



**DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066**

IN REPLY REFER TO:

JAGINST 1500.4B  
NJS

**JUL 14 2021**

JAG INSTRUCTION 1500.4B

From: Judge Advocate General of the Navy

Subj: JAG COMMUNITY TRAINING PROGRAM

Ref: (a) SECNAVINST 5430.27E  
(b) CNLSCINST 1300.1 (series)  
(c) JAG/CNLSCINST 1500.2 (series)  
(d) JAGINST 5810.3 (series)  
(e) JAG/CNLSCINST 5817.2 (series)  
(f) JAGINST 5801.2 (series)  
(g) JAGINST 3300.1 (series)  
(h) JAGINST 1150. (series)  
(i) OPNAV M-5090.1  
(j) NAVY LEADER DEVELOPMENT FRAMEWORK 3.0  
(k) JAGINST 1120 (series)  
(l) NAVEDTRA 14351B, Legalman Rate Training Manual  
(m) NAVEDTRA 43243-A, Legalman Professional Qualification Standards  
(n) JAGINST 1500.2B (series)  
(o) JAG/CNLSCINST 12410.1 (series)  
(p) JAG/CNLSCINST 5400.1C (series)  
(q) MILPERSMAN 1301-907  
(r) OPNAVINST 5215.17A

Encl: (1) Office of the Judge Advocate General, Naval Legal Service Command, and Naval Justice School Training Coordination and Command Relationships  
(2) Judge Advocate Career-Training Continuum Requirements  
(3) Legalman Career-Training Continuum Requirements  
(4) Judge Advocate First Tour Professional Development and Training Program  
(5) Judge Advocate Joint Professional Military Education Guidance  
(6) Naval Justice School Board of Advisors and Board of Visitors Process

1. Purpose. To publish policy and assign responsibilities for implementing the Navy Judge Advocate General (JAG) community training program. Per reference (a), the JAG has primary responsibility for the supervision of legal services provided by JAG community personnel. This also includes responsibility for the career-training continuum of JAG community personnel. This instruction is a complete revision and shall be reviewed in its entirety.

2. Cancellation. JAGINST 1500.4A CH-1.

3. Applicability. This instruction applies to all active-duty and reserve Navy judge advocates (JAs), Legalmen (LN), and civilians working under the cognizance of the JAG.

4. Background

a. The Special Assistant for Training (SAT) to JAG is responsible for the oversight, management, and execution of JAG community training in accordance with references (a) through (q). This instruction serves as the foundation for the development of a career-training continuum tailored to, and commensurate with, leadership responsibilities, career progression, and duty assignments.

b. In 2019, the Comprehensive Review of the Department of the Navy's Uniformed Legal Communities (CR) identified a requirement to "develop... a strategic plan accounting for current and future Fleet demands and formal definition of career paths, milestones, education, training, and professional development." The CR also identified a requirement to "[e]nsure, to the maximum extent practicable, that all JAs receive required milestone training prior to or en route to their billet assignment rather than on an ad hoc basis." This instruction reforms the processes by which JAG community leadership identify and validate training requirements based on career progression and duty assignments.

5. Policy. JAG community personnel will receive training throughout the course of their career to prepare them for duty assignments, to facilitate leader development and effective personnel management, and to develop the skills necessary to address the various legal and non-legal challenges they may encounter. References (b) through (o) provide details regarding training requirements for specific legal subject matter, billets, and categories of personnel.

a. An effective Navy JAG community training program requires close coordination and clearly articulated supporting/supported command relationships to ensure accessions and career-continuum courses have the appropriate curricula and instructors, drawn primarily from subject matter experts (SMEs) assigned to the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC). Enclosure (1) establishes supported/supporting command relationships between the Deputy JAG, Reserve Affairs and Operations (DJAG RA&O), Assistant Judge Advocates General (AJAGs), OJAG Division Directors (DIVDIRs), NLSC leaders, Commanding Officer, Naval Justice School (CO, NJS), and SAT to support the development of course curricula and delivery of course instruction.

b. JA Career-Training Continuum. Enclosure (2) establishes training requirements, informed by references (b) through (k), for active and reserve JAs. On an annual basis, upon validation and approval by the Board of Advisors (BOA), NJS will publish an NJS Notice (NJSNOTE) that outlines current JAG career-training continuum requirements.

c. LN Career-Training Continuum. Enclosure (3) establishes training requirements, informed by references (l) through (n), for LNs commensurate with their rank and billet. On an

annual basis, upon validation and approval by the BOA, NJS will publish an NJSNOTE that outlines current LN career-training continuum requirements.

d. Civilian Career Training. A well-trained civilian workforce is essential to enable the JAG community to meet its mission. Reference (o) outlines the training and career development of all civilian employees. Supervisors are responsible for determining at least annually individual civilian education and training needs in conjunction with the performance appraisal process. Civilian mandatory training requirements are promulgated via SharePoint and disseminated to civilians by OJAG Performance Management Division (Code 66) through appropriate command points of contact.

e. JA and LN Accessions Training

(1) JA accessions receive instruction at the Basic Lawyer Course (BLC). BLC graduates are certified and sworn under Articles 27(b) and 42(a), Uniform Code of Military Justice (UCMJ), and are assigned to NLSC commands for their first tour. During the first tour, JAs continue professional development and training (PDT) in accordance with reference (b). Enclosure (4) outlines the process by which NJS, on an annual basis, will update and publish Professional Development Standards (PDS) and Professional Military Education (PME) for JAs serving in their first tour.

(2) LN accessions complete the LN Accessions Course (LNA) at NJS in order to complete their rate conversion process from other Fleet ratings. During their first tour, LNs continue PDT by completing their personal qualification standards (PQS) in accordance with reference (m).

f. JA Joint Professional Military Education (JPME). Enclosure (5) provides guidance concerning JPME. JAs are highly encouraged to complete Phase I by the time they come into zone for selection for promotion to Commander. JAs seeking certain senior billets are highly encouraged to complete Phase II as resources and quotas become available.

