



LEGALMAN ACCESSION COURSE "GOOD TO KNOW" INFORMATION

NAVAL JUSTICE SCHOOL, NEWPORT, RI

The following is an overview of student policies, procedures, and general information in advance of your arrival.

DO NOT submit any request chits or documentation to NJS until you have received a welcome aboard email from staff directing you to do so. Welcome aboard emails will be sent out approximately three months prior to your arrival.

If you are dual military with dependent children OR a single parent, ensure your current updated Family Care Plan is uploaded to NSIPS. You MUST have a valid family care plan on file in order to execute your orders to NJS.



STUDENT INFORMATION

YOU ARE A STUDENT FIRST

Your primary focus is to learn how to be a Legalman. You are expected to be in class, learning. All appointments and meetings not related to LNA will be conducted during lunch and after class. Class hours are from 0700 to 1630 but may flex an hour either way as the class schedule dictates. For the Legalman Paralegal Education Program (LPEP) portion of LNA you will attend evening classes in addition to your daily class schedule.

EQUIPMENT PROVIDED

A Microsoft Surface Pro and textbooks are provided to you, however, office supplies are not.

EMBODYING THE NAVY CORE VALUES

Military bearing and having integrity are very important. NJS utilizes Academic Review Boards to address grade issues and Professional Review Board to address behavior. Lack of military bearing WILL NOT be tolerated.

YOU MUST HAVE A FULL SEA BAG UPON ARRIVAL

All items shall fit properly. DO NOT attach LN rating patches to any uniforms. Continue wearing your previous unit identification marker ("rocker") while at NJS. Ensure you have at least one set of uniforms in your luggage and not in your HHG shipment. The prescribed uniform for graduation ceremonies are Service Dress White or Service Dress Blue uniform (seasonal). Ensure you have Navy PT Uniforms and athletic shoes. The uniform center on base has limited supplies; you should try to obtain the proper Service Dress LN rate patch prior to reporting to NJS.

Primary Uniforms:

- Navy Service Uniform
- Navy Working Uniform (Type III)
- Service Dress White
- Service Dress Blue
- Physical Training Uniform



STUDENT INFORMATION

FAMILIARIZE YOURSELF WITH THE U.S. NAVY UNIFORM REGULATIONS

Ensure you understand proper uniform wear and grooming standards to include tattoos, piercings, and hair.

PHYSICAL FITNESS

You will participate in PT three times per week. Upon arrival at NJS you will participate in a courtesy Body Composition Assessment. You will be placed in the Fitness Enhancement Program if you are not within standards. If you are waived from participating in PT, ensure you obtain the appropriate documentation from medical prior to reporting to NJS.



LIVING ARRANGEMENTS

READ YOUR PERMANENT CHANGE OF STATION ORDERS

While at NJS, you will live in the barracks (single with no dependents). If you are not bringing your dependents and want to reside in the barracks at no cost, YOU MUST submit a Geographical Bachelor (GB) package no later than one month prior to your arrival at NJS.

If you want to keep BAH at your dependent's location, you MUST submit a waiver at your current command in accordance with OPNAVINST 7220.12 PRIOR to arrival at NJS. Failure to submit a waiver at your current command prior to your arrival at NJS may result in a denial of Newport BAH.

BAH LODGING/HOUSING

Navy Lodge: (401) 849-4500

Navy Gateway Inns & Suites: (401) 367-4612

Housing Referral Office: (401) 841-2232

BAH ELIGIBILITY

- E-4 over 4 years; E-5 and above may reside in the barracks or out in town.
- Any paygrade with dependents MUST live out in town.
- If Mil-to-Mil, same rules apply as if single with no dependents.
- If GB, a package must be submitted and will be reviewed by NAVSTA Newport board. If approved, you may reside in barracks; if disapproved, you must live out in town.

*If you plan on living on the local economy or through privatized housing DO NOT have a signed lease prior to your arrival at NJS. You may route a request for house hunting leave in order to procure housing. Please note that housing options are very limited in the summer months. All house hunting leave must be complete prior to the first day of LNA.

