

FUNDING LETTER REQUEST FORM

usarmy.jbsa.medcom-ameddcs.other.ameddcs-rm-mts2@mail.mil	CCC, BOLC, ALC & SLC conducted at FSH ONLY
usarmy.jbsa.medcom-ameddcs.other.ameddcs-rm-mts1@mail.mil	All other MTSA not listed in MTSA2
usarmy.jbsa.medcom-ameddcs.other.ameddcs-rm-ppscp@mail.mil	Post- Professional Short Course Program courses
usarmy.jbsa.medcom-ameddcs.other.ameddcs-rm-numbered@mail.mil	Functional Courses; ie Hospital Medical Logistics, Brigade Surgeon etc.
usarmy.jbsa.medcom-ameddcs.other.ameddcs-rm-wlc@mail.mil	MEDCOM specific allotment- AWWT and Warrior Leader Course

MEDCOM MTSA funded courses will be coordinated with the Central Training Division. A funding memo with the accounting classification will be forwarded to the requestor and POC. Information that will need to be provided is as follows:

Name: .

Rank:

SSN:

Corps:

MOS:

Unit:

Duty Station & Address:

Applicant's AKO email:

POC for travel orders: (first + last) and email address:

PCS or TDY En-route: yes or no (circle one):

- If yes, attach a copy of PCS orders and provide date Soldier is clearing.

Note: A separate DD Form 1610 should be issued for the training. **Choose one of the 4 options below if applicable. Circle one of the options below:**

Option 1- I Elect to return to present duty station upon completion of TDY to prepare family members residing in GOVERNMENT QUARTERS for relocation to the new PDS or designated location prior to departing the present duty location. This option applies to CONUS to CONUS and CONUS to OCONUS PCS moves.

Option 2- I Elect to depart the present CONUS or OCONUS duty station and travel to the new CONUS duty station, sign in and settle family members before traveling to the

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TDY station. This option applies to CONUS to CONUS and OCONUS TO CONUS PCS moves.

Option 3- I elect to return to the present duty station upon completion of TDY to prepare Family Members residing on the LOCAL ECONOMY for relocation to the new permanent duty station or designated location, prior to departing the present duty station. This applies to CONUS to CONUS and CONUS to OCONUS PCS moves.

Option 4- I elect to clear the present duty station prior to departure for school and move the Family members to the TDY station at the PERSONAL EXPENSE, some other location at PERSONAL EXPENSE, or to a designated location at the Government Expense if the member is assigned to a dependent restricted area overseas. This option applies to CONUS to CONUS and CONUS to OCONUS PCS moves.

NOTE: If a Soldier's PCS is dependent UPON SUCCESSFUL COMPLETION OF THE SCHOOL (i.e. language training, foreign area specialist, airborne, ranger or special forces training, Re-class), ONLY OPTION 1 or 3 will be used. Soldiers without family members will proceed in a TDY en-route status per regulation AR 600-8-11.

TDY - return: yes or no (circle one)

Course Name:

Course Location:

Course Number:

Course Dates:

Travel: POV or AIR (circle one)

Provide return email address:

Special Request:
