



DEPARTMENT OF THE NAVY  
NAVAL JUSTICE SCHOOL  
360 ELLIOT STREET  
NEWPORT, RI 02841-1523

Canc FRP: 30 September 2023

NAVJUSTSCOLNOTE 1504  
EDU  
1 October 2022

NAVAL JUSTICE SCHOOL NOTICE 1504

From: Commanding Officer, Naval Justice School

Subj: FISCAL YEAR 2023 JUDGE ADVOCATE AND LEGALMAN CAREER  
CONTINUUM TRAINING REQUIREMENTS

Ref: (a) JAGINST 1500.4B  
(b) JAG/CNLSCINST 1500.2  
(c) JAG/CNLSCINST 5817.2  
(d) JAGINST 3300.1A CH-3  
(e) JAGINST 1150.3  
(f) JAGINST 5814.2A CH-1  
(g) JAGINST 5813.4K CH-1  
(h) JAGINST 1500.2  
(i) JAGINST 1440.1F CH-1  
(j) CNLSC memo of 7 Jun 21

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

1. Purpose. To promulgate the Fiscal Year 2023 (FY23) Judge Advocate (JA) and Legalman (LN) Career Continuum Training Requirements per reference (a) and support training concepts noted in references (b) through (j).

2. Discussion. Enclosures (1) through (3) are provided by this notice. The goal of the JA and LN training program is 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 separated by rank/grade and by the type of billet in which the JA or LN is serving or will be serving. This plan recognizes that training requirements for JAs and LNs should change as their time in service increases. All JAs and LNs will receive training based on stages of development along a career continuum or by the specific requirements of a billet- type.

3. Points of Contact. For policy questions or recommendations for future improvement, the Naval Justice School point of contact is: Mr. William Moore;  
[william.l.moore4.civ@us.navy.mil](mailto:william.l.moore4.civ@us.navy.mil); 401-841-3800 ext 129.

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.



W. A. RECORD

**Releasability and distribution:**

This cancellation is cleared for public release and is available electronically only via SECNAV Portal Website:

<https://portal.secnav.navy.mil/orgs/JAG/NJS/SW/NJS%20Instructors%20%20Admin%20Library/Forms/AllItems.aspx?RootFolder=/orgs/JAG/NJS/SW/NJS%20Instructors%20%20Admin%20Library/NJS%20Instructions&FolderCTID=0x012000DF45469237D17F429EF2DCCA1D428563&View=%7bD3347C80-AD84-4044-9817-27A95FF3E16F%7d>

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

1. Leadership Development Continuum Required Training. Specific training requirements are assigned 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.
  - b. Naval Justice School (NJS) Division Officer Leadership Course (DIVOLC). All JAs in their initial tour are required to attend this course. Beginning in January 2023, DIVOLC will be sequenced immediately prior to the BLC.
  - 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 in military justice, command services, and legal assistance. JAPDT is typically conducted during the first 24 months after graduation from the BLC.
  - d. 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 OIC position shall attend this one-week course unless the JA has previously attended the course. Waivers for attending this course may be approved by Deputy Commander, NLSC. Assistant department heads may attend as funding is available and at the discretion of NLSC leadership.
  - e. NJS Professional Development and Training Officer (PDTO) Seminar. All JAs assigned as a NLSC PDTO in a dedicated or collateral duty billet shall attend the seminar to prepare them to serve in these roles and share best practices and lessons learned. Waivers for attending this seminar may be approved by Deputy Commander, NLSC.
  - f. NLEC Intermediate Leadership Course (ILC). All JAs selected for promotion to O-4 shall attend this course within three years of selection.
  - g. NLEC Senior Leader Course (SLC). All JAs selected for promotion to O-5 shall attend this course within three years of selection.
  - 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. JAG has identified this leadership course as mandatory for judge advocates assigned as echelon II Fleet/Force Judge Advocates. Additional billets are available to other O-6 and high-potential O-5 judge advocates. This course is offered five times throughout the year and is only available virtually in FY23.
  - i. NLEC Prospective Commanding Officer and Executive Officer (PCO/PXO) Course. All JAs detailed as a NLSC CO or XO shall attend this course.

j. NLSC P-TRIAD course. All JAs detailed as a NLSC CO, XO, O-5 and above Officer-in-Charge (OIC), or the NJS Operations Officer (OPS) shall attend this one-week course.

