



NAVAL JUSTICE SCHOOL

Quota Submission Form

Do not use this form for Senior Leader Legal Course (SLLC), Legal Officer Course (LOC) or Legal Clerk Course (LCC), please use eNTRS.

Please return the completed quota submission form to NJS no later than 10 weeks before the course start date. Before e-mailing the completed form you must encrypt the PDF. To do so, on the top right of your screen click "Tools" then "Protection" then "Encrypt" then "Encrypt with password" then click "Require a password to open the document." Please create your own unique password to protect your data, and save your QSF with your last name and course name. Then send two e-mails to NJS-Registrar@njsonline.onmicrosoft.com, one with your password and one with the QSF attached. Upon successful submission of this form you will receive a confirmation e-mail acknowledging receipt. If you do not receive a confirmation e-mail please contact the registrar at 401-841-3800 extension 131. For questions please contact the NJS registrar at NJS-registrar@njsonline.onmicrosoft.com.

Course Name:

Course Start Date: Course Location:

Student's Name (Last, First MI): DOD ID:

Rank/Rate: SERVICE:

Student's Email (Military and Personal):

Student's Personal Phone Number:

Student's Command and Command mailing address:

City & State Traveling From: Regional Training Authority: (JAGC ONLY)

Current or Future Billet:

Justification for Quota:

Funded or Unfunded Seat: Funded Unfunded (Submission indicates your command has confirmed the willingness to fund your attendance to this training)

Supervisor (Rank, Name and phone number):

My Supervisor is aware and approves of this training request: Yes

Date of quota request:

PRIVACY ACT STATEMENT AUTHORITY: 5 U.S.C. 301 and E.O. 9397 **PRINCIPLE PURPOSE:** To determine student eligibility for desired courses of instruction, record course training demands, requirements, and achievements; respond to official inquiries and for other training administration and training purposes; **ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD pursuant to the DoD "Blanket Routine Uses" that appear at the beginning of the Navy's compilation of systems of records notices. **DISCLOSURE:** Is voluntary, however, failure to furnish the information requested may result in the denial of a course quota.