteran identified VA Vet Center records and provided a complete VA Form 21-4142 and 4142a.	Third party letter to the Vet Center using VBMS. <i>Initial Federal 3<sup>rd</sup> Party Letter – PTSD request copy of Vet Center records</i> . <b>DOMA WILL NOT DEVELOP FOR VET CENTER RECORDS.</b>
Veteran identified Civilian or Military Police involvement.	Third party letter to the Vet Center using VBMS. <i>Initial Federal 3<sup>rd</sup> Party Letter – PTSD obtain Investigative Reports</i> . <b>DOMA WILL NOT DEVELOP FOR NON-MEDICAL RECORDS.</b>
Veteran identified Military Hospital Records.	If the treatment occurred <b>more than two years ago</b> , utilize PIES C01-V (Inpatient) or C04-V (Outpatient). If the treatment occurred <b>less than two years ago</b> , utilize VA Form 21-8359 to develop to the hospital. <b>ADDRESSES CAN BE FOUND ON THE INTERNET. CHECK JLV BEFORE DEVELOPING.</b>
<p>Note 1: Federal Records custodians do not generally require a VA Form 21-4142 to release records. If the custodian asks for a release, develop to the Veteran.</p> <p>Note 2: The JSRRC nor MRS Coordinator(s) are usually involved in MST development, however, when appropriate, they can be utilized.</p> <p>Note 3: Note 3: A DD Form 2910, 2911, or other form is not completed for non-MST personal trauma claims. <b>DO NOT DEVELOP FOR THESE FORMS FOR NON-MST PERSONAL TRAUMA CLAIMS.</b></p>	

### Examinations

<p>If the incident <u>is</u> factually verified by the evidence of record <b>AND</b> there is medical evidence or lay testimony of a mental condition. <b>(VSR/RVSR)</b></p>	<p>The VSR/RVSR should complete the top portion of the <b>Personal Trauma Incident/Marker Worksheet</b>, upload the document to VBMS, and order a <i>PTSD-I DBQ</i>. The incident must be noted in the exam request. The supporting evidence must be noted in the exam request and bookmarked in VBMS. <b>ERB-S MUST BE USED TO GENERATE THE EXAM REQUEST.</b></p>
<p>If the incident <u>cannot</u> be factually verified but at least <b>one marker</b> exists <b>AND</b> there is medical evidence or lay testimony of a mental condition. <b>(VSR)</b></p>	<p>The VSR should complete the <b>Personal Trauma Incident/Marker Worksheet</b> to the best of their abilities, save it to a local drive, and route the claim to an MST RVSR for a complex medical opinion (<i>be sure to inform the RVSR where the document is saved</i>). <b>SEE M21-1 III.iv.3.A.7.b FOR MORE INFORMATION.</b></p>
<p>If the incident <u>cannot</u> be factually verified but at least <b>one marker</b> exists <b>AND</b> there is medical evidence or lay testimony of a mental condition. <b>(RVSR)</b></p>	<p>The RVSR should complete the <b>Personal Trauma Incident/Marker Worksheet</b>, upload the document to VBMS, and order a <i>PTSD-I DBQ</i>. The incident must be noted in the exam request. The supporting evidence must be noted in the exam request and bookmarked in VBMS. <b>ERB-S MUST BE USED TO GENERATE THE EXAM REQUEST.</b></p>
<p>If the incident <u>cannot</u> be factually verified and <u>no</u> markers exist. <b>(VSR)</b></p>	<p>The VSR should complete the <b>Personal Trauma Incident/Marker Worksheet</b> and upload the document to VBMS. If all other development has been completed, the claim should be sent to RVSR as RFD.</p>

## MST Paragraphs

<b>Paragraph A: Unrestricted Form or Veteran Notification</b>	<p>We have requested the following records from the Department of Defense:</p> <ul style="list-style-type: none"><li>• DD Form 2910, Victim Report Preference Statement, or similar form, and/or</li><li>• sexual assault forensic examination (SAFE).</li></ul> <p>If you have these records in your possession, please provide us with copies. If you don't have the records, you may obtain copies of them by contacting the Sexual Assault Prevention and Response Office (SAPRO) at the military base where you filed your report.</p> <p><b>DO NOT INCLUDE THE SECOND PARAGRAPH IF WE HAVE ALREADY ASKED THE VETERAN FOR THESE RECORDS IN A PREVIOUS LETTER.</b></p>
<b>Paragraph B: Restricted Forms</b>	<p>If you have completed DD Form 2910, Victim Report Preference Statement, or similar form, following the personal assault, please provide us with a copy. If you don't have the form, you may obtain a copy of the form by contacting the Sexual Assault Prevention and Response Office (SAPRO) at the military base where you filed your report.</p> <p>If you would like us to obtain the form on your behalf, please complete and return the enclosed VA Form 21-4142, Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Be sure to reference DD Form 2910, or similar form, on VA Form 21-4142.</p> <p>Additionally, if you had a sexual assault forensic examination (SAFE) performed following the personal assault, please send us any copies of the examination that you have. If you would like us to obtain them for you, please indicate this on the VA Form 21-4142. If you are submitting copies of the SAFE, you do not need to complete VA Form 21-0781a, Statement in Support of Claim for Service Connection for Post-Traumatic Stress Disorder (PTSD) Secondary to Personal Assault.</p>
<b>Paragraph C: MST Coordinators</b>	<p>If you have any questions concerning your claim or our request for information, please call us at 1-800-827-1000, or visit the following web site to locate the Military Sexual Trauma (MST) outreach coordinator for your area:</p> <p><a href="http://www.benefits.va.gov/benefits/mstcoordinators.asp">http://www.benefits.va.gov/benefits/mstcoordinators.asp</a>.</p> <p>If you have questions concerning health care or counseling, you should call [NAME], the Military Sexual Trauma (MST) outreach coordinator at the [CITY] VA Medical Center at [PHONE NUMBER].</p>