



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

JAGINST 5400.2
AJAG 06
9 August 2024

JAG INSTRUCTION 5400.2

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL STANDARD ORGANIZATION
MANUAL

Encl: (1) References
(2) Organization and Responsibilities

1. Purpose. Reissue regulations and guidance governing the conduct of all members of the Office of the Judge Advocate General, including the impending establishment of the Assistant Judge Advocate General for Education, Training, and Professional Development (AJAG 07). The regulations and guidance are for the internal operation of the Office of the Judge Advocate General only and create no right or benefit, substantive or procedural, enforceable at law against the United States, the Department of Defense, or the Department of the Navy. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. JAG/CNLSCINST 5400.1C.

3. Actions

a. All members of the Office of the Judge Advocate General will comply with the regulations prescribed in this instruction.

b. Assistant Judge Advocates General will give the contents of this instruction the widest possible dissemination to ensure that each member, including Active Duty, Reserve, Civilian, and Contractor personnel, is aware of their responsibility for complying with the regulatory portions.

c. Revisions will occur quarterly or as prescribed by the Assistant Judge Advocate General Operations and Management (AJAG 06). The AJAG 06 will publish a procedure for updates to this instruction.

4. Records Management

a. 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 Assistant for Administration, Directives and Records Management Division portal page at [https:// portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved% 20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

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b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the OJAG records manager at AJAG06@us.navy.mil

5. Review and Effective Date. Per OPNAVINST 5215.17A, the AJAG 06 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled 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 OPNAVINST 5215.17A, 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.



D. D. FLATT

By direction

Distribution: Electronic only via the Judge Advocate General's web site:
<https://www.jag.navy.mil>

REFERENCES

- (a) 10 U.S.C.
- (b) SECNAVINST 5430.27E
- (c) SECNAVINST 5430.7F
- (d) SECNAV M-5216.5
- (e) OPNAVINST 5400.45
- (f) Navy Regulations, 1990
- (g) JAGINST 5803.1 (Series)
- (h) OPNAVINST 5430.48F
- (i) JAGINST 1301.2C
- (j) Uniform Code of Military Justice
- (k) JAGINST 5800.7G
- (l) JAGINST 5801.2B
- (m) SECNAVINST 7000.27D
- (n) JAGINST 5817.1K
- (o) JAGINST 1150.2F
- (p) JAGINST 5040.2
- (q) JAGINST 5814.2
- (r) DODINST 5505.14
- (s) JAGINST 1500.4B
- (t) SECNAVINST 5430.57H
- (u) JAG/CNLSCINST 5040.1B

ORGANIZATION AND RESPONSIBILITIES

101. OFFICE OF THE JUDGE ADVOCATE GENERAL OF THE NAVY

1. Reference (a) section 8088 establishes the Office of the Judge Advocate General (OJAG) in the executive part of the Department of the Navy (DON). Under references (a) sections 8014 and 8088, and references (b) and (c), the Judge Advocate General of the Navy serves in the Office of the Secretary of the Navy (SECNAV) as a Staff Assistant to SECNAV, is the commander of OJAG, and is the Chief of the JAG Corps. The senior leadership of OJAG includes the JAG, the Deputy Judge Advocate General (DJAG), the Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG RA&O), the Assistant Judge Advocates General (AJAGs), and their immediate staffs.

2. Correspondence

a. "By direction" authority. The authority to sign correspondence "By direction" will be granted only by a letter delegating that authority to a specific position or individual by name. Such authority generally will be reserved for DJAG, DJAG RA&O, AJAGs, Division Directors, and certain full-time Special Assistants.

b. The Assistant Judge Advocate General (AJAG) 06 will prepare and maintain copies of all delegation letters, ensuring compliance with this instruction and reference (d).

c. Documents and correspondence on OJAG letterhead signed by DJAG, DJAG RA&O, AJAGs, Division Directors, or Special Assistants for the JAG will be signed "By direction" when acting on behalf of the JAG. Correspondence signed "By direction" will not carry the JAG's name below the signature of the person signing by direction. Signing "for" is not authorized. Further delegation of "By direction" authority beyond what is approved in writing under 101.2.a. is not authorized.

d. OJAG letterhead is authorized for use by those delegated to do so in their positional capacities. This authority may be further delegated in writing. Divisions are not permitted to create their own letterhead.

3. Each position will maintain a current turnover file, containing information to assist succeeding personnel in performing assigned duties.

102. RELATIONSHIP BETWEEN OJAG, NAVAL LEGAL SERVICE COMMAND (NLSC), AND THE OFFICE OF SPECIAL TRIAL COUNSEL (OSTC)

1. Consistent with the missions of OJAG, NLSC, and OSTC, along with various Memoranda signed by the parties, AJAGs and OJAG personnel support these organizations and field activities with subject matter expertise, resources, and oversight as directed by JAG and coordinated with Commander, Naval Legal Service Command (CNLSC) and the Lead Special Trial Counsel (LSTC).

2. Assignment of specific roles for assisting CNLSC and LSTC in oversight and support of field activities may be accomplished by vesting OJAG/NLSC officials with responsibilities pursuant to this manual or other JAG, CNLSC, or OSTC instructions and agreements.

103. JUDGE ADVOCATE GENERAL OF THE NAVY (JAG) (CODE 00)

1. The JAG is appointed by the President, by and with the advice and consent of the Senate. Per references (c) - (f), the JAG is the senior uniformed attorney of the DON, commands OJAG, and is Chief of the JAG Corps. The legal opinions issued by the JAG on matters within their cognizance are controlling legal opinions within the DON. Under the direction of SECNAV, the JAG is responsible for:

a. Ensuring the ethical and professional practice of law by judge advocates and other U.S. Government (USG) and non-USG attorneys as outlined in reference (g);

b. Certifying military trial counsel, military defense counsel, and military judges detailed to DON courts-martial proceedings are competent and qualified. Civilian defense counsel who represent Sailors and Marines before DON courts and administrative tribunals must also be appropriately qualified and follow the JAG's rules of professional responsibility;

c. Qualifying authority for civilian attorneys under the JAG's cognizance, subject to appropriate delegation from and coordination with the DON General Counsel;

d. The provision and supervision of independent legal advice and related services throughout the DON and to the SECNAV on areas including military justice, national security law, administrative law, civil law, Freedom of Information Act (FOIA) and Privacy Act (PA), litigation, intelligence law, legal assistance, and the Disability Evaluation System Counsel Program (DESCP);

e. Maintaining a close working relationship with the General Counsel on matters of common interest as delineated in reference (c);

f. Maintaining a cooperative and close working partnership with the Staff Judge Advocate to the Commandant of the Marine Corps as delineated in reference (b);

g. Performing additional functions and acts on other matters as directed by the SECNAV and as required or authorized by law or regulation, including references (b) – (f); and

h. Maintaining the JAG Corps legal community and determining the best possible allocation of available JAG Corps community assets.

