
LESS THAN 90 DAYS UNTIL RETIREMENT/SEPARATION

All retirement/separation physicals should be attempted to be completed by the VA. However, in some instances short timelines may prevent that.

If a Service Member has less than 90 days until the date of retirement/separation, that SM should report to DiLorenzo TRICARE Health Clinic Medical Readiness (room125) for case-specific guidance.

Additional Information is available on the
DTHC Medical Readiness webpage
[http://www.dthc.capmed.mil/Care/SitePages/
MedicalReadiness.aspx](http://www.dthc.capmed.mil/Care/SitePages/MedicalReadiness.aspx)



**DILORENZO TRICARE
HEALTH CLINIC**

MEDICAL READINESS SECTION

Phone: (703) 692-8965
Corridor 8, room 125

Approved: 24SEP2015

VA Benefits Office Locations

These contact numbers serve as a way to schedule "Step 2". Calls for scheduling can be done any day, but VBA staff are only present at each location on a rotating basis.

Pentagon

DiLorenzo Clinic—703-692-8965

WRNMMC

Building 11, Room 116— 301-319-8831

Ft. Belvoir

Warrior Pavilion (Bldg 808)— 703-805-0548

Andrews AFB

Malcom Grow Medical Ctr.— 240-857-4872

Quantico

Quantico Naval Health Clinic— 703-784-1757

Coast Guard DC

Coast Guard HQ DC—202-372-4100

JBAB

**Airman and Family Readiness Ctr—
202-767-0450**

VA Benefits POC:

VA NCR Benefits Office, DC

Lynda Hurley

202-530-9283

lynda.hurley@va.gov

DILORENZO TRICARE HEALTH CLINIC

Medical Readiness

Retirement and Separation Physical Exam Guidance



“What We Do Matters”

Retirement and Separation Physical Exam Guidance

The retirement and separation physical exam process has changed - streamlined to benefit the Service Member. The current process is outlined within this pamphlet.

This guidance applies to Service Members (SMs) who meet the following criteria:

- Retiring and separating SMs who wish to claim VA disability compensation
- SMs with less than 180 days (but greater than 90 days) remaining until their retirement/separation date
- SMs NOT separating due to medical or physical evaluation board action
- SMs NOT separating with any of the following discharge categories: other than honorable, bad conduct, or dishonorable

HOW TO COMPLETE (All Services)

Step 1 (~150-180 days prior to separation)— Request a complete copy of medical records from DTHC Medical Records (DTHC front desk).

Step 2 (~90-180 days prior to separation)— Meet with a Veterans Benefits Administration (VBA) rep.

Schedule an appointment:

- By contacting a Benefits Office (*see reverse for contact info*)
- By contacting a Veterans' Service Organization (VSO) for assistance (e.g. VFW, DAV, MOAA, American Legion, etc.)
- In-person at DTHC room 125 (Medical Readiness)

Step 3— Complete VA forms 21-526ez, and 21-686c or 4138 (as applicable). **Complete DD Forms: 2807-1 (sections 1-29), 2808 (demographics), 2697 (sections 1-19b)**. DD Forms available at: <http://goo.gl/xPSC5c>

Step 4— The VBA/VSO rep. will schedule a VA retirement/separation physical; **bring all VA, and 3 DD forms, to the VA physical** to be completed by the examining VA medical provider.

Step 5— Obtain copies of completed VA and DD physical forms and provide a copy to DTHC Medical Records, to be scanned into your electronic health record.

ARMY SPECIFIC NOTE

Army personnel require a Separation Health Physical Exam (SHPE) be completed no more than 90 days prior to final-out from the Service (see process below). *This requirement does not change the guidance under "How to Complete."* It is advised SMs obtain the earliest VA physical appointment possible, to ensure prompt delivery of VA benefits.

Army personnel who complete a VA physical more than 90 days prior to retirement/separation must complete an additional DD 2697 within 90 days of final-out from the Service.

To complete this process:

- Complete an updated DD 2697 through AKO "My Medical Readiness" portal SHPE section.
- Schedule a routine appointment with either the PCM (via tricareonline.com) or with Medical Readiness (in-person at DTHC, room 125).
- Bring a printed copy of the DD 2697 from AKO to appointment for completion by the provider.

** The updated DD 2697 will serve to document only changes to medical condition arising after completion of the VA physical exam.