

12 SERVICE BATTALION
REQUEST FOR TRAINING/EMPLOYMENT

A. Nominations must be submitted to the UTA at least 7 days prior to nomination date.

- a. Trg/Emp Requested: _____
- b. Message # _____ (Attach related message, if possible)
- c. Trg/Emp Dates: From _____ To _____ Loc _____
- d. Nomination Date _____ Date Submitted _____

B. Requesting Member Information

SN _____ Rank _____ Name _____

MOC _____ Present Appt/Emp _____

Secur Clr _____ Subunit _____

Signature _____ Phone # Home _____

Work _____

C. Completed By Subunit

Course Prerequisites met Yes _____ No _____

Trg/Emp Approved _____ Not Approved _____

If not approved by subunit provide justification:

D. Approval

1. Pl Comd/WO _____
2. CSM _____
3. OC _____
4. Adjt (Offrs)/RSM (NCMs) _____
5. DCO (Pte/WO) _____
6. CO (MWO & above) _____

E.I Action

Date received by UTA _____ Msg sent out _____
