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NAVAL LEGAL SERVICE COMMAND
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IN REPLY REFER TO

COMNAVLEGSVCCOMINST 5800.1E CH-1
JAG 60
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COMNAVLEGSVCCOM INSTRUCTION 5800.1E CHANGE TRASMITTAL 1

From: Commander, Naval Legal Service Command

Subj: NAVAL LEGAL SERVICE COMMAND (NLSO/TSO) MANUAL

Ref: (a) COMNAVLEGSVCCOM INSTRUCTION 5800.1E

Encl: (1) Revised page 2-13
(2) Revised page 3-2
(3) Revised page 3-3

1. Purpose. To establish a command mentoring program.
2. Action. Remove pages 2-3, 3-2 and 3-3 of the current instruction and replace with enclosures (1), (2), and (3). Commanding Officers and Officers in Charge shall establish a mentoring program at their command. Each command will draft a mentoring instruction or revision to their command SORM.
3. Cancellation Contingency. This change may be retained until incorporated in a forthcoming revision of reference (a).


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Distribution:

SNDL B5	(U.S. Coast Guard)
21A	(Fleet Commanders in Chief)
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26A	(Amphibious Group)
C4V	(Military Judge)
C67A	(NLSO Detachments)
C67D	(TSO Detachments)
E1D	(NAVCIVLAWSUPPACT)
FF32	(FLDSUPPACT)
FO	(Shore Activities under the command of the Commander, Naval Legal Service Command as delegated by the CNO)

Additionally, gaining commands should assign each accession a more experienced service member as a mentor pursuant to the command mentoring program established in accordance with section 0303. JAGC accessions should also be encouraged to complete the Naval Orientation correspondence course within 12 months following graduation from NJS.

0218 PERSONNEL ASSIGNMENTS

a. COs are responsible for personnel assignments within their units. Junior judge advocates should normally be rotated through the various functional law sections to receive maximum exposure to the many facets of military and civil law. However, COs must also balance the goal of maximum exposure with a need to leave some individuals in a single functional area for sufficient time to achieve maximum levels of professional competency and productivity for the benefit of the command.

b. "Cross-decking" of personnel (i.e. transferring before completion of a full tour) between co-located NLSOs and TSOs can be a useful tool for maximizing individual experience levels. When cost effective arrangements can be established between COs and the Deputy Assistant Judge Advocate General (Military Personnel) (OJAG Code 61), and such action would be beneficial to the individual and not detrimental to the commands involved, cross-decking is permitted.

c. Collateral duties will be assigned as necessary. When appropriate, collateral duties may be shared by NLSOs and TSOs, as discussed in paragraph 0219.

0219 MEMORANDA OF UNDERSTANDING

COs of NLSOs and TSOs with overlapping geographic areas of responsibility or common facilities (including detachments and branch offices) should use memoranda of understanding (MOUs) to divide and share collateral duty responsibilities common to both, and share collateral duty responsibilities common to both, such as watch standing, building security, the maintenance of the law library, utilization of technical service representatives (TSRs), as well as other duties, assets, benefits, or responsibilities of mutual interest. A copy of any

0302 COMMAND ORGANIZATIONAL STRUCTURE

a. Each NLSC command shall be organized to best meet the needs of its clients and customers, consistent with personnel, fiscal, physical resources, and geographical location. See Appendix F for sample tables of organization.

b. Local conditions may require variations in organizational structure. Furthermore, because NLSC activities cover large areas of responsibility, non-traditional organizational structures may be appropriate. For example, department heads may, in some commands, be best located in a detachment vice the parent command. Such organizational innovation is permitted and encouraged when it promotes efficiency and the overall mission. OJAG Code 63 should be notified when modified command structures are used. Also, functions may be combined within a department at the discretion of the CO. In some commands, it will be necessary for personnel to serve in multiple capacities.

c. Command, detachments and branch offices will be established or disestablished by CNLSC as needed. Authorization will be requested through OJAG Code 63 to ensure procedural requirements are satisfied.

0303 COMMANDING OFFICERS/OFFICERS IN CHARGE

a. The duties and responsibilities of COs and OICs are set forth in Chapter 8 of U.S. NAVREGS, 1990.

b. COs and OICs shall expeditiously process all requests for military justice services. See Chapter 10. At times, a NLSC activity may experience a sudden increase in service needs, exceeding the capacity of permanently assigned resources. In these situations, COs and OICs are expected to seek assistance from the chain of command. Conversely, NLSC activities should keep NLSC apprised when command resources can be shared, even if on a temporary basis. OJAG Code 63 is assigned oversight responsibility in this regard.

c. COs and OICs shall establish a command-wide mentoring program. This program shall provide career guidance and leadership advice by partnering senior personnel with junior personnel. COs and OICs shall also create a formal structure to pass relevant information and guidance from senior to junior personnel.

d. A CO's general duties and responsibilities are further defined in U.S. NAVREGS, 1990 and throughout this manual. Specific NLSO mission areas are discussed in Chapters 9 through 13, and NLSO COs are responsible for meeting those objectives. Likewise, specific TSO mission areas are discussed in Chapters 9, 10, 14, and 15, and TSO COs are responsible for meeting those objectives.

e. To maintain necessary leadership, either the CO or XO should be present during regular working hours. If the CO will be absent for longer than two days, the CO will notify CNLSC and to Vice Commander (OJAG Code 06). OICs will coordinate leave or other lengthy absences with the CO.

f. Detaching Letter Report

(1) Upon detaching, each CO will forward to CNLSC's personal attention a detaching letter report which analyzes and evaluates his or her former command's accomplishments and deficiencies, if any. See Article 0807, U.S. NAVREGS, 1990. This letter report will be a frank expression of the CO's evaluation of progress made by the command as well as the status of any unaccomplished goals or objectives. This report shall discuss the support provided to the NLSC command, both locally and at the CNLSC/OJAG level. COs shall request similar reports from detaching OICs.

(2) To the extent possible, these reports will be treated as sensitive communications to be reviewed only at the highest appropriated level. Each CO is expected to be candid and provide a critical analysis of their activity, any co-located NLSC activity, and NLSC headquarters.

(3) A copy of this report will be placed in the CO's turnover file.

(4) The relieving CO will comment on any deficiencies noted in the detaching letter report or otherwise in a relief-of-command report to be sent to CNLSC's personal attention, as required by Article 0807, U.S. NAVREGS, 1990.

g. Limitations on advice. COs, XOs, and OICs must be careful not to render advice to a command, governmental agency, or and individual that would place himself or herself in an adverse position relative to the advice a subordinate judge advocate gave to his or her (the subordinate's) client in an attorney/client relationship. See paragraph 1106. COs, XOs, and OICs must avoid any action which could create professional