

Team Request Supplemental Information Form

For use of this form, see AR 12-7. The proponent agency is DASA (DE&C). See page 4 for instructions.

PART I – MISSION OVERVIEW

INITIAL	CONTINUATION	MODIFICATION	SOLE SOURCE	SPECIAL OPS	OTHER:
COUNTRY:			CASE/LOA:	SAT ID:	
SAT NAME:					
RST	MTT	TAT	TAFT	ETSS	OTHER:
DESIRED START DATE:			DESIRED END DATE:		DESIRED DURATION:

PART II – STAFFING AND APPROVAL ACTIONS

SECURITY COOPERATION OFFICE (SCO)

The SCO Representative fills out this form, signs below, and forwards the request to the appropriate combatant command. Courtesy copies are sent to DASA (DE&C), USASAC, and USASATMO.

By submitting this request I verify that the SAT mission supports objectives of the Combined Education and Training Plan (CETP) for the host nation.

Name and Rank:	Title/Position:
Signature:	Date:

THEATER SPECIAL OPERATIONS COMMAND (TSOC) (IF APPLICABLE)

If the SAT mission may require SOF personnel, the TSOC Representative receives this form from the CCMD and determines the validity of the mission and if the mission can be supported by SOF personnel. Valid TDY SOF requests are forwarded to USSOCOM for approval and sourcing. Courtesy copies are sent to the SCO, CCMD, DASA (DE&C), USASAC, and USASATMO.

The SAT mission request for SOF personnel is:	VALIDATED	NOT VALIDATED	SEE COMMENT
SOF personnel for this mission are:	AVAILABLE	NOT AVAILABLE	SEE COMMENT
Name and Rank:		Title/Position:	
Signature:		Date:	

COMBATANT COMMAND (CCMD)

All SAT missions require CCMD validation. The CCMD Authority determines the validity of the SAT mission and if Army Service Component Command (ASCC) forces can accomplish the mission. If ASCC forces can support the mission, the SAT request process ends with CCMD validation and the CCMD executes the mission. If ASCC forces cannot support the mission, the CCMD forwards valid non-SOF requests to DASA (DE&C). Courtesy copies are sent to SCO, USASAC, and USASATMO.

This mission supports the Combatant Commander's Theater Security Cooperation Plan (TSCP).

This mission cannot be conducted using GCC assigned ASCC forces.

This mission is not a sole source contracting request.

The SAT mission request is:	VALIDATED	NOT VALIDATED	SEE COMMENT
Name and Rank:		Title/Position:	
Signature:		Date:	

DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR DEFENSE EXPORTS AND COOPERATION (DASA DE&C)

Approved SAT requests are forwarded to the appropriate personnel tasking authority and USASAC for action. Disapproved requests are returned to the COCOM and SCO. Courtesy copies of all requests are sent to all parties.

The SAT mission request is:	APPROVED	DISAPPROVED	SEE COMMENT
Name and Rank:		Title/Position:	
Signature:		Date:	

Part II Comments:

SAT NAME:					
PART III – SAT MISSION DETAILS					
MISSION:					
TRAINING OBJECTIVES/REQUIREMENTS:					
DESIRED END-STATE:					
FUNDING DATA					
FMF	FMS (CASH)	OTHER:	ESTIMATED ROM COST:		
TRAINING CASE LOA:			ASSOCIATED EQUIPMENT CASE LOA:		
PERSONNEL TO BE TRAINED					
	OFFICER	NCO	ENLISTED	CIVILIAN	OTHER:
NUMBER OF STUDENTS					
REQUIRED ENGLISH COMPREHENSION LEVEL (ECL):			ECL TESTING REQUIRED: YES NO		
INTERPRETERS REQUIRED: YES NO			INTERPRETERS PROVIDED: YES NO		
GENERAL LEVEL OF PRE-TRAINING PROFICIENCY:					
STUDENT VETTING OR ECL TESTING PLAN:					
SAT TRAINING LOCATIONS:					
SPECIFIC EQUIPMENT ON WHICH PERSONNEL ARE TO BE TRAINED:					
AVAILABILITY OF TRAINING AIDS AND FACILITIES:					
AVAILABILITY OF TOOLS AND ANCILLARY EQUIPMENT:					
IN-COUNTRY SUPPORT					
BILLETS/QUARTERS/HOUSING:					
MESS/MEALS:					
TRANSPORTATION:					
MEDICAL AND DENTAL SERVICES:					
OTHER SERVICES (POSTAL, EXCHANGE, COMMISSARY, BANKING, ETC.):					

SAT NAME:				
PART III – SAT MISSION DETAILS (CONTINUED)				
DESIRED SAT COMPOSITION				
ACCEPTABLE MANNING:	MILITARY	DOD CIVILIAN	CONTRACTOR	OTHER:
DESIRED SAT PERSONNEL (DUTY TITLE, QUANTITY, RANK, MOS):				
REQUIRED SPECIAL QUALIFICATIONS:				
DESIRED LANGUAGE CAPABILITY:				
UNIFORM, CLOTHING, AND EQUIPMENT REQUIREMENTS:				
COUNTRY SOURCING GUIDANCE FOR CONTRACTOR SAT (IF APPLICABLE):				
SECURITY CLEARANCE REQUIREMENTS:	NONE	SECRET	TOP SECRET	OTHER
PASSPORT REQUIREMENTS:	NONE	TOURIST	OFFICIAL	DIPLOMATIC
VISA REQUIREMENTS:	NONE	YES	OTHER	
SPECIAL LEGAL STATUS:	NONE	SOFA	IAW LOA	OTHER
DEPENDENTS - SAT TOUR IS:	UNACCOMPANIED		ACCOMPANIED	OTHER
SAT PERSONNEL RESTRICTIONS:				
PART IV – IN-COUNTRY ROUGH ORDER OF MAGNITUDE (ROM) COST DATA				
The SCO should provide the following local information to facilitate accurate SAT cost estimates.				
PER DIEM RATES FOR MISSION AREA				
LODGING:	MEALS:	INCIDENTALS:	TOTAL:	
LOCAL MILITARY PAY AUTHORIZATIONS				
DANGER/COMBAT PAY	COST OF LIVING (COLA)	OVERSEAS HOUSING (OHA)	CIVILIAN CLOTHING (CCA)	
LOCAL CIVILIAN PAY AUTHORIZATIONS				
DANGER PAY	POST ALLOWANCE	POST DIFFERENTIAL	OTHER:	
ESTIMATED LOCAL SUPPORT COSTS (PER UNIT PER MONTH)				
HOUSING:	OFFICE SPACE:	PER VEHICLE:	FUEL (PER LITRE):	
UTILITIES/INTERNET:	INTERPRETERS:	DEPENDENT SCHOOLS:		
INTERNATIONAL COOPERATIVE ADMINISTRATIVE SUPPORT SERVICES (ICASS)				
REQUIRED	NOT REQUIRED	ESTIMATED COSTS:	PAID BY:	
OTHER IN-COUNTRY COSTS:				
PART V – POINT OF CONTACT (POC) INFORMATION				
The SCO should enter the appropriate POC data.				
	TITLE & NAME	PHONE NUMBER	E-MAIL ADDRESS	
SCO				
CCMD				
USASAC				
USASATMO				

SAT NAME:

PART VI – COMMENTS

Enter comments from PART III-IV. Attach additional comments as a separate sheet, if required.

COMMENTS:

INSTRUCTIONS

1. Part I. Enter mission overview data.
 - a. Check the appropriate block to indicate the type of request. Multiple blocks may be checked.
 - b. SAT ID is IAW AR 12-15, paragraph 13-42.
2. Part II. Provides for tracking the status of the Team Request Memorandum.
 - a. The TSOC section is only used if the SAT requires SOF personnel.
 - b. Use the comments section to enter remarks pertaining to part II actions only.
3. Part III. Enter SAT mission details.
4. Part IV. Enter the estimated local costs for mission support items.
 - a. Enter authorized daily Per Diem Rates for the mission location, available at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.
 - b. Indicate any special military or civilian pays that are authorized for the mission area.
5. Part V. Enter the contact data for the appropriate action officers.
6. Part VI. Enter any additional comments from items in parts III – IV. Continue comments on a separate sheet and attach, if required.