



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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OPNAVINST 1500.81  
N15  
13 Aug 2010

OPNAV INSTRUCTION 1500.81

From: Chief of Naval Operations

Subj: LEGALMAN-PARALEGAL EDUCATION PROGRAM

Ref: (a) Navy JAG Corps 2020 Strategic Plan (NOTAL)  
(b) NAVPERS 18068F  
(c) CNP Memo 2281 Ser N1/1270712 of 7 May 2007 (NOTAL)  
(d) 10 U.S.C. §2013

1. Purpose. To establish the execution of the Legalman-Paralegal Education Program (LEI) as set forth by reference (a).

2. Background. The LEI is consistent with the Chief of Naval Operations' strategic imperatives for the Navy to be a learning organization that provides a career continuum of training, education, and experiential learning and development. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) and the Judge Advocate General (JAG) Corps agree that there is a validated requirement for a government-funded full-time education program to meet minimum occupational standards for the enlisted legalmen (LN)-paralegal rating. The JAG Corps demonstrated that the tasks and duties of the LN rating specifically require paralegal study programs that are accredited by the American Bar Association (ABA) in order to ensure the quality necessary to meet occupational standards in reference (b).

3. Policy. Navy LNs are required to receive fully-funded education on either a full-time or part-time basis to assume duties as LN-paralegals, per reference (b) and guidance in references (c) and (d). This instruction sets forth the terms and conditions under which Navy LNs will be provided educational opportunities to complete coursework that satisfies requirements for an Associates of Science degree in paralegal studies accredited by the ABA. Government funding will cover costs associated with an ABA-accredited education and training program. Government funding does not extend to additional costs, if any,

associated with actual award of the degree. Further, this instruction outlines the responsibilities of the CNO (N1) organization and the JAG Corps as both organizations execute the requirements for LN-paralegal education.

#### 4. Action

##### a. CNO (N1)

(1) Office of the Chief of Naval Operations (OPNAV), Director, Total Force Training and Education Division (N15) will serve as the CNO (N1) lead for this program and coordinate with the JAG Corps to facilitate execution of the LN-paralegal program. OPNAV (N15) will monitor program implementation and serve as the liaison between Office of the Secretary of Defense on matters related to paralegal education programs.

(2) OPNAV, Director, Total Force Requirement (N12) will assist in the development of a JAG Corps manpower strategy to gap and/or eliminate billets.

(3) Commander, Naval Education and Training Command (NETC) will continue to provide support to include:

(a) Assisting in development of contracts and statements of work for education services for LN education programs, including identification of the proper Department of the Navy organization(s) to serve as contract officer's representative(s) for contracts involving educational institutions;

(b) Monitoring and providing updated education data and metrics;

(c) Validating Sailor Marine American Council on Education Registry Transcript (SMART) academic record information; and

(d) Providing direct liaison and coordination with the Naval Justice School (NAVJUSTSCOL) as required.

(4) Commander, Navy Personnel Command will provide direct, coordinated support between LN detailers and LN enlisted community management functions to facilitate the execution of

this program. This includes direct liaison and coordination with JAG Corps points of contact. Specifically, Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) will coordinate obligated service (OBLISERV) requirements with JAG Corps and individual LNs during the orders negotiation process. LNs reporting to NAVJUSTSCOL for the in-resident semester or participating in the distance learning option will incur a 3-year OBLISERV, which will be contracted prior to student commencement in the education program

(5) Bureau of Naval Personnel (BUPERS), Public Affairs Officer (PAO) (BUPERS-00P) will assist the JAG PAO in the execution of a strategic communication plan.

b. JAG Corps

(1) Coordinate with OPNAV (N15) to facilitate execution of the LN-paralegal program and development of future LN ABA-accredited education programs.

(2) Establish criteria for eligibility and selection of participants in the program.

(3) Develop and execute a strategic communication plan with the assistance of BUPERS (BUPERS-00P).

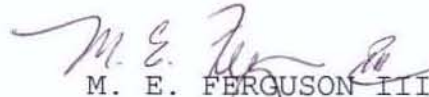
c. NAVJUSTSCOL

(1) Provide administrative oversight of LN education resident and distance learning programs. This includes modifications to curricula for the LN rating, making necessary changes to academic schedules, development of individual education plans, monitoring student academics, and matters related to the good order and discipline of students in the resident program.

(2) Serve as the contracting officer technical representative for education services contracts for this program. This includes direct liaison and coordination with OPNAV (N15) and NETC regarding contracting for education services.

(3) Liaise directly with NETC as required.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



M. E. FERGUSON III  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

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