6. Responsibilities

a. The Deputy Judge Advocate General (DJAG) of the Navy shall:

(1) Monitor the implementation and management of this training program and apprise the JAG on a periodic basis.

(2) Ensure that NJS exercises its role as the primary legal education and training command for the instruction of Sea Service (Coast Guard, Marine Corps, and Navy) legal professionals.

(3) Serve as Chair of the annual NJS BOA. Enclosure (6) provides business rules for the BOA.

b. DJAG (RA&O) shall monitor the implementation and management of this training program for reserve JAs and LNs and apprise the JAG on a periodic basis.

c. AJAGs, OJAG DIVDIRs, and NLSC Headquarters Leaders shall:

(1) As SMEs, utilize their expertise, resources, and oversight to support NJS in providing high-quality legal training in accordance with this instruction.

(2) In coordination with and in direct support of SAT and NJS, develop, maintain, and periodically review curricula and training requirements for the JAG community as detailed in enclosure (1).

(3) In coordination with and in direct support to SAT and NJS, provide adjunct instructors and other personnel to facilitate course development and curriculum design, and to deliver course instruction pursuant to the training schedule approved by the BOA.

(4) Assume primary responsibility for the execution of training and professional development of all JAG community personnel under their supervision.

d. SAT shall:

(1) Serve as one of the Vice Chairs of the BOA process as described in enclosure (6).

(2) Per enclosure (1), SAT coordinates with and is supported by AJAGs and their DIVDIRs, NLSC SMEs, CO, NJS and other Fleet legal SMEs to develop and revise course learning objectives that account for changes in law and policy and meet JAG community training requirements tailored to, and commensurate with, leadership responsibilities, career progression, and duty assignments.

(3) SAT, in conjunction with NJS, coordinates with Naval Manpower and Analysis Center and Navy Center for Service Support to validate the LN rate training manual and PQS on a periodic basis.

e. CO, NJS shall:

(1) Serve as one of the Vice Chairs of the BOA process as described in enclosure (6).

(2) Provide accession-level training to Sea Service legal professionals to meet Fleet training requirements. BLC graduates who meet all applicable qualifications will be certified and sworn under Articles 27(b) and 42(a) of the UCMJ.

(3) In coordination with and supported by DJAG (RA&O), AJAGs and their DIVDIRs, SAT, and NLSC leadership, provide career continuum training to meet the training requirements of the JAG community.

(4) Serve as the JAG's representative to the Inter-Service Legal Education Review Committee. NJS will coordinate with The Judge Advocate General's Legal Center and School, U.S. Army, the Air Force Judge Advocate General's School, and other professional centers to

discuss new initiatives and opportunities for cross-training and to increase cooperation and efficiency in the training of legal personnel within the Department of Defense (DoD).

(5) Act as the curriculum control authority for courses executed by NJS.

(6) Per enclosure (4), maintain the PDS and PME programs and update and publish PDS and PME for first-tour JAs.

(7) Oversee development and maintenance of training standards for LNs in accordance with references (l) through (n).

f. Chief Counsel to the Judge Advocate General for Oversight, Assessments, and Organizational Performance shall:

(1) Periodically assess the performance of the JAG community training program in accordance with established metrics.

(2) Informed by periodic assessments, provide recommendations to the BOA to improve performance to meet JAG community training requirements.

g. NLSC Commanding Officers shall:

(1) Assume primary responsibility for the execution of training and professional development of all JAG community personnel under their command.

(2) In accordance with reference (b) and enclosure (4), with direct support from CO, NJS, provide for the training and professional development of JAs under their command during the course of their first tour.

(3) In accordance with references (l) through (n) and enclosure (3), with direct support from CO, NJS, provide for the training and development of LNs under their command.

h. Supervisory JAs (not assigned to NLSC) shall assume primary responsibility for the execution of training and professional development of all JAG community personnel under their direct supervision in order to meet career-training continuum requirements in accordance with this instruction.

7. Funding. JAG community training requirements are funded by multiple sources; therefore, consultation with OJAG Fiscal and Resource Services Support Division (Code 64) is required. Centrally-Managed Training Funds and Sexual Assault Prevention and Response training funds support legal training, as appropriate and available, supplemented by Fleet funding for non-OJAG/NLSC personnel, NLSC unit and OJAG regional training authority funds, or funds allocated in conjunction with permanent change of station orders. Non-legal courses required for Fleet assignments should be fully funded by the billet's resource sponsor.

8. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

9. Review and Effective Date. SAT shall review this instruction annually. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in reference (r), paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
JOHN G. HANNINK

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via the Office of the Judge Advocate General Web site: [www.jag.navy.mil](http://www.jag.navy.mil).

## **OJAG, NLSC, SAT, AND NJS TRAINING COORDINATION AND COMMAND SUPPORT RELATIONSHIPS**

1. Direct Support to NJS. NJS is the primary training command on legal matters for Sea Service legal professionals. The establishment of coordinating and support relationships between NJS and DJAG (RA&O), AJAGs, OJAG DIVDIRs, SAT, and NLSC leadership is necessary to ensure an effective Navy JAG community training program. OJAG and NLSC SMEs, informed and supported by the training expertise of NJS staff, facilitate the development of accessions and career-training continuum courses with validated curricula taught by capable instructors.

a. Curricula Review. To ensure that Navy JAG community personnel receive the highest quality legal training, all NJS courses must have their curricula periodically reviewed and updated. As the curriculum control authority, CO, NJS is responsible for this process. NJS's Education Department oversees the curricula review process with the support of applicable NJS substantive law departments, NJS programs, the cognizant AJAG, and OJAG and NLSC SMEs. The BOA and Board of Visitors (BOV) process outlined in enclosure (6) details the method by which NJS will consider new training proposals and review course curricula.

b. Instructor Support. The DJAG (RA&O), AJAGs, OJAG and NLSC SMEs, and senior JAs with specialized expertise will provide direct support to NJS by serving as or providing instructors to support NJS courses.

