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

JAG/CNLSCINST 5400.1C
Code 60
26 Apr 17

JAG / COMNAVLEGSVCCOM INSTRUCTION 5400.1C

From: Assistant Judge Advocate General (Operations & Management)

Subj: EXTENSION OF STANDARD ORGANIZATION MANUAL

Ref: (a) OPNAVINST 5215.17A

1. The above instruction has been reviewed, and the effective date extended for one year in accordance with reference (a).

G. E. SHARP

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via The Judge Advocate General's Web site www.jag.navy.mil.

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IN REPLY REFER TO:
JAG/CNLSCINST 5400.1C
Code 60

JUN 14 [illegible]

JAG/COMNAVLEGSVCCOM INSTRUCTION 5400.1C

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: STANDARD ORGANIZATION MANUAL

Ref: (a) OPNAVINST 3120.32[series]
(b) COMNAVLEGSVCCOMINST 5450.1[series]
(c) COMNAVLEGSVCCOMINST 5800.1[series]
(d) COMNAVLEGSVCCOMINST 5450.3[series]
(e) SECNAVINST 5430.27[series]
(f) Navy Regulations, Article 0331
(g) OPNAVINST 5430.48[series]
(h) DEPSECDEF Memo of 8 Nov 09
(i) Uniform Code of Military Justice (UCMJ)
(j) JAGINST 1301.2[series]
(k) JAGINST 5803.1[series]
(l) SECNAVINST 5030.4[series]
(m) SECNAVINST 5430.57[series]
(n) JAGNOTE 5401 (Collateral Duties List)

Encl: (1) Organization and Responsibilities of OJAG/NLSC
(2) Organizational Charts

1. Purpose. To issue regulations and guidance governing the specific duties, responsibilities and authorities of the headquarters activity of the Office of the Judge Advocate General (OJAG) and for Naval Legal Service Command (NLSC). This instruction is a complete revision and should be read in its entirety. For regulations, directives, instructions or other guidance that govern OJAG and NLSC, see the Navy JAG Library at http://www.jag.navy.mil/library.htm; Department of the Navy Issuances at http://doni.daps.dla.mil; and Department of Defense Issuances at http://www.dtic.mil/whs/directives.

2. Cancellation. JAG/COMNAVLEGSVCCOMINST 5400.1B.

3. Background. The OJAG/NLSC Standard Organization Manual (SOM) defines the official organizational structure and assigns mission and functions of OJAG/NLSC headquarters. This instruction is issued per reference (a).

4. Action. A basic knowledge of this manual by all officers, enlisted personnel and civilian personnel within the JAG Corps is essential for the proper understanding of responsibilities and execution of duties. Assistant Judge Advocates General and Division Directors shall ensure all personnel act in accordance with the provisions contained herein.

NANETTE M. DeRENZI
Commander, Naval Legal Service Command

JAMES W. HOUCK
Judge Advocate General

Distribution:
Electronic only, via Office of the Judge Advocate General Website, http://jag.navy.mil and Navy Knowledge On-line, https://wwwa.nko.navy.mil.

ORGANIZATION AND RESPONSIBILITIES

101. OFFICE OF THE JUDGE ADVOCATE GENERAL OF THE NAVY

1. As authorized by section 5148 of Title 10, United States Code, there is in the executive part of the Department of the Navy (DON) the Office of the Judge Advocate General (OJAG). The Judge Advocate General of the Navy (JAG) is a Staff Assistant to the Secretary of the Navy (SECNAV) and commands OJAG. The senior leadership of OJAG (UIC: 00013) includes the JAG, the Deputy Judge Advocate General (DJAG), the Assistant Judge Advocates General (AJAGs) and their immediate staffs.

2. OJAG is organized into four major branches with different functional areas of responsibility:

a. Civil Law (AJAG 01):

(1) Naval Civil Law Support Activity (NAVCIVLAWSUPPACT)(UIC: 44690);

b. Military Justice (AJAG 02):

(1) Navy and Marine Corps Appellate Review Activity (NAMARA)(UIC: 65116);

c. Chief Judge, Department of the Navy (AJAG 05):

(1) Navy and Marine Corps Trial Judiciary (UIC: 0529A);

(2) Navy and Marine Corps Court of Criminal Appeals (UIC: 65116); and

d. Operations and Management (AJAG 06).

3. The organizations for each functional area are described in section 107 and depicted in enclosure (2).

4. The authority to sign correspondence "By direction" will be granted only by a letter delegating that authority to the individual, by name. Such authority generally will be reserved for DJAG, AJAGs, Division Directors, and full-time Special Assistants. The Flag Secretary (001FS) will prepare and maintain copies of all delegation letters, ensuring compliance with this instruction, SECNAVINST 5216.5[series](Navy Correspondence Manual) and Navy Regulations.

5. Documents and correspondence on OJAG letterhead signed by DJAG, AJAGs, Division Directors, or Special Assistants for the JAG will be signed "By direction." Correspondence signed "By direction" will not carry the JAG's name above the signature of the person signing by direction. Signing "for" is not authorized. Delegating "By direction" authority is not authorized.