2. In accordance with reference (h), the JAG is also assigned to the staff of the Chief of Naval Operations (OPNAV) as Special Assistant for Legal Services (N09J), and is tasked to advise

and assist the CNO in formulating and implementing policies and initiatives pertaining to the provision of legal services within the Navy. JAG also oversees and supervises the provision of legal services by NLSC, OJAG, and Navy SJA Offices in support of CNO operating forces and shore activities. All of the JAG's specific functions as N09J are set forth in reference (h).

3. Pursuant to by-name appointment by the Deputy Secretary of Defense (DepSecDef), the JAG is designated as the Department of Defense (DoD) Representative for Ocean Policy Affairs (REPOPA). As such, the JAG serves as the DoD representative to international and interagency meetings, negotiations, and conferences involving ocean policy matters. Specific functions of REPOPA are set forth in the most recent DepSecDef appointment letter and in DoD Instruction S-2005.01 (available on the classified DoD Issuances website).

4. In accordance with reference (e), the JAG is the immediate-superior-in-command to Commanding Officer, Naval Justice School (NJS).

104. DEPUTY JUDGE ADVOCATE GENERAL OF THE NAVY (DJAG) (CODE 001)

The DJAG is appointed by the President, by and with the advice of the Senate per reference (a) section 8089 and performs the duties of the JAG during the absence or disability of the JAG. The DJAG reports to the JAG for duties as assigned by the JAG. The DJAG also serves as the Deputy DoD REPOPA under appointment by DepSecDef.

105. DEPUTY JUDGE ADVOCATE GENERAL OF THE NAVY FOR RESERVE AFFAIRS AND OPERATIONS (DJAG RA&O) (CODE 001R)

1. The senior Reserve Judge Advocate serves as the DJAG RA&O, who shall:

- a. Serve as the head of the Navy Reserve Law Program (NRLP);
- b. Recommend to the JAG the specific mission, objectives, plans, and policies for the NRLP;
- c. Monitor the status, progress, and mobilization and readiness of all NRLP units and personnel, whether assigned in billets supporting OJAG, CNLSC, or OSTC commands or in billets supporting Fleet, Joint, or other Navy commands;
- d. Exercise by delegation the JAG's Article 6, Uniform Code of Military Justice (UCMJ), authority concerning billet assignment recommendations for Reserve judge advocates pursuant to reference (i); and
- e. Advise the JAG regarding the scope and content of education, training, and professional development required to ensure individual and unit readiness for mobilization and JAG Corps strategic depth.

2. DJAG (RA&O) also reports to the JAG for other duties as assigned by the JAG. In addition, and unless prohibited by law or regulation or as otherwise directed, DJAG RA&O is also

delegated authority to supervise certain senior leadership of the NRLP within their functional areas of responsibility and to perform other administrative duties for NRLP personnel. Supervisory authority includes preparing and signing fitness reports, regardless of the assigned Unit Identification Code (UIC) for supervised personnel.

3. The senior leadership of the NRLP includes DJAG RA&O, the NRLP Senior Enlisted Leader (SEL), and a team of senior officers and legalmen who are responsible for assisting DJAG RA&O within their area of responsibility. The composition of this team may change from time to time, with each functioning as may be specifically outlined by separate instruction. Additional officer and enlisted personnel may also serve as special assistants or advisors to DJAG RA&O on NRLP-related matters.

106. ASSISTANT JUDGE ADVOCATES GENERAL AND SPECIAL ASSISTANTS

1. Assistant Judge Advocates General (AJAGs). AJAGs report directly to the JAG and are assigned functional areas of responsibility. When neither the JAG nor the DJAG is able to perform the duties of the JAG, the senior AJAG detailed by SECNAV to the position of AJAG of the Navy under reference (a) section 8089(b) or 8089(c) will perform the duties of the JAG. In addition to other duties assigned, each AJAG supervises their respective Divisions and their staffs within their area of responsibility. AJAG supervisory authority includes preparing and signing fitness reports and civilian performance appraisals, as appropriate, for the assigned Division Directors and other personnel under their direct supervision. Unless otherwise prohibited by law or regulation, each AJAG is also delegated authority to perform administrative duties and sign as Commanding Officer for administrative matters for personnel assigned to their staff and to the staff of organizations under their responsibility regardless of Unit identification Code (UIC) of the assigned staff members.

2. Special Assistants (SAs). SAs report directly to the JAG, and may have additional duties assigned to Naval Legal Service Command and the Office of the Special Trial Counsel. Unless otherwise directed, Special Assistants will serve as reporting seniors for military personnel assigned to their offices.

107. ASSISTANT JUDGE ADVOCATE GENERAL (CIVIL LAW) (AJAG 01)

1. The AJAG 01 has supervisory responsibility for National Security Law (Code 10); Administrative Law (Code 13); General Litigation (Code 14); Admiralty and Claims (Code 15); Legal Assistance (Code 16); Disability Evaluation System Counsel Program (DESCP); Staff Judge Advocate Counsel Assistant Program (SJACAP); and other duties as assigned.

2. AJAG 01 concurrently serves as Commanding Officer, Naval Civil Law Support Activity (CO, NAVCIVLAWSUPPACT) and is designated as the Rules Counsel for professional responsibility matters involving individuals practicing law or providing legal services under the cognizance of the JAG (except those serving as military judges and USMC Judge Advocates) per reference (g).

a. National Security Law Division (Code 10) Responsibilities

(1) Provides legal advice, research, interpretation, and training on national security law and policy issues involving naval operations, including law of the sea, international environmental law, law of armed conflict, international agreements, intelligence law, intelligence oversight, cyber law and cyberspace operations, information warfare, military activities in outer space, and foreign criminal jurisdiction, as well as reviews proposed legislation and regulations in these areas;

(2) Responds to requests for legal and policy reviews from the Offices of the Secretary of Defense (SECDEF), the Joint Chiefs of Staff, SECNAV, CNO, and their staffs, and from fleet and shore commands of the Navy and Marine Corps throughout the world;

(3) Provides oversight, coordination, and guidance for the community of judge advocates practicing national security law and adjudicates requests for subspecialty codes and additional qualification designators in national security law;

(4) Reviews weapons and weapon systems proposed for development or acquisition by the Navy for consistency with international and domestic law;

(5) Provides legal support and guidance to CNO, CMC, and all other DON organizations for all requests to negotiate, conclude, modify, extend, or terminate any international agreement or arrangement not under the cognizance of the OGC and act as the DON Central office of record for all international agreements and conduct Case Act notifications for all DON international agreements per SECNAVINST 5710.32.

