



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

July 7, 2014

Incorporating Change 1, July 21, 2015

SUBJECT: Directive-type Memorandum (DTM) 14-006, "Separation History and Physical Examination (SHPE)"

References: See Attachment 1

Purpose. This DTM

- In accordance with the authority in chapter 58 of Title 10, United States Code (Reference (a)) and DoD Directive (DoDD) 5124.02 (Reference (b)), establishes policy and assigns responsibilities for management of a SHPE Program. The SHPE Program will comply with section 1145(a) of Reference (a) and the 2013-2015 Joint Executive Committee (JEC) Joint Strategic Plan (Reference (c)).
- Cancels Assistant Secretary of Defense for Health Affairs Memorandum (Reference (d)).
- Is effective July 7, 2014; it must be converted to a new DoD instruction. This DTM will expire effective July 7, ~~2015~~ 2016.

Applicability. This DTM applies to OSD, the Military Departments (including the Coast Guard (USCG) when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this DTM as the "DoD Components").

Policy. It is DoD policy that:

- All members of the Military Services, including Reserve Component (RC) Service members, who are scheduled to be separated from active duty after serving for 180 days or more, will take a comprehensive SHPE before the scheduled date of separation.
- RC Service members serving on active duty for a period of more than 30 days in support of a contingency operation will also take a SHPE before the date of separation.

- RC Service members serving on active duty for **less** than 180 days or on active duty for training, other training duty, not annual training as defined in DoDI 1215.06 (Reference (e)) or other non-mobilization orders are not required to take a SHPE, but will document their current health status and complete DD Form 2697, “Report of Health Assessment,” before completing their scheduled tour of duty.
- SHPE requirements under this DTM are in addition to any deployment health activities specified in DoD Instruction 6490.03 (Reference (f)).
- Service members separating from Selected Reserves not otherwise required to receive a SHPE may request a SHPE within 6 months before the scheduled date of separation.
- Commands may request a waiver from this policy only in cases where the Service member is not under the control of the Secretary concerned (e.g., unauthorized absences or civilian incarceration).
- Completion of a SHPE facilitates continuity of medical care and the evaluation of disability claims. Information captured during SHPEs can be used by DoD to recognize and prevent illnesses and injuries arising from military service by mitigating or eliminating occupational exposures and physical hazards in military workplaces, where feasible.
- Members of the USCG are required to complete their SHPE with their cognizant USCG or VA medical facility.

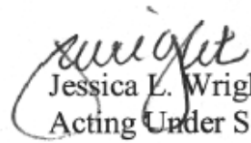
Responsibilities. See Attachment 2.

Procedures. See Attachment 3.

Information Collection Requirements.

- DD Form 2807-1 “Report of Medical History,” referred to in paragraphs 1a, 1b(1), 1c, 1e(2), and 2a(2)(d) of Attachment 3 of this DTM, has been assigned Office of Management and Budget (OMB) control number 0704-0413 in accordance with the procedures in Volume 2 of DoD Manual 8910.01 (Reference (g)).
- The SHPE participation quarterly report, referred to in section 3 of Attachment 3 of this DTM, has been assigned report control number DD-HA(Q)2549 in accordance with the procedures of Volume 1 of Reference (g).

Releasability. **Cleared for public release.** This DTM is available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.


Jessica L. Wright
Acting Under Secretary of Defense for
Personnel and Readiness

Attachments:
As stated

DISTRIBUTION:

