



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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JAGINST 1500.4A CH-1
NJS
MAY 24 2019

JAG INSTRUCTION 1500.4A CHANGE TRANSMITTAL 1

From: Judge Advocate General

Subj: JAG CORPS TRAINING PROGRAM

Ref: (a) NAVADMIN 268/18

Encl: (1) Revised Pages 1 and 2
(2) New enclosure (8)

1. Purpose. To transmit a revision of Pages 1 and 2 and to add enclosure (8), the Legalman (LN) Professional Development Plan.
2. Action. Remove and replace Pages 1 and 2 with enclosure (1). Insert enclosure (2). In accordance with reference (a), this instruction as amended is effective for ten years from the date of initial issuance.


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From: Judge Advocate General

Subj: JAG CORPS TRAINING PROGRAM

Ref: (a) SECNAVINST 5430.27[series]
(b) COMNAVLEGSVCCOMINST 5800.1[series]
(c) JAGINST 1150.2[series]
(d) JAG/CNLSCINST 1500.2[series]
(e) JAGINST 1520.1[series]
(f) JAGINST 3300.1[series]
(g) JAG/COMNAVLEGSVCCOMINST 12410.1
(h) OPNAVINST 1500.22[series]
(i) Uniform Code of Military Justice
(j) OPNAVINST 1500.81
(k) NAVJUSTSCOLINST 1500
(l) JAG/CNLSCINST 1500.1

Encl: (1) Professional Development Standards (PDS) Program
(2) Professional Military Education (PME) Program
(3) Joint Professional Military Education (JPME) Guidance
(4) Instructions for Developing a Command Training Plan
(5) Sample PDO Monthly Report
(6) Regional Training Authorities (RTA)
(7) Sample RTA Report
(8) Legalman (LN) Professional Development Plan

1. Purpose. To promulgate policy, prescribe procedures, and assign responsibilities for implementing a training program designed to ensure the delivery of high-quality legal services. Per reference (a), the Judge Advocate General (JAG) is the capability sponsor for the Navy Judge Advocate General's Corps (JAGC), and is responsible for maintaining the JAGC legal community and determining the best possible allocation of available JAGC community assets.

2. Cancellation. JAGINST 1500.1A and JAGINST 1500.4 are hereby cancelled.

3. Applicability. This instruction applies to all active-duty Navy Judge Advocates (JA), Legalmen, and civilians working under the cognizance of the JAG.

4. Background. As Special Assistant for Training, Commanding Officer, Naval Justice School (NJS) is entrusted with the development and execution of JAGC training programs. This instruction provides the framework for developing and providing appropriate training for all JAGC personnel throughout their careers, commensurate with the billets and positions to which those personnel are currently assigned or likely will be assigned.

5. Policy

a. Training Continuum. The training programs implemented by this instruction must be continually improved to contribute to the highest quality legal services. All JAGC personnel will receive training, throughout their career, designed to prepare them for the future leadership, management, and legal challenges they will encounter. References (b) through (k) provide additional details regarding training requirements for specified career tracks, billets, or categories of personnel.

b. Programs. This instruction implements the JA, Legalman, and civilian training programs listed in references (b) through (k), as well as the following programs:

(1) Professional Development Standards (PDS) (enclosure (1));

(2) Professional Military Education (PME) (enclosure (2));

(3) Joint Professional Military Education (JPME) (enclosure (3)); and

(4) Legalman Professional Development Plan (enclosure (8)).

6. Action

a. Commander, Naval Legal Service Command (CNLSC), shall monitor the implementation and management of this training program, and shall keep the JAG apprised of NLSC command implementation of this instruction.

Legalman (LN) Professional Development Plan

Purpose. The LN Professional Development Plan is designed to expand and enhance paralegal core competencies introduced during LN Accession and LN Paralegal Education Program (LPEP). All active component (AC) LNs will complete applicable training and qualifications described in paragraph 1 below; and, are encouraged to complete training and qualifications in paragraph 2, based upon duty assignments. Inability to meet requirements must be communicated to Naval Justice School (NJS). The NJS Senior Enlisted Advisor will serve as the Point of Contact for all matters relating to this plan. The LN Professional Development Plan is comprised of three components: 1) NJS courses; 2) LN Professional Development Training (LN PDT), formerly known as LN 52-week training; and 3) LN Personnel Qualification Standards (PQS).

