



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

IN REPLY REFER TO:

JAGINST 1440.1E
Code 004-CMC

FEB 22 2010

JAG INSTRUCTION 1440.1E

From: Judge Advocate General

Subj: LEGALMAN RATING CONVERSION PROCEDURES

Ref: (a) OPNAVINST 1740.4D
(b) BUPERSINST 1430.16F
(c) MILPERSMAN 1440-040

Encl: (1) Report of Legalman Conversion Screening Board
(2) Legalman Conversion Appraisal Form

1. Purpose. To implement policy, eligibility requirements, and application procedures for Sailors interested in converting to the Legalman rating.

2. Cancellation. JAGINST 1440.1D.

3. Background

a. The JAG Corps selects, develops, and retains a diverse force of mature, intelligent, and challenge-seeking Sailors to become Navy Legalmen. Legalmen possess knowledge and expertise in military and civilian law, which qualifies them to perform paralegal duties under the supervision of an attorney. Legalmen work in a variety of assignments, including Naval Legal Service Offices, Region Legal Service Offices, Staff Judge Advocate Offices, and operational commands afloat and ashore. Experienced Legalmen may be detailed to independent duty assignments at a variety of sea and shore commands.

b. The knowledge, skills, and abilities required of a Legalman include: writing complex legal documents, conducting in-depth legal research, and provision of legal services in the areas of military justice, legal assistance, civil law and administrative law. Areas of practice may include drafting and reviewing documents for attorney review and signature, preparation of records and hearings transcripts, investigations, courts-martial, courts of inquiry, and the coordination of non-judicial punishment cases and administrative separation boards.

4. Legalman Rating Eligibility. References (a) through (c) apply. Applicants must meet the following requirements:

a. Be an enlisted member of the Navy with less than 10 years of active service. Navy Reserve applicants should consult BUPERSINST 1001.39 series for additional guidance.

b. Serving in paygrade E-3, E-4 or E-5 (E-3 personnel must be eligible for advancement to E-4).

c. Applicants must incur a minimum of 36 months of obligated service to be completed after graduation from accession training and education at Naval Justice School in Newport, Rhode Island.

d. Applicants who have received a Selective Reenlistment Bonus or other retention incentive prior to their current enlistment/reenlistment will not normally be considered for conversion until they complete the period of obligated service. Waiver requests must be submitted to the enlisted community manager of the Sailor's current rating.

e. Type at a speed of at least 40 words per minute. To assess accuracy and proficiency, applicants will be administered three consecutive five-minute typing tests as part of the screening process conducted by JAG Corps personnel.

f. Possess the general administrative knowledge and skills required of an E-4 serving in the Yeoman rating. Although not specifically required for conversion, on-the-job training is highly recommended for every applicant.

g. Complete the following administrative training:

- (1) Yeoman Basic (NAVEDTRA 14261A)
- (2) Administrative Office Operations (002A001)
- (3) Directives Maintenance (002DM01)
- (4) Endorsements to Standard Naval Letters (002ES01)
- (5) General Admin Naval Messages (002GN01)
- (6) Memorandums (002MM01)
- (7) Office Files (002OF01)

(8) Standard Naval Letter (002SN01)

(9) Preparing a Standard Naval Letter (CNET 11456)

h. Must not have either speech or hearing impairments. Legalmen may be required to perform the duties of a Reporter during a court-martial trial or other type of hearing, followed by preparation of a record of trial or other written transcripts. Such duties involve a high level of detail and oral communication, while the process of preparing a transcript requires Legalmen to use keen listening comprehension and interpretive skills. Legalmen with speech or hearing impediments may not be able to properly perform the duties of a Reporter.

i. Have no record of non-judicial punishment, courts-martial, or civilian convictions within 36 months of the date of application.

j. Have no record of alcohol or drug abuse within 36 months of the date of application.

k. Have no current or prior financial or credit problems.

l. Applicants must prepare a handwritten statement explaining their desire to become a Legalman. The statement should not exceed one page in length. It will be used to assess writing ability and mastery of fundamental English skills such as grammar, spelling and punctuation. Statements shall be written in conjunction with the conversion screening interview. Applicants will be given time before the interview to complete the personal statement. Members of the screening board will observe applicants as they write the statement. During the interview process, the board shall review each statement and discuss with the applicant his/her writing ability as it pertains to performing the duties of a paralegal.

m. Be eligible for a Secret security clearance.

n. Have scored a combined VE + MK of 105 on the ASVAB test.

o. Have completed at least six credits of college-level English (e.g., Composition I and II, Technical Writing, Creative Writing, CLEP testing).

p. Must be within physical readiness standards and have passed, or been properly waived from, the last three consecutive physical fitness assessments (PFAs). Sailors with two or more PFA failures in the four-year period preceding application will not be considered for conversion.