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ATTACHMENT 1

REFERENCES

- (a) Title 10, United States Code
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) VA/DoD Joint Executive Council Strategic Plan Fiscal Years 2013- 2015
http://www1.va.gov/op3/docs/StrategicPlanning/VA_DoD_JEC_JSP_FY_2013_2015.pdf
- (d) Assistant Secretary of Defense for Health Affairs Memorandum, "Policy Guidance for Separation Physical Examinations," October 14, 2005 (hereby cancelled)
- (e) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," March 11, 2014
- (f) DoD Instruction 6490.03, "Deployment Health," August 11, 2006
- (g) DoD Manual 8910.01, "DoD Information Collections Manual," June 30, 2014
- (h) DoD Instruction 1332.38, "Physical Disability Evaluation," November 14, 1996, as amended
- (i) DoD Instruction 6485.01, "Human Immunodeficiency Virus (HIV) in Military Service Members," June 7, 2013
- (j) Directive-type Memorandum 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," November 21, 2012, as amended
- (k) Memorandum of Agreement Between Department of Veteran Affairs and Department of Defense, signed October 8, 2013 and December 3, 2013
- (l) U.S. Department of Homeland Security, U.S. Coast Guard, Commandant Instruction (COMDTINST) M1850.2D, "Physical Disability Evaluation System," May 19, 2006

ATTACHMENT 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(HA):

a. Establishes a memorandum of agreement with the Department of Veterans Affairs (VA) for:

(1) Timely sharing of the service treatment record (STR), consistent with applicable authorities for disclosure of protected health information.

(2) Documentation of the SHPE.

(3) Return of the completed DD Form 2807-1 and DD Form 2808, "Report of Medical Examination," to the STR when the examination is performed by the VA.

(4) Return of the information obtained from the SHPE to the Military Services.

(5) Quality assurance parameters for the SHPE.

b. Provides the Military Services with standardized reporting requirements.

c. Develops updates to DoD policies for military medical separation programs as recommended by the VA Separation Health Assessment Work Group and approved by the JEC.

d. Provides guidance for collection, analysis, and use of the aggregate data from the SHPE to inform and improve health and safety programs for the benefit of all Service members.

2. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE USCG: The Secretaries of the Military Departments and the Commandant of the USCG:

a. Establish policies and procedures necessary to carry out the requirements of this DTM.

b. Establish a process for referring those Service members wishing to file a claim at the time of their examination to the VA program coordinator.

c. Establish a process for tracking completion of the SHPE by the VA, where applicable.

d. Provide information and guidance to Service members and unit commanders on the SHPE process.

e. Ensure all required SHPE forms and test results are included in the STR.

f. Ensure all separating Service members, if they are a member of the Active Component or permanently separating from RC (as specified in the policy section), complete the SHPE as required, either within the Military Health System or VA before separation.

(1) All separating Active Component Service members must have their SHPE and the results in their STR before the date of separation, whether they are performed by DoD or VA.

(2) RC members demobilizing but not permanently separating from the RC and not filing a pre-separation disability claim must have their SHPE completed by a military treatment facility or DoD facility before demobilization.

(3) RC members demobilizing and filing a pre-separation disability claim must:

(a) File their claim before separation.

(b) Schedule their exam with the VA.

(4) Exam results must be in the STR 60 days after date of demobilization.

(5) RC members who are permanently separating at the time of demobilization must have their SHPE completed before demobilization regardless of whether they are filing a pre-separation claim.

ATTACHMENT 3

STANDARDIZED SHPE GUIDANCE AND PROCEDURES

1. GENERAL PROCEDURAL GUIDANCE

a. The SHPE is a complete history and review of systems as documented on DD Form 2807-1 and a physical examination as defined in the Glossary documented on a DD Form 2808.

b. Except for Service members previously determined unfit and continued in a permanent limited duty status, Service members who have been referred for a SHPE because of retirement or separation are presumed fit for retention. Service members will therefore only be referred to the Disability Evaluation System or Integrated Disability Evaluation System (IDES) if a condition that would prevent the member from performing further duty if he or she were not separating or retiring is detected at the time of the SHPE and the referral is in accordance with DoD Instruction 1332.38 (Reference (h)).

c. Service members will not require a SHPE if they:

(1) Are separating or retiring after being found unfit for continued military service through the disability evaluation process; and

(2) Have completed the exams in that process.

d. Active or RC Service members who intend to remain in the Selected Reserve upon separation from Active Duty and who elect to file a pre-separation disability claim with the VA must take the SHPE through the Military Health System or the VA before separation. The timing of the SHPE is specified in section 3 of this attachment in accordance with section 1145(a)(2) of Reference (a).

