



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

01 May 2026

**MEMORANDUM FOR 81 TRSS/TSFD**

**FROM:** 81 TRSS/TSF Flight Chief

**SUBJECT:** Policy for ELITE Mobile Training Team Course (E7AATTXXXX 0B4A)

**1. Purpose.** This policy establishes the student requirements, financial responsibilities, and cancellation policies for the 81st Training Support Squadron (TRSS) Faculty Development Flight regarding the ELITE Mobile Training Team (MTT) Course (E7AATTXXXX 0B4A).

**2. Student Requirements.** All ELITE MTT classes require a minimum of eight (8) students to conduct a class. The maximum capacity for a single course is twelve (12) students. Classes failing to meet the minimum student standards within 1 week of class start will be cancelled by the 81 TRSS Instructor Supervisor. Exception to this policy will be at the determination of the TSF Flight Chief and on an individual basis.

**3. Funding and Approval.** The costs associated with conducting the ELITE MTT will be covered by the 81 TRSS Faculty Development Flight. This funding is contingent upon confirmation that the minimum class size has been met and requires final approval from the ELITE Instructor Supervisor prior to execution. If the minimum requirement of eight (8) students is not present for the training at the start of the class, the requesting unit will be solely responsible for reimbursing all associated course TDY costs incurred by the instructor. All ELITE MTTs must be approved by the ELITE Instructor Supervisor prior to scheduling. ELITE MTTs will not be scheduled without a signed MOU and the ELITE Instructor Supervisor's approval.

**5. Cancellation Policy.** Either party may cancel the MTT up to 1 week prior to class start for any reason. Written cancellation with explanation must be sent via email to both parties NLT 1 week prior to class scheduled start date.

**6. Point of Contact.** My POC for the ELITE MTT is Mr. Brian Johns, ELITE Instructor Supervisor. He can be reached via commercial at 228-377-0991, DSN at 594-0991, or via email at [brian.johns.2@us.af.mil](mailto:brian.johns.2@us.af.mil).

TRACEY A. HUMAN. Ed. D., GS13, USAF  
Chief, Faculty Development, 81 Training  
Support Squadron

Attachment:  
Memorandum of Understanding, ELITE MTT, 1 May 2026



## DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

Attachment

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MEMORANDUM FOR 81 TRSS/TSF

**FROM:** [Requesting Unit Name Office Symbol]

**SUBJECT:** Memorandum of Understanding for ELITE Mobile Training Team (MTT) Course (E7AATTXXXX 0B4A)

- 1. Purpose.** This Memorandum of Understanding (MOU) establishes the student requirements, financial responsibilities, and cancellation policies between the 81st Training Support Squadron (TRSS) Faculty Development Flight and [Requesting Unit Name] for the execution of the ELITE Mobile Training Team (MTT) Course (E7AATTXXXX 0B4A).
- 2. Student Requirements.** To ensure the effectiveness and practical application of the training, the 81st TRSS Faculty Development Flight requires a minimum of eight (8) students to conduct an ELITE MTT. The maximum capacity for a single course iteration is limited to twelve (12) students.
- 3. Funding and Approval.** The costs associated with conducting the ELITE MTT will be covered by the 81 TRSS Faculty Development Flight. This funding is contingent upon confirmation that the minimum class size has been met and requires final approval from the ELITE Instructor Supervisor prior to execution. Upon instructor's arrival, a final student count will be assessed. If the minimum requirement of eight (8) students is not present for the training, [Requesting Unit Name] will become responsible for reimbursing the 81 TRSS/TSF all associated course TDY costs incurred. ELITE MTT classes will not be scheduled without a signed MOU.
- 5. Cancellation Policy.** The 81st TRSS Faculty Development Flight reserves the right to cancel the ELITE MTT if the assigned instructor, in coordination with the ELITE Instructor Supervisor, deems there are not enough students present to effectively conduct the training.
- 6. Point of Contact.** Send completed MOUs or questions to Mr. Brian Johns, ELITE Instructor Supervisor via commercial at 228-377-0991, DSN at 594-0991, or via email at [brian.johns.2@us.af.mil](mailto:brian.johns.2@us.af.mil).
- 7. Acknowledgement.** By signing this MOU, the hosting unit agrees to all 81 TRSS/TSF requirements, policies, and stipulations above.

[FIRST M. LAST, Rank, USAF]  
[Title / Commander]  
[Requesting Unit]