



DEPARTMENT OF THE NAVY

OFFICE OF THE JUDGE ADVOCATE GENERAL

200 STOVALL STREET

ALEXANDRIA, VA 22332-2400

IN REPLY REFER TO

JAG/COMNAVLEGSVCCOMINST 1500.3

001T

5 Nov 1991

JAG/COMNAVLEGSVCCOM INSTRUCTION 1500.3

Subj: TRAINING PLAN IN FURTHERANCE OF PROFESSIONAL DEVELOPMENT AND QUALITY IMPROVEMENT WITHIN THE OFFICE OF THE JUDGE ADVOCATE GENERAL AND HEADQUARTERS, NAVAL LEGAL SERVICE COMMAND

Ref: (a) JAG/COMNAVLEGSVCCOMINST 1500.1A, Professional Development Program  
(b) SECNAVINST 12410.22A, Civilian Employee Training and Career Development  
(c) COMNAVLEGSVCCOMINST 5220.1, Naval Legal Service Command Quality Improvement (QI) Program  
(d) OPNAVINST 5351.1, Navy Command Indoctrination Program  
(e) JAG/COMNAVLEGSVCCOMINST 1500.2, Trial Advocacy Training  
(f) OPNAVINST 1500.22D, General Military Training  
(g) OPNAVINST 3120.32B, Standard Organization and Regulations of the U.S. Navy

Encl: (1) Personal Qualification Standards  
(2) Training Resources

1. Purpose. To prescribe policies and responsibilities for implementing a Professional Development Program (PDP) consistent with the objectives of Total Quality Leadership within the Office of the Judge Advocate General (OJAG) and Headquarters, Naval Legal Service Command (NLSC).

2. Background. Reference (a) revised the PDP for the continued training of all judge advocates, limited duty officers (law), and legalmen. Reference (b) revised Navy policy to strengthen civilian employee training and career development programs. The importance of identifying and planning for necessary training has been stressed within the NLSC as part of the Quality Improvement Program described in reference (c), and a requirement for comprehensive regional PDP's has been established. The same approach must be used in meeting OJAG and Headquarters, NLSC, training needs for all assigned military and civilian personnel.

3. Policy

a. Regular training is required to perform quality work in support of our mission. Professional development training assists our personnel to competently execute their duties at OJAG, accomplish present and future mission requirements, and continually improve the legal services provided by OJAG. Planning for training, monitoring the accomplishment of training

objectives, and constantly finding ways to improve the process through which training is administered are essential.

b. All personnel shall participate in OJAG-sponsored training, accomplish assigned Personal Qualification Standards (PQS), and, consistent with the accomplishment of their duties, actively seek out opportunities to further their professional development. Training will be funded when the requirement exists and resources permit. The abundance of no-cost training resources in the Washington, D.C., area, however, will be relied on to the maximum extent possible.

c. Naval Reserve judge advocates are a valuable training resource for OJAG and must keep their professional knowledge current. For that reason, OJAG PDP training resources and initiatives will be shared with our Reserve component to the maximum extent possible.

d. It is primarily the responsibility of individual judge advocates to satisfy the mandatory continuing legal education (CLE) requirements of their licensing states. Assistance will be provided as needed to assure that assigned judge advocates and civilian attorneys satisfy CLE requirements.

e. In order to assure the availability and high quality of training presentations, OJAG divisions shall "sponsor" specific topics as assigned in paragraph 5 and be available, in coordination with the OJAG Training Coordinator, to present lectures and training materials on these topics.

4. Applicability. The provisions of this instruction apply to all military personnel and civilian employees assigned to OJAG, including its field offices, and Headquarters, NLSC.

5. PDP Training Goals and Objectives

a. Training initially must prepare our personnel to perform their assigned duties. The PDP also must maintain and increase legal and military professional knowledge and skills. Training for enlisted personnel should assist in preparation for advancement in rate. Training for civilians should improve employee performance of current duties, provide a means for systematically developing employee skills to meet current and future manpower skill needs, and provide planned career development opportunities.

b. In furtherance of these goals, accomplishment of a minimum of 6 hours of training per month for military personnel and 3 hours per month for civilian employees assigned to OJAG and

Headquarters, NLSC is our objective. This should not be interpreted as a rigid requirement, however, it underscores the importance of ongoing efforts to develop the potential of each individual. Calculation of time spent in training may take into account all forms of training, including on-the-job (OJT) training. All divisions are responsible for creating and managing their own training programs, reporting training accomplished, and assuring that training objectives are achieved. Additional training goals and objectives (with sponsorship assignments indicated) include the following:

(1) OJAG Orientation. Pursuant to reference (d), and in conjunction with the sponsor program, newly reporting personnel, military and civilian, who previously have not been assigned to OJAG will attend an orientation designed to welcome them, inform them of OJAG and Headquarters, NLSC organization and requirements, and facilitate their transition into this command and the Washington, D.C., area (Codes 61, 63, 001T).

(2) Computer Competence. All newly reporting personnel will be evaluated by their divisions on their word processing skills and, as soon as possible after arrival, receive instruction commensurate with their duties aimed at making them effective users of personal computers, electronic mail, and word processing programs (divisional responsibility, Code 63).

(3) Effective Communication for Judge Advocates and Civilian Attorneys. Judge advocates and designated civilian attorneys will further develop their skills in effective oral and written communication by receiving instruction in oral advocacy, drafting legal memoranda, briefs, and point papers, writing naval letters, fitness reports, and messages, and briefing senior officers. Officers and civilian attorneys should be knowledgeable about naval correspondence formats, the naval and DOD directives systems, and legal research methods (divisional responsibility, Codes 64, 001T).

(4) Effective Communication for Limited Duty Officers (LDO's) and Non-Clerical Civilian Employees. LDO's and non-clerical civilians will further develop their skills in effective oral and written communication needed for effective job performance (divisional responsibility, Codes 64, 001T).

(5) Effective Communication for Enlisted Personnel and Clerical Civilian Employees. Enlisted and clerical civilian personnel will further develop their communication skills needed for effective job performance (divisional responsibility, Codes 64, 001T).

(6) OJAG and NLSC Organization. OJAG personnel will become knowledgeable about the authority and responsibility of the Judge Advocate General and Commander, NLSC. They will be informed about the responsibilities and functions of the various divisions within OJAG and the statutory and regulatory framework under which the Judge Advocate General and Commander, NLSC, perform their duties (divisional responsibility, Code 13).

(7) DOD and DON Organization. OJAG personnel will become knowledgeable about the organization of the DOD and the DON and the primary statutory and regulatory sources of authority under which they operate (Codes 10, 13).

(8) Military Justice Updates and Trial Advocacy. Officers will receive periodic instruction on developments in military justice and, consistent with the objectives of reference (e), maintain and enhance their competence as practitioners within the military justice system (Codes 20, 46).

(9) Substantive Legal Training in Civil Law. OJAG personnel will receive instruction in substantive legal areas needed to effectively perform their duties within OJAG. Personnel will periodically receive instruction designed to improve their ability to provide command advice in such areas as admiralty (Code 31), civil litigation (Codes 34, 35), environmental law (Codes 10, 12, 34), family advocacy (Code 32), claims processing and health care law (Code 35), investigations (Code 33), labor law (Code 32), legal assistance (Code 36), national security law (Codes 10, 11), and operational/international law (Code 10).

(10) Professional Responsibility and Standards of Conduct. OJAG personnel will be knowledgeable about the requirements of JAGINST 5803.1, Subj: Professional Conduct of Judge Advocates, and SECNAVINST 5370.2J, Subj: Standards of Conduct (Codes 13, 20, 36).

(11) Leadership and Management. Military personnel and designated civilian employees will receive instruction in effective leadership and management. Information should be provided about total quality leadership and budgetary planning systems in use within OJAG and the NLSC (Codes 63, 64).

(12) Civilian Employee Supervisory Training. Training in effective supervision will be provided for designated military personnel and civilian supervisors, particularly new supervisors during their 12-month probationary period (all divisions, Code 64).

(13) Government Information Practices. Military personnel, and designated civilian employees, will be knowledgeable about the requirements of the Freedom of Information Act, Privacy Act, and applicable naval instructions controlling the collection and release of information under these Acts and in response to litigation-related requests (Codes 13, 34).

(14) JAG Corps Military Personnel Matters. Military personnel will be informed about the promotion selection board process, the procedures through which officers are augmented, administration of Naval Reserve judge advocates, and significant personnel policies affecting judge advocates, LDO's, and legalmen (Codes 61, 62).

(15) General Military Training. General military training will be conducted in accordance with the requirements of reference (f). Judge advocates reporting to OJAG as their first permanent duty assignment will complete the naval orientation correspondence course offered by the Naval Education and Training Program Development Center (divisional responsibility, Code 001T).

(16) Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment. All supervisors, both military and civilian, will attend a basic course and periodic updates in EEO and prevention of sexual harassment. Nonsupervisory personnel, to the maximum extent possible, should receive instruction in these topics (divisional responsibility, Code 64).

6. PQS and Individual Training Plans. In order to monitor progress in achieving the foregoing training objectives, PQS will be implemented for all military personnel. For civilian employees, individual training plans (IDP's) will be established. Enclosure (1) is a format for PQS consisting of baseline standards that shall apply to all judge advocates assigned to OJAG and Headquarters, NLSC. Each division shall create supplementary PQS for all military personnel and IDP's for assigned civilian personnel reflecting the skills and knowledge necessary for the performance of divisional functions. Reviewing and amending IDP's and baseline and supplementary divisional PQS to assure these standards are current, achievable, and serve to accomplish PDP objectives shall be an ongoing process.

