



## WOMACK ARMY MEDICAL CENTER GRADUATE MEDICAL EDUCATION

### CIVILIAN AFFILIATION AGREEMENT REQUEST

The Training Institution will send a letter on organizational letterhead requesting the establishment of a Civilian Affiliation Agreement. The letter should detail the following points:

- Full address information for the training institution
- Point of contact information at the institution and for the program of the student
- Program the trainee(s) is enrolled in
- Status of national educational/professional agency accreditation of the institution and/or the program
- Degree / certificate / license that is earned upon completion of studies...
- Specific educational experience/rotation(s) being requested at Womack Army Medical Center (WAMC)
- Proposed time period for the requested clinical rotation(s)
- Number of students or trainees being requested to come to WAMC
- Whether the request is for a single rotation or for recurring rotations
- Proper signature blocks for person (s) who will be signing the agreement (President / Dean / Provost, other school official)
  - Name and title of first Individual, (post nominal letters)
  - Name and title of Second Individual

Attach the objectives for the requested rotation(s) and any evaluation instruments required.

Email or fax this letter as quickly as possible to:

DME Administrator, Division of Medical Education  
Department of the Army  
Womack Army Medical Center (MCXC-DME)  
2817 Reilly Rd  
Ft. Bragg, NC 28310-7302  
(P) 910-907-7698  
(F) 910-643-1727

[usarmy.bragg.medcom-wamc.list.wamc-dme-admin@mail.mil](mailto:usarmy.bragg.medcom-wamc.list.wamc-dme-admin@mail.mil)