(6) Represents Navy and DoD interests in interagency working groups and international fora; and

(7) Division Director, Code 10, is designated by JAG as Legal Advisor to DoD REPOPA.

(8) Sensitive Programs Counsel (SPC). The Division Director, Code 10, oversees and exercises supervisory responsibility over the Navy JAGC Sensitive Programs Counsel. When appropriate, the Division Director, Code 10 will be read into the same programs as the SPC and will stand-in for the DJAG in SPC matters when directed. Under supervision of the Division Director, Code 10, the SPC performs the following functions:

(a) Serves as the principal legal advisor to JAG and DJAG on Special Access Programs (SAPs), Sensitive Activities, and compartmented activities.

(b) Provides legal advice and opinions to the DON Special Access Program Central Office and associated program offices regarding the initiation and apportionment of SAPs, as well as other legal matters pertaining to SAPs that fall within the cognizance of the JAG.

(c) Provides legal advice and opinions to the Deputy Under Secretary of the Navy

for Security and Intelligence and subordinate offices on SAPs, sensitive activities, compartmented activities, and oversight of intelligence activities within the portfolio area assigned to the Judge Advocate General of the Navy.

(d) Assists the JAG and DJAG with the oversight duties assigned to them in SECNAVINST 5000.34G and SECNAVINST 3820.3F, including their participation in the Senior Review Board, Special Activities Oversight Committee, Special Programs Review Group, and Sensitive Activities Review Group.

(e) Is designated as an OJAG Special Access Program Liaison Officer.

b. Administrative Law Division (Code 13)

(1) Supports the SECNAV, CNO, Headquarters Marine Corps, JAG, DJAG, CNLSC, and afloat and ashore commands of the Navy and Marine Corps throughout the world with provision of legal advice, assistance, research, interpretation, representation, and training on issues affected by military personnel law; standards of conduct and ethics; Freedom of Information Act and PA policy; disability law; command authority; complaints of wrong under Article 138 of reference (j) and Article 1150 of reference (f); military rights and benefits; and conduct of administrative fact-finding investigations and courts and of inquiry;

(2) Provides legal review and coordination of proposed legislation and regulations affecting the DON.

(3) Processes all DON issuances to the Federal Register.

(4) For the DON Disability Evaluation System, serves as the appellate review authority for combat-related determinations and for reservists found not eligible for a Line of Duty Benefits letter. As directed by JAG, DJAG, or AJAG 01, provides advisory opinions to the SECNAV Council of Review Boards, Physical Evaluation Board (PEB), or Assistant Secretary of the Navy (Manpower and Reserve Affairs). Conducts legal sufficiency reviews of flag and general officer DES cases. As directed by JAG, DJAG, or AJAG 01, conducts legal sufficiency reviews of PEB determinations.

c. General Litigation Division (Code 14)

(1) Oversees the conduct of civil litigation cases incident to the operation of the Navy and Marine Corps, except those involving admiralty, common law torts, and matters under the cognizance of the Navy General Counsel.

(2) Responsible for all adjudicating administrative appeals under the FOIA and PA not under the cognizance of the General Counsel.

(3) Coordinates responses or responds directly to litigation demands for Navy information and witnesses as required by DoD and DON directives.

(4) Prepares Certificates of Full Faith and Credit for execution in accordance with 32 C.F.R. § 720.32.

(5) Provides litigation risk assessments of prospective DON actions and policies upon request from stakeholders.

d. Admiralty and Claims Division (Code 15)

(1) Manual of the Judge Advocate General (JAGMAN) Investigations. System Manager for all investigations convened under Chapter II and Chapter XI of the JAGMAN, reference (k). Custodian and release authority for all JAGMAN investigations convened prior to December 1995 and all JAGMAN litigation reports, admiralty letter reports, and admiralty dual- purpose investigations, whenever convened.

(2) Disaster Response. OJAG/CNLSC's disaster response program manager to include disaster response planning, programmatic development, and response/readiness training.

(3) Admiralty Branch

(a) Adjudicates affirmative and defensive admiralty tort claims and defensive salvage claims on behalf of DON; advises on maritime contract, salvage, environmental, international, and domestic maritime issues; and directly supports the Department of Justice (DOJ) in maritime litigation involving the Department of Navy.

(b) The Admiralty Branch Head is designated as Admiralty Counsel of the Navy. In this capacity they direct and administer DON's admiralty program; advise on all admiralty and maritime matters within DON; approve settlements of affirmative and defensive admiralty tort claims, and defensive salvage claims per 32 C.F.R. Part 752 and reference (a) sections 8822 and 8823 as delegated by SECNAV; approve litigation settlements; forward maritime cases to DOJ for litigation, and provide support during all aspects of litigation; and certify naval vessels for Convention on the International Regulations for Preventing Collisions at Sea (COLREGS) alternate compliance under 33 U.S.C. §§ 1605 and 1606 as delegated by SECNAV.

(4) Affirmative and Torts Claims Branches

(a) Adjudicates claims against the DON under the Federal Tort Claims Act, the Medical Care Recovery Act, the Foreign Claims Act, the International Agreement Claims Act, and the Military Personnel and Civilian Employees' Claims Act.

(b) Asserts affirmative claims under the Federal Claims Collection Act, the Medical Care Recovery Act, and the Third-Party Payers Act.

(c) Provides litigation support to DOJ and U.S. Attorneys representing the U.S. in tort cases that are in litigation.

e. Legal Assistance Division (Code 16)

(1) Responsible for legal assistance, federal military notary, and personal tax policy and delivery procedures within the Navy and provides direct field support on such matters.

(2) As directed, manages the Navy's Volunteer Income Tax Assistance/Electronic Filing Program in accordance with reference (l).

(3) Manages the military naturalization program and provides subject matter expert support for this program to NLSC Legal Assistance Offices and the fleet.

(4) Responds to requests for support from the Offices of the Under Secretary of Defense (Personnel & Readiness), SECNAV, CNO, and afloat and shore activities and legal service offices throughout the world concerning the provision of reference (a) section 1044 authorized services.

(5) Conducts inspections of Legal Assistance programs and Disability Evaluation System (DES) attorney services within NLSC.