(1) Applicants must pass a body composition assessment (BCA) during the conversion screening process. The BCA will be administered by a qualified fitness leader under the supervision of appropriate JAG Corps personnel.

(2) Applicants must pass a subsequent BCA within six weeks of transferring to Naval Justice School. Failure to meet BCA standards will result in disqualification for conversion.

(3) Students must maintain physical readiness standards in order to graduate from Naval Justice School. Those students who fail to meet PFA standards will be disenrolled and made available for immediate reassignment based on the needs of the Navy.

q. Applicants must be worldwide assignable per reference (a). If applicable, a current Family Care Plan must be provided as an enclosure to the conversion application package.

r. Per reference (b), personnel accepted for conversion may still participate in the Navy-wide advancement examination.

s. Applicants must successfully complete accession training and education at Naval Justice School in order to complete the conversion process and become a Legalman. Those who fail to graduate will be made available for immediate reassignment based on the needs of the Navy. Applicants may later reapply to become Legalmen but must start the conversion process anew.

5. Legalman Conversion Screening Board

a. Applicants must be interviewed by a conversion screening board composed of at least three senior Legalmen (E-7, E-8 or E-9) or experienced judge advocates (second tour O-3 and above). Boards will be coordinated by the senior Legalman in each region or geographic location. In-person interviews should be conducted whenever possible. In the event an in-person interview is not possible based on operations or remote assignments, video conferencing (VTC) may be used. If a VTC interview is not possible, seek specific guidance from the Office of the Judge Advocate General (Code 004).

b. During the interview, applicants will be asked a series of questions to assess their potential and aptitude to succeed in the Legalman rating. Questions will address teamwork, leadership, ethical decision making/moral courage, issue ownership, and adaptability/flexibility/mobility.

c. At the conclusion of each conversion screening board, the board shall complete enclosure (1), the Report of Legalman Conversion Screening Board, specifically noting the overall recommendation for conversion approval or disapproval by a majority vote. Each board member shall sign the report.

d. As part of the interview process, the board shall complete enclosure (2), the Legalman Conversion Appraisal Form. This form will be used to document the assessment of an applicant's qualifications. It should contain specific comments or recommendations that justify approval or disapproval for conversion, as appropriate. The appraisal forms shall be appended to enclosure (1).

6. Application and Designation Procedures

a. Applicants must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to Navy Personnel Command (PERS 4811) via the Office of the Judge Advocate General (Code 004), 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374. Include the following documents with the original NAVPERS 1306/7:

- (1) Report of the Legalman Conversion Screening Board
- (2) Copies of last three performance evaluations
- (3) Copy of typing test results
- (4) Handwritten statement
- (5) ASVAB score documentation
- (6) Command Financial Specialist certification
- (7) Family Care Plan (if applicable)
- (8) PRIMS reports covering preceding four-year period
- (9) College transcripts

(10) Full SMART transcript

(11) E-learning and YN Basic course grade transcripts

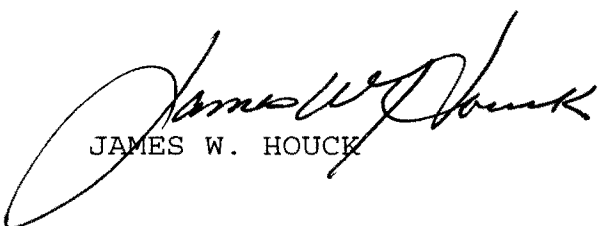
b. Navy Personnel Command (PERS 4811) will notify applicants of final approval or disapproval for Legalman conversion. Following approval notification, applicants should contact the Legalman detailer immediately.

c. Approved applicants will be designated as prospective Legalmen and assigned Navy Enlisted Classification (NEC) code 3499 pending completion of the Legalman Accession Course and paralegal education at Naval Justice School. Applicants who do not graduate will not be converted to the Legalman rating. They will be made available for immediate reassignment based on the needs of the Navy. Should candidates who fail to graduate from NJS wish to reapply to become Legalmen, they must wait at least six months from the time they are disenrolled and then must begin the application process anew.

d. There is no advancement examination for Legalman Third Class. Per reference (b), E-3 applicants must complete all eligibility requirements for advancement to Third Class Petty Officer. Upon successful completion of accession training and education, E-3 personnel will be advanced to LN3/E-4.

