



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 024-20

Procedure Update: **NEW GUIDANCE ON SEPRATION HEALTH AND PHYSICAL EXAMINATIONS (SHPE) DURING COVID 19 PANDEMIC**

Release Date: 05/13/2020 Effective Date: 05/13/2020

BLUF: BUMED created a draft letter template for Commands to send to Service member who may still have trouble getting their Separation Health and Physical Examination (SHPE) scheduled at their local Military Treatment Facility (MTF). Those who are affected can use the outlined process in the attachment to utilize the portal for a virtual SHPE.

Discussion: BUMED is utilizing a new separations forms management platform, WebWave II, for SHPE. When a Sailor is unable to schedule an appoint due to MTF restrictions on appointments for routine care during the Coronavirus Disease 2019 (COVID 19) pandemic, then they are authorized to get a virtual SHPE via the BUMED process. The attached policy documents provide this authorization. In this process, the Physical Exam portion will not be performed. The Physical Exam may be deferred to a later date when the MTF reopens for routine care, or the member will be able to request an exam within 365 days of separation with the VA to evaluate for service connectedness for new, previously not examined, conditions. The Virtual SHPE process will serve as documentation to report any new medical conditions that may have arisen since the member's last military medical exam to assist in that VA claim. Additionally, it will serve to triage those new conditions for urgent/emergent evaluations which may affect the Service member's ability to separate on time. If any urgent referrals are needed, they will be placed through the appropriate channels to ensure care is provided and an updated separation recommendation can be made.

What this means to you:

Commands which have Sailors who are unable to schedule SHPE due to MTF restrictions during this pandemic are authorized to execute their SHPE virtually via the BUMED process. Attached is the draft letter template for Commands to edit and send out as appropriate for your separating service members. The letter has a workflow enclosure that Service members will follow for completing a virtual SHPE. The link to the CAC enabled portal is as follows:

<https://nmo2.med.navy.mil/separation/>

*****Disseminate to all tenant commands under your AOR*****

POC:

NPPSC Global Operations

personnel_nppsc.fct@navy.mil

APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED