

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

CFETP 5J0X1
Parts I and II
1 July 2020

AFSC 5J0X1

Paralegal



CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
PARALEGAL SPECIALTY
AFSC 5J0X1**

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Certified by: AF/JAX (CMSgt Ralph A. Oliver)
Supersedes: CFETP 5J0X1, October 2016
Pages: 99

PARALEGAL SPECIALTY AFSC 5J0X1 CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. *NOTE:* Civilians occupying associated positions use Part II to support duty position qualification training.
2. The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

Part I	Section A	explains how everyone will use the plan
	Section B	identifies career field progression information, duties and responsibilities, training strategies, and career field path
	Section C	associates each level with specialty qualifications (knowledge, education, experience, training, and other)
	Section D	indicates resource constraints, such as funds, manpower, equipment, and facilities
	Section E	identifies transition training guide requirements for SSgt through MSgt
Part II	Section A	identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, AFJAGS conducted training, wartime course and core task and correspondence course requirements
	Section B	contains the course objective list and training standards supervisors use to determine if airmen satisfied training requirements
	Section C	identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training)
	Section D	identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.
	Section E	identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan

3. Using guidance provided in the CFETP ensures individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan enables us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – An evolving, outcomes-focused approach to education, training, and performance that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the AF uses the term ADL, some federal agencies and DoD components may use the term distance learning. These terms refer to the same basic concept.

Advanced Paralegal Tasks – CFETP core tasks performed in complex matters that exceed minimum training levels. They may also include performance of tasks not identified as CFETP core tasks.

Advanced Training (AT) – Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airman in the advanced level of the AFS.

Air Force Career Field Manager (AFCFM) – Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AF Career Field Manager is the OPR, however, works in concert with MAJCOM Functional Managers as required.

Air Force Enlisted Classification Directory (AFECD) – The official directory for all military enlisted classification descriptions, codes, and identifiers.

Air Force Career Development Academy (AFCDA) – Develops, manages, and delivers distance learning curriculum in support of Upgrade Training (UGT), Weighted Airman Promotion System (WAPS) and Professional Continuing Education (PCE), trains and educates enlisted leaders in relevant, mission-ready skills and competencies.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

Air Force Specialty (AFS) – A group of positions (with the same title and code) that require common qualifications.

Air Reserve Component (ARC) – An overarching term referring to both the Air National Guard and Air Force Reserve.

Air Force Reserve Component Annual Survey of the Law (ASL) – The Air Force Judge Advocate General's School develops and conducts the Annual Survey of the Law as a formal course to provide refresher training for Air Reserve Component judge advocates and paralegals. All Air Reserve paralegals must attend every two years. Paralegals in the rank of Chief Master Sergeant are invited to attend as guests.

Air National Guard Law Operations Course (ANGLOC) – This course is designed to provide new ANG judge advocates and paralegals (within 18 months of accession) the fundamentals to successfully operate an ANG JA Office.

Air University–Associate to Baccalaureate Cooperative Program (AU-ABC) – An initiative between Air University and civilian higher education institutions to offer baccalaureate degree programs via distance learning that are relevant to an individual’s Air Force career field.

Automated Military Justice Analysis and Management System (AMJAMS) – Assists judge advocate offices from installation to headquarters levels in the management of military justice actions from investigation through the appeal process. It provides a central Air Force database detailing the status of such actions and provides a subset of that data to the Defense Incident-Based Reporting System (DIBRS) to support DoD-wide reports. It also has an interface with the Military Personnel database (MilPDS) and will have an interface with the Security Forces database. AMJAMS provides web-based queries and standard reports.

Career Development Course (CDC) – A restricted correspondence course provided by AFCDA, with mandatory enrollment for those upgrading to 5-level. It is part of dual-channel training which includes OJT.

Career Field Education and Training Plan (CFETP) – A comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AFJAGS for formal accession and life-cycle training skills. CFETPs are officially posted at <http://www.e-publishing.af.mil> or on AF Portal.

Continuing Legal Education (CLE) – Professional education throughout a career with the purpose to remain current on the law for evolving missions and rapidly changing society. Paralegals upon award of the seven skill level must complete a minimum of four hours of continuing legal education every calendar year. CLE may be obtained through the AFJAGS, sister service schools or civilian education sources and may be delivered through in-resident courses, webcasts, video teleconferences and other training seminars. MAJCOM Functional Managers may authorize training not affiliated with the military. (excludes 5J000 Specialty Code)

Core Task – Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

Course Nomination System (CNS) – An automated nomination and selection process for all training slots managed by the Professional Development Directorate (AF/JAX). Submission, approval, and prioritization of nominations at each supervisory level is accomplished through the program. Access to CNS is open to all AFJAGC members; however, the screens displayed for each individual will vary based on approval level of the office and designation as CNS Manager. *Does not apply to Air Reserve Component (ARC).*

Course Objective List (COL) – As included in this document at Part II, Section B, identifies the tasks and knowledge requirements, and respective standards provided to achieve a 3 or 7 skill level in this

career field. Supervisors use the COL in conjunction with the STS to assist in conducting graduate evaluations in accordance with AFI 36-2651, *Air Force Training Program*.

Direct Reporting Unit (DRU) – A subdivision of the Air Force, directly subordinate to the Chief of Staff, US Air Force. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM.

Duty Position Tasks – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Education and Training Course Announcement (ETCA) – Contains courses conducted or administered by the AF and includes specific procedures, fund cite instructions, and reporting instructions.

Federal Legal Information Through Electronics (WebFLITE) – DoD computer assisted legal research system. The program is administered by the Air Force Legal Information Services Directorate, Air Force Legal Operations Agency (AFLOA/JAS).

Field Operating Agency (FOA) – Subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. A FOA performs field activities beyond the scope of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission and do not include functions performed in management headquarters, unless specifically directed by a DoD authority. Three examples are the Air Force Legal Operations Agency (AFLOA) under Headquarters Air Force Judge Advocate (HAF/JA), Air Force Personnel Center (AFPC) under the Deputy Chief of Staff for Manpower, Personnel, and Services, and Air Force Office of Special Investigations (AFOSI) under The Inspector General. Similar organizations at MAJCOM level are called MAJCOM FOAs.

Field Support Center (FSC) – Consolidates certain legal functions and provides specialized technical expertise and support. The FSCs also provide reach back capability for deployed forces.

Functional Area Manager (FAM) – The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (HAF, MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Manager – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

"Go" level – "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures ("GO" level equates to 3c in the Specialty Training Standard proficiency code key).

Initial Skills Training – A formal school course that results in an AFSC 3-skill level award for enlisted members.

JAG Unified Automated Reporting System (JAGUARS) – A Web platform for submitting reports not handled by AMJAMS or AFCIMS.

Judiciary Docket System (JDS) – A calendar maintained by the user and utilized by the schedulers to review the availability of military judges, court reporters, special victims counsel, circuit trial counsel, circuit defense counsel, and other parties to a hearing in determining the best available date to hold a hearing or general availability of parties in scheduling other hearing related matters such as transcription assistance and travel.

Law Office Management Course (LOMC) – This course provides instruction in various areas of legal office management, communication skills, and information on recent developments in the areas of military justice, civil law, claims, budgeting, and manpower that impact the management of the base legal office functions. The Air Force Career Field Manager, or appropriate component representative selects members to attend. Enlisted paralegals in the ranks of staff sergeant through master sergeant and who currently serve or have been selected to serve as the Legal Office Superintendent/NCOIC, Legal Office are eligible to attend.

Major Command (MAJCOM) – A major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF.

Master Task List (MTL) – A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AF Job Qualification Standard and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or unit type code requirements.

Master Training Plan (MTP) – Employs a strategy for ensuring the completion of all work center job requirements by using a Master Task List and provides milestones for task, CDC completion, and prioritizes deployment/unit type code, home station training tasks, upgrade, and qualification tasks.

Non-Prior Service (NPS) – Students who have completed Basic Military Training and are in their initial technical training course for award of an AFSC.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job Training (OJT) – Hands-on, "over-the-shoulder" training or evaluation conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Paralegal Apprentice Course (PAC) – An in-residence initial skills course designed to provide students with the foundational skills necessary to perform duties as a paralegal apprentice in a wing

legal office. Training includes instruction on legal research and writing, ethics, general law, operational and international law, military justice and claims.

Paralegal Advanced Developmental Education (PADE) – This course provides instruction in paralegal education and training, and advanced legal program management to prepare future senior enlisted leaders.

Paralegal Craftsman Course (PCC) – An in-residence advanced skills course designed to provide an in-depth review of statutes and instructions applicable to the operation of a legal office. Paralegal Journeymen receive advanced and specialized instruction on legal research and writing, estate planning/will drafting, ethics, military justice, general law, operations and international law, and supervision and training. Students are required to possess a 5-skill level, be in the rank of staff sergeant (or a staff sergeant select) or higher and have completed the minimum time in upgrade training.

Proficiency Training – Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. Paralegals with a 7-skill level will participate in one hour of proficiency/qualification training each month. This training ensures continued expertise in traditional paralegal core duties and keeps personnel aware of concepts and requirements changes within the career field. Training topics are at the discretion of the supervisor but the primary training focus should be to maintain proficiency/qualification training in traditional wing level paralegal duties. Only the Career Field Manager may waive proficiency training.

Quadrennial Training Tour – All Air Reserve Component paralegals must complete a two consecutive week quadrennial tour at an installation-level RegAF legal office, once every four years.

Qualification Training (QT) – Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Reserve Forces Paralegal Course (RFPC) – A professional continuing education (PCE) course designed for TJAGCR paralegals. All AFR and ANG paralegals must attend every four years.

Resource Constraints – Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

ROSTER – A web-based application that facilitates the management of AFJAGC personnel, including ARC personnel. ROSTER is used to control access to FLITE and multiple legal information technology systems. It is also used to access information on AFJAGC personnel, management of course nominations, and many other functions.

Seasoning Training Program (STP) – An Air Reserve Component program which allows recent 3-skill level formal school graduates to voluntarily remain on Active Duty for Training (ADT) orders for a set period of time at installation-level RegAF offices until they have been trained via OJT.

Senior Paralegal Manager to The Judge Advocate General – Serves as the senior enlisted advisor to The Judge Advocate General and to senior staff regarding the quality of life, morale, and welfare of enlisted AFJAGC personnel. Responsible for establishing policy and training requirements for all

Enlisted paralegals. Ensures paralegal professional development and training programs meet American Bar Association and Community College of the Air Force requirements.

Specialty Training – The total training process used to qualify Airmen in their assigned specialty.

Specialty Training Requirements Team (STRT) – A forum used in conjunction with the Utilization and Training Workshop to determine education and training requirements by bringing together the expertise to establish the most effective mix of formal and on-the-job training for the AFS skill level.

Specialty Training Standard (STS) – An AF publication (located at Part II of this document) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or know on the job. Also identifies the training provided to achieve a 3, 5 or 7 skill level within an enlisted AFS. It further serves as a contract between AFJAGS and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and in correspondence courses.

Special Victims Counsel (SVC) – Provides advice to help develop victim's understanding of the investigatory and military justice process and provides advocacy to help protect the rights afforded to victims in the military justice system. It also empowers victims by removing barriers to their full participation in the military justice process.

Standard – An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

The Judge Advocate General (TJAG) – The senior uniformed Air Force attorney responsible for furnishing legal advice, opinions and assistance on a wide variety of subjects to the Secretary of the Air Force and all offices and agencies of the Department of the Air Force. Oversees the provision of legal services by Air Force judge advocates, civilian attorneys, enlisted paralegals and additional civilian employees. Acts as the sourcing and adjudication authority for the deployment of judge advocates and paralegals.

Air Force Judge Advocate General's School (AFJAGS) – Provides the highest-quality education and training to judge advocates, paralegals and civilian legal professionals to meet Air Force and Department of Defense requirements. This is the primary location for all AFJAGC training.

Total Force – All collective AF components (active, reserve, guard and civilian elements) of the US Air Force.

Total Force Integration (TFI) – Provides efficient and effective combat capability with the resources assigned to the Total Force. The components and MAJCOMs rely upon associated organizational constructs. Associations provide surge and rotational capacity of combat power, enhanced training, and more efficient operations. Components will associate to improve productivity, increase or retain mission capabilities, and/or to achieve synergy in the use of Total Force equipment, manpower and infrastructure.

Total Force Training Record (TFTR) – A cloud-based Software as a Service (SaaS) technology capability that will enable real-time training tracking management that automates the processes of identifying, assigning, monitoring, documenting, and reporting of upgrade training tasks outlined in

the CFETP. This web-browser-accessed environment will manage Airmen's education and training from inception through training lifecycle until departure from the Air Force and provides a single reporting capability with key management information about upgrade training, core tasks completion and status, OJT training status and analytical capabilities to track upgrade progression.

Trainer – A trained and qualified person who teaches personnel to perform specific tasks through on-the-job training methods. A trained and qualified member is defined as a member who is recommended by their supervisor, qualified to perform the task being trained, and has completed the Air Force Training Course (AFTC).

Training Business Area (TBA) – A Net-Centric, Global Combat Support Systems Air Force (GCSS-AF) Integration Framework (IF) Web-Based application providing Air Force Warfighters with global, real-time visibility into technical qualifications, certifications and training status.

Training Capability – The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Unit Type Code (UTC) – A five character alphanumeric designator uniquely identifying a deployable Air Force capability.

Upgrade Training (UGT) – Mandatory training which leads to the attainment (award) of a higher level of proficiency (skill level).

Utilization and Training Workshop (U&TW) – A forum used to determine education and training requirements, by bringing together the expertise to establish the most effective mix of formal and on-the-job training for the AFS skill level. The primary participants include the AFCFM, Training Program Manager (TPM), MFMs, ARC FMs, and AFS Subject Matter Experts (SMEs). Other participants may include representatives from AFCDA for CDCs, Air Force Occupational Analysis for Occupational Survey Report (OSR), Air Force Personnel Center (AFPC) Education & Training and Classification Branch, Air Force Community College of the Air Force (CCAF) and the CDC Writer.

Victim Witness Assistance Program (VWAP) – Provides guidance for the treatment of victims and witnesses of offenses under the Uniform Code of Military Justice (UCMJ), and victims and witnesses of offenses under the jurisdiction of local, state, other federal, or foreign authorities during those stages of the criminal justice process conducted primarily by Air Force.

Web-based Administrative Separation Program (WASP) – Web-based administrative discharge program for use in the field. WASP assists legal offices from the installation level to Air Force headquarters level in managing and processing administrative discharge actions to include the status of such actions. WASP produces standardized monthly reports available electronically worldwide.

Web-based Armed Forces Claims Information Management System (WebAFCIMS) – Assists legal offices from the installation level to Air Force headquarters level in managing the processing and resolution of claims for and against the Air Force. AFCIMS automates form generation, funds tracking, suspense dates and provides web-based queries and standard reports.

Web-based Legal Information Online System (WebLIONS) – A web-based program designed to track legal assistance information and generate the Annual Report of Legal Assistance.

Web-based Magistrate Court System (WebMAG) – Assists judge advocate offices at the installation level with managing cases arising under the Magistrates Court program.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MFMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training.

