

Format for OJT/Observer Training Request

Fiscal Year _____ Country _____

Service _____ WCN _____

Source of Funding (FMS/IMET) _____

1. Individual IMS information (name in full, grade, military occupational specialty, equivalent U.S. grade):

2. Previous training/schools: _____
It is extremely helpful to the providing Command to know the training that the IMS will have received prior to commencing the requested training. While the current training pipeline is easy to ascertain SAO assistance is requested in documenting related training (including Marine Corps training) previously completed.

3. Previous billets: _____

4. Billet to be filled upon completion of training: _____
It is often helpful to the Command providing training to know what position the IMS is expected to fill upon the completion of U.S. training. If this information is known, please provide.

5. Length of training estimated to meet objectives: _____
Duration of training depends on several factors, will normally be at the discretion of the providing Command, and takes into account local workloads and availability of instructional personnel. The providing Command is usually in the best position to decide what length of time is required to fulfill the objectives listed. A recommendation may be provided, however.

6. Specific training objectives:

a. Skills to be developed: _____
Specify the skills the IMS is expected to acquire through this training; be as detailed as possible.

b. Knowledge to be acquired: _____
This item is directly related to the skills to be developed.

c. Specific items of equipment on which training emphasis is desired (if appropriate; required for OJT):

7. Approximate convening date: _____
If training is not constrained by a training schedule involving formal courses, the approximate convening date is that desired by the country. Actual convening date will be determined by the Marine Corps based on the availability of the training at the providing Command.

8. Date by which training is to be completed: _____
Required if the country's requirements dictate that the IMS be available in country (or for other, non-Marine Corps training) on a certain date.

9. Amplifying information as appropriate:

_____ This information should be as complete as possible and should include any additional information needed by the providing Command.