



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

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JAG/COMNAVLEGSVCCOM INSTRUCTION 1500.6

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: JUDGE ADVOCATE GENERAL'S CORPS LEGALMAN MENTORING PROGRAM

Ref: (a) JAG/CNLSCINST 1500.1
(b) COMNAVLEGSVCCOMINST 5800.1
(c) OPNAV 5300/7 (Jan 2009)

1. Purpose. To provide policy, guidance, and responsibilities for the execution of the Judge Advocate General's Corps (JAGC) Legalman (LN) Mentoring Program.

2. Background. The JAGC LN Mentoring Program implements the policies and objectives articulated in the JAGC Mentoring Program, reference (a). The JAGC community recognizes mentorship as an enabler to mission accomplishment and a key contributor to achieving career success. Mentoring augments, but is never a substitute for, effective leadership.

3. Applicability. This instruction applies to all active-duty Legalmen regardless of duty assignment, and is intended to complement, not replace, existing command mentorship programs.

4. Policy. Mentoring builds morale and esprit de corps, increases career satisfaction, transfers professional knowledge and contributes to retaining talent. The JAGC is committed to ensuring each JAGC community member has the opportunity to develop strong mentoring partnerships. The JAGC LN Mentoring Program fosters a culture of mentorship by providing networking opportunities, a pool of available mentors and resources to support professional relationships between juniors and seniors.

a. The JAGC LN Mentoring Program is designed to:

(1) Increase personal and professional development of LNs. Through mentor pairs and networking opportunities, mentees (protégés) will develop a deeper understanding of the legal profession and the duties and responsibilities unique to members of the United States Navy. Mentors embody the values of the legal and military professions and play a key role in developing junior personnel. Mentors help mentees plan, develop and manage their careers and are trusted sources of advice and community insight;

(2) Communicate organizational culture and structure. Mentoring helps teach mentees the values, vision and mission of the JAGC and Department of the Navy. A clear understanding of

SEP 27 2018

these organizations, and the role their personnel play in mission accomplishment fosters a sense of belonging and inclusion. Mentoring relationships also provide valuable feedback to senior personnel through professional, yet candid, discussions with mentees;

(3) Enhance leadership and management skills. Mentoring provides mentors opportunities to enhance and hone leadership skills by providing opportunities to connect with junior and less experienced members of the JAGC community. The JAGC LN Mentoring Program allows mentees to experience different styles of leadership and helps each mentee develop their personal leadership style; and

(4) Provide insight and perspective regarding workplace and personal situations. The JAGC LN Mentoring Program encourages open communication between mentors and mentees in a non-attribution setting, encouraging creative and effective problem solving.

b. Action

(1) Enlisted. The Senior LN located within each Region Legal Service Office's geographical area of responsibility (AOR), in coordination with the Professional Development Officer (PDO) for that AOR, will verify all LNs within their AOR have a LN mentor and have established communications with their mentor within 45 days of reporting to the AOR. Mentors for first tour LNs will be within the same AOR as the mentee but outside the mentee's command when possible. This requirement avoids the appearance of favoritism and conflicts within the chain of command. Mentees will be provided a list of authorized mentors from which they may choose. If a mentee does not choose a mentor within 45 days, one will be assigned. While first tour LNs must have a mentor from within their AOR, all other LNs may choose to have a mentor from any location, so long as the requirements governing the mentor-mentee relationship as set forth in this instruction are met. Mentor pairs will communicate at least once a month and meet in-person at least once per quarter (if geographically co-located). The mentee will select or be assigned a new mentor if the mentee rotates into their current chain of command. When a mentor or mentee transfers to their next duty station, the mentor-mentee pair will determine whether to continue a mentoring relationship.

(2) Mentoring Partnership Plan. The mentor and mentee will complete the Mentoring Partnership Plan (MPP), reference (c), within 30 days of being paired. The MPP documents the mentee's goals, their plan to accomplish those goals and the mentor's recommendations on how to accomplish those goals. The mentor and mentee will review the MPP every six months to guide the mentoring relationship.

(3) No-Fault Termination. The LN Mentoring Program's intent is to foster relationships that are productive and rewarding for both parties; therefore, either the mentor or mentee may terminate the mentor-mentee relationship by mutual agreement or by contacting the Program Manager and ensuring the senior AOR LN and PDO is aware. This no-fault termination will not affect either party's future participation in the Mentoring Program. The senior AOR LN and

PDO will ensure the mentee has a new mentor within 30 days of the previous pairing's termination.

(4) Program Assessment. The senior AOR LN, in coordination with the PDO and Program Manager, will assess the Mentoring Program as directed by the JAGC Senior Enlisted Leader (SEL).

