



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
THE SABALAUSKI AIR ASSAULT SCHOOL
101ST AIRBORNE DIVISION (AIR ASSAULT)
BUILDING 6883 AIR ASSAULT STREET
FORT CAMPBELL, KENTUCKY 42223

AFZB-GT-T-AA

11 January 2011

MEMORANDUM FOR RECORD

SUBJECT: Preparation and Conduct of Mobile Training Team (MTT) Missions

1. The purpose of this memorandum is to ensure the efficient and professional preparation and conduct of MTTs.
2. The intent is to outline basic procedures for planning, preparing, and executing and Air Assault MTT at any approved location.
3. Site Surveys are mandatory prior to the execution of any MTT mission within 30-90 days from the start of the operation. This ensures the supported (host) unit has ample time to resource training and The Sabalauski Air Assault School (TSAAS) has lead time for notification of any issues regarding the planning and resourcing of the MTT.
 - a. The following documents are delivered to the supported unit during the site survey.
 - 1) MTT Equipment List
 - 2) MTT Reproduction Requirement List
 - 3) Aircraft Request Memorandum
 - 4) TSAAS MTT Training Schedule
 - b. At a minimum, the Air Assault Chief Instructor and the Team Senior for the MTT mission conduct the site survey. Other Instructors, the Commander, or 1SG may also attend, but the site survey personnel are not projected over seven total personnel.
 - c. During the site survey, the training schedule is discussed in detail to include projected off days or projected student transportation schedules. The schedule is altered within the parameters of the Program of Instruction to accommodate the host unit. Additionally, the location and time of the Air Mission Brief for the MTT is established (NLT the afternoon of Day Zero).
 - d. The Air Assault course proponent (Fort Benning United States Army Infantry School-USAIS) must be notified prior to the conduct of any Air Assault or Rappel Master MTT. If possible, the site survey and proponent accreditation of the training site occur simultaneously.

AFZB-GT-T-AA

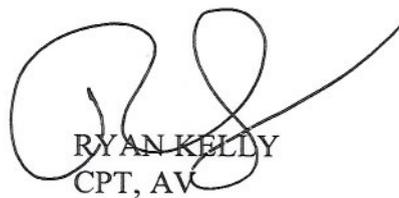
SUBJECT: Preparation and Conduct of Mobile Training Team (MTT) Missions

4. Execution:

- a. Advanced party (ADVON) departs approximately four days prior to Day Zero to make final checks and coordination's and receives the main body. The ADVON normally consists of the Chief Instructor, Team Senior Instructor, and other Instructors as determined by the Chief Instructor, and possibly the Commander or First Sergeant.
- b. Main body arrives two to three days prior to Day Zero in order to conduct final full dress rehearsals prior to class execution.
- c. All Instructors are held to the same standard of conduct, appearance, and professionalism during MTT operations, as if they were being held at Fort Campbell.
- d. Training and evaluations are conducted in a professional manner and to the Air Assault standard. Validation, rehearsals, pre-inspections, and back-briefs are conducted prior to all training events supervised by Instructors.

5. Duties and Responsibilities,

- a. The Commander or First Sergeant oversee all aspects of MTT operations and check periodically on training to ensure all phases of the operation are conducted to standard. When present, the Commander or First Sergeant is the senior point of Contact for all MTT missions.
 - b. The Air Assault Chief Instructor is responsible for the overall execution of MTT operations. He/she ensures all arrangements are complete prior to the conduct of the mission and is the main point of contact for any issues concerning the MTT prior to and during execution.
 - c. The Air Assault Team Senior tasked with the MTT mission is responsible for day-to-day operations. He/she ensures all necessary equipment is on-hand and inspected prior to the execution of the MTT and supervised all aspects of the MTT from start to finish. Additionally, he/she must keep the Instructors informed of any and all changes and ensure rehearsals are complete and all training to include run routes and foot march routes are validated.
6. Additional costs accumulate if equipment requirements are not met. The current equipment list is enclosed. Call the point of contact if there are any questions on the equipment list. The same information is provided at <http://www.campbell.army.mil/UNITS/AAS/Pages/AAS.aspx>.
7. Point of contact for this memorandum is The Sabalauski Air Assault School Operations, at 270-798-4410 or by email at air.assault.school@conus.army.mil.



RYAN KELLY
CPT, AV
Commanding