



## ***APPLYING FOR SERVICE CONNECTION/DISABILITY WITH THE VA***

THE PROCESS BELOW APPLIES ONLY TO SERVICE MEMBERS STATIONED AT  
FORT CARSON, PETERSON, USAFA, SCHRIEVER AND BUCKLEY

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1. Claims can only be scheduled at Fort Carson. To Schedule\* an appointment with the DAV:
  - a. Fort Carson: Bldg 813, 3<sup>rd</sup> Floor (524-2346) - appointments available every workday of the week by the DAV; co-located with the VA. (***messages will be returned within 24hrs***)
2. Once you make your appointment the VA will arrange for a copy of your records to be electronically transferred to the VA.
3. You still want to request a copy or CD from your Medical Facility for your personal use.

Office hours:

DAV Mon – Fri 0730 – 1400

VA Mon – Thu 0730-1430 Fri 0730-1200

***\* Ideally you can call Schedule your appointment 30 DAYS prior to your 180th day window from your official separation or retirement from the service (Not your Transitional Leave date). Your appointment will fall within your 180 day window.***

***\*Claims can be accepted all the way up to the last day of service.***

***\*Also, initiate your retirement / separation physical prior to submitting your claim.***

***Note: If you know the size of your medical record exceeds 1500 pages/5 inches, ensure you let them know as this may necessitate a longer appointment.***

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**PLEASE TURN OVER**



## ***PERSONAL DATA***

THE FOLLOWING PERSONAL DATA ARE NEEDED TO FACILITATE PROMPT ACTION ON YOUR CLAIM. FAILURE TO HAVE THIS INFORMATION AVAILABLE WHEN FILLING OUT YOUR CLAIM CAN DELAY PROCESSING!

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- ***DOD TREATMENT RECORD*** – *When you request/have an appointment at Ft Carson, VA will arrange for a records transfer from the clinic. You do not have to bring a copy.*
  - ***OUT OF STATE CLAIMS***: *you must provide a photo copy of your records or provide a CD with all documents in PDF format. (you will not get your disk back)*
  - ***COPY OF ANY MEDICAL RECORDS THAT ARE NOT PART OF YOUR SERVICE MEDICAL RECORD*** *(civilian/off-base records and/or records in your possession)*
  - ***A COPY OF YOUR SEPARATION/RETIREMENT PHYSICAL FORM(S)*** *(DD Form 2807-1 or service equivalent DD Form 2808 if required)*
  - ***SOCIAL SECURITY NUMBERS FOR SPOUSE and ALL DEPENDENTS*** *(info)*
  - ***DATE(S) and PLACE(S) OF MARRIAGE(S) and DIVORCE(S), NAMES OF EX-SPOUSES*** – ***FOR BOTH YOU and YOUR SPOUSE*** *(info)*
  - ***BIRTHDATES and PLACE OF BIRTH FOR ALL DEPENDENTS*** *(info)*
  - ***FOR STEP CHILDREN—COPY OF CHILD'S BIRTH CERTIFICATE and MARRIAGE CERTIFICATE BETWEEN YOU AND SPOUSE***
  - ***FOR ADOPTED CHILDREN—COPY OF THE ADOPTION DECREE***
  - ***ADDRESSES OF DEPENDENTS NOT LIVING WITH YOU****(under 18 or 23 if in College)*
  - ***DIRECT DEPOSIT INFO*** – ***ACCT #, ROUTING #, NAME OF BANK***
  - ***DD FORMS 214 (MEMBER 4 COPY) FROM PREVIOUS PERIODS OF SERVICE***
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DAV: Samuel Hackwell and Sean Woods (719-524-2346)  
Transition Service Officers

**PLEASE TURN OVER**