7. Methods for Training. A sampling of training resources available to personnel assigned to OJAG and Headquarters, NLSC, is at enclosure (2). Training should be made available in a variety of formats, including the following:

a. PDP Presentations. Command-wide training presentations, usually featuring a speaker or panel discussion.

b. Divisional Training. Viewing of videotapes, OJT, moot courts, participation in informal training presentations, and self-study are some of the means of divisional training that should be used. Divisions shall lend assistance to each other's training programs and are encouraged to consolidate their efforts to maximize use of training time and resources.

c. Formal Courses. Numerous courses that satisfy the objectives of this instruction are offered in the Washington, D.C., area by organizations such as the Legal Education Institute (LEI) of the Department of Justice, Consolidated Civilian Personnel Offices at Crystal City and the Navy Annex, the Naval War College, and CLE providers in Virginia, Maryland, and the District of Columbia. Resident courses offered by the Naval Justice School and The Judge Advocate General's School, U.S. Army, also should be integrated into divisional training planning to the extent possible.

d. Self-Study. Correspondence courses administered by The Judge Advocate General's School, U.S. Army, the Naval War College, the Naval Education and Training Program Development Center, Pensacola, Florida, and the Graduate School, U.S. Department of Agriculture, are available. Evening courses at area law schools can lead to an LL.M. Tuition assistance is available through the Navy Campus for Achievement, located at U.S. Naval Station, Anacostia, and can help defray the costs of tuition, particularly in the case of enlisted personnel pursuing a college degree.

## 8. Action

a. Deputy Judge Advocate General/Commander, NLSC, shall:

(1) Appoint a Training Coordinator for OJAG and Headquarters, NLSC, with overall responsibility for coordinating training of judge advocates, LDO's, enlisted personnel, and civilian employees through a comprehensive training plan.

(2) Appoint an Enlisted Personnel Training Coordinator.

(3) Appoint a Civilian Employee Training Coordinator.

(4) Review and approve the quarterly PDP training schedule proposed by the Training Coordinator.

(5) Assure accomplishment of the goals and objectives of the OJAG PDP.

b. Assistant Judge Advocates General shall:

(1) Review and approve the PQS developed by each division under their cognizance.

(2) Monitor accomplishment of PDP Training Plan goals and objectives by their divisions.

(3) Assure regular reporting of training accomplished.

c. Deputy Assistant Judge Advocates General and Division Directors shall:

(1) Plan for and conduct training on a regular basis.

(2) Assess training needs and monitor each assigned individual's progress toward achievement of PQS and IDP training objectives.

(3) Provide lecturers, lesson plans, training materials, and, in coordination with the Training Coordinator, administrative support consistent with sponsorship assignments.

(4) Designate an officer who will serve as divisional representative on the OJAG and Headquarters, NLSC, Planning Board for Training (PBT) and as a routine point-of-contact for the Training Coordinator.

(5) Implement baseline PQS, in the format prescribed in enclosure (1), for all military personnel assigned to their divisions. Within 120 days of the issuance of this instruction, develop IDP's for civilian employees and supplementary PQS for all assigned military personnel reflecting divisional missions and procedures. Provide copies of IDP's and PQS to respective AJAG's for approval, and to the Training Coordinator for information.

(6) Maintain accurate records of training and report significant training accomplished in weekly "Significant Events" memorandum.

(7) Provide prospective divisional training plans on request to the Training Coordinator for inclusion in quarterly training reports submitted to the Deputy Judge Advocate General.

d. The Deputy Assistant Judge Advocate General, Military Personnel (Code 61), shall:

(1) Control the submission of requests for quotas for courses administered by The Judge Advocate General's School, U.S. Army, and LEI.

(2) Control use of training opportunities, including Naval Justice School courses, by judge advocates in conjunction with the execution of permanent-change-of-station orders.

(3) Maintain current information about the availability of CLE credit and assist OJAG attorneys in obtaining CLE credit when feasible.

(4) Maintain copies of each assigned judge advocate's PQS record in Code 61 detailer files.

(5) Provide administrative support to the Training Coordinator in disseminating information regarding training opportunities and conducting training presentations.

e. The Deputy Assistant Judge Advocate General for Fiscal and Administrative Support (Code 64), shall:

(1) Monitor the status of civilian employee training and provide guidance to the OJAG Training Coordinator on how best to accomplish civilian employee training.

(2) Provide administrative and facilities support to the Training Coordinator and OJAG divisions in preparing for training presentations, e.g., preparation of conference room for training presentations.

f. The Training Coordinator shall:

(1) Coordinate overall training under the OJAG and Headquarters, NLSC, PDP Training Plan, and assist OJAG divisions in planning for and participating in a regular schedule of training.

(2) Submit to the Deputy Judge Advocate General, by 15 December, 15 March, 15 June, and 15 September of each year, a proposed PDP training schedule for the next quarter.

(3) Develop and maintain a current training resource inventory, including videotapes, information on course offerings, and lesson plans. Disseminate information to facilitate divisional planning and use of training opportunities.



