



**DEPARTMENT OF THE ARMY
WIESBADEN ARMY HEALTH CLINIC
UNIT 24316 BOX 59
APO AE 09005-4316**

MCEU-LST-WB

16 July 2018

MEMORANDUM FOR RECORD

SUBJECT: Standing Operating Procedure for Physical Exam Packet Processing at the Wiesbaden Army Health Clinic SMRC.

1. Applicability. This policy serves as a directive for how to properly process a Physical Exam packet. Physical Exam packets covered by this policy are any physical exam that requires completion of DD Form 2808 and DD Form 2807-1 by US Army Personnel. All other physical exams not meeting the above standard will be processed utilizing the instructional memorandum accompanying presented by the individual requesting the physical.

2. Eligibility for a Physical Exam in Wiesbaden Army Health Clinic. Physical Exams that are mandated by Army Regulation, HQDA EXORD, DA Directive or DOD Policy should not be processed or scheduled unless documentation is provided to SMRC personnel indicated the need for such physicals. Specific cases and examples are as outlined below

- A. SHPE – this is a retirement or separation physical mandated by HQDA EXORD 162-15. In order for the SM to be scheduled a SHPE physical they must present published military orders indicating a transition date and the date of the physical will be scheduled for within 30 days of the transition date. In the event that the SM is taking transition leave, a signed DA 31, with control number, will be provided to the SMRC and the date transition leave begins will be treated as the transition date. No ancillary studies for the SHPE will be completed prior to the 90 days before the transition date.
- B. Involuntary separation under AR 635-200 – See WAHC SMRC Document - *Standard Operating Procedure for Wiesbaden Army Health Clinic (WAHC) Processing of Involuntary Separation Physical Exams* for full instructions.
- C. Schools – A memorandum from the SM's commander (Company or higher) will be submitted to the SMRC indicating what school the SM is attending and what the anticipated school start date will be. If the SM is applying for a school which requires a board selection process, a copy of the MOI or MILPER message for the board will be submitted to the SMRC indicating what the board convene date is and any medical instructions included. Examples of schools are: Ranger, SFAS, SCUBA, HALO, Airborne, etc.

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- D. Warrant or Commissioning – A memorandum from the SM's commander stating which program the SM is applying for (WOCS, OCS, ROTC, G2G, IPAP, AECP, etc) as well as the MOI or MILPER Message announcing the program.
 - E. Deployment – Orders containing the SM's name and deployment date, estimated return date, and country of deployment. In the absence of orders, a MFR from the SM's Commander or 1SG containing the above information will suffice.
3. POC for this memorandum is the undersigned at DSN 590-1352.

Encl

//ORIGINAL SIGNED//
TERRI J. HOLLOWAY-PETTY
LTC, AN
Deputy Commander for Health & Readiness

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Enclosure

Medical Standards for the following Exams do not require the requestor to provide supplemental medical standards

Physical Exams Routinely Performed at Wiesbaden Army Health Clinic

- Flight
- Enlistment
- Separation History and Physical Exam (SHPE), (ETS, Retirement)
- SHPE (Chapter, Involuntary) **Covered by separate SOP**
- Navy/Marine Reenlistment
- Commissioning (non-ROTC or Service Academy commissioning sources)
- DODMERB (Green to Gold, ROTC, West Point)
- WOCS
- Airborne
- Ranger
- Special Forces / SFAS
- S.E.R.E.
- Military Free Fall Parachutist (HALO)
- Combat Diver Qualification Course (Ranger/SF Dive)
- 12D Dive School Applicant

Medical Standards References

- Army AR 40-501
- Air Force AFI 48-123
- Navy BUMED P-117 MANMED Ch 15
- DoD Instruction 6030.13



DEPARTMENT OF THE ARMY
XXXXXXXXXXXX XXXXXXXX XXXXXXXXXX
UNIT XXXX BOX XX
APO AE 09005-XXXX

MCEU-LST-WB

7 May 2018

MEMORANDUM FOR RECORD

SUBJECT: Request for Conduct of Type of Physical (Airborne Training, Ranger, DODMERB, Flight, Etc) for PFC JOHNSON, LARRY E.

1. Reference: Memorandum, Standing Operating Procedure for Physical Exam Packet Processing at the Wiesbaden Army Health Clinic SMRC.
2. Requesting support from Wiesbaden Army Health Clinic (WAHC) for Type of Physical for the following Soldier: PFC JOHNSON, LARRY E.
3. The abovementioned Soldier is (enter justification here). The requirements for this Medical Examination can be found in (reference). ***(attach the reference and standards if the requested physical is not on the Enclosure List from the SOP)***
4. I have read and understand the requirements of the Standing Operating Procedure for Physical Exam Packet Processing at the Wiesbaden Army Health Clinic SMRC. The abovementioned Soldier will be counseled IAW these requirements.
5. POC for this memorandum is the undersigned at DSN XXX-XXXX or email at XXXXXXXX.X.XXXXXXXX.mil@mail.mil.

JOE Q. SNUFFY
CPT, XX
Commanding / First Sergeant