2. COMPONENTS OF A SHPE

a. DoD Administers the SHPE. The SHPE will be administered by the DoD if the Service member does not wish to file a disability claim with the VA before separation. When the SHPE is administered by DoD it will include:

(1) DD Form 2807-1, completed by the Service member, with comments on all positive responses completed by the privileged provider performing the SHPE.

(2) DD Form 2808, completed by a privileged provider and a review of medical record and a record of significant medical conditions.

(3) Threshold audiogram.

- (4) Complete audiology evaluation if the threshold audiogram is abnormal.
- (5) Optional Hepatitis C testing per U.S. Centers for Disease Control guidelines.
- (6) Additional testing appropriate to the Service member's health status, as determined by the examining privileged provider and in accordance with current DoD policy.

b. Required Examinations. All occupational health termination examinations required by DoD policy (e.g., hearing conservation, radiation medical surveillance) must be completed before the SHPE is conducted.

c. Other Tests. Any periodic testing required by other issuances (e.g., HIV testing in accordance with DoD Instruction 6485.01 (Reference (i))) must be completed before referral for SHPE.

d. Subjective Assessment of Health. Service members complete DD Form 2807-1. A face-to-face interview with a privileged health care provider to discuss care and services for medical concerns subsequent to their completion of the self-reported health assessment is conducted with the Service members. The DD Form 2807-1 is available for the privileged provider performing the physical examination at the time of the examination.

e. Objective Assessment of Health. The privileged health care provider reviews the Service member's complete medical history; current worldwide medical qualification status; the member's current health status; and need for referral for treatment or further evaluations for medical concerns.

(1) Provider Input. The health care provider addresses and documents concerns related to the subjective input provided by the member on the DD Form 2807-1.

(2) Required Information on the DD Form 2808. Complete, at a minimum:

- (a) Blocks 1-43.
- (b) Blocks 53, 54, 57, and 58.
- (c) Block 71: threshold audiogram does not need to be documented on DD Form 2808, provided a recent audiogram (within 6 months of the SHPE) is documented in the STR.
- (d) Block 77.
- (e) Block 85.

f. Meeting the Requirement. Any examination completed on DD Forms 2807-1 and 2808, threshold audiogram, laboratory testing, or other exams performed for any other reason that meets any of the requirements stated in paragraphs 1a and 1b of this attachment within the

time periods stated in section 3 of this attachment, is sufficient to meet this requirement, but only with the consent of the Service member and concurrence of the member's unit commander. If another examination documented on a DD Form 2807-1 and DD 2808 performed within the previous 12 months is used to meet this requirement, and more than 60 days have elapsed since the date of the qualifying examination, the Service member must complete a standard DD Form 2697.

g. Automated Capture of the Examination. When available, an automated template will be used to capture both the history and physical examination.

h. At the Time of the Examination

(1) The physical examination is performed by a DoD provider or a VA provider (if the Service member has elected to file a disability claim with the VA) before separation. The examining provider must be a privileged nurse practitioner, physician's assistant, or physician.

(2) When a DD Form 2697 is used to update a previous history and physical examination completed on DD Forms 2807-1 and 2808 and a condition not previously documented is discovered, the examining provider will evaluate the complaint objectively within the scope of a screening physical examination. This evaluation may be documented in block 20 of the DD Form 2697. Any serious, potentially unfitting condition found requires a full SHPE to be completed and further evaluation of the new condition.