### 2. Military Justice

a. As described in references (c) through (e), developing military justice training and associated requirements necessitates close coordination between SAT, NJS, and the Military Justice Training Coordination Council (MJTCC). NJS executes career-training continuum legal courses to meet military justice training requirements per reference (c) for those JAG community personnel serving in or en route to billets requiring military justice training.

b. NJS plans and executes military justice training courses with direct support from the AJAG for Military Justice (02), the Chief Judge of the Navy (AJAG (05)), the Trial Counsel Assistance Program (TCAP), the Defense Counsel Assistance Program (DCAP), the Victims' Legal Counsel Program (VLCP), the OJAG Criminal Law Division (Code 20), the OJAG National Security Litigation Division (Code 30), the OJAG Appellate Defense Division (Code 45), and the OJAG Appellate Government Division (Code 46). As applicable, the cognizant AJAG, program, or division may develop and execute specific military justice courses, to include external training facilitated for VLCP personnel, on-the-job training of TCAP/DCAP personnel, certain training for the judiciary, and on-the-job training of appellate counsel.

c. NJS's Education Department, Military Justice Department, and Staff Judge Advocate (SJA) Program will coordinate with the MJTCC for curricula development and course instruction. NJS will promulgate military justice courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

### 3. National Security Law

a. The OJAG National Security Law Division (Code 10) provides legal advice and research to the Navy on national security law matters, including law of the sea, law of armed conflict, international agreements, intelligence law, and cyber law. Code 10 will provide direct support to NJS on national security law course development, curriculum design, and course instruction. This will include support to the BLC national security law curriculum.

b. Code 10, supported by NJS, will develop national security law targeted training packages as part of the NJS online legal education (OLE), including primers and advanced practitioner guides, and will support further professional development through outreach discussions on topics of interests. Where necessary due to the classification of the OLE, Code 10 will host courses using an appropriate classified network site.

c. NJS's Education and National Security Law Departments will coordinate with Code 10 for curricula development and course instruction, in accordance with the requirements in references (g) and (h). NJS will promulgate military justice courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

### 4. Administrative and Civil Law

a. The AJAG for Civil Law (01), OJAG Admiralty and Maritime Law Division (Code 11), OJAG Administrative Law Division (Code 13), OJAG General Litigation Division (Code 14), and OJAG Claims & Tort Litigation Division (Code 15), provide legal advice and research on a number of administrative and civil law issues. AJAG (01) and OJAG Division Directors (DIVDIRs) for Codes 11, 13, 14, and 15 will provide direct support to NJS on course development, curriculum design, and course instruction. NJS Civil Law instructors will serve as liaisons to the OJAG Codes and designated SMEs. In support of course development, OJAG SMEs designated by OJAG DIVDIRs will define required knowledge and skill sets for practicing JAs based on rank and assignment.

b. NJS's Education Department, Civil Law Department and SJA Program will coordinate with the AJAG (01) and appropriate OJAG DIVDIRs for curricula development and course instruction. NJS will promulgate administrative and civil law courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

### 5. Legal Assistance and Disability Evaluation Support to Sailors and Families

a. As described in references (f) and (p), the AJAG (01) and the OJAG Legal Assistance Division (Code 16) are responsible for legal assistance and personal tax policy within the Navy, and provide direct field support on such matters. Code 16 also manages the Navy's military naturalization program, the Volunteer Income Tax Assistance program, and the notary certification program. Code 16 will coordinate with the NJS Education and Civil Law Departments to develop legal assistance curricula for the JA and LN training continuum. An NJS Civil Law instructor will serve as a liaison to Code 16. Code 16 SMEs will define required knowledge and skill sets for practicing JAs based on rank and assignment.

b. The Disability Evaluation System (DES) Counsel Program manages an outreach and attorney representation program for wounded, ill or injured Sailors and Marines. The DES Counsel Program will coordinate with the NJS Education and Civil Law Departments to incorporate DES program information, as appropriate, into course curricula.

c. Legal Assistance Training Coordination Council (LATCC). Due to frequent statutory and regulatory changes in the legal assistance field, a collaborative environment is required to develop or revise legal assistance training. The work of the LATCC facilitates timely updates to legal assistance training. The LATCC is composed of representatives from Code 16, NJS, the Marine Corps Head of Legal Assistance Branch, and the Coast Guard Chief of Legal Assistance. The LATCC identifies deficiencies in training or knowledge, recurring issues, best practices, and novel concepts. The LATCC will convene as needed to address new or modified knowledge and skill requirements for legal assistance attorneys, and will provide recommendations for curricula as applicable.

d. NJS's Education Department and Civil Law Department will coordinate with the LATCC for curriculum development and courses. NJS will promulgate legal assistance and DES courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA, which may include identifying and budgeting for other service schools' courses or other external training opportunities.

## 6. Environmental Law

a. The OJAG Environmental Law Division (Code 12) provides legal advice and research on environmental and energy laws and policies as they pertain to Fleet training, testing, and naval operations. Code 12 is responsible for ensuring Navy JAs assigned to environmental law billets are properly trained. As directed by reference (i), paragraph 1-4.15, Code 12 must develop, conduct, and budget for environmental law training courses for their respective personnel sufficient to meet recommended training levels for JAs providing legal advice on environmental law issues.

b. NJS's Education and Civil Law Departments will coordinate with Code 12 on NJS-sponsored courses. An NJS instructor will serve as an Environmental Law Liaison and will coordinate with Code 12 on NJS-sponsored courses. Code 12 will provide direct support to NJS to design curricula and execute courses within the practice of environmental law. This may include support to the BLC, SJA courses, and the Navy Reserve Law Program's (NLRP) Judge Advocate Career Training (JACT), and new courses that would benefit from an environmental law block of instruction. Code 12 will define required knowledge and skill sets for practicing JAs based on rank and position type. NJS will develop and implement appropriate training for those skill sets and knowledge. NJS will promulgate environmental law courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA, which may include identifying and budgeting for other service schools' courses or other external training opportunities.

