



MILITARY TRAINING NETWORK

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
4301 JONES BRIDGE ROAD  
BETHESDA, MARYLAND 20814-4712  
www.usuhs.mil



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MEMORANDUM FOR MILITARY TRAINING NETWORK PROGRAM  
DIRECTORS AND ADMINISTRATORS

SUBJECT: Controlled Teaching Materials

Wallet cards, test material and Military Training Network issued CD-ROM program disks are considered **controlled items**. Training Site (TS) program directors and administrators share responsibility for security and accountability of controlled items. Each site must have adequate secure storage space that only the program director and program administrator have access to. In addition:

- a. Upon receipt of an updated program disk any previous disk(s) are destroyed.
- b. Reproduction of examination material (both hardcopy and electronic) must be kept to an absolute minimum.
- c. Examination material is only given to students in a proctored environment and returned to the TS immediately.
- d. If a satellite location or instructor is issued controlled items, it is the TS's responsibility to ensure security and accountability.
- e. Damaged or voided cards must be destroyed or returned to the MTN. TSs must account for destroyed and returned cards on semi-annual and annual reports.
- f. Upon disaffiliation from MTN, all controlled materials must be accounted for and returned to the MTN.
- g. The MTN distributes controlled items by registered mail or Federal Express with package tracking. Sites that redistribute materials to satellite locations must use appropriate measures to account for delivery.

Report any occurrences of loss, theft or fraud to the MTN. The commander / commanding officer will be asked to conduct an investigation with the findings reported to the MTN. Questions may be directed to the MTN @ 301-295-0964

*Linda K. Hogan*

LINDA K. HOGAN  
Lt Col, USAF, NC, CFN  
Director, Military Training Network