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MILITARY TRAINING NETWORK

27 February 2014

MEMORANDUM FOR MILITARY TRAINING NETWORK TRAINING SITES

SUBJECT: Change to Annual/Semi-Annual Report/Re-Affiliation Policy

1. The Military Training Network (MTN) requires training sites (TSs) to send all correspondence electronically. To improve efficiency at the MTN and enable program managers to quickly address the needs of the TSs, all correspondence must be titled in the standardized format below. Documents must be named or identified by the training site. In the "Subject line", note your training site/unit, MTN course i.e. BLS, ACLS, PALS, the purpose of the correspondence and date.
Examples:
 - **Subject: 00 MDG ACLS PCR 9SEP13**
 - **Subject: USA MEDDAC 123 BLS FY13 Semi-Annual Report 06June13**
2. In rare circumstances if a facsimile must be used to transmit information, the fax must include a coversheet with the name of the TS, person sending the fax, number of pages and contact phone number. Faxes will be sent to (DSN) 420-4470 or (COM) 210-808-4470. Please contact your respective program manager to verify receipt of any documents sent via facsimile.
3. To reduce errors, MTN will no longer accept handwritten reports or Program Director/Program Administrator forms. TS staff must ensure all reports and forms have current and accurate contact information (address, telephone, and e-mail).
 - a. Reports will only be accepted on the current forms available at: <http://www.usuhs.edu/mtn/index.html>
 - b. Reports are considered on time if all documents are complete, accurate, signed and sent by the report due date.
 - c. Reports must be submitted under the MTN affiliated TS name (*as shown on affiliation letter*).
 - d. Reserve and Guard TSs must include reliable contact information to include civilian e-mail and telephone numbers.
 - e. Naval vessel TSs must annotate home port.
4. The MTN will accept Annual Report/Re-affiliation packages starting *September 15* of each fiscal year. Annual Report/Re-affiliation packages are due to the MTN no later than *September 30* of each fiscal year. MTN strongly encourage classes to be completed by *September 15* to submit Post Course and Annual reports by the due date.
5. The BLS Semi-Annual Report is due to the MTN no later than *March 31* of each fiscal year. Complete only page one of the BLS Semi-Annual/Annual Report and ensure signature blocks are signed. Refer to *Chapter 5 – Reports page 47-51* in the Jan 2014 MTN Administrative Handbook for additional guidance and requirements.
6. This memorandum supersedes 31 Mar 2010 policy letter. Contact MTN if further assistance is needed at mtnreports@usuhs.edu or by phone at DSN 295-0694. Additional information is available online at <http://www.usuhs.edu/mtn/index.html>.


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"Learning to Care for Those in Harm's Way"