



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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Canc frp: Oct 2016

JAG/CNLSCNOTE 5401.01A
Code 60

OCT 21 2015

JAG/COMNAVLEGSVCCOM NOTICE 5401.01A

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: ASSIGNMENT OF COLLATERAL DUTIES AND ANNOUNCEMENT OF
PROGRAM MANAGER POINTS OF CONTACT

Ref: (a) OPNAVINST 3120.32D

Encl: (1) OJAG Collateral Duty Assignments
(2) OJAG Program Managers
(3) NLSC Echelon II Program Managers
(4) Quarterly Report Templates

1. Purpose. To publish the current assignment of collateral duties within the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC) headquarters, and to publish the current list of OJAG/NLSC program managers.

2. Background.

a. Collateral Duties. Reference (a) sets forth guidelines in the general assignment and performance of collateral duties. Personnel are responsible for consulting appropriate references to learn the scope of their duties and must maintain turnover files. When possible, duties are assigned based on command position, allowing duties to pass from one holder to the next in the course of regular turnover. Enclosure (1) contains the current list of assigned collateral duties within OJAG.

b. Program Managers. In addition to specified collateral duties, OJAG/NLSC must execute various programs authorized or required by higher Department of Defense (DoD) and/or Department of the Navy (DoN) policy. These are generally management, administrative, or personnel programs that support DoD/DoN policy and management objectives. Enclosure (2) contains a list of current programs and the respective OJAG program manager or point of contact. Many of these programs are subject to periodic inspection by the Naval Inspector General.

3. Action.

a. All NLSC Echelon III commands are required to provide quarterly reports on the administration of the military programs listed in enclosure (3) to OJAG Code 60. The quarterly reports should follow the template contained in enclosure (4). Reports shall be routed to Code 60 via the respective Region Legal Service Office (RLSO), Defense Service Office (DSO), or Naval Justice School (NJS) chain of command no later than 10 days after the end of the quarter.

(1) To facilitate Echelon II oversight and awareness, OJAG Code 60 will update the OJAG program managers listed in enclosure (3) on a quarterly basis with the status of the individual RLSO, DSO, and NJS military programs.

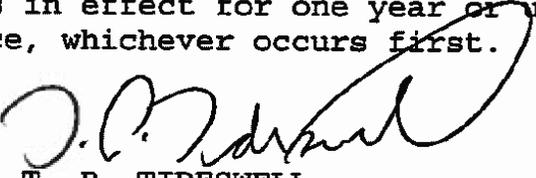
(2) NLSC Echelon III program managers are required to coordinate, as necessary, with the corresponding Echelon II military program subject matter experts listed in enclosure (3) regarding the management and execution of specific programs. When necessary, Echelon II program managers will coordinate with their Echelon III counterpart(s) in order to provide policy guidance or assistance.

b. OJAG program managers who oversee the OJAG military programs listed in enclosure (3) are required to submit quarterly reports on the administration of their program to OJAG Code 60. Quarterly reports should follow the template contained in enclosure (4). Reports shall be routed to Code 60 no later than 10 days after the end of the quarter.

c. Retain this notice for reference and information until superseded. The point of contact on the assignment of collateral duties is the OJAG/NLSC Flag Secretary, (202) 685-5216. The point of contact regarding quarterly reporting is Ms. Darlene Shubatt, OJAG Code 60, (202) 685-5215.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Cancellation. This notice is in effect for one year or until it is superseded by another notice, whichever occurs first.



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Distribution:
All OJAG
All NLSC