6. OJAG letterhead is also authorized for use by DJAGs, AJAGs, Divisions Directors and Special Assistants in their positional capacities. This authority may be delegated. Divisions are not permitted to create their own letterhead.

7. Each Division Director and Special Assistant is empowered to certify documents under their custody using NAVJAG FORM 5800/12. The JAG, DJAG, or AJAG may authenticate the signature of the custodian by signing the jurat on NAVJAG FORM 5800/12.

8. Each AJAG, Division Director, and Special Assistant will maintain a current turnover file, containing information to assist succeeding personnel in performing duties assigned.

102. NAVAL LEGAL SERVICE COMMAND

1. The mission of Naval Legal Service Command (NLSC) (UIC: 68323) is to provide legal services world-wide to support fleet readiness and effective operation of the military justice system. The Command is organized into Region Legal Service Offices (RLSOs) and Naval Legal Service Offices (NLSOs)(Defense Services Offices (DSO) effective 1 October 2012) with each office having responsibility for providing specified services to meet the NLSC mission within a given geographical area and to perform such other functions or tasks as may be requested or directed by competent authority, as defined in reference (b). Reference (c), the NLSC Manual, governs the general administration and operation of NLSOs and RLSOs.

2. The DJAG concurrently serves as CNLSC, an Echelon II Commander. RLSOs and NLSOs are Echelon III shore activities subordinate to CNLSC. NLSOs report to CNLSC via Chief of Staff, NLSO (COS-NLSO). RLSOs report to CNLSC via Chief of Staff, RLSO (COS-RLSO). The duties for COS-NLSO and COS-RLSO are set forth in references (b) and (c).

3. Naval Justice School (NJS) is an Echelon III shore activity that reports directly to CNLSC. Reference (d) defines the specific mission and functions of NJS.

4. The authority to sign correspondence "By direction" will be granted only by a letter delegating that authority to the individual, by name. Such authority generally will be reserved for COS-NLSO and COS-RLSO. The Flag Secretary (001FS) will prepare and maintain copies of all delegation letters, ensuring compliance with this instruction, SECNAVINST 5216.5[series](Navy Correspondence Manual) and Navy Regulations.

5. Documents and correspondence on CNLSC letterhead signed by the COS of the RLSOs and NLSOs will be signed "By direction." Correspondence signed "By direction" will not carry CNLSC's name above the signature of the person signing by direction. Signing "for" is not authorized.

6. CNLSC letterhead is authorized for use by Chiefs of Staffs and Special Assistants in their positional capacities. This authority may be delegated.

103. RELATIONSHIP BETWEEN OJAG AND NLSC

1. Consistent with the missions of OJAG and NLSC, AJAGs and OJAG personnel support Echelon III NLSC field activities with subject matter expertise, resources, and oversight as directed by CNLSC. The support relationship between OJAG and NLSC is depicted in enclosure (2).

2. Assignment of specific roles for assisting CNLSC in oversight of Echelon III NLSC field activities may be accomplished by vesting OJAG/NLSC officials with responsibilities pursuant to this manual or other JAG or CNLSC instruction. Individuals designated as Special Assistants are described in paragraph 108.

104. JUDGE ADVOCATE GENERAL OF THE NAVY (CODE 00)

1. The JAG is appointed by the President, by and with the advice and consent of the Senate. Under the direction of SECNAV, the JAG: provides or supervises the provision of all legal advice and related services throughout the DON, except for the advice and services provided by the General Counsel; performs the functions required or authorized by law; provides legal and policy advice to SECNAV on military justice, administrative law, claims, operational and international law, cyberlaw, national security law and intelligence oversight, and litigation involving these issues; and acts on other matters as directed by the Secretary. Specific functions are set forth in

references (e) and (f).

2. The JAG is also assigned to the staff of the Chief of Naval Operations (OPNAV), in accordance with reference (g), as Special Assistant for Legal Services (N09J), and is tasked to advise and assist the CNO in formulating and implementing policies and initiatives pertaining to the provision of legal services within the Navy. Specific functions are set forth in reference (g).

3. The JAG is also designated as the DoD Representative for Ocean Policy Affairs (REPOPA). As such, the JAG serves as the DoD representative to international and interagency meetings, negotiations, and conferences involving ocean policy matters. Specific functions are set forth in reference (h).

105. DEPUTY JUDGE ADVOCATE GENERAL OF THE NAVY (CODE 001)/COMMANDER NAVAL LEGAL SERVICE COMMAND

The DJAG performs the duties of the JAG during the absence or disability of the JAG. The DJAG is assigned additional duty to the CNO as CNLSC. CNLSC is responsible for providing and overseeing Navy-wide legal services and related tasks. By reference (h), the DJAG serves as the Deputy DoD REPOPA.

