



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
200 STOVALL STREET  
ALEXANDRIA, VA 22302-2400

IN REPLY REFER TO

JAGINST 5070.1B  
64.3  
12 SEP 1990

JAG INSTRUCTION 5070.1B

From: Judge Advocate General

Subj: NAVY FIELD LAW LIBRARY PROGRAM

Ref: (a) SECNAVINST 5070.4

Encl: (1) Standard Minimum List for Navy Field Law Libraries  
(2) List of Field Libraries Having Specific Law Library Requirements  
(3) Sample Appointment Letter for Library Manager  
(4) Instructions for Ordering Government Printing Office Publications

1. Purpose. To detail procedures for the management of existing field law libraries and the establishment of new field law libraries, and to promulgate the standard minimum list for such libraries.

2. Cancellation. JAGINST 5070.1A.

3. Background. The Field Law Library Program was established in Fiscal Year 1974 to permit centralized purchasing of commercial law books for Navy field law libraries. Centralized purchasing results in (1) reduced administrative costs by combining individual requisitions; (2) publisher discounts for bulk purchases; and (3) standardized field law libraries for the naval establishment.

4. Action

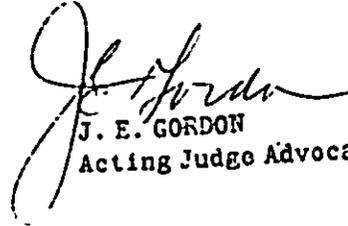
a. Headquarters Management of Field Law Libraries. The Judge Advocate General may approve the establishment of new law libraries, or eliminate, reduce or consolidate law libraries based upon fiscal or management considerations. The Head, Law Library Branch, Code 64.3, will solicit comments on the proposed actions from the affected offices prior to preparing an issue paper for the Judge Advocate General's decision. The standard minimum list, enclosure (1), identifies the minimum requirements for Navy Field Law Libraries which will be funded by the Field Law Library Program. Enclosure (2) identifies libraries with specific requirements. These lists will be reviewed and recertified annually by the Office of the Judge Advocate General (OJAG) Field Law Library Committee. This committee is chaired by the Head, Law Library Branch and is comprised of members of the following OJAG Divisions: International Law, Civil Affairs,

Legal Assistance, Claims & Tort Litigation, Criminal Law, Admiralty, and Management and Plans. Committee members will be designated by the cognizant Deputy Assistant Judge Advocate General. Naval Legal Service Offices, Fleet Judge Advocates at CINCLANTFLT, CINCPACFLT, CINCUSNAVEUR and the Staff Judge Advocate at CNET will be provided an opportunity to review the proposed list and make recommendations prior to its finalization. Requests for new items not on the minimum list or changes in library category will be reviewed by the Committee for approval.

b. New Field Law Libraries. An organization establishing a new legal office (an office with a judge advocate assigned) will be responsible for funding the basic law library. The OJAG Library Acquisitions Section will provide technical assistance and guidance in ordering the basic library materials. The OJAG Law Library will reduce initial costs of new law libraries by redistributing sets from other libraries, if available. A phone call or a written request to the Law Library, Code 64.3, AUTOVON 221-9567, commercial (703) 325-9567, is required to obtain that assistance. The Deputy Assistant Judge Advocate General (Military Personnel) will advise the Law Library of the initial assignment of judge advocate billets to new activities so that future libraries can be planned. Additionally, to facilitate the redistribution of existing library assets, the Law Library will be informed by the Deputy Assistant Judge Advocate General (Military Personnel) if the deletion of judge advocate billets results in an activity no longer having a judge advocate assigned. The establishing organization is responsible for notifying the Head, Law Library Branch when a new law library is started so that upkeep costs may be included in the Field Law Library Program budget. Subject to fund availability, the OJAG Law Library will take over upkeep of sets initially purchased by the new field law library if these sets are on the standard minimum list, enclosure (1).

