



To help make it easier to attend CASO, we've created a template to assist you in providing justification to your organization for attending the course.

Subject: Request to Attend CASO Open Enrollment Training

Dear **[Insert Name Here]**,

CASO Open Enrollment Training courses take place several times a year in the National Capital Region. The course offers two weeks of instruction on commercial best practices for understanding and exploiting the publicly available information (PAI) domain with advanced and safe research techniques.

CASO is developed and taught by BlackHorse subject matter experts who have over 200 years of combined experience conducting digital research and analysis for operations and intelligence missions. The CASO curriculum is uniquely designed to address the challenges of today's real-time data environment and iteratively developed over years based on lessons learned from more than 2,500 graduates. I would like to request approval to attend CASO as I believe it will help me further develop my knowledge base around the most cutting-edge PAI research strategies which will enable us to stay ahead of events, individuals and organizations that inform the decisions we make around **[insert your organization's mission/goal/objective here]**. CASO will deliver the technology and tools training required for our organization and will also focus on using creative and critical thinking for research; using a tools-incorporated but agnostic approach with a flexible framework and methodology that is driven by and centered around solving real-world problems. Simply put, this training course will significantly improve my work product and analytical or operational digital products and outputs.

If I attend, here is just a sample of what I will get out of the course:

- Top researchers and analysts will provide practical instruction on commercial best practices in research and analysis, and how we can employ those practices in our own environment.
- Open Enrollment courses bring together students from a wide variety of organizations, enabling me to talk with other professionals facing similar challenges in a safe, closed-room setting.
- Live demonstrations and hands-on exercises will enable me to practice and learn in a controlled training and technology environment.
- Training at the speed of technology – learning how to apply new skills and techniques with real-time and relevant data.
- Technology and tool-delivered expertise so I can not only achieve a technology training, but also diversify my ability to apply various capabilities with multiple data-sets.

What makes CASO particularly appealing to me as a(n) **[insert your role here]** is the cutting-edge technologies provided, combined with a proven method for undertaking digital exploitation and analysis for our mission. This multi-faceted training approach will make the most efficient use of our time and efforts.



2020 CASO Training Dates:

- Feb 24 - Mar 6, 2020 (Herndon, VA)
- May 4 – 15, 2020 (Herndon, VA)
- June 8 - 19, 2020 (Fayetteville, NC)
- Aug 3 – 14, 2020 (Herndon, VA)
- Aug 24 - Sep 4, 2020 (Fayetteville, NC)
- Oct 26 - Nov 6, 2020 (Fayetteville, NC)
- Nov 30 – Dec 11, 2020 (Herndon, VA)

Costs:

The approximate investment for my attendance is as follows:

- Travel (Flight or Car): [enter amount here]
- Accommodations: [enter amount here]
- [Contact bhinfo@blackhorsesolutions.com for course registration fees]
- TOTAL COST TO ATTEND: [enter amount here]

Our ROI:

I believe the knowledge I bring back from CASO can help me enhance my analytical skills to provide active support for organizational requirements and produce more effective operational, intelligence and analytical findings that provide meaningful and actionable insights for our team. CASO is the best in class training solution, specifically designed to address the challenges of today's dynamic data environments. I believe that the cost of attendance is very competitive with other comparable training courses and when combined with the focus on our mission, my attendance at CASO would serve our team well to achieve [insert your organization's mission/goal/objective here]. I am requesting to attend the CASO course that runs from [insert dates here]. Seats fill up quickly, so I appreciate a quick response. Thank you for your consideration.

[Your Name]