



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
WASHINGTON NAVY YARD
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WASHINGTON DC 20374-5066

IN REPLY REFER TO

COMNAVLEGSVCCOMNOTE 5800

OCT 06 2010

COMNAVLEGSVCCOM NOTICE 5800

From: Commander, Naval Legal Service Command

Subj: NAVAL LEGAL SERVICE COMMAND TRAINING STAND DOWN

Ref: (a) COMNAVLEGSVCCOMINST 5800.1E

1. Purpose. To direct the implementation of a Naval Legal Service Command (NLSC) training stand down.

2. Background. Pursuant to reference (a), Commanding Officers of Region Legal Service Offices (RLSO), Naval Legal Service Offices (NLSO), and the Naval Justice School (NJS) are responsible for training personnel assigned to their commands. Periodic training stand downs are a means to accomplish that mandate, and address vulnerabilities in key areas such as serving NLSC clients, meeting programmatic requirements, and attending to the welfare of NLSC assigned personnel.

3. Action

a. Commanding Officers of NJS and every RLSO and NLSO will conduct a day long command-wide training stand down prior to 29 October 2010. All commands shall suspend routine operations for the duration of the stand down to ensure maximum participation.

b. The training topics to be presented include, but are not limited to: Personally Identifiable Information (PII), Conflict Avoidance, Handling Classified Material, Courthouse Security, Casualty Assistance Calls Officer (CACO) Readiness, Suicide Prevention, Motorcycle Safety Compliance, and Budget Matters (i.e., Purchase Card and iBETS).

c. Training materials may be obtained from the Naval Justice School and on Navy Knowledge Online (NKO). Local resources should be utilized where available (i.e., Suicide Prevention, CACO Readiness and Motorcycle Safety).

d. Report compliance and covered topics via the chain of command by 29 October 2010.

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4. Cancellation Contingency. This notice will remain in effect until 31 October 2010 or until superseded, which ever occurs first.



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