(4) Plan and execute, in conjunction with Codes 61 and 63, an orientation program for newly assigned personnel, that will include instruction in personal computers, electronic mail, and word processing systems in use at OJAG.

(5) Provide personnel not assigned to OJAG, such as area judge advocates, legalmen, reservists, and civilian employees of the NLSC, with opportunities to attend PDP Training Plan evolutions.

(6) Chair meetings of the PBT.

g. The Enlisted Personnel Training Coordinator shall:

(1) Participate in the development of enlisted personnel PQS.

(2) Assist OJAG divisions in planning and executing a regular schedule of training and professional development programs for assigned enlisted personnel. Emphasis shall be placed on skills required for advancement. As appropriate, enlisted personnel training will be combined with officer and civilian employee training.

(3) Submit to the Training Coordinator by 1 December, 1 March, 1 June, and 1 September of each year, a proposed schedule of legalman professional development programs for the following quarter.

(4) Supplement the training resource inventory maintained by the Training Coordinator with materials appropriate to the legalman rating.

(5) Maintain accurate records of PDP training accomplished.

(6) Attend meetings of the PBT.

h. The Civilian Employee Training Coordinator shall:

(1) Develop and maintain training resource information responsive to the training needs of civilian employees.

(2) Disseminate information to each division to allow planning and use of training opportunities which will benefit civilian employees.

(3) Assist DAJAG's and Division Directors in drafting IDP's and planning and executing a schedule of training programs for civilian personnel, including submission of necessary forms. As appropriate, civilian employee training will be combined with training for military personnel.

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(4) Submit to the Training Coordinator by 1 December, 1 March, 1 June, and 1 September of each year, a proposed civilian training plan for the following quarter.

(5) Monitor and, in conjunction with division directors, assure attendance by civilian employees and military personnel at prearranged training classes offered through such organizations as CCPO-Crystal City.

(6) Attend meetings of the PBT.

(7) Maintain accurate records of PDP training accomplished.

i. OJAG Personnel shall:

(1) Continue their professional development by achieving the goals and objectives set forth in paragraph 5.

(2) Complete baseline and supplementary divisional PQS.

(3) Maintain a personal copy of PQS completed while assigned to OJAG/Headquarters NLSC.

j. The Planning Board for Training shall:

(1) Serve as a forum, consistent with reference (g), to propose policies, methods, and procedures for the OJAG and Headquarters, NLSC, PDP, evaluate and plan for accomplishment of the PDP training objectives, coordinate the use of PQS requirements as a basis for accomplishment of training objectives, plan for the indoctrination program, and assess the effectiveness of the training program.

(2) Convene at regular intervals as directed by the Training Coordinator.

  
J. E. GORDON

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OJAG (All hands)  
Headquarters, NAVLEGSVCCOM (All hands)  
NAVCIVLAWSUPPACT (All hands)  
NAMARA (All hands)  
NMCMR (All hands)  
CO, Naval Justice School (1 copy)  
CO, Naval Legal Service Office, Washington, D.C. (1 copy)  
Chief Judge, Navy-Marine Corps Trial Judiciary (1 copy)

Personal Qualification Standards

The following is "baseline" PQS applicable to all judge advocates assigned to OJAG and Headquarters, NLSC. Each division shall develop supplemental PQS tailored to its own requirements for all civilian and military personnel assigned.

	Officer/ Supervisor Initials
1. <u>Computer Skills</u>	
Demonstrates a working knowledge of personal computer.	___/___
Demonstrates a working knowledge of WordPerfect.	___/___
Demonstrates ability to use Electronic Mail.	___/___
Demonstrates ability to use JAGNET (JAG Bulletin Board).	___/___
2. <u>Research and Writing</u>	
Possesses working knowledge of WESTLAW and/or LEXIS/NEXIS.	___/___
Demonstrates familiarity with OJAG Library holdings.	___/___
Demonstrates comprehensive knowledge of naval correspondence formats pursuant to SECNAVINST 5216.5C, Subj: Department of the Navy Correspondence Manual.	___/___
Is familiar with the correspondence style requirements set forth in the Navy Correspondence Manual and the Government Printing Office Style Manual.	___/___
Demonstrates ability to draft a naval message in accordance with the Telecommunications Users Manual (NTP-3).	___/___
Is able to use NAVPUBINST 5215.1, Subj: Department of the Navy Directives Issuance System Consolidated Subject Index.	___/___
Is familiar with the provisions of SECNAVINST 5210.11D, Subj: Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC).	___/___
Is familiar with the Standard Navy Distribution List (SNDL) (OPNAV P09B2-105 AND P09B2-107).	___/___
Has attended a course in effective writing.	___/___

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3. DOD, DON, OJAG, and NLSC Organization