(6) Creates and delivers world-wide legal assistance virtual training seminars to legal assistance staff on emerging issues, and collaborates with NJS on legal assistance curriculum.

(7) Advises JAG, DJAG, Director RLSO Operations, and AJAG (Operations and Management) on Congressionally-mandated programs regarding legal assistance and personal tax policies.

(8) Serves as the Navy representative to the Armed Forces Tax Council, DoD Tax Policy and Advisory Group, the American Bar Association Legal Assistance for Military Personnel Committee and Pro Bono Referral Panel, the Department of Justice Office of Civil Rights and Housing, and the Consumer Financial Protection Bureau.

f. Disability Evaluation System Counsel Program (DESCP)

(1) Serves as the lead representative for JAG responsibilities under the DON Disability Evaluation System (DES) detailed in references (r) and (s).

(2) Manages the provision of government DES counsel to advise and represent Service members during the DES process and any subsequent appeals relating to the final disposition of Service Member disability cases.

(3) In coordination with the Office of the Deputy Secretary of Defense (Health Services Policy and Oversight), Defense Health Agency, Department of Veterans Affairs, and Assistant Secretary of the Navy (Manpower and Reserve Affairs), assists in establishing policy, training, and procedural guidance for Government DES counsel.

(4) Creates and delivers world-wide Disability Evaluation System virtual training seminars to legal assistance practitioners, command services/staff judge advocates, and trial, defense and victims' legal counsel staff on emerging issues, and collaborates with NJS on DES curriculum.

(5) Serves as the Navy JAGC representative to the Department of Defense (DoD)/ Department of Veterans Affairs (DVA) Disability Advisory Council, DoD/DVA DES Improvement Working Group, and the Defense Health Agency DES Procedural Instruction Advisory Council.

(6) Director, DESCP reports directly to AJAG 01 on matters of DES policy. Director, DESCP is assigned ADDU to CNLSC for the handling of client-related policy matters that require DES advocacy before Navy leadership.

g. Staff Judge Advocate Counsel Assistant Program (SJACAP). The mission of SJACAP is to support staff judge advocates (SJAs) by providing advice and assistance to SJAs in the field. Serving as a subject matter expert for current or emerging legal issues facing SJAs, SJACAP provides support to SJAs in core SJA practice areas, including, but not limited to, military justice, investigations, ethics, national security law, and administrative law. SJACAP coordinates with and supports Commander, Naval Legal Service Command as needed and will ensure timely coordination with other appropriate subject matter experts, both within the Office of the Judge Advocate General and the fleet. SJACAP also captures and promulgates best practices in order to promote standardization among the global SJA practice. For example, SJACAP coordinates with Chief Counsel to the Judge Advocate General for Assessment and Organizational Performance and Commander's Action Group, and analyzes the results of Article 6 and other assessments to identify trends and lessons learned in order to promulgate this information to SJAs. Finally, SJACAP coordinates with the Naval Justice School and the Special Assistant for Training to develop training and aggregate SJA legal resources.

h. Navy Judge Advocate General's Corps Professional Responsibility Coordinator (JAG PRC). As directed by reference (g), the AJAG 01 will appoint the JAG PRC. The JAG PRC will administer the professional responsibility program for attorneys, including non-government civilian attorneys practicing under the cognizance of the JAG per reference (g).

108. ASSISTANT JUDGE ADVOCATE GENERAL (MILITARY JUSTICE) (AJAG 02)

1. The AJAG 02 has primary supervisory responsibility for the performance of the JAG's statutory duties in all military justice policy, national security litigation, appellate advocacy, and related matters as authorized in the UCMJ, the Manual for Courts Martial, and the JAG Manual.

2. AJAG 02 serves as Chairman of the OJAG Professional Responsibility Committee and Vice Chairman of the Judicial Screening Board; supervises the Division Directors for criminal law policy (Code 20) and national security litigation training and support (Code 30); Chairman of the Military Justice Training Coordination Council; serves as Officer in Charge, Navy and Marine Corps Appellate Review Activity (NAMARA), comprised of Code 40, Code 45, and Code 46;

and is responsible for examination, review, monitoring, and ultimate disposition of all records of trial received for review or other disposition pursuant to statute, regulation, or appropriate appellate court rules of practice and procedure.

a. Criminal Law Division (Code 20)

- (1) Coordinates criminal law and military justice policy within DON.
- (2) Drafts legal and policy advice for the JAG on a wide variety of military justice matters.
- (3) Reviews all legislative and regulatory proposals and instructions related to military justice.
- (4) Designated by JAG as the Navy's representative and voting group member of the Joint Service Committee (JSC) on Military Justice.
- (5) Provides a liaison to Congressional appointed federal advisory committees focused on military justice matters.
- (6) Coordinates responses to requests for military justice information.
- (7) Provides advice and recommendations on requests for JAG certification of cases for review by Navy-Marine Corps Court of Criminal Appeals (NMCCA) or the Court of Appeals for the Armed Forces (CAAF).
- (8) Facilitates processing of executive pardon requests related to military convictions.
- (9) Staffs requests for Secretarial designation as General, Special, and Summary Court-Martial Convening Authority and requests for JAG authorization to refer charges for trial by courts-martial after adjudication of similar charges by State or foreign courts.
- (10) Coordinates warrants of attachment.
- (11) Coordinates requests for grants of immunity in accordance with Rule for Court-Martial 704(c) (2) for civilian witnesses at trial by court-martial.
- (12) Designated by JAG as a representative to the SECNAV Clemency and Parole Board.
- (13) Processes all Article 69, 73, and 74(b), UCMJ requests.
- (14) Provides legal advice on Freedom of Information Act requests for military justice records.
- (15) Coordinates preparation of the annual Article 146a, UCMJ, Report to Congress.
- (16) Develops military justice litigation and trial advocacy training requirements.

b. National Security Litigation Division (Code 30)

(1) Provides training and litigation support to SJAs; trial and defense counsel; military judges; Article 32, UCMJ, preliminary hearing officers; investigation/court security officers, and other armed services upon request on all Navy and Marine Corps matters pertaining to the processing and litigation (through appeal) of all cases involving classified information, including cases designated as national security cases per JAGMAN section 0126.

(2) Coordinates classification reviews in litigation involving classified information.

(3) Processes and coordinates Head-of-Agency privilege assertions under Military Rule of Evidence 505 and assertions of the state secrets privilege.

(4) Provides advice, training, and support to other armed services upon request.