106. ASSISTANT DEPUTY JUDGE ADVOCATE GENERAL OF THE NAVY (CODE 001R)

1. The senior Reserve Judge Advocate concurrently serves as the Assistant Deputy Judge Advocate General of the Navy (ADJAG) and Deputy Commander, Naval Legal Service Command (DCNLSC). As the Senior Reserve Judge Advocate, he or she shall: serve as the head of the Navy Reserve Law Program; recommend to the JAG the specific mission, objectives, plans, and policies for the Reserve Law Program; monitor status, progress, and mobilization and readiness of Reserve Law units and personnel; exercise the JAG's Article 6, reference (i), authority concerning billet assignment recommendations for reserve judge advocates pursuant to reference (j); and advise the JAG regarding the scope and content of professional training to be offered reserve judge advocates, legalmen, and other legal support personnel.

2. As the ADJAG, he or she shall report to the JAG for duties as assigned by the JAG.

3. As DCNLSC, he or she shall report to CNLSC for duties as assigned by CNLSC.

107. ASSISTANT JUDGE ADVOCATES GENERAL

1. The AJAGs are assigned functional areas of responsibility. When neither the JAG nor the DJAG are able to perform the duties of the JAG, the AJAG then detailed by SECNAV to the position of AJAG of the Navy or AJAG of the Marine Corps, whoever is senior, will perform the duties of the JAG. In addition to other duties assigned, each AJAG supervises his or her respective Divisions and their staffs within their area of responsibility. AJAG supervisory authority includes preparing and signing fitness reports or civilian performance appraisals, as appropriate, for the assigned Division Directors and military personnel under their supervision.

2. Assistant Judge Advocate General (Civil Law) (Code 01). The AJAG (Civil Law) has primary supervisory responsibility for: international and operational law (Code 10); admiralty and maritime law (Code 11); environmental law (Code 12); administrative law (Code 13); general litigation (Code 14); claims and tort litigation (Code 15); legal assistance (Code 16); cyber, information operations and intelligence law (Code 18); and other duties as assigned. AJAG (Civil Law) concurrently serves as Commanding Officer, Naval Civil Law Support Activity (CO, NAVCIVLAWSUPPACT), and is designated as the Rules Counsel for professional responsibility matters involving Navy judge advocates (except those serving as military judges), Marine and Coast Guard judge advocates serving in OJAG or NLSC commands, and DON civilians working for the Navy and serving under the cognizance of the JAG per reference (k).

a. International and Operational Law Division (Code 10). Provides legal advice, assistance, research, interpretation, and training on international law and policy issues involving naval operations, including law of the sea, international environmental law, law of armed conflict, international agreements, military activities in outer space, and foreign criminal jurisdiction; responds to requests for legal and policy reviews from the Offices of the Secretary of Defense (SECDEF), the Joint Chiefs of Staff (JCS), SECNAV, CNO, and their staffs, and from fleet and shore commands of the Navy and Marine Corps throughout the world. Represents Navy and DoD interests in interagency working groups and international forums. The Division Director of Code 10 is designated by JAG as Legal Advisor to DoD REPOPA.

b. Admiralty and Maritime Law Division (Code 11). Adjudicates affirmative and defensive admiralty tort claims and

defensive salvage claims on behalf of DON; advises on contract, environmental, international, and domestic maritime issues; and directly supports the Department of Justice (DOJ) in maritime litigation. The Division Director of Code 11 is designated by JAG as Admiralty Counsel of the Navy. In this capacity, he or she directs and administers the Navy's admiralty program; advises on all admiralty and maritime matters within DON; approves settlements of affirmative and defensive admiralty tort claims, and defensive salvage claims per 32 C.F.R. Part 752, and 10 U.S.C. §§ 7622 and 7623 as delegated by SECNAV; approves litigation settlements; forwards maritime cases to DOJ for litigation, and provides support in all aspects of litigation; and certifies naval vessels for COLREGS alternate compliance under 33 U.S.C. §§ 1605 and 1606 as delegated by SECNAV.

c. Environmental Law Division (Code 12). Provides legal advice, assistance, research, interpretation, representation, and training involving environmental and energy laws and policy issues as they pertain to Fleet training, testing, and naval operations, as well as environmental compliance ashore; coordinates with the Office of the Assistant Secretary of the Navy (Energy, Installations & Environment), Chief of Naval Operations Environmental Readiness Division (N45), the Navy Litigation Office, the Fleets and Regional Environmental Counsel staffs with respect to environmental and energy law matters. Works closely with the Office of Legislative Affairs (OLA) to review environmental legislation, and coordinates legal positions of field activities. Cooperates closely with the international environmental law branch of the OJAG International and Operational Law Division (Code 10).

d. Administrative Law Division (Code 13). Supports the SECNAV, CNO, Headquarters Marine Corps, and afloat and shore commands of the Navy and Marine Corps throughout the world on issues affecting military personnel law; standards of conduct and ethics; Freedom of Information Act (FOIA) and Privacy Act (PA) policy; disability law; legal review and coordination of proposed legislation and regulations affecting the DON; processing of all DON issuances to the Federal Register; command authority; complaints of wrong under Article 138 of reference (i) and Article 1150, Navy Regulations; military rights and benefits; conduct of administrative fact-finding investigations and courts and boards of inquiry; and administration of the professional responsibility program for attorneys, including non-government civilian attorneys, practicing under the cognizance of the JAG.

