

RLSO Hawaii RTA Funding Request

Place Today's Date Here

Training Funding Request from: (Name:) _____

This form must be submitted in order to apply for RLSO Hawaii RTA funding for training courses, conferences, etc. Unfunded quotas are not automatically funded by the RTA. Please complete this form in its entirety and return it to the:

RLSO Hawaii Training Officer: LT Justin Pilling, justin.pilling@navy.mil; (808) 473-1383;

RLSO Hawaii Training Petty Officer: (vacant at the moment); or

Fax to: (808) 473-1397

→ Return this request **NLT 10 business days** before course application deadline.

→ *Note that if this funding request is approved, you will still be responsible for arranging your own travel and making your own lodging reservations.*

Requestor's Information (To be completed by individual requesting training)

Rank / Name: _____

Position / Command: _____

Courses attended while assigned to current billet:

- 1.
- 2.
- 3.

Similar Courses attended during last 3 years:

- 1.
- 2.

Does the requestor need the class for CLE requirements? Yes No

How does the requested course relate to current job?

Does the requested course provide professional development/career advancement? How?

Course Information

Name:

Course Dates:

Deadline for submission:

Amount funded by parent Command:

RLSO Hawaii RTA Funding Request

Training Costs (required):

1. Course fee: \$ _____
2. Travel Costs (Airfare): \$ _____ *must get quote from SATO
3. Lodging expenses: \$ _____
4. Per Diem : \$ _____
5. Misc. Total: \$ _____
6. Total Cost: \$ _____

Note: Rental car expenses not normally authorized. If you need one, please request in writing here and why. Approval has to come from the XO.

Approvals:

*** Department Head, DET OIC, or Senior SJA approval is required prior to submission to the RTA Training Officer:**

Dept. Head: _____ Approve _____ Disapprove _____

Comments:

OIC/ Senior SJA: _____ Approve _____ Disapprove _____

Comments:

*** Please forward training request to RTA Training Officer via email or fax.**

RTA Approval (to be completed by RLSO Budgeting Officer, TO, and XO):

Current RTA Budget: \$ _____

Expected Expenses: \$ _____

Number of Submissions for this Course: _____

Ranking: _____

RLSO RTA Training Officer recommendation: _____ Approve _____ Disapprove _____

Comments:

Final Authority:

RLSO XO: _____ Approve _____ Disapprove _____

Rental Car Authorized: YES/ NO