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

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

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

|  |  |
| --- | --- |
| 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. |
|  |  |

[*Signature of Employee*]

[*Name of Employee*]

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