e. General Litigation Division (Code 14). Oversees the

conduct of civil litigation cases incident to the operation of the Navy and Marine Corps except those involving admiralty, common law torts and matters under the cognizance of the Navy General Counsel. Responsible for all administrative appeals under the FOIA and PA not under the cognizance of the General Counsel. Coordinates litigation demands for Navy information and witnesses as required by DOD and DON directives. Responsible for custody, possession and use of the Department of the Navy Seal in accordance with reference (1). Executes Certificates of Full Faith and Credit in accordance with 32 C.F.R. §720.32.

f. Claims and Tort Litigation Division (Code 15). Adjudicates claims against the DON under the Federal Tort Claims Act, the Military Claims Act, the Foreign Claims Act, the International Agreement Claims Act, and the Military Personnel and Civilian Employees' Claims Act. Asserts affirmative claims under the Federal Claims Collection Act, the Medical Care Recovery Act, and the Third-Party Payers Act. Provides litigation support to DOJ and U.S. Attorneys representing the U.S. in tort cases that are in litigation. Serves as custodian and release authority for all Manual of the Judge Advocate General (JAGMAN) investigations convened prior to December 1995 and all JAGMAN litigation reports, whenever convened. The Division is comprised of a headquarters unit at the Washington Navy Yard, D.C.; a Tort Claims Unit (TCU) in Norfolk, Virginia; two Personnel Claims Units (PCUs), one in Norfolk, Virginia and one in Pearl Harbor, Hawaii; and three Medical Care Recovery Units (MCRUs), one each in Norfolk, Virginia, Pensacola, Florida and San Diego, California.

g. Legal Assistance Division (Code 16). Responsible for legal assistance and personal tax policy within the Navy, and provides direct field support on such matters. Manages the Navy's Disability Evaluation System (DES) Outreach Attorney Program and the Navy's Volunteer Income Tax Assistance/ Electronic Filing (VITA/ELF) Program. Supports the Fleet on military and family member immigration matters. Responds to requests for support from the Offices of the Under Secretary of Defense (Personnel & Readiness), SECNAV, CNO, as well as afloat and ashore activities and legal service offices throughout the world. Serves as the Navy representative to the Armed Forces Tax Council, DoD Tax Policy and Advisory Group, and the American Bar Association Legal Assistance for Military Personnel Committee and Pro Bono Referral Panel. Conducts inspections of Legal Assistance Programs and DES attorney services within NLSC.

h. Cyber, Information Operations and Intelligence Law

Division (Code 18). Provides legal and policy advice on cyber law and cyberspace operations, space operations, information and influence operations, information law, national security law, intelligence law, and oversight of intelligence programs and sensitive activities; reviews proposed legislation and all legislation and regulations pertaining to cyberspace matters, information law and security, national security, intelligence, and counter-terrorism; coordinates Navy intelligence and cyber law issues with counsel from the Office of the General Counsel, the Director of Naval Intelligence, DCNO for Information Dominance (N2/N6), and DOD/DON Cyber commands and activities; acts as JAG and CNLSC point of contact for Intelligence Community legal events. Coordinates with Code 10 as needed for advice on counter-terrorism, special warfare and information warfare operations, and other classified and sensitive programs; provides training, resources and advice on cyberspace and space matters, information operations, national security law, and intelligence law and intelligence oversight issues for judge advocates.

3. Assistant Judge Advocate General (Military Justice) (Code 02). The AJAG (Military Justice) (Code 02) has primary supervisory responsibility for the performance of the JAG's statutory duties in all military justice and related matters as authorized in reference (i), the Manual for Courts-Martial, (MCM), and the JAG Manual. Serves as a member of the OJAG Ethics Committee. Supervises the Division Directors with specific responsibility for criminal law policy (Code 20), and national security training and litigation support (Code 30). Coordinates administrative matters with the AJAG, Chief Judge, Department of the Navy (Code 05). The AJAG (Military Justice) also serves as OIC, Navy-Marine Corps Appellate Review Activity (NAMARA), an OJAG field activity comprised of Codes 40, 45, and 46, and is responsible for examination, review, monitoring, and ultimate disposition of all records of trial received for review or other disposition pursuant to statute, regulation, or appropriate appellate court rules of practice and procedure.

a. Criminal Law Division (Code 20). Coordinates military justice policy within DON. Drafts legal and policy advice for the JAG on a wide variety of military justice matters. Reviews all legislative and regulatory proposals affecting military justice. Functions as the Navy's voting group member at regular meetings of the Joint Service Committee (JSC) on Military Justice, which is the principal vehicle for staffing amendments to reference (i) and the MCM, and provides a Navy representative for meetings of the joint-service working group supporting the

