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| **Office Symbol** |  |

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| **Date** |  |

MEMORANDUM FOR: COMMANDER 1ST IO COMMAND, ATTN TRAINING AND ANALYSIS BRANCH (Branch Chief)

**SUBJECT: REQUEST FOR MOBILE and/or VIRTUAL TRAINING TEAM SUPPORT**

1. **Unit/POC information.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit:** |  | | | | | **Location:** | | | |  | |
| **Primary POC** | | | | | | | | | | | |
| **Rank:** | |  | | | **Name(F/L):** | |  | | | | |
| **Comm Phone:** | | | |  | | **Email:** | | |  | | **@army.mil** |
| **Duty Position:** | | | |  | | | | | | | |
| **Security POC** | | | | | | | | | | | |
| **Rank:** | |  | | | **Name (F/L):** | | |  | | | |
| **Comm Phone:** | | | |  | | **Email:** | | |  | | **@army.mil** |
| **SMO Code** | | |  | | | | | | | | |

2. **Course(s) requested.** Go to <https://www.1stiocmd.army.mil/Home/iotraining> for course information.

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| **offerings** | MTT  avail | **VTT**  **avail** | **Desired**  **Format** | **Place “X” for**  **course(s) requested** | **Primary Dates Requested** | **Alternate Dates** | **Training Location** | **Projected Number of Students** |
| **AIOPC**  **(ASI P4)** | Yes | No | MTT |  |  |  |  |  |
| **IOFC** | Yes | No | MTT |  |  |  |  |  |
| **IOAW** | Yes\* | Yes |  |  |  |  |  |  |
| **IO-STX** | Yes | No | MTT |  |  |  |  |  |
| **IIC-CO** | Yes | No | MTT |  |  |  |  |  |
| **IIC-MISO** | Yes | No | MTT |  |  |  |  |  |
| **IIC-EW** | Yes | No | MTT |  |  |  |  |  |

**\* VTT is the primary method for the IOAW. MTTs for it are only conducted in conjunction with another MTT supported by the same instructors.**

Note: A VTT is a virtual training team, no cost. Training is conducted over MS Teams or other system as coordinated by the training team.

3. **By submitting this request, the undersigned acknowledges the following:**

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| 1 | All students for each M/VTT must meet the course prerequisites as described at: <https://www.1stiocmd.army.mil/Home/iotraining> |
| 2 | Requesting unit funds all travel, per diem, and other travel related costs (TIOGs exempted). |
| 3 | The **suspense for MTT funding actions (MIPR and/or DTS XORG LOA)**: For AIOPC, IOFC, IO-STX and IIC-MISO is COB 10th working day prior to the first day of the course. For IIC-CO and IIC-EW; CONUS - COB 15th working day prior to the first day of the course; OCONUS - 20th working day prior to the first day of the course. **Training is subject to cancellation by 1st IO CMD if funding is not available by the stated suspense.** |
| 4 | The unit has made every attempt to avoid requesting an event during a week with a Federal Holiday or other period impacting student participation in the course. |
| 5 | I am, or I am acting on behalf of, a person in a position of appropriate authority to approve/request this support for my unit/organization. |
| 6 | If at any time the number of projected students for an event falls below 12 for a course; or 6 for an IOAW, or IO-STX the event is subject to cancellation. |
| 7 | Requests for Orders (RFO) internal to the supported unit, and required by it, will be completed by the host unit POC. In specific cases where this is impractical the host unit POC will coordinate this requirement with the MTT lead IAW with the funding timeline described under #3 above. RFO requirements received after the funding deadline may result in cancellation of the MTT. |
| 8 | IAW funding timeline under #3 above, unit will provide confirmation of an appropriate training venue for the duration of the course, per coordination with the MTT team lead. A requirement to “Jump-TOC” during the course is grounds for moving the MTT to a time when an appropriate venue can be locked for the duration. |



***To sign: In MS Word: right click on X, click ‘sign’, type your name next to the X, and click sign.***

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**Follow on instructions for requestor:**

**Once complete, email this form to:** [usarmy.belvoir.1-io-cmd.mbx.training-support@mail.mil](mailto:usarmy.belvoir.1-io-cmd.mbx.training-support@mail.mil)**; follow up through Mr. Davenport at (703) 428-4343, (on NIPR)** [david.l.davenport14.civ@army.mil](mailto:david.l.davenport14.civ@army.mil).

**Following receipt and approval of your request the Mr. Davenport will provide a confirmation email and your assigned team lead will contact you for further coordination.**