



86th Medical Group



Separation History and Physical Examination (SHPE)



POC: Flight Medicine SHPE Nurse

DSN: 479-2282

Email: usaf.ramstein.86-mdg.mbx.omrs-flight-medicine@mail.mil



What is a SHPE?

- **Provides a separation examination that supports the Department of Veterans Affairs (VA) disability compensation program and the Department of Defense (DoD) mandatory separation history and physical exam.**
 - A standardized health assessment with components that have been agreed upon by all three Military Services and the VA.
 - Allows for a medical evaluation of each Service Member prior to separation from Active Duty service.
- **What's the benefit of a VA SHA?**
 - Examinations completed by the VA benefit the member by initiating the disability claims prior to separation. Exams with the VA completed within 180-90 days prior to separation, qualify for Benefits Delivery at Discharge (BDD) program.



Benefit Delivery at Discharge (BDD)



Landstuhl VA BDD Office:

Email: GermanyBDD.VBAPIT@va.gov

DSN: 590-8200

Commercial: +49 06371-9464-8200

Contact Us

Location:

Bldg. 3724, rooms 110 and 112

Contact Us:

GermanyBDD.VBAPIT@VA.gov

Hours:

Monday through Friday

8 a.m. to 4 p.m.

Walk In Availability: Monday through Thursday

9 a.m. to noon and 1 to 3 p.m.



Who requires a SHPE?



- All AD SMs who are scheduled to separate (which includes retirement) after serving on AD orders for 180 days or more.
- AD SMs who have received tentative approval for Palace Chase transition.
- Reserve Component (RC) members who are scheduled to end a period of AD service for 180 days or more of continuous duty (e.g. Active Guard Reserves (AGR), Military Personnel Appropriation (MPA) tours).
- RC members who are scheduled to end a period of AD service after >30 days of continuous duty in support of a contingency operation (as identified on their orders).



Who requires a SHPE? (Cont'd)



A SHPE is **NOT** required if:

- The member is separating or retiring after being found unfit and is referred to the Integrated Disability Evaluation System (IDES).
- **NOTE:** Initial Review in Lieu of (IRILO) or referral to a Medical Evaluation Board (MEB) does not negate the SHPE requirement. MTF staff must wait until the MEB decision is established in order to determine if the SHPE is required.
 - Speak to your PEBLO about completing the VA SHA and waving the DoD SHPE.

WAIVER

- The SHPE may be waived in cases that the member is not under the control of the Secretary of their Military Department or the Commandant of the United States Coast Guard (USCG), such as unauthorized absences or civilian incarceration, in accordance with (IAW) DoDI 6040.46. The Secretary of the Air Force (SECAF) is the waiver authority for AF members.



Timeline



Members will adhere to the SHPE timeline, specified below, to help prevent unnecessary appointments, adjustment of terminal leave, or delay of BDD. The member's official date of separation cannot be changed in order to accommodate the completion of the SHPE, but terminal leave may be adjusted with approval from the SM's unit commander (CC):

Filing a VA Claim:

- Greater than 180 days prior to separation or retirement
 - Begin preparing for the claim process. Contact local BDD office.
- 180-90 days prior to separation or retirement
 - Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1.

Contact local BDD office to begin claim process or file online at <https://www.ebenefits.va.gov/ebenefits/homepage>.



Timeline (cont'd)



Not Filing a VA Claim?

- 180-90 days prior to separation or retirement- SHPE will be conducted at the Medical Treatment Facility.

Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1.

Less than 90 days prior to separation or retirement:

- Due to DoD/VA policy, SHPE will need to be completed at the MTF.

Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1 to initiate the SHPE process.

- A VA claim can still be processed; however, any VA exams conducted will **NOT** be able to take the place of the SHPE and may not be completed prior to separation. VA benefits may also be delayed pending VA exams.



MyIMR Guidance

1.

IMR	Immunizations	Deployment and DrHA	Medical Clearance	SHPE	MTF Instructions												
<div>IMR ACTION LIST (Nothing due) Action List Help MyIMR User Guide</div>																	
<table border="1"><thead><tr><th>PHA</th><th>Dental</th><th>Labs</th><th>Profile</th><th>Med Equipment</th><th>Other</th></tr></thead><tbody><tr><td>Current</td><td>Current</td><td>Current</td><td>Ready</td><td>Current</td><td></td></tr></tbody></table>						PHA	Dental	Labs	Profile	Med Equipment	Other	Current	Current	Current	Ready	Current	
PHA	Dental	Labs	Profile	Med Equipment	Other												
Current	Current	Current	Ready	Current													

2.