7. Reversion. When appropriate, members should be recommended for reversion per reference (c). For members who sustain military or civilian convictions due to misconduct at any time prior to reporting to Naval Justice School, commands will submit a letter detailing the circumstances to the Office of the Judge Advocate General (Code 004) and Navy Personnel Command (PERS 4811).

8. Point of Contact. Questions pertaining to eligibility criteria, application procedures, or career opportunities in the Legalman rating should be referred to the Office of the Judge Advocate General (Code 004) at 202-685-7256 (DSN prefix 325) or LNconversions@navy.mil.



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Distribution:

Electronic only via the OJAG website, <http://www.jag.navy.mil>;
and the Navy Directives website, <http://doni.daps.dla.mil>.

REPORT OF LEGALMAN CONVERSION SCREENING BOARD

From: Legalman Conversion Screening Board
To: Office of the Judge Advocate General (Code 004-CMC)

Encl: (1) Legalman Conversion Appraisal Forms
(2) Copies of last three performance evaluations
(3) Copy of typing test results
(4) Handwritten statement
(5) ASVAB score documentation
(6) Command Financial Specialist certification
(7) Family Care Plan (if applicable)
(8) PRIMS reports covering preceding four-year period
(9) College transcripts
(10) Full SMART transcript
(11) E-learning and YN Basic course grade transcripts

1. Candidate's rate and name:
2. Duty station:
3. Phone number and E-mail address:
4. ADSD:
5. EAOS:
6. Verify security clearance:
7. Administrative experience or legal OJT:
8. Any speech or hearing impairments noted?
9. Does the candidate possess the administrative knowledge required of a YN3?
10. Verify no NJP, courts-martial or civilian convictions in the past 36 months:
11. Verify no current or prior financial or credit problems:
12. Verify no alcohol/drugs in the past 36 months:
13. Verify deployability or worldwide assignability:
14. Results of service record review:

Encl (1)

15. Passed last three consecutive physical fitness assessments:

16. Body Composition Assessment completed during conversion screening process:

17. Board members should review the applicant's handwritten statement in order to assess writing ability:

18. Board Recommendation: By a vote of _____ to _____, the applicant is recommended / not recommended for Legalman conversion.

Member 1 Signature
Print name:

Member 2 Signature
Print name:

Member 3 Signature
Print name:

19. Final Action by JAG Corps Command Master Chief:

_____ Approved

_____ Disapproved

Comments:

JAG CMC Signature

Date:

Alterations of this form are not authorized

LEGALMAN CONVERSION APPRAISAL FORM

APPLICANT'S NAME (Last, First, MI) AND RATING:

DATE OF INTERVIEW:

PERSONAL QUALITIES OF APPLICANT

The majority of candidates should be rated as "qualified" below. Exceptional candidates or sub-standard candidates should be rated as "well qualified" or "not qualified" accordingly. Provide number of votes in each category and overall recommendation / comments below.

	WELL QUALIFIED	QUALIFIED	NOT QUALIFIED
TEAMWORK			
LEADERSHIP POTENTIAL			
ETHICAL DECISION MAKING / MORALE COURAGE			
ISSUE OWNERSHIP			
ADAPTABILITY / FLEXIBILITY / MOBILITY			
PROBLEM SOLVING / WORK INTENSITY			
ORAL EXPRESSION			
WRITTEN SKILLS			
MOTIVATION FOR CONTINUED NAVAL SERVICE AND CONVERSION TO LEGALMAN RATING			
MATURITY / PERSONALITY			
PROFESSIONAL APPEARANCE / MILITARY BEARING			

OVERALL RECOMMENDATION / COMMENTS: Describe why candidate should be selected – use second page if necessary

TYPE OR PRINT NAME OF MEMBER:

MEMBER'S PHONE NUMBER AND E-MAIL ADDRESS:

MEMBER'S SIGNATURE:

Do not give the completed form to candidate. Please include completed form with LN conversion package being sent to OJAG.

Enclosure (2)