c. Field Law Library Responsibilities. Every organization having a field law library will appoint a library manager in writing; see enclosure (3) for sample appointment letter. The library manager is accountable for the receipt and control of law library materials, cataloging and shelving of law book sets and updates, loans, and ensuring that the library is in good order. Whenever there is a change in library managers a new appointment letter must be prepared. A copy of each appointment letter will be forwarded to the OJAG Law Library. The library manager will also be identified on the inventory which is mailed to all field libraries annually. The library manager will check the inventory against actual holdings, note any discrepancies, and return the inventory to the OJAG Library within 30 days of receipt. The OJAG Library staff will reconcile the inventory holdings by redistribution, purchase, or adjustment to the records.

5. Other Library Materials. The Field Library Program handles only commercial law books. The Code of Federal Regulations and Federal Register may be obtained from the OJAG Publications Section, Code 64.41A, AUTOVON 221-0733, commercial (703) 325-0733; the Naval Law Review (formerly JAG Journal) is available from the Naval Justice School and Off the Record from the Executive Assistant to the Deputy Judge Advocate General, Code 001A, AUTOVON 221-9820, commercial (703) 325-9820. The JAG Manual, Manual for Courts-Martial and Navy directives may be ordered from the Navy Publications and Forms Center, Philadelphia, PA 19120. Individual commands are responsible for ordering Government Printing Office (GPO) publications and copies of U.S. Treaties and Other International Agreements from the GPO; see enclosure (4) for GPO order instructions. To comply with reference (a), periodical subscriptions such as law journals must be ordered with the commanding officer's approval directly from the supplier. Care must be taken that these are mission essential and support the work of the ordering activity.

  
 J. E. GORDON  
 Acting Judge Advocate General

**Distribution:**

SNDL A3 (Chief of Naval Operations 60)  
 A5 (Bureaus 10)  
 A6 (HQ US Marine Corps 15)  
 21A (Fleet Commander in Chief)  
 List 40 (one copy each)

**Copy to:**  
 OP-09B1

**Stocked:**

Department of the Navy  
 Office of the Judge Advocate General  
 Law Library (NJAG 64.3)  
 200 Stovall Street  
 Alexandria, VA 22332-2400

## STANDARD MINIMUM LIST FOR NAVY FIELD LAW LIBRARIES

N - NLSO  
 D - Detachment  
 DC - Detachment with significant Claims responsibility  
 DM - Detachment with significant Military Justice responsibility  
 J - Military Judge  
 S - SJA (including afloat commands)  
 X - SJA with only Mil. Just. material

N    DM    DC    D    S    X    J

Federal Materials

ALR Fed	X						
Fed. Reporter	X	X					
Shep. Fed. Citations	X	X					
Fed. Supplement	X	X					
Mil. Justice Reporter	X	X	X	X	X	X	X
Mil. Justice Digest	X	X	X	X	X	X	X
US Crt. Mil. App. Slip	X	X	X	X	X	X	X
Shep. Mil. Just. Citatns.	X	X	X	X	X	X	X
US Supr. Crt. Rptr. (West or LED)	X	X					
US Supr. Crt. Digest	X	X					
Shep. US Citations	X	X					
US Code (USCA or USCS)	X	X	X	X	X		
West Fed. Prac. Digest 2d	X	X					
West Fed. Prac. Digest 3d	X	X					
West Fed. Prac. Digest 4th	X	X					

Criminal Law Materials

Stand. for Crim. Justice (ABA)	X	X					
Fed. Rules of Evid. Manual	X	X					X
Mil. Rules of Evid. Manual	X	X					X
Criminal Law Reporter	X	X					X
Goldstein's Trial Technique	X	X					

Legal Assistance Materials

Leg. Forms (West or Amjur)	X	X	X	X			
Family Law Reporter	X	X	X	X			
Federal Tax Manual	X	X	X	X	X		
Mart-Hubbell Digest vol.	X	X	X	X	X		
NADA Official Used Car	X	X	X	X	X		
NADA Old Car Guide	X		X				
AAA Dig. of Motor Laws	X	X	X	X	X		
State Statutes	X	X	X	X	X		

