

DEPARTMENT OF THE ARMY
(Unit)

EXAMPLE

EXAMPLE

Office Symbol

Date

MEMORANDUM FOR Medical Simulation Training Center (MSTC)

SUBJECT: MSTC Facility/Training Request

1. Request for usage of the Mountain Post MSTC Facility for the following training:

Date of training: _____

Number of Soldiers to train: _____

Type of training: MEDIC Table VIII validation (8 min/24 max)
CLS (Unit Led Validation Training) (1:10 ratio max of 30) CLS (MSTC Led) 4 days (30 Max)
Other (list type of training)

Supplemental materials requested: # Rescue randy mannequins
Classroom (if needed)(classroom will be based off MSTC mission on date of request)

2. I understand that the unit is responsible for providing a by name list of Soldiers and instructors for training one week prior to start of course.

3. I understand that a full recovery of all MSTC facility and equipment used will be conducted at the completion of training.

4. The point of contact for this memorandum is First Sergeant or Commander @ Phone & email

JOHN DOE
RANK, USA
Commanding

Fort Carson MSTC:

APPROVED

DISSAPROVED

Ronn Belcher
Team Lead
Mountain Post MSTC

Austin Burnham
SSG, USA
Mountain Post MSTC