				MLC	1. DATE OF REQUES	ST	2. REQUEST NUMBER	
MEDICAL SERVICE A	AND SUPPLY REQUEST			MC				
				IHA				
3. TO: (NAME OF RDB/RDO)			4.	FROM: (NA	DM: (NAME OF ORGANIZATION)			
5. NAME OF EMPLOYEE	5a. JOB TITLE AND NUMBER	5b. EMPLOYEE NUMBER		YEE NUMBE	R 5c. DETAIL O	5c. DETAIL OF MEDICAL SERVICES AND SUPPLY		
6. REMARKS								
7. REQUESTED BY (TYPED NAME & GRADE)		8. SIGNATURE					9. PHONE NUMBER	
		6. 6.6.0.1.6.1.2						
			010::	A T. 15 -			10. DATE	
10. COR OR IHAR (TYPED NAME)		11. SIGNATURE					12. DATE	
INDORSEMENT BY RDB/RDO  13. REQUESTED MEDICAL SERVICES OR SUPPLIES FURNISHED BY								
13. REQUESTED MEDICAL SERVICES OR SUPPLIES FURNISHED BY (TYPED NAME OF CHIEF RDB/RDO)			SIGNA	ATURE			15. DATE	

## INSTRUCTIONS FOR PREPARATION OF MEDICAL SERVICE AND SUPPLY REQUEST

## 1. References:

- a. Chapter 15, MLC
- b. Inclosure 16, MLC Standing Instructions to COR
- c. Chapters I and VI, MC
- d. Supplement #7, IHA
- e. Procedures to Supplement #7, IHA

## 2. General:

This form will be prepared by the using organization and forwarded in original and three copies to the RDB/RDO through the COR or IHAR. The RDB/RDO, upon completion of action requested, will return a duplicate copy to the COR or IHAR.

- 3. Entries in blocks (self-explanatory blocks omitted):
  - a. Enter check mark in one of the blocks for MLC, MC, or IHA of Medical Service Supply Request to identify the type of employment.
  - b. Block 2: Enter abbreviation of organization and number in consecutive sequence (i.e., USARJ-1).
  - c. Block 5: Enter full names, showing family name first, of all employees covered by one request.
  - d. Block 5a: Enter job title(s) and job number(s) from Appendix I, MLC and IHA.
  - e. Block 5c: Specify type(s) of medical examinations or immunizations. Name of chemical or organic-solvent listed in Regulation for Prevention of Particular Chemical Substances Hazards or Regulation of Prevention of Organic-Solvent Poisoning.
  - f. Block 6: May be used to specify type(s) of medical examinations or immunizations.
- 4. If space on the form is insufficient to include all of the required information, attach separate sheets thereto and insert a notation in the proper block(s) indicating the inclosure.