



Defense Information School

## Mobile Training Team (MTT) Request Form

### MTT Program

The MTT program expands the DINFOS mission to train and sustain professional military communicators around the globe. As scheduling permits, our highly skilled instructors export our training from the traditional classroom to support the Department of Defense public affairs and visual information community where you are and when you need it. Training can be facilitated in person, virtually or in hybrid form (both). DINFOS specifically established the MTT program to address PA/VI skill gaps in the Fleet and Field and build partner capacity internationally via our Combatant Commands. Authority to conduct MTTs comes from the DINFOS Charter (DODI 5160.48), which addresses our responsibility to train the Fleet and Field as well as other DoD agencies and international students. Please visit our course catalog at <https://www.dinfos.dma.mil/academics/DINFOS-Course-Catalog> and explore the training programs of instruction. For questions, please reach out to the POC below.

To request an MTT, please fill out form, save to file, and email to [pacs-mtt@dinfos.edu](mailto:pacs-mtt@dinfos.edu).

### Required Information

Requesting Unit/Organization			Training Topics:	
			social media	
Point of Contact Information:			writing fundamentals	
			PA fundamentals	
Training Method Requested <i>(Note: please see funding support information on back page.)</i>			Communication planning	
In Person	Virtual	Hybrid (in person/virtual)	Media relations	
Personnel to be trained <i>(check all that apply)</i>			Video fundamentals	
<input type="checkbox"/>	Officer (AD)	<input type="checkbox"/>	Officer (Guard/Reserve)	Photography fundamentals
<input type="checkbox"/>	Enlisted (AD)	<input type="checkbox"/>	Enlisted (Guard/Reserve)	Graphic design
<input type="checkbox"/>	Civilian	<input type="checkbox"/>	International	Other (please identify):
Number of students to be trained:				
Uniform requirement:				
Specific equipment on which personnel are to be trained:			Desired End State:	
			Mission impact if not supported:	
Training aids and equipment available: <i>(e.g. facility, internet access, dry erase boards, other ancillary equipment)</i>				
Billeting availability <i>(if applicable for in-person training)</i> :			Mess/Meals availability:	



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### Funding Support Understanding (please read and check all boxes):

	Requesting unit/organization is responsible for all travel funds (travel/per diem) for DINFOS MTT instructor(s). Number of instructors needed will be based on recommended instructor/student ratios.
	Local travel costs will be calculated according to the Defense Table of Distances (DTOD) and in accordance with the Joint Travel Regulations (JTR).
	TDY travel by GOV/POV cannot exceed 400 miles. If instructor traveling by POV, requesting unit/organization is responsible for mileage based on the JTR. Official distance of TDY will be determined by the DTOD.
	Requesting activity will determine and be responsible for billeting and transportation arrangements if beyond allowable daily travel distance.
	DINFOS MTT program manager will provide TDY worksheet with estimates to requesting unit 30 business days (if possible) prior to MTT start date.
	Requesting unit will use TDY worksheets provided to do cross-organization line of accounting in the Defense System for instructors and send notice to the DINFO MTT program manager at least 15 business days start.

### Travel Requirements:

Passport (if applicable):

Visa (if applicable):

Security clearance (if applicable):

### DINFOS MTT program manager:

Ms. Mel Weatherspoon  
6500 Mapes Road  
Fort George G. Meade, MD 20755  
Office: 301-677-3117  
Cell (preferred): 443-864-9216 [pacs-mtt@dinfos.edu](mailto:pacs-mtt@dinfos.edu)

Comments/Additional Information (Please provide proposed dates here):