



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 300F
WASHINGTON DC 20374-5086

IN REPLY REFER TO

JAGINST 1520.1
Code 61
7 March 2000

JAG INSTRUCTION 1520.1

From: Judge Advocate General

Subj: NAVY FULLY FUNDED POSTGRADUATE LEGAL EDUCATION AT
CIVILIAN INSTITUTIONS PROGRAM

Ref: (a) OPNAVINST 1520.23B, Graduate Education
(b) OPNAVNOTE 1520, Fully Funded Graduate Education
Program
(c) NAVPGSCOINST 1520.1D, Standard Procedures for
Administration and Management of Navy Fully Funded
Graduate Education Programs at Civilian Institutions

Encl: (1) Sample Application

1. Purpose. To announce and promulgate application procedures and guidelines for the Navy Fully Funded Postgraduate Legal Education at Civilian Institutions (CIVINS) Program. This instruction does not apply to assignment to service school postgraduate programs, including The Judge Advocate General of the Army School (TJAGSA).

2. Discussion. The Navy Fully Funded Postgraduate Legal Education at CIVINS program (hereafter referred to as the "Program") supports Navy requirements for specialized education beyond the juris doctorate level. These requirements are identified in Navy's billet structure by subspecialty codes as defined in references (a) through (c). Comparison of the number of subspecialty coded billets to the number of subspecialty coded officers allows calculation of an annual Program requirement. Whether an officer can attend a particular postgraduate education program is a function of tuition costs, available tuition budget, permanent change of station costs, and needs of the Navy for a particular subspecialty. Reference (a) authorizes Navy Judge Advocates (JAs) to pursue postgraduate education leading to one of the following subspecialties:

JAGINST 1520.1

7 March 2000

<u>Subspecialty Code</u>	<u>Subspecialty</u>	<u>Curriculum</u>
1201P	Military Law/Operational Law	881, 884
1202 (Prospective)	Trial Advocacy	
1203P	International Law/Ocean Law	883, 887
1204P	Tax Law	882
1205P	Health Care Law	885
1206P	Labor Law	886
1207P	Environmental Law	880

3. Eligibility

a. To be eligible for this Program, active-duty JAs must: (1) have been tendered and accepted augmentation to the regular Navy (designator 2500); and (2) be neither selected, nor failed to select, for promotion to the paygrade of O-5. In addition, JAs currently enrolled in, or a graduate of, TJAGSA or the Naval War College (Junior Course) are ineligible to apply for this Program. However, completion of this Program does not preclude subsequent assignment of JAs to the Naval War College, the National Defense University, the Industrial College of the Armed Forces, or any other service school.

b. Officers enrolled in graduate study on their own initiative/at their own expense are eligible for this Program. Credits earned may be applied towards this Program and reduce the amount of Duty-Under-Instruction (DUINS) time required. Officers who have earned degrees qualifying for a JAG Corps subspecialty may apply for subspecialty coding by contacting the JAG Corps Postgraduate Program Coordinator.

c. Waivers. O-5/O-5 (select) JAs who previously selected for this Program, but have not yet attended school, may apply for a waiver to attend school under this Program. Interested officers should submit a waiver request to PERS-4 via PERS-4416. Requests should state the reason(s) the officer could not attend postgraduate school prior to promoting/selecting to O-5 and state their willingness to commit to the service payback obligation.

