



DEPARTMENT OF THE NAVY
NAVAL JUSTICE SCHOOL
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Canc FRP: 30 September 2024

NAVJUSTSCOLNOTE 1504
SAT
4 April 2024

NAVAL JUSTICE SCHOOL NOTICE 1504

From: Commanding Officer, Naval Justice School

Subj: FISCAL YEAR 2024 JUDGE ADVOCATE AND LEGALMAN CAREER
CONTINUUM TRAINING REQUIREMENTS

Ref: (a) JAGINST 1500.4B
(b) Uniform Code of Military Justice (UCMJ)
(c) MILPERSMAN 1301-906
(d) CNLSCINST 1300.1C
(e) CNLSC memo of 7 Jun 21
(f) 10 USC 1044e
(g) JAGINST 5810.3A
(h) JAGINST 5814.2A CH-1
(i) JAGINST 5813.4K CH-1
(j) JAGINST 5500.1
(k) JAGINST 3300.1A CH-3
(l) JAGINST 1150.3
(m) MILPERSMAN 1440-010
(n) JAGINST 1440.1F CH1
(o) NAVADMIN 237/23

Encl: (1) Judge Advocate Career Continuum Training Requirements
(2) Legalman Career Continuum Training Requirements

1. Purpose. To promulgate the Fiscal Year 2024 (FY24) Judge Advocate (JA) and Legalman (LN) Career Continuum Training Requirements per reference (a) and support training concepts noted in references (b) through (o).

2. Discussion. Enclosures (1) and (2) are provided by this notice. The goal of the JA and LN training programs are to ensure career-long professional development, maintenance of professional qualifications and continuing readiness to deliver the highest quality legal services. These career training requirements are listed by rank/grade and by the type of billet in which the JA or LN is serving or will be serving.

3. Points of Contact. For policy questions or recommendations for future improvement, the Naval Justice School point of contact is: LCDR Laura Bateman, Deputy Special Assistant for Training (SAT); laura.r.bateman2.mil@us.navy.mil or 401-841-3800 ext. 158.

4. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



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Releasability and distribution:

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JUDGE ADVOCATE (JA) CAREER CONTINUUM TRAINING REQUIREMENTS

1. Leadership Development Continuum Required Training. Listed training requirements are applicable based on rank and/or billet type.

a. Naval Justice School (NJS) Basic Lawyer Course (BLC). All judge advocates (JAs) must complete this course. Basic leadership and professional development topics are introduced at BLC in addition to substantive legal training. In accordance with reference (a), BLC graduates are certified and sworn under Articles 27(b) and 42(a) of reference (b).

b. Naval Justice School (NJS) Division Officer Leadership Course (DIVOLC). All JAs in their initial tour are required to attend this course, typically offered in conjunction with the BLC. Completion of this course satisfies the requirement imposed by paragraph 3.a of reference (c).

c. Judge Advocate Professional Development and Training (JAPDT) Program. All JAs in their initial tour must complete professional development standards (i.e., practical knowledge, skill, and practical application factors), professional military education, and practice area rotations (e.g., military justice, command services). JAPDT is typically conducted during the first 24 months after graduation from the BLC. This requirement is defined in reference (d).

d. Naval Legal Service Command (NLSC) Prospective Department Head (P-DH) Course. All JAs assigned as a NLSC department head, Professional Development and Training Officer, and JA O-3s and O-4s serving in or slated for assignment to an O-3 or O-4 Officer-in-Charge (OIC) position shall attend this one-week course unless the JA has previously attended. Waivers for attending this course may be approved by the Deputy Commander, NLSC. Assistant department heads may attend as funding is available and at the discretion of NLSC leadership.

e. NLSC Professional Development and Training Officer (PDTO) Summit. All JAs assigned as a NLSC PDTO in a dedicated or collateral duty billet shall attend the summit to prepare them to serve in these roles and share best practices and lessons learned. Waivers for attending this summit may be approved by the Deputy Commander, NLSC.

f. Navy Leadership and Ethics Center (NLEC) Intermediate Leadership Course (ILC). All JAs selected for promotion to O-4 shall attend this course within three years of selection. Completion of this course satisfies the requirement imposed by paragraph 3.b of reference (c). JAs who receive notice that their promotion may be withheld or delayed should contact NJS for further guidance.

g. NLEC Senior Leader Course (SLC). All JAs selected for promotion to O-5 shall attend this course within three years of selection. Completion of this course satisfies the requirement imposed by paragraph 3.c of reference (c). JAs who receive notice that their promotion may be withheld or delayed should contact NJS for further guidance.

h. Naval Postgraduate School (NPS) Navy Senior Leader Seminar (NSLS). This leadership course provides participants with the knowledge and skills required to manage and lead effectively in complex organizations. JAs assigned as Echelon II Fleet or Force Judge Advocates will have priority for attending this course. Additional quotas may be available to other O-6 and high-potential O-5 JAs.

i. NLEC Prospective Commanding Officer and Executive Officer (PCO/PXO) Course. All JAs detailed as a NLSC CO or XO, or as the NJS CO or XO if they have not previously attended, shall attend this course. Completion of this course satisfies the requirement imposed by paragraph 3.d of reference (c).

j. NLSC Prospective Triad (P-TRIAD) course. All JAs detailed as a NLSC CO, XO, or O-5 and above OIC shall attend this one-week course.

