**OFFICE SYMBOL** **Date**

MEMORANDUM FOR US Army Medical Center of Excellence (MEDCoE) Assistant Chief of Staff for Operations, Plans, and Training, Expert Field Medical Badge Test Control Office (ATMC-OPE), 3630 Stanley Road, STE 336, Fort Sam Houston, TX 78234-6100

SUBJECT: Request for an Exception to Policy for FY**XX [UNIT]** Expert Field Medical Badge (EFMB) Testing

1. Reference Medical Center of Excellence (MEDCoE) Pamphlet 350-10, Expert Field Medical Badge (EFMB) Test.

2. Request an exception to policy for the following:

 a. Applicable Critical Performance Area:

 b. Applicable Task:

 c. Exception to policy is required for:

 d. (Mitigating factors that will be taken since not meeting standard)

 e. (Implications on EFMB testing if not approved)

 f. (Other comments concerning exception to policy)

3. The point of contact for this action is CPT John Hall at **PHONE** and/or **EMAIL**.

 JOHN D. DOE

 LTC, MC

 Commanding