JSC. Provides input and policy advice on requests for JAG certification of cases for review by NMCCA or the United States Court of Appeals for the Armed Forces (USCAAF). Facilitates DOJ processing of executive pardon requests relating to military convictions. Staffs requests for Secretarial designation as General, Special and Summary Court-Martial Convening Authority and requests JAG authorization to refer charges for trial by court-martial after adjudication of similar charges by State or foreign courts. Coordinates court orders and warrants of attachment. Coordinates with DOJ to approve grants of immunity and orders to testify for civilian witnesses at trial by court-martial. Provides a JAG representative to the SECNAV Clemency and Parole Board. Processes all Article 69, 73, and 74(b), reference (i), requests.

b. National Security Litigation Division (Code 30). Provides training and litigation support to staff judge advocates; trial and defense counsel; military judges; Article 32, reference (i), investigating officers; and investigation/court security officers on all Navy and Marine Corps matters pertaining to the processing and litigation (through appeal) of all cases involving classified information, including cases designated as national security cases per JAGMAN 0126. Coordinates classification reviews in litigation involving classified information; processes and coordinates Head-of-Agency privilege assertions under Military Rule of Evidence 505 and assertions of the state secrets privilege; provides similar advice, training, and support to other armed services upon request; serves as JAG and CNLSC central point of contact for the DOJ and components of the Intelligence Community on litigation involving classified information; maintains library of exemplars and resources for litigation and related matters involving classified information; maintains guides on litigation involving classified information; prepares synopses and case studies on issues arising in the course of litigation involving classified information; advises and provides counsel regarding FOIA appeals involving classified information.

c. Administrative Support Division (Code 40). Maintains a post-trial case-tracking system of those records of trial required to be forwarded to the NMCCA or to OJAG for review in accordance with Articles 66 and 69, reference (i). Reviews for completeness all records of trial forwarded to the NMCCA. Promulgates decisions of the NMCCA to appellants in accordance with the JAGMAN. Tracks cases submitted to the USCAAF under Article 65, reference (i), and promulgates the actions taken by that court. Staffs requests for substitution of administrative

for punitive discharges and for presidential pardons. Provides administrative and logistical support services to personnel assigned to NAMARA and the NMCCA. Controls and maintains court-martial records of trial.

d. Appellate Defense Division (Code 45). Provides attorney representation of DON service members before the Supreme Court, USCAAF, and the NMCCA pursuant to Article 70(c), reference (i). Provides appellate defense counsel to perform such other functions in connection with the review of courts-martial as the JAG or AJAG (Military Justice) directs. Provides training and administrative support to Navy and Marine Corps reserve units and judge advocates providing appellate defense representation. Coordinates day-to-day policy and procedures relating to the appellate review process with appellate courts, Appellate Government Division (Code 46), and Administrative Support Division (Code 40). Provides training and legal updates to Navy and Marine Corps trial defense attorneys.

e. Appellate Government Division (Code 46). Has primary responsibility for oversight of U.S. appellate advocacy matters within the DON. Prepares and files pleadings with NMCCA and USCAAF. Prepares and submits pleadings in cooperation with the Solicitor General of the United States. Responsible for representing the United States before NMCCA, USCAAF and, in conjunction with the Solicitor General, the Supreme Court. Advises trial counsel and other government attorneys on the propriety of filing government interlocutory appeals and government extraordinary writs and prepares and files appellate pleadings for U.S. interlocutory appeals and extraordinary writs. In coordination with Navy and Marine Corps Trial Counsel Assistance Programs, advises and instructs trial counsel and other government attorneys on military justice matters having appellate implications. Initiates and staffs requests to JAG for certification of issues to USCAAF. Coordinates with appellate court administrators and judges and government appellate divisions of other military branches on matters pertinent to appellate advocacy. Responds to outside inquiries regarding division activities.

4. Assistant Judge Advocate General, Chief Judge, Department of the Navy (Code 05). The AJAG, Chief Judge, Department the Navy (CJDON) is the senior supervisory jurist of the Department of the Navy with primary administrative oversight responsibility of the judiciary at both the trial and appellate levels, as judges throughout the DON execute their statutory duties as authorized in reference (i), the MCM, and the JAGMAN. CJDON is the

reporting senior for the Chief Judge of the Trial Judiciary and the judges of the NMCCA (Code 51); is the principal strategic planner for professional development, selection, training, and deployment of the judiciary; is designated Rules Counsel for judicial misconduct and for professional responsibility matters involving military judges per reference (k); serves as the Navy's judicial representative on the Code Committee; serves as the Chairman of the Judicial Screening Board; and is the principal advisor for courtroom design and judicial security.

a. Navy-Marine Corps Court of Criminal Appeals (NMCCA) (Code 51). Conducts mandatory review, unless waived by the appellant, of all courts-martial of members of the naval service referred to the court pursuant to Articles 62, 66, 69 and 73, reference (i), and, when necessary in furtherance of its jurisdiction, reviews all petitions for extraordinary relief properly filed before it.

b. Navy-Marine Corps Trial Judiciary (Code 52). The Navy-Marine Corps Trial Judiciary (NMCTJ) is a unified trial judiciary with the core mission of providing certified military judges for all Navy and Marine Corps general and special courts martial. The NMCTJ is organized into seven judicial circuits world-wide and is supported by Naval Reserve and Marine Corps Reserve Individual Mobilization Augmentees. The Chief Trial Judge is responsible for supervising and supporting Navy and Marine Corps trial judges worldwide. The Chief Judge of the Navy-Marine Corps Trial Judiciary reports directly to CJDON.

