



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON DC 20374-5066

IN REPLY REFER TO  
JAGNOTE 1650  
Code 004  
7 Nov 01

JAG NOTICE 1650

From: Judge Advocate General

Subj: OUTSTANDING LEGALMAN OF THE YEAR PROGRAM

Encl: (1) Sample Format

1. Purpose. To implement the Outstanding Legalman of the Year Program and to provide eligibility criteria and nomination procedures.

2. Discussion. Due to the uniqueness of the legalman rating, and to promote high morale and professional excellence, the Judge Advocate General established the Outstanding Legalman of the Year Program in 1976. This program is designed to recognize a deserving legalman for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare.

3. Eligibility. This program is applicable to active-duty legalmen in pay grades E-6 and below. It does not replace the CNO Sailor of the Year Program; legalmen in pay grades E-4 through E-6 remain eligible for that competition.

4. Action. The Outstanding Legalman of the Year competition will cover the preceding calendar year (1 January to 31 December 2001). Nominations shall be prepared in the format specified in enclosure (1).

a. Nominations shall be submitted to the Judge Advocate General on or before 22 February 2002 to be considered.

b. Commands desiring to nominate an individual who was transferred from that command during the selection year may nominate him or her, regardless of the type of duty the candidate may be serving in at the time of nomination.

c. Initial Selection Process. The Outstanding Legalman of the Year Board will convene the week of 25 February 2002. The board will review all nomination packages and select three finalists. Notification of those selected as finalists will be provided to the respective Commanding Officers or Command Master Chiefs. A list of those finalists will follow Commanding Officer notification via message or other appropriate means.

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d. Final Selection Process. Finalists will report to the Office of the Judge Advocate General, Washington Navy Yard, DC, under Temporary Additional Duty (TAD) orders for the final selection process (interviews and other recognition events). This period of TAD will be from 25 - 28 March 2002 (25 and 28 March will be travel days). Logistics, funding, and other information concerning the TAD will be provided under separate correspondence following the announcement of the finalists.

e. The prescribed uniform will be Service Dress Blue.

f. The name of the individual selected as Outstanding Legalman of the Year, will be announced by message or other appropriate means.

5. Awards. In addition to any command recognition which may be provided, the Outstanding Legalman of the Year will also receive the following recognition:

- a. An award certificate and plaque;
- b. Appropriate service record entries;
- c. Appropriate news releases; and
- d. Other recognition as appropriate.

6. Coordination. The OJAG coordinator is LNCM(SW) Gary S. Lemmons, OJAG (Code 004); 1322 Patterson Avenue, SE, Suite 3000, Washington Navy Yard, DC 20374-5066; (202) 685-5194; [LemmonsGS@jaq.navy.mil](mailto:LemmonsGS@jaq.navy.mil).



D.J. GUTER

Distribution:  
JAG List 40  
Activities with LN assigned

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**SAMPLE FORMAT**

From:  
To: Judge Advocate General (Code 004)  
Via: (Nominee's Commanding Officer or Officer in Charge)  
Subj: NOMINATION FOR THE OUTSTANDING LEGALMAN OF THE YEAR  
Ref: (a) JAGNOTE 1650 of 7 Nov 01  
Encl: (1) 5x7 color photograph (plain background, full length,  
full front view, in service dress blue uniform,  
uncovered)  
(2) Biography (narrative format)  
(3) Certified copies of enlisted evaluations for last  
three years  
(4) Other performance related documents to be considered

1. Per reference (a), \_\_\_\_\_ is  
nominated as the Outstanding Legalman of the Year.

2. In addition to enclosures (1) through ( ), the following  
information is provided:

- a. Rate, full name:
- b. Date and place of birth:
- c. Date enlisted in the U.S. Navy:
- d. All advancement dates:
- e. Date converted to Legalman:
- f. Family member(s) (names, relationship, and ages):
- g. Active duty assignments (inclusive dates):
- h. Current duty assignment, responsibilities, and PRD:
- i. EAOS:
- j. Awards/decorations authorized to wear (include month &  
year awarded):
- k. Education:
  - (1) Civilian schooling:
    - (a) Graduated from high school on \_\_\_\_\_.

Enclosure (1)

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(b) Satisfactorily completed GED-High School  
Level on \_\_\_\_\_.

(c) Off-duty educational achievements attained while on active duty (include college and certificate programs, EEAP, and Navy-sponsored courses):

(2) Military schools (include course names, dates attended and class-standing in each course):

(3) Navy correspondence courses, dates completed, and grades (do not omit courses required for normal advancement):

1. Civilian arrest, detainment, confinement, or traffic convictions in the last 36 months (if none, so state):

m. Military disciplinary actions in the last 36 months (if none, so state):

n. Any previous nomination for Outstanding Legalman of the Year (indicate year of nomination):

3. Nominator's statement in support of the nomination (not to exceed one typewritten page):

[Signature]