2. Military Justice and Litigation Required Training.

a. The following training requirements are applicable based on billet and experience as designated below.

b. NJS Military Justice Orientation Course (MJOC). All JAs assigned as core trial and defense counsel shall attend this two-week basic level course unless they have previously attended the course in the functional area (trial or defense) to which they are assigned, are exempt, or have received a waiver from the appropriate functional chain of command. Reference (e) governs this requirement.

c. Defending Sexual Assault Cases (DSAC) Course. All JAs assigned to or going to a Defense Service Office (DSO) shall attend this one-week course designed for intermediate level litigators focused on defending persons accused of sexual offenses at court-martial.

d. Senior Counsel Manager's Course. All JAs assigned to litigation leadership roles (i.e., Senior Trial Counsel, Senior Defense Counsel, OIC) within NLSC shall attend this one-week course designed to prepare senior trial and defense counsel for a supervisory role. Assistant senior trial and defense counsel may attend at the discretion of NLSC leadership contingent upon funding availability.

e. Victims' Legal Counsel Certification (VLCC) Course. An eight-day course that provides required certification for JAs assigned or going to a Victim's Legal Counsel (VLC) billet. Attendance at other services' equivalent courses also fulfills the requirement, specifically the Air Force Judge Advocate General's School Special Victims' Counsel Course and The Army Judge Advocate General's Legal Center and School (TJAGLCS) Special Victims' Counsel Course. References (e)-(f) and section 3-2 of reference (g) govern the VLC certification requirement.

f. Additional Training Opportunities. Quotas to additional courses may be requested to ensure sufficient expertise across the enterprise and to enhance individual professional development, to wit: NJS Trial Department Course, NJS Classified Information Litigation Course, and the TJAGLCS Intermediate Trial Advocacy and Military Justice Leaders Courses. Additionally, as funding is available and in the discretion of NLSC leadership, litigation counsel may attend a variety of courses provided by civilian organizations and institutions.

3. Military Judge/Judiciary Required Training.

a. Trial and appellate judge training will be overseen independently by the Chief Judge of the Department of the Navy (CJDON), the Chief Judge of the Navy-Marine Corps Court of

Criminal Appeals and the Chief Judge of the Navy-Marine Corps Trial Judiciary (NMCTJ), as applicable.

b. TJAGLCS Military Judge Certification Course. A three-week course required for all new trial and appellate military judges per references (h) and (i).

c. Joint Military Judge Advocate Training. Mandatory annual joint Continuing Legal Education (CLE) training for active duty and reserve military trial judges of all services. This course is designed to increase the professionalism of the trial judiciary, enhance their understanding of judicial methodology and criminal law topics, and enhance their expertise in presiding over complex motion practice and trials. The Chief Trial Judges of the Air Force and the NMCTJ alternate responsibility for hosting this training.

d. Sexual Assault Training for Military Judges. Annual training for Navy and Marine Corps active duty and reserve trial judges designed to increase trial judge's understanding of judicial methodology in sexual assault cases and of criminal law topics concerning sexual assault and to enhance their expertise in presiding over motion practice and trials related to sexual assault.

e. Fulton Conference. Annual joint CLE training and symposium for active duty and reserve appellate judges of all services. This conference addresses a wide variety of appellate legal topics. The service Criminal Courts of Appeal rotate the responsibility for hosting this conference.

f. Additional Training Opportunities. As funding is available and in the discretion of the CJDON, trial judges are encouraged to enroll in a variety of courses available from the National Judicial College and appellate judges are encouraged to enroll in courses available through the Appellate Judges Education Institute.

