



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON DC 20374-5066

IN REPLY REFER TO

JAGINST 1500.2  
Code 004-CMC  
12 Jul 2010

JAG INSTRUCTION 1500.2

From: Judge Advocate General

Subj: LEGALMAN PARALEGAL EDUCATION PROGRAM

1. Purpose. To promulgate procedures for the Office of the Judge Advocate General's Corps Legalman Paralegal Education Program.
2. Background. The Legalman Paralegal Education Program was designed to aid in the mission of personal and professional development. The program is an essential element in educational training for Legalmen. There is a validated requirement for a government funded, full time education program to meet minimum occupational standards for the enlisted Legalman Paralegal rating. The tasks and duties of the Legalmen rating specifically require paralegal study programs that are accredited by the American Bar Association (ABA) to ensure the quality necessary to meet occupational standards. New methods are being used to ensure Legalmen receive this quality educational training and to establish a career-long culture of education. Legalmen will attend school full-time or part-time through classroom or distance learning courses, and receive all pay and benefits, in the fully funded ABA accredited Paralegal Studies Associates Degree Program.
3. Applicability. This policy applies to active duty and Selected Reserve Legalmen and those Sailors accepted for conversion to the LN rating.
4. Policy. All Legalmen will be provided educational opportunities to complete required course work leading to an Associates of Science Degree in Paralegal Studies from an ABA accredited academic institution. A phased implementation process will ensure all Legalmen have the opportunity to meet this new requirement while maintaining mission readiness. To ensure completion of the validated requirement, all Legalmen shall satisfactorily complete an Associates Degree in Paralegal Studies or the equivalent.

a. To ensure the quality necessary to meet occupational standards, only ABA accredited programs will be authorized.

b. After selection to the program Legalmen must complete their courses of study for an Associates Degree or equivalent within a specified period of time as determined by the approved individual education plan.

c. Participation in this program is an official duty and full command support will be provided, including time during normal working hours to complete approved education requirements. Length of official time required to complete course work will be established by Commanding Officer, Naval Justice School.

d. Legalmen enrolled in the program will be required to obligate additional service for 36 months. This obligation will be incurred prior to beginning the program and will commence upon completion of the program.

e. Every Legalman is eligible to participate in this program except for those within 3 years of high year tenure (HYT) and those with an approved retirement request.

## 5. Responsibilities

a. Deputy Judge Advocate General of the Navy shall monitor implementation and management of the Legalman Paralegal Education Program.

b. Commanding Officer, Naval Justice School will serve as Executive Agent for the management and administration of Legalman Paralegal Education Program, including:

(1) Promulgate guidance for implementation of this program;

(2) Manage resources required for implementation;

(3) Select participants based on established criteria;

(4) Approve education plans and individual course enrollments;

(5) Monitor and assess student performance and progress, including any required remedial measures and continued participation in the program;

(6) Provide a progress report on implementation of the program at the time of the Naval Justice School Board of Advisors.

c. Commanding Officers of participating Legalmen should:

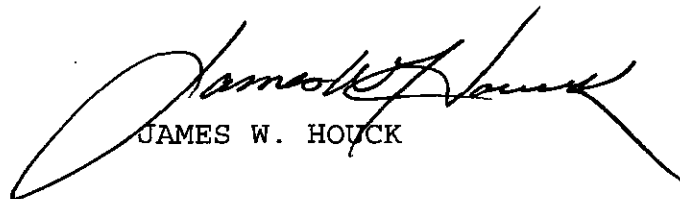
(1) Encourage and support Legalmen in their personal and professional development in Paralegal Studies.

(2) Advise the Commanding Officer, Naval Justice School of any disciplinary or adverse administrative action taken against Legalmen enrolled in the program.

d. Individual Legalmen shall:

(1) Ensure their education and training data are accurately recorded and maintained current in their Sailor Marine ACE (American Council on Education) Registry Transcript (SMART);

(2) Upon successful completion of this program, forward an official transcript to the Navy College Center in Pensacola, Florida.



JAMES W. HOUCK

Distribution:

Electronic only via the OJAG website, <http://www.jag.navy.mil>;  
and the Navy Directives website, <http://doni.daps.dla.mil>.