5. Responsibilities

a. Naval Legal Service Command (NLSC) Commanding Officers. The CO shall:

(1) Promote the JAGC LN Mentoring Program and encourage their command personnel to participate as mentors;

(2) Review and approve the pool of volunteer mentors from his or her command; and

(3) Support the JAGC SEL's and senior AOR LN's mentoring efforts through personal involvement in networking opportunities and mentoring events for the benefit of all LNs within the respective AOR.

b. Program Manager (PM). The PM shall:

(1) Be an E-7 or above;

(2) Receive a recommendation from a Senior LN in the AOR;

(3) Be designated by the JAGC SEL;

(4) Be responsible for the overall management of the program;

(5) Be responsible for all program aspects to include the review, update and approval of prospective mentors within each AOR;

(6) Maintain a list of approved mentors with biographical data to aid mentee selection of a mentor;

(7) Coordinate with the senior AOR LN and the PDOs on a quarterly basis;

(8) Work directly with Naval Justice School (NJS) to ensure new accessions are provided an updated list of prospective mentors;

(9) Provide mentor/mentee training; and

(10) Provide program status updates, mentoring program assessment results and program improvement recommendations to the JAGC SEL semi-annually, or as directed by the JAGC SEL.

c. Assistant Program Manager (APM). The APM shall:

(1) Be an E-5 or above with at least three years in rate and no longer serving on first LN tour;

(2) Be nominated by the senior AOR LN or the RLSO/DSO SEL;

(3) Be designated by the JAGC SEL; and

(4) Assist the PM, as directed, in overseeing and maintaining the program.

d. NJS SEL. The NJS SEL shall coordinate with the senior AOR LNs, the PDOs, and the PM to ensure LN accession graduates have a mentor within the gaining AOR prior to departing NJS.

e. Senior AOR LN and RLSO/DSO SELs. The senior AOR LN, with the assistance of the SELs and PDOs shall:

(1) Be responsible for day-to-day execution of the JAGC LN Mentoring Program;

(2) Follow up with newly reporting LNs to their AOR to ensure effective communications have been established under the Mentoring Program within the first 45 days at their command;

(3) Track all mentor-mentee teams and ensure new mentors are selected or assigned, when necessary, to avoid conflicts within the chain of command and the appearance of favoritism;

(4) Manage, coordinate, and track the enlisted mentoring initiative and activities;

(5) Coordinate with the Command SELs about LNs not assigned within NLSC in order to promote the JAGC LN Mentoring Program;

(6) Actively communicate with enlisted mentors, mentees and the chain of command in order to provide assistance with components of the JAGC LN Mentoring Program geared toward enlisted personnel;

(7) Coordinate with the NJS SEL to ensure LN accession graduates have the opportunity to select a mentor from within their assigned geographic location;

(8) Provide quarterly prospective mentors list to the Program Manager; and

(9) Enhance LN networking and mentorship opportunities through AOR-wide quarterly meetings and events.

f. PDOs. PDOs shall support and assist the senior AOR LN's JAGC LN mentoring efforts.

g. Mentor. A mentor facilitates an individual's personal and professional growth by sharing the knowledge and insights the mentor has learned through their experience. A mentor shall:

(1) Provide biographical data to Program Manager to assist with mentee selection of a mentor;

(2) Communicate with their mentee at least once a month and, when possible, in person at least once per quarter;

(3) Develop discussion topics for each meeting;

(4) Participate in the program evaluations;

(5) With the mentee, complete the MPP within 30 days of being paired;

(6) Encourage mentees to use the chain of command and creative problem solving to resolve conflicts;

(7) Direct the mentee to resources that would further the mentee's development;

(8) Provide input during Career Development Boards by attending in person when possible or through written/verbal feedback via phone or e-mail, when in-person participation is not feasible; and

(9) Provide a copy of the MPP to the command prior to the commencement of the Career Development Board.

h. Mentee. Mentees shall:

(1) Select a mentor at least one paygrade higher (e.g., LN2 select an LN1 as a mentor) from the provided list of mentors;

(2) Communicate with your mentor at least once a month and schedule an in-person meeting once per quarter, if geographically located with mentor;

(3) Develop discussion topics for each meeting;

(4) Periodically assess the progress of the relationship and provide feedback to the mentor;

SEP 27 2013

(5) Participate in the program assessment; and

(6) With the mentor, complete the MPP within 30 days of being paired.

6. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Code 004 will review this instruction annually to ensure applicability, currency, and consistency with federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. As the instruction nears its five-year anniversary and is still required, it will be reissued. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in E.O. 13526.

8. Forms or Information Management Control. Mentoring partnerships will be documented by a Mentoring Partnership Plan (OPNAV 5300/7), reference (c). OPNAV 5300/7 may be accessed at https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5300_7_4770.pdf.



D. E. CRANDALL
Commander, Naval Legal Service Command



JOHN G. HANNINK
Judge Advocate General

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