

MEMORANDUM FOR REQUESTING OFF-SITE JALIS TRAINING

SUBJECT: Jalis Off-Site Training Requirements

1. To request Joint Air Logistics Information System (JALIS) training at your location; contact the Operational Support Airlift Agency's (OSAA) Programs & Analysis Branch at DSN 656-7205/7087 or Commercial (703) 806-7205/7087 and express that you have a request for off-site Jalis training.
2. Your organization is responsible for paying the cost of TDY (temporary duty) of the instructor. The cost usually includes airline ticket cost, lodging, per diem, rental car, parking and any other incidentals associated with the cost of TDY. This could be a cost savings decision, since it costs less for one instructor to travel to your location, versus sending several of your personnel to OSAA.
3. Once coordination has been made between the organization requesting training and the OSAA Programs & Analysis Branch, the organization requesting training should contact the OSAA Budget Office at DSN 656-7587/7588. Your organization will be told to MIPR the funds to the OSAA Budget Office at Ft. Belvoir, VA via FAX DSN 656-7109 or Commercial (703) 806-7109. Communication between the organization requesting training and the OSAA Programs & Analysis Branch is essential to ensure everything required is accomplished in a timely manner.
4. Please contact the OSAA Programs & Analysis Branch if you have questions pertaining to this memorandum at DSN 656-7205/7087 or Com (703) 806-7205/7087.

//s//

JOHN TILLEY
Traffic Management Specialist
Programs and Analysis Branch