**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, Suite 0251A, Fort Sam Houston, Texas 78234-6100

SUBJECT: Request for Expert Field Medical Badge (EFMB) Test Site Approval and Test Materials

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

2. Request approval to administer the EFMB test as the host unit in accordance with the above reference. We have the personnel and logistical resources to conduct all aspects of EFMB testing.

3. The following information is provided:

1. Type of event (list all that apply): EFMB, ESB, EIB, Best Leader Competition (BLC)
2. Validation dates: (Dates that site will execute validation)
3. In-processing date(s): (Date(s) of candidates in-process event prior to train-up)
4. Train-up dates:
5. Testing dates: (5 consecutive days)
6. Location of field test site:
7. Number of projected candidates:

h. Accepting TDY candidates: YES/NO

i. EFMB Test Board Chairperson (O-6 or E-9):

(1) Rank, Name:

(2) Address: (include street address, building number, and room number)

(3) Telephone number: (DSN and commercial):

(4) E-mail address:

j. Officer/NCO in charge:

(1) Rank, Name:

(2) Address (include street address, building number, and room number):

(3) Telephone Number: (DSN and Commercial):

(4) E-mail Address:

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

 JOHN D. DOE

 COL, MS

 Commanding