(5) Serves as JAG and CNLSC central point of contact for the DOJ and components of the Intelligence Community on litigation involving classified information.

(6) Maintains a library of exemplars and resources for litigation and related matters involving classified information, including guides on litigation involving classified information.

(7) Prepares synopses and case studies on issues arising in the course of litigation involving classified information.

(8) Advises and provides counsel regarding FOIA appeals involving classified information.

c. Military Justice Administration Division (Code 40)

(1) Court-Martial Records Branch:

(a) Maintains a post-trial case-tracking system of those records of trial required to be forwarded to the NMCCA or to OJAG for review in accordance with Articles 66 and 69, UCMJ.

(b) Reviews for completeness all records of trial forwarded to the NMCCA.

(c) Reviews for completeness all records of trial forwarded to NAMARA for review under Article 66(b), UCMJ.

(d) Promulgates decisions of the NMCCA to appellants in accordance with the JAGMAN.

(e) Tracks cases submitted to the CAAF under Article 67, UCMJ, and promulgates the actions taken by that court.

(f) Staffs requests for substitution of administrative separations for punitive discharges and for presidential pardons.

(g) Provides administrative and logistical support services to personnel assigned to NAMARA and the NMCCA.

(h) Controls and maintains courts-martial records of trial.

(i) Provides public access to court dockets, filings, and records from the Navy-Marine Corps and the Coast Guard in compliance with DON policies and procedures.

(2) Military Justice Information (MJJ) Branch:

(a) Processes court-martial records for release pursuant to Article 140a, UCMJ.

(b) The MJJ Branch reviews and prepares all certified or authenticated court-martial.

(c) Provides subject matter guidance/information to military justice practitioners in the Navy and Marine Corps, and to the general public regarding disclosure of court-martial records, filings, and records for public release within 45 days of receipt while ensuring the information to be disclosed are released properly under Freedom and Information Act (FOIA) / Privacy Act (PA) exemptions and specific regulations governing release of DoN courts-martial records.

(d) The MJJ Branch coordinates Navy and Marine Corps commands Gun Control Act reporting and responsibilities with the Federal Bureau of Investigation, the Department of Defense, the Naval Criminal Investigative Service, and Navy and Marine Corps law enforcement.

(3) Freedom of Information Act / Privacy Act Branch: Process all FOIA requests for Navy and Marine Corps special and general court-martial records of trial in compliance with the Freedom of Information Act (5 U.S.C. § 552), the Privacy Act (5 U.S.C. § 552a), Part 701 of Title 32 of the Code of Federal Regulations, the Department of the Navy Freedom of Information Act Program (SECNAVINST 5720.42G), and the Department of the Navy Privacy Act Program (SECNAVINST 5211.5F). As the primary release authority for all Navy and Marine Corps special and general court-martial records of trial, the FOIA Branch reviews and responds to correspondence and inquiries concerning military law and procedure, specifically relating to individual court-martial cases. The FOIA Branch coordinates with appropriate parties, makes disclosure determinations, and drafts outgoing responses that ensure complete coverage of all issues in compliance with FOIA regulations and policies.

(4) Appellate Victim/Witness Assistance Program:

(a) Reviews all records received by Court-Martial Records Branch for victims and witnesses eligible to receive appellate notifications.

(b) Maintain database of cases with eligible victims and witnesses and track case throughout the appellate process.

(c) Responsible for initial, filings, oral argument, decision notifications to victims and witnesses from docketing at NMCCA, is granted review or certified to CAAF, or by the Supreme Court of the United States, until the appellate process is exhausted.

(d) Responsible for notifications to victims and witnesses for cases being reviewed pursuant to Art 69 and 73, UCMJ.

(e) Coordinates with both Navy and Marine Corps VLC Commands to assist victims who request it.

(f) Monitors the Defense Sexual Assault Incident Database (DSAID) program activities, provides command assistance, coordination, and follow up with Navy and Marine Corps commands and criminal investigative authorities to ensure proper receipt of all unrestricted reports of sexual assaults.

(g) Reviews all Sexual Assault Disposition Reports (SADRs) ensuring that final disposition taken resolved the reported incident, documented the case outcome and, addressed the misconduct by the alleged subject, as appropriate.

(h) Reviews and uploads all Sexual Assault Disposition Reports (SADRs) into the DSAID ensuring that final disposition taken resolved the reported incident, documented the case outcome and, addressed the misconduct by the alleged subject, as appropriate.

d. Appellate Defense Division (Code 45)

(1) Has primary responsibility for appellate defense matters within the DON.

(2) Provides attorney representation of DON service-members before the Supreme Court, CAAF, and the NMCCA pursuant to Article 70(c), UCMJ.

(3) Provides appellate defense counsel to perform such other functions in connection with the review of courts-martial as the JAG or AJAG (Military Justice) directs.

(4) Provides training and administrative support to Navy and Marine Corps reserve units and judge advocates providing appellate defense representation.

(5) Coordinates day-to-day policy and procedures relating to the appellate review process with appellate courts, Appellate Government Division (Code 46), and

Administrative Support Division (Code 40).

(6) Provides training and legal updates to Navy and Marine Corps trial defense attorneys.

(7) Initiates and responds to requests to JAG through the AJAG 02 for certification of issues to CAAF.

e. Appellate Government Division (Code 46)

(1) Directs and supervises all DON appellate government counsel representing and advocating on behalf of the U.S. before the NMCCA, CAAF, and when applicable, the Supreme Court.

(2) Represents the U.S. before the NMCCA, CAAF and, in coordination with the Solicitor General of the United States, the Supreme Court, and prepares and submits pleadings, briefs, and related documents in those courts.

(3) Advises trial counsel, Office of the Special Trial Counsel, and other Government attorneys on the advisability of filing government interlocutory appeals pursuant to Article 62 and government petitions for extraordinary relief.

(4) Represents the U.S. in all interlocutory appeals and petitions for extraordinary relief, litigates those matters in the NMCCA, CAAF, and Supreme Court, and is responsible for the substance and content of submissions to those courts.

(5) Advises and instructs the Navy and Marine Corps Trial Counsel Assistance Program and other government attorneys on military justice matters having appellate implications.

(6) Initiates and staffs through the AJAG 02 all requests for JAG certification of issues to CAAF pursuant to Article 67(a)(2).

(7) Coordinates with appellate court administrators, judges, and government appellate divisions of other military branches, and the DOD OGC on matters pertinent to appellate advocacy.

(8) Responds to outside inquiries regarding division activities.

