[OFFICE SYMBOL] [DATE]

MEMORANDUM FOR RECORD

SUBJECT: Expert Field Medical Badge (EFMB) 68W Sustainment – Task Completion

1. [HOSTING UNIT], [LOCATION-POST], conducted EFMB 68W sustainment from [DATES] at [68W SUSTAINMENT TRAINING LOCATION].

2. The following documents accompany this memorandum: 68W sustainment schedule, cadre and candidate sign-in rosters for each day, and two DA 7741s for each candidate.

3. The following personnel completed all tasks detailed in Table 9-1, Army Medical Department Center and School, Health Readiness Center of Excellence Pamphlet 350-10, dated March 2019, during site 68W sustainment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First Name | Rank | DODID | SSN |
| Doe | John | SSG | 1234567891 | 123456789 |
| Doe | Jane | PFC | 1123456789 | 234567891 |

4. The point of contact for this memorandum is the undersigned at commercial [PHONE NUMBER] or [EMAIL ADDRESS].

 NAME

 RANK, Branch

 68W Sustainment Medical Control Officer