

# UNITED STATES MILITARY ACADEMY ON-SITE TRAINING REQUEST FORM

This form is a local substitute for DD Form 1556, Request for Training, and may be used when requesting a space in a USMA-sponsored, on-site training course ONLY when the training is at no cost to requesting organization and is less than 80 hours in length. (For requests for off-site training from government or non-government sources or for on-site training of more than 80 hours, you must submit a fully-completed DD Form 1556). Please forward completed form through your activity training coordinator to CPO, T&P.

COURSE TITLE \_\_\_\_\_

DATE(S) OF TRAINING \_\_\_\_\_

NAME \_\_\_\_\_

(Please type or print legibly)

SSN \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

ARE YOU A SUPERVISOR?     YES     NO

SERIES / GRADE \_\_\_\_\_

DO YOU REQUIRE SPECIAL ACCOMMODATION?     YES     NO  
(HANDICAP / DISABLED)

IF SO, INDICATE REQUIREMENTS \_\_\_\_\_

ORGANIZATION / ACTIVITY \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

(Please type or print legibly)

SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

FOR CPO USE --

REQUEST DISPOSITION:

\_\_\_\_\_ COMPLETED                  \_\_\_\_\_ INCOMPLETE

\_\_\_\_\_ CANCELLED                      \_\_\_\_\_ NO SHOW