



Defense Medical Readiness Institute

Contingency Operations Programs Branch

SUBJECT: MEMORANDUM FOR MOBILE TRAINING TEAM (MTT) REQUIREMENTS
FROM: DMRTI, Contingency Operations Programs Branch Chief

COURSES AVAILABLE AS CONTINGENCY OPERATIONS MTT: Joint Medical Operations Course – Basic (JMOC-B); Joint Medical Planning Tool (JMPT); Public Health Emergency Management Course – Basic (PHEMC-B); and Public Health; Hospital Incident Command System (HICS) and Medical Services in Defense Support of Civil Authorities (PH MED DSCA).

DISCUSSION: In order to continue coordination and planning, the requesting unit must be aware of the unit's responsibilities in the execution of a Contingency Operations Programs MTT.

THE REQUESTING UNIT WILL BE RESPONSIBLE FOR:

1. ALL costs associated with the course execution, to include travel and student handout print job.
2. Your finance department will provide a Cross-Organization Line of Accounting (LOA) for Faculty and Staff Travel.
3. Current Estimated Costs: see attached spreadsheet for breakdown of estimated costs.
****NOTE: this is an estimate, costs may be higher and lower based on actual expenses.****
4. Facility Requirements to be Provided by Requesting Unit
 - a. 1 large room minimum capacity for 60 personnel with VTC and A/V capabilities (JMOC-B; PHEMC- B; HICS; PH MED DSCA)
 - b. Breakout Rooms with A/V Capabilities (JMOC-B/JMPT/PHEMC/PH DSCA)
 - 1) 4 breakout rooms, minimum capacity for 15 personnel each with A/V capabilities. (JMOC-B; PH MED DSCA)
 - 2) 1 breakout room with minimum capacity for 27 personnel with A/V capabilities. (JMPT; HICS)
 - 3) 6 breakout rooms with minimum capacity for 15 personnel each with A/V capabilities. (PHEMC-B)
5. Identifying the student population: Max personnel for a JMOC-Basic course is 60 students; however maximum seats for the unit is 40; 20 seats will be allocated to the other services to maintain Joint integrity. (Travel expenses for other service seats will be funded by the other services and not your command).
6. Maximum capacity for JMPT is 27; all seats allocated to the requesting unit.
7. Maximum capacity for PHEMC-B is 90, however, seats must be available to other services to maintain Joint integrity.
8. Maximum capacity for PH MED DSCA is 60, however, seats must be available to other services as well as local and state partners.

*****If the requesting unit is unable to fulfill any of the above requirements for the course requested, it will not be possible to execute a MTT for this unit.*****

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