

EXAMPLE

DEPARTMENT OF THE ARMY
(Unit)

EXAMPLE

Office Symbol

Date

MEMORANDUM FOR Medical Simulation Training Center (MSTC)

SUBJECT: MSTC Facility/Training Request

1. Request for training at the Mountain Post MSTC Facility for the following dates:

Dates: _____

Number of Soldiers to Train: _____

Unit: _____

Type of Training: 4 day Combat Lifesaver (CLS) (40 max)
1 day CLS Validation Training/Testing (40 max)
5 day MEDIC Table I – VIII (30 max)
1 day MEDIC Table VIII Validation only (30 max)

2. I understand that the unit CDR is responsible for providing Class VIII supplies for this training or MIPR funds to the Resource Management Division to purchase supplies 4 weeks prior to training.
3. POC for this memorandum is the S3 NCOIC or OIC @ phone and email.

JOHN A. DOE
MSG, USA
NCOIC, S3

FT CARSON MSTC: APPROVED

DISAPPROVED

TIMOTHY OLSEN
Site Lead
Ft. Carson, MSTC