109. ASSISTANT JUDGE ADVOCATE GENERAL (OPERATIONS AND MANAGEMENT) (AJAG 06)

1. Assistant Judge Advocate General (Operations and Management) (AJAG 06). The AJAG 06 exercise primary responsibility for operations and management functions within OJAG/NLSC/OSTC and assists JAG in his Officer and Enlisted Community Manager roles. The AJAG 06 has supervisory responsibility over the Chief Operating Officer (COO);

Personnel Support and Program Administration; Total Force Management (TFM); Information Technology Operations (IT OPS); Facility Program Management, Security Operations; and the JAG Consolidated Administrative Business (JCAB) Office. The AJAG 06 provides guidance and administrative support to the Fiscal Operations Division (Fisc Ops); however, as required under reference (m), the JAGC Comptroller exercises supervisory and oversight responsibility over Fisc Ops, and the JAGC Comptroller reports directly to the JAG. The AJAG 06 is responsible for the Command Managed Equal Opportunity (CMEO) program within OJAG. The AJAG 06 is also responsible for maintenance of and updates to the OJAG Standard Organization Manual.

a. Chief Operating Officer (COO)

- (1) Is the primary assistant to AJAG 06.
- (2) Responsible for the five divisions within Operations and Management.
- (3) Oversees the day-to-day operations of the 06 organization, including managing civilian and military staff.
- (4) Serves as the civilian liaison for the Chief of Naval Operations Human Resources Equal Employment Opportunity management.
- (5) Assists in the formulation, development, and execution of organizational policies.
- (6) Oversees the provision of manpower, budgeting, supply, security and information technology support to all Codes within OJAG, all Echelon III activities within NLSC, and the Office of the Special Trial Counsel (OSTC), and the Camp Lejeune Claims Unit.

b. Personnel Support and Program Administration Division

- (1) Conducts full range of administrative services for OJAG military personnel.
- (2) Manages OJAG-wide databases.
- (3) Manages OJAG-wide programs to include check-in, indoctrination, and sponsorship.
- (4) Liaises with the OJAG Ombudsman.
- (5) Updates and publishes the OJAG Organizational Guide and Telephone Directory.
- (6) Serves as the OJAG Building 33 First Lieutenant.
- (7) Maintains the OJAG/NLSC HQ Collateral Duty List.
- (8) Maintains the OJAG/NLSC HQ Alpha and Recall Rosters.

(9) Coordinates mail, messenger services, and the Pentagon courier schedule.

(10) Serves as the principal advisor to JAG, CNLSC, and LSTC on facilities-related initiatives, including:

(a) Develops and executes strategies for facilities' program requirements, maintenance planning, renovation projects, and funding allocations for OJAG, NLSC, and OSTC facility.

(b) Serves as project liaison between location-specific OJAG/NLSC/OSTC end-user and NAVFAC, to include project work induction, funds requests processing, project package/scope of work review, and project execution and oversight.

(c) Oversees and maintains Basic Facilities Requirements (BFR) development and space assignment requests, ensuring optimal allocation of office space resources while ensuring a conducive environment for productivity and operational readiness for all JAGC end-users.

(d) Oversees OJAG/NLSC/OSTC information, personnel, industrial, operational, and physical security programs, OJAG/NLSC/OSTC Physical OJAG Security Ops Security Specialists, courtroom security and activity security managers for legal offices, and subordinate unit's security requirements associated with DON, DoD, OJAG, NLSC, and OSTC information, personnel, industrial, operational, and physical security directives.

(e) Maintains a comprehensive continuity capability for the JAG Corps and ensures continuity of OJAG, NLSC, and OSTC leadership and operations during crises, threats, and emergencies.

c. Total Force Management (TFM). In support of JAG's responsibility to maintain the JAG Corps legal community and determining the best possible allocation of available JAG Corps personnel in a holistic manner, TFM:

(1) Oversees the development and execution of personnel plans and policies to ensure that risk, cost, and prioritization considerations are consistent with the national defense strategy, the Navy's statutory mission, and the priorities of the JAG.

(2) Oversees the development and execution of plans and policies associated with military recruiting and accession, military manpower management, military personnel strength planning, promotions, military career progression, command screen processes and individual augmentation in coordination with Navy Personnel Command, Navy Recruiting Command, and U.S. Fleet Forces Command.

(3) Oversees the development and execution of plans and policies in the areas of civilian workforce performance management, training and professional development and other related civilian personnel support programs in coordination with Department of the Navy Human Resources and JCAB.

(4) Oversees the development and execution of plans and policies associated with retention of the total force including recognition and award programs and the mentoring program.

d. Fiscal Operations Division (Fisc Ops). The JAGC Comptroller exercises direct supervision and oversight of Fisc Ops, but Fisc Ops receives guidance and administrative support from AJAG 06.

(1) Provides fiscal management and resource procurement support to OJAG, NLSC, and OSTC.

(2) Formulates OJAG, NLSC, and OSTC annual budgets, based on workload data obtained from enterprise-wide divisions and activities.

(3) Executes enterprise-wide operating budgets to include the allocation for Claims payments.

(4) Maintains the official OJAG, NLSC, and OSTC accounting records.

(5) Ensures OJAG, NLSC, and OSTC audit readiness.

(6) Develops and formulates Program Objective Memoranda (POM) preparation and Secretariat Review Board budget submissions to the Resource Sponsors.

(7) Performs sub-claimant responsibilities to the Budget Submitting Office, Field Support Activity.

(8) Manages time and attendance programs and civilian payroll execution.

(9) Manages civilian billet controls to ensure OJAG, NLSC, and OSTC remain within allocations.

(10) Manages the General Equipment Program for OJAG, NLSC, and OSTC.

e. Information Technology Operations (IT OPS)

(1) Provides overall Information Technology (IT) to OJAG, NLSC, and OSTC. Coordinates and incorporates the JAG Corps initiatives designed to improve courthouse technical functionality. Coordinates with Fisc Ops to develop and execute annual funding and budgets capable of meeting current and future operating costs.

(2) Oversees and manages information assurance, information security, and information technology resources, hardware, and software throughout OJAG/NLSC/OSTC. Maintains and configures both government and commercially developed software to meet OJAG/NLSC/OSTC user requirements. Ensures DON information assurance policies are

enforced to protect the availability, confidentiality, integrity, and authenticity of data.

(3) Supports OJAG/NLSC/OSTC public websites and intranet or secure web portals. Does not set requirements, however, assists in managing and overseeing all JAG Corps-related IT contracts for application licensing; hardware; network security maintenance; professional services; research, development, test, and evaluation; and Navy/Marine Corps Intranet catalog line item numbers.