Type of Training	Definition
Initial Skills	Specialty specific training an individual receives at AFJAGS upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level.
Upgrade	Mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill level.
Qualification	Actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. Designed to provide the performance skills and knowledge required to do the job.
Advanced	Formal specialty training used for selected airmen
Proficiency	Additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade

The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors to identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. The plan is used by MAJCOM Functional Managers and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AFJAGS training personnel develop or revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP.

They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MAJCOM Functional Managers ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training and contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual completes the mandatory training requirements specified in this plan. The list of courses in Part II is used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority and initiates an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AFJAGS training personnel identify and coordinate the career field training requirements. Using the list of courses in Part II, they ensure the elimination of duplicate training.

Section B – Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Manage and perform substantive and procedural legal work as authorized by law, which work, in the absence of the paralegal, would be performed by an attorney, in compliance with *American Bar Association (ABA) Model Rules of Professional Conduct*, Air Force Instruction 51-110, *Professional Responsibility Program* and Air Force Instruction 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions and Professional Development*. Paralegals provide legal services for commanders, service members and other eligible beneficiaries as authorized by congress and policy; conduct legal research, analysis, and writing; perform leadership and technical functions in the military justice, civil law, operational and international law domains to include review of legal memoranda or other legal instruments; assist attorneys with trial, defense and/or victim advocacy as directed; prepare, review, and maintain legal documents, including but not limited to powers of attorney, wills and notaries; communicate professionally with all personnel to include government agencies or officials and senior leaders. Related DoD Occupational Subgroup: 151200.

NOTE: Paralegals may not provide legal services directly to the public except as permitted by law.

4.2. Duties and Responsibilities.

4.2.1. Plan, organize, and direct legal services personnel in the areas of military justice, civil law, operational and international law, and office management; establish standards and evaluate completed actions to determine accuracy, content, and compliance with governing directives, instructions, and statutes; prepare written communications, process correspondence and maintain suspense files; compile, input, update, retrieve, and interpret statistical data; prepare and present statistical reports on legal activities in various forums; create graphic presentations; conduct legal research by reviewing and analyzing available precedents; prepare legal reviews and memoranda and make final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney; maintain, stage, and dispose of official records; perform self-inspections and correct deficiencies; develop and maintain

legal assistance materials and resources for clients; prepare for and participate in Inspector General and Article 6, UCMJ inspections; maintain confidentiality, protect personally identifiable and classified material in accordance with applicable guidance.

4.2.2. Military Justice. Under the supervision of an attorney, provide administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters, to include other administrative actions according to applicable laws and instructions, the *Manual for Courts-martial (MCM)* and other guidance whether part of the government, defense or victim teams; examine preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assist commanders and first sergeants with determining appropriate forum for disciplinary actions; perform legal research and draft charges and specifications for courts-martial and Article 15 actions; prepare, process, and secure all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action; assist attorneys with investigating leads, conducting witness/victim interviews, to include witness/victim care and travel, reviewing case status, and developing case strategy; examine all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; review and assemble transcripts of legal proceedings; use the Automated Military Justice Analysis and Management System (AMJAMS) and detailed checklists to accurately capture case details, monitor case progress, analyze military justice programs and prepare status of discipline presentations for commanders; process administrative separation actions in accordance with applicable laws, instructions and other guidance; perform legal research and prepare legal reviews for decision making authorities; use the Web-based Administrative Separation Program (WASP) to track and provide reports on the administrative separations of enlisted Air Force members.

4.2.3. Civil Law. Under the supervision of an attorney, provide legal support in ethics, standards of conduct, environmental, labor and employment, claims, contract law and other areas under the civil law domain; perform research and draft legal reviews and briefs as needed; process line of duty determinations, report of survey investigations and off-duty employment requests; interview clients and determine eligibility for legal assistance; consult clients to obtain facts, background information, and data to determine conflict and/or appropriate assistance or referral to other agencies; prepare documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; function as notary public under federal law (Title 10 USC); use the Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website to manage legal assistance appointments, prepare documents and generate reports; receive, examine, adjudicate, process, and settle claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments; evaluate basic claims and related documents to ensure compliance with time limits, jurisdiction and liability; consult with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage; conduct claims investigations and interview witnesses to make preliminary determination of liability and extent of damages; settle claims within settlement authority or make recommendations on settlement; prepare claims to forward to appropriate activity or echelon; use the Web-based Armed Forces Claims Information Management System (WebAFCIMS) for claims adjudication and program management.

4.2.4. Operational and International Law. Under the supervision of an attorney, assist commanders to ensure AF personnel are familiar with their Law of War obligations and are able to fulfill current training requirements with the DoD Law of War Program in accordance with governing directives and statutes; monitor the reporting, investigation, and processing of any record of alleged law of war violation involving Air Force personnel; ensure the timely review, processing, and filing of legal reviews involving weapons and weapon systems; assist the Air Force Foreign Claims Division and

the Air Force Legal Operations Agency's Aviation Branch when required with coordinating Status of Forces Agreement requirements with the Department of State and other Federal agencies for foreign claims processing or investigation personnel involved with an aircraft or ground safety investigation outside the United States; track criminal incidents occurring outside the United States involving US personnel (including service members, dependents, US civilians, and contractors) arrested, tried or imprisoned by another nation's criminal system; track criminal actions within the United States in State or Federal courts, involving foreign military members stationed within the United States; assist in the production of evidence or witnesses before the court and ensure pertinent information involving the alleged criminal charges is updated in the Foreign Criminal Jurisdiction database for higher headquarters visibility; track requests to negotiate, conclude and process all international agreements that fall under their organization; ensure all proposed international agreements are properly coordinated with appropriate agencies and reported in a timely manner as required by Federal law; serve as emergency preparedness coordinator for legal personnel participating in the AF Crisis Action Team and Continuity of Government programs; review NATO and other Allied publications, Air Force and Joint Doctrine documents for legal sufficiency; assemble, coordinate and provide information at the appropriate level to assist the Judge Advocate General's Article 6, UCMJ inspection program.

4.2.5. Manage resources.

4.2.5.1. Personnel. Identify requirements, develop position descriptions and assign workload; professionally develop, train and mentor junior officers, enlisted and civilian personnel; monitor performance feedback and reporting; manage attached reserve component requirements and training; manage quarterly, annual, functional, and other award and recognition programs.

4.2.5.2. Fiscal. Assess program priorities and fiscal support capabilities; identify resource requirements, ascertain appropriate funding sources, submit, review and coordinate budget execution, implement adjustments and conduct follow-up; allocate resources and administer fiscal internal controls.

4.2.5.3. Facilities. Assess and process requests for facility maintenance, modification and new construction to meet requirements; develop and coordinate self-help projects; schedule and evaluate facility usage and maintenance.

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Skill Level. Initial skills training in this specialty consists of the tasks and knowledge provided in the 3-skill level resident course (M5ABO5J031 0P3B - Paralegal Apprentice Course) and results in the award of AFSC 5J031. Task and knowledge training requirements are identified in the STS at Part II, Sections A and B.

