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OFFICE OF THE JUDGE ADVOCATE GENERAL  
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JAG/COMNAVLEGSVCCOM INSTRUCTION 1500.6A

From: Judge Advocate General  
Commander, Naval Legal Service Command

Subj: JUDGE ADVOCATE GENERAL COMMUNITY LEGALMAN MENTORING  
PROGRAM

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

Encl: (1) First Tour Senior Enlisted Leader Mentorship Program

1. Purpose. To provide policy, guidance, and responsibilities for the execution of the Judge Advocate General (JAG) community Legalman (LN) Mentoring Program.

2. Cancellation. JAG/CNLSCINST 1500.6

3. Background. The JAG community LN Mentoring Program implements the policies and objectives articulated in the JAG Mentoring Program, reference (a). The JAG 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.

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

5. Policy. Mentoring builds morale and esprit de corps, increases career satisfaction, transfers professional knowledge and contributes to retaining talent. The JAG community is committed to ensuring each community member has the opportunity to develop strong mentoring partnerships. The JAG community 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. In accordance with reference (b), Naval Legal Service Command (NLSC) commanding officers and officers-in-charge shall establish a command-wide mentoring program.

a. The JAG community LN Mentoring Program is designed to:

(1) Increase personal and professional development of LNs. Through mentor pairs and networking opportunities, mentees 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 JAG community and Department of the Navy. A clear understanding of 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 JAG community. The JAG community 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 JAG community 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) and Legalman Mentoring Program Manager (PM) 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. All LN mentors will be at least one paygrade higher than the LN mentee. 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. 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. 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. Mentor pairs will communicate at least quarterly and meet in-person (if geographically co-located).

(a) Senior Enlisted Leader (SEL) mentorship. Mentors for first tour SELs will be consistent with the guidance outlined in enclosure (1), the First Tour SEL Mentorship Program. Every SEL serving in their first tour will be assigned a mentor within 30 days of assuming duties as Command SEL. That mentor will fulfill the mentorship requirement for both the first tour SEL mentorship program and the LN Mentoring Program. First tour SELs must have a mentor from within their AOR when practicable.

(b) Other requirements. The mentee will select, or be assigned, a new mentor if the mentee rotates to their mentor's current chain of command. The mentee will select, or be assigned, a new mentor at least one paygrade higher within 45 days of the mentee advancing, if both parties are now of the same paygrade. 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 PM and ensuring the senior AOR LN and PDO are aware. This no-fault termination will not affect either party's future participation in the Mentoring Program. The senior AOR LN, AOR PM, and PDO will ensure the mentee has a new mentor within 30 days of the termination.

(4) Mentorship recognition. LNs that demonstrate a commitment to the mentoring program and have an established track record in promoting their mentee's personal and professional development while carrying out all responsibilities listed in paragraph 6.h. below will be recognized via the monthly LN Mentor in the Spotlight. AOR PMs, in coordination with the Senior LN in the AOR, will submit nominations to the PM no later than the last Monday of the month. The PM and one of the PDOs (on a rotating schedule) will select the LN Mentor in the Spotlight for that month based on the above criteria and route to the Office of the JAG (OJAG) Senior Enlisted Advisor (SEA) for final approval. Once approved, the announcement will be promulgated via various JAG community social media channels.

(5) Program Assessment. The senior AOR LN, in coordination with the Program Manager, will assess the Mentoring Program as directed by the OJAG SEA.

## 6. Responsibilities

a. NLSC Commanding Officers (COs). NLSC COs shall:

(1) Promote the JAG community 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 OJAG SEA and senior AOR LN mentoring efforts through personal involvement in networking opportunities and mentoring events for the benefit of all LNs within the respective AOR.

b. Program Manager. The PM shall:

- (1) Be an E-7 or above;
- (2) Receive a recommendation from at least one senior LN in the AOR;
- (3) Be designated by the OJAG SEA;
- (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) Communicate with the senior AOR LNs, PDOs, and AOR PMs on a quarterly basis regarding any LN Mentoring Program related matters;
- (8) Work directly with Naval Justice School (NJS) to ensure new LN 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 OJAG SEA semi-annually, or as directed by the OJAG SEA.

