



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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IN REPLY REFER TO

JAGINST 5400.1A CH-1
JAG 60
23 APR 2003

JAG INSTRUCTION 5400.1A CHANGE TRANSMITTAL 1

From: Judge Advocate General

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG) ORGANIZATION
MANUAL

Ref: (a) JAGINST 5400.1A

Encl: (1) Revised page 2-11
(2) Revised page 2-12

1. Purpose. To establish a command mentoring program and assign mentors to individual service members.
2. Action. Remove pages 2-11 and 2-12 of the current instruction and replace with enclosures (1) and (2). Commanding Officers and Officers in Charge shall establish a mentoring program at their command.
3. Cancellation Contingency. This change may be retained until incorporated in a forthcoming revision of reference (a).


MICHAEL F. LOHR

Distribution:
ALL OJAG DIVISIONS

Code 64	Procurement support	NAVCOMPT 2276 processed
NMCMR	Case decided	Case decided
Code 45	Defense case	Case completed
Code 46	Government case	Case completed
Judiciary	Court-martial	Court-martial completed
USSSO	Labor suit	Open case
ROME	Claim	Open case
	Translations	Page of correspondence
	Foreign criminal	Open case
	Jurisdiction	
	Legal advice	Number inquiries

d. **Assistance.** Contact Code 64 for assistance or to change performance criteria or workload indicators.

218. PROFESSIONAL PERFORMANCE OF DUTY AND MILITARY APPEARANCE

Headquarters personnel represent both the legal and military professions and must set the best possible examples for ethical, moral, and responsible conduct on and off duty. They should project an exemplary military image in their daily demeanor, appearance, and observance of naval customs and traditions. All Navy headquarters personnel will wear name tags, in the manner prescribed by uniform regulations.

219. CHAIN OF COMMAND

The two-way chain of command is the preferred channel for official communication. Occasionally, it may be necessary to deviate from the normal chain, but the subordinate or senior who bypasses an intermediate should apprise that person as soon as practicable.

220. OUTSIDE EMPLOYMENT

SECNAVINST 5370.2 [series] (Subj: Standards of Conduct and Government Ethics), JAGINST 5370.1 [series] (Subj: Outside Part-time Law Practice of Naval Service Attorneys), and MILPERSMAN 3420500 regulate outside employment. Headquarters personnel shall avoid outside employment which can be reasonably perceived to conflict with official duties. Division directors are responsible for ensuring compliance with these directives.

221. SPONSORS AND MENTORS FOR NEWLY ASSIGNED PERSONNEL

a. An effective sponsor program will be maintained to facilitate the relocation of military members and their families in connection with permanent-change-of-station (PCS) orders to the following JAG activities in the Washington, DC, area: The Office of the Judge Advocate General (OJAG); Staff, Commander, Naval Legal Service Command; the Navy-Marine Corps Court of Military Review; the Navy-Marine Corps Trial Judiciary; the Navy-Marine Corps Appellate Review Activity, and NAVCIVLAWSUPPACT.

b. The goals of the sponsor program are to make the move, arrival, and transition of the member and his or her family as easy and stress-free as possible; to make the member and his or her family feel welcomed at the new command; and to provide information to assist the individual to become a fully-functioning member of the command as soon as possible after reporting. Sponsor duties will be given priority.

c. Specific responsibilities

(1) Director, Military Personnel Division, OJAG. When PCS orders have been issued to a service member for duty aboard one of the JAG activities in the Washington, DC, area, the Director, Military Personnel Division, OJAG, will take the following action:

(a) Inform the cognizant OJAG division director or head of the activity to which the member has been ordered that such orders have been issued;

(b) Verify that the Navy Family Service Center, Washington, has sent a "Welcome Aboard" package to the member and his or her family; and,

(c) Send a JAG "Welcome Aboard" packet and cover letter to the member.

(2) The cognizant division director or head of the activity to which the member has been ordered will:

(a) Appoint a sponsor;

(b) Advise the member in writing of his or her sponsor's name, mailing address, telephone numbers, and other appropriate information; and

(c) Ensure the newly reporting service member is assigned a mentor and that there is an active and viable mentoring program in the work center.

(3) Sponsors will:

(a) Familiarize themselves with OPNAVINST 1740.3 [series], and read MILPERSMAN 1810580 in its entirety;

(b) Promptly call the newly assigned member, and follow up with a letter;

(c) Provide maximum assistance to the member and his or her family; and

(d) Inform superiors of any special assistance needed by the member that the sponsor is not able to provide.

(4) Points for sponsors to cover include:

(a) Introduce yourself and provide specific information on how the member may contact you (address, telephone numbers, etc.):

(b) Ask the member to tell you what information he/she would like to have (e.g., housing, school, transportation, etc.);

(c) Ask whether the member's dependents, if any an if accompanying the member, have special needs;

(d) Volunteer to help with temporary or permanent housing needs, make reservations, assist with personal property arrangements, etc.;

(e) Volunteer to provide transportation and a tour of the area upon the member's arrival;

(f) Be available to assist the member and his/her family during the first few days after