

**Navy Supply Corps School  
Mobile Training Team (MTT) Request Form**

**PLEASE SAVE THIS BLANK FORM TO YOUR LOCAL COMPUTER, THEN COMPLETE AND EMAIL TO  
NSCS\_NWPT\_COURSEINFORMATION@NAVY.MIL**

**Requesting Command:**

**Command Address:**

**Command Point of Contact:**

Name:

Email:

Phone DSN:

Phone Commercial:

Fax:

Command UIC:

**Course Requested**

**Requested Dates** month/day/year i.e. Jun 2 2017 to Jun 13 2017 (start & end dates)

**Quota Control Point of Contact**

Name:

Email:

Telephone:

**Address For Book Shipment**

**Classroom Address**

**BOQ Telephone Number**

Phone

E-mail

**Classroom Facilities Available**

Number of seats with desks or tables: (25 minimum)

Overhead projector

Dry erase board (required for MTT)

Computers desks with Internet access

PowerPoint presentation projection capability

Television and VHS VCR

**Additional Comments**

**Privacy Act Advisory:**

The sole reason for requesting personal identifiable information (PII) is to allow you to provide feedback on training programs, request information regarding training programs, or request to attend a training course. PII provided by you will not be maintained in a system of records but will be used to respond to your inquiry or to provide you with the service associated with your request. Every effort will be made to protect your PII, including appropriate disposal, once action has been taken on your feedback/request.

Please also note that failure to provide certain PII, i.e., your contact information, may result in your request not being processed. However, you may also contact our command via telephone. Please see our site contacts page for details [here](#).

**Fraud, Waste and Abuse or Criminal Activity:**

If your e-mail message relates to fraud, waste, and abuse; criminal activity; or terrorism, your e-mail message will be forwarded to the appropriate officials for action.