

## Requesting training

All training conducted by the RITCs require a request. The request is necessary to define the training requirements desired by the customer and should be developed in coordination with the local RITC site lead. The request will outline the target audience, the specific goals desired by the customer, and the overall intent of the training. The more detail provided by the customer the better the training evolution will be successful. Below is a sample training request that can be used to request training from the RITCs.

### Sample Training Support Request

UNITED STATES MARINE CORPS  
YOUR COMMAND HEADER

In reply refer to:  
SSIC  
init  
dd mmm yyyy

From: *Your Command*  
To: Intelligence Training Enhancement Program Manager, Marine Corps Intelligence Schools, Virginia Beach, VA

SUBJ: INTELLIGENCE TRAINING ENHANCEMENT PROGRAM (ITEP) TRAINING SUPPORT REQUEST

Ref: (a) CG TECOM RMG  
(b) Informal coordination with (*individual*)

1. IAW refs, request ITEP training support (*dates*) for (*unit*) at (*location*), provided by ITEP on-site instructors/contract vendor(s).
2. Training topic(s) is/are: *individual / group familiarization / sustainment / skills enhancement focusing on analysis / collections / intelligence systems applications / other*.
3. Target audience consists of Intelligence personnel 02xx and/or 26xx with skill level (*novice/intermediate/advanced*).
4. Intent is to enhance individual and unit readiness and proficiency in support of: *upcoming deployment / major exercise such as EMV / potential change in alert status*.
5. Detailed coordination such as daily schedule, safety, security, instructional materials, transportation, systems support, and personnel accountability will be finalized locally between unit and ITEP site lead.
6. Post-training assessment will be submitted by (POC):