7. Leader Development

a. In accordance with reference (j), NJS oversees the execution of leader development courses for all JAG community personnel. NJS's Leadership Program will liaise with the Naval Leadership and Ethics Center (NLEC) or other outside entities as appropriate for curricula development and course execution. For the development and execution of NLSC leaders' courses, the Leadership Program will coordinate with NLSC leadership to ensure successful course development and execution.

b. NJS's Education Department and Leadership Program will coordinate with the AJAG for Operations and Management (06) and NLSC leadership on courses supporting the Naval Leadership Development Framework. NJS will promulgate these courses in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

8. Reserve Training. The NLRP JACT is a bi-annual training for Navy Reserve JAs. The NRLP designs and executes this training with logistical support from NJS and OJAG SMEs, as necessary. NJS will promulgate other specific training requirements for Reserve JAs in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

9. Fleet Training. In addition to training legal professionals, NJS provides legal training, in accordance with reference (q), to Fleet leaders, legal officers, and legal clerks. NJS instructors are primarily responsible for teaching these courses; however, NJS's Education Department, substantive law Department Heads, and the Fleet Leader Legal Training Program will coordinate with applicable OJAG SMEs to update curricula and the Commander's Quick Reference Legal Handbook.

**JUDGE ADVOCATE (JA) CAREER-TRAINING CONTINUUM REQUIREMENTS**

1. Purpose. The goal of the JA career-training continuum program is to ensure career-long professional development, maintenance of professional qualifications, and continued readiness of JAs to meet current and future Fleet training requirements.

2. Policy. All JAs will receive training based on stages of development along a career continuum. NJS will promulgate leader development courses associated with assignments in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

a. Accessions and JA PDT Program

(1) General. Accessions-level PDT occurs at the Officer Development School (with the exception of Law Education Program participants or prior commissioned officers) and NJS BLC. Further PDT occurs during a JA's first tour at a NLSC command. This training is essential to the professional and career development of all JAs. JA effectiveness is enhanced through military professionalism, which, among other things, encompasses basic knowledge about the organization, the missions and functions of the DoD, the Department of the Navy, and other joint services and operations, as well as proficiency in staff work and strict adherence to uniform standards and military traditions. The principal goal of this PDT is to acculturate the new JA into the Navy, including familiarization with the Fleet, and the JAG Community. Acculturation requires each JA to internalize the Navy's mission, core values, officer performance standards, and JAG Community Governing Principles. The JA, as a member of the profession of arms and the profession of law, must accept responsibility and develop a sense of duty and obligation to support the Navy's mission, subordinating self to mission. This PDT also serves to train the JA to provide professional legal advice and services to support the Navy's mission. Through completion of accessions training and first-tour PDT, the JA should be prepared for follow-on assignment, including to remote and independent duty assignments.

(2) Specific Requirements. Active-duty JAs meet baseline-training requirements through successful completion of: (1) the BLC; (2) PDS, PME, and a Fleet familiarization experience during a JA's first tour; and (3) the NLEC's Division Officer Leadership Course (DIVOLC). NLRP accessions meet baseline-training requirements through successful completion of the BLC. Reserve JAs may attend NLEC R-DIVOLC, as well as other courses as prescribed by DJAG RA&O and Commander, Navy Reserve Forces.

b. Basic Phase Career-Training Continuum. After completion of accessions training and first-tour PDT, JAs will receive training to prepare them for their second and third tours as Lieutenants. SAT, in coordination with NJS and others, will promulgate specific training requirements by rank or assignment in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

c. Intermediate Phase Career-Training Continuum. As JAs progress to serve as senior Lieutenants and Lieutenant Commanders, they enter the intermediate phase of training

along the career continuum. To the maximum extent practicable, JAs must complete the basic phase of training before attending intermediate-phase training. In accordance with reference (j), intermediate-phase JAs will also receive leadership training upon selection to Lieutenant Commander in order to enhance their professional development in the areas of leadership and management. SAT, in coordination with NJS and others, will promulgate specific training requirements by rank or assignment in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

d. Advanced Phase Career-Training Continuum. As JAs progress to serve as Commanders and Captains, they enter the advanced phase of training along the career continuum. To the maximum extent practicable, JAs must complete the intermediate phase of training before attending advanced-phase training. Advanced phase JAs will receive leadership training upon detail to NLSC leadership positions and upon selection for promotion to Commander in accordance with reference (j). SAT, in coordination with NJS and others, will promulgate specific training requirements by rank or assignment in the annual NJSNOTE and will review and validate these courses on an annual basis through the BOA.

3. Training Requirements Management. SAT will coordinate with the AJAGs, OJAG DIVDIRs, NLSC leaders, CO, NJS, and PERS-4416 to monitor and track the completion of training requirements based on assignments and rank. This coordination will assist SAT to forecast required training seats and estimate budget requirements for the BOA, Program Objective Memoranda (POM), and Secretarial Review Board (SRB) budget processes.

4. Waivers. SAT, in coordination with the cognizant AJAG, NLSC CO, OJAG DIVDIR, CO, NJS, or supervisory JA for non-OJAG/NLSC commands, must approve deviations from JAG community legal training requirements. Non-OJAG/NLSC commands retain discretion and authority to waive non-legal training requirements. SAT shall report waivers concerning legal training requirements on a periodic basis, and no less than quarterly, to the DJAG.

