



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 600-9-101, Personnel Processing, the Commander may assign an escort (delegate) to any Soldier being separated.**

1. The purpose of this memorandum is to ensure that the Soldier has been notified by their Chain of Command of their upcoming chapter and to verify the correct chapter number.
2. One delegate may escort multiple Soldiers; however, any one Soldier can only be assigned up to 3 delegates. If no delegate is assigned, the Commander or 1SG will be responsible for picking up completed packets and escorting the Soldier (see table below for physical escort requirements).
3. All completed Chapter packets will have to be picked up by the Commander or 1SG or an assigned delegate on this memo. Packets can be picked up at the SMRC M-F 1300-1530, except for the 3rd Friday of the month.

SCHEDULING:

1. Appointments for Part I Chapter Physicals can only be scheduled by the 1SG or Commander or a delegate with a memorandum in hand.
2. Scheduling can be completed by contacting (254) 285-6232, (254) 285-6266, or (254) 553-8674, or at the SMRC front desk, BLDG #2245, Thomas Moore Health Clinic, between 1300-1545.

Part I & Part II Chapter Physical Escort Requirements

CHAPTER	JUSTIFICATION	ESCORT REQUIRED
4	Separation for EXP of service obligation	NO
5	Separation for the convenience of the govt.	NO
5-3	Sole surviving son, daughter, or family member	NO
5-7	Involuntary due to parenthood (Family Care Plan)	NO
5-8	Lack of Jurisdiction	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	NO
11	Entry level performance and conduct	NO
12	Retirement for length of service	NO
13	Unsatisfactory performance	YES
14-12	AWOL/Misconduct (needs to include A, B, or C)	YES
15	Secretarial Authority	NO
16	Selection change in service obligation	NO
16-4	Discharge of reserve components on AD	NO
18	Separation for weight standards	NO

