

# Medical Out-Processing Checklist

DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Section 301 Title 5, USC

**PRINCIPLE PURPOSE:** To ensure the proper in-processing of soldiers into their gaining installation units.

**ROUTINE USES:** To ensure Soldiers can in-process into their gaining installations and units, to report any non-deployable conditions identified during in-processing to their gaining commanders and to provide historical dates for after action reports and reviews. Forms will not be disclosed outside Department of Defense (DOD) and DOD sponsored agencies.

**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to disclose the requested information could result in the inability to out-process and improper in-processing.

<b>Name: (Last, First MI)</b>		<b>SEX: M / F</b>			
<b>SSN:</b>		<b>DOB:</b>			
<b>Unit:</b>		<b>Rank:</b>			
<b>TO BE COMPLETED BY AID STATION OR PRIMARY CARE PROVIDER. READINESS MUST BE CURRENT PRIOR TO MEDICAL OUTPROCESSING.</b>		<b>GO</b>	<b>NO GO</b>	<b>N/A</b>	<b>Remarks</b>
<b>1a</b>	PCS'g: CONUS or OCONUS ( <i>please circle one</i> ) Answer Questions 2-7 then proceed to provider signature				
<b>1b</b>	SEPARATION: MEDICAL SEPARATION, ETS, CHAPTER or RETIREMENT ( <i>Circle One</i> ) Skip down to Question 6				
<b>2a</b>	Soldier has records in possession for OCONUS PCS				
<b>2b</b>	Soldier has turned in records to MTF for CONUS PCS				
<b>3</b>	Female soldiers that are pregnant, has OB cleared Soldier for safe travel?				
<b>4</b>	Soldier is current on adult immunization profile				
<b>5</b>	If Soldier has been processed for MEB/MAR2 and found retainable, has Soldier received a copy of Record of Retention from MEB/MMRB? ( <i>NOTE: Soldier is NOT to PCS without a copy of their Record of Retention</i> )				
<b>6</b>	Soldier has extra batteries for hearing aids (if required)				
<b>7</b>	Soldier, on long term prescription medications, has a 90 day supply of medication				
<b>8a</b>	Was a SHPE physical completed? <b>YES:</b> check GO, <u>annotate SHPE completion date in Remarks section</u> , and continue to Question 8b <b>NO: STOP</b> Skip to question 8c				
<b>8b</b>	Was SHPE or DD 2697 completed within the past 30 days? <b>YES:</b> check GO, proceed to provider signature <b>NO: STOP</b> PCM needs to complete DD 2697 in MODS. Annotate in AHLTA				
<b>8c</b>	SHPE Incomplete- Provider <b>MUST</b> put in AHLTA note stating Soldier failed to comply w/completion of SHPE prior to Separation.				
<b>Signature of individual completing form</b>		<b>Printed Name and Rank</b>			<b>Date</b>

<b>TO BE COMPLETED BY FINAL MEDICAL OUT-PROCESSING AT COPELAND CENTER</b>		<b>GO</b>	<b>NO GO</b>	<b>N/A</b>	<b>Remarks</b>
Soldier meets current requirements for HIV results					
PDHRA is current					
Soldier is medically cleared to PCS					
<b>Signature of individual completing form</b>		<b>Printed Name</b>			<b>Date</b>