

07 FEB 2022

MEMORANDUM FOR RECORD

SUBJECT: Completion of Separation History and Physical Examination (SHPE)

Department of Defense policy requires all members of the Military Services, including Reserve Component (RC) Service Members, who are separating from active duty after serving 180 days or more, to take a comprehensive SHPE. This also includes Soldiers who have served more than 30 days in support of a contingency operation. The SHPE should be completed at 60-30 days prior to your scheduled departure but no more than 180 days prior to your approved final separation date.

//signed//

Fort Belvoir's Transition Center
MOB/DEMOB NCOIC

SOLDIER'S RANK & NAME

02 JAN 2025
DATE

TO: Fort Belvoir's Transition Center

I acknowledge my requirement to ensure the SHPE is completed prior to departing the National Capital Region and I will contact the Medical Treatment Facility to schedule my evaluations. I understand, I will not receive a DD Form 214 if SHPE is not completed

Member's Signature

MTF/JRMC Installation Name

2/14/25
DATE

TO: Fort Belvoir's Transition Center

The above individual has completed the requirements for the SHPE and is medically cleared to be Release From Active Duty.

Signature - Medical Representative