

## LOCAL VETERANS ADMINISTRATION (VA)

Contact local VA office to begin claim process or  
file online at

<https://www.ebenefits.va.gov/ebenefits/homepage>

### VA Contact Information:

Email: [GermanyBDD.VBAPIT@va.gov](mailto:GermanyBDD.VBAPIT@va.gov)

A member of the BDD Team will respond within 1  
business day.

DSN: 590-8200 CIV: 06371-9464-8200

Outside Germany - 49-6371-9464-8200

Call us between 0800 and 1630, Monday through  
Friday [except Federal Holidays]:

\*\*Please note that email or in person visits are the preferred  
method of communication.

### Directions to the VA Office at Landstuhl Regional Medi- cal Center, Germany

We are in building 3724, Rooms 110 and 112.

From anywhere – take A-6 towards SAARBRÜCKEN.

Take exit #12 onto A62 (LANDSTUHL-WEST /  
HAUPSTUHL / PIRMASENS)

In approximately ¼ mile take the LANDSTUHL WEST –  
HAUPSTUHL exit

Follow the white “US Medical Center” sign, go right at the  
end of the off ramp and drive up the hill in the direction of  
Zweibrücken.

Follow the sign for “Gate 3”. Soon after you pass the radar  
site on the left take a slight “left” off the priority road. Drive  
on to the LRMC entry gate.

After entering the base, turn right at the “T” intersection.

Follow the road around to the left, passing the AAFES Gas  
Station-Shoppette on the right. You will pass warehouse  
buildings on your right. Take the first right past the ware-  
house buildings and building 3724 will be on your right as  
you approach the hard curve to the right.

## BASE OPERATIONAL MEDICINE CLINIC (BOMC)

### SHPE Contact Information:

SSgt Tabitha Sanderson

### Org Box:

[usaf.spangdahlem.52-mdg.mbx.amds-sgpf  
-bomc@mail.mil](mailto:usaf.spangdahlem.52-mdg.mbx.amds-sgpf-bomc@mail.mil)

### Clinic Phone Numbers:

452-8110

### Clinic Address

Red Cross Loop, Bldg 550

BOMC is located on the 2nd floor in  
Flight Medicine

### Clinic Hours:

Mon - Fri 0730 - 1630

**\*Except Family Days, Holidays and  
every third Wednesday for Training.**

## Separations and Retirements



# BOMC

**SEPARATION  
HISTORY AND  
PHYSICAL  
EXAMINATION  
(SHPE)**

### Who needs a SHPE?:

- Service Members on Active Duty (AD) for 180 days or more of continuous service
- Reserve Component (RC) on AD orders for 180 days or more of continuous service
- RC on AD orders for 31 days or more in support of a contingency operation

### SHPE Timeline:

- Greater than 180 days prior to separation/retirement:
  - ◇ Filing a VA claim: Begin preparing for the claim process. Contact local VA representative
  - ◇ Not filing a VA claim: No action needed at this time
- 180-90 days prior to separation/retirement:
  - ◇ Filing a VA claim:  
Go to: <https://asimsimr.health.mil/imr/myimr.aspx> complete Form 2807-1,
  - ◇ Contact local VA office to begin claim process or file online at [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
  - ◇ Not filing a VA claim:  
SHPE will be conducted at Medical Treatment Facility (MTF). Go to: <https://asimsimr.health.mil/imr/myimr.aspx> and complete Form 2807-1
- Less than 90 days prior to separation/retirement:
  - ◇ SHPE will need to be completed at MTF.
  - ◇ Go to: <https://asimsimr.health.mil/imr/myimr.aspx> to initiate SHPE process.
  - ◇ A VA claim can still be processed, however any VA exams conducted cannot take the place of the SHPE. These exams may not be completed prior to separation, delaying your access to benefits.

### Steps to completing your SHPE at a

#### MTF:

1. Complete DD Form 2807-1: Report of Medical History through your MyIMR
2. Complete audiogram
3. Complete any other Individual Medical Readiness (IMR) requirements not currently green
4. Schedule/Complete Occupational Health exams, as applicable (AD ONLY)
5. Complete SHPE appointments
6. BOMC signs off Separation Memo and Virtual Out-Processing

### Steps to completing your SHPE at the VA:

1. Complete DD Form 2807-1: Report of Medical History through your MyIMR
2. Complete IMR requirements not currently green
3. Schedule/Complete Occupational Health exams, as applicable (AD ONLY)
4. Complete SHPE appointments with VA provider (scheduled by VA representative)
5. VA Separation Health Assessment (SHA) documentation returned to BOMC by VA
6. BOMC signs off Separation Memo and vOP

### Important facts to remember:

- A SHPE is mandatory for all Service Members (SM) who meet eligibility criteria and terminal leave can be affected if not accomplished
- The DD Form 2807-1 (Report of Medical History) is ONLY in reference to service related diagnosis and/or conditions
- For Guard and Reserve SMs answer yes on the DD Form 2807-1 ONLY to conditions incurred or aggravated during current period of AD orders and not your entire military service
- A termination audiogram only needs to be performed if you have not had one within 6 months of your date of separation (except ARC members)
- If you are planning to file a claim with the VA, it cannot be submitted more than 180 days prior to your date of separation
- A local VA representative can be found by visiting: [www.va.gov/vso/](http://www.va.gov/vso/)
- It is your responsibility to maintain communication with the BOMC office
- If Separating/Retiring as a result of a Medical Evaluation Board (MEB), the Disability Evaluation System (DES) examination meets the SHPE requirement
- InTransition is a free, voluntary program that provides mental health care support to SMs during times of transition. For more information go to: <http://pdhealth.mil/resource-center/intransition/service-members>