



# PRE-SEPARATION COUNSELING

## *INTAKE SHEET*



# Transition Process Overview

## Step 1: Initial Counseling

✓ Done

## Step 2: Pre-Separation Counseling

- Introduces benefits and services that may be available to you
- Describes assistance in place to help you
- Serves as reference for planning your transition
  - Referrals provided to agency experts

## Step 3: Transition (TAP) Workshop

- **Day 1:** Department of Defense (DoD) Training Day
- **Day 2:** Veteran Affairs (VA) Benefits and Services Briefing
- **Day 3:** Department of Labor (DoL) Employment Training Day

# Transition Process Overview

## Step 4: 2-Day Tracks

- **Optional:** Legacy TAP, Tier 1 and Tier 2
- **ONE is required:** Tier 3

### EMPLOYMENT

Identifying Skills  
Job Searching  
Networking  
Resume Building  
Federal Hiring  
Social Media  
Branding  
Applications  
Interviews  
Job Offers

### VOCATIONAL

Vocational Training  
Career Clusters  
Career Assessments  
Opportunities  
Credentials  
Educational Goals

# Transition Process Overview

## Step 4: 2-Day Tracks

- **Optional:** Legacy TAP, Tier 1 and Tier 2
- **ONE is required:** Tier 3

### HIGHER EDUCATION

Education Terms  
Attitudes  
Perceptions  
Fields of Study  
Degree Options  
Choice of Institution  
Admissions  
Funding Options

### ENTREPRENEURSHIP

Fundamentals  
Opportunities  
Market Research  
SmallBiz Economics  
Legal  
Financing

# Transition Process Overview

## Step 5: Capstone and Career Readiness Standards (CRS)

- Must be completed **between 90 – 365 days** from date of transition
  - If going on Terminal Leave, use that date
- **Reminder:** **ALL** items on the checklist are required
- Will need DD Form 2648 to out-process

# Individual Transition Plan (ITP)

- Framework used to fulfill realistic career goals based upon your individual skills, knowledge, experience, and abilities
- Game plan for a successful transition to civilian life
- **Capstone:** Career Readiness Standard (CRS)
  - Explain each item in the ITP **fully**
  - A&FRC staff can assist if needed

# Reserve Affiliation and Reserve Component Counselors at Installations

- If you **have not** served a total of 8 years, you must complete the remainder of your contractual obligation
  - Selected Reserves
  - Inactive National Guard
  - Individual Ready Reserve (IRR)
- **NOTE:** This is a CRS required for Active Duty members only ([Continuum of Military Service Opportunity Counseling](#)).
  - Contact your local Reserve Recruiter for required briefing: **480-3940**
  - Date of briefing will be requested during Capstone appointment
  - N/A for Retirees



# Military to Civilian Skills Translation Resources

- Verification of Military Experience and Training (VMET),
  - DD Form 2586 (not an official transcript)
  - Eligible members can download/print VMET and see FAQs at:  
<https://milconnect.dmdc.osd.mil/milconnect/>
- Department of Labor (DOL) Veterans Employment Training Service (VETS) Website
  - Helps translate military skills and experience into civilian terms
  - Helps with build a resume, search for jobs, and provides essential interview tips and resources
  - [www.dol.gov/vets](http://www.dol.gov/vets)
- Credentialing
  - Licensing and Certification
  - Department of Labor American Job Centers (DOL AJC)
    - [www.careeronestop.org/FindTraining/](http://www.careeronestop.org/FindTraining/)
    - [www.dol.gov/vets/](http://www.dol.gov/vets/)



# Military to Civilian Credentialing Resources

- O\*NET Resources
  - [www.mynextmove.org](http://www.mynextmove.org): useful information to assist in researching potential occupations
  - Career exploration tools, AFSC to civilian jobs, Labor Market Index, sample resume bullets, etc.
- GI Bill utilization:
  - [www.benefits.va.gov/gibill/licensing\\_certification.asp](http://www.benefits.va.gov/gibill/licensing_certification.asp)
- Credentialing Opportunities On-Line (COOL)
  - **Enlisted personnel only**
  - Background information about civilian licensure and certification
  - Identify licenses and certifications relevant to your military rating
  - How to fill gaps between military training/experience and civilian credentialing requirements