3. TIMING OF SHPE. In accordance with section 1145(a)(5) of Reference (a), for Service members covered by that section, the SHPE occurs immediately before the scheduled separation unless waived with the consent of the Service member and concurrence of the unit commander. This requirement is met in one of the following ways:

a. A SHPE within 30 days before the date of separation.

b. A SHPE within 90 days before the date of separation and validated as current within 30 days before the date of separation, consistent with separation processing procedures of the Military Department concerned.

c. A SHPE within 180 days before the date of separation if conducted by the VA based on an application for benefits filed by the Service member. The SHPE must be validated as current within 30 days before the date of separation, consistent with separation processing procedures of the Military Department concerned. Such validation is deemed to document the concurrence of the unit commander.

d. In other circumstances, if the Service member has otherwise had a physical examination within 12 months before the scheduled date of separation, a waiver is granted with the consent of the member and concurrence of the member's unit commander.

4. COORDINATION WITH TRANSITION ASSISTANCE PROGRAM (TAP). In accordance with DTM 12-007 (Reference (j)), TAP is a mandatory process that certifies a Service member's readiness to transition to civilian life. The mandatory SHPE program will be coordinated with the process to the extent possible.

a. Pre-separation Counseling. At pre-separation counseling:

(1) Service members are informed of the need for a SHPE within 180 days before separation.

(2) Service members are informed that they may choose to file a pre-separation disability claim with the VA, and the SHPE will be conducted as part of the disability examination. All benefits options are explained in detail during the mandatory VA benefits briefing.

b. Post VA Briefing

(1) After the VA briefing, the Service member may elect to file a claim and have the SHPE completed by the VA as part of the claims process.

(2) If the Service member elects to file a claim with the VA, his or her SHPE will be scheduled and then conducted by a privileged VA provider.

(3) If the Service member elects not to file a VA claim, the DoD will perform the SHPE at the nearest military treatment facility to the Service member's location or other examining facility authorized to conduct DoD SHPEs.

(4) A review of the STR is conducted before separation to ensure that a qualifying exam completed on DD Forms 2807-1 and 2808 and other required ancillary testing (within 12 months before the date of separation) is documented in the record. If a previously completed qualifying examination is documented in the record, then the Service member may complete a DD Form 2697 in lieu of the entire SHPE. This waiver of the entire SHPE requires the consent of the member and concurrence of the member's unit commander.

5. COORDINATION WITH THE VA. Coordination with the VA will be performed as described in the Memorandum of Agreement (Reference (k)).

6. INFORMATION COLLECTION REQUIREMENTS. Beginning 90 days after the date of this DTM, the Secretaries of the Military Departments will provide the following information to the ASD(HA) on SHPE participation on a quarterly basis:

a. Number of Active Duty separations.

b. Number of Reserve and National Guard separations.

- c. Number of SHPEs performed by the Military Service.
- d. Number of SHPEs performed for that particular Military Service by the VA.
- e. Number of Service members held past their end of active service because of a medical condition found on SHPE.
- f. Number of Service members referred to IDES or the Physical Disability Evaluation System for the USCG pursuant to COMDTINST M1850.2D (Reference (1)) from SHPE.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HA)	Assistant Secretary of Defense for Health Affairs
AGR	Active Guard and Reserve
DD Form	Department of Defense Form
DTM	Directive-type Memorandum
HIV	human immunodeficiency virus
IDES	Integrated Disability Evaluation System
JEC	Joint Executive Committee
RC	Reserve Component
STR	Service treatment record
SHPE	separation history and physical examination
TAP	Transition Assistance Program
USCG	United States Coast Guard
VA	Department of Veterans Affairs

PART II. DEFINITIONS

Unless otherwise stated, these definitions are for the purposes of this DTM.

physical examination. An evaluation of the body and its functioning using inspection, palpation, percussion, and auscultation and the gathering of information such as ancillary tests as required.

privileged provider. A nurse practitioner, physician's assistant, or physician who has been credentialed by the appropriate DoD or VA facility and granted clinical privileges by the facility credentialing committee.