Naval Justice School

Quota Submission Form

Training Advisory # _____

Date of Request: _____

1. Course Name _____ Course Location _____
2. Regional Training Authority (RTA) attached to _____
3. Rate/Rank _____ Designator _____ Service _____
4. Last Name _____ First Name/MI _ Social Security Number (Full) _____ - _____ - _____
5. Command Name _____ Command Mailing Address _____ Command UIC _____
6. Phone Number Commercial _____ DSN _____
7. Fax Number Commercial _____ DSN _____
8. E-mail Address _____

9. Location – Traveling from _____ Departure Airport _____
10. Location – Traveling to _____ Arrival Airport _____
11. Date Travel Begins _____ Date Departing Course Locale _____
12. Round Trip Commercial Airfare cost for this trip (MUST obtain from SATO/Travel office) $_____
13. Mode of Travel: _____

Note: (a) Students MUST contact SATO/Travel office to obtain current airfare cost at the time of submission. Additionally, a copy of your itinerary must be submitted with this form. Incomplete submissions will be returned by NJS.

(b) For Army JAG School, Charlottesville, VA courses: Compare airfare and rental car costs for your location to Richmond, VA and your location to Washington, DC (Dulles and Reagan National airports). Select most cost effective location and rental car costs to Charlottesville, VA.

(c) For Air Force JAG School, Montgomery, AL courses: Compare airfare and rental car costs for your location to Atlanta, GA and your location to Birmingham, AL. Select the most cost effective location and rental car cost to Montgomery, AL.

16. Justification for Quota and/or Funding: _____

17. Remarks: _____

PRIVACY ACT STATEMENT

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

NJS-7004-09/07