5. Assistant Judge Advocate General (Operations and Management) (Code 06). The AJAG (Operations and Management) exercises primary responsibility for operations and management functions within OJAG/NLSC. The AJAG (Operations and Management) supervises the Executive Director (Code 06A) and concurrently serves as COS-RLSO.

a. Executive Director (Code 06A). Primary assistant to AJAG (Operations and Management). The Executive Director is responsible for the seven divisions within the Operations and Management organization. Oversees the day-to-day operations of the 06 organization, including managing civilian and military staff. Assists in the formulation, development, and execution of organizational policies. Oversees the provision of manpower, budgeting, supply, and information technology support to all Codes within OJAG and to all Echelon III activities within NLSC.

b. Personnel Support and Program Administration Division (Code 60). Conducts full range of administrative services for military personnel. Manages command-level databases. Manages command-level programs to include check-in, indoctrination and sponsorship. Liaises with command Ombudsman. Updates and publishes the OJAG Organizational Guide and Telephone Directory. Serves as OJAG Building 33 First Lieutenant. Maintains the Collateral Duty List, Alpha Roster, and Recall Roster. Responsible for mail, messenger services, and courier runs. Manages OJAG and NLSC personnel and information security programs in accordance with applicable Executive Orders and DoD and DON directives; provides advice and coordination to cognizant OJAG Divisions on matters of physical and information systems security as related to the handling of classified material. Responsible for Government Travel Credit Card and Defense Travel Services programs.

c. Military Personnel Division (Code 61). Oversees development and execution of policy in the areas of officer recruitment, military manpower management, military personnel strength planning, promotions, and career progression of Navy judge advocates for the JAG. Oversees development and implementation of the JAG's recruiting policy and program. Responsible for implementing JAG Corps diversity initiatives.

d. Reserve Personnel Programs Division (Code 62). Provides technical and administrative support to the ADJAG/DCNLSC (Code 001R). Recommends specific missions, objectives, plans and policies for the Reserve Law programs and units; monitors mobilization readiness of Reserve Law units; advises the JAG regarding professional training and makes recommendations concerning training to reserve judge advocates and Legalmen; coordinates and participates in national and regional reserve training such as the annual Military Law Training Symposiums; assists in the oversight of reserve legal assets; advises and assists in Article 6, reference (i), billet assignment recommendations of Reserve judge advocates; reviews and makes recommendations concerning Article 27(b), reference (i), certifications. Recommends judge advocates, both active and reserve, for Navy Officer Billet Classifications (NOBCs); reviews and makes recommendations on request for redesignation as reserve judge advocates; reviews and makes recommendations on inter-service transfer requests of Reserve judge advocates; coordinates the Reserve selection board process; prepares and updates reserve personnel briefing materials; oversees the publication of materials by the Reserve Law Program; and oversees the recruiting of personnel into the Reserve Law

Program.

e. Operations, Management, and Plans (Code 63). Provides OJAG and NLSC with policy guidance, statistical research and analysis, and information products to support daily operations. Coordinates training symposia, long-term alignment of force structure, and planning, coordination, and liaison in the procurement, construction and maintenance of RLSO and NLSO facilities. Specific responsibilities include courthouse security program management, continuity of operations, and Senior Watch Officer duties, to include supervision and training of the Extended Crisis Action Team.

f. Fiscal and Resource Services Division (Code 64). Formulates OJAG and NLSC budgets, based upon workload data obtained from OJAG divisions and NLSC activities; executes individual operating budgets; coordinates Program Objective Memoranda (POM) preparation; and performs sub-claimant responsibilities. Provides procurement services through either Government Purchase Card or General Schedule Delivery Orders, including processing of invoices. Administers supply, forms, reports and personal property programs. Provides library acquisition services and administers automated legal research. Responsible for procurement of supplies for OJAG.

g. Information Technology Division (Code 65). As the OJAG/CNLSC Command Information Officer (CIO), oversees and manages information assurance, information security, and information technology resources, and hardware and software, throughout OJAG/NLSC. Maintains and configures both government off-the-shelf (GOTS) and commercial off-the-shelf (COTS) developed software to meet OJAG/NLSC user requirements. Ensures DON information assurance policies are enforced to protect the availability, confidentiality, integrity and authenticity of data. Maintains the portion of the LawNet network that hosts OJAG/NLSC systems. Maintains a development and training environment for in-house developed applications. Maintains a classroom for use by OJAG/NLSC personnel. Designs, customizes, and maintains OJAG/NLSC public websites. Administers the ordering and placement of Navy Marine Corps Intranet (NMCI) seats for OJAG/NLSC. Coordinates telephone services for OJAG.

