

**IRRC Targeted Response to ID&R**

**Interstate Coordination Request Form**

**\*\* When feasible, please submit request at least 60 days before the date that assistance is needed in**

 **order to allow time for planning and coordination. The fulfillment of requests submitted after this**

 **timeframe will be dependent upon availability of recruiters and resources.**

**REQUESTING STATE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| State: |  |  |
| Date of Request: |  |
| State MEP Director: |  |  |  |
| ID&R Coordinator: |  |  |  |
| Request Submitted By: |  |  |  |
| Designee for Coordination of TRI Activities: |  |  |  |

**Targeted Response Team Assistance for:**

|  |  |
| --- | --- |
|  | Training |
|  | Recruitment Assistance |
|  | Quality Control |
|  | Triannual Independent Re-Interviews [Deadline for Completion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] |
|  | Other [Please state nature of activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] |

Time frame for Requested Assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Targeted Response Team Members Requested (If Known):

**Please provide a brief description of the proposed activity (including geographic location):**

**TRI Activity Logistic Responsibilities**

The financial responsibility for each of the following shall be borne by:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Receiving State | Sending State | IRRC Support Requested\* |
| Staff/Recruiter Time/Salary |  |  |  |
| Lodging |  |  |  |
| Meals |  |  |  |
| Ground Transportation |  |  |  |
| Airfare |  |  |  |
| Other Transportation |  |  |  |

*\*Subject to approval of IRRC Director*

For the sake of equity, if a requesting state has received TRI support previously, or is requesting multiple TRI visits in the same year, the requesting state will more than likely be asked to bear the expenses assciated with the TRI activity, excepting visiting recruiters’ salaries.

If the receiving state is willing to assume the responsibility for paying the salaries of any sending state personnel, please provide a description of the proposed payment arrangement and schedule in the box below [Suggested: Utilize Federal per diem and mileage guidelines]: