



# Naval Justice School

*This Form is not to be used for the LCC/LOC/SLLC. Use eNTRS!*

## Quota Submission Form

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](mailto:NJS-Registrar@njsonline.onmicrosoft.com), one with your password and one with the QSF attached. For questions please contact the NJS registrar at [NJS-Registrar@njsonline.onmicrosoft.com](mailto:NJS-Registrar@njsonline.onmicrosoft.com). 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.

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**Course Name:**

**Course Start Date:**

**Course Location:**

**Student's Name (Last, First, MI):**

**DOD ID:**

**Rank/Rate/Corps:**

**Service:**

**Student's E-Mail (Mil or Personal):**

**Student's Phone Number:**

**Command/Unit:**

**City and State Traveling From:**

**Regional Training Authority:  
(JAGC ONLY)**

**Current (or Future) Billet:**

**Justification for Quota:**

**Funded or Unfunded Seat:**

**Funded      Unfunded**

**Supervisor (Rank, Name):**

**Supervisor's Phone Number:**

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

**Date of Quota Request:**

**AUTHORITY:** 5 U.S.C. 301 and E.O. 9397

### PRIVACY ACT STATEMENT

**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.