

## **FEDERAL LAW ENFORCEMENT TRAINING CENTERS CHELTENHAM, MARYLAND TRAINING AGREEMENT INSTRUCTION GUIDE**

Welcome to the Office of Cheltenham Operations (OCH). On behalf of the staff, your interest in training at this facility is genuinely appreciated. This guide is provided to assist your agency in quickly establishing training at the OCH.

The OCH Site Director is responsible for the administration of all agreements specific to the use of the OCH facility. Contact 301-868-5830 for additional guidance on the submission of training agreements. For your convenience, the Training Management Division will serve as the POC to initiate and resubmit all training documents.

The applicable documents must be completed by personnel authorized to execute such agreements. The electronic document templates are available on the website at:

<http://www.fletc.gov/about-fletc/locations/cheltenham/forms-and-documents>

Original documents must be signed in triplicate and submitted to the OCH Site Director. For convenience, the Cheltenham Training Management Division (CTM), Building 50 first floor, serves as a point of contact for general guidance and as a drop point for the submission of all required documents.

**Training Center Use Agreement (TCUA):** Submitted by signatory Partner Organizations (POs) of the FLETC with an established Memorandum of Agreement/Understanding and sub-offices of existing POs.

**Memorandum of Agreement (MOA):** Submitted by non-POs, to include Federal non-POs, state, local, regional, and other non-Federal organizations.

**Training Policy Summary:** Required for all agencies training at the OCH.

**Financial Obligation Documents:** For all agencies, prior to the start of training or services rendered at OCH, financial obligation documents must be provided. Contact the OCH Budget Office 301-868-2489 for guidance on the submission of financial documents. Examples include: purchase card authorizations, purchase orders, MIPRs, and reimbursable agreements.

**Hold Harmless Agreement:** Required for non-Federal agencies only.

### **Document Checklist**

#### Federal Partner Organizations of the FLETC

- Training Center Use Agreement (in triplicate)
- Training Policy Summary (in triplicate)
- Financial Obligation Documents

#### Federal Non-Partner Organizations

- Memorandum of Agreement (in triplicate)
- Training Policy Summary (in triplicate)
- Financial Obligation Documents

#### State, Local, Regional and Other Non-Federal Organizations

- Memorandum of Agreement (in triplicate)
- Training Policy Summary (in triplicate)
- Financial Obligation Documents
- Hold Harmless Agreement (in triplicate)