




CLASSROOM RESERVATION REQUEST

Brianne [Preiss] Singletary: Digital Training Facility Manager
 Digital Training Facility – Camp Parks, CA.
 Phone: _____ Email brianne.singletary.ctr@mail.mil

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|--|---|--|----------------------|----------------|
| Date of Request: | Person Requesting Classroom: | Organization: | Phone #: | |
| | | | | |
| Fax#: | | Requested Date: (Primary) | Hrs From: | Hrs To: |
| | → | | | |
| # of Students: | Course Name: | | | |
| | | | | |
| | Proponent School: | Proponent POC: | Organization: | |
| | | | | |
| Type of Training: | | | | |
| <input type="checkbox"/> Distance Learning (VTT) Requires scheduling with NCC. If off-net sites are joining in, an off-net request must be submitted to PM DLS 5 days prior to scheduled start time. | <input type="checkbox"/> Individual Multimedia Instruction (IMI) If course requires the use of workstation computers then a Student Account must be created for each individual. | <input type="checkbox"/> Resident Instruction Will only be scheduled if classrooms are not being used for VTT or IMI instruction | | |
| <i>In accordance with the Distributed Learning System (DLS) policies, Distance Learning via VTT has authority over IMI and Resident training. If a classroom is scheduled, every attempt will be made to grant the requestors request.</i> | | | | |
| DTFM Use Only | | | | |
| DTF Assigned: | DTFM Signature | | Date Signed | |
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