



**DEPARTMENT OF THE ARMY**  
US ARMY MEDICAL DEPARTMENT ACTIVITY  
1585 THIRD STREET  
FORT POLK, LOUISIANA 71459-5110

MCXV-PAD-MB

12 November 2009

MEMORANDUM FOR Medical Evaluation Board Patient and Chain of Command

SUBJECT: MEB Office Policies and Procedures

1. Welcome to the Army's Physical Disability Evaluation Process. We would like to take this opportunity to explain a few very important policies and procedures that will ensure your medical board is processed in a timely manner.
2. **THIS OFFICE WORKS BY APPT ONLY.** We request that if you have a question or would like to know the status of your board; you call your MEB Counselor (PEBLO) for assistance. We will give you a date and time to turn in your MEB Paperwork and to review/sign your MEB findings. If there is any additional paperwork required, your MEB Counselor will contact you.
3. Our office hours are Monday – Friday from 0800 – 1630. We are **CLOSED EVERY FRIDAY FOR ADMINISTRATIVE/TRAINING.** We will **NOT** see any Patients during Friday's. **DO NOT** come to the MEB office and expect to be seen on Friday's.
4. Spouses and family members are welcomed and encouraged to accompany Soldiers to all MEB counseling sessions and briefings. **Please do not bring children to these appointments.**
5. Please sign below stating that you have read and understand the MEB Office's policies and procedures.

I \_\_\_\_\_ have read and understand the MEB Office's policies and  
(Print name) Procedures.

\_\_\_\_\_  
(Sign Name)

**MEB Contact Representatives**

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