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SUBJ: VETERANS AFFAIRS (VA) CERTIFICATION LETTERS UPDATE A. Service Treatment Record and Non-Service Treatment Record (NSTR) Life Cycle Management, DoDI 6040.45 B. Coast Guard Medical Manual, COMDTINST 6000.1 (series) 1. For STRs of Coast Guard personnel separating or retiring from the Coast Guard, the Health Services Administrator (HSA) and the cognizant Health Record Custodian (HRC) must certify that attempts have been made to ensure completeness in accordance with REF A.

2. HSAs and HRCs must validate whether Coast Guard personnel have separated from the Coast Guard before officially transferring the STR along with additional documentation to the VA Records Management Center (RMC).

3. All of the military services are now required to use the Service Treatment Record Transfer or Certification, DD Form 2963. HSAs and HRCs should no longer use the certifying cover letter. The Service Treatment Record Transfer or Certification, DD Form 2963 has replaced the cover letter. A Service Treatment Record Transfer or Certification, DD Form 2963 shall be inserted into each medical records jacket. The Service Treatment Record Transfer or Certification, DD Form 2963 can be downloaded from the DoD Forms Management Program website:

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

4. This change will be updated in the next version of REF B.

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6. CAPT Deborah Noyes, Chief, Office Health Services, sends.

7. Internet release authorized.

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