STANDARD MINIMUM LIST (cont'd)

	<u>N</u>	<u>DM</u>	<u>DC</u>	<u>D</u>	<u>S</u>	<u>X</u>	<u>J</u>
<u>General Materials</u>							
ALR 2d	X						
ALR 2d Digest	X						
ALR 3d	X						
ALR 4th	X						
ALR Dig. (for 3d, 4th, Fed)	X						
Leg. Encyclop (CJS or Amjur2d)	X						
Law Dictionary	X	X	X	X	X		X
Medical Leg. Dictionary	X	X	X	X	X		
Uniform System of Citatn.	X	X	X	X	X		

Civil Practice Materials

Region or State Reprtr.	X		X				
Region or State Digest	X		X				
Shep. Reg. or State Citatn.	X		X				
Handling Fed. Tort Claims	X		X				

Environmental law SJAs will receive the Environmental Law Reprtr. (ELI) and the Environment Reprtr. or the International Environment Reprtr. (BNA). See enclosure (2) for list of environmental law SJAs.

Medical law SJAs will receive the Hospital Law Manual (Aspen). See enclosure (2) for list of medical law SJAs.

CINCLANTFLT and CINCPACFLT will receive US Code Congressional and Administrative News.

LIST OF FIELD LAW LIBRARIES HAVING SPECIFIC LAW LIBRARY  
REQUIREMENTS

DC DETACHMENTS WITH SIGNIFICANT CLAIMS RESPONSIBILITY

NLSO DET ORLANDO  
NLSO DET NEW ORLEANS  
NLSO DET ROOSEVELT ROADS

DM DETACHMENTS WITH SIGNIFICANT MILITARY JUSTICE RESPONSIBILITY

NLSO DET OCEANA  
NLSO DET NORTH ISLAND  
NLSO DET LEMOORE  
NLSO DET PORT HUENEME  
NLSO DET GTMO  
NLSO DET ROOSEVELT RDS  
NLSO DET LONDON  
NLSO DET SIGONELLA  
NLSO DET ROTA

X SJAs WITH ONLY MILITARY JUSTICE MATERIAL

SJA NAS OCEANA  
SJA NIS MIDATLANTIC NORFOLK  
SJA NAV TECH TRNG CTR CORRY STATION  
SJA NAVAL SUPPORT ACTY NEW ORLEANS  
SJA NTC GREAT LAKES  
SJA NAVSURFGRU LONG BEACH  
SJA NAVSUBASE PEARL HARBOR  
SJA USS MCKEE  
SJA US FORCES AZORES  
SJA NAS SIGONELLA  
SJA US NAVSTA ROTA  
SJA US NAVSUPPACTY NAPLES  
SJA US NAVACTY UK  
SJA SUBGRU 8 NAPLES  
SJA US FACILITY SUBIC  
SJA US NAVAIRFAC ATSUGI  
NAVY GEN COUNSEL DC  
SJA COMNAVTELCOM DC  
CNO (OP-00J) DC  
CNO (OP-09BL) DC  
SJA NAVINTELL (OP-009) DC  
LEGIS DIV, LEGIS AFF, DC  
SJA NMPC (06L) DC  
SJA BUMED, MED-00D3, DC  
COUNCIL PERS BOARDS, ARLINGTON  
SJA NAVAIRSYSCOM (AIR-09J) DC  
SJA NDW, DC  
SJA NATNAVMEDCEN, BETHESDA  
EXEC DIR, BCNR, DC  
US NAVAL ACADEMY, LIBRARY SERIALS, ANNAPOLIS

Enclosure (2)

ENVIRONMENTAL LAW SJAs

NLSO MEMPHIS  
NLSO GUAM  
FJA CINCUSNAVEUR  
FJA CINCPACFLT, PEARL HARBOR  
SJA CINCPAC, CAMP SMITH  
FJA COMNAVSURFPAC, CORONADO  
FJA COMNAVAIRPAC, NORTH ISLAND  
FJA SUBFORCE PACIFIC, PEARL HARBOR  
SJA NAVBASE SAN DIEGO  
SJA COMNAVBASE SAN FRANCISCO  
SJA COMNAVBASE SEATTLE  
SJA COMNAVBASE PEARL HARBOR  
FJA CINCLANTFLT, NORFOLK  
SJA COMSUBGRU TWO, GROTON  
SJA HELWINGSLANT, JACKSONVILLE  
SJA PATWINGSLANT, BRUNSWICK

MEDICAL LAW SJAs

FJA CINCLANTFLT  
SJA NAV HOSP PORTSMOUTH, VA  
SJA NAV HOSP JACKSONVILLE  
SJA NAV HOSP PENSACOLA  
SJA NAV HOSP CHARLESTON  
SJA NAV HOSP CAMP LEJEUNE  
SJA NAV HOSP GREAT LAKES  
SJA SAN FRAN MEDCOM  
SJA NAV HOSP SAN DIEGO  
SJA NAV HOSP CAMP PENDLETON  
SJA NAV HOSP OAKLAND  
SJA NAV HOSP BREMERTON  
SJA NATNAVMEDCEN BETHESDA  
SJA CNET PENSACOLA

SAMPLE APPOINTMENT LETTER FOR LIBRARY MANAGER

From:

To: (Library Manager)

Subj: LIBRARY MANAGER APPOINTMENT

1. You are hereby appointed Library Manager for our field law library. As Library Manager you are accountable for the receipt and control of law library materials. Your duties include the shelving of law book sets and updates, loans, follow-up on non-receipts, and ensuring that the library is in good order. You are responsible for ensuring that the annual library inventory is reviewed, discrepancies noted, and returned to OJAG within 30 days of receipt.

Copy to:  
OJAG 64.3

Enclosure (3)

## GOVERNMENT PRINTING OFFICE ORDER INSTRUCTIONS

There are two different methods of ordering from the Government Printing Office (GPO):

1. Regular Order
2. Standing Order

A regular order has to be issued on a GPO order form. It is used for one-time publications or to order back issues of series.

A standing order is issued on an Authorization for Standing Order Service form. It is used to order recurring publications like the annual Statistical Abstracts or a series like the U.S. Code. Shipment is automatic with the publication of new issues of the standing order item.

Both methods require assurance of payment by either credit cards (Visa or Master) or a GPO account. Personal checks are accepted with a regular order form.

To establish an account with GPO, a notice of intent plus a minimum of \$50.00 have to be sent to Government Printing Office, Special Accounts, Washington, D.C. 20402. GPO will then issue an account number which will have to be used on all orders. All orders are charged against the account, and automatic shipments of standing orders are routinely deducted from it as long as there is enough money in the account. The account can be replenished with each order or by periodic deposits. This deposit account can be carried over from one fiscal year to the next.

For more information, the Standing Order Specialist can be contacted on (202) 275-3082. The general GPO number for price information is (202) 783-3238.



## JAGINST 5070.1B INFORMATION CONCERNING YOUR ORDER OR INQUIRY

Thank you for your interest in U.S. Government publications. If you made a written inquiry, it is returned for your reference. There is no free distribution by this Office, since we are established by law as the sales agency for Government publications. We have indicated the prices of publications currently available, or have provided the information requested to the best of our ability. Unless otherwise noted, prices are for single copies, and all prices are subject to change without notice.

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States Possessions, in U.S. dollars. Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars (\$5.00). You may also order, by using your VISA, MasterCard or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail. United Parcel Service, First Class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

### DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers; for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%.)

### INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge and additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. International customers are allowed the same documents stated above. All orders must be in English.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413, ANSWERBACK USGPO WSH.) for the total cost of your order.

## TO ORDER, USE FORM ON REVERSE SIDE

1. A separate order form must be used for ordering the following: subscription services and publications (which includes single issues of a subscription.)
2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper place at the top of the form. If order is to be shipped to another location, enter address at bottom of form.
3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. **ALLOW A MINIMUM OF FOUR WEEKS FOR DELIVERY** (for International Orders allow a minimum of eight weeks). Mail original of form to Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325.
4. When ordering a subscription, type or print the quantity, title, price, list ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew. Mail original form to Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371.
5. When ordering a specific single issue of a subscription, type or print the complete titles of the subscription, the list ID or the stock number of the issue ordered (when available), single copy price, and all data pertaining to the requested issue (issue date, volume number, issue number, etc.). **ALLOW A MINIMUM OF FOUR WEEKS FOR DELIVERY** (for International orders allow a minimum of eight weeks.) Mail original of form to Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325.
6. Customer orders containing a credit card number or a deposit account number may be FAXED to the Superintendent of Documents on (1) 202-275-0019.
7. If the shipment is incorrect, return the shipping documentation for adjustment. **DO NOT RETURN BOOK UNTIL NOTIFIED TO DO SO. ALL CLAIMS MUST BE SUBMITTED WITHIN SIX MONTHS**
8. Retain the green copy for your records.

## THE FOLLOWING INFORMATION EXPLAINS HOW YOUR REQUEST WAS PROCESSED

- C... We are unable to identify the publication from the information furnished.
- I... This publication is not currently available. Please inquire concerning availability and price in 60 days. Inquiries and orders are accepted by mail, telephone (202-783-3238) or Telex (#710-822-9413, ANSWERBACK USGPO WSH.) Our telephone order desk is staffed from 8 AM to 4 PM, Monday through Friday (Eastern Time) and will accept your VISA, MasterCard or Superintendent of Documents Deposit Account order.
- L... The publication(s), subscription service(s), or single issue(s) of a subscription service you requested is out of print and no longer available from this Office.
- S... The publication that you requested has been superseded or replaced by another with similar but more recent information. We have noted the new ordering information on your request.

Enclosure (4)



SUPERINTENDENT OF DOCUMENTS  
U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON, D.C. 20402

**REGULATIONS GOVERNING STANDING ORDER SERVICE**

The Superintendent of Documents accepts Standing Orders for designated titles in the current sales inventory that are issued on a recurring basis, such as annually, or for all volumes in designated series. Standing Order Service will be provided in accordance with the terms and conditions outlined below. All orders that do not meet the criteria listed below will be returned with an appropriate explanation.

1. All charges for publications shipped under an Authorization for Standing Order Service must be made against a valid MasterCard, VISA, or prepaid Superintendent of Documents Deposit Account. No other method of payment will be accepted for this type service.
2. A unique customer ID number will be assigned for each Standing Order established under these regulations, and the customer agrees to use this on all correspondence involving his/her Standing Order(s) after being advised by this Office of the ID number.
3. An acknowledgment card will be sent to the customer confirming his/her authorization for each Standing Order.
4. It is the responsibility of the customer to keep the Office of the Superintendent of Documents advised of any change of address. The Superintendent of Documents will not be responsible for any shipments that are undeliverable due to the customer's failure to provide notification of a change of address.
5. It is the responsibility of the customer to advise the Office of the Superintendent of Documents of any changes in his/her credit card number.
6. A Standing Order will remain in effect until canceled in writing by the customer (telephone cancellations will be accepted but must be followed up with a written cancellation within 10 days) or canceled by the Superintendent of Documents.
7. The Superintendent of Documents will notify the customer any time a charge is rejected due to a) expiration of credit card; b) credit company refusal to accept a charge placed against an account; or, c) insufficient balance in a prepaid Superintendent of Documents Deposit Account to cover the cost of publication(s) ordered.
8. Should a customer receive a rejection notice, it will be his/her responsibility to return one copy of the notice to the Superintendent of Documents within 30 days if the customer desires to continue the Standing Order Service, indicating on the notice that the cause for rejection has been corrected.

• U.S. GOVERNMENT PRINTING OFFICE: 1982-387-118