5.2. Journeyman (5) Skill Level. Upgrade to the 5-skill level in this specialty consists of:

5.2.1. Task and knowledge training provided in CDC 5J051 to include a passing score on the end of course exam;

5.2.2. Completion of core tasks identified with a single asterisk “*” in Attachment 2, Column 2A of Part II of the CFETP;

5.2.3. Completion of a minimum of 12 months time-in-training (9 months for retrainees);

5.2.4. Supervisor recommendation and unit commander approval.

5.3. Craftsman (7) Skill Level. Upgrade training to the 7-skill level in this specialty consists of:

5.3.1. Selection for promotion to SSgt;

5.3.2. Completion of core tasks identified with a single asterisk “*” in Attachment 2, Columns 2A and 2B of Part II of the CFETP;

5.3.3. Successful completion of the Paralegal Craftsman Course (Course No. M5ACO5J071 0P7X) at AFJAGS, Maxwell AFB, AL;

5.3.4. Completion of a minimum of 12 months time-in-training (6 months for retrainees);

5.3.5. Supervisor recommendation and unit commander approval.

NOTE: Members who have not yet attained the required grade (SSgt/SSgt select) for official entry into 7-skill level upgrade training do not need to stall training efforts. Members may be trained and signed on 7-level core tasks prior to official entry.

5.4. Superintendent (9) Skill Level. Must hold the rank of senior master sergeant (SMSgt), meet mandatory requirements listed in specialty description in AFECD and have supervisor’s and commander’s recommendation.

6. Training Decisions. A number of tasks were realigned from 7-level to 5-level tasks. These adjustments represent a change to reflect the expectations that many tasks previously identified as “7-level” tasks, and trained at the Paralegal Craftsman Course, are actually being performed by 5-level paralegals in the field. This is especially true in the military justice area of practice. Training decisions were made during the May 2019 Utilization and Training Workshop/Specialty Training Requirements Team meeting.

6.1. Initial Skills. The initial skills M5ABO5J031 0P3X Paralegal Apprentice Course was revised by AFJAGS to provide training needed to prepare graduates for paralegal apprentice related positions.

6.2. 5-Level Upgrade Requirements. The CFETP was revised to balance training requirements by focusing on foundational paralegal skills in order to standardize 5-level skill-sets in all areas of practice.

6.3. 7-Level Upgrade Requirements. The M5ACO5J071 0P7X Paralegal Craftsman Course will be revised to provide education and training skills, in addition to the required core tasks identified in the STS.

6.4. Training quality requirements resulting from this May 2019 STRT/U&TW, as an exception may result in upgrade training going beyond 24 months in some cases.

6.5. Air Force Reserve Annual Survey of the Law (ASL). TAGCR paralegals must attend the ASL every two years, starting two years after their accession to TJAGCR, or two years after their first attendance at the Reserve Forces Paralegal Course, whichever occurs sooner.

7. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions. However, it is the only 2-year institution exclusively serving military enlisted personnel and is the largest multi-campus community college in the world. The college is regionally accredited through Air University by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Applied Science (AAS) degree designed for specific Air Force occupational specialties. Upon completion of Basic Military Training and assignment to an Air Force occupational specialty, all enlisted personnel are registered in a CCAF AAS degree program and are afforded the opportunity to obtain the degree. In order to be awarded a degree, requirements must be successfully completed before the student separates, retires, or is commissioned as an officer. See the CCAF website for details regarding degree programs at <https://www.airuniversity.af.edu/Barnes/CCAF/>.

7.1. CCAF Degree Requirements. Prior to completing an associate degree, the 5-skill level must be awarded, and the following requirements must be met:

	Semester Hours (SH)	
Technical Education* (<i>see para 7.1.1.1</i>)		24
Leadership, Management & Military Studies (LMMS)		6
Physical Education		4
General Education		18
<i>Oral Communication</i>	3	
<i>Written Communication</i>	3	
<i>Mathematics</i>	3	
<i>Social Science</i>	3	
<i>Humanities</i>	3	
<i>General Education Elective</i>	3	
Program Elective		12
TOTAL		64

*Legal Ethics must be completed as part of degree program; it may be applied in technical core or humanities area or general education elective area.

7.1.1. Technical Education (24 Semester Hours): This requirement is satisfied primarily by CCAF academic credit awarded for completion of career field-specific formal technical training delivered at a CCAF school. A minimum of 9 semester hours of CCAF institutional credit must be applied in the degree major/academic discipline (Technical Core). The remaining semester hours are applied from remaining Technical Core or Technical Elective course credit. Due to specialized accreditation compliance, some degree programs have mandatory academic requirements that must be completed to graduate.

7.1.1.1. The Community College of the Air Force Paralegal degree program is an American Bar Association (ABA) approved program. The Judge Advocate General's school conducts the *legal specialty* courses portion of the degree program through the Paralegal Apprentice Course and

Paralegal Craftsman Course. The following courses have been offered with indicated CCAF credits awarded (based on course completion date):

Legal Specialty Course	Credit Hours
<u>January 2020 - Present</u>	
Paralegal Apprentice Course (2.0)	
Intro to Legal and Professional Communication	2
General Law & Estate Planning	4
Legal Research and Writing	3
Claims Administration	2
Quality Force Management	5
Pre-Trial Administration	7
Post-Sentencing Procedures	2
Ethics and Professional Responsibility	3
<u>January 2017 – December 2019</u>	
Paralegal Apprentice Course	
Introduction to Civil Law	2
Legal Claims & Tort Investigation	1
Nonjudicial Punishment	3
Pre- & Post-Trial Administration	4
Legal Research and Writing I	2
Paralegal Ethics I	2
Paralegal Craftsman Course	
Advanced Civil Law and Claims	2
Operations and International Law	1
Legal Research and Writing II	3

Advanced Military Justice	4
Estate Planning	1
Paralegal Ethics II	1
<u>March 2012 – December 2016</u>	
Paralegal Apprentice Course	
Introduction to Civil Law	2
Legal Claims & Tort Investigations	1
Nonjudicial Punishment	2
Pre- and Post-Trial Administration	4
Legal Research and Writing I	3
Paralegal Ethics I	2
<u>Paralegal Craftsman Course</u>	
Advanced Civil Law	1
Advanced Claims Administration	1
Operations and International Law	1
Legal Research and Writing II	3
Military Justice	4
Estate Planning	1
Paralegal Ethics II	1
<u>October 2009 – March 2012</u>	
Paralegal Apprentice Course	
Introduction to Civil Law	2
Legal Claims & Tort Investigation	1
Nonjudicial Punishment	2
Pre- and Post-Trial Administration	4
Introduction to Legal Research	1

Paralegal Craftsman Course	
Advanced Civil Law	2
Advanced Claims Administration	1
International Law	2
Legal Research and Writing	3
Military Justice	4
Law Office Supervision and Training	1

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): This requirement is satisfied primarily by CCAF academic credit awarded for completion of Enlisted Professional Military Education (EPME). However, this requirement may be satisfied by applying applicable civilian course credit accepted in-transfer, and/or by testing credit. The preferred method of satisfying the requirement is completion of EPME.

7.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by CCAF academic credit awarded for completion of Basic Military Training.

7.1.4. General Education (18 Semester Hours): This requirement is satisfied by applying course credit accepted in-transfer or by testing credit. Applicable courses must meet specific criteria for application of credit toward the general education requirements specified in the *CCAF General Catalog*.

7.1.5. Program Elective (12 Semester Hours): This requirement is satisfied by applying remaining Technical Education, Leadership, Management and Military Studies, or General Education course credit. A maximum of nine semester hours of CCAF degree-applicable Technical Education credit otherwise not applicable to the program of enrollment may be applied.

7.1.6. Institutional Credit Requirement (16 Semester Hours): This requirement is commonly known as “residency credit”. Per SACSCOC accreditation standards, at least 25% of the credit hours required for an undergraduate degree must be earned through **instruction** offered by the institution awarding the degree. To graduate in a CCAF AAS degree:

7.1.6.1. The student must have at least 16 semester hours of CCAF institutional credit earned from formal specialty-related technical training, EPME and/or any courses offered under the Air University umbrella (i.e. AFCLC) applied.

