



Nutrition Class/In-Service Request Form

Please email completed forms to: judy.f.carter.civ@mail.mil
or bring to the Nutrition Clinic, 11C-50 during regular business hours
Office hours: Monday – Friday 0730-1600
Office closed for all Federal holidays



Date:

Requestor Name:

Unit/Department:

Email:

Phone Number:

Please note: 30 day advance notice is required to arrange scheduling

Date of class/in-service:

Time of class/in-service:

Address/Location and parking details:

Length of class/in-service: ☐ 30 minutes ☐ 60 minutes ☐ 90 minutes

Class/In-Service Topic (please select one of the following):

☐ General nutrition information

☐ Sports nutrition

☐ Role of the Registered Dietitian/Nutrition Care Division in patient care

☐ Fit for Performance: *A minimum of 10 participants are required. This class is required for Soldiers enrolled in the Army Body Composition Program. A calibrated scale must be available at the location of the class.*

☐ Other (please specify):



Additional notes/requests:

Estimated number of participants:

☐ Military

☐ Civilian

☐ Both

Technical support available (PowerPoint, computer, monitors): ☐ Yes ☐ No

This portion completed by NCD

Received by:

Date received:

Date/time class/in-service scheduled:

Assigned to:

