

NON-NGA STUDENT TRAINING REQUEST FORM

PERSONAL DATA: PRIVACY ACT STATEMENT OF 1974

The Privacy Act of 1974, 5 U.S.C. 552a, provides protection to individuals by ensuring that personal information collected by federal agencies is limited to that which is legally authorized and necessary and is maintained in a manner which precludes unwarranted intrusions upon individual privacy.
 AUTHORITY: 10 U.S.C.; DoDD 5105.60; DoDD 5143.01; DoDI 3305.02; DoDI 3305.10; DoDM 3305.10; "Defense Training Records, DoD 0005," 85 FR 84316.
 PRINCIPAL PURPOSES: The National Geospatial-Intelligence College (NGC), a part of the National Geospatial-Intelligence Agency (NGA), requires the information collected on this form to create student records in NGA's Human Resources Information System and grant system access to support NGA and DoD training.
 ROUTINE USES: Upon inclusion in NGA systems, NGC uses the information to support training, professional development, and employment purposes; to track individual training and professional development, including enrollment, participation and completion information; and class schedules, programs, and instructors; to track training and professional development trends and needs, testing and examination materials, credentialing, and assessments of professional competencies and training efficacy; to determine eligibility for enrollment/attendance; to facilitate the compilation of statistical information about training; and to fulfill regulatory requirements to report civilian employee training.
 DISCLOSURE: Voluntary; however, failure to provide any or all of the requested information may result in an inability to create a student record and to access NGC trainings.

INSTRUCTIONS:

- NGA employees, civilian, assigned military members, and contractors should not use this form to request enrollment in NGC courses or for an Unclassified Blackboard account.
- Items marked with a * are required.
- Forms are only accepted from a business email address and must be encrypted.
- U.S. students may call the NGC Registrar to provide SSN, unclassified 571-558-2968 or secure 579-2968.
- Submit completed forms to the NGC Registrars at NGCRegistrarNonNGAEnroll@nga.mil and NGCRegistrar@nga.mil. Customers may also submit completed forms to their local NGA Extended Learning Site Manager.

SECTION A: STUDENT INFORMATION

1.*FIRST, MIDDLE, LAST NAME		2. *STUDENT CATEGORY		3. *SSN (U.S. ONLY)		4. *UNCLASSIFIED EMAIL ADDRESS	
5. *REQUESTOR		6. MILITARY BRANCH		7. CIVILIAN PAY GRADE		8. CLASSIFIED EMAIL ADDRESS	
9. *SERVICE REQUESTED		10. MILITARY PAY GRADE		11. AGENCY		12. *UNCLASSIFIED PHONE	
13. COMMON ACCESS CARD		14. MILITARY RANK		15. CONTRACTOR COMPANY (attach COR Authorization form)		16. CLASSIFIED PHONE	
17. 10-DIGIT DOD ID NUMBER (CAC Holders Only)		18. MILITARY COMMAND		19. *CITIZENSHIP (COUNTRY)			

SECTION B: SUPERVISOR/TRAINING COORDINATOR INFORMATION

SECTION C: COURSE INFORMATION

20. *FIRST, MIDDLE, LAST NAME		22. *UNCLASSIFIED PHONE		25. *COURSE TITLE		27. *COURSE START DATE	
21. *UNCLASSIFIED EMAIL ADDRESS		23. CLASSIFIED PHONE		26. COURSE ID		28. *COURSE END DATE	
24. CLASSIFIED EMAIL ADDRESS				29. *COURSE LOCATION			

SECTION D: UNCLASSIFIED REQUESTOR COMMENTS

SECTION E: NGC USE USE ONLY

NGC REGISTRAR	NGC LEARNING TECHNOLOGY	
30. ASSIGNED POI ID	33. BLACKBOARD ACCOUNT CREATED	36. REQUESTOR EMAIL SENT
31. PROCESSED BY	34. DATE BLACKBOARD ACCOUNT CREATED	37. ID.ME USER
32. DATE PROCESSED	35. ASSIGNED BLACKBOARD USERNAME	38. ID.ME USERNAME

39. UNCLASSIFIED NGC COMMENTS