Air Force COOL: <https://afvec.us.af.mil/afvec/Public/COOL/>

Army COOL: <https://www.cool.army.mil>

Navy COOL: <https://www.cool.navy.mil>

Marine Corps COOL: <https://www.cool.navy.mil/usmc/>

# Employment Resources

- **American Job Centers (AJC):** Priority of service allows SMs and spouses to connect to employment, education and training
  - **State Employment Agencies** with dedicated veteran employment representatives
  - Nearest AJC or state office: [www.servicelocator.org](http://www.servicelocator.org)
  - Finding career information: [www.careeronestop.org](http://www.careeronestop.org); [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)
- **State Job Boards:** To explore each state's job boards go to [www.careeronestop.org/jobsearch/cos\\_jobsites.aspx](http://www.careeronestop.org/jobsearch/cos_jobsites.aspx) and select the specific state
- **Workforce Innovation and Opportunity Act (WIOA):**
  - Prepares individuals to enter the workforce
  - Offers individualized career services
  - Education opportunities to meet the needs of companies looking for skilled workers
  - <https://www.doleta.gov/programs/VETs/>

# Employment Resources

- **AmeriCorps:** Advance career connections with community. Exposure to careers, hands-on experience, new skills, and build connections to improve your resume or applications
  - Flexible education award that complements GI Bill benefits
  - Full time: modest living allowance, health care benefits and child care assistance
  - <https://www.nationalservice.gov/programs/ Americorps/ Americorps-programs>
- **Volunteering:** Improve employment prospects and stay engaged in your job field and community
  - Help build resume experience and job network
  - Find volunteer opportunities in your local community and at [www.nationalservice.gov](http://www.nationalservice.gov)



# About to Retire?

If you are interested in...

- ☐ Staying close to the Air Force family?
- ☐ Giving back to your local community?
- ☐ Helping develop citizens of character?

YES!

...then becoming an AFJROTC Instructor may be the right choice for you!

AFJROTC is a Congressionally-mandated high school citizenship program (not a recruiting program).

## Who Can Apply?

- Air Force Retirees: E6-E9 or O4-O6
- Any Component (AD, ANG, AFRES)
- Retired Less Than 5 years
- Any AFSC
- No prior teaching experience required!



## AFJROTC Employment Features:

- ✓ Competitive Monthly Compensation
- ✓ Minimum 10-Month Annual Contract
- ✓ State-Sponsored Retirement Programs
- ✓ World Class, Accredited Curriculum
- ✓ Nearly 900 Locations Worldwide

To learn more about AFJROTC, including how to become an instructor, please visit:

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/>

## STAY CONNECTED

Go To  
[www.AFA.org/JOIN](http://www.AFA.org/JOIN)  
Enter code: AFA1  
For a free 1-year  
eMembership

[www.AFA.org](http://www.AFA.org)



# JOIN THE FIGHT!

As a member of the Air Force Association (AFA), you are a part of one of the most influential nonprofits advocating for air and space power through, continued professional development, education programs, and networking opportunities, in the country.

**We are Airmen for Life!**

# Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

- Federal law that establishes rights and responsibilities for uniformed Service members and their civilian employers
  - Has specific eligibility criteria, timelines and notification requirements
- DOL Veterans Employment & Training Service (VETS) interprets and administers USERRA
  - [www.dol.gov/vets/programs/userra/index.htm](http://www.dol.gov/vets/programs/userra/index.htm) or [www.benefits.va.gov/guardreserve](http://www.benefits.va.gov/guardreserve)
- Employer Support for the Guard and Reserve
  - <http://esgr.mil/USERRA/What-is-USERRA.aspx>
  - Or call (800) 336-4590, Option 1 to speak to an Ombudsman

# Federal Employment

- **USAJOBS:** Official job site of the U.S. Federal Government [www.usajobs.gov](http://www.usajobs.gov)
- **Dept. of Defense (DoD) Jobs:** Career in national defense <http://godefense.cpms.osd.mil>
- **Veterans Preference in Federal Employment:** Full details at <https://jkodirect.jten.mil>
- **Federal Appointment Types and Hiring Authorities:**
  - [www.fedshirevets.gov/AgencyDirectory/index.aspx](http://www.fedshirevets.gov/AgencyDirectory/index.aspx)
  - 3 ways to acquire a federal position
  - 3 authorities exclusively for Veterans
    - Veterans Employment Opportunities Act (VEOA)
    - Veterans Recruitment Appointment (VRA)
    - 30% or more disabled Veteran



