DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO

JAGINST 5070.1C
64
8 October 2004

JAG INSTRUCTION 5070.1C

From: Judge Advocate General

Subj: FIELD LAW LIBRARY (FFL) PROGRAM

Encl: (1) List of Standard Navy Field Law Library Materials
(2) Sample Appointment Letter for Library Manager

1. Purpose. To detail procedures for managing existing and establishing Field Law Libraries (FLLs) managed by the Office of the Judge Advocate General (OJAG).

2. Cancellation. JAGINST 5070.1B of 12 September 1990.

3. Background. The OJAG FLL Program was established in Fiscal Year (FY) 1974 to centralize acquisition of commercial law books for Navy FLLs. Centralized purchasing results in:

a. Reduced administrative costs by combining individual requisitions;

b. Publisher discounts for bulk purchases; and

c. Standardized FLLs for the Naval establishment.

A Functional Assessment (FA) completed in FY 2002 recommended certain FLL Program changes that were approved by the Judge Advocate General (JAG). While the FA recommend using Automated Legal Research (ALR) capabilities in place of hard-copy distribution of library materials, it is also recommended that we continue to provide certain heavily-used (i.e., used on a daily basis), hard-copy materials, materials not available on-line, and materials which are prohibitively expensive to access on-line. This instruction implements these recommendations.

4. Action:

a. Management of FLLs. The JAG approves the establishment, elimination, reduction, and consolidation of law libraries based upon fiscal or management considerations. The Deputy Assistant Judge Advocate General (DAJAG), Fiscal and Resource Services Support Division, (Code 64) will solicit comments on the proposed actions from the affected activities prior to submitting a recommendation to the JAG. Enclosure (1) identifies the standard materials provided to Navy FLLs. This list will be reviewed and re-certified as needed by the OJAG FLL Committee. Code 64 will

chair the Committee and the cognizant DAJAG of the following OJAG Divisions will designate committee members: International and Operational Law, Admiralty and Maritime Law, Environmental Law, Administrative Law, General Litigation, Claims, Investigations and Tort Litigation, Legal Assistance, National Security Litigation and Intelligence Law, Military Justice, and Management and Plans. The FLL Committee will also review requests for changes to enclosure (1). Appropriate members of the OJAG FLL Committee will approve other essential requirements before the FLL Program assumes upkeep.

b. New FLLs. Activities establishing a new legal office (i.e., an office with a judge advocate assigned) will be responsible for funding the basic law library. Code 64 will provide technical assistance and guidance in ordering the standard library materials. If possible, Code 64 will reduce initial costs of new law libraries by redistributing materials from closed FLLs. The DAJAG, Military Personnel, will advise Code 64 of the creation and closure of legal offices so future libraries can be planned and redistribution of existing library assets can be facilitated. The establishing activity, however, must still submit a request for library support to Code 64 when a new law library is started so upkeep costs may be included in the FLL Program Budget. Subject to availability of funds, Code 64 will take over upkeep of materials authorized in enclosure (1) for the activity.

c. FLL Responsibilities. Every activity with a FLL will appoint a Library Manager. The Library Manager will be accountable for receipt and control of law library materials, ensuring that the library is in good order and disposing of materials no longer being updated or clearly marking them as being outdated. The Library Manager is also responsible for managing ALR services within the activity including training, managing passwords, and developing contingency plans for when ALR services are not available. A new Appointment Letter (enclosure (2)) must be prepared and forwarded to Code 64 whenever there is a change in Library Manager. Annually, Code 64 will provide an inventory of each FLL. The Library Manager will check the inventory against actual holdings, note any discrepancies, and return it to Code 64 within 30 days of receipt. Code 64 will reconcile the inventory holdings by redistribution, purchase, or adjustment to the records.

5. Other Library Materials. The FLL Program manages only commercial law books. Individual commands are responsible for ordering Government Printing Office publications and copies of U.S. Treaties and Other International Agreements from the Government Printing Offices (GPO). These materials can be ordered on-line at http://bookstore.gpo.gov/. Commercial subscriptions not provided through the OJAG FLL Program can be

ordered directly from the supplier with the approval of the cognizant Commanding Officer. Care must be taken to ensure that commercial subscriptions are mission essential and support the work of the ordering activity.

MICHAEL F. LOHR

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STANDARD MINIMUM LIST FOR NAVY FIELD LAW LIBRARIES

J - Military Judge; **N** - Naval Legal Service Command activities (library will be responsibility of host activity); **O** - Office of the Judge Advocate General; **S** - Staff Judge Advocate; **X** - Naval Justice School.

	J	**N**	**O**	**S**	**X**
Automated Legal Research Services					
Lexis-Nexis	X	X	X	X	X
Westlaw	X	X	X	X	X
Federal Materials					
Military Justice Reporter	X	X	X	X	X
Military Justice Digest	X	X	X	X	X
Criminal Law Materials					
Federal Rules of Evidence Manual	X	X	X		X
Military Rules of Evidence Manual	X	X	X		X
Criminal Law Reporter	X		X		X
ABA Standards for Criminal Justice		X[1]	X		X
Military Crim Just Practice and Procedure		X[1]	X		X
Military Criminal Procedure Forms		X[1]	X		X
Legal Assistance Materials					
State Statutes		X		X	
Federal Tax Handbook		X	X	X	X
AAA Digest of Motor Laws		X	X	X	X
National Consumer Law Center Materials		X	X		X
Family Law Reporter			X		X
NADA Official Used Car Guide		X	X		
NADA Old Car Guide		X	X		
General Materials					
Law Dictionary		X	X	X	X
Uniform System of Citation		X	X	X	X
Medical-Legal Dictionary		X[1]	X		X
Claims and Tort Materials					
ALR Medical Malpractice		X[2]	X		
Handling Federal Tort Claims		X[2]	X		
Federal Tort Claims Act News		X[2]	X		
Attorney Textbook of Medicine		X[2]	X		
Other Materials					
Hospital Law Manual			X	X[3]	
U.S. Code Con and Administrative News			X	X	

1. NAVLEGSVCOFF/TRISVCOFFS only (no detachments or branch offices).
2. NAVLEGSVCOFFs Mid-Atlantic, Central, and Southwest only.
3. BUMED, CINCLANTFLT, CNET, COMNAVBASE San Diego, NATNAVMEDCEN Bethesda, NAVLEGSVCOFF EURSWA, and all Naval Hospitals

SAMPLE APPOINTMENT LETTER FOR LIBRARY MANAGER

From:
To: (Library Manager)

Subj: LIBRARY MANAGER APPOINTMENT

Ref: (a) JAGINST 5070.1C

1. Per reference (a), you are hereby appointed Library Manager for our Field Law Library (FLL). As Library Manager, you are accountable for receipt and control of law library materials, ensuring that the library is in good order, and disposing of materials no longer being updated or clearly marking them as being outdated. You are responsible for ensuring that the annual library inventory is reviewed, discrepancies noted, and returned to the Office of the Judge Advocate General (OJAG) within 30 days of receipt.

2. The Library Manager is also responsible for managing automated legal services within the activity to include training, managing of Automated Legal Research (ALR) passwords, and developing contingency plans for when ALR services are not available.

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