



# NCTAP Briefing Request Form

Education Centers can provide briefings to soldiers at their local organizing or through MS Teams. We will provide a general overview of NCTAP opportunities **ONLY** and will tailor the briefing to the special interests of the group, including air guard. Briefing requests must be received at least 14 days in advance to be considered. Please fill in all required information and return via email. Email found below. [ng.nc.ncarng.mbx.nctap@army.mil](mailto:ng.nc.ncarng.mbx.nctap@army.mil) Please put in subject line: "Unit Name" Briefing request

Complete all sections and check all blocks that apply

Requester (POC)					
Phone #					
Email					
Date Requested		Alternate Date:			
Time		In-Person or MS Teams:			
Location					
Estimated # of Attendees		Recruiters	Students	Air guard	Other

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

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Date received:

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Accepted Date:

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Notes :