

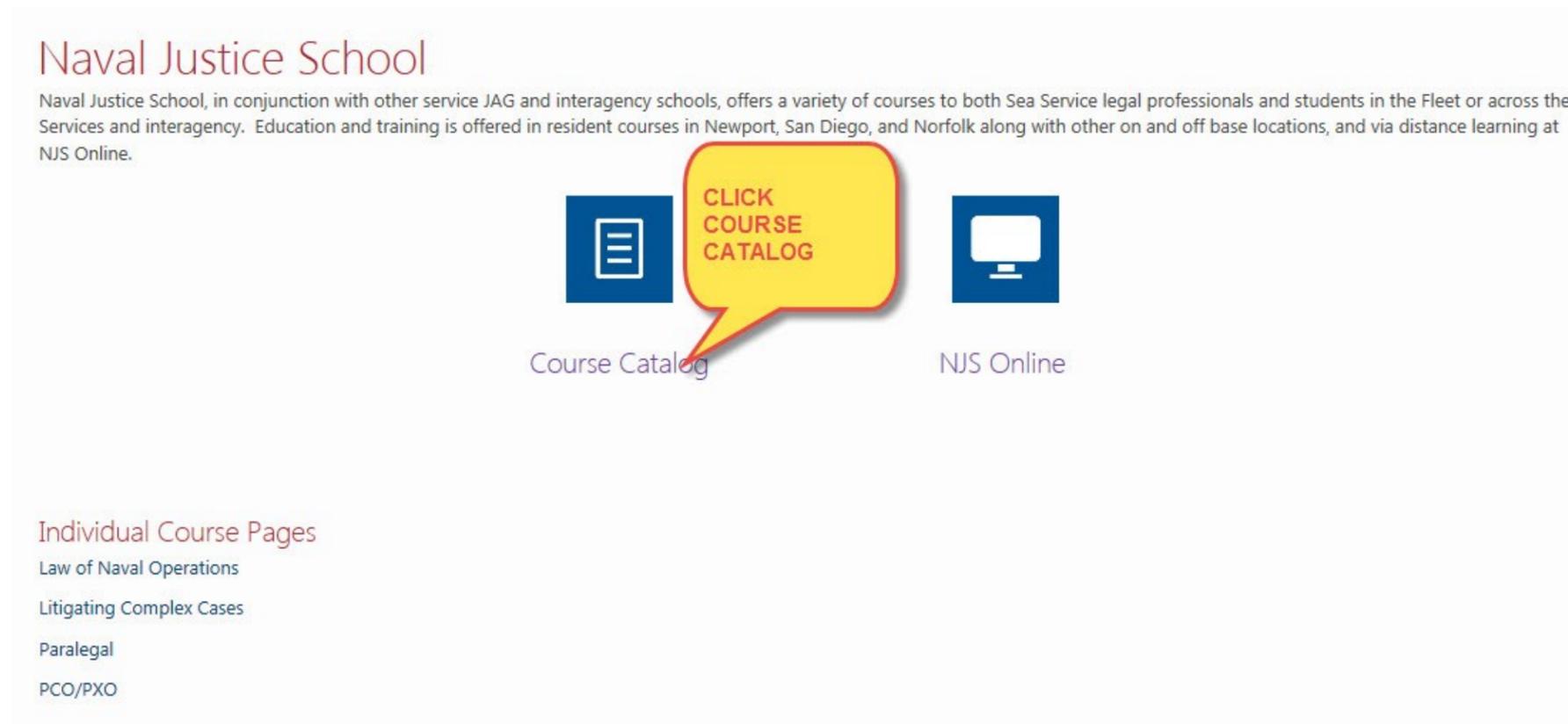
NEW QUOTA SUBMISSION PROCESS

*****ENSURE THAT YOU ARE REGISTERING PRIOR TO COURSE REGISTRATION DEADLINE*****

If you are hoping to apply after the registration deadline has passed, but before the course convening date, please contact the NJS Assistant for Training directly at pauline.peter@navy.mil.

1. Start at the Naval Justice School Home page and “Click” “Course Catalog”.

<https://portal.secnav.navy.mil/orgs/JAG/NJS/SitePages/Main%20Page.aspx>



2. Scroll through course catalog, click on title for course description.

Click the drop down arrow before the course name to view additional information.

Scroll through the catalog and click on the title for course description and link to quota submission form.