# Federal Employment

- **Veterans Employment Program Offices**

- Veteran Employment Program Offices responsible for promoting Veterans' recruitment, employment, training and development, and retention within their respective agencies.
- List: <https://www.fedshirevets.gov/veterans-council/agency-directory/>

- **Non-Appropriated Funds (NAF) Jobs:** [www.usajobs.org](http://www.usajobs.org)

- Eligibility and Vet preference based on type of separation
- One-Time Hiring Preference for:
  - Involuntary separatee with honorable discharge and Separation Program Designator (SPD) code that conveys transition benefits
  - Separating with a special separation benefit
  - Separating with the voluntary separation incentive
- 3 areas: Career executive force, General work force, Entry level

# Federal Employment

- Eligible to apply for federal employment 120 days prior to official date of separation or retirement
- Must provide a “Certification of Active Service Memorandum” in lieu of DD 214
- **Retirees** must wait 180 days after retirement before employment with the **Department of Defense (DoD)**
  - Includes non-appropriated fund (NAF) instrumentality
  - May be appointed to a DoD civil service position prior to 180 days **if approved** by the hiring agency’s Secretary or the Office of Personnel Management
  - [www.fedshirevets.gov/](http://www.fedshirevets.gov/)

# Veterans Federal Procurement Opportunities & Entrepreneurship

- **Small Business Development Act**

- Annually, 3% of all prime contract / subcontract awards should be given to small business owned/controlled by disabled Veterans
- Mentor-Protégé Program info if you are a small disadvantaged business
- Must register in the Central Contractor Registration system at <http://federalcontractorregistry.com>
- Find procurement announcements at [www.fbo.gov](http://www.fbo.gov)

- **Reminder: Entrepreneurship 2 Day Track (SBA)**

- Entrepreneurial mindset, financing, business plan development, franchising, market analysis, and the legal issues associated with business ownership
- Available online: [www.sba.gov/bootstobusiness](http://www.sba.gov/bootstobusiness)

# Internship & Apprenticeship Opportunities

- **DoD Skillbridge:** Participate in civilian employment training, including apprenticeships and internships while still Active Duty
  - Must be 180 days from date of transition
  - Approval from 1<sup>st</sup> field-grade level commander in chain of command
  - Programs must offer a high probability of employment and be provided to the service member at little or no cost
  - Contact base Education Office and [www.dodskillbridge.com](http://www.dodskillbridge.com)
- **U.S. Military Apprenticeship Program (USMAP):**
  - United States Marine Corps, Coast Guard, Navy ONLY
  - <https://usmap.cnet.navy.mil>

# Education

- **U.S. Dept. of Education Federal Aid Programs:** Grants, loans, and work-study programs:  
<https://studentaid.ed.gov/>
  - Veterans' educational benefits can be used in conjunction with federal student aid
- **Veterans Upward Bound Program:** Refresh your academic skills in order to successfully complete your college program:
  - <https://www2.ed.gov/programs/triovub/index.html>
- **Base Education Office (Bldg. 2120, 4<sup>th</sup> floor):** Information and guidance regarding the educational opportunities available
- **Defense Activity for Non-Traditional Education Support (DANTES):** Prepare for college with entrance exams, credit-by-examination, training and experience evaluation, etc.
  - For more information: [www.dantes.doded.mil](http://www.dantes.doded.mil)

# Housing

- **Base Housing:**
  - Discuss pre-inspection and requirements for vacating quarters
- **Rental Property:**
  - Notify the landlord as soon as possible; contact housing office if needed
- **U.S. Dept of Housing and Urban Development (HUD):** programs for avoiding foreclosure, financing home improvements, buying/selling a home, etc.
  - Multiple **homeless assistance** programs/services for veterans
    - Combat-related domestic violence
    - Affordable housing for individuals with disabilities
    - VA care line: (877) 424-3838 or [www.hud.gov](http://www.hud.gov)

*Consider German contract requirements for cancellation of phone, internet, and other services*