(4) Supervises and manages team of NSLC and OJAG HQ Legal Technology Specialists (LTS) providing ad hoc IT field support.

f. Judge Advocate General Consolidated Administrative Business (JCAB) Office. JCAB provides administrative customer support to the OJAG/NLSC/OSTC enterprises worldwide and NJS to execute budgets in the categories of activity listed below. JCAB is a centralized office for OJAG/NLSC/OSTC that allows the JAG Corps to standardize processes and meet strict guidelines for documentation to ensure audit accuracy and compliance.

(1) Civilian Personnel (CIVPERS). Civilian recruitment and hiring actions, to include formatting and forwarding of position descriptions to the Chief of Naval Operations Human Resources Office (CNO-HRO) for classification, billet funding requests and verifications, processing Requests for Personnel Actions (RPAs), applicant security reviews, and selectee onboarding. CIVPERS also processes civilian non-recruitment actions, including, but not limited to, career ladder promotions, Veterans Recruitment Action (VRA) conversions, Term position extensions, retirements, resignations, terminations, reduction in grade, and name changes.

(2) Headquarters Personnel Administration. Responsible for acting in the capacity of Command Pay and Personnel Administrator (CPPA) and Navy Family Accountability and Assessment System (NFAAS) Administrator for OJAG headquarters. Manages check-in/check-out accountability actions for multiple enterprise programs, and manages an enterprise-wide personnel database, coordinating with appropriate personnel to ensure validity of information contained therein.

(3) Procurement. Manages enterprise usage of the Government Commercial Purchase Card (GPC), processes all Micro-Purchase requests (Supplies/services under the Micro Purchase Threshold (MPT) of \$10k/\$2.5k) and executes Contracting and Ordering functions (to include orders over the MPT not to exceed \$250K, and payments against Blanket Purchase Agreements (BPA), GSA Contracts and Indefinite Delivery Type Contracts (IDTC)) for the enterprise. Maintains compliance with Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulations Supplement (DFARS).

(4) Travel. Coordinates with leadership to ensure travel approval is processed in accordance with established policy, holds travelers to the standards of the Joint Travel Regulations and Navy Defense Travel System (DTS) Business Rules, processes DTS authorizations and certifies payment of vouchers, executes entries for Navy Personnel Operational Tempo (PERSTEMPO) reporting, provides oversight and management of the

Government Travel Charge Card (GTCC) program, and manages the Debt Management Module and Centrally Billed Account (CBA) within the DTS. Responds to Transportation of People (ToP) audit inquiries from higher authority.

110. ASSISTANT JUDGE ADVOCATE GENERAL (EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT) (AJAG 07)

1. The AJAG 07 exercises primary responsibility for training, education, and professional development functions within OJAG/NLSC/OSTC and for the entire JAG community. The AJAG 07 is the JAG's lead for strategic planning, development, assessment, and the implementation and oversight of legal training, education, and professional development necessary to generate the force of legal service providers required to execute the missions assigned to the Navy.

2. Responsibilities

- a. Identify operational legal needs and required competencies;
- b. Validate and prioritize training, education, and professional development requirements;
- c. Plan, resource, and task training, education, and professional development responsibilities across the JAG Corps;
- d. Supervise and continually assess the execution of legal training, curriculum development, education, and professional development; and
- e. Coordinate closely with CNLSC; LSTC; other AJAGs; Commanding Officer, Naval Justice School; OJAG and NLSC Inspector General; the Chief Counsel for Assessments and Organizational Performance; Navy components of the Combatant Commands, Staff Judge Advocates at Echelon 2 of Navy command structure; Office of the Chief of Naval Operations (OPNAV) N1 and N7; Naval Education and Training Command; and other stakeholders to improve planning and policies for the entire JAG Corps.

111. CHIEF JUDGE, DEPARTMENT OF THE NAVY (CJDON)

1. The CJDON serves as the senior supervisory jurist of the DON responsible for the oversight of the judiciary at both the trial and appellate levels, as judges throughout the DON execute their statutory duties as authorized by the UCMJ, the MCM, and the JAGMAN. The CJDON reports directly to the JAG and is the reporting senior for the Chief Judge of the Navy-Marine Corps Trial Judiciary (NMCTJ) and the judges of the Navy-Marine Corps Court of Criminal Appeals (NMCCA); is the principal strategic planner for professional development, selection, training, assignment, and deployment of the judiciary; is a member of the JAG Professional Responsibility Committee and designated Rules Counsel for cases involving Navy and Marine Corps trial or appellate judges per reference (g); is responsible for establishing and publishing rules of court in accordance with references (e) and (g); serves as the Chairman of the Judicial Screening Board in accordance with reference (n); is responsible for the initial training of all new trial and appellate judges as well as the continuing education of all trial and appellate judges; and

is the principal judicial advisor for courtroom design and judicial security.

2. Pursuant to reference (o), CJDON also serves in the capstone billet for the Military Justice Litigation Career Track (MJLCT), and is the principal strategic planner and community sponsor for the MJLCT, responsible for identifying, developing, training, retaining, and assigning litigators and judges. Per reference (p), CJDON is responsible for the execution of a judiciary assessment program to ensure the continuous monitoring and assessment of judicial quality and efficiency.

3. Navy-Marine Corps Court of Criminal Appeals (NMCCA)

a. Has primary responsibility for conducting review of appeals and petitions for extraordinary relief regarding courts-martial of members of the Navy and Marine Corps pursuant to Articles 62, 66, 69 and 73, UCMJ, as described under reference (q).

b. Conducts timely review of appeals and petitions filed with the Court.

c. Provides priority, to the extent practicable, to petitions for a writ of mandamus to enforce the rights accorded to a crime victim by Article 6b, UCMJ, and to appeals filed by the United States pursuant to Article 62, UCMJ over all other proceedings before the court.

d. In accordance with reference (r), the Clerk of Court receives and processes requests by former members of the Navy and Marine Corps for expungement of DNA samples collected as a result of investigations that did not ultimately lead to a conviction by general or special court-martial or that led only to a conviction that was later set aside on appeal, and forwards qualifying requests to the United States Army Criminal Investigation Laboratory for expungement.

4. Navy-Marine-Corps Trial Judiciary (NMCTJ)

a. Is a unified trial judiciary with the core mission of providing certified active and reserve military judges for all Navy and Marine Corps general and special courts-martial. The NMCTJ is organized into 10 judicial circuits.

b. Provides judges to preside over Article 30(a), UCMJ, pre-referral matters.

c. Provides judges to preside over Article 32, UCMJ, hearings upon request.

d. Manages post-trial processing through the Entry of Judgment.

e. The Chief Judge, NMCTJ is responsible for supervising and supporting Navy and Marine Corps trial judges worldwide.

