



**TEXAS MILITARY FORCES**  
**JOINT FORCE HEADQUARTERS**  
**TEXAS MILITARY DEPARTMENT**  
**POST OFFICE BOX 5218**  
**AUSTIN, TX 78763-5218**  
**512-782-500**

**NGTX-HHD-Z**

**Date:** \_\_\_\_\_

MEMORANDUM FOR CDR, JFTX- (-), P.O. Box 5218, Austin, TX 78763-5218

SUBJECT: Input for Scheduled Training Plan

1. Reference:

a. JFHQ's multiple unit training schedule for: circle appropriate month and dates

FY15			FY15/16		
Month	Dates	Main Emphasis	Month	Dates	Main Emphasis
**March	07, 08	Unit FMR	August	15, 16	Briefs/Evals/BRM PMI
**April	18, 19	TXMF Open House	September	12, 13	BRM WPNS QUAL
**May	16, 17	Semi-Annual APFT/ABCP	**October	17, 18	Annual APFT/Prep CLRT-X
**June	27, 28	Family Day	November	14, 15	EPS/4100's/Briefs
July	18, 19	WT&BD Training/Testing	**December	05, 06	Unit Holiday Event

\*\* Mandatory IDT- In order to Split Train it must be approved by your Supervisor /Directorate's Senior NCO/ Directorate

2. This is to advise that \_\_\_\_\_ will perform

(Rank, Name, Last4 & Section)

DUTY STATUS:  M-DAY  AGR  TECH

scheduled training away from JFHQ's during the above referenced training assembly(s)

3. (Individual) will perform training as follows:

a. Date(s) of training: \_\_\_\_\_ time from \_\_\_\_\_ hours to \_\_\_\_\_

b. Activity/Duty to perform: \_\_\_\_\_

c. Location where duty is performed: \_\_\_\_\_ uniform: \_\_\_\_\_

d. Remarks: \_\_\_\_\_

4. Recommend approval

**Supervisor**

**Directorate NCOIC**

**Directorate**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**ROBERT A. CEDERSTROM**  
**MAJ, LG, TXARNG**  
**Commander**