



Briefing Request Form

Education Centers can provide briefings to soldiers at their local organization or through MS Teams. We will provide a general overview of state military education opportunities or will tailor the briefing to the special interests of the group. **Briefing requests must be received at least 14 days in advance to be considered. Please fill in all required information and return via email to ng.nc.ncarng.mbx.nctap@army.mil with subject: "Unit Name" Briefing request.**

Complete all sections and check all blocks that apply

Requestor(POC)			
Phone #			
Email			
Date Requested		Alternate Date:	
Time		In-Person or MS Teams:	
Location			
Estimated # of Attendees		Schools	Soldiers
Special Interests	State Tuition Assistance (NCTAP)		Other

This section will be completed and returned by the education office. Please save as it will serve as confirmation of staff attendance.

Date received:	Accepted Date:
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Staff to Attend:

Staff Contact Number:

Rejected :