



Training Support Center

Classroom Request

Fort Huachuca, Arizona

Estimated number of personnel: _____ Unit: _____ Requested Training Date(s): _____ Alternate Training Date(s): _____ Requested Time of Usage: _____	<h3 style="margin: 0;">TSC USE ONLY</h3> Date Request received by TSC: _____ Disapproved: _____ Approved for: _____ Certified By: _____
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Classroom Descriptions and Requirements

- The TSC Classroom will accommodate 36 personnel with chairs and desks, additional chairs can be added to accommodate a total limit of 45 personnel. The classroom has one computer connected to a projector, three flat screen TVs, computer monitor and sound system. The classroom also contains three walls of whiteboard space.
- The HEAT Classroom will accommodate 36 personnel with chairs and desks, additional chairs can be added to accommodate a total limit of 50 personnel. The classroom has one computer connected to a computer monitor, 70" flat screen TV and sound system.
- All users are responsible for cleaning the classrooms, white boards and taking trash out prior to departure and must be cleared by TSC personnel.
- Classroom computers are connected to the Fort Huachuca NIPR and users must have a Common Access Card (CAC) in order to log on to computers. For users that do not have Active Directory Accounts on Fort Huachuca, you must bring your own computer and you will be restricted to using the HEAT classroom only.
- Classrooms are available from 0700-1530 Mon-Fri, except for Federal Holidays. Unit may request after hour and weekend use, but must reimburse TSC personnel over time costs by MIPR (Coordination with the TSO is mandatory).
- Requestor must accept Outlook Calendar Invite in order to validate the approved appointment date and time.**

Requestor (Last, First MI)	Rank	Phone Number	E-mail Address	Digital Signature

Submit completed requests to:

usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil

In the event of electronic issues which prevent the form from being digitally signed and/or emailed to the TSC, forms may be hand signed and delivered to the TSC to ensure training is scheduled in a timely manner.

The commander acknowledges that the individual listed above is requesting classroom support from the Training Support Center. They further acknowledge that the users are responsible for cleaning the classroom prior to departing. The TSC must be notified 24 hours in advance of any cancellations. All units will be considered a No Call/No Show if they are more than fifteen (15) minutes late for their scheduled appointment unless prior notification has been provided. Otherwise, units will be required to reschedule their appointment for a later date. The commander also acknowledges that requestor must accept the TSC's Outlook Calendar Invite in order to validate the approved appointment date and time.

Commander (Last, First MI)	Rank	Phone Number	E-mail Address	Digital Signature