



Quota Submission Form

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301 and E.O. 9397 (SSN)

PRINCIPLE PURPOSE: 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. 552(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.

Training Advisory #:

Date of Quota Request:

Course Name:

Course Location:

Regional Training Authority (RTA) attached to:

Rate/Rank/Corps:

Service:

Name (last/first/MI):

Command Name & Mailing Address:

Command UIC

Command Phone (COMM)

(DSN)

E-mail address:

Current Billet:

Current Billet Arrival Date:

Orders for New Billet

Yes or No

New Billet/Command and Expected PCS Date:

Last Time Attended Similar Training (course and date):

Justification for Quota (provide a specific, detailed explanation for how this course will assist with current or expected duties):

Requesting CMTF or RTA/Command Funds to Pay for Quota:

CMTF

RTA/Command Funds

If You are Requesting CMTF, Provide the Following Information:

Traveling From: _____ Departure Airport: _____

Traveling To: _____ Arrival Airport: _____

Date Travel Begins: _____ Date Departing Course: _____

Mode of Travel: _____ Roundtrip Airfare Cost: _____

Note: You MUST obtain roundtrip airfare estimate from your local SATO/CTO or use this link: <http://cpsearch.fas.gsa.gov/>

Note: (a) For Army JAG School, Charlottesville, VA courses: compare airfare and rental car costs from your originating location to Charlottesville, VA; your location to Richmond, VA; and your location to Washington, D.C. (Dulles and Reagan National airports, and select the most cost-effective location and rental car costs to Charlottesville, VA

(b) For Air Force JAG School, Montgomery, AL courses: compare airfare and rental car costs from your location to Atlanta, GA; and your location to Birmingham, AL, and select the most cost-effective location and rental car costs to Montgomery, AL.

*Personnel eligible for CMTF include all active-duty Navy judge advocates and Legalmen and all personnel (other than Reservists not mobilized or on ADSW orders) assigned to Navy commands to perform legal services under the cognizance and supervision of the JAG.