## LN CAREER-TRAINING CONTINUUM

1. Purpose. The LN career-training continuum enhances paralegal core competencies introduced during the LN Accessions course and the Legalmen Paralegal Education Program. All active-duty LNs will complete applicable training and qualifications described herein. NJS must be informed of any instances of inability to complete training requirements. The NJS SEL will serve as the point of contact for all matters relating to this enclosure. The LN career-training continuum is comprised of three components: (1) NJS courses, (2) LN PDT, and (3) LN PQS.
2. Requirements by billet. LN training requirements applicable to specific assignments are promulgated in the annual NJSNOTE. These requirements will be reviewed and validated on an annual basis by the BOA.
3. Career Milestone Requirements. The following NJS courses are required at career milestones as designated below:
  - a. LN Mid-Level Phase I and II. Completion of this two-part course is required for all LN1s, any LN2s with orders to be an independent-duty LN, and certain command services LN billets at the NLSC CO's discretion. An LN may not enroll in mid-level phase training until their PQS is completed as described in paragraph 5 below.
  - b. Senior LN Course. Completion is required within three years of selection for LNC.
4. LN PDT. The senior NLSC LN in each NLSC assigned area of responsibility (AOR) shall implement an area-wide LN professional development plan encompassing all LNs, regardless of assignment, with the understanding that LNs are geographically dispersed and operational schedules may preclude face-to-face participation. LNs unable to participate with the local NLSC command shall work with the senior LN to use online training modules (Blackboard) or to conduct small group LN training sessions (e.g., CVN legal department). The LN PDT modules offer ready-to-use baseline training in many legal practice areas; however, commands should not rely solely on these modules. Instead, commands are encouraged to develop a comprehensive unit-level training and development plan tailored to the command's mission and integrated, where possible, with JA training.
5. LN Professional Qualification Standards (POS)
  - a. The LN PQS is a standardized tool to assess core knowledge and competencies. The LN PQS is an essential element of LN professional development and shall serve as a training guide to develop subject-matter expertise. All active-duty LNs are required to complete the PQS within 24 months of their first LN assignment. Operational commands may authorize a single extension of up to 12 months to accommodate completion of primary shipboard/watchstanding qualifications. Once complete and properly annotated in Fleet Management and Planning System (FLTMPS), PQS completion will not be required again unless the LN's CO determines that remedial training and re-qualification is required.

b. Active-duty accessions ordered to NLSC commands shall be assigned the PQS upon completion of training at NJS. All other LNs assigned to commands outside of NLSC shall be assigned PQS by their supervisory JA or the senior NLSC LN in their NLSC-assigned area of responsibility in coordination with the chain of command.

c. Successful completion of the LN PQS requires:

(1) Signatures for all line items (PQS line items shall only be signed by authorized PQS qualifiers, as defined below); and

(2) Successful completion of a standardized written examination with a score of 80 or better.

(3) The maintenance and administration of the standardized written examination is the sole responsibility of NJS via an approved distance-learning platform. Locally developed tests are not authorized. NLSC COs, non-NLSC supervising JAs, or the senior NLSC LN in their NLSC-assigned area of responsibility will monitor LN PQS completion and notify NJS when an LN is authorized to take the test. The test is "closed-book" and will be proctored by an LNC/E7 or above.

d. Authorized PQS qualifiers are:

(1) All LN2s and above who have successfully completed the PQS or who are exempt per subparagraph (e) below;

(2) JAs who have completed their PDS; and

(3) Civilian legal personnel designated as qualified by the CO of the associated NLSC command(s).

e. The following personnel are exempt from completing the LN PQS or portions thereof:

(1) LN1s and above that have served in the LN rating for five years or more;

(2) LNs that previously completed all four modules of the LN PDS prior to creation of the LN PQS. These LNs are considered to have successfully completed the LN PQS and may have their FLTMPS record annotated accordingly.

(3) LNs that completed any module of the LN PDS prior to creation of the LN PQS. LNs for whom this applies will receive credit for the corresponding portions of the LN PQS.

f. Administrative measures deemed appropriate by the command should be utilized to correct and/or document an LN's deficiency in attaining PQS completion within the prescribed timelines.

g. When good cause requires, NLSC COs or non-NLSC supervisory JAs may direct LNs under their cognizance to repeat all or portions of the PQS.

6. Training Requirements Management. SAT will coordinate with the AJAGs, OJAG DIVDIRs, CO, NJS, and NLSC leaders to monitor and track the completion of training requirements based on assignment and rank. This coordination will assist SAT to forecast required training seats and estimate budget requirements for the BOA, POM and SRB budget processes.

7. Waivers. SAT, in coordination with the cognizant AJAG, NLSC CO, OJAG DIVDIR, CO, NJS, or supervisory JA for non-OJAG/NLSC commands, must approve deviations from JAG community legal training requirements. Non-OJAG/NLSC commands retain discretion and authority to waive non-legal training requirements. SAT shall report waivers concerning legal training requirements on a periodic basis, and no less than quarterly, to the DJAG.

## JUDGE ADVOCATE INITIAL TOUR PDT PROGRAM

### 1. Judge Advocate PDS Program

a. Purpose. The JA PDS program provides standardized PDT to JAs during their initial tour. The PDS Program consists of three modules: Legal Assistance, Military Justice, and Command Services. The modules require JAs to observe more experienced JAs in the performance of their legal duties, and then perform those duties under supervision when appropriate.

b. Policy. NLSC COs will assign JAs in their initial tour the PDS upon reporting to the command following graduation from the BLC. JAs will complete the relevant PDS modules in correlation with the practice areas to which they are assigned during the course of their initial tour.

c. Schedule. NLSC COs will oversee PDS signature authorities for all practice areas, pursuant to the guidance contained in reference (b). Personnel authorized to serve as PDS signature authorities typically include NLSC Department Heads and more senior JAs in the applicable practice area.

d. Oversight. NJS will develop and maintain the PDS Program and will announce new iterations of the PDS via NJSNOTE at the beginning of each fiscal year. NJS will coordinate with NLSC COs to track JA completion of the PDS.

### 2. Judge Advocate PME Program and Chief of Naval Operations Professional Reading Program

a. Purpose. The JA PME Program enhances JA professional development during the first tour to meet the requirements of the Navy Leader Development Framework, reference (j). At a minimum, PME at this stage consists of completion of the Naval War College (NWC) online distance education primary PME. All JAs are also encouraged to engage in self-study through utilization of the Chief of Naval Operations (CNO) Professional Reading Program.

