

## Format for ETSS/TAFT Request

Fiscal Year \_\_\_\_\_ Country \_\_\_\_\_

Service \_\_\_\_\_ WCN \_\_\_\_\_

Source of Funding (FMS/IMET) \_\_\_\_\_

1. ETSS/TAFT identification.

*Identify type of team requested. If follow-on, show relation to incumbent(s). Provide initial SAO assessment of team composition by quantity, grade, military occupational specialty, and prospective job title on the team.*

2. Job description.

*Provide a detailed description of the required duties for each team member. Indicate language requirements.*

3. Security clearance.

*Indicate the type of security clearance required for the mission.*

4. Tour of duty/duration.

*Indicate the duration of the mission, in months. Indicate if tour of duty is accompanied or unaccompanied.*

5. Team restrictions.

*Outline any country or Country Team limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction associated with the requested team deployment; justify as required.*

6. Mission.

*Provide a detailed mission statement for the requested team. List the objectives for this team. This is the most important element of the request.*

7. Training goal.

*Include a statement on the results the team effort is expected to achieve. Provide justification for the team in terms of its effect on the Country Teams security assistance objectives in the country. Indicate how this team supports the Combatant Commander's regional security cooperation program. Do not restate the team mission.*

8. Personnel to be trained.

*Provide SAO/country estimate on the number of personnel to be trained. Indicate approximate number of trainees, by officer, enlisted, and civilian. Estimate their technical qualifications, if known, and advise on their language capabilities. If team is to support a host country military unit, describe the size, composition, mission, and organizational relationship of the unit.*

9. Summary of host country capabilities.

*Give a brief assessment of host country's current capability in the area to be trained.*

a. Equipment on which training is to be conducted.

*List equipment on which training is to be conducted and availability. The equipment list should be detailed enough for Marine Corps technicians and trainers to identify it by make, model, or type. If the equipment is the commercial version of a military system, indicate the comparable military system.*

b. Availability of tools and ancillary equipment.

*Provide SAO estimate of tools and equipment required for the mission and indicate their availability in country.*

c. Availability of training aids.

*Provide SAO estimate of specialized training aids (e.g., simulators) required for the mission and indicate their availability in country.*

d. Language of instruction/interpreter support.

*Advise on the desired language of instruction. If the language of instruction is other than English, advise on the availability of local interpreter support, even if linguists have been requested as members of the team.*

e. Host country support.

*Indicate the number of U.S. trained indigenous personnel available to assist the ETSS.*

10. Training environment.

a. Indicate the location(s) where training is to be conducted. .

*Provide an assessment of the threat level for the country in general (indicate THREATCON) and at the specific training location(s). If the training location(s) is other than a military installation, indicate any restrictions (country or Country Team) associated with its use. If there is more than one training location, indicate the distance between locations, time required for travel, and modes of anticipated transportation between locations.*

b. Description of desired training site(s).

*Describe training location(s) to include support facilities (e.g., classrooms, ranges, maintenance areas, medical facilities, and training areas).*

c. Quarters and messing.

*Indicate the type and location of quarters and messing available for the team. Advise whether or not the host country will provide quarters and/or messing; specify appropriate per diem rate based on quarters or messing availability and indicate approximate cost. If quarters and messing are not located at the training site(s), describe their location(s). Provide an assessment of the threat level, if any, and advise on the distance between their location(s) and the training site(s).*

d. Availability of in-country transportation.

*Indicate availability. If in-country transportation is to be provided specify anticipated cost, if any. If rental vehicle(s) will be required, identify recommended source (and approximate cost).*

e. Uniform and clothing requirements for team personnel.

*Describe requirements for both on and off duty to include civilian clothing. Specify any special clothing or equipment required. Indicate any cultural restrictions. Also indicate any restrictions on the wear of military uniforms, if any.*

f. Household goods.

*Provide instructions on required household goods shipments and/or availability of "soft packs" for furnishing team quarters.*

g. Quality of life.

*Advise on availability of quality of life items.*

11. Desired in country arrival date.

*Provide desired in country arrival date. Indicate appropriate date(s) for pre-deployment survey or orientation, as required. If team is a replacement team, provide rotation schedule for incumbents.*

12. Confirmation of country team approval.

*Indicate country team approval of team deployment. Indicate requirements for initiation of team personnel approval under the provisions of National Security Decision Directive Number 38 (NSDD-38), Staffing at Diplomatic Missions and Their Constituent Posts.*

13. Additional information.

*Include any important data requiring more emphasis or containing information useful to team. Advise on any country specific conditions or events (e.g., national or religious holidays) that might impact on training. Include any important data requiring more emphasis or containing information useful to team. Specifically, include the following: (1) unusual physical demands; (2) unusual climate conditions; (3) if accompanied tour of duty, indicate if dependents are authorized and if concurrent travel is authorized; (4) support facilities; (5) statement on the transportation of personal weapons, if applicable/authorized. Also include any country specific cost factors that must be considered in developing team budget, specifically, anticipated International Cooperative Administrative Support Services (ICASS) costs. Address availability of medical care in country and required medical evacuation procedures.*

14. SAO point of contact.

*Indicate name, grade, commercial telephone number (to include fax number, if available), message address, and mailing address for the SAO.*