7.1.6.2. The student must have at least 9 semester hours of CCAF institutional credit applied toward the degree major/academic discipline (Technical Core). This requirement is satisfied by CCAF institutional credit earned from completed formal specialty-related technical training. Students must have completed formal specialty-related technical training (initial skills, follow-on, and/or advanced) for which CCAF institutional credit is awarded and applied.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may be awarded academic credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps Airmen to be better prepared for transition to civilian life. Visit <https://www.airuniversity.af.edu/Barnes/CCAF/> for additional information. In addition to its associate degree program, CCAF offers the following certificate programs and resources:

7.2.1. CCAF Instructor Certificate (CIC) Program. CCAF offers this three-tiered certificate program for qualified CCAF faculty teaching at a CCAF off-campus instructional site (affiliated school) who have demonstrated a high level of professional accomplishment. This is a professional credential that recognizes the CCAF faculty member's extensive faculty development training, education and qualification required to teach a CCAF collegiate course, and formally acknowledges the faculty member's practical teaching experience.

7.2.2. CCAF Instructional Systems Development (ISD) Certificate Program. CCAF offers this certificate program for qualified curriculum developers and managers who are assigned at a CCAF off-campus instructional site (affiliated school) to develop and manage CCAF collegiate courses. This is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage a CCAF collegiate course. It also recognizes the individual's qualifications and experience in planning, developing, implementing and managing instructional systems.

7.2.3. Air Force Credentialing Opportunities On-Line (AF COOL) Program. This program supports recruitment, retention, readiness, and transition. It provides Airmen a vehicle for pursuing civilian industry credentials (certifications, licensures, and registries) related to their Air Force occupational specialty and expands their career-related technical expertise and professionalism. It also prepares Airmen for entry into civilian jobs upon separation or retirement. The program provides Airmen the capability to research industry credentials and apply for program-funded opportunities. Program information and guidance is available at <https://afvec.us.af.mil/afvec/Public/COOL/>

7.3. Additional off-duty education is a personal choice encouraged for all. Airmen desiring to become a CCAF faculty member at any CCAF off-campus instructional site should be actively pursuing at least an associate degree. Academically qualified faculty is necessary to maintain SACSCOC accreditation and specialized accreditation.

7.4. Professional Affiliations and Fraternal Organizations. The Air Force recognizes the importance and supports associations with professional organizations and membership in fraternal organizations as a vital tool in your continuing education and professional development. Such affiliations and membership offer opportunities for tangible benefits in the areas of leadership, networking, team-building, communication, community service, and most of all, career enhancement. Paralegals may become members of organizations such as, National Federation of Paralegal Associations, National Association of Legal Assistants, American Bar Association and others as applicable.

8. Paralegal Professional Development (RegAF only)

8.1. Enlisted Development Team (EDT). EDTs ensure senior leaders become familiar with the people assigned to their functional communities and make assessments of their qualifications for future opportunities. They ensure those with required qualifications are vectored for appropriate

opportunities and help CFMs provide their Airmen with meaningful and actionable feedback. EDTs also provide a whole person look using education, training, and experience prior to vectoring and help identify a slate of the most qualified airmen (vs. most TOS eligible) for assignment consideration.

8.2. Purpose. To identify 5J0X1 Senior Master Sergeants and Senior Master Sergeant selects with the experience, training and education to fill Key Leadership Positions (KLPs) and to identify 5J0X1 Master Sergeants and Master Sergeant selects with the experience, education, and training to fill KLPs and Key Developmental Positions (KDPs) within the Judge Advocate General's Corps.

8.3. Key Developmental Position (KDP). KDPs are used to complement leadership qualifications. These positions are utilized to provide experience necessary for key leadership positions that may not be gained through the normal assignment system. KDPs are positions of responsibility that require SNCOs with demonstrated leadership experience, technical skills, and professional military and civilian education commensurate with their rank. Participants vectored to KDPs are ready to lead airmen, mentor officers, supervise civilians, manage projects, and maintain readiness to ensure mission success. KDPs require SNCOs to lead larger legal activities at the installation level and serve in other specialized positions above the installation level.

8.4. Key Leadership Position (KLP). KLPs are unique positions with distinguishing responsibilities and education, training, experience, and performance requirements that cannot be realized through normal progression planning. KLPs are positions of increased responsibility that require mission-tested SNCOs with a breadth of leadership experience, advanced technical skills, and professional military and civilian education commensurate with their rank. Participants vectored to KLPs are ready to immediately lead a multitude of Airmen, mentor officers, supervise civilians, manage complex projects, and maintain the highest level of readiness to ensure mission success. KLPs require well-rounded SNCOs to lead large legal activities at the installation level or serve in specialized positions to support critical legal operations above the installation level.

9. Enlisted Career Path

9.1. The chart below is provided only as an overview of a typical career path. Refer to AFI 36-2651, AFI 36-2502 and other applicable AFIs for current requirements.

Level Focus	Rank Average Sew-On Earliest Sew-On Leadership Roles HYT	Education and Training Requirements	Occupational Competencies	Applicable 5J Assignments and Experience
Strategic Leadership & Management - SNCOs gain breadth of experience, leadership and managerial perspective through support service and	CMSgt 21.5 Years 14 Years Manager Chief 30 Years	Upgrade to Chief Enlisted Manager - Must be a CMSgt select - Attend CMSgt Leadership Course	- Strategic understanding of JAGC's role in AF Mission - Understand JAGC's role in DOD/Joint Mission	- Extensive experience in core duty/tasks (<i>depth</i>) and diverse JAGC functions (<i>breadth</i>) - Work JAGC functional reviews (<i>U & TW, Strategic Teams, EDT, etc.</i>)

joint efforts. SNCOs can build breadth with successful completion of developmental special duty assignments (PME, First Sergeant, Career Assistance Advisor) outside primary AFSC. SNCOs may be assigned key duties as AFCFM, MFM, NAF Paralegal Manager, or Law Office Superintendent				
	SMSgt 19.2 Years 11 Years Superintendent Manager 26 Years	Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt - Complete USAF SNCOA in residence - Resident graduation is a prerequisite for CMSgt sew-on (<i>AD only</i>)	- Lead, Guide & Oversee processes - Guide large teams - Improve operations and procedures - Strengthen relationships with all mission partners	- Lead large legal offices - Manage JAGC functions - Manage NAF, MAJCOM, AFLOA Directorate, etc. - Be proficient in joint ops (<i>SEJPME II, etc.</i>) - Perform JAI (TJAG) or MAJCOM level inspections
	MSgt 16 Years 8 Years Superintendent Manager 24 Years	- Law Office Manager's Course (<i>LOMC</i>) - Select MSgts attend SNCOA in residence - Complete SNCOA by correspondence, eligible to enroll upon selection for promotion to MSgt	- Lead teams - Build Synergy and team cohesion - Correct fundamental Issues - Become joint proficient (<i>SEPME, etc.</i>) - Build relationships with other agencies	- Perform as LOS (<i>gain 2 plus years' experience</i>) In addition, consider: - Perform as Manager in AFLOA, NAF, MAJCOM - Large Unit/Wing-wide POC - 5J Specialized Positions (<i>Joint, HQ, etc.</i>) - Deploy/short tour - Lead wing, unit,

				local events - Seek additional experience and leadership at either depth (<i>base legal experience</i>) or breadth (<i>diverse positions – AFLOA, MAJCOM, HAF, etc.</i>) - Prepare wing legal office for inspection
Level Focus	Rank Average Sew-On Earliest Sew-On Leadership Roles HYT	Education and Training Requirements	Occupational Competencies	Applicable 5J Assignments and Experience
Operational Build Breadth & Depth NCOs become skilled technicians and mature leaders. NCOs can build breadth with joint & developmental special duty assignments (PME, Recruiter, etc.) outside primary AFSC. NCOs will build depth as NCOICs.	TSgt 12.5 Years 5 Years Section Flight Chief 22 Years	Noncommissioned Officer Academy - Must be a TSgt, MSgt, or MSgt select - Resident graduation is a prerequisite for MSgt sew-on (<i>Active Duty only</i>) TSgts with 2 years' time-in-grade will complete NCOA in residence - Paralegal Advanced Developmental Education (<i>PADE</i>) - Local PME	- Paralegal core task expert - Paralegal specific Subject Matter Expert - Supervisor - Lead initiatives, projects, and shape training	- NCOIC - Participate in JAG-wide events & products (<i>write articles, review items circulated for update, volunteer for process improvement teams</i>) - Volunteer for DP/SVP duty or teach at JAG School, if not performed already - Deploy, perform short tour

