**General Military Training (GMT) Request**

**\*Please, complete all sections below**

* **Submit this GMT request at least 7 business days prior to the event**
* **Include 2nd and 3rd Choice dates in the event that your 1st Choice is unavailable**
* **Send completed form to MFSCHAWAII@navy.mil** with **Subject Line** **GMT REQUEST**

|  |  |  |
| --- | --- | --- |
| **Training Type/Event Information** | | |
| **Training Name:** | | **Location of Training:** |
| **Date and time of the Training (include alternate dates):**  **1st Choice:**  **2nd Choice:**  **3rd Choice:** | | **Estimated Number of Attendees:** |
| **Preferred length of the training:** | | **Demographics (AD/DOD/CIV):** |
| **Contact Information** | **Additional Information** | |
| **Command/Unit Name:** | | **Is there media support available (i.e. computer, screen, and projector, sound)?** |
| **Command/Unit POC:** | | **Are there any other speakers/facilitators at your event?** |
| **POC Phone:** | | **Any additional information the facilitator should be made aware of (e.g. training in preparation for deployment, seasonal training, current trends within the command):** |
| **POC Email:** | |

**For further assistance, contact the Military and Family Support Center (MFSC) at**

**808-474-1999 or email us at MFSCHAWAII@navy.mil**

**Thank you!**