Demonstrates familiarity with the organization of DOD. \_\_\_/\_\_\_

Demonstrates familiarity with the organization of DON. \_\_\_/\_\_\_

Demonstrates familiarity with the organization and mission of OJAG including the functions of each OJAG Division. \_\_\_/\_\_\_

Demonstrates familiarity with the organization, functions, and mission of the NLSC pursuant to NAVLEGSVCCOMINST 5450.1C, Subj: Mission and Functions of Naval Legal Service Offices. \_\_\_/\_\_\_

Has read NAVLEGSVCCOMINST 5800.1B, Subj: Naval Legal Service Office Manual. \_\_\_/\_\_\_

Demonstrates familiarity with the statutory and regulatory sources of the JAG's authority including 10 U.S.C. § 5148, the UCMJ, Articles 0331 and 1009 of U.S. Navy Regulations, 1990, SECNAVINST 5430.27A, Subj: Responsibility of the Judge Advocate General for Supervision of Certain Legal Services, and OPNAVINST 5430.48, Subj: OPNAV Organization Manual. \_\_\_/\_\_\_

Demonstrates familiarity with the responsibilities of the Judge Advocate General, the General Counsel of the Department of the Navy (Art. 0327, U.S. Navy Regulations, 1990, SECNAVINST 5430.25D, Subj: The General Counsel of the Navy; Assignment of Responsibilities), and the Department of Justice for litigation involving DON. \_\_\_/\_\_\_

4. Professional Responsibility

Has read JAGINST 5803.1, Subj: Professional Conduct of Judge Advocates, and is knowledgeable about the ethical responsibilities of judge advocates. \_\_\_/\_\_\_

Has read and is familiar with the obligations imposed and potential sanctions that may be levied under Federal Rules of Civil Procedure 11 and 26(g). \_\_\_/\_\_\_

Has attended an OJAG training presentation on the professional responsibility of judge advocates. \_\_\_/\_\_\_

5. Standards of Conduct

Has read and demonstrates knowledge of provisions of SECNAVINST 5370.2J, Subj: Standards of Conduct and Government Ethics, and is capable of advising commands and individuals about their responsibilities. \_\_\_/\_\_\_

Has attended OJAG training presentation on the Standards of Conduct. \_\_\_/\_\_\_

6. Government Information Practices

Demonstrates knowledge of the requirements of the Freedom of Information Act. \_\_\_/\_\_\_

Has read and is familiar with the requirements of DON's FOIA program under SECNAVINST 5720.42E, Subj: Department of the Navy Freedom of Information Act (FOIA) Program, and JAGINST 5720.3, Subj: Freedom of Information/Privacy Act Policies and Procedures Within the Office of the Judge Advocate General. \_\_\_/\_\_\_

Demonstrates knowledge of the requirements of the Privacy Act, particularly the circumstances under which protected information lawfully can be released to third parties. \_\_\_/\_\_\_

Has read and is familiar with the requirements of DON's Privacy Act program under SECNAVINST 5211.5C, Subj: Personal Privacy and Rights of Individuals Regarding Records Pertaining to Themselves. \_\_\_/\_\_\_

Demonstrates knowledge of JAG's responsibility for marking and indexing documents and making documents available to the public in accordance with JAGINST 5720.1, Subj: "For Official Use Only" Marking of OJAG Unclassified Documents, and JAGINST 5720.2, Subj: Indexing of Navy Department Final Opinions and Statements of Policy or Interpretation Rendered by the Judge Advocate General. \_\_\_/\_\_\_

Has read SECNAVINST 5820.8, Subj: Release of Information in Litigation, and demonstrates knowledge of the procedures to follow in response to a request for official information in connection with private litigation. \_\_\_/\_\_\_

7. Military Justice and Administrative Separations

Has read and demonstrates familiarity with latest changes to the UCMJ and Manual for Courts-Martial. \_\_\_/\_\_\_

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Has attended at least one presentation on military justice designed to maintain skills as a practitioner within the military justice system. \_\_\_/\_\_\_

Has attended at least one oral argument before each of the Navy-Marine Corps Court of Military Review and the U.S. Court of Military Appeals. \_\_\_/\_\_\_

Has read and is familiar with the requirements of JAGINST 5810.2, Subj: Military Justice Regulations. \_\_\_/\_\_\_

Has read and is familiar with the bases and procedures required for administrative separations of officer and enlisted personnel pursuant to SECNAVINST 1920.6A, Subj: Administrative Separation of Navy and Marine Corps Officers, and SECNAVINST 1910.4A, Subj: Administrative Separations of Enlisted Members From the Department of the Navy. \_\_\_/\_\_\_

8. Requirements of the JAG Manual and Navy Regulations

Has read and is familiar with JAGINST 5800.7C (JAGMAN). \_\_\_/\_\_\_

Has read and is familiar with the requirements for a court of inquiry as set forth in the JAGMAN and JAGINST 5830.1, Subj: Procedures Applicable to Courts of Inquiry and Administrative Fact-Finding Bodies That Require a Hearing. \_\_\_/\_\_\_

