



**National US&R Response System
UT-TF1 Training Request Form**

**UT-TF1 Issued
Course #**

UT-TF1 will use this documentation to meet the requirements requesting Task Force or FEMA Approval for Training / Exercises. This fill-in form may be completed electronically, saved locally and then printed. To complete this form tab from field to field. It is recommended that you print/save a copy for your file after completion, and then Forward the form to the UT-TF1 Training Coordinator for approval. All logistical or cache needs for the approved class must be requested two weeks prior to the class start. All cache equipment will be signed out to the lead instructor of the class and the lead instructor will be responsible for all equipment being returned and any deficiencies or other issues with the cache items documented in writing and passed on to the logistics staff. Consumable items used during training will also be tracked, every attempt shall be made to maintain the cache equipment in a state of readiness and its location shall always be known by the lead instructor.

Requesting Section		
Person Completing Form		Position
Telephone:		Email

Course/Exercise Title:			
Course/Exercise Location:			
Course /Exercise Delivery Dates:	Start:	End:	Total Contact Hours
Curriculum Version:	#	Printed Format	Electronic Format
Course Setting:	Lecture <input type="checkbox"/>	Hands-on <input type="checkbox"/>	Both: Class/Hands-on <input type="checkbox"/>
Course Open To US&R/SUSAR System	YES	NO	Add to Task Force Calendar
Student/Instructor Ratio	Student	Instructor	Class Size
Course Announced:	Formstack	FEMA	Outside Agencies

Outside Instructor Required:		
Name:	Associated Task Force:	Lead or Adjunct:
Email Contact:	Phone Number Contact:	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Travel Requested:	Travel Completed:	Completed by who:

Class Information

****Required**:** A review of the curriculum and course requirements **MUST** be included with this package.

Course Objectives: (props/training rooms/ location requested also)

Course Support Staff Required				Completed By Admin
	# Staff Required	Paid	Backfill	Filled w/ Deployable Members
<input type="checkbox"/> Task Force Leader		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Safety		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Incent Command		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Communications Radios Required: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Search Team		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hazmat		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Rescue Specialist		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Drivers (Class A)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Canine		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Logistics Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Boat Operators/Swift Water		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Course Instructor Information			DO NOT WRITE IN THIS SECTION ADMINISTRATION ONLY
Lead / Adjunct / SME	NAME	Phone #	FEMA Instructor
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> LEAD <input type="checkbox"/> ADJ. <input type="checkbox"/> SME			<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUESTS

VEHICLES REQUIRED	Scheduled	CONTRACTS	Scheduled
<input type="checkbox"/> F350 Pickup	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> F350 Pickup w/Shell	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Wash Stations	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Boat Trailers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dumpsters	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Jon Boats	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> IRB	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Box Truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tractor /Trailer Truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Fork Lift / Pallet Jack	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Command Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Vans for Transportation (UTA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: (specify: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUESTS

CONSUMABLES	Scheduled	CONSUMABLES	Scheduled
<input type="checkbox"/> Lumber	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Concrete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Bits / Blades	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Water / Gatorade	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Sunscreen /Bug Repellant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food: <input type="checkbox"/> Breakfast <input type="checkbox"/> Snacks <input type="checkbox"/> Lunches <input type="checkbox"/> MREs <input type="checkbox"/> Dinner	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Course Cache Item Request

Cache Item #	DESCRIPTION	# NEEDED	Discipline	Pulled for Course
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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Course Close Out

Finance Details	Hours	Paid \$	Backfill	Total Expense
<input type="checkbox"/> Instructor Lead Expenses				\$
<input type="checkbox"/> Adjunct Expenses				\$
<input type="checkbox"/> SME (Subject Matter Experts)				\$
<input type="checkbox"/> Contractual				\$
<input type="checkbox"/> Consumables				\$
Travel if Required				
_____ Total People Traveling				\$
<input type="checkbox"/> Air Fare per person				\$
<input type="checkbox"/> Hotel per person				\$
<input type="checkbox"/> Car Rental per car				\$
<input type="checkbox"/> Per Diem per person				\$
<input type="checkbox"/> Course Fee per person				\$
<input type="checkbox"/> Add. Travel Expenses (Baggage, Parking, etc. – total)				\$
<input type="checkbox"/> Other: (specify: _____)				\$
<input type="checkbox"/> Other: (specify: _____)				\$
<input type="checkbox"/> Income from UTNG / SUSAR / TF	Per Person \$			\$
			Total Course or Training Expenses:	