



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 1440.1C
Code 004-CMC
15 Mar 02

JAG INSTRUCTION 1440.1C

From: Judge Advocate General
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: LEGALMAN (LN) RATING ACCESSION/CONVERSION PROCEDURES

Ref: (a) Enlisted Transfer Manual, NAVPERS 15909G
(b) BUPERSINST 1430.16E, Advancement Manual
(c) NAVMED P-117
(d) MILPERSMAN 1440-040

Encl: (1) Legalman Conversion Package, Report of Interview

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for E3 through E5 personnel to access or convert to the Legalman rating.

2. Cancellation. JAGINST 1440.1B.

3. Background

a. The Legalman rating was established to provide technically trained petty officers to assist professionals in the field of law. Experienced Legalmen may be assigned to independent duty (ashore and at sea) for naval commands that do not have judge advocates. Legalmen prepare records of hearings, investigations, administrative discharge boards, courts-martial, and courts of inquiry; prepare reports of mast proceedings; process appeals; assist personnel in preparing legal forms, letters and requests; conduct claims investigations and assist personnel in filing claims; and assist personnel in other varied legal assistance matters.

b. Due to the unique functions and trust inherent in the Legalman rating, the quality of personnel selected is of paramount importance. Outlined are strict eligibility criteria, procedures, and policy for selection to the Legalman rating. Reference (a) applies.

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4. Legalman Rating Eligibility

a. Applicants must be enlisted members of the Regular Navy or Naval Reserve on active duty with less than 12 years of active service. (Note: All applicants must be within the guidelines of the Navy's high year tenure policy including the 36-month required obligation from completion of the Legalman Accession Course or request a waiver thereof when submitting a request for accession/conversion to the Legalman rating).

b. Conversion applicants must be an E5, E4 or designated E3 fully eligible for E4. Accession applicants (non-designated E3 personnel) must be fully eligible for E4.

c. Applicants should be eligible in all respects for transfer. Minimum activity tour requirements for type duty are listed in reference (a).

d. Applicants must have served a minimum of 24 months in present rating before eligible for conversion.

e. Applicants on an enlistment or extension of enlistment for a Selective Reenlistment Bonus, will not normally be considered for conversion to the Legalman rating until within 9 months of their end of active-obligated service.

f. Obligated service already incurred in return for an enlistment or reenlistment incentive, training, or other program must be served before conversion to the Legalman rating will be authorized. Exceptions will be considered based on the needs of the Legalman rating and the degree of over-manning in the applicant's present rating.

g. Applicants must be able to type 40 words per minute accurately.

h. Applicants must have the general administrative knowledge and skills required of an E4 in an administrative rating either by virtue of coming from the Yeoman, Personnelman or Journalist ratings, or by completing the Yeoman 3&2 rate manual.

i. Applicants must be free of speech and hearing

impairments.

j. Applicants must not have a non-judicial punishment, courts-martial, or civilian conviction within 36 months of the date of application.

k. Applicants must have no record of alcohol or drug abuse within 36 months of the date of the application.

l. Applicants must prepare a handwritten statement explaining why they desire conversion to the Legalman rating. The statement will be no more than one page in length.

m. Applicants must be interviewed by a senior Legalman (E7 or above). If a senior Legalman is not available, then a Judge Advocate General's Corps officer (O-4 or above), or a Limited Duty Officer (Law), may conduct the interview. Enclosure (1) will be utilized to document the screening and interview of the candidate. If a senior Legalman is not the interviewer, a statement must be included as to why a senior Legalman did not perform the screening or interview.

n. Applicants must be eligible for a SECRET security clearance.

o. Applicants must have a VE + MK combined score of 105 on the ASVAB (minimum VE of 48).

p. Applicants must successfully complete the Legalman Accession Course at Naval Justice School. School will be assigned after conversion is authorized by Navy Personnel Command (PERS 811E). Applicants that do not successfully complete the Legalman Accession Course will be made available for transfer and returned to their previous rating or designated community, i.e., Seaman, Fireman or Airman.

q. Accession applicants (E3 personnel) must be an undesignated Seaman, Airman, or Fireman eligible and recommended for advancement to E4. Accession applicants must complete the requirements for advancement to PO3/LN3 per reference (b), including completion of the LN 3&2 Rate Training Manual. There is no Legalman Third Class rating exam. All E3 selectees will be advanced to Legalman Third Class upon successful completion of the Legalman Accession Course.

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r. Conversion applicants (E4 and E5) and designated E3 personnel eligible for E4, must complete the appropriate Legalman rate training manual for their expected conversion rate, i.e. LN 3&2 or LN 1&C.

s. All applicants must have a minimum 36-months obligated service remaining on current enlistment from date of completion of the Legalman Accession Course (see paragraph 5e).

5. Application and Designation Procedures

a. Applications will be accepted on a year round basis.

b. All eligible personnel must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to Navy Personnel Command (PERS 811E) via, 1) their commanding officer; and 2), the Judge Advocate General of the Navy (Code 004). All areas of the application must be completed. By virtue of the selection, a reenlistment quota will be reserved for first-term personnel provided they successfully complete the Legalman Accession Course. Upon successful completion of the Legalman Accession Course applicants will change rating to Legalman Third Class or Legalman Second Class, as applicable. The following documents must be forwarded to PERS 811E, via the NAVPERS 1306/7, to facilitate rate conversion:

(1) Copies of the last three performance evaluations.

(2) The Report of Interview by a senior Legalman.