# Travel and Transportation Allowances

- **Permissive TDY (PTDY) & Excess Leave (EL):** Has eligibility criteria and may be authorized for job search & house hunting
  - Subject to mission requirements and approved by unit CC
  - Contact Military Personnel Flight (MPF)
- **Travel & Transportation Allowances:** authorized travel and transportation allowances from your last duty station to
  - Retirees: HOS, HOR, or PLEAD
  - Separates: HOR or PLEAD
  - Storage and DoDD Schools Extensions may be possible
  - Contact Transportation Office (TMO) and MPF
- More information can be found in the Joint Travel Regulation (JTR):  
<http://www.defensetravel.dod.mil/>



# Separation History and Physical Examination (SHPE)

- Requirement for **ALL** separating and retiring service members
  - Includes Reserve & Nation Guard who served 180+ days on AD or 30 days in a contingency ops
  - SHPE exam valid for 1 year
- SHPE requirement **may be met** by disability exams performed by VA (must begin process 180 days **prior** to DOS/DOR)
- To schedule appointment and receive instructions, go to My IMR at <https://imr.afms.mil/imr/MyIMR.aspx>
  - Go to “SHPE” link and fill out form 2807-1
- Instructions on how to complete SHPE available at TRICARE Online Patient portal: <https://www.tricareonline.com>

# Transitional Health Care Options

- **Transitional Assistance Management Program (TAMP)**
  - Tricare-like benefits for 180 days after date of transition
  - NOT automatic and you need to verify DEERS
  - Eligibility depends on type of separation
  - TRICARE website's "Plan Finder", [www.tricare.mil/planfinder](http://www.tricare.mil/planfinder) or "Plan Wizard", [www.tricare.mil/mybenefit](http://www.tricare.mil/mybenefit), to learn about options based on your status
  - **Contact the Tricare office for specific information**
- **Continued Health Care Benefits Program (CHCBP):** Temporary health care coverage in 3-month increments for up to 18 months, administered by Humana Military Healthcare Services
  - Must enroll and pay within 60 days after separation
  - For more information visit: <https://tricare.mil/chcbp/>

# Transitional Health Care Options

- **Health Insurance Marketplace:** Health care coverage options for military Veterans
  - Eligibility criteria and Open Season requirements
  - For more information: [www.healthcare.gov/veterans](http://www.healthcare.gov/veterans)
  - To find someone nearby to help you apply, visit: <https://localhelp.healthcare.gov/#intro>
- **Medicaid or Children's Health Insurance Program (CHIP):**
  - Programs cover millions of families with limited income, disabilities, and other circumstances
  - If it appears you qualify, they will share information with your state agency and they will contact you
  - <https://www.healthcare.gov/medicaid-chip/childrens-health-insurance-program/>

# VA Health and Mental Health Services

- **DoD's *inTransition* Confidential Coaching Program:**
  - Answers treatment option questions & provides community resources
  - Auto enrolled if seen by behavioral health within 1 year of DOS
  - Have the ability to opt-out when contacted
- **Mental Health (MH)/Substance Use Disorders (SUD):**
  - VA offers specialized treatment to Vets with urgent MH and SUD (*including those with dishonorable/bad conduct discharge*)
  - May not need to be service connected disability to receive care
- **Combat Veteran Discharged from AD on or after 28 Jan 2003:**
  - Enhanced enrollment placement for 5 years from date of separation for VA
- **Behavioral Health Treatment Services Locator:**
  - [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)
  - Alcohol, drug, and mental health treatments facilities and programs

# Veteran Affairs

- **Topics discussed during VA Benefits & Services briefing:**

- Full range of VA health care options
- VA dental care
- Vet Centers
- State and local health care / mental health care
- Other VA benefits
- Continued Health Care Benefits Program
- Transitional Health Care Benefit
- Veterans' Group Life Insurance (VGLI)
- Traumatic Injury - Service members' Group Life Insurance (TSGLI)
- Family Service members' Group Life Insurance (FSGLI)
- Service-Disabled Veterans Insurance (S-DVI)
- Veterans' Mortgage Life Insurance (VMLI)
- VA Life Insurance
- VA Disability Benefits
- Benefits Delivery at Discharge (BDD)
- Service members' Group Life Insurance (SGLI)

- **Administrative or Mandatory Discharges under conditions other than honorable:** may petition the VA to receive certain benefits under VA laws.