IMR	Immunizations	Deployment and DrHA	Medical Clearance	SHPE	MTF Instructions
<div>BOMC Contact Information EMAIL: usaf.ramstein.86-mdg.mbx.omrs-msme@health.mil Phone: 314-479-2315</div>					
SHPE Instructions					
<p>PLEASE GO TO MY IMR SHPE TAB.</p> <p>314-479-2282</p> <p>1.) ALL MEMBERS MUST SELECT START NEW SHPE, answer questionnaire to the best of your ability. If you are doing a VA SHPE, please select VA SHPE option and email GermanyBDD.vbapit@va.gov to begin your VA SHPE. * For the VA SHPE, you must start the process no later than 90 days from your Date of Separation. You must also be in the country of Germany for a minimum of 45 days, but more than likely this process will take 60-90 days to complete. If you do not meet these timelines, you will have to complete a SHPE with the MTF.</p> <p>2.) After completing the questionnaire, call 479-2269 to schedule your Audiogram (an Audiogram within 6 months of Date of Separation is required for ALL members.)</p> <p>3.) Flyers/PRP/AUoF/GSU members- call Flight Medicine Clinic to schedule your SHPE Exam once ALL other steps are completed.</p> <p>4.) All other members- Once you have completed ALL requirements, you will be placed in our queue and will be contacted with an appointment date and time via government email. * THESE ARE MANDATORY APPOINTMENTS, if you need</p> <p>If you do not see an "Edit" hyperlink next to your DD2807-1, you can no longer edit this form. If you have recent changes to your health status that you need to have documented, you may provide that information to the provider during your SHPE exam.</p> <div>Start New SHPE</div>					

Read this
carefully!



MyIMR Guidance



DD2807-1 Pre-Screening Questions	
3. Purpose of examination?	<input checked="" type="radio"/> Separation from AD career
	<input type="radio"/> Retirement from AD career
	<input type="radio"/> Administrative Discharge (this includes involuntary separation) <small>Service members separating with a general discharge, under other than h Administrative discharge DOES NOT pertain to service members who are s</small>
	<input type="radio"/> ARC coming off Title 10 Non-contingency Orders ≥ 180 days
	<input type="radio"/> ARC coming off Title 10 Contingency Orders >30 days
You have more than 180 days remaining before your DOS, therefore this electronic SHPE will not be accepted. Please contact your local BOMC office for instructions.	
What is your Date of Separation/Retirement? (For Admin Separations or for Palace Chase use estimated date.)	(MM/DD/YYYY) <input type="text" value="10/12/2019"/> ← End of Military Enlistment contract
What is your Final Out Date?	(MM/DD/YYYY) <input type="text" value="10/01/2019"/> ← Possible Terminal leave start / Leave for Skills Bridge Program / MPF Final Out
Do you plan to file a VA claim?	<input type="radio"/> Yes <input checked="" type="radio"/> No DO NOT LEAVE DATES BLANK!
<div>Back</div> <div>Next</div>	



MyIMR Guidance



4.

Demographics			
Last Name:	<input type="text"/>		
First Name:	<input type="text"/>		
Middle Name:	<input type="text"/>		
Grade:	<input type="text"/>		
DOB:	<input type="text"/>		
Gender:	Female ▾		
Duty Phone:	NO Phone Trees		
Duty EMAIL:	Military Email only		
Home Street:	<input type="text"/>		
Home City:	<input type="text"/>		
Home State:	<input type="text"/>		
Home Zip Code:	<input type="text"/>		
Home Phone:	<input type="text"/>		
RACIAL CATEGORY (X one or more):	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	

RATING OR SPECIALTY (Aviators Only)	<input type="text"/>
TOTAL FLYING TIME	<input type="text"/>
FLYING TIME LAST SIX MONTHS	<input type="text"/>
Service:	Air Force ▾
Component:	Active Duty ▾
Duty Title:	FLT OPERATIONAL MED TECH
USUAL OCCUPATION:	<input type="text"/>
CURRENT MEDICATIONS (Prescription and Over- the-counter):	<input type="text"/>
ALLERGIES (Including insect bites/stings, foods, medicine or other substance):	<input type="text"/>



Separation Memorandum



- You will be required to bring in your Memorandum to Flight Medicine Clinic for signature AFTER your Audiogram/PCM visit.

**** Memorandum is a requirement for Final Out process ****

- To locate this form please reference your Retirement/Separation email that was sent from MPF.



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Questions?



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