

Sample request letter for dietitian support. Must be on command letterhead with the CO's signature and reference OPNAV 7050 Ser N1/ 114025 and BUMED Ser M00/18UM042518 Dietitian support to Operational Forces MOA.

7050
Ser
Date

From: Commander, _____

To: Commander of MTF _____

SUBJ: REQUEST DIETITIAN SUPPORT TO COMMAND

1. Requested date(s) _____ to _____ time requested _____ to _____.
2. Requested dietitian will provide the following service(s) _____
_____.
3. Line of Accounting (if applicable) _____.
4. POC for this request is: (name, phone number(s), e-mail address)

CO

"FOR OFFICAL USE ONLY-PRIVACY SENSITIVE"

CO's Checklist

<u>Action Items</u>	<u>Date</u>
Review/download MOA.	
Determine POC Medical or Admin Officer.	
Determine RD services desired. POC Coordinated with RD to determine desired services.	
Ensure RD provides Inter-facility Credentials Transfer Brief (ICTB) supporting documents to medical/admin officer.	
Determine and secure dates and times of request.	
Send request letter to MTF CO.	
Send Line of Accounting (LOA) if applicable.	
Make available classroom space, an office or other such venue to conduct classes or counseling, and access to medical records through the medical department.	
Assist in coordinating meeting with key command personnel (Triad, MWR FITBOSS, SUPPO or FSO, CFL's etc.) to best support the commands needs.	

Assist/provide necessary equipment, supplies, accommodations etc., for operational exercises if applicable.	
RD completes mission and checks out with Command's POC.	
AAR from RD-will be e-mailed to POC if it is not available at departure.	
RD follow up visit coordinated (if applicable).	

