WORKFORCE DEVELOPMENT AND TRAINING CLASSROOM RESERVATION REQUEST

NAVPERSCOM 1500/4 (12-2010)

Supporting Directive COMNAVPERSCOMINST 5000.1
Article 0150-120

1. NAME (Room Must Be Reserved by Government Employee):	2. E-MAIL ADDRESS:

3. COMMAND/ORGANIZATION:	4. RESERVATION BEGINNING DATE:	5. RESERVATION ENDING DATE:

6. STARTING TIME:	7. ENDING TIME:	8. NUMBER OF ATTENDEES (Approximate):	9. WILL YOU NEED AN INTERPRETER: ☐ YES ☐ NO

10. PURPOSE:

11. COMMENTS:

12. THE ORGANIZATION REQUESTING THE CLASSROOM ***WILL*** BE RESPONSIBLE FOR THE FOLLOWING:

- ☐ **Room and equipment setup/ cleanup.** _____ Initials
- ☐ **Clean all tabletops.** _____ Initials
- ☐ **Clean whiteboard.** _____ Initials
- ☐ **Empty waste can and place outside of classroom.** _____ Initials
- ☐ **Vacuum floor (as required).** _____ Initials
- ☐ **Rearrangement of furniture. (Must be placed back into its original layout)** _____ Initials

13. WILL YOU NEED INTERNET ACCESS OR THE USE OF TRAINING (PERS-531) COMPUTERS? ☐ YES ☐ NO
(NOTE: Non-NMCI computers cannot be connected to jacks in the training spaces)
Use the Comment section if you need to add details.

14. ANSWER THE FOLLOWING QUESTIONS IF YOU ARE REQUESTING TO RESERVE ONE OF PERS-531'S COMPUTERS.

What is the name and version of your software? _____

Is this version currently running on NMCI? ☐ YES ☐ NO Has it been approved by NMCI? ☐ YES ☐ NO

What are the system requirements for the software? Operating System: _____

Processing Speed: _____ Memory: _____

Is network connectivity required? ☐ YES ☐ NO

Will you need a printer? ☐ YES ☐ NO

Will this be recurring or is it one time (recurring needs to be added to the image)? ☐ Recurring ☐ One Time Only

Provide Details:.

NOTE: Computers in S209 and S207 are NMCI computers. Software must be NMCI approved. The computers do not have administrated rights; therefore, no applications can be downloaded onto them. A Move Add Change (MAC) request must be submitted to add any software application. MAC requests must be put in at least 3 weeks prior to the training in order to be processed.

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IF YOU NEED A TV/VCR CONTACT PERS-533 AT 874-4007. (IF YOU ARE NOT SURE HOW TO SET-UP / OPERATE THIS EQUIPMENT, HAVE PERS-533 DEMONSTRATE SET-UP / OPERATION PROCEDURES.)

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT BESSIE JOHNSON AT 874-2942 OR WANDA MEREDITH AT 874-4960.

15. SIGNATURE:	16. DATE:

FOR PERS-531 USE ONLY			
1. DATE:	2. DATE PROGRAM MANAGER NOTIFIED:	3. ROOM ASSIGNED:	4. E-MAIL REPLY SENT: ☐ YES ☐ NO
5. PERS-34 OR PERS-07 POC:		6. DATE ROOM SCHEDULED FOR INSTALLATION:	
7. DATE REQUEST TO HELP DESK FOR PC LAB INSTALL:	8. PERS-531 POC:		

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