



DEPARTMENT OF THE ARMY
HEADQUARTERS, CARL R. DARNALL ARMY MEDICAL CENTER
SOLDIER MEDICAL READINESS CENTER
FORT HOOD, TEXAS 76544-5000

MCXI-ODM-SR

23 Mar 2012

MEMORANDUM FOR RECORD

SUBJECT: CHAPTER PHYSICAL ESCORT MEMORANDUM

1. To establish format for escort memorandum requirement for chapter physicals. Unit's will use the following memorandum format when requesting a chapter physical:

Unit Symbol

MEMORANDUM FOR SOLDIER MEDICAL READINESS CENTER

SUBJECT: REQUEST FOR CHAPTER PHYSICAL

- a. The following soldier will be administered a pre-separation physical to facilitate discharge from government service under the provisions of Chapter _____, **AR 635-200**.
- b. Soldiers Rank, **NAME, FULL SOCIAL SECURITY NUMBER, and UNIT**.
- c. Soldier will be escorted by: NCO (E5 or above) from UNIT.
- d. POC for this memorandum is the undersigned at _____ (1SG or Commander's phone number).

COMMANDER/1SG Signature Block
(Acting Commander with orders)

Note:

1. All information on memorandum must be **typed**
2. Written information **will not** be accepted
3. If memorandum is incorrect during SM Part I in-processing, the corrected memo must be received by the SMRC NLT 1400 hrs
4. View page 2 "**Schedule of Separation of Medical Exam**" as a reference document for Exam and Escort requirement
5. **1SG or CDR calls (254) 285-6232 to schedule physical appointment**
6. Mental Evaluations: R & R bldg, 36003 (Behind Carl R. Darnall Medical Center) (254) 553-2284

Exam requirements:

ARRIVE 15 MINUTES PRIOR, MILITARY PT UNIFORM, BLACK INK PEN, MEDICAL RECORDS, IDENTIFICATION CARD, MEMORANDUM, FAST FOR 8-12 HOURS

2. The point of contact for this memorandum is the undersigned at (254)285-6645/6232.

//original signed//
ERIC HAWKINS, MD
CHIEF, SMRC



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Chapter	Justification	Exam Required	Escorts
4	Separation for EXP of service obligation	No	No
5	Separation for the convenience of the GOV'T	Yes	No
5-3	Secretarial Authority	No	No
5-8	Family Care Plan	No	No
5-13	Personality Disorder	Yes*	Yes
5-SEC II	Sole Surviving Son, Daughter, or Family Member	No	No
5-SEC IV	Other Convenience of the GOV'T	No	No
5-17	Mental Conditions	Yes*	Yes
6	Separation Because of Dependency of Hardship	No	No
7	Defective Enlistment & Induction	Yes*	Yes
8	Separation of Enlistment For Pregnancy (Female)	Yes	No
9	Drug/Alcohol Rehab Failure	Yes	Yes
10	Discharge For the Good of The Service	No	Yes**
11	Entry Level Performance & Conduct	Yes	Yes
12	Retirement For Length of Service	Yes	No
13	Unsatisfactory Performance	Yes*	Yes
14	AWOL/Misconduct	Yes*	Yes
16	Selection Change In Service Obligation	No	No
16-4	Discharge of Reserve Components On AD	Yes	No
18	Separation For Weight Standards	Yes	No

* Needs Mental Evaluation ** If Requested