



DEPARTMENT OF THE ARMY

UNIT

STREET ADDRESS

CITY, STATE ZIP

UNIT SYMBOL

DATE

MEMORANDUM FOR SOLDIER MEDICAL READINESS CENTER

SUBJECT: Request for Chapter Physical

1. The following Soldier assigned to the UNIT requires a separation physical to facilitate discharge from government service under the provisions of Chapter , AR 635-200.

a. RANK LAST NAME, FIRST DODID

2. The Commander and 1SG are delegating escort and completed packet pick-up duties to the following individuals:

a. RANK LAST NAME, FIRST

b. RANK LAST NAME, FIRST

c. RANK LAST NAME, FIRST

3. Point of Contact for this memorandum is the undersigned at XXX-XXX-XXXX.

COMMANDER/1SG SIGNATURE

Attachments:

Assumption of Command Orders (as needed)

****IAW AR 600-8-101, Personnel Processing, the Commander may assign an escort to any Soldier being separated.**

1. Only one Chaptering Service Member per memo.
2. Officers going thru elimination board do not require memo.
3. The purpose of this memorandum is to ensure that the Service Member has been notified by their Chain of Command of their upcoming chapter and to verify the chapter number is correct.
4. Use the Service Member's DOD ID in place of the SSN to protect the individual's PII.
5. Delegates are NCO's that the Commander or 1SG designates to pick up completed packets. Limit delegates to 3 or fewer per memo. If no delegates are assigned, the Commander and 1SG assume responsibility for picking up completed packets.
6. Escorts must be same rank or higher than the Service Member being chaptered and does not need to be listed on the memo. (See table below for physical escort requirements).
7. All completed Chapter packets must be picked up by the CMDR, 1SG or an assigned delegate on this memo. Delegates must bring the memo with them to pick up packets. Packets can be picked up at the SMRC Front Desk during normal business hours.

SCHEDULING:

1. Part 1 Chapter Physicals are completed on a walk-in basis. Walk-ins are done M-F 0700-0900, taking the first 30 Service Member to check in. The Service Member being chaptered, and his/her escort will need to have the memo in hand upon arrival.
2. Part 2 Chapter Physicals are scheduled upon completion of the Part 1. The Delegate memo is required to schedule this appointment. To reschedule the Chapter Physical call (254) 285-6232, (254) 285-6266 or by walking into the clinic and speaking with SMRC Staff.

Part I & Part II Chapter Physical Escort Requirements

CHAPTER	JUSTIFICATION	ESCORT REQUIRED
4	Separation for expiration of service obligation	NO
5	Separation for the convenience of the government	NO
5-3	Sole surviving son or daughter	NO
5-7	Involuntary due to parenthood (Family Care Plan)	NO
5-8	Lack of Jurisdiction	NO
5-9	Noncitizens not lawfully admitted into the US	NO
5-13	Early separation to further education	NO
5-14	Other designated physical or mental condition	COMMAND DISCR.
6	Separation because of dependency hardship	NO
7	Defective enlistment and induction	YES
8	Separation of enlistment for pregnancy	NO
9	Drug/alcohol rehab failure	YES
10	Discharge in lieu of trial by court martial	YES
11	Entry level performance and conduct	NO
12	Retirement for length of service	NO
13	Unsatisfactory performance	YES
14-5	Conviction in Civil Court	YES
14-12	Acts or Patterns of Misconduct (Must include A, B, or C)	YES
15	Secretarial Authority	NO
16	Selected Changes in Service Obligations	NO
16-3	Nonretention on active duty	NO
16-4	Overseas returnees	NO
16-6	Early separation due to reduction in force	NO
18	Failure to Meet Body Composition Standards	NO