

Step 1: FORSCOM, G3 identifies and notifies the unit deploying. The Deployment Order (DEPOD) includes what equipment is required at the deployed location. It may also address the required training for supporting the on-hand equipment at their 'Deployed' duty assignment.

Step 2: The Deploying Unit identifies the required training requirements which include the Computed Tomography (CT). The Deploying Unit contacts the deployed organization/unit in theater to seek assistance and information in determining all training requirements.

Step 3: If CT training is required the Deploying Unit selects and submits the name of the Soldiers attending the OEM training to FORMSCOM for validation. FORSCOM representative can be reached at 910-570-6459.

Step 4: FORSCOM validates equipment request and sends an approval/disapproval memo back to the requesting unit.

Step 5: The deploying Unit submits the required contract documents to their local/installation contract agency. All contract documents, i.e., Justification, MIPR form 448, DD Form 1348-6,

Step 6: The Deploying Unit Contracting Agency processes the requested contract and sends to DLA Troop Support.

Step 7: DLA Troop Support processes the contract documents and notifies the Deploying Unit's contracting agency when contract has been awarded. This process may take up to 45 days to complete.

Step 8: The Deploying Unit's contracting office notifies Deploying Unit when contract has been awarded.

Step 9: The Soldier/Technician attends the OEM training; ensure to bring a copy of the approved contract/document, and present it to the OEM training representative. The Soldier/Technician sends MEDCOM SGM a copy of the completed training certificate.

Step 10: The OEM prepares a DD Form 250 after training course has been successfully completed by a Soldier and sends to DLA Troop Support/Unit for payment.

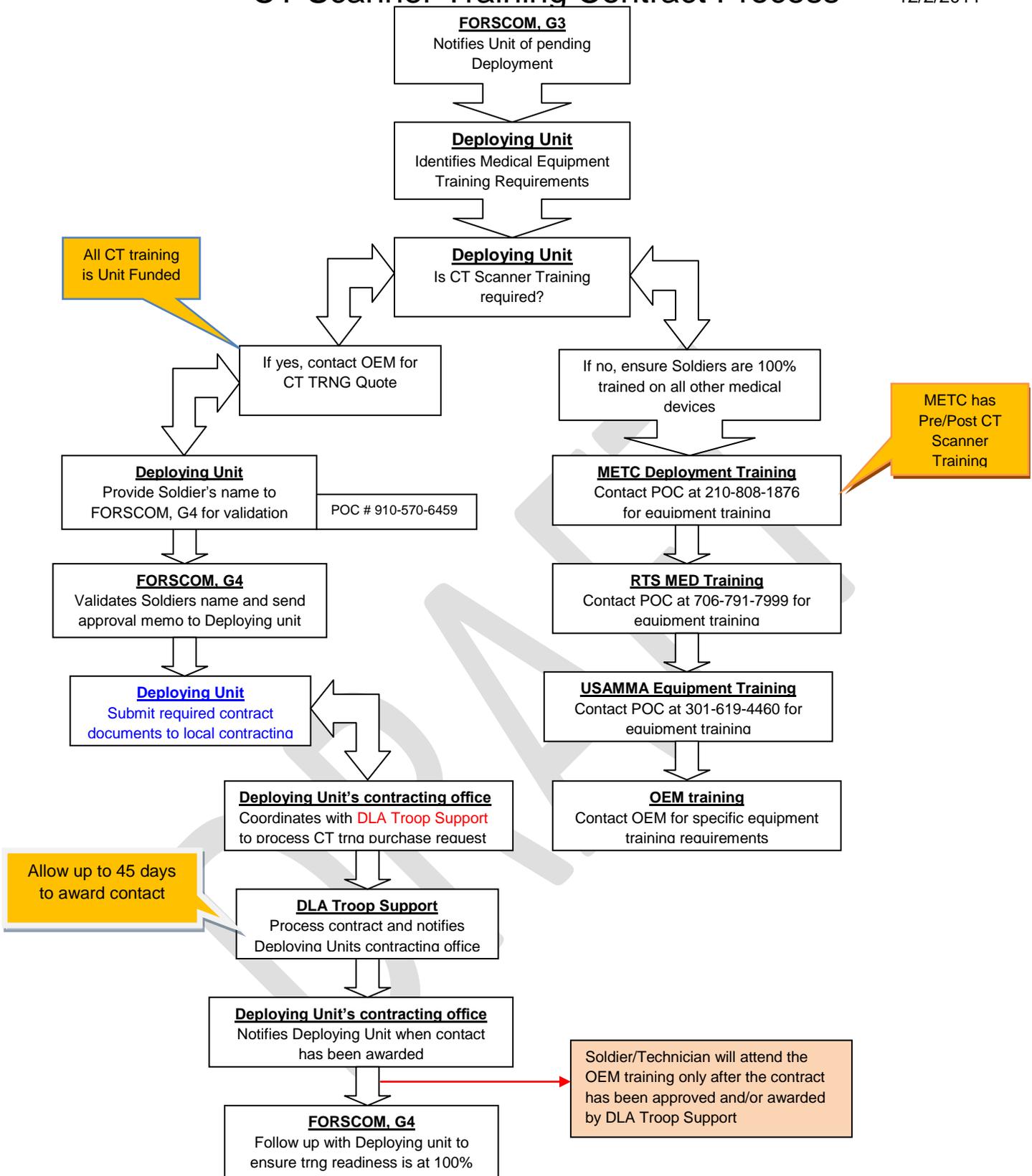
Step 11: FORSCOM follows- up with the Deploying Unit to ensure training has been completed.

## Notes:

- Deploying Units paying for CT training with a credit card will follow steps 1-4 and steps 9 & 10. The Deploying Unit's will process credit card transaction using units/installation funds.
- The National Maintenance Program (NMP) will post training requirements on its WEB Site at <http://www.usamma.army.mil/assets/docs/CT%20Training%20Overview.pdf>. For further information email NMP at [usammanmp@amedd.army.mil](mailto:usammanmp@amedd.army.mil) or call 301-619-4460/2908
- Deploying units can coordinate with Medical Education and Training Center (METC) for additional deployment training. Upon successfully completion of CT training, a 670A/68A can return to METC to set-up the CT-Scanner at Fort Sam Houston, building 899 and perform all the required functionality tests. Deploying units must coordinate with METC for this training.

# CT Scanner Training Contract Process

12/2/2011



- It is the Deploying Unit's responsibility to ensure training requirements are meet/completed prior to deployment
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