h. Civilian Personnel Management Services Division (Code 66). Provides OJAG/NLSC employee and management support services, to include performing classification functions, administering civilian training programs, managing time and attendance programs, and managing civilian payroll.

i. Executive Administration (Code 001FS). Provides a full range of executive administrative services, to include reviewing correspondence prepared for the signature of the JAG, DJAG and AJAGs, and ensuring that all correspondence conforms with pertinent OJAG directives and policies. Maintains all JAG and CNLSC instructions. Reviews, screens, and tracks action correspondence routed to OJAG and initiates appropriate action. Prepares and processes award requests from the OJAG enlisted and officer communities. Completes other duties as assigned by CNLSC and AJAG (Operations and Management).

108. EXECUTIVE AND SPECIAL ASSISTANTS

1. Executive Assistants are assigned to OJAG or NLSC and report directly to the JAG or the DJAG/CNLSC:

a. Executive Assistant to the JAG (Code 00A).

b. Deputy Executive Assistant to the JAG (Code 00AA).

c. Flag Aide to the JAG (Code 00F).

d. Executive Assistant to DJAG/CNLSC (Code 001A).

e. Flag Aide to DJAG/CNLSC (Code 001F).

f. Flag Secretary to CNLSC (Code 001FS).

2. Special Assistants are assigned to OJAG and report directly to the JAG or the DJAG/CNLSC on matters pertaining to their duties.

a. Public Affairs (Code 001PA). Special Assistant to the JAG and CNLSC for public affairs. The Public Affairs Officer (PAO) functions as the national and international media point of contact. The PAO develops or adapts a JAG and NLSC communications strategy to ensure that accurate and effective information reaches external and internal audiences. The PAO researches, writes, reviews and edits articles, press releases and speeches for the command, and produces the JAG Magazine, JAG Radio and JAG TV. The PAO also maintains the JAG Corps website.

b. Inspectors General

(1) OJAG Inspector General (Code 002). Special Assistant as the Inspector General to OJAG. Advises the JAG

concerning the efficiency, effectiveness, readiness, and morale of OJAG; conducts assessments, inspections and investigations as directed by JAG; and liaises with the Office of the Naval Inspector General on matters relating to OJAG. Manages the Navy Hotline and Managers' Internal Control Programs for OJAG and NLSC.

(2) NLSC Inspector General (Code 001IG). Special Assistant as the Inspector General to NLSC activities as required by reference (m). Advises CNLSC concerning the efficiency, effectiveness, readiness, and morale of NLSC activities; conducts assessments, inspections and investigations as directed by CNLSC; and liaises with the Office of the Naval Inspector General on matters relating to NLSC. Manages the Article 6, reference (i), inspection program under the supervision of JAG. Gathers information from the Article 6 inspection program for the Managers' Internal Controls Program for NLSC.

c. Comptroller (Code 003). Principal advisor to the JAG and CNLSC on fiscal and budgetary matters. Formulates OJAG and NLSC budgets; executes individual operating budgets; coordinates POM preparation; and performs sub-claimant responsibilities. Conducts oversight including internal review of the execution of OJAG and NLSC fiscal and budgetary plans and advises and makes recommendations to the JAG and to CNLSC concerning compliance of fiscal planning and execution with statutes and directives.

d. Command Master Chief for NLSC (Code 004). Concurrently serves as Senior Enlisted Advisor to the JAG. Principal advisor to the JAG and to CNLSC on matters pertaining to the Legalman community. Reports to AJAG (Operations and Management) for administrative purposes.

e. Special Assistant for Training (Code 005). Commanding Officer, Naval Justice School, also serves as the principal advisor to the JAG on all training for naval judge advocates, LDO (LAW) officers and Legalmen.

f. Special Assistant for Strategic Planning. Principal advisor to the JAG and DJAG on all strategic planning efforts in the JAG Corps. Provides guidance and oversight for strategic planning and is responsible for the development, modification, and oversight of the JAG Corps Strategic Plan and JAG Corps annual guidance. Provides flexible on-demand support for special initiatives, projects, and tasks as directed by the JAG and DJAG. Serves as in-house consulting cell leveraged by other Codes and NLSC for metrics, surveys and assessments.

3. Collateral Duty Special Assistants. Personnel assigned collateral duties by reference (n) also serve as collateral duty Special Assistants (CDSA) to the JAG and CNLSC for those designated functional areas. CDSA shall conduct all required actions for those duties, in accordance with applicable statutes, regulations, directives and instructions. The scope of responsibility for CDSA includes OJAG and NLSC, to include assisting CNLSC in oversight of Echelon III NLSC field activities. CDSA shall maintain a roster of individuals assigned the corresponding collateral duties at NLSC field activities, communicate with them as needed, and consolidate input from NLSC field activities for reporting requirements.

