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OFFICE OF THE JUDGE ADVOCATE GENERAL
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JAG/CNLSCINST 1500.1B
Code 61
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JAG/COMNAVLEGSVCCOM INSTRUCTION 1500.1B

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: JUDGE ADVOCATE GENERAL'S CORPS JUDGE ADVOCATE MENTORING
PROGRAM

Ref: (a) JAG/CNLSCINST 1500.6
(b) JAGINST 1740.1 (series)
(c) COMNAVLEGSVCCOMINST 5800.1 (series)
(d) OPNAVINST 5215.17A

1. Purpose. To provide policy, guidance, and responsibilities for the execution and management of the Judge Advocate General's Corps (JAGC) Judge Advocate Mentoring Program.
2. Background. An important component of leadership and mentoring is that it contributes to mission accomplishment and is a key factor impacting career success and retention of talent.
3. Applicability. This instruction applies to every judge advocate in the JAGC community. The JAGC Legalman Mentoring Program is covered under reference (a). The JAGC Civilian Mentoring Program is covered at the Code 66 SharePoint site at <https://portal.secnav.navy.mil/orgs/JAG/66/mentor/SitePages/Home.aspx>.
4. Policy
 - a. The JAGC is committed to ensuring that every member of the JAGC community – judge advocates, Legalmen, and civilians – has ample opportunity to develop strong mentoring partnerships. Mentoring junior personnel is an inherent element of leadership. It is incumbent upon seniors to reach out to junior personnel and the responsibility of juniors to seek out mentorship opportunities.
 - b. The JAGC Judge Advocate Mentoring Programs is designed to:
 - (1) Ensure the professional development of both mentees and mentors;
 - (2) Develop future JAGC community leaders;
 - (3) Create a culture of inclusion and *esprit de corps*; and
 - (4) Increase career satisfaction and retention of talent.

5. Key Aspects of the JAGC Judge Advocate Mentoring Program. The program's strategy underscores the importance of the chain of command, various one-on-one mentoring partnerships, peer mentoring, networking, recurring communication, and mentorship training and resources.

a. Chain of Command. This program augments leadership and guidance provided by the chain of command in daily interactions with personnel. Chain of command support is the foundation of all successful mentoring programs.

b. One-on-One Mentoring. Mentoring partnerships are built on trust and a personal connection. Taking into account professional objectives and life circumstances, one-on-one mentoring helps individuals navigate a path to success with greater ease and satisfaction. Individuals should consider seeking guidance from a variety of mentors in order to benefit from varying backgrounds and experiences.

c. Peers. Peers play an important role in creating a culture of inclusion. As individuals grow in their careers, peers become trusted confidants who provide counsel regarding professional development, shared successes, lessons learned, and overcoming challenges.

d. Networking. Networking is an essential first step in developing mentoring partnerships and creating a culture of inclusion. Exposing members to the talent, professionalism, and experience of other members exposes junior personnel to the opportunities that lie ahead and enables individuals to select mentors/mentees with whom they relate and trust. Mentors and mentees are encouraged to take advantage of local JAGC social events, networking luncheons, and other professional development events to meet other judge advocates in the area.

e. Communication. Frequent communication regarding Navy and JAGC mentoring initiatives, trainings, best practices, networking opportunities, and resources is critical to ensuring that mentors and mentees have the information needed to create and maintain successful mentoring relationships.

6. Responsibilities

a. Deputy Judge Advocate General (DJAG) / Commander, Naval Legal Service Command (CNLSC) shall:

(1) Maintain oversight for planning, training, coordinating, and implementing enterprise-wide mentorship initiatives and ensure alignment with Navy mentoring policies; and

(2) Assess each NLSC Commanding Officer's support of the program and overall mentoring efforts within their respective commands as an element of command and individual evaluation.

b. Chief of Staff, Region Legal Service Offices (COS RLSO), and Chief of Staff, Defense Service Offices (COS DSO), shall assess each RLSO and DSO Commanding Officer's support of the program and overall mentoring efforts within their respective commands as an element of command and individual evaluation.