- **VA Benefits and Services representatives:** 480-2137

# Voting Assistance

- Voter status will change when no longer AD
  - If moving to CONUS notify local election office
    - **No longer covered** under ***The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*** provisions
    - Submit a National Voter Registration Form to register and change address to vote locally
  - If remaining OCONUS you will be covered by UOCAVA as an overseas citizen instead of in your military capacity
- Resources and more information found at: [www.fvap.gov/military-voter/transition](http://www.fvap.gov/military-voter/transition)



**FVAP.GOV**  
FEDERAL VOTING ASSISTANCE PROGRAM

# Legal

- **Post Government (Military) Service Employment Restriction Counseling:**
  - **Mandatory** for all DOD personnel who leave military Service
  - Information on what is permissible, career-wise, after leaving military and possible restrictions for retirees
  - Contact the legal office to schedule briefing
  - It is an item on your out-processing checklist
  - POC: Capt Ayana Clark (ayana.clark@us.af.mil)
- **On base legal services available while Active Duty**
  - **Retirees:** space available after retirement
  - Consider legal documents needed prior to transition: wills, powers of attorney, etc.
  - <https://legalassistance.law.af.mil>



# Other Responsibilities of Veteran Citizenship

- **Former Air Force and Space Force members should:**
  - Encourage young citizens to consider a period of military service
  - Honorably represent the Armed Forces in their communities
  - Educate their fellow citizens on military core values while respecting their fellow citizen's right to have and express contrary opinions
  - Be aware that certain predatory financial (including investment and lending), insurance and estate planning institutions may market products and services of questionable value to former military personnel and may try to falsely lead Veterans to believe that they are obtaining special discounts or rates as a result of their military service
- **Former Air Force and Space Force members may:**
  - Wear their uniform at Memorial Day, Veteran's Day, and other patriotic celebratory events

# Other Responsibilities of Veteran Citizenship

- **Former Air Force and Space Force members should not:**
  - Exaggerate their military accomplishments (particularly records of combat service or acts of valor) or wear unearned medals/insignia
  - Disparage their Veteran status by being a member of; actively participating in; or advocating for or on behalf of supremacist, criminal, extremist, or hate groups/organizations, their causes, or their ideals
    - Supremacist or extremist groups/organizations are those that advance, encourage, or advocate:
      - illegal discrimination based on race, creed, color, gender, sexual orientation, religion, ethnicity, or national origin;
      - advocate the illegal use of force, violence, or criminal activity; or
      - otherwise engage in efforts to deprive individuals of their civil rights

# State Benefits

- **State Veteran Benefits:** <https://www.va.gov/statedva.htm>
  - States offer Veterans benefits beyond the ones you would already be eligible for through the VA
- **State and Local Health Care and Mental Health Services:** [www.statelocalgov.net](http://www.statelocalgov.net)
  - Social, public health, and general “well-being” programs
- **Unemployment Compensation (UCX):**  
<https://www.careeronestop.org/LocalHelp/Unemployment>
  - **Eligibility criteria varies by state**
  - American Job Center staff will assist in filing claim
  - Those using Post 911 GI Bill cannot draw unemployment

# Possible Benefits for Separatees

- **Two-Year Commissary, Exchange & MWR Privileges:**
  - Some active service members and some Selected Reserve members who are involuntarily separated may have these benefits
- **Separation Pay:**
  - Eligibility and amounts are determined by type of separation
  - Relevant guidance
    - Possible recoupment by VA - 10 U.S. Code §1174(h)(2) and Department of Defense Instruction 1332.29, Section 3.6.2
    - Members medically separated - Directive-Type Memorandum (DTM) on Implementing Disability-Related Provisions of the National Defense Authorization Act of 2008
- See SPD Code on separation / retirement orders (MPF)

# Possible Benefits: Retirees and Honorably Discharged Veterans

- Authorized full commissary, exchange, and MWR privileges
  - Retirees
  - Those eligible to receive retired pay at age 60
  - Medal of honor recipients
  - Veterans with service-connected disability
    - May not be applicable at OCONUS locations due to SOFA
- All **honorably** discharged veterans:
  - Lifelong online military exchange shopping benefit
  - Verify their eligibility and establish an online account at:  
<https://www.shopmyexchange.com/> or <https://www.vetverify.org/>
  - May be asked to submit DD214 to verify your eligibility