4. Staff Judge Advocate Required Training.

a. NJS Basic Staff Judge Advocate (BSJA) Course. A one-week course required for first-time Staff Judge Advocates (SJAs) providing command services and military justice advice to commanders at the grades of O-4 through O-6, including all O-3 JAs assigned as a deputy or principal SJA to a Special Court-Martial Convening Authority, a deputy or assistant SJA to a General Court-Martial Convening Authority's SJA office, as a core member of a NLSC command services department, or assigned to an office with similar SJA responsibilities.

b. NJS Intermediate Staff Judge Advocate (ISJA) Course. A one-week course required for O-3 and O-4 JAs assigned as SJAs advising flag officers. The NJS BSJA Course is a prerequisite for this course. SAT will consider waivers for the prerequisite on a case-by-case basis.

c. NJS Advanced Staff Judge Advocate (ASJA) Course. A three-day course required for SJAs advising flag officers in grades of O-8 through O-10.

d. NJS Ethics Counselor Certification (ECC) Course. A three-day course that fulfills a training requirement for SJAs serving in or detailed to serve as agency ethics counselors. The course is open to all ranks. This requirement, which is detailed in reference (j), may also be fulfilled by attending an approved alternative Ethics Counselor Course or approved SJA course.

e. **Additional Training Opportunities.** Quotas to additional courses may be requested to ensure sufficient expertise across the enterprise and to enhance individual professional development, to wit: TJAGLCS Fiscal Law and Ethics Counselor Course, and the Department of Defense (DOD) Standards of Conduct Office (SOCO) Ethics Course.

5. National Security Law Required Training. See references (k) and (l) for further discussion.

a. **NJS Law of Naval Operations (LONO) Course.** A one-week course required for all JAs going to or assigned to billets requiring the analysis and provision of advice on national security law and operational law matters.

b. **NJS Information Warfare Law Training (IWLTL) Course.** A four-day course required for all JAs going to or assigned to billets requiring the analysis and provision of advice on information warfare to include military information support operations, military deception, covert action analysis, electronic warfare, intelligence law, and cyberspace operations.

c. **Advanced Cyber Law Course.** A three-day course required for senior SJAs prior to their assignment to billets involving analysis and provision of advice on cyberspace operations, cyber law, information operations, intelligence law, space operations, and general national security law.

d. **Additional External Training Opportunities.** Quotas to additional courses may be requested to ensure sufficient expertise across the enterprise and to enhance individual professional development, to wit: NJS Advanced National Security Law Course; the TJAGLCS Law of Armed Conflict, Domestic Operations Law, Fiscal Law, and Intelligence Law courses; and the Air Force Judge Advocate General's School Cyber Law course.

6. Environmental Law Required Training.

a. All JAs are required to have attended the NJS BSJA Course before being assigned as a first-tour environmental counsel. JAs practicing environmental law generally begin practice in this area at the intermediate phase of their career continuum.

b. All JAs assigned as first-tour environmental counsel shall attend, at least two of the following courses: the Air Force Judge Advocate General's School Basic Environmental Law Course; Naval Civil Engineer Corps Officers School (CECOS) National Environmental Policy Act Application (classroom if offered or webinar); CECOS Advanced Environmental Law (Coastal and Ocean Resource Law) (classroom); CECOS Introduction to Cultural Resources Management Laws and Regulations (classroom if offered or webinar); CECOS Health & Environmental Risk Communication (webinar); the DoD Environment Safety and Occupational Health Network Information Exchange (DENIX) Sikes Act Basics/Implementation (classroom if offered or online modules); DENIX Endangered Species Act Course (classroom if offered or online modules); National Oceanic and Atmospheric Administration (NOAA) Office for Coastal Management's Coastal Zone Management Act 101 (online modules); and, the Advisory Council on Historic Preservation's Section 106 Essentials (classroom).

c. All JAs assigned as second-tour environmental counsel shall attend at least two of the following courses: the Air Force Judge Advocate General's School Advanced Environmental

Law Course; CECOS Advanced Environmental Law (Strategic Environmental Planning) (classroom); CECOS Advanced Environmental Law (Coastal and Ocean Resource Law) (classroom); CECOS Advanced Historic Preservation Law and Section 106 Compliance (classroom); CECOS Natural Resources Management and Compliance (classroom); CECOS Health and Environmental Risk Communication (classroom or webinar); DENIX Sikes Act Implementation (classroom if offered or online modules); NOAA Office for Coastal Management's Federal Consistency Training (if offered); and, the Advisory Council on Historic Preservation's Section 106 Agreements Seminar (classroom).

d. JAs assigned to a billet managing Navy projects in the Pacific Northwest, Hawaii, or Alaska are highly encouraged to attend DENIX American Indian, Native Hawaiian, or Alaska Natives Cultural Resources Courses (classroom), which include cultural communication and conflict resolution training.

e. After completion of multiple tours practicing environmental law, JAs entering into senior environmental law billets should seek refresher training as needed. Senior environmental JAs are also encouraged to attend, and provide instruction to, intermediate and advanced courses to impart guidance and experience to junior environmental practitioners in attendance.

f. Courses most applicable to the JA's duty assignment should be given preference. If feasible, JAs should request to attend one or more courses as an intermediate stop before reporting to their new assignment.

g. In addition, the practice of environmental law includes significant interdisciplinary team collaboration with stakeholders and civilian experts within the Navy and, therefore, attendance in a leadership course such as NPS NSLS, is highly recommended.