Course Schedule

⊕ new item

✓	Course Name	Course Category	Course Location	Start Date	Finish Date	Submission Deadline	Co
▾	Course Name : ADVANCED CYBER OPERATIONAL LAW 13-15 SEP***SUBMISSION DEADLINE 7/3/17***		Columbia, MD				(1)
▾	Course Name : ADVANCED OPERATIONAL LAW 18-20 SEP ***SUBMISSION DEADLINE 7/7/17***		Newport, RI				(1)
▾	Course Name : ADVANCED STAFF JUDGE ADVOCATE 1-4 MAY 2017 ***SUBMISSION DEADLINE 2/17/17 ***		Washington, DC				(1)
▾	Course Name : ADVANCED STAFF JUDGE ADVOCATE 7-10 AUG 17 ***SUBMISSION DEADLINE 5/26/2017***		Washington, DC				(1)
▾	Course Name : BASIC TRIAL ADVOCACY COURSE 25-29 SEP ***SUBMISSION DEADLINE 7/17/17***		Newport, RI				(1)
▾	Course Name : CLASSIFIED INFORMATION LITIGATION 17-18 JUL ***SUBMISSION DEADLINE 5/5/17***		Washington, DC				(1)
▾	Course Name : COALITION OPERATIONAL LAW 5-16 JUN ***SUBMISSION DEADLINE 3/24/17***		Newport, RI				(1)

3. Click register for this course offering.

Course Name	ADVANCED CYBER OPERATIONAL LAW 13-15 SEP***SUBMISSION DEADLINE 7/3/17***Columbia, MD
Course Description	This ADVANCED level course provides joint training in cyberspace operations and the related law and policy at the TS/SCI classification level. Instructors are experienced attorneys and operators, and the material is presented through lectures and panel discussions.
Prerequisites	Attendees must complete INTRODUCTION TO CYBERSPACE OPERATIONS (online only) prior to course convening date. This prerequisite can be accessed and completed through Naval Justice School Blackboard online. For Navy attendees, Code 10 or 18 recommendation.
Course Notes	***SUBMISSION DEADLINE 7/3/17***
Target Audience	This course is for mid-career and senior judge advocates with experience in operational law and a working knowledge of the basic principles of the law of armed conflict.
Clearance	TS/SCI security clearance is required to attend this course. The course coordinator will send specific information on how to confirm the appropriate security clearance in advance of the course.
Register	Register for this Course Offering

If registration deadline has passed, but the course convening date has not passed, contact the NJS Assistant for Training at pauline.peter@navy.mil

If today's date is prior to the deadline for the course offering, click "Register for this Course Offering"

4. Fill out form, print a copy for your records, and click submit.

Quota Submission Form

PRIVACY ACT STATEMENT
AUTHORITY: 5 U.S.C. 551 and E.O. 13526 (SSN)
PRINCIPLE PURPOSE: To determine prospective student eligibility for desired course 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 Use" 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.

1) Course Name Advanced Cyber Operational Lev	2) Date of Quota Request 6/27/2016
3) Course Location	4) Your Rank
5) Your Service or Agency	6) Add Your Name (Last/First/MI) Last Name First Name Middle Initial
7) Your Official E-mail	8) Your Official Phone Number
Your Command /Regional Training Authority Representative - "RTA" Non-Navy Representative	
9) Name/Rank of Command Training POC	10) Command POC E-mail
11) Command POC Phone	12) Do you have orders for New billet?
13) Name of New Billet	

*Key: Non-Navy personnel must provide accurate and accurate official POC information. NIS Staff will contact email POC's to confirm all requests for quotas are command approved.

Last Time Attended Similar Training (Course and Date)

14) Name of Similar Training course	15) Date Attended
16) Justification for current Quota Request	
17) Based on the NIS Course Catalog, I affirm that:	
AND	
I affirm that my command is aware of and approves submission of this request for training.	

Request

18) Request for Funding (if applicable)	19) Traveling From	20) Traveling To	21) Date Travel Begins	22) Date Departing Course
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*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 a Navy command to perform legal services under the signatory and supervision of the JSG.

Cancel Submit

Complete Form
click "Submit"

5. You will see a message saying:

15) Date Attended	<input type="text"/>		
16) Justification for current Quota Requests	asdfsadfads		
17) Based on the NJS Course Catalog, I affirm that:			
<input type="text" value="There is no prerequisite training required for this course"/>			
AND			
<input checked="" type="radio"/> I affirm that my command is aware of and approves submission of this request for training			
18) Request for Funding			
For Name: <input type="text"/>			
19) Traveling From	<input type="text"/>		
21) Traveling To	<input type="text"/>	22) Arrival Airport	<input type="text"/>
23) Date Travel Begins	<input type="text"/>	24) Date Departing Course	<input type="text"/>

**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 a Navy command to perform legal services under the cognizance and supervision of the JAG.*

Upon clicking submit you will see the following message. Click "OK" to close the form.

Message from webpage

 The form has been submitted successfully!! Please print a copy of this form for your records. The course Coordinator will contact all applicants shortly following the course registration deadline

6. If you have any questions about a course or about registration, please contact:

Ms. Pauline Peter

Assistant for Training

401-841-3800 x125

DSN 841

pauline.peter@navy.mil

Or

Mr. Gerald Gallant

Registrar

401-841-3800 x131

DSN 841

gerald.gallant@navy.mil