Has read and is familiar with Navy Regulations, 1990. \_\_\_/\_\_\_

9. Administration of Military and Civilian Personnel

Has read and is familiar with the promotion selection process pursuant to SECNAVINST 1420.1, Subj: Selection Boards for Promotion, Continuation and Selective Early Retirement of Commissioned Officers. \_\_\_/\_\_\_

Has read and is familiar with the Targeted Augmentation Program pursuant to JAGINST 1212.1A. \_\_\_/\_\_\_

Has read and is familiar with requirements of COMNAVMILPERSINST 1611.1, Subj: Report on the Fitness of Officers, COMNAVMILPERSINST 1616.1A, Subj: Navy Enlisted Performance Evaluation System Manual, and Marine Corps Order P1610.7, Performance Evaluation System. \_\_\_/\_\_\_

Is knowledgeable about the function and authority of the Naval Discharge Review Board and the Board for Correction of Naval Records pursuant to 32 C.F.R. pts. 723 & 724. \_\_\_/\_\_\_

Enclosure (1)

Has read SECNAVINST 1850.4C, Subj: Disability Evaluation Manual, and is knowledgeable about the Navy's Disability Evaluation System. \_\_\_/\_\_\_

Is knowledgeable about DON civilian employee performance appraisal system, classification of positions, and disciplinary procedures. \_\_\_/\_\_\_

10. Environmental Protection Program

Has read OPNAVINST 5090.1A, Subj: Environmental and Natural Resources Program Manual, and demonstrates familiarity with the organization of the Navy's environmental protection program. \_\_\_/\_\_\_

Is familiar with the responsibility for reporting and formats prescribed by OPNAVINST 5090.1A. \_\_\_/\_\_\_

11. Operational Law

Has attended a training presentation on operational law and is able to identify sources for answers to operational law questions. \_\_\_/\_\_\_

Has read and demonstrates familiarity with NWP-9, SECNAVINST 3300.1A, Subj: Law of Armed Conflict (Law of War) Program to Insure Compliance By the Naval Establishment, and JAGINST 3300.2A, Subj: Law of Armed Conflict Resource Materials. \_\_\_/\_\_\_

12. Claims and Admiralty

Has attended a training presentation on claims processing and is familiar with JAGMAN chapters IV and VIII and JAGINST 5890.1, Subj: Administrative Processing and Consideration of Claims on Behalf of and Against the United States. \_\_\_/\_\_\_

Has attended a training presentation on admiralty law and processing of admiralty claims. \_\_\_/\_\_\_

13. Management

Demonstrates familiarity with management information and budgetary planning systems in use within OJAG and NLSC. \_\_\_/\_\_\_

Has read COMNAVLEGSVCCOMINST 5220.1, Subj: Naval Legal Service Command Quality Improvement (QI) Program, and is familiar with the objectives and methods of Total Quality Leadership. \_\_\_/\_\_\_

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Has attended a presentation on leadership and management effectiveness training. \_\_\_/\_\_\_

14. General Military Training

Has read and is familiar with OPNAVINST 3120.32B, Subj: Standard Organization and Regulations of the U.S. Navy. \_\_\_/\_\_\_

Has read and is familiar with the Navy's Equal Opportunity Program and the requirements of OPNAVINST 5354.1C, Subj: Navy Equal Opportunity (EO) Manual. \_\_\_/\_\_\_

Has read and is familiar with the Navy's policy on prevention of sexual harassment as stated in SECNAVINST 5300.26, OPNAVINST 5350.5, and OPNAVINST 12720.3, and section 1318 of NAVLEGSVCCOMINST 5800.1B. \_\_\_/\_\_\_

Has attended a training presentation on prevention of sexual harassment. \_\_\_/\_\_\_

Has read and is familiar with the requirements of the Navy's substance abuse program pursuant to SECNAVINST 5300.28A, Subj: Alcohol and Drug Abuse Prevention and Control. \_\_\_/\_\_\_

Has received general military training in first aid. \_\_\_/\_\_\_

Has received general military training in motor vehicle safety. \_\_\_/\_\_\_

15. For First Tour Judge Advocates (O-2/O-3)

Has completed the Naval Orientation correspondence course. \_\_\_/\_\_\_



Training Resources

The following are some of the training resources that should be relied upon in accomplishing the objectives of the PDP Training Plan:

1. Course Offerings

a. Naval Justice School, NETC, Newport, RI 02841-5030, Courses at Naval Justice School are offered primarily in conjunction with the execution of permanent change-of-station orders. OJAG's point of contact for additional information is Code 61.2.

b. The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22903-1781, (804) 972-6300 (toll free, outside Virginia, 1-800-444-5914), (autovon) 274-7115. Course offerings cover a variety of subjects related to the practice areas of judge advocates, including operational law, administrative law, military justice, and defensive federal litigation. OJAG's point of contact for additional information and submission of quota requests is Code 61A.