7. Legal Assistance Attorney Required Training.

a. Legal Assistance (LA) Course. All LA second-tour counsel or beyond and NLSC LA Department Heads (DH) and OICs and branch heads practicing LA are required to attend the TJAGLCS LA Course or equivalent offered by the other services.

b. Additional Training Opportunities. Quotas to additional courses may be requested to ensure sufficient expertise across the enterprise to meet certain statutory requirements in the areas of providing legal assistance to victims of domestic violence, the exceptional family member program (EFMP) and to enhance individual professional development, to wit: LA for Domestic Violence and Sexual Assault victims, and the EFMP training symposium.

8. Professional Responsibility Required Training. All JAs must complete at least one hour of professional responsibility training each year. This requirement may be satisfied by any combination of command-level training, training sessions conducted by the Professional Responsibility Coordinator, self-study, NJS courses, or other training provided by OJAG, NLSC, or OSTC that addresses the requirements of JAGINST 5803.1 (series) applicable to attorneys practicing under the cognizance and supervision of the Judge Advocate General. Completion of this training shall be self-certified to the Rules Counsel during the "in good standing" reporting period.

LEGALMAN (LN) CAREER CONTINUUM TRAINING REQUIREMENTS

1. LN Accession Course. All LNs must complete accession-level training in order to convert to the LN rating per references (a), (m), and (n).
2. LN Paralegal Education Program (LPEP). Offered in conjunction with the LN Accession Course, LPEP requires all LNs to complete an Associate Degree in Paralegal Studies as outlined in references (a) and (n).
3. First Tour Phase for LN. LN Professional Qualification Standards (PQS) requires completion of LN rating PQS prior to engaging in mid-level phase training per reference (a).
4. Mid-Level Phase for LN. LN Mid-Level Phases I and II completion is required for any LN prior to being assigned for independent duty per paragraph 3.a of reference (a).
5. NJS BSJA Course. Required for any LN being assigned to or serving in an independent duty billet or in any SJA office.
6. NJS ISJA Course. Required for any E-7 or above LNs assigned to or going to a flag SJA legal office to serve in a leadership role. The NJS BSJA Course is a pre-requisite for this course. SAT will consider waivers of the prerequisite on a case-by-case basis.
7. Paralegal Litigation Support Course. A one-week course designed for all LNs assigned to a DSO or RLSO Trial department billet per reference (a). LNs should plan or consider attending this course prior to reporting to the DSO or RLSO Trial assignment.
8. Defending Sexual Assault Cases (DSAC) Course. All LNs assigned to or going to a DSO shall attend this one-week course designed for intermediate level litigation personnel focused on defending persons accused of sexual offenses at court-martial.
9. LN Litigation Law Office Manager Course. A one-week course designed to assist senior enlisted leadership in understanding expectations regarding case management and the military justice system in order to more effectively execute the daily mission of trial and defense litigation departments.
10. Legal Assistance Course. LNs who manage LA offices or perform duties in supervisory positions requiring knowledge in the LA area of law are required to attend the TJAGLCS LA Course or an equivalent offered by the other services.
11. NJS LONO Course. All LNs assigned to or going to billets requiring analysis on national security law matters should attend this course.
12. NJS Ethics Counselor Certification Course. LNs who manage legal offices for a certified Ethics Counselor are encouraged to request attendance.
13. NJS Senior LN Leadership Course. This one-week course is required for LNs within three years of selection for E-7.

14. NLEC Intermediate Leadership Development Course (ILDC). This course supports E-5 Sailors and is maintained by NLEC. ILDC is delivered by NLEC-certified facilitators at selected fleet and shore units. ILDC replaces the previous Petty Officer Second Class Selectee Leadership Course. Per reference (o), effective in FY25, completion of this course is a mandatory prerequisite for advancement to E-6.

15. NLEC Advanced Leadership Development Course (ALDC). This course supports E-6 Sailors and is maintained by NLEC. ALDC is delivered by NLEC-certified facilitators at selected fleet and shore units. ALDC replaces the previous Petty Officer First Class Selectee Leadership Course. Per reference (o), effective in FY25, completion of this course is a mandatory prerequisite for advancement to E-7.

16. NLSC P-TRIAD course. All LNs detailed as Senior Enlisted Leaders shall attend this one-week course.

17. Additional Training Opportunities. Quotas to additional courses may be requested to ensure sufficient expertise across the enterprise and to enhance individual professional development, to wit: USMC Court Reporter course; USMC Ethics for Paralegals course; NJS Paralegal Research and Writing course; NJS Legal Officer/Clerk course, and Freedom of Information Act training.