

CHAPTER PHYSICALS

UNIT's Letterhead



MCXC-DODH-PES

1 January 2012

MEMORANDUM FOR: Womack Army Medical Center Physical Exams/Medical Boards

SUBJECT:

1. Doe, John 111-22-3333 (E-1/PVT) of Womack Army Medical Center. Soldier is being processed for Chapter 14-12C.
2. Specific Reason(s):
Numerous Article 15's
Positive test on random drug screen
3. PVT Doe, John has been counseled for the chapter mentioned above.
4. Point of contact is the undersigned below at 910-907-0000.

Jane Doe
CPT, MC
Commanding

ESCORT RESPONSIBILITIES

1. The escort must be E-5 and above. The escort must be of higher rank than the soldier.
2. You must remain with the soldier you are escorting during the physical process.
3. You must ensure that the soldier fills his/her paperwork out completely/accurately as instructed in the briefing.
4. Although you are not required to be in the examination room while the healthcare provider is examining the soldier, but you must remain in the waiting area until the soldier is complete.
5. You must accompany to the laboratory to have his/her lab work completed (blood work and urinalysis). Failure to complete lab work prior to physical will result in additional completion time outside of the 14-21 working days.
6. You must ensure that the soldier behaves properly. NO TALKING OR SLEEPING DURING THE BRIEF!!!
7. Soldiers are not permitted to go out to smoke until their physical is complete. Chewing and dipping is not permitted inside of the hospital.
8. You must ensure that the soldier does not take their physical folder out of the hospital.
9. If the soldier's chapter physical requires a Mental Evaluation (MSE), the physical will not be complete until the evaluation is completed.
10. Every chapter requires a Letter of Intent (LOI). Please make sure that you bring a copy of the LOI to be placed into the physical, if the LOI is not brought in the physical will not be complete.
11. Escorts of 82nd soldiers must bring a copy of the mental evaluation (MSE) to the clinic for physical completion. Failure to do so will result in additional completion time past the original 14-21 working days.
12. Pick-up hours for physicals are 1300-1530 hrs Monday-Friday.
13. If you are unsure if the chapter your soldier is doing requires a mental evaluation, please ask clinic staff.
14. **ESCORTS HAVE AND WILL TAKE FULL RESPONSIBILITY FOR THEIR SOLDIERS AND THEIR ACTIONS. FOOD AND DRINKS, CELL PHONE USAGE, OR TOBACCO**

USAGE IS NOT ALLOWED IN THE CLINIC. IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL OF YOUR SOLDIERS' PAPERWORK IS COMPLETE/ACCURATE, AND TURNED IN, AS WELL AS MAKING SURE THAT THEY HAVE EVERYTHING ON THEIR CHECKLIST COMPLETE.

• . YOUR ESCORT IF REQUIRED MAY PICK YOUR PHYSICAL IN

7-10 WORKING DAYS (providing you have completed your labs prior to your appointment and all results are and normal and you have completed your MSE)

SCHEDULING YOUR MSE