

# GGTC DOL FACILITY REQUEST FORM

BLDG 10528, E. 13th STREET & TROUPE AVENUE

FORT STEWART, GEORGIA 31314

678-569-9212/9253/9248

POC NAME: \_\_\_\_\_  
RANK/GRADE      LAST      FIRST

EMAIL: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_      MOBILE NUMBER: \_\_\_\_\_

UNIT OR AGENCY: \_\_\_\_\_

UNIT DODAAC: \_\_\_\_\_      UNIT UIC: \_\_\_\_\_

<u>COMPONENT</u>	<u>STATUS</u>	<u>PURPOSE OF THE REQUEST</u>
<input type="checkbox"/> USA	<input type="checkbox"/> NATIONAL GUARD	<input type="checkbox"/> DRILL/IDT
<input type="checkbox"/> USAF	<input type="checkbox"/> ACTIVE DUTY *	<input type="checkbox"/> ANNUAL TRAINING
<input type="checkbox"/> USN	<input type="checkbox"/> RESERVES *	<input type="checkbox"/> CLASS/WORKSHOP
<input type="checkbox"/> USMC	<input type="checkbox"/> LAW ENFORCEMENT *	<input type="checkbox"/> NEW EQUIPMENT TRAINING/FIELDING
<input type="checkbox"/> USCG	<input type="checkbox"/> CIVILIAN *	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> N/A	<input type="checkbox"/> OTHER * _____	

\*Non-National Guard units will be charged for reimbursable costs for usage of GGTC facilities through a WBS in GFEBs. Costs are based on duration of usage and type of facility(ies) requested.

ARRIVAL DATE: \_\_\_\_\_      DEPARTURE DATE: \_\_\_\_\_

TOTAL NUMBER OF PERSONNEL: \_\_\_\_\_      NUMBER OF FEMALE: \_\_\_\_\_  
(if requesting barracks and latrines)

## TYPE OF FACILITY REQUESTED

<input type="checkbox"/> OPEN BAY BARRACKS (40 Man)	<input type="checkbox"/> LATRINES	<input type="checkbox"/> BDE ADMIN FACILITY
<input type="checkbox"/> SENIOR ENL/OFF BARRACKS (22 Man)	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> BN ADMIN FACILITY
<input type="checkbox"/> DINING FACILITY	<input type="checkbox"/> DAYROOM	<input type="checkbox"/> CO ADMIN FACILITY
<input type="checkbox"/> LAUNDRY FACILITY	<input type="checkbox"/> COMPUTER LAB	<input type="checkbox"/> CONFERENCE ROOM
<input type="checkbox"/> EST2 WEAPON TRAINER	<input type="checkbox"/> SIPR ACCESS	<input type="checkbox"/> MOTOR POOL
<input type="checkbox"/> HEAT ROLL OVER TRAINER	<input type="checkbox"/> SMALL WASH RACK (2 ½ ton and below)*	
<input type="checkbox"/> TRAINING AREA A-19	<input type="checkbox"/> OTHER _____	

\*To schedule the Central Wash Facility, email the requested date and time to [ng.ga.gaarnng.list.ggtc-cwf@mail.mil](mailto:ng.ga.gaarnng.list.ggtc-cwf@mail.mil).

Requests should be made at least two weeks in advance. Email completed request form to: [ng.ga.gaarnng.list.ggtc-dol@mail.mil](mailto:ng.ga.gaarnng.list.ggtc-dol@mail.mil) Expect an email confirmation within one business day and your request completed within 4 business days. Military personnel requesting facilities will need a Signature Card (DA 1687) and Assumption of Command Orders. Cancellations should be made at least one week in advance or as soon as the facilities are no longer needed.