# Survivor Benefit Plan (SBP) - Retirees

- **Optional Insurance Plan:**

- Pays the surviving spouse a monthly payment or annuity to help make up for the loss of retirement income

- **Mandatory** appointment with SBP Counselor:

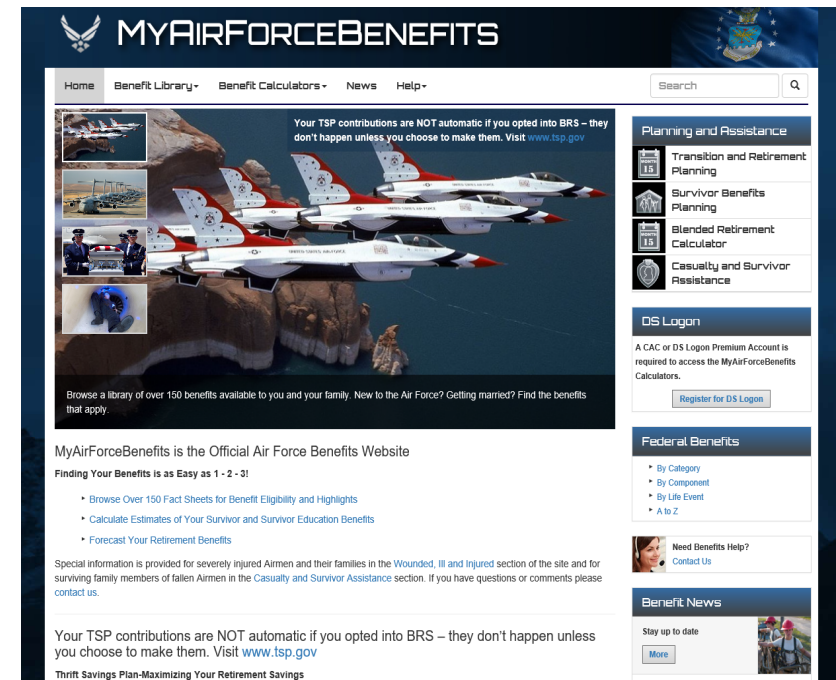
- Failure to accept or decline coverage will result in automatic enrollment at the full retirement pay amount

- **Contact Ramstein Casualty Assistance Office:**

- Bldg 2106, Room 101B, 480-5759
- Email: [786fss.casualty@us.af.mil](mailto:786fss.casualty@us.af.mil)

- **My AF Benefits Website can help plan:**

- SBP Premium Calculator
- Survivor Benefits Calculator
- Retirement System Calculator



# Statement of Benefits

- All items discussed today are available to you here:
  - [https://www.dodtap.mil/rest/docs?filename=Statement of Benefits.pdf](https://www.dodtap.mil/rest/docs?filename=Statement_of_Benefits.pdf)
- **Statement of Benefits Guide for Military Members:** [www.DoDTAP.mil](http://www.DoDTAP.mil)
  - Select your service's seal to go directly to your benefit page
  - Must be provided to you no later than 30 days before separation or retirement
  - DoD programs are outlined in the guide and may apply to Coast Guard members
  - **Download from site for most current information**
  - Families can access this site for comprehensive TAP info and resources



# Effects of Change

- **Resources available when dealing with stress:**

- Airman & Family Readiness Center (A&FRC)
- Chaplain – **100% confidential**
- Dept. of Veterans Affairs (VA): [www.vetcenter.va.gov](http://www.vetcenter.va.gov)
- Medical professionals
- Military Family Life Counselors (MFLCs)
- Military OneSource: [www.militaryonesource.com](http://www.militaryonesource.com)
  - Overseas: 00-800-3429-6477
  - 1 year of access post-separation
- Personal Financial Counselors (PFCs)
- Sexual Assault and Prevention Resource Organization
- Veteran Service Organizations (VSOs)

Veteran's Crisis Line:

[www.veteranscrisisline.net](http://www.veteranscrisisline.net)

1-800-273-8255, press 1

Text: 838225

(All free & confidential)