4. Procedures

a. Screening Process. The Program Selection Board is an administrative board governed by a precept promulgated each fiscal year by the JAG.

b. Precept. Precepts will appoint a Selection Board President (a JA captain/O-6) and voting members comprised solely of JAs. Precepts will also establish Program selection limit (i.e., the maximum number of JAs that may be selected) and direct the board to apply a "best and fully qualified" selection standard for selecting JAs for this Program.

c. Timing. The Program application process described herein will be effective upon promulgation of this JAGINST. Beginning with the Spring FY00 board, JAs will be selected into this Program by an administrative selection board that will receive and review applications from interested officers. Succeeding selection boards will convene no later than 1 June each year in Washington, DC, or any such time and place as the JAG deems appropriate. Selection for this Program will be based on outstanding professional performance (as evidenced by fitness report records), academic capability (which can support success in postgraduate study), promotion potential, strong educational background, and interest in postgraduate education (as evidenced by submitting an application). Individual officers must submit applications for consideration by the selection board. By issuance of this instruction, consideration for this Program is no longer automatic.

d. Submitting Applications. JAs submitting applications for this Program must do so no later than 1 May. Submit applications to the following address:

Navy Personnel Command
PERS-4416B
5720 Integrity Drive
Millington, TN 38055-4416
Attn: FY-__ JAGC PG Education Panel
Fax: (901) 874-2679
DSN FAX: 882-2679

e. Application Content. Applications for this Program must contain the following:

- (1) a letter from the applicant stating the following:
 - (a) name, rank, and social security number;
 - (b) date of entry into the naval service;
 - (c) list of all duty stations and assignments, including dates;

JAGINST 1520.1
7 March 2000

(d) list of all awards received for professional achievement while in military service, including duty station and dates;

(e) names of all undergraduate institutions and law schools attended, including dates of attendance and degrees awarded;

(f) reasons for desiring to attend postgraduate education; and

(g) three curriculums of choice.

(2) enclosed with the application must be the following documentation:

(a) copies of all undergraduate transcripts;

(b) copies of all law school transcripts;

(c) copies of the officer's five most recent fitness reports;

(d) the officer's latest official Navy photograph;

(e) certification that officer is a member in good standing with his/her state bar (photocopy of current year's Bar Admission card is sufficient);

(f) no more than two recommendations (usually optional, but see paragraph 4e(3) below for additional guidance); and

(g) other supporting documentation (optional).

(3) Commanding Officer/Commander's endorsement. The command endorsement is a key factor in selecting the best-qualified JAs to fill a limited number of postgraduate positions. The endorsement must be thorough, complete, and comment on the applicant's performance of duty, professional aptitude, potential as a career JA, integrity, character, and overall officer characteristics. If the commanding officer/commander is not in the JAG Corps, at least one letter of recommendation must be from a senior JA (e.g., Fleet Judge Advocate, Force Judge Advocate, etc.) familiar with the applicant's professional performance.

(4) Letters of Recommendation. Letters of recommendation reflect professional accomplishments and provide board members with vital information related to an applicant's performance as a JA and naval officer. No more than two letters of recommendation may be submitted by an applicant. Additional supporting documentation (e.g., award citations, letters of

commendation, etc.), is optional and may be submitted at the applicant's discretion.

f. Selection Notification. Officers selected for this Program will be contacted by PERS-4416 and provided further guidance, including curriculum assignment.

5. Assignment Considerations. Per references (a) through (c), officers selected for postgraduate education are eligible for DUINS tours as soon as they complete their current tour. Actual assignment depends on quota availability, needs of the Navy, and continued outstanding professional performance. Due to grade/rank restrictions imposed on attending postgraduate school, the more senior officers in the inventory will be given priority consideration for assignment.

6. Curriculum Changes. JAs selected for this Program are subsequently designated for study in a particular subspecialty curriculum based upon the Navy's needs, as demonstrated by the anticipated quota requirements, and the JA's preference. Requests for curriculum changes must be initiated by the JA and forwarded to PERS-4416 for review and approval. Changes will not be considered if a JA is not qualified for the revised curriculum, if quotas are not available, or if quotas must be filled in the original curriculum.

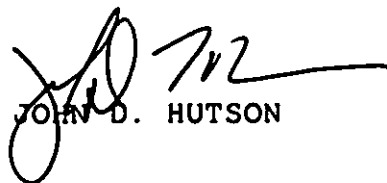
7. Obligated Service. Per reference (a), officers participating in the fully funded postgraduate education program must serve on active duty for three years for the first year of postgraduate education. In most cases, the obligation will commence upon completion or termination of the Program.

