

## NEXT STEPS

### Initiate SHPE

<https://asimsimr.health.mil/imr/myIMR.aspx>

### Questionnaire

- Complete ALL questions entirely
- Complete MHA Questionnaire if required

### Schedule Apt with SHPE Coordinator

Book Audiogram / PCM visit face to face call one month in advance to departure date of local area

### Separation Memorandum

Bring your Memorandum to flight med for signature. (Emailed to you once SHPE case has been submitted )

This will be signed AFTER you've been cleared for separation from PCM visit.

## ESSENTIAL INFORMATION

### Base Operational Medicine Clinic (BOMC)

#### SHPE Coordinator:

SSgt Sanderson

Tabitha.r.sanderson.mil@health.mil

#### Clinic Address

Red cross loop, Bldg. 550

BOMC is located on 2nd floor in Flight Medicine

#### Clinic Phone

314-452-8110

0656561-8110

#### Clinic Hours

Monday—Friday

0730-1600

Closed for all Family Days, Holidays and Every 3rd Wednesday for training day.

## 52nd MEDICAL GROUP Separations and Retirements



# BOMC

SEPERATION  
HISTORY AND  
PHYSICAL  
EXAMINATION  
(SHPE)

## Who needs a SHPE

- \* All Active Duty (AD) Service Members (SM) separating or retiring from military service
- \* Reserve Component (RC) on continuous AD orders for 180 days or more
- \* RC on AD orders for 30 days or more in support of a contingency operation

## SHPE Timeline

### Greater than 180 days prior to separation/retirement:

- *Filing a VA claim:* Begin preparing for the claim process. Contact local VA representative.
- *Not filing a VA claim:* No action is needed at this time.

### 180-90 days prior to separation/retirement:

- *Filing a VA claim:*  
Go to <https://asimsimr.health.mil/imr/myIMR.aspx> and complete Form 2807-1. Contact local VA office to begin claim process or file online at <https://www.va.gov/>.
- *Not filing a VA claim:*  
SHPE will be conducted at Medical Treatment Facility (MTF). Go to <https://asimsimr.health.mil/imr/myIMR.aspx> and complete Form 2807-1.

### Less than 90 days prior to separation/retirement:

- SHPE will need to be completed at MTF.
- Go to <https://asimsimr.health.mil/imr/myIMR.aspx> to initiate SHPE process.
- A VA claim can still be processed; however, any VA exams conducted cannot take the place of the SHPE. These exams may not be completed prior to separation, delaying your access to benefits.

Anyone participating in a Skill Bridge internship must contact their assigned medical facility as soon as possible to coordinate the completion of the required SHPE.

## MTF SHPE Steps

1. Complete DD Form 2807-1 Report of Medical History through your MyIMR <https://asimsimr.health.mil/imr/myIMR.aspx>.
2. Complete audiogram
3. Complete Individual Medical Readiness (IMR) requirements not currently green.
4. Schedule/complete Occupational Health exams, as applicable (AD ONLY).
5. Complete SHPE appointment.
6. BOMC signs Separation Memo and virtual Out-Processing (vOP).

## VA SHPE Steps

1. Complete DD Form 2807-1 Report of Medical History through your MyIMR at <https://asimsimr.health.mil/imr/myIMR.aspx>.
2. Complete IMR requirements not currently green.
3. Schedule/complete Occupational Health exams, as applicable (AD ONLY).
4. Complete SHPE appointments with VA provider (scheduled by VA representative).
5. VA returns Separation Health Assessment (SHA) documentation to BOMC.
6. BOMC signs Separation Memo and vOP.

## Important Facts to Remember

- \* A SHPE is mandatory for all SMs who meet eligibility criteria, and terminal leave can be affected if not accomplished.
- \* DD Form 2807-1 Report of Medical History is ONLY in reference to service-related diagnosis and/or conditions.
- \* Guard and Reserve SMs answer "yes" on DD Form 2807-1 ONLY to conditions incurred or aggravated during current period of AD orders, not entire military service.
- \* **A termination threshold audiogram is needed if another audiogram has not been performed in the 6 months preceding date of separation.**
- \* VA claims may not be submitted more than 180 days prior to date of separation.
- \* A local VA representative can be found by visiting [www.va.gov/vso/](http://www.va.gov/vso/).
- \* It is the SM's responsibility to maintain communications with the BOMC office.
- \* If separating/retiring as a result of a Medical Evaluation Board (MEB), the Disability Evaluation System (DES) examination meets the SHPE requirement.
- \* *in Transition* is a free, voluntary program that provides mental health care support to SMs during times of transition. For more information, visit <http://pdhealth.mil/resource-center/intransition/service-members>.