c. JAG Information Center, Room 8S57, Hoffman II, (703) 325-2924/5. Various courses in such subjects as electronic mail, computer programs used in OJAG, and electronic bulletin boards are available through the JAG Information Center, a component of the Management and Plans Division (Code 63). Additionally, a variety of computer-generated tutorials in personal computer operations and capabilities are available.

d. Defense Intelligence College, Washington, DC 20340-5485 (located in the Defense Intelligence Analysis Center on Bolling AFB). Course offerings are oriented primarily toward strategic intelligence training. Courses such as "The Law and Intelligence" and "Applications of Law to Intelligence" can be audited, are relevant to the practice of judge advocates, and are offered at no cost. OJAG's point of contact for additional information (catalogue available) and submission of quota requests is the Deputy Assistant Judge Advocate General, Special Programs (Code 11).

e. CNO Executive and Management Development Program, Office of Civilian Personnel Management, Ballston Tower 1, Room 1110, 800 N. Quincy St., Arlington, VA 22203-1998. Course offerings, including "Capitol Hill Workshop" and "Environment of Executive Decision Making," are no-cost and are geared to professional development of DON civilian and military leaders. Information on courses and applications are available through the OJAG Training Coordinator.

f. LEI, Department of Justice, 601 D St., NW, Washington, DC 20004-0178, (202) 501-7467. Course offerings are no-cost and cover a wide variety of advocacy skills and substantive legal areas. They are excellent sources of CLE credit. OJAG's point of contact for information and submission of quota requests is Code 61.2.

g. Office of Information and Privacy, Department of Justice, Room 7238, 10th & Pennsylvania Ave., NW, Washington, DC 20530, (202) 514-1010. Course offerings provide basic and advanced information about the Freedom of Information and Privacy Acts and are aimed at both paralegals and attorneys. OJAG's point of contact for information is the Training Coordinator.

h. Consolidated Civilian Personnel Office, Crystal City Room 509, Crystal Mall 2, Arlington, VA, (703) 692-6594. Extensive course offerings, many at no cost, are aimed at improving clerical, communication, supervisory, and management skills. Quotas must be requested and funded by OJAG 6 months in advance, although limited opportunities to obtain quotas on short notice are available. OJAG's point of contact for information (catalogue available) and coordination of quota requests is the Civilian Employee Training Coordinator, Code 64, (703) 325-0786.

i. Secretariat/Headquarters Civilian Personnel Office, Room 2634, Navy Annex, Arlington, VA, (703) 614-3647. Course offerings are aimed at improving clerical, communication, supervisory, and management skills. Quotas must be requested using a DD Form 1556, which is prepared by Code 64. OJAG's point of contact for information (catalogue available) and coordination of quota requests is the Civilian Employee Training Coordinator, Code 64, (703) 325-0786.

j. U.S. Department of Agriculture (USDA) Graduate School, South Agriculture Bldg., Room 1025, 14th and Independence Ave., SW, Washington, DC 20250, (202) 447-2077. Course offerings are extensive in scope and are aimed at improving clerical, communication, supervisory, and management skills. Correspondence courses are available. OJAG's point of contact for information (catalogue available) and coordination of quota requests is the Civilian Employee Training Coordinator, Code 64, (703) 325-0786.

k. Army Training and Career Management Branch, Room 1N56, Hoffman II, Alexandria, VA, (703) 325-8345. Course offerings are geared to the needs of the Army Personnel Command, but some courses of general applicability (e.g., prevention of sexual harassment, CPR, and computer familiarization) are available.

OJAG's point of contact for information and coordinator of quota requests is the Civilian Employee Training Coordinator, Code 64, (703) 325-0786.

l. U.S. Office of Personnel Management, Office of Washington Training and Development Services, P.O. Box 7230, Washington, DC 20044-7230, (202) 632-6028. Course offerings are extensive in scope and are aimed at improving clerical, communication, supervisory, and management skills. OJAG's point of contact for information (catalogue available) and coordination of quota requests is the Civilian Employee Training Coordinator, Code 64, (703) 325-0786.

m. Air Force District of Washington Reading Improvement Laboratory, DPCPH, Pentagon (Room BG658), Washington, DC 20330, (703) 695-4387 or 695-6072. The Reading Laboratory is staffed by Army, Air Force, and Navy personnel and offers a 5-week, 25-hour speedreading course for junior officers, senior petty officers, and civilian employees. The course is conducted in daily 1 hour sessions at the Pentagon. A 2-week, 15-hour reading course is also offered.

n. CLE Providers. Courses that satisfy specialized training needs and fulfill CLE requirements regularly are offered by the organizations listed below. The Training Coordinator has current information regarding their offerings, and information can be obtained directly.

(1) American Law Institute-American Bar Association Committee on Continuing Professional Education (ALI-ABA), 4025 Chestnut St., Philadelphia, PA 19104, (1-800-CLE-NEWS).