ORGANIZATIONAL CHARTS

Figure 1: Office of the Judge Advocate General (OJAG)

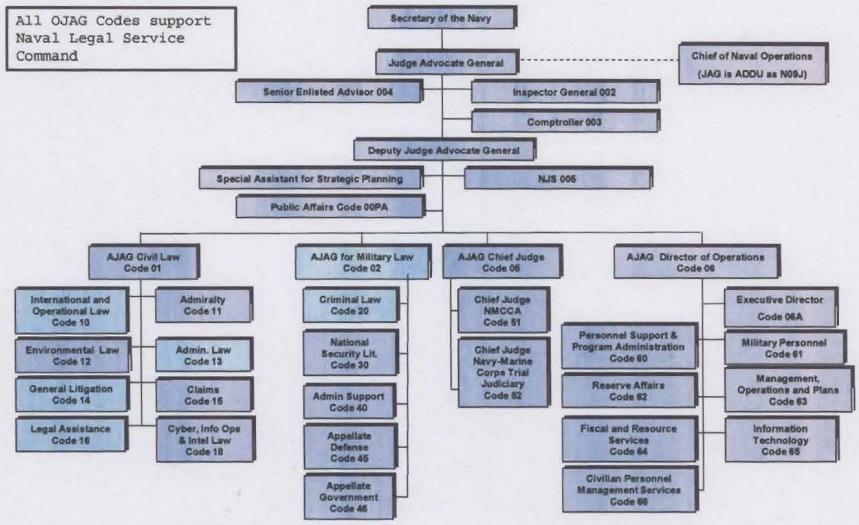
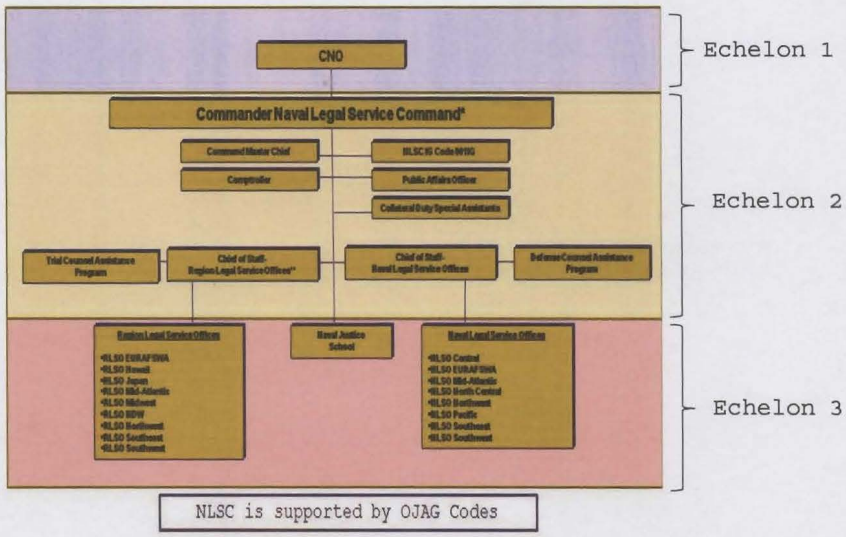
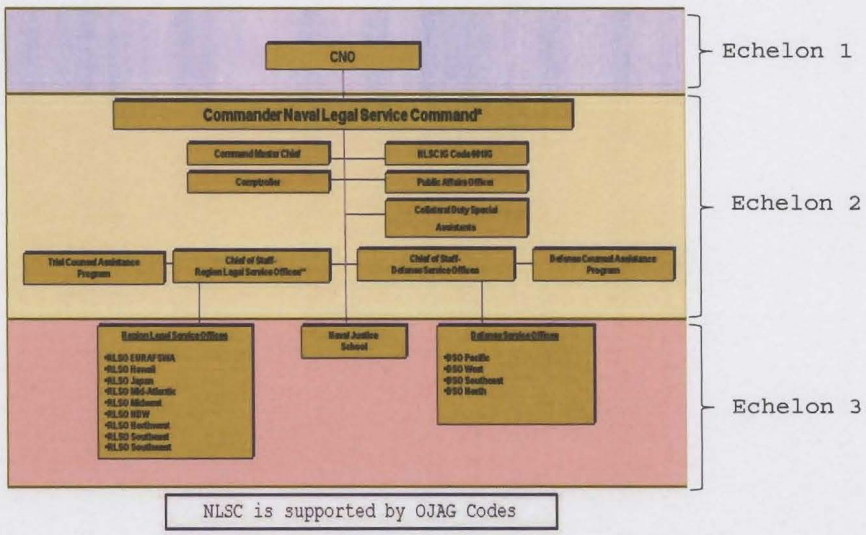


Figure 2: Naval Legal Service Command (NLSC)



*CNLSC also serves as DJAG
**COS-RLSO also serves as AJAG(06)

Figure 2: Naval Legal Service Command (NLSC)
(Effective 1 October 12)



*CNLSC also serves as DJAG
**COS-RLSO also serves as AJAG(06)