	SSgt 7.5 Years 3 Years Supervisor NCOIC 20 Years	Upgrade to Craftsman (7-skill level) - Minimum rank of SSgt - Minimum 12 months UGT (6 months for retrainee) - Recommended by supervisor - Complete core tasks in CFETP - Complete PCC Note: Trainer (Must meet trainer eligibility requirements per AFI 36-2651, Chap 6)	- Be a technically proficient paralegal in all core tasks - Build Supervisory Skills - Lead sections in base legal - Become technical expert at base legal office functions - Be ready to fill 5J specialty needs - Train junior Airmen (PCS & experience second assignment - base legal or special duty position)	- NCOIC in base legal office plus one assignment as: - Defense Paralegal - Special Victims Paralegal - Other specialized paralegal position (i.e. AFJAGS instructor, Office of Military Commissions, etc.) - Excel in second assignment - Lead community and unit events or wing level sub-committees
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Level Focus	Rank Average Sew-On Earliest Sew-On Leadership Roles HYT	Education and Training Requirements	Occupational Competencies	Applicable 5J Assignments and Experience
Tactical Develop Competency Airmen concentrate on learning their primary skill, hands-on OJT is required for upgrade to 5-skill level	SrA 3 Years 28 Months Supervisor 10 Years	Airman Leadership School (ALS) - Must be a SrA with 48 months TIS or a SSgt select - Resident graduation required for SSgt sew-on (<i>Active Duty only</i>)	- Become technically proficient in core tasks/duties - PCS & experience a second base legal office	- Section Paralegal of second section (<i>build at least a year of experience in both Military Justice/Adverse Actions AND Civil Law. Two years each is ideal</i>) - Be ready to deploy - Consider diverse paralegal positions (<i>DP, SVP, etc.</i>) - Participate in unit activities, professional organizations, and community activities (<i>start to lead Airman activities like Junior Enlisted Counsel, Dorm Counsel, etc.</i>)
	A1C 10 months ---- ----	Upgrade to Journeyman (5-skill level) - Complete Career Development Course - Complete core tasks in CFETP - Minimum 12 months UGT (<i>9 months for retrainees</i>) - Recommended by supervisor	- Perform core tasks/duties - Work on 5-level tasks	- Section Paralegal in base legal office - Participate in unit activities, professional organizations, and community activities
	Amn 6 months ---- ----	Apprentice Technical School (3-skill level) - Complete PAC - Complete Career Development Course	- Observe & participate in execution of core tasks/duties - Train in AF readiness tasks	- Section Paralegal in legal office - Integrate into military life



UNITED STATES AIR FORCE ENLISTED FORCE DEVELOPMENT

produce innovative Airmen prepared to accomplish the Air Force mission & lead in a rapidly evolving global environment while attempting to meet both personal & professional needs. (AFPD 36-26)

Senior Noncommissioned Officer

Leads an AF unit & coordinates across base and higher headquarters. Must internalize values of profession. Needs advanced analytical, problem solving, interpersonal, leadership, management & communication skills. (AFI 36-2618)

Noncommissioned Officer

Leads a duty section. Must promote values of profession. Must identify & correct problems. Needs intermediate interpersonal, leadership & communication skills. (AFI 36-2618)

Junior Enlisted Airman

Leads small groups. Must support values of profession. Must identify & correct problems. Needs basic interpersonal, leadership & communication skills. (AFI 36-2618)

Force Development Terms

Continuum of Learning: Career-long process of individual development which connects education & training opportunities to assignment & deployment experiences. (AFPD 36-26)

Institutional Competencies: Leadership, management & warrior ethos qualities required by all Airmen; a common language and set of priorities. (AFPD 36-26)

Occupational Competencies: Technical/functional skills, knowledge, abilities, behaviors & other characteristics needed for successful mission execution. (AFPD 36-26)



Strategic Vision Level

- LEADING THE INSTITUTION (AFDD 1-1)
 - Shape Air Force Strategy & Direction
 - Command Organizational & Mission Success through Enterprise Integration & Resource Stewardship
 - Embrace Change & Transformation
 - Drive Execution
 - Attract, Retain & Develop Talent

Operational Competency Level

- LEADING PEOPLE/TEAMS (AFDD 1-1)
 - Drive Performance through Shared Vision, Values, & Accountability
 - Influence through Win/Win Solutions
 - Mentor & Coach for Growth and Success
 - Promote Collaboration & Teamwork
 - Partner to Maximize Results

Tactical Expertise Level

- PERSONAL LEADERSHIP (AFDD 1-1)
 - Exercise Sound Judgment
 - Adapt and Perform Under Pressure
 - Inspire Trust, Lead Courageously
 - Assess Self
 - Foster Effective Communication

Force Development Guidance

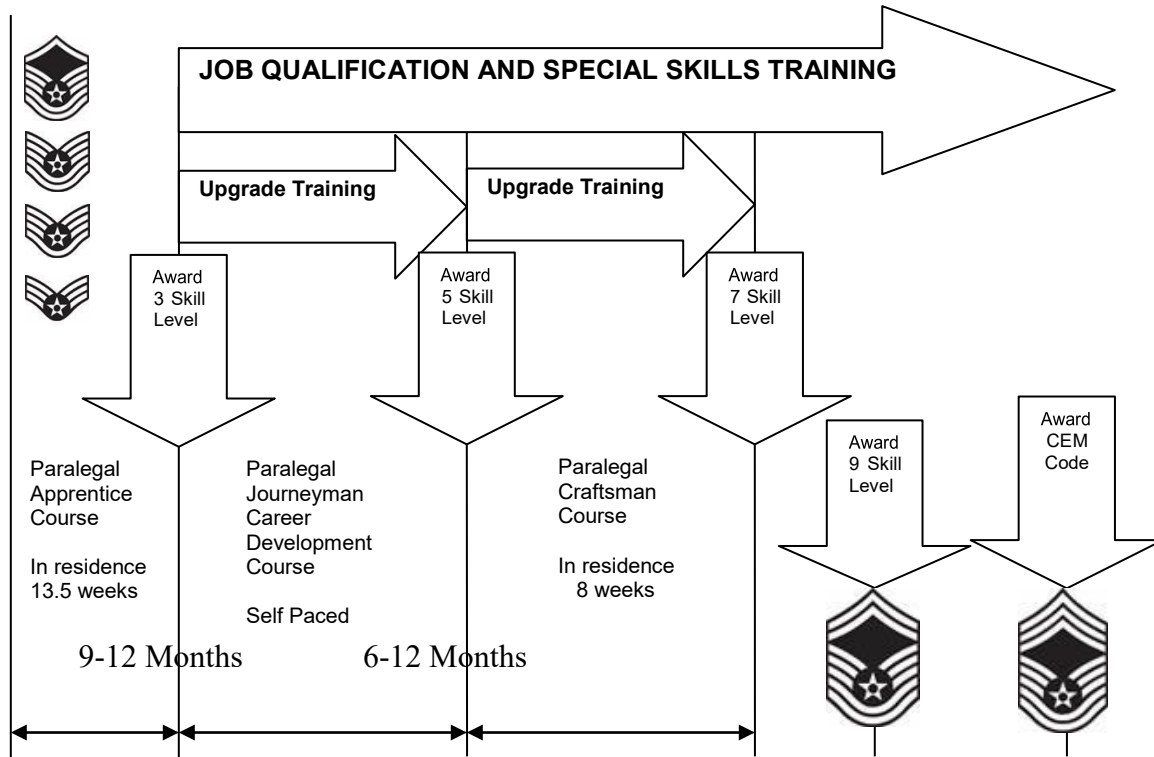


Force Development Goals

Meet Joint and COCOM Needs	Produce Capabilities to Accomplish Mission	Deliberately Develop Airmen	Maximize Return on Investment	Forecast Force Development Requirements	Provide Tools to Navigate Career	Ensure Members Understand Their Value
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Reference: (AFPD 36-26)