(2) Maryland Institute for Continuing Professional Education of Lawyers, Inc. (MICPEL), 520 W. Fayette St., Baltimore, MD 21201, (301) 328-6730.

(3) Committee on CLE, School of Law, University of Virginia, Charlottesville, VA 22901, (800) 223-2167.

(4) Georgetown University Law Center CLE Division, 777 North Capitol St., NE, Suite 405, Washington, DC 20002-4239, (202) 408-0990.

(5) D.C. Bar/George Washington University National Law Center Continuing Legal Education Program, 1707 L St., NW, Sixth Floor, Washington, DC 20036, (202) 994-7238.

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## 2. Correspondence Courses

a. The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22903-1781, (804) 972-6308 (outside Virginia, 1-800-444-5914), (autovon) 274-7115. Course offerings cover a variety of subjects related to the practice areas of judge advocates, including operational law, administrative law, labor law, environmental law, and military justice. A catalogue and enrollment forms can be obtained from the OJAG Training Coordinator.

b. Naval Education and Training Program Development Center, Pensacola, FL 32559-5000. Course offerings cover numerous topics primarily in support of general military training, such as naval orientation. A valuable course on admiralty law is available. Information and enrollment forms are available from the OJAG Training Coordinator.

c. Naval War College. The College of Continuing Education of the U.S. Naval War College offers two multidisciplinary, nonresident programs: a seminar program, conducted at various sites including Washington, DC, and a correspondence program. Studies encompass strategy, national security decision making, and operations. More information is available from the OJAG Training Coordinator, and a catalogue can be obtained by calling (autovon) 948-2135 or (401) 841-2135.

d. USDA Graduate School, Washington, DC 20250, (202) 447-7123. This school offers a wide variety of courses in subjects such as legal office administration, paralegal skills, and good writing. Information is available from the Civilian Employee Training Coordinator in Code 64 at (703) 325-0786.

## 3. Videotapes

a. Training Coordinator and OJAG Library. A limited number of current videotaped programs presently are available through the OJAG Library. Significant progress is being made, however, in expanding OJAG's PDP-related training videotape holdings using the Naval Justice School and Army JAG School as sources of current videotape presentations. The OJAG Training Coordinator has more information.

b. The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22903-1781, (804) 972-6317 (outside Virginia, 1-800-444-5914), (autovon) 274-7115. If provided with blank tapes, the Army JAG School will copy videotape programs for PDP purposes. Program offerings cover a variety of subjects related to the practice areas of judge advocates, including

operational law, administrative law, military justice, and trial advocacy. More information, and a copy of the Army JAG School videotape catalogue, can be obtained from the OJAG Training Coordinator.

c. Naval Education and Training Support Center, Atlantic (Code N5), Bldg. W-313, c/o Fleet Branch, Norfolk, VA 23511-6197. Tapes are available on a wide variety of topics in support of a GMT program. More information can be obtained from the OJAG Training Coordinator or OJAG reference librarian.

d. American Law Institute-American Bar Association, 4025 Chestnut St., Philadelphia, PA 19104, 1-800-CLE-NEWS. Videotapes and audiocassettes are available at cost in a variety of practice areas, including environmental law, professional development and responsibility, trial and appellate practice, and family law. OJAG's point of contact for information is the Training Coordinator.

e. American Bar Association, 750 North Lake Shore Dr., Chicago, IL 60611, (312) 988-5555. Videotapes and audiocassettes are available at cost in a variety of practice areas, including environmental law, professional responsibility, trial and appellate practice, and taxation. OJAG's point of contact for information is the Training Coordinator.

#### 4. PDP Lesson Plans

Naval Justice School Bulletin Board System (BBS). Divisional Technical Service Representatives and Naval Justice School ((autovon) 948-3944) have information on how to download files.

5. Law School Evening Programs. Postgraduate education opportunities abound in the Washington, DC, area. Schools offering evening programs include:

a. Georgetown University Law Center, 600 New Jersey Ave, NW, Washington, DC 20001, (202) 662-9010. The OJAG Training Coordinator has a catalogue of course offerings leading to an LL.M.

b. George Washington University, National Law Center, 720 20th St., NW, Washington, DC 20052, (202) 994-6260. The OJAG Training Coordinator has a catalogue of course offerings leading to an LL.M.

c. American University, Washington College of Law, 4400 Massachusetts Ave., Washington, DC 20016, (202) 885-2606.

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Evening courses are available but must be combined with day courses to obtain an LL.M.

d. Catholic University Law School, 620 Michigan Ave., NE, Washington, DC 20064, (202) 319-5151. Catholic University does not offer an LL.M., and special arrangements must be made with the Dean's office to attend evening classes.

e. George Mason University Law School, 3401 North Fairfax Drive, Arlington, VA 22201-4498, (703) 841-2640. George Mason University does not offer an LL.M., and special arrangements must be made with the Dean's office to attend evening classes.