8. Utilization Tours. Officers participating in this Program must serve one tour in a validated subspecialty billet as soon as possible, but not later than the second tour following graduation. Exceptions may be approved by Navy Personnel Command.

9. Completion of Post-Graduate Education. Upon successful completion of this Program, all JAs are required to submit a copy of their transcript to the Postgraduate School Coordinator (PERS-4416B) in order to ensure the correct educational coding is documented in their record. Additionally, JAs should submit copies of their transcripts to PERS-312 in order to update their service records.

JAGINST 1520.1
7 March 2000

10. Coordination. The JAG Corps' Postgraduate School Coordinator (PERS-4416B) is the point of contact for all matters related to this Program and may be contacted at commercial (901) 874-4082, DSN 882-4082, or by e-mail p4416b@persnet.navy.mil.



JOHN D. HUTSON

Distribution:
JAG Special List 40
All Division, OJAG

JAGINST 1520.1
7 March 2000

SAMPLE FORMAT

From: LCDR Charles F. Sierra, JAGC, USN, 123-45-6789/2500
To: Judge Advocate General
Via: Commanding Officer/Commander (Name of Command)

Subj: APPLICATION FOR NAVY FULLY FUNDED POSTGRADUATE LEGAL
EDUCATION AT CIVILIAN INSTITUTIONS PROGRAM

Ref: (a) JAGINST 1520.1

Encl: (1) NAVPERS Form 1070/10, Officer Photograph
Submission Sheet, of (date)
(2) Undergraduate transcripts
(3) Law school transcripts
(4) Five most recent fitness reports ICO SNO
(5) State bar certification
(6) Letter of recommendation(s) (two maximum)
(7) Other supporting documentation [e.g., award
citations, etc. (optional)]

1. Pursuant to reference (a), I respectfully request selection
for subject program.

2. In addition to enclosures (1) through (7), the following
information is provided:

a. Date of rank: 1 Jan 00

b. Date of entry of current active service and source of
commission:

14 January 1992
Student Program/Direct Accession/Law Education
Program

c. List of all duty stations and assignments, including
dates:

(1) Naval Justice School, Newport, RI
Student
Jan 92 - Mar 92

(2) Naval Legal Service Office, SOUTHWEST
Legal Assistance and Defense Counsel
Apr 92 - Mar 94

Enclosure (1)

JAGINST 1520.1

7 March 2000

- (3) USS ENTERPRISE (CVN 65), Norfolk, VA
Assistant Command Judge Advocate
Apr 94 - Apr 96
- (4) Naval Civil Law Support Activity
Code 13 Administrative Law Attorney
Apr 96 - Jun 98
- (5) Trial Service Office, EURSWA
Senior Trial Counsel/Department Head
Jul 98 - present

d. Awards, including dates and commands served:

- (1) Navy-Marine Corps Achievement Medal
Apr 92 - March 94 (NLSO, SW)
- (2) Navy-Marine Corps Achievement Medal
Apr 94 - Apr 96 (USS ENTERPRISE)
- (3) Joint Service Achievement Medal
Sep 96 - Dec 96 (OSD Working Group TAD assignment)
- (4) Navy-Marine Corps Commendation Medal
Apr 96 - Jun 98 (Code 13)

e. Undergraduate institutions and law schools attended, degrees awarded (list all schools):

University of Pennsylvania, B.A., 1988

Villanova University School of Law, J.D., 1991

f. Reasons for desiring postgraduate education (personal statement):

g. Three curriculums of choice:

- (1) International Law
- (2) Tax Law
- (3) Health Care Law

Very respectfully,

CHARLES F. SIERRA
LCDR, JAGC, USN

Enclosure (1)