**FY 08 LEGAL CLERK COURSE QUOTA POLICY**

**To obtain a seat in the Legal Clerk course:**

1. **Fill out the Legal Clerk Course Quota Request Form Completely.**
2. **Have your supervisor email it back or print it out and have it signed by your supervisor and fax it back.**
3. **All nominations will be evaluated and prioritized.**
4. **Notification of acceptance and welcome information will be emailed approximately four weeks prior to each class date.**
5. **Those students who have not been accepted into their First Choice date, will automatically be placed in the Alternate Date choice. You will be notified of this action four weeks prior to the First Choice date.**
6. **Welcome letters for the Alternate Date choice will be sent approximately four weeks prior to the class date you have been accepted in.**

**\*\*\* Standby list – When a student has been placed on the standby list for any class date,**

**the student and supervisor will be notified if a seat becomes available prior to**

**the class date.**

**NAVAL JUSTICE SCHOOL DETACHMENT NORFOLK**

REV 9/07

1474 Gilbert St Ste 111 **•** Norfolk **•** VA 23511-2780 [Bldg N30 - Room 117]

FOUO PRIVACY SENSITIVE

**PHONE: (757) 444-5641 • FAX: (757) 444-0827 • (DSN 564)**

e-mail **elynn.alexander@navy.mil**

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**¤ LEGAL CLERK COURSE QUOTA REQUEST FORM ¤**

#### FAX or e-mail completed form to elynn.alexander@navy.mil

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Attendee Name  (last, first, mi) | |  | | | | | | | | |
| Rate/Rank/Paygrade | | |  | | | Branch of Service | | |  | |
| SSN |  | | | Position/Billet | | |  | | | |
| Command Long Title | | |  | | | | | | | |
| Command Address | | |  | | | | | | | |
| Attendee e-mail Address | | | | |  | | | | | |
| Attendee phone number  *(commercial & dsn)* | | |  | | | | | Fax number | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COURSE DATES | | **STANDBY ONLY**  22 OCT 07 – 2 NOV 07 | | **STANDBY ONLY**  26 NOV 07 – 7 DEC 07 | | 08030  4 FEB 08 – 15 FEB 08 | | 08040  10 MAR 08 – 21 MAR 08 | |
| 08050  21 APR 08 – 2 MAY 08 | | 08060  7 JUL 08 – 18 JUL 08 | | 07070  8 SEP 08 – 19 SEP 08 | |  | |
| First Choice |  | | Alternate date | |  | | Standby Choice | |  |

We will always try to accommodate your first choice, but classes fill quickly - please include an alternate choice and standby choice above.

**• Confirmation email & Welcome Letters will be sent approx. 4 weeks prior to each class date •**

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| --- |
| Justification to attend course: |

|  |  |
| --- | --- |
| POC Rate/Rank/Name (LPO, LCPO, Supervisor) |  |
| POC phone number |  |
| POC e-mail address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of request |  | Ever had a standby quota for this course? | | Y  N | *Date:* |
| Print Supervisor Name, Rank, Title | | | Supervisor signature | | |

**FOR NJS STAFF USE**:

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| --- |
| REMARKS: |
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| PRIVACY ACT STATEMENT: Authority to request this information is derived from 5 U.S.C. Code 304. The principle purpose for this solicitation is to provide the Naval Justice School with required personnel training data. The information will be routinely used for that purpose and will not be disclosed without your consent except as authorized by the Privacy Act. Completion of this form is mandatory for course quotas. FOUO PRIVACY SENSITIVE. |