## 2. Military Justice and Litigation Required Training.

a. The following specific training requirements are based on NLSC billet and experience as designated below. See references (b) and (j) for further discussion.

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 per reference (j).

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. Prosecuting Special Victims Cases (PSVC) Course. All JAs assigned to or going to a Region Legal Service Office (RLSO) trial department shall attend this one-week course designed for intermediate level litigators focused on various aspects of prosecuting cases with special victims. This course assists in meeting Special Victims Investigation and Prosecution (SVIP) certification requirements set forth in reference (c).

e. Senior Counsel Manager's Course. All JAs assigned to litigation leadership roles (i.e.) Senior Trial Counsel, Senior Defense Counsel, Officer in Charge) 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.

f. Victims' Legal Counsel Certification (VLCC) Course. A one-week course that provides required certification for JAs assigned as Victim's Legal Counsel (VLC) or going to a VLC billet. Attendance at other services' victims' counselor courses may also fulfill the requirement, specifically the USAF Jag School Special Victims' Counsel Course and The Judge Advocate General Legal Center and School (TJAGLCS) Special Victims' Counsel Course.

g. Elective Courses. The following elective courses may be distributed to various JAs to ensure sufficient expertise across the enterprise and to enhance individual professional development: NJS Classified Information Litigation Course, TJAGLCS Intermediate Trial Advocacy Course, and TJAGLCS Military Justice Leaders Course. 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, including courses provided by the Department of Justice's National Advocacy Center, the Federal Law Enforcement Training Centers and the National District Attorney's Association for trial counsel and the National Criminal Defense College, the Bronx Defenders, the New York Legal Aid Society, and the National Association of Criminal Defense Lawyers for defense counsel.

### 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 (AJAG 05), 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 (f) and (g).

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. Elective Courses. As funding is available and in the discretion of the AJAG 05, 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 the RLSO command services department, or assigned to an OJAG 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 is a pre-requisite for this course. SAT will consider waivers for BSJA pre-requisite 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 required for SJAs serving in or detailed to serve as agency ethics counselors. Open to all ranks. This requirement may be waived or fulfilled by attending an approved alternative Ethics Counselor Course or approved SJA course.

e. Elective Courses. The following elective course may be distributed to various JAs to ensure sufficient expertise across the enterprise and to enhance individual professional development: TJAGLCS Fiscal Law Course, DOD SOCO Ethics Course, TJAGLCS Ethics Counselor Course.

5. National Security Law Required Training. See references (d) and (e) 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 (IWLT) Course. A one-week course required for any SJA 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 one-week 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. NJS Advanced National Security Law Course. A three-day invitation-only course tailored for senior SJAs providing an opportunity to discuss challenging aspects of current operations and their legal implications involving topics such as trans-regional contingencies, electronically-denied environments, sensitive intelligence collection, unmanned or autonomous systems, cyber-enabled operations, cover action, and challenges in the space domain.

e. Elective Courses. Navy quotas for the following elective courses may be distributed to JAs practicing national security law to ensure sufficient expertise across the enterprise and to enhance individual professional development: TJAGLCS Law of Armed Conflict (LOAC) Course, TJAGLCS Domestic Operations Law (DOMOPLAW) Course, TJAGLCS Intelligence Law Course, USAF JAG Cyber Law course, TJAGLCS Fiscal Law Course.

6. Environmental Law Required Training.

a. All JAs are required to have attended the NJS BSJA courses 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 USAF JAG School Basic Environmental Law Course; CECOS NEPA Application (classroom if offered or webinar); CECOS Advanced Environmental Law (Coastal

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); 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 USAF JAG 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, JA's 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 the Naval Postgraduate School (NPS) Center of Executive Excellence's Navy Senior Leader Seminar, is highly recommended.