9.2. Paralegal Training Cycle. Paralegal career field training cycle is different from most other AFSCs due to being a primarily lateral career field. In addition to retraining personnel from different year groups, recruiting and retraining within different grades compound the challenge of charting a by-year/by-grade progression in this specialty. The chart below is provided only as an overview of a typical training cycle with consideration for career field uniqueness.



Note: Member must complete a minimum of 12 months UGT for Journeyman (9 months for retrainees)

Member must complete a minimum of 12 months UGT for Craftsman (6 months for retrainees)

Members have a maximum of 24 months to complete Journeyman UGT and 24 months to complete Craftsman UGT (ANG only have 36 months).

9.3. Occupational Badges. The following guidance outlines requirements for, and heraldic significance of, the Paralegal occupational badges. For additional information, see *AFI 36-2903, Dress and Personal Appearance of Air Force Personnel*.



Basic – Worn upon completion of initial skills technical school



Senior – Worn after award of 7-skill level



Master – Worn as a master sergeant or above with 5 years in specialty from award of 7-skill level

Heraldic Significance

The paralegal badge was approved in 1994. The insignia consists of the scales of justice with quills and was taken from the Air Force judge advocate badge. The scales of justice represent the military legal system, through which the Air Force maintains good order and discipline. Regardless of a paralegal's place of duty, the scales represent the commitment of the paralegal to the goal of justice in all adverse actions. The scales also highlight the common critical link between the paralegal and the judge advocate. The quill has long symbolized the scribe or tools by which the written word is produced. The quills are crossed and rest under the base of the scales of justice to symbolize the essential support of the Air Force legal system given by our paralegal force. The wreath encompassing the badge represents excellence. The wreath surrounds all the other symbols to show that excellence is the standard of performance for paralegals.

Section C - Skill Level Training Requirements

10. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B, of this CFETP.

11. Specialty Qualification.

11.1. Apprentice Level Training.

Specialty Qualification	
Knowledge	Mandatory: Knowledge of keyboard and computer operation; UCMJ, MCM, and applicable Air Force Instructions and other governing directives. English grammar and composition; math; functional organization of a military legal office; interview techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research, writing, and utilization of legal publications and reference files; civil law matters to include claims processing; Air Force organization and administration; and office management.
Education	Mandatory: For entry into this specialty, completion of high school is required. Confirmed graduation from an Associate or higher program as documented in the Military Personnel Data System will suffice in lieu of high school diploma or GED. Completion of college level courses in English comprehension, math, and human resources is desirable. Familiarization with computer programs such as Microsoft Word, Excel and PowerPoint is recommended.
Training	Mandatory: Successful completion of the Paralegal Apprentice Course
Experience	N/A

Other	The following are mandatory as indicated: <u>For entry into this AFSC:</u> - Pre-accession. Must submit memorandum signed by the nearest Active Duty Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office noting the recruit has been interviewed and is acceptable for entry, approved by the Career Field Manager. - Post-accession. Certification by the AETC Paralegal Functional Manager that the individual has been interviewed at Basic Military Training and is acceptable for entry. - Active Duty retraining only: Must complete 10 duty-day observation period with the wing legal office and have a memorandum/recommendation signed by the Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office summarizing assessment activities forwarded to the MAJCOM Paralegal Functional Manager. Note: MAJCOM Paralegal Functional Managers may waive the 10 duty-day observation period for cause (in writing). - Certification by the Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office that the individual has been interviewed and is acceptable for entry and recommended for acceptance by the MAJCOM Paralegal Functional Manager or CFM (in certain circumstances). - See AFECDD attachment 4 for additional entry requirements. - No non-judicial punishment under the provisions of Article 15, UCMJ in the previous 6 years. <u>For entry, award and retention of this AFSC:</u> - Ability to communicate effectively orally and in writing. - Ability to keyboard at a minimum rate of 25 words per minute. - Ability to speak clearly and distinctly. - No significant record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the paralegal duty function, or risk to the mission. - No record of substance abuse, domestic violence, or child abuse. - No convictions by courts-martial. - No convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, <i>Enlisted Accessions</i>. - No non-judicial punishment or administrative action (Letter of Reprimand Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse or unprofessional or inappropriate relationship as defined in AFI 36-2909, <i>Professional and Unprofessional Relationships</i>. - No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of integrity, for violating ethical standards and/or professional responsibilities as defined in AFI 51-110, <i>Professional Responsibility Program</i> and Air Force Instruction 51-101, <i>The Air Force Judge Advocate General's Corps Operations, Accessions and Professional Development</i>.
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	- Must maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i>. - Specialty may require routine access to Secret material or similar environment (a current National Agency Check, Local Agency Checks and Credit [NACLIC] according to DoDMAN5200.02_AFMAN16-1405, <i>Air Force Personnel Security Program</i> - Note: Award of the 3-skill level without a completed NACLIC is authorized provided an interim Secret security clearance has been granted according to DoDMAN5200.02_AFMAN 16-1405, <i>Air Force Personnel Security Program</i>. <u>Air Reserve Forces Only</u> - Must complete the Paralegal Reserve Orientation Course (ROC) within 18 months of accession. - Must attend the Annual Survey of the Law (ASL) every two years, starting two years after their accession to TJAGCR, or two years after their first attendance at the Reserve Forces Paralegal Course, whichever occurs sooner. - Must attend Reserve Forces Paralegal Course (RFPC) once every four years.
Training Sources and Resources	Completion of Paralegal Apprenticeship Course (M5ABO5J031 0P3X) satisfies the knowledge and training requirements above for award of the 3-skill level.
Implementation	Successful completion of the Paralegal Apprenticeship Course results in award of the 3-skill level.

11.2. Journeyman Level Training. Entry into 5-skill level upgrade training is initiated when an individual is awarded the 3-skill level. Enrollment in the 5J051 CDC is mandatory.

Specialty Qualification	Qualification in and possession of AFSC 5J031
Knowledge	Knowledge requirements are the same regardless of skill level.
Education	Education requirements are the same regardless of skill level.
Training	Mandatory: Career Development Course 5J051, Paralegal Journeyman Core tasks in Attachment 2, Column 2A in the STS (Part II, Section B of CFETP)
Experience	Qualification in and possession of AFSC 5J051. General office management, supervision and training, operational and international law, civil law to include processing claims filed for and against the United States government, executing and managing paralegal duties such as processing military justice actions with accuracy and efficiency.
Other	Other requirements are the same regardless of skill level.
Training Sources and Resources	N/A

Implementation	Upgrade to the 5-skill level in this specialty consists of: - Task and knowledge training provided in CDC 5J051 to include a passing score on the end of course exam; - Completion of core tasks identified with a single asterisk “*” in Attachment 2, column 2A of Part II of the CFETP; - Completion of a minimum of 12 months time-in-training (9 months for retrainees); - Supervisor recommendation and unit commander approval.
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11.3. Craftsman Level Training. Entry into official 7-skill level training is initiated when an individual possesses the 5-skill level and is a SSgt or SSgt Selectee.

