

From: Program Manager, Naval Justice School Fleet Leader Legal Training Program  
To: Command Requesting Naval Justice School Mobile Training Team

Subj: MOBILE TRAINING TEAM HOST COMMAND REQUIREMENTS

Encl: (1) Mobile Training Team Request Form

1. Thank you for your request for a Naval Justice School (NJS) Mobile Training Team (MTT). Please read this letter in its entirety and return the MTT Request Form (enclosure (1)) to the POCs listed at the end of the letter.
2. This letter lays out the requirements in order for NJS to send a MTT to your location to teach the Senior Leader Legal Course (SLLC), Intermediate Leader Legal Course (ILLC), or Legal Officer Course (LOC). MTTs are approved based on NJS's schedule and manpower availability so we will try to work with your point of contact on dates but there is no guarantee that NJS will be able to support on your proposed dates. The SLLC is three days, the ILLC is half a day, and the LOC is two weeks.
3. The requesting command is responsible for:
  - a. all costs associated with instructor travel and lodging, (this will likely be for 2-3 instructors and will include a rental car if instructors flew to TAD location and travel must include at least one additional day prior to the convening date to set up course materials),
  - b. coordination of cross org for DTS funding,
  - c. advertising the course(s), receiving registrations of qualified students, and ensuring minimum class student numbers are met with students who meet the criteria for attending the course, such as current or detailed triad members for the SLLC or designated legal officers and adjutants for the LOC (CONUS minimum: 25, OCONUS minimum: 30),
  - d. securing adequate spaces for the course that meet the technology and space requirements, this includes working wifi, a large screen for the instruction PowerPoint with an HDMI connection and sound capabilities, and enough seats for all students and instructors with tables and electrical outlets to charge tablets/laptops, and
  - e. providing a point of contact from your command who will be available to the NJS instructors before the course to provide information on location and then will be onsite throughout the entire course to help with tech, or other issues and to respond to local area questions from the students.
4. DTS funding for instructor travel must be completed and approved in a timely manner. Delays or non-approval of funding within two weeks of the course start date may lead to a cancellation of the MTT. We request that DTS for OCONUS MTTs is approved at least three weeks prior to the start of the MTT and DTS for CONUS MTTs is approved at least two weeks prior to the start of the MTT.

5. POINTS OF CONTACT. Please send the completed MTT Request Form and any questions that you have to the following staff members:

a. LCDR Stacy E. Saxon, JAGC, USN, FLLT Program Manager, at DSN 841-3800 x 111, (401) 841-3800 x 111, or [stacy.saxon@njsonline.onmicrosoft.com](mailto:stacy.saxon@njsonline.onmicrosoft.com)

b. LCDR Catherine Crochetiere, JAGC, USN, LOC Program Manager, at (202) 747-4423, or [catherine.crochetiere@njsonline.onmicrosoft.com](mailto:catherine.crochetiere@njsonline.onmicrosoft.com)

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