#### 7. Legal Assistance Attorney Required Training.

a. Legal Assistance (LA) Course. All LA second tour counsel or beyond and RLSO LA Department Heads (DH) and Branch OICs are required to attend the TJAGLCS LA Course or one offered by the other services.

b. Elective Courses. The following elective courses may be distributed to various JAs 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: LA for Domestic Violence and Sexual Assault victims, and EFMP training symposium.

**LEGALMAN (LN) CAREER CONTINUUM TRAINING REQUIREMENTS**

1. LN Accession Course. All LNs must complete the accessions-level training in order to convert to the LN rating per reference (h).
2. LN Paralegal Education Program (LPEP). Requires all LNs to complete an Associates Degree in Paralegal Studies as outlined in references (h) and (i).
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 required for any LN prior to being assigned for Independent Duty per reference (a).
5. NJS Basic SJA Course. Required for any LN being assigned to or serving in an Independent Duty billet or in any SJA office.
6. NJS Intermediate SJA Course. All E-7 or above LNs assigned to or going to a flag SJA legal office to serve in a leadership role shall attend this course. The NJS BSJA is a pre-requisite for this course.
7. Paralegal Litigation Support Course. A one-week course 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 Defense Service Office (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. Prosecuting Special Victims Cases (PSVC) Course. All LNs assigned to or going to a Region Legal Service Office (RLSO) trial department shall attend this one-week course designed for intermediate level litigation personnel focused on various aspects of prosecuting cases with special victims.
10. LN Litigation Law Office Manager Course. A one-week course 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.
11. Legal Assistance Course. LNs who manage legal assistance offices or perform duties in supervisory positions requiring knowledge in legal assistance area of law are required to attend the TJAGLCS LA Course or one offered by the other services.
12. NJS LONO Course. All LNs assigned to or going to billets requiring the analysis on National Security Law and Operational Law matters should attend this course.
13. NJS Ethics Counselor Certification Course. LNs who manage legal offices for a Certified Ethics Counselor should request attendance. Attendance at other DoD ethics counselor courses

may fulfill this requirement, specifically, Department of Defense Standards of Conduct Office (DoD SOCO) ethics course or the TJAGLCS Ethics Counselor Course.

14. NJS Senior LN Leadership Course. A one-week course required for LNs within three years of selection for LNC/E-7.

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

16. Elective Courses: USMC Court Reporter course; USMC Ethics for Paralegals course; NJS Paralegal Research and Writing course; NJS Legal Officer course, and Freedom of Information Act training.

**ABBREVIATIONS**

ASJA – Advanced Staff Judge Advocate  
BSJA – Basic Staff Judge Advocate  
DIVOLC – Division Officer Leadership Course  
DOMOPLAW – Domestic Operations Law  
DSAC – Defending Sexual Assault Cases  
DSO – Defense Service Office  
ECC - Ethics Counselor Course  
ISJA – Intermediate Staff Judge Advocate  
IWLT – Information Warfare Law Training  
LA – Legal Assistance  
LN – Legalman  
LOAC – Law of Armed Conflict  
LONO – Law of Naval Operations  
MJOC – Military Justice Orientation Course  
NJS – Naval Justice School  
NLEC – Navy Leadership and Ethics Center  
NLEC ILC – Navy Leadership and Ethics Center Intermediate Leader Course  
NLEC SLC – Navy Leadership and Ethics Center Senior Leader Course  
NLEC PCO/PXO – Navy Leadership and Ethics Center Prospective Commanding/Executive Officer  
NLSC – Navy Legal Services Command  
NLSC P-Triad – Navy Legal Service Command Prospective Triad  
PDH – Prospective Department Head  
PDTO – Professional Development Training Officer  
PSVC – Prosecuting Special Victims Cases  
RLSO – Region Legal Service Office  
SJA – Staff Judge Advocate  
SOCO – Standards of Conduct Office  
TJAGLCS – The Judge Advocate General Legal Center and School  
USAF – United States Air Force  
VLCC – Victim’s Legal Counsel Course