S.H.P.E

Separation Health  
Physical EVALUATION

**Susan von Eicken USAF Ret**

S.H.P.E. Coordinator

86<sup>TH</sup> MEDICAL GROUP

DSN: 479-2377// COMM: 06371-46-2377



# WHO NEEDSD ONE???



- DoD 6040.46 Establishes policy and assigns responsibility for completion of a Separation Health and Physical Evaluation

If you are separating from Active Duty status

- Joining guard or reserves
- Retirement
- Separating (Admin Sep, or DEROS)
  
- If you are going through the MEB process You **DO NOT** need a SHPE  
|
- VA Claimant will make a separate appointment with the VA and receive a SHA exam (in lieu of SHPE)

If you are Guard/reserves here on AD orders for Greater than 180 days

# **The Separation Health Physical Evaluation documents and assesses your :**

- **Medical History**
- **Medical History concerns identified during your military career**
- **Current Health Status**
- **Determines need for further treatment or evaluations**

-Go to: My IMR to initiate SHPE process

- Indicate that you are going Palace Chase/Front, Separating or Retiring

- **BE SURE to put down your FINAL OUT DATE MM/DD/2021**

-Fill out the 2807-1 (don't forget to push the "Schedule SHPE" button)

- COMPLETE AN AUDIOGRAM ( CALL: 479-2269 TO SCHEDULE THIS)

- Complete current PHAQ/MHA in your MY IMR

- Schedule MHA provider phone interview, after online questionnaire

Schedule SHPE



[https://booknow.appointment-plus.com/9rm3mcns/appointment\\_actions/?globalId=fa1341fcb4b35862a01a86f41ee51c65ee00ea714d5b533f2f610cbcd91abf8c](https://booknow.appointment-plus.com/9rm3mcns/appointment_actions/?globalId=fa1341fcb4b35862a01a86f41ee51c65ee00ea714d5b533f2f610cbcd91abf8c)

- CONTACT SHPE RN FOR YOUR SHPE APPOINTMENT



- **CONTACT LOCAL VA CENTER-**
  - Building 3724 at LRMC (m-f 0900-1500) DSN 590-8200
- **Member MUST have 90-180 days left before final out date**
- **[GermanyBDD.VBAPIT@VA.GOV](mailto:GermanyBDD.VBAPIT@VA.GOV)**
- **Contact SHPE Nurse, Ramstein upon completion**
- **NO AIR FORCE SHPE IS NEEDED**



**If you have **Less than 90 Days**  
before your D.O.S.**

**Or**

**You are joining the guard/  
reserves (you will be seen at  
the MTF for your SHPE)**

\* Fill out DD 2807-1 report of medical history, if you are going to PCPF or being reassigned to a new position which requires a 422 exam, you will need to request a 422 form as well.

\* To request the 422 exam: Please scroll to the bottom of the SHPE menu and click the **!** request Medical Clearance.

\* All members need to have a current MHA. Ensure that you have an up to date MHA on file, (with in the past 6 months) complete the PHAQ. If you are out of cycle for your PHAQ, and it does not let you access this, then call 479-2377 or 479-2628 and we will unlock this site, so you can complete your PHAQ

**Call 479-2269** to schedule hearing exam

\* Email SHPE Nurse to notify her that you are ready to schedule your SHPE exam at [susan.m.voneicken.ctr@mail.mil](mailto:susan.m.voneicken.ctr@mail.mil)



Please email the SHPE Nurse at [susan.m.voneicken.ctr@mail.mil](mailto:susan.m.voneicken.ctr@mail.mil) for any questions

\* Please make all efforts to show for your SHPE Exam, the providers have multiple dutes with COVID testing, and vaccine programs ongoing.

\* AFTER the SHPE appointment notify SHPE RN that you have completed your exam.

\*\*\*IT IS UP TO THE MEMBER TO CONTACT MEDICAL RECORDS TO OBTAIN YOUR MEDICAL FILES\*\*\*

**YOU DO NOT NEED ORDERS TO START  
THIS PROCESS!!!!**

**PLEASE NOTE:**

**\*\*\*Please contact the SHPE office, at  
mark, prior to your final out date.  
OR contact the VA at the mark to  
register for the BDD claims process\*\*\*\***



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