(1) PME training modules ensure that all junior JAs receive an introductory overview of the DoD, U.S. Navy, and the U.S. Navy JAG's mission, history, culture, traditions, governance, and organization, as well as an overview of certain legal issues.

(2) The CNO Professional Reading Program recommends books that give JAs a deeper understanding of what it means to be a member of the profession of arms, with the stated aim of ensuring the Navy remains a learning organization.

b. Policy. JAs must complete the required PME by the end of their first tour.

c. Oversight. NJS will develop and maintain the PME Program and will announce new iterations of the Program via NJSNOTE at the beginning of each fiscal year. NJS will coordinate with NLSC COs to track JA completion of PME.

3. Judge Advocate Fleet Familiarization Program (FFP)

a. Purpose. The JA FFP is designed to expose and enhance familiarization with the Fleet. At a minimum, all JAs during their first tour must serve in a meaningful Fleet experience with an operational unit. These assignments are conducted at the NLSC unit CO's discretion and considered fulfilled at CO's discretion consistent with mission requirements and available funding, including funding by Fleet units as appropriate (e.g., exercise support).

b. Policy. The FFP requirement must be completed by all JAs before the completion of their first tour. The NLSC unit CO has discretion to deem when this requirement is met depending on the nature of the JA's opportunity to serve with a Fleet operational unit.

c. Oversight. NJS will coordinate with NLSC COs to track completion of the FFP requirement for all JA junior officers on their first tour at their command.

**JUDGE ADVOCATE JPME GUIDANCE**

1. **Purpose.** JPME educates officers on the strategic and operational levels of war, national security decision-making, joint planning, and the capabilities and limitations of the joint forces, and the integrated employment of land, sea, air, cyber, space, and special operations forces in joint operations. JPME is offered in two phases: a basic phase (Phase I), and an advanced phase (Phase II). JPME Phase I credit may be earned through assignment in-residence at a joint and Service war college, or through a variety of non-resident programs. The more advanced phase, JPME Phase II, is designed for senior officers (Commanders and Captains). Phase II credit can only be earned through assignment to an in-residence program.
2. **Policy.** Navy JAs are exempt from the statutory requirement to complete JPME; therefore, funded billets to institutions where JPME is awarded are currently limited. However, JAG leadership is committed to seeking additional funded quotas to provide increased opportunities for JAs to pursue JPME. Completion of JPME improves the quality of legal services provided to the Fleet and the joint force and increases a Navy JA's competitiveness for selection to nominative joint service billets. All JAs are strongly encouraged to complete JPME Phase I before they are in zone for promotion to Commander. JPME Phase II is strongly encouraged for Captains seeking to serve as an AJAG or as a combatant command SJA. In the future, JPME Phase II may be a prerequisite for these assignments. JAG leadership is committed to seeking additional funded quotas to provide opportunities for Commanders and Captains to pursue in-residence JPME Phase II.
3. **Distance Learning.** The U.S. Naval War College, College of Distance Education, offers two ways to complete JPME Phase I education:
  - a. The Fleet Seminar Program is offered every academic year from September to May. The program consists of three core courses: Strategy and War, Joint Maritime Operations, and Theater Security Decision Making. Registration for each course typically begins on 1 April of each year. Completion of the Fleet Seminar Program enables a student to apply for the Naval War College's Graduate Degree Program.
  - b. The Online Program offers the same three courses online on a compressed schedule. Applications for the Online Program are due at least eight weeks prior to the scheduled course start date. Students who complete this program are not eligible for the Graduate Degree Program.
4. **Oversight.** SAT, in coordination with the AJAGs, OJAG DIVDIRs, NLSC COs and non-NLSC supervisory JAs, will ensure that every JA under their cognizance has the information necessary to enroll in JPME.

**SAT BOARD OF ADVISORS (BOA)/ NJS BOARD OF VISITORS (BOV) PROCESS**

1. **Purpose.** To promulgate policy, prescribe procedures, and assign responsibilities for planning, convening, and executing BOA and BOV meetings. This enclosure designates BOA and BOV membership, establishes standardized course proposal submissions, prescribes a comprehensive review of NJS course offerings, details the process to validate training requirements for JAG community billets, and describes the process to allocate centrally managed training funds (CMTF) and Sexual Assault Prevention and Response (SAPR) training funds.
2. **Applicability.** This guidance applies to all BOA stakeholders and participants in the Navy, Marine Corps, and Coast Guard.
3. **Background.** SAT will execute the BOA process annually, supported primarily by CO, NJS. The process consists of: (1) SAT review and approval of NJS's proposed course offerings and finalization of a schedule of courses for the upcoming fiscal year; (2) SAT validation and approval of JAG community career-training continuum requirements specified by billet; (3) the allocation of training funds for the upcoming fiscal year; and (4) as necessary, ad hoc reviews to consider changes to courses, cost estimates, and other impacts on previously scheduled training.
4. **Policy**
  - a. **BOA Membership.** DJAG chairs the BOA; all other members of the BOA are also designated by billet, pursuant to paragraph 7 of this enclosure. BOA members participate in the annual BOA meetings and advise DJAG on all decision points.
  - b. **Community Contributors.** Paragraph 8 of this enclosure identifies community stakeholders by billet who, while not BOA members, may have key inputs to provide to BOA members or may request to present at the annual in-person BOA meeting to inform the Board's decisions. The list of key community contributors is not exclusive and is subject to change based on BOA meeting agendas and discussion topics.
  - c. **Annual BOA Process.** SAT will facilitate coordination among BOA members, whether in person or through online collaboration tools or other remote means, to review course offerings and the proposed schedule of courses, the proposed training requirements associated with specific billets, the proposed allocation of training funds, and any other changes to previously scheduled training. To the greatest extent possible, SAT will organize a meeting between executive legal leaders from the Sea Services to review and validate pending BOA decisions.
    - (1) **Objectives.** The primary purpose of the annual BOA process is to finalize the NJS course schedule for the upcoming fiscal year. The BOA will determine the NJS course offerings and priorities for course development for the upcoming fiscal year, to include online legal education course offerings, based on the course proposal submissions presented. The BOA will review the course offerings, frequency, and schedule in concert with the schedule of non-CMTF course offerings, such as accessions and Fleet training courses. Second, the BOA will review and validate training requirements tied to specific billets. Third, based on overall funding availability estimates, the BOA will determine the allocation of CMTF and SAPR funding to