1. The following NJS courses are required at career milestones:

a. LN Mid-Level Phase I and II. Successful completion of this two-part course is required for all LN1s and any LN2s with orders to be an Independent Duty LN.

b. Paralegal Litigation Support Course. All LNs who receive orders to a Defense Service Office (DSO) or assignment to Trial Department at a Region Legal Service Office (RLSO) will attend the first offering of this after reporting to the DSO or Trial Department.

c. Senior LN Leadership Course. Completion is required within three years of selection for LNC.

2. The following courses are required or highly recommended, based upon duty assignment:

a. Ethics for the Staff Judge Advocate (SJA). This online course shall be completed by LNs assigned to SJA offices or Independent Duty. It is located on NJS Blackboard and can be taken at any time.

b. LN Mid-Level Phase I and II. Highly recommended for LN2s who are currently serving on their second LN tour or are under orders for their second tour.

c. SJA Course. LNs serving on Independent duty or in SJA offices are highly encouraged to attend this course. Quotas are limited and the LN Mid-Level Phase I/II and Ethics for the SJA courses are prerequisites.

d. Any NJS or other service courses, including attorney courses, that have a direct correlation to an LN's job assignment are highly encouraged. Detailed justification is required on the NJS quota request form.

3. LN PDT (formerly called "LN 52-week training") consists of a series of training modules maintained by NJS and located on Blackboard. The name change recognizes the purpose behind the training and removes the expectation training be conducted weekly. Face-to-face (in-person or virtual) small group training sessions are preferred. The senior LN in each Navy Region, in

MAY 24 2019

coordination with the area Professional Development Officer (PDO), is responsible for implementing an area-wide LN Professional Development Plan encompassing all LNs, regardless of assignment, with the understanding that LNs are geographically dispersed and operational schedules may preclude face-to-face participation. LNs unable to participate with the local RLSO/DSOs (in-person or virtually) shall work with the senior LN and either utilize training modules on Blackboard or conduct their own small group LN training sessions (i.e., CVN legal offices). The LN PDT modules offer ready-to-use baseline training in many of our practice areas, but commands are not expected to solely use them or complete each module annually. Instead, commands are encouraged to creatively develop a comprehensive training and development plan beyond the LN PDT modules that fits the needs of its AOR's mission accomplishment and integrates training with attorneys.

4. The LN PQS is a standardized tool to complete and demonstrate core technical competencies. It is an essential element of LN professional development and shall serve as a training guide to develop subject-matter expertise. All AC LNs are required to complete this PQS, regardless of duty assignment, within 24 months of it being assigned. Operational commands may authorize a single extension of up to 12 months to accommodate completion of primary shipboard/watchstanding qualifications first. Once complete and properly annotated in Fleet Management & Planning System (FLTMPS), PQS completion will not be required again unless the Commanding Officer determines that remedial training and qualification is required.

a. AC LN accessions will be assigned the PQS upon completion of the in-resident LPEP semester. All other LNs will be assigned the PQS by their leadership, the PDO, or the senior LN in their Navy Region in coordination with their chain of command (if outside of Naval Legal Service Command).

b. Successful completion of the LN PQS requires:

(1) Signatures for all line items (PQS line items shall ONLY be signed by authorized PQS qualifiers as defined by paragraph 3.d below); and

(2) Passing a standardized written examination with a score of 80 or better.

c. The maintenance and administration of the standardized written examination is the sole responsibility of NJS via an approved distance learning platform. Locally developed tests ARE NOT AUTHORIZED. PDOs, in coordination with the senior LN in the AOR, will monitor LN PQS completion and notify NJS when an LN is authorized to take the test. The test is "closed-book" and will be proctored by an LNC or above.

d. Authorized PQS qualifiers are:

(1) All LN2s and above that have fully completed the PQS (unless exempt);

(2) Second-tour JAGC LTs and above;

MAY 24 2019

(3) Legal personnel designated as qualified within RLSO/DSO (e.g., civilian subject-matter experts).

e. The following personnel are exempt from completing the LN PQS or portions thereof.

(1) LN1s and above that have been in the LN rating for five or more years;

(2) LNs that previously completed all four modules of LN Professional Development Standards (PDS). These LNs will be considered to have successfully completed the LN PQS and may have FLTMPs annotated accordingly.

(3) LNs that completed any module of the LN PDS. These LNs will get credit for the corresponding LN PQS.

f. Administrative measures deemed appropriate by the command should be utilized to correct and/or document an LN's deficiency in attaining PQS completion within the prescribed timelines.

g. When good cause requires, Commanding Officers (CO) may direct LNs under their cognizance to repeat all or a portion of the PQS.