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| **Department of****Veterans Affairs** | **Memorandum** |

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| Date:  |  [*Month Day, Year*] |

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| From: |  [*Name of Employee*], [*Position*] |

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| Subj: | Examination Specialist Unavailable  |
| To: |  Memorandum for the Record ([*Veteran’s Name*], [*File Number*])In the decision dated [*Month Day, Year*], the Board of Veterans’ Appeals (Board) directed the Veterans Benefits Administration (VBA) to obtain a [*Type of Specialty*] specialty examination and/or medical opinion for [*Issue*].On [*Month Day, Year*], VBA submitted the request for the [*Type of Specialty*] specialty examination and/or medical opinion to [*Veterans Health Administration (VHA) or Contract Examiner*].[*VHA or Contract Examiner*] on [*Month Day, Year*] confirmed a [*Type of Specialty*] examination specialist is not available to conduct the Veterans Affairs (VA) Compensation & Pension (C&P) examination and/or medical opinion. [*VHA or Contract Examiner*] provided justification a [*Type of Specialty*] examination specialist is not available because [*Provide Reason, for example the examination specialist is not available in the Veteran’s area*]. [*VHA or Contract Examiner*] confirmed a qualified [*Type of Medical Professional*] is available to complete the VA C&P examination and/or medical opinion. |
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[*Signature of Employee*]

[*Name of Employee*]

[*Position of Employee*]
[*Decision Review Operations Center (DROC)/ Regional Office (RO) Location*]