NOTE: Members who have not yet attained the required grade (SSgt/SSgt select) for official entry into 7-skill level upgrade training do not need to stall training efforts. Members may be trained and signed on 7-level core tasks prior to official entry.

Specialty Qualification	Qualification in and possession of AFSC 5J051.
Knowledge	Knowledge requirements are the same regardless of skill level.
Education	Education requirements are the same regardless of skill level.
Training	Completion of course M5ACO5J071 0P7X, Paralegal Craftsman is mandatory.
Experience	Qualification in and possession of AFSC 5J051. General office management, supervision and training, operational and international law, civil law to include processing claims filed for and against the United States government, executing and managing paralegal duties such as processing military justice actions with accuracy and efficiency.
Other	Other requirements are the same regardless of skill level.
Training Sources and Resources	Completion of course M3ACO5J071 0P7X, Paralegal Craftsman. Upgrade and qualification training are provided by qualified trainers
Implementation	Upgrade training to the 7-skill level in this specialty consists of: - Selection for promotion to SSgt; - Completion of core tasks identified with a single asterisk “*” in Attachment 2, Columns 2A and 2B of Part II of the CFETP; - Successful completion of the Paralegal Craftsman Course (Course No. M5ACO5J071 0P7X) at AFJAGS, Maxwell AFB, AL; - Completion of a minimum of 12 months time-in-training (6 months for retrainees); - Supervisor recommendation and unit commander approval.

11.4. Superintendent Level Training. The 9-skill may be awarded when a member possesses the 7-skill level, holds the rank SMSgt, is recommended by the supervisor and approved by the unit commander.

Specialty Qualification	Qualification in and possession of AFSC 5J071
Knowledge	Knowledge requirements are the same regardless of skill level.
Education	Education requirements are the same regardless of skill level.
Training	Completion of the Paralegal Advanced Developmental Education (PADE) Course and Law Office Management Course (LOMC) is recommended.
Experience	Qualification in and possession of AFSC 5J071. Multi-office management and oversight of paralegals in duties such as operational and international law, civil law to include processing claims filed for and against the United States government, and processing cases in military justice with accuracy and efficiency.
Other	Other requirements are the same regardless of skill level.
Training Sources and Resources	N/A
Implementation	The 9-skill level is awarded upon assuming the grade of SMSgt, recommendation by the supervisor and approved by the unit commander.

Section D - Resource Constraints

12. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

13. Apprentice 3-Skill Level Training.

13.1. Constraints. The Judge Advocate General's School may be unable to teach STS performance tasks unless student computers are upgraded/replaced on a normal IT life-cycle schedule.

13.1.2. Impact. Students require computers and internet access to complete a substantial portion of the Paralegal Apprentice Course. Purchasing and maintaining student computers should be a high priority as degradation of service very likely will result in training deficiencies. Computer replacement must be an integral part of the AFJAGS financial planning and budgeting process. In addition, students must be able to access several TJAGC computer programs to satisfy course objectives. Software updates/upgrades with the potential to impact student access must be identified and coordinated between AFLOA/JAS and AFJAGS well in advance of the scheduled down-time to eliminate or minimize disruptions to class schedules

13.1.3. Resources Required. Purchase new computers and provide responsive student computer support as needed to meet mission requirements.

13.1.4. Action Required. Computer replacement in classrooms at the AFJAGS should be prioritized above that of faculty members, and should be programmed into AFJAGS budget submissions. This will help ensure that students have what they need to complete training requirements identified in Part II of this CFETP.

13.1.5. OPR/Target Completion Date. AFJAGS & JAS.

14. Journeyman, 5-Skill Level Training.

14.1. Constraints. n/a

15. Craftsman, 7-Skill Level Training.

15.1. Constraints. Consistent with Paralegal Apprentice Course

15.1.1. Impact. Consistent with Paralegal Apprentice Course

15.1.2. Resources Required. Consistent with Paralegal Apprentice Course

15.1.3. Action Required. Consistent with Paralegal Apprentice Course

15.1.4. OPR/Target Completion Date. AFJAGS & JAS.

Section E - Transitional Training Guide

There are currently no transitional training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AFJAGS for the three-skill level Paralegal Apprentice Course effective with class 2020001 M5ABO5J031 0P3X, scheduled to begin on 13 January 2020 and graduating on 2 April 2020.

2. Purpose. As prescribed in AFI 36-2651, this STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill levels. Column 2 (Core Tasks) identified by an asterisk "*" are specialty-wide training requirements.

NOTE: Tasks are functionally grouped by subject and/or job position to aid task selection and reduce duplication. Supervisors may select tasks from any attachment to accurately define a job. The Paralegal Career Field Manager has mandated use of electronic training records (currently the Training Business Area {TBA}) to document training for 5J0X1 personnel. However, the Air Force will be implementing the Total Force Training Record (TFTR) as a standardized training documentation program. The Paralegal AFSC will transfer to TFTR once implemented. Requests for waiver to this requirement must be submitted to AF/JAX (Attn: 5J0X1 Career Field Manager).

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. ***Use automated training management systems to document technician qualifications, if available.*** Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Trainer Initials, Trainee Initials).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

2.4. Qualitative Requirements (Attachment 1) contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Use to document task completion when placed in AF Form 623, Individual Training Record Folder and used according to AFI 36-2651, Chapter 6.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the Studies and Analysis Squadron by Senior Noncommissioned Officers with extensive practical experience in the career field. The test samples knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. WAPS is not applicable to the Air Reserve Component.

2.7. Documentation. When utilizing a paper record, identify duty position requirements by circling the subparagraph number next to the task statement. Do not circle core tasks not related to the current duty position. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.7.1. When utilizing a paper record, only the last 4 digits of the SSN are required on the identification page.

2.7.2. Transcribing CFETP documentation. Transcribing CFETP documentation to a new CFETP is an administrative function and not a re-evaluation of training. Upon publication of a new CFETP, use the procedures annotated in the user manual of an automated program. Use the following procedures to transcribe in a hard copy AF Form 623. Use the new CFETP to identify current training requirements and transcribe qualifications from the previous CFETP. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). Annotate the AF Form 623a, (for example, —I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP; signed, dated, supervisor and trainee). After necessary actions are completed, post this sheet in the back of the CFETP.

2.7.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing or deleting the old entries.

2.7.4. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.8. This CFETP will be used during the initial evaluation of all newly assigned personnel.

3. Third Party Certification. Core tasks identified in this CFETP do not require third-party certification.

4. Recommendations. Report unsatisfactory performance of individual course graduates to AFJAGS, 150 Chennault Circle, Maxwell AFB, AL 36112-6418. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JEFFREY A. ROCKWELL
Lieutenant General, USAF
The Judge Advocate General

2 Attachments

1. Qualitative Requirements
2. Specialty Training Standard

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
1. CAREER LADDER PROGRESSION									
1.1 Career Field Education and Training Plan (CFETP)	*						B	B	-
1.2 Progression in Paralegal Career Ladder	*						B	-	-
1.3 Paralegal Duties	*						B	-	-
1.4 TJAG Corps									
1.4.1 Structure and Responsibilities	*						A	B	-
1.4.2 Air Reserve Component (ARC) Structure							-	-	-
1.4.2.1 Individual Mobilization Augmentee (IