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 5219.1G
OJAG (Code 13)

DEC 21 2008

JAG INSTRUCTION 5219.1G

From: Judge Advocate General

Subj: PUBLICATION OF THE MANUAL OF THE JUDGE ADVOCATE GENERAL

Ref: (a) Article 0105, U.S. Navy Regulations, 1990
(b) SECNAVINST 5720.45 (series)

Encl: (1) JAGMAN Assignment of Responsibility
(2) Sample Format to Propose Changes to the JAGMAN

1. Purpose. To assign responsibilities and establish procedures for the review, coordination, edit and publication of changes to the Manual of the Judge Advocate General (JAGMAN).

2. Cancellation. JAGINST 5219.1F.

3. Authority. The Judge Advocate General (JAG) issues the JAGMAN and publishes changes in accordance with the authority delegated by reference (a). Sections of the JAGMAN concerning nondelegable Department of the Navy policy matters are approved by the Secretary of the Navy (SECNAV).

4. Policy. The JAGMAN provides a single, concise source of authoritative information on matters of Naval administration under the cognizance of the JAG. It is intended for use by all Navy and Marine Corps commands and activities. The JAGMAN is one of the principal regulatory documents of the Department of the Navy (DON).

5. Responsibilities. Within the Office of the Judge Advocate General (OJAG), responsibilities for publication of the JAGMAN are assigned as follows:

a. Deputy Judge Advocate General (DJAG). The DJAG shall review periodic status reports prepared by the Deputy Assistant Judge Advocate General, Administrative Law (DAJAG AL), submitted via the Assistant Judge Advocate General (AJAG)(Civil Law), and forward all status reports to the JAG with appropriate comments.

b. AJAG (Civil Law). The AJAG (Civil Law) is responsible for the overall coordination and publication of the JAGMAN, to include the review, comment and status of changes.

c. Division Directors

(1) Division directors are responsible for monitoring on a continuing basis the accuracy of chapters under their cognizance, and if required by changes in law, policy, or other compelling need, promptly initiating proposed changes to their assigned chapters. Division directors should advise the DAJAG AL in writing at the earliest possible opportunity when a proposed change to the JAGMAN is being considered.

(2) Division directors are responsible for preparing the table of contents and submitting index changes for the portions of the JAGMAN under their cognizance.

(3) Division directors are responsible for ensuring the accuracy of regulatory citations, addresses and telephone numbers.

(4) Division directors shall recommend additional topics, as appropriate, within their respective areas of responsibility for inclusion in the JAGMAN, and shall prepare draft materials implementing such recommendations.

(5) Responsibility for JAGMAN content is assigned in enclosure (1).

d. DAJAG AL. The DAJAG AL shall be responsible for the periodic review, edit, and publication of the JAGMAN. In furtherance of these responsibilities, the DAJAG AL shall:

(1) assume responsibility for subject matter content, format, and issuance of changes;

(2) provide technical advice and editorial guidance to the divisions and relevant commands on the publication of the JAGMAN;

(3) provide administrative guidance and coordination of proposed changes to the JAGMAN;

(4) coordinate and obtain departmental approval of proposed changes, when required;

(5) maintain custody of JAGMAN files;

(6) effect the publication and distribution of the JAGMAN; and

(7) prepare periodic status reports on the JAGMAN, including the status of proposed changes, additional topics for inclusion in the JAGMAN, printing distribution, changes in technology, and resources.

6. Procedures. Divisions shall submit proposed changes to the JAGMAN in the following format:

a. Submission of changes. Each proposal shall be submitted to DAJAG AL via e-mail or other electronic medium. The proposal should follow the format of enclosure (1) and contain the following information:

(1) a summary of the proposed change suitable for use in the change transmittal;

(2) the precise language of the proposed change;

(3) a concise statement of the reasons for the change;

(4) a list of regulations or JAGMAN sections pertaining to provisions being changed, and a statement discussing the effect, if any, on those regulations or sections;

(5) a notation or required JAGMAN index changes;

(6) if the proposed change affects requirements for submitting reports or using forms, a statement that these matters have been coordinated with the DAJAG, Fiscal and Resource Services Support Division; and

(7) a statement on whether the proposed change requires publication in the Federal Register pursuant to reference (b).

b. Style. Proposed changes to the JAGMAN will be written in clear, direct, and concise language. To the extent practicable, legal and/or technical phrases and terms are to be avoided.

c. Additional Documents. Additional documents required in support of a proposed change shall be submitted with the proposed change.

d. Approval. The DAJAG AL shall review and approve all proposed changes to the JAGMAN prior to forwarding the changes to the JAG. Changes requiring SECNAV approval will be forwarded by the JAG. Changes will be forwarded simultaneously to the Special Counsel to the Chief of Naval Operations and the Staff Judge Advocate to the Commandant of the Marine Corps for review and comment prior to JAG approval. JAGMAN changes are effective when approved unless a later date is specified in the change.

7. Promulgation. Changes to the JAGMAN may be promulgated by naval message or change transmittal.

a. Change Transmittal. When promulgation is to be by ordinary printed means and the change has been approved, the DAJAG AL will prepare the JAGMAN change for promulgation under cover of a change transmittal letter signed by the JAG.

b. Naval Message. Message promulgation of advance changes may be appropriate when the change involves significant policy modifications or accords specific rights or entitlements to service members subject to judicial, nonjudicial, or administrative proceedings. If message promulgation is required, the cognizant division director will forward the proposed change for approval in message format, in addition to complying with the requirements of paragraph 7a. Message changes will be coordinated before release in the same manner as any other change to the JAGMAN.

8. Action. Responsible officers shall comply with this instruction to ensure the timely and accurate review, change, and publication of the JAGMAN.

9. Availability. This instruction may be accessed on Navy Knowledge Online (https://wwwa.nko.navy.mil) at the Judge Advocate General's Corps community portal, and on the official Judge Advocate General's Corps website at http://www.jag.navy.mil.

BRUCE MacDONALD

Distribution:
Electronic only

JAGMAN Assignment of Responsibility

JAGMAN CHAPTER	SUBJECT	RESPONSIBLE DIVISIONS
I	Regulations Implementing and Supplementing the Manual for Courts-Martial	20
II	Administrative Investigations	13
III	Article 138 Complaints - Complaints of Wrongs	13
IV	Article 139 Investigations - Redress of Damage to Property	15
V	Release of Government Information	13
VI	Delivery of Servicemembers, Civilians, and Dependents - Service of Process and Subpoenas - State Tax Regulatory Authority	14
VII	Legal Assistance	16
VIII	General Claims Provisions	15
IX	Authority of Armed Forces Personnel to Perform Notarial Acts	16
X	International Law	10
XI	Customs Requirements - Domestic and Foreign	10
XII	Admiralty Claims	11
XIII	Environmental Protection	12
XIV	Payments Due Mentally Incompetent Members, Physical Examinations of Such Members, and Trustee Designations	13

JAGMAN CHANGE FORMAT

JAGMAN (insert section number to be changed)

1. Summary: Concise statement describing the purpose of the proposed change.

2. Recommendations: Proposed change exactly as it is to be inserted in the JAGMAN.

3. Reasons: Reason for the proposed change.

4. Other regulations affected. Regulations, if any, affected by the proposed change. If none, so state.

5. Reports of form affected. Reports of forms affected by the proposed change. If none, so state. If the proposed change affects requirements for submitting reports or using forms, include a statement regarding the coordination with the DAJAG, Fiscal and Resource Services Support Division.

6. JAGMAN index changes required. Corresponding changes to be made to the JAGMAN index as a result of the proposed change.

7. Federal Register publication required. Indicate whether proposed change must be published in the Federal Register.