



FORT BLISS EDUCATION CENTER

Request for Briefing

Thank you for reaching out to the Fort Bliss Education Center. Please complete request form in its entirety at least two weeks in advance, and submit to the Fort Bliss Army Continuing Education Center at: evelyn.d.foster4.civ@army.mil

CONTACT INFORMATION

Date of Request:

Rank & Name:

Department/Unit:

Email Address:

Duty Phone:

Alternate Phone:

BRIEFING INFORMATION

Preferred Date:

Start Time:

End Time:

Alternate Date:

Start Time:

End Time:

LOCATION

**You will be responsible for reserving space for the presentation.*

BLDG:

Room #:

Street Address:

PARTICIPANT INFORMATION

Number of Participants:

TOPICS

What topics would you like ACES counselor to discuss (i.e. TA, testing, GI Bill, etc.)?

COMMANDER APPROVAL

I recommend approval for briefing and will ensure Soldiers attend at prescribed place and time.

Rank/Printed Name

Signature

Date