ATSJ-TE                                                                    30 April 2025


MEMORANDUM FOR Advanced Police Administration Course (APAC) Mobile Training Team (MTT) Hosting Unit

SUBJECT: APAC MTT Requests and Hosting Unit Responsibilities


1.  PURPOSE: Identify APAC requirements, how to request an APAC MTT, hosting unit responsibilities, and due outs.

2.  Class Size requirements:

    a.  Minimum: 20

    b.  Optimum: 28

    c.  Maximum: 36

3.  Training Facility requirements:

    a.  Computer classroom with student computers (1:1 CPU to Student ratio preferred, 1:2 ratio allowed with prior approval), instructor computer (or) AUDS ethernet connection for instructor laptop, and projector(s).

    b.  Additional seats can be filled with students utilizing a government laptop connected to Wi-Fi via hotspots/pucks provided by the hosting organization.  If hotspots are used, 1:4 Wi-Fi to GOV laptop ratio is required.

    c.  Student computers must be CAC-enabled with internet access, Microsoft Excel, and Adobe Acrobat.  If any local network setup is required, provide students and instructors with requirements and submission details in a timely manner prior to class start date.

4.  How to request an APAC MTT:

    a.  Review the available dates on the APAC MTT Availability attachment, on our website https://home.army.mil/wood/index.php/units-tenants/USAMPS/MPOrganizations/directorate-training-education/behavioral-sciences-education-and-training-division/apac for the most up-to-date availabilities, or through an

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ATRRS course catalog search using School Code 191 and Course Number 7H-F81/830-F35 (RF) (MC).

    b.  Once an available class is identified, submit a memorandum (example provided) with your requested dates and a hosting unit POC identified to the USAMPS ALERTS mailbox at [usarmy.leonardwood.mp-schl.mbx.alerts@army.mil](mailto:usarmy.leonardwood.mp-schl.mbx.alerts@army.mil).

    c.  CONUS requests should be submitted with a minimum 60-day lead time and OCONUS requests with a minimum 90-day lead time.

5.  Hosting Unit responsibilities:

    a.  T-90 days (or sooner):

        1)  Provide the hosting unit point of contact (POC).

        2)  Coordinate training facility and provide building name, address, and room number once locked in.

    b.  T-60 days (or sooner): Provide the first draft of the student roster to the APAC Manager with at least the minimum student load requirements met.

    **NOTE:** If the minimum student load is not met by this date, the MTT class is not guaranteed to be provided at the hosting unit location and can be cancelled by USAMPS leadership due to minimum student load requirements.  Late additions and/or drops may occur, but we expect the hosting unit to maintain the minimum load to the best of their ability after this date.

    c.  T-45 days (or sooner): Coordinate with and schedule local SJA/Legal and FAP guest speakers.

        1)  The SJA/Legal block of instruction is on Day 1 from 1000-1130hrs.

        2)  The FAP block of instruction is on Day 5 from 0730-0930hrs.

        3)  Alterations to the class schedule to fit the guest speakers' work schedule will be addressed if needed.

        4)  Once guest speakers have been identified and scheduled, please provide their contact information so slide decks can be shared and reworked to fit local installation needs.

    d.  T-30 days: Provide complete student datasheets and the final student roster to the APAC Manager with at least the minimum student load requirements met.

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    **NOTE:** If the minimum student load is not met by this date, the MTT class will be cancelled.  Alterations should not occur after this date, but we understand that emergency situations are possible.  Please contact the APAC Manager ASAP if any issues arise after this date.  Students added after this date may not receive a graduation certificate onsite but one will be mailed to them afterwards.

    e.   T-21 days: Provide a hosting unit Letter of Instruction (LOI) or welcome letter to all registered students and the instructors.  Two (1 & 2) example LOI/welcome letters are provided within this document.

    f.   T-0 days: Primary or alternate POC must be present in the classroom on Day 1 from 0730-1030 for any local or student assistance, if needed.  On-call availability is requested during the remainder of the week in case of emergency or further assistance.

6.   Student travel is no longer funded through APAC from FY26 onwards due to consolidation efforts and is the responsibility of the student's unit/organization.

7.   The POC for this memorandum is the undersigned at (573) 563-3031 or email at bradley.d.colgan.civ@army.mil.


                        BRADLEY D. COLGAN
                        DAC, USA
                        APAC Manager