

Environmental Registration Request N74

NAVAL CIVIL ENGINEER CORPS OFFICERS SCHOOL

3502 GOODSPEED STREET SUITE 1 PORT HUENEME, CA 93043-4336

**Instructions: To submit form, save it to your PC and fill it out completely, email it to:
cecos_registrars@navy.mil or fax request to (805) 982-5765
For additional information contact (805) 982-3276 or 4173 / DSN 551
FIELDS MUST BE PROPERLY FILLED IN OR REQUEST MAY BE DENIED**

Person To Be Trained NAVY ONLY: ENTER BSO, Budget Submitting Office

Name (Last) First MI Service Cat Status

(examples) Jr, Sr, II or III Position

Enter DOD ID # (REQUIRED) Grade/Rank UIC

Command Foreign National FN Country

Command Address Phone

City State Fax DSN Prefix

Work email

Billet or Job Position: (long title)

Supervisor Information

Supervisor Name Supervisor Email

Course Information (Refer to the web page for information)

Title of Course

Location of Course Start Date End Date

Note 1: You may be contacted by the Command Registrar for additional information to enroll you in the course

Note 2: You will receive confirmation of your registration within 10 days of submitting your request

Note 3: You will receive confirmation of your enrollment within 4 weeks of the class convening

Privacy Act Statement

1. Authority for Collection of Information including Social Security Number (SSN).

10 U.S.C. § 5013; 10 U.S.C. § 5041; 5 U.S.C. § 301; and Executive Order 9397.

2. Principle Purpose for Which Information is Intended to be Used. This form provides you with advice required by the Privacy Act of 1974 (as amended). The personal information gathered will be used to record course and training demands, requirements, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; provide guidance and counseling to students; prepare required reports; and for other training administration and planning purposes.

3. Routine Uses. Information may be disclosed for any of the Blanket Routine Uses published by DoD at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>. Contact your local Privacy Act Officer for further details.

4. Mandatory and Voluntary Disclosure and the Effect on Individual Providing Information.

In the case of military personnel and in the case of civilian personnel including contractors, the requested information is voluntary. However, failure to provide the requested information may result in you not being enrolled in a course, training not being recorded, or other benefits of similar administrative purposes consistent with the purposes described above.

Department of the Navy (DON) Education and Training Records (November 22, 2005, 70 FR 70594) Privacy Act System Notices are available at <http://www.defenselink.mil/privacy/notices/dla/> and apply to this data collection.