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

- (1) Be an E-6 or above with at least three years in rate and no longer serving in his or her first LN tour;
- (2) Be nominated by the senior AOR LN or the Region Legal Service Office (RLSO)/Defense Service Office (DSO) SEL;
- (3) Be designated by the OJAG SEA; and
- (4) Assist the PM in overseeing and maintaining the program.

d. AOR Program Manager

- (1) Be designated by the senior AOR LN; and

(2) Assist the senior AOR LN and RLSO/DSO SELs in carrying out JAG community LN Mentoring Program responsibilities regionally.

e. NJS SEL. The NJS SEL shall coordinate with the senior AOR LNs, the PDOs, and the AOR PMs to ensure they are aware of new LN accession graduates transferring to their AOR.

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

(1) Be responsible for day-to-day execution of the JAG community 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 for those AOR LNs not assigned within NLSC in order to promote the JAG community LN Mentoring Program;

(6) Actively communicate with enlisted mentors, mentees and the chain of command in order to provide assistance with effective implementation of the JAG community LN Mentoring Program;

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

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

g. PDOs. PDOs shall support and assist senior AOR LN JAG community LN mentoring efforts.

h. 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 the PM to assist with mentee selection of a mentor;

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

- (3) Develop discussion topics for each meeting;
- (4) Participate in 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 holding of a Career Development Board.

i. 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 their mentor at least once a quarter and, when possible, in person if geographically located near their mentor;
- (3) Develop discussion topics for each meeting;
- (4) Periodically assess the progress of the relationship and provide feedback to the mentor;
- (5) Participate in the program assessment; and
- (6) With the mentor, complete the MPP within 30 days of being paired.

7. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

8. 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 if it 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.

9. 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](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

Releasability and distribution:

This notice is cleared for public release and is available electronically via the Office of the Judge Advocate General website: <http://www.jag.navy.mil>.

## First Tour Senior Enlisted Leader (SEL) Mentorship Program

1. The First Tour Senior Enlisted Leader (SEL) Mentorship Program is designed to help SELs navigate through their first tour as a member of command leadership.

### 2. Responsibilities:

a. NLSC SEL: The NLSC SEL will foster a culture of proactive mentorship within the SEL ranks. In full support of the program, the NLSC SEL will:

(1) establish an effective First Tour SEL Mentorship Program throughout the NLSC enterprise for all SELs entering their first tour;

(2) assign a First Tour SEL Mentorship Program Manager (PM);

(3) communicate expectations to the PM, mentors, and mentees;

(4) serve as an overall mentor to all SELs within the NLSC enterprise; and

(5) meet quarterly with the PM to review the progress of each SEL in the program.

b. First Tour SEL Mentorship Program Manager: The First Tour SEL Mentorship PM will ensure each mentor and mentee complies with program requirements. In full support of the program, the PM will:

(1) assist in establishing and maintaining an effective First Tour SEL Mentorship Program;

(2) ensure every SEL serving in their first tour is assigned a mentor within 30 days of assuming duties as Command SEL;

(3) facilitate communication between mentors and mentees by encouraging initial contact, monthly meetings, and social events where feasible;

(4) communicate regularly with both mentors and mentees to ensure assigned mentors continue to be effective; and

(5) provide quarterly updates to the NLSC SEL on progress and effectiveness of the program.

c. Mentor: A mentor provides guidance and support based on unique developmental needs to assist SELs navigating their duties and responsibilities during their first SEL tour. The mentor shall:

(1) provide advice, guidance, and feedback, and to include sharing their experience and expertise as a SEL;

(2) act as a sounding board for ideas and action plans, and offer encouragement and support;

(3) communicate with their mentee at least quarterly and make themselves available to their mentee at other times, as needed; and

(4) provide quarterly feedback to the PM on progress of mentee and effectiveness of pairing.

d. First Tour SEL Mentee: First Tour SELs shall:

- (1) communicate with their mentor at least quarterly;
- (2) develop goals and discussion topics for each meeting; and
- (3) provide quarterly feedback to the PM on progress and effectiveness of pairing.