The report of interview will include:

(a) Copy of Typing Performance Test signed by the person who administered it and indicating number of words-per-minute typed (typing tests administered through computer software programs, or typing programs/tests accessed through the Internet, will not be accepted);

(b) Candidate's handwritten statement explaining why they want to become a Legalman;

(c) Certified copy of latest ASVAB scores as documented in the service record; and

(d) Hearing test documentation from medical indicating candidate satisfactorily passed the test administered per reference (c).

c. PERS 811E will notify applicants selected to enter the Legalman rating. They will be designated a prospective Legalman and assigned Navy Enlisted Classification (NEC) 3499 until they have completed the Legalman Accession Course and their rating changes to Legalman.

d. Following notification of selection, selectees shall contact the Legalman detailer to negotiate orders for duty in a Legalman billet.

e. All selectees will execute an Administrative Remarks Page 13 (NAVPERS 1070/613) entry stating they understand that failure to successfully complete the Legalman Accession Course will result in cancellation of their orders and preclude accession/conversion into the Legalman rating. All applicants must have a minimum 36 months obligated service remaining on their current enlistment from date of completion of the Legalman Accession Course. Careerists must follow obligated service requirements contained in reference (a) before transfer to Naval Justice School for attendance at the Legalman Accession Course. First-term personnel will extend to their Legalman Accession Course graduation date and agree to reenlist upon graduation.

f. Following successful completion of the Legalman Accession Course, Commanding Officer, Naval Justice School, is authorized to change the rating to Legalman of those personnel whose change in rating request has been approved by Commander, Navy Personnel Command (PERS 811E). First-term personnel will then be required to reenlist.

g. E3 selectees will be advanced to Legalman Third Class upon successful completion of the Legalman Accession Course. E3 selectees advanced to LN3 will sign NAVPERS 1070/613, acknowledging they must complete the Petty Officer Indoctrination Course, in accordance with reference (b). This course must be completed immediately upon reporting to their ultimate duty station and before recommendation to the next higher paygrade.

h. Current projected rotation dates of individuals selected may be adjusted by Navy Personnel Command.

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i. All requests for an eligibility waiver should be addressed in the commanding officer's endorsement.

6. Reversion. When appropriate, members should be recommended for "no-fault" reversion per reference (d). 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 with a statement by the member to Navy Personnel Command (PERS 811E).

7. Point of Contact. For questions pertaining to application procedures, the selection process, or career opportunities in the Legalman rating, contact the Legalman Enlisted Community Manager (CNO N132D14), commercial (703) 614-0805 (DSN 224), or the Judge Advocate General's Corps, Command Master Chief, Code 004, commercial (202) 685-5194 (DSN 325).

8. Forms. The following forms may be obtained through normal supply channels following CD ROM NAVSUP PUB-600 (NLL), Navy Stock List of Publications and Forms:

a. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991.

b. NAVPERS 1306/7 (Rev. 4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637.



D. J. GUTER

Distribution:
SNDL Parts 1 and 2
PERS 811E
PERS 405CG

LEGALMAN CONVERSION PACKAGE

REPORT OF INTERVIEW

Candidate's rate and name:

Candidate's duty station, phone number, and email address:

Interviewer's rate and name:

Interviewer's duty station, phone number, and e-mail address:

Encl: (1) Service Record, Page 4 (or Page 3) (ASVAB scores)
(2) Candidate's Handwritten Statement
(3) Hearing Test Results (NAVMED P-117)
(4) Typing Performance Test (the graded performance test)

1. Candidate enlisted in the Navy on _____ for a period of _____ years. He/She holds a _____ clearance.

2. History of assignments and dates:

3. Military experience and training in administrative and/or clerical duties (include dates):

4. Civilian experience and training in administrative and/or clerical duties (include dates):

5. Correspondence courses completed:

a. LN 3&2 and LN 1&C (indicate grade & date completed):

b. Other correspondence courses:

6. Other military education completed (with dates):

7. Civilian education (with dates):

8. ASVAB scores: (Attach the service record, page 4 (or page 3) as enclosure (1).)

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9. Can the candidate convey clear ideas orally and in writing? The candidate should write a one page statement, in the presence of the interviewer, discussing why he/she would like to convert to Legalman. (Attach the statement as enclosure (2).)

10. Does the candidate have a speech or hearing defect? (Attach hearing test results as enclosure (3).)

11. Typing test given on _____ by _____; results: words per minute _____, verified by _____. (Attach typing test results as enclosure (4).)

12. Does the candidate have the general administrative knowledge and skills required of an E-4 in an administrative rating?

13. Does the service record or input from member's Command Master Chief indicate:

a. Any problems in meeting financial obligations within the past 36 months?

b. Any alcohol or drug abuse in the past 36 months?

c. Any civilian convictions, courts-martial, or non-judicial punishments in the past 36 months?

14. Are there any marital or dependent problems that could detract from completion of Naval Justice School or limit future duty assignments?

15. Interviewer should examine entire service record and comment on pertinent information. (A statement that the candidate's entire service record has been reviewed should be provided.)

16. Is the candidate receiving (or did the candidate recently receive) any legal on-the-job training? If so, describe.

17. Describe/list the candidate's computer skills (hardware and software applications): (Please note that Microsoft Windows and Microsoft Word programs are essential.)

18. Did the candidate present a sharp military appearance?

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19. Describe the candidate's demeanor during the interview including their motivation, attitude, and initiative.

20. Petty Officer _____ is/is not qualified for conversion. (Provide the reasons.)

21. I do/do not recommend Petty Officer _____ for conversion to Legalman (explain why/why not).

22. If a senior Legalman did not conduct the interview, a statement as to why should be provided here.

Interviewer's name, rate, and date

Copy to: (w/o encls)
Command Master Chief (004)
Office of the Judge Advocate General
1322 Patterson Avenue, SE, Suite 3000
Washington Navy Yard, DC 20374-5066