

# **MDNG DISTANCE LEARNING LAB REQUEST FORM**

After completing this form, please email it to:  
[ng.md.mdarnng.mbx.dlc-scheduling@army.mil](mailto:ng.md.mdarnng.mbx.dlc-scheduling@army.mil)

Distance Learning Classroom reservations for training or computer access/use can also be completed online at:  
<https://rcas-customer-portal.rcas.us/sites/DLRST/Pages/Reservations.aspx>.

The Distance Learning staff will contact the point of contact on the form to finalize the request process.

## **UNIT/ORGANIZATION INFORMATION**

UNIT/ORGANIZATION NAME:

TYPE OF ORGANIZATION:

## **REQUEST POC INFORMATION**

NAME:

PHONE:

EMAIL:

## **Number of users:**

## **Date:**

Start time:

End time:

## **TRAINING DESCRIPTION (Brief but detailed description of training):**

## **CHOOSE REQUESTED SITE(S):**

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Annapolis       | <input type="checkbox"/> Edgewood Armory | <input type="checkbox"/> Laurel              | <input type="checkbox"/> Salisbury |
| <input type="checkbox"/> Baltimore (FRA) | <input type="checkbox"/> Hagerstown      | <input type="checkbox"/> Reisterstown (CFMR) |                                    |

Thank you for your usage request.

If you have any questions, concerns, or special needs during your useage, please add them to the body of the email or contact the Distance Learning labs ahead of time.

Primary: 1-443-525-8499