

# Computer Training Section Memorandum for Training<sup>(revision 9-03)</sup>

To: Training Coordinator, G-6 (Comm Elec Div), ISMO, MCB Quantico

From: \_\_\_\_\_

Subject: Computer Training Request

Please submit this form to G-6 Computer Learning Lab, Attention Training Coordinator, located in Trailer #5. We are located off Dunlap Ave. on Damato St. - in the trailer park in front of Diamond Hall. *PLEASE ensure that all prerequisites are met prior to requesting any class seat. All classes are conducted at the same location. No funds are currently required to attend any of the classes, but PLEASE limit enrollment to a maximum of 3 classes per individual per quarter. Classes are currently limited to military and civilian employees only.*

Applicant's Name: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_

Work section: \_\_\_\_\_ Division: \_\_\_\_\_

Phone: \_\_\_\_\_ Guard Mail Code: \_\_\_\_\_

Class: \_\_\_\_\_ Class date(s): \_\_\_\_\_

Supervisor's Approval: (Please print: Rank, First Name, Last Name)

I, \_\_\_\_\_, agree to release the above applicant from his/her normal duties to attend the class on the date(s) listed above and will inform this person that this requested training will be the person's appointed place of duty. I understand that when a seat is reserved and the student cannot attend class - *for any reason* - I must inform the Training Coordinator at X2090. If possible, I will provide a substitute student. Otherwise, the seat will be given to the first available student on stand-by status.

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

***Please note the following important information before registering!***

1. When the status column is marked "FULL" on the web site, this means that all seats have already been filled. *Please do not submit requests for classes where the status indicates that the class is already full.*
2. You need a working knowledge of Windows to attend the Microsoft Office classes. We offer self-paced Windows training in our Computer Learning Lab, trailer #6.
4. Classes begin at 0800. If a student is not in class by this time to claim the reserved seat, *the seat will be given to the first stand-by student.*
5. Supervisors, due to limited class seating availability, please consider our self-paced training alternatives for personnel with less than 3 months left on station.

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THIS AREA IS TO BE FILLED IN ONLY BY THE TRAINING SECTION STAFF

**DATE RECEIVED BY TRAINING:** \_\_\_\_\_ **INITIALS** \_\_\_\_\_

Revision 9-03 - Previous versions obsolete.