- c. COS RLSO shall ensure that mentoring training is a topic at the Professional Development Officer (PDO) course.
- d. Deputy Assistant Judge Advocate General (Military Personnel, Code 61) shall:
- (1) Serve as the Judge Advocate Mentoring Program Manager and point of contact;
 - (2) In coordination with Knowledge Management, Code 67, and other organizations as needed, develop and maintain current community-wide databases of officer, enlisted, and civilian personnel to facilitate mentoring relationships; and
 - (3) Collect and disseminate information on mentoring best practices within the JAGC.
- e. Knowledge Management shall, in coordination with Code 61, Code 67, and other organizations as needed, develop and maintain current community-wide databases of officer, enlisted, and civilian personnel to facilitate mentoring relationships.
- f. PERS-4416 shall provide PDOs with a copy of the orders of any second-tour judge advocate who transfers into a PDO's area of responsibility (AOR).
- g. Commanding Officer, Naval Justice School (CO, NJS), shall include mentoring training in the Prospective Commanding Officer, Prospective Executive Officer, and Senior Enlisted Leader courses, and shall liaise with Naval Leadership and Ethics Center (NLEC) to maximize opportunities to include mentoring training in those NLEC-led courses that NJS coordinates, including the Executive Leader and Intermediate Leader courses.
- h. RLSO and DSO Commanding Officers shall:
- (1) Ensure all first-tour judge advocates identify a mentor within six months of reporting, and retain a mentor through their first tour. This mentor should generally be an officer other than the command sponsor assigned under reference (b);
 - (2) Encourage all personnel to participate in mentoring initiatives;
 - (3) RLSO Commanding Officers shall, in coordination with DSO Commanding Officers, provide guidance, direction, and support to assigned PDOs in the execution of mentorship program requirements;
 - (4) DSO Commanding Officers and Officers in Charge shall, in coordination with RLSO Commanding Officers, liaise with the assigned PDO to ensure the mentorship needs of DSO personnel are considered and met; and

(5) Foster an environment in each geographic region that allows for mentorship pairings to be promoted through networking events. RLSO and DSO Commanding Officers are encouraged to collaborate in developing networking opportunities.

i. PDOs. As described in reference (c), PDOs play a critical role in developing JAG Corps personnel, especially junior judge advocates. In support of the program, PDOs shall:

(1) Assist cognizant RLSO and DSO Commanding Officers in establishing and maintaining an effective mentorship program within the PDO's AOR.

(2) Assist cognizant RLSO and DSO Commanding Officers with ensuring every first-tour judge advocate is matched with a mentor within six months of reporting to the command. The role of the PDO is to facilitate this matching, only assigning a mentor when an officer is not able to or declines to identify a mentor. Whenever possible, mentors should not be members of the same command as the junior officer they are mentoring.

(3) Contact every second-tour judge advocate that transfers to the PDO's AOR, including those assigned outside of NLSC, and offer to match that second-tour judge advocate with a local mentor.

j. Mentors shall:

(1) Indicate their availability and willingness to serve as a mentor to the local PDO;

(2) Once paired with a mentee, make reasonable efforts to maintain communication with their mentee. Contact, whether in person or through telephonic or electronic means, should be made at least monthly for those mentees in their first 24 months on active duty;

(3) Discuss expectations with mentees early in the mentoring relationship; and

(4) Remain familiar with current programs and policies affecting retention, including but not limited to Judge Advocate Continuation Pay, student loan forgiveness programs, maternity and paternity leave policies, and Career Intermission Program. Resources may be found at Code 61's SharePoint site at

<https://portal.secnav.navy.mil/orgs/JAG/61/SitePages/Mentor%20Program.aspx>

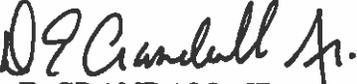
k. Mentees shall:

(1) Within six months of reporting to their command, identify at least one mentor that is not part of their immediate chain of command;

(2) Once a mentoring relationship is formed, inform the local PDO; and

(3) Upon transfer to their second duty station, decide if the mentoring partnerships formed during the first tour will continue.

7. Review and Effective Date. Per reference (d), Code 61 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. As the instruction nears its five-year anniversary and 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.


D. E. CRANDALL, JR
Commander, Naval Legal Service
Command


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Judge Advocate General

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