



**THE JOINT STAFF  
JOINT TARGETING SCHOOL  
2088 REGULUS AVENUE  
VIRGINIA BEACH, VA 23461-2099**

Reply ZIP Code:  
23461-2099

3 February 2018

From: Deputy Director, Joint Targeting School (JTS)  
To: Units Requesting Mobile Training Team (MTT) Visits

Subj: EXAMPLE LETTER FORMAT REQUESTING JTS MTT VISITS

1. This document outlines the information and format required in order for the JTS to formally recognize an MTT visit request. Under the first numbered bullet, the requesting unit must state the specific section, group of the unit, or organization which will receive the training. The course or courses that are desired must also be stated, as well as the unit or organization's intent and purpose for the training.
2. The second numbered bullet will contain the desired approximate start date for the MTT Course and estimated number of students that are forecasted to be trained for each course that is requested. If possible, this forecast should include the number of military members, civilians, contractors, and foreign personnel that will be in the course and if possible their ranks.
3. The third numbered bullet will contain points of contact for the requesting unit. The points of contact will include personnel that will be in charge of handling administrative issues and operational requirements between JTS and the requesting unit.
4. The request must be signed by an individual in the requesting unit or organization, that is in a commanding billet (i.e. Commanding Officer, OIC, Chief of Targets, Joint Fires Element Chief) and/or holds a pay grade of O-6/GS-15 or above. Additionally, contact the JTS at DSN 492-0295 COMM (757)492-0295 for coordination.