112. NAVAL JUSTICE SCHOOL (NJS)

In coordination with and supported by OJAG, NLSC, OSTC, the Marine Corps legal community, and the Coast Guard legal community, CO, NJS provides career continuum training to all Sea

Service (Navy, Marine Corps, and Coast Guard) judge advocates and enlisted legal professionals in order to meet Fleet requirements. CO, NJS also provides training to Sea Service leaders and legal support personnel to facilitate performance of their command and staff duties in accordance with U.S. domestic law, international law, and military regulation.

113. CAMP LEJEUNE CLAIMS UNIT (CLCU)

The CLCU is responsible for the expeditious, fair, and efficient adjudication of claims filed under the Camp Lejeune Justice Act of 2022 (CLJA). In addition to adjudicating more than 500,000 CLJA claims, the CLCU is responsible for advising the Judge Advocate General of the Navy on CLJA claims policy and matters related to CLJA implementation on behalf of the Department, serving as agency counsel supporting Department of Justice litigation related to the CLJA; and responding to White House, Congressional, and other requests for information regarding CLJA claims matters.

114. SENIOR ENLISTED ADVISOR/SENIOR ENLISTED LEADER

The Senior Enlisted Advisor (SEA) to the Judge Advocate General (JAG) of the Navy is a Legalman Master Chief who serves as a principal advisor to the JAG and the senior leadership of the Office of the Judge Advocate General. Reporting to the JAG and working with the Deputy JAG, the SEA provides counsel and leadership on personnel, strategic vision, priorities, and professional development across the Navy JAG Corps.

115. COMPTROLLER

Principal advisor to the JAG, CNLSC, and LSTC on fiscal and budgetary matters. In accordance with reference (m), the Comptroller reports directly to JAG as the head of the activity.

- a. Formulates OJAG, NLSC, and OSTC budgets.
- b. Executes individual command or organization operating budgets.
- c. Develops and coordinates POM preparation for two Resource Sponsors.
- d. Conducts oversight, including internal review, of the execution of OJAG, NLSC, and OSTC fiscal and budgetary plans.
- e. Provides advice and recommendations to the JAG, CNLSC, and LSTC concerning compliance of fiscal planning and execution with statutes and directives.
- f. Serves as Division Director, Fisc Ops. In this capacity, the Comptroller oversees and supervises the performance of all responsibilities assigned to Fisc Ops. As the AJAG 06 provides guidance and administrative support to Fisc Ops, the Comptroller also reports Fisc Ops activities to AJAG 06, via the COO.

116. CHIEF COUNSEL TO THE JUDGE ADVOCATE GENERAL FOR ASSESSMENTS, AND ORGANIZATIONAL PERFORMANCE (CCAO)

1. CCAO serves as the designated senior member of the JAG's staff to oversee and implement the JAG Corps Comprehensive Assessment Program as detailed in reference (p), including conducting periodic reviews and assessments, preparing follow-on reports, monitoring implementation of corrective actions, and other actions as directed by JAG or DJAG. Coordinates with CNLSC and NLSC IG to ensure the effective implementation of the Article 6 program for NLSC and provides guidance to the NLSC IG on the Article 6 inspection process.
2. Coordinates with the CJDON to ensure assessments of judges are conducted and relevant results are shared with appropriate stakeholders. Coordinates with AJAG 07 to periodically assesses the performance of the JAG community training program in accordance with established metrics as described in reference (s). Informed by periodic assessments, provides recommendations to the AJAGs to improve performance across the JAG community.

117. COMMANDER'S ACTION GROUP (CAG)

1. The CAG is responsible for developing and implementing the JAG's leadership vision and intent. The CAG does this by (a) providing rapid, tailored support to the JAG and DJAG on key initiatives; (b) providing medium- to long-term perspectives across JAGC mission areas; (c) developing long-range senior leader travel and engagement plans for impact and efficiency; (d) developing speeches, talking points, and similar products to advance leadership priorities; and (e) executing such other functions and tasks as assigned by JAG or DJAG.
2. Additionally, CAG serves as the single point of contact within NLSC and OJAG for surveys and assessments of JAGC personnel to ensure deconfliction with other surveys, appropriate coordination with the DON Survey Office and other stakeholders, and consistency with current statutory and regulatory survey policies.

118. COMMUNICATIONS (CODE 001PA)

Special Assistant to the JAG, CNLSC, and LSTC for Communications.

- a. Functions as the national and international media point of contact for all facets of the JAG Corps, as well as the JAG, CNLSC, and LSTC.
- b. Develops or adapts a JAG, NLSC, and OSTC communications strategy to ensure that accurate and effective information reaches external and internal audiences.
- c. Manages content on all public-facing online platforms, including the Navy JAG Corps website and social media pages.
- d. Researches, writes, reviews, and edits material released to the public, including articles, press releases, and talking points.

- e. Produces JAG Corps multimedia marketing materials, including printed materials, graphics, photos, videos, and podcasts.
- f. Responds to inquiries from the public.

119. SPECIAL ASSISTANT, INSPECTOR GENERAL MATTERS FOR OJAG (CODE 002) AND INSPECTOR GENERAL FOR NLSC (CODE 001IG)

Special Assistant to the JAG, CNLSC, and LSTC for executing Inspector General (IG) functions in accordance with reference (t).

- a. Advises the JAG, CNLSC, LSTC concerning the efficiency, effectiveness, readiness, and morale of OJAG, NLSC, and OSTC.
- b. In coordination with the CCAO, conducts assessments, inspections and investigations as directed by JAG, CNLSC, and OSTC.
- c. Liaises with the Office of the Naval Inspector General (NAVINSGEN) on matters relating to OJAG, NLSC, and OSTC.
- d. In coordination with the CCAO, manages the Article 6, UCMJ, Inspection Program, Managers' Internal Control Program, and Command Evaluation Program for the JAG, CNLSC, and LSTC in accordance with reference (u).
- e. Oversees the OJAG IG Office staff and Temporary Assistant Inspectors General when assigned by JAG, CNLSC, or LSTC to assist with Article 6 inspections.
- f. The NLSC IG has additional responsibility to the NAVINSGEN for the Navy Hotline Program. In this capacity the NLSC IG is responsible to process Hotline cases and conduct IG investigations when directed by the NAVINSGEN.