each respective course offering, considering in this determination the requirements for instructor funding, and any additional anticipated costs associated with course execution. CMTF is requested and reviewed by JAG for the purpose of training the Navy JAG Community. JAG allocates CMTF to NJS and authorizes its use to establish these course offerings, which benefits all of the Sea Services. Student attendance at these courses must be funded by the respective Service; however, CMTF may be used to fund attendance at these courses by personnel of any Service who are assigned to a Navy command. CO, NJS will issue an NJSNOTE documenting the validated billet-based training requirements on an annual basis at the completion of the BOA process. Finally, the BOA will address any other decision points as directed by DJAG.

(2) Preparation. Any member of the Navy, Marine Corps, and Coast Guard legal communities may submit a training course proposal through his or her respective chain of command consistent with the submission procedures promulgated by SAT each year. To ensure widest dissemination and knowledge of this opportunity, SAT will publish an annual advisory seeking community input. All course proposals shall follow the template provided at enclosure 6-1 and must be submitted to SAT with all required information by the date specified. SAT will determine the appropriate party to brief each proposal to the BOA. DJAG is the final approval authority for all meeting schedules and agendas.

(3) Decision. The BOA process will conclude with a final DJAG decision on NJS course offerings, course schedule, billet-specific training requirements, and the allocation of CMTF and SAPR funds.

## 5. Responsibilities

### a. DJAG RA&O shall:

- (1) Ensure Reserve course proposals and key Reserve Component community member input is submitted to NJS prior to the annual meeting in accordance with this instruction; and
- (2) Advise DJAG at the annual BOA meeting.

### b. SAT shall:

- (1) Oversee the annual BOA process;
- (2) Provide DJAG a proposed CMTF budget each year that represents CO, NJS's assessment of known course offerings and anticipated CMTF allocation for the next fiscal year; and
- (3) Publish an advisory to the JAG community soliciting training proposals and establishing the submission deadline.

### c. CO, NJS shall:

- (1) Oversee the annual BOA process;

- (2) Publish the fiscal year schedule of courses approved by the BOA and DJAG; and
- (3) Publish an annual NJSNOTE identifying the validated JAG community training requirements specified by billet.

d. BOA Members shall:

(1) Assess the proposed training courses within the member's claimancy in coordination with SAT, and recommend courses to be briefed at the annual meeting;

(2) In coordination with SAT, designate briefers for each proposal within the member's claimancy and confirm attendance of or gather input from any key community contributor as needed to support each course proposal; and

(3) Advise DJAG on any proposal within the member's claimancy.

e. Individuals submitting course proposals shall:

(1) Draft each course proposal submission using enclosure 6-1 and following the guidance provided by SAT for the respective year's annual meeting;

(2) Explain the expected cost for each proposed course of action on the course proposal submission;

(3) Indicate whether each course proposal is for new training or a modification to an existing course;

(4) Coordinate with the cognizant BOA member(s) and NJS Department Head or Program Manager to determine whether the course should be briefed at the BOA and to identify the appropriate briever; and

(5) Be prepared to brief the BOA on the course proposal if there is no BOA member with appropriate cognizance to brief the proposal.

6. **Board of Visitors (BOV).** To inform the BOA process, a BOV will be convened and led by NJS's Education Department in advance of the BOA to allow for representatives from the Sea Services Legal Services claimancy to:

- a. Provide substantive input on accession JA and LN training needs;
- b. Determine whether the implementation of any modern training techniques or additional course material would benefit their constituency; and
- c. Perform curricula review and course validation for those courses executed by NJS at

periodicity to be established by NJS's Education Department.

7. BOA Membership

Deputy Judge Advocate General of the Navy (BOA Chair)  
Staff Judge Advocate to the Commandant, United States Marine Corps  
Judge Advocate General & Chief Counsel, United States Coast Guard  
Commander, Naval Legal Service Command  
Deputy Judge Advocate General (Reserve Affairs & Operations)  
Marine Corps Deputy Director, Judge Advocate Division, Reserve Legal Support  
Assistant Judge Advocate General Civil Law (AJAG 01)  
Assistant Judge Advocate General Military Justice (AJAG 02)  
Assistant Judge Advocate General Chief Judge (AJAG 05)  
Assistant Judge Advocate General Operations & Management (AJAG 06)  
Special Assistant to JAG for Training (SAT) (BOA Vice-Chair)  
Commanding Officer, Naval Justice School (BOA Vice-Chair)  
Senior representative, Region Legal Service Offices  
Senior representative, Defense Service Offices  
Senior representative, Victims' Legal Counsel Program  
Chief, Coast Guard Legal Policy and Program Development (CG-LPD)  
Marine Corps Deputy Director, Judge Advocate Division  
Marine Corps Director, Victims' Legal Counsel Organization  
Marine Corps Chief Defense Counsel  
Senior Enlisted Advisor, Office of the Judge Advocate General  
Senior Enlisted Leader, Naval Legal Service Command  
Command Master Chief, Navy Reserve Law Program  
Legal Services Chief of the Marine Corps  
Chief Counsel to the Judge Advocate General, Oversight, Assessments and  
Organizational Performance

8. Community Contributors (non-BOA members)

Special Assistant for Strategic Planning  
Navy JAG Corps Senior Detailer, PERS-4416  
Commanding Officer, Naval Justice School Reserve Unit  
Director, Office of the Judge Advocate General, Code 10  
Director, Office of the Judge Advocate General, Code 11  
Director, Office of the Judge Advocate General, Code 12  
Director, Office of the Judge Advocate General, Code 13  
Director, Office of the Judge Advocate General, Code 14  
Director, Office of the Judge Advocate General, Code 15  
Director, Office of the Judge Advocate General, Code 16  
Director, Office of the Judge Advocate General, Code 20  
Director, Office of the Judge Advocate General, Code 30

Director, Office of the Judge Advocate General, Code 45  
Director, Office of the Judge Advocate General, Code 46  
Director, Office of the Judge Advocate General, Code 61  
Director, Office of the Judge Advocate General, Code 64  
Director, Office of the Judge Advocate General, Code 66  
Director, Office of the Judge Advocate General, Code 67  
Director, Office of the Judge Advocate General DES Counsel Program  
Navy Defense Counsel Assistance Program  
Navy Assistant for Prosecution Services  
Navy Trial Counsel Assistance Program  
Marine Corps Defense Counsel Assistance Program  
Marine Corps Trial Counsel Assistance Program  
United States Pacific Fleet, Fleet Judge Advocate  
United States Fleet Forces, Fleet Judge Advocate  
Commander, Navy Installations Command Force Judge Advocate

9. BOV Membership

Education Department Head, Naval Justice School (BOV Chair)  
Subject-matter Department Heads, Naval Justice School  
Basic Lawyer Course, Legalman Accessions, and Fleet Training Program Managers,  
Naval Justice School  
Representative, Special Assistant to JAG for Training (SAT) (BOA Vice-Chair)  
Representative, Assistant Judge Advocate General Civil Law (Code 01)  
Representative, Assistant Judge Advocate General Military Justice (Code 02)  
Representative, Assistant Judge Advocate General Chief Judge (Code 05)  
Representative, Assistant Judge Advocate General Operations & Management (Code 06)  
Representative, United States Pacific Fleet, Fleet Judge Advocate  
Representative, United States Fleet Forces, Fleet Judge Advocate  
Representative, Commander, Navy Installations Command Force Judge Advocate  
Representative, Region Legal Service Offices  
Representative, Defense Service Offices  
Representative, Victims' Legal Counsel Program  
Representative, Chief, Coast Guard Legal Policy and Program Development (CG-LPD)  
Representative, Marine Corps Deputy Director, Judge Advocate Division  
Representative, Marine Corps Director, Victims' Legal Counsel Organization  
Representative, Marine Corps Chief Defense Counsel  
Representative, Senior Enlisted Advisor, Office of the Judge Advocate General  
Representative, Senior Enlisted Leader, Naval Legal Service Command  
Representative, Legal Services Chief of the Marine Corps  
Representative, Navy JAG Corps Detailers, PERS-4416

Online or In-Person – Course Title

Proposal

- Develop an NJS Online or In-Person (Location) Course

Background

1. Fleet Requirement and Prioritization Factors

- Why do we need a new or different course?
  - Does this satisfy an existing need or anticipate an emerging requirement?
  - Cite regulation, instruction, or statutory need for course.
- How urgent is this requirement?
  - How many people does not having this course affect and in what way?
- Are there any anticipated obstacles to being able to design and implement an adequately responsive course?
  - E.g., Limited qualified instructors, need to teach multiple times per year in different locations, etc.

2. Similar courses offered in the past, targeted audience, etc.

- Bullets on history of how JAG community members have (or have not) gotten similar training previously.
- Who specifically needs (or should attend)?
  - Do you propose that this course be mandatory for all or some subset of the participants?

3. What does success look like?

- What is (are) the defined goal(s) of this proposed course?
- How many people should attend?
  - How many funded and unfunded seats are required?
- Who should teach this course?
- How might we establish a baseline and empirically measure progress toward the defined goal(s)?

Potential Courses of Action

1. COA 1 (e.g., NJS Online Option)

- Provide details on who (specifically if possible) would prepare the content for the online tool, and if non-government assistance is required, who would incur additional costs.
- Provide estimated timeline for being able to provide this material to NJS.
- Estimated cost and time for preparing online tools/material.
- Moderator/Grader?
- Would there be a test?

- Any reading materials required?

1. COA 2 (e.g., NJS Virtual Course)

- Provide details on who (specifically if possible) would prepare the content for the virtual course, and if non-government assistance is required, who would incur additional costs.
- What time of year?
- Should it be held in conjunction with or near in time to any other course (i.e., to facilitate attendance by similar audiences, etc.)?
- Approximate number of instructors (government and non-government) and number/type of students (think about training continuum).
- Estimated cost for course, including man-hours to prepare.

2. COA 3 (e.g., Live Option)

- Where should the course be held (think about lodging, chow, proximity of instructors to intended audience, etc.)?
- What time of year?
- Should it be held in conjunction with or near in time to any other course (i.e., to facilitate attendance by similar audiences, etc.)?
- Approximate number of instructors (government and non-government) and number/type of students (think about training continuum).
- Estimated cost for course, including man-hours to prepare.

3. COA 4 (e.g., Blended Options)

- Combine an online prerequisite with an in-person portion.
- Execute by blending methods from COAs 1 through 3 to fulfill the identified requirement to include hybrid options with in-person and virtual instruction.
- Method of instruction: Zoom for Government, Microsoft Teams, DCO, VTC, in-person, etc.
- Approximate number of instructors (government and non-government) and number/type of students (think about training continuum).
- Estimated cost for course, including man-hours to prepare.

Recommendation: COA \_\_\_\_\_

BOARD OF ADVISORS DECISION:

\_\_\_\_\_ Approve COA \_\_\_\_\_

\_\_\_\_\_ Disapprove all COAs

\_\_\_\_\_ Other

Attachments: (1) [Title]

Prepared by: Rank, Name, POC info