



EDUCATION & INCENTIVES OFFICE REQUEST FOR BRIEFING

Requests for briefings should be submitted 3 weeks in advance to account for Education & Incentives scheduling requirements. Virtual webinar briefings are available via Microsoft Teams or Zoom. If you are seeking support for multiple events, please submit a request form for each individual event.

Commander or Event POC Name: _____ **Office Phone/Mobile Phone and Email Address:** _____

Briefing Request by Education, Incentives or Both:

On Site or Virtual Training:

If Virtual, Preferred Platform:

Date(s) and Time Requested:

Start Date: _____ **Start Time:** _____ **End Date:** _____ **End Time:** _____

Approximate Number of attendees: _____ **Additional time provided for Q&A:** _____

Description of Audience (Command Teams, Readiness/Training NCOs, Recruiters, RSP, Yellow Ribbon Event, Annual Training, Pre-Retirees):

Specific or Priority Topics e.g., Overview of Education Benefits, General Incentives, State and Federal Tuition Assistance, Credentialing Assistance, GI Bill, Incentives Processing

Location of Event (Name of building, full address, room number, etc):

Equipment Available at Briefing Site:

Projector	Projector Screen	Internet Access	Laptop/Computer
Access Login Required?		Microphone	

EMAIL COMPLETED FORM TO THE FOLLOWING:

Education Briefing: Mrs. Gonzalez, Education Branch Manager: yvette.e.gonzalez2.civ@army.mil

Incentives Briefing: Mr. Carl Moore, Incentives Branch Manager: carl.l.moore22.civ@army.mil

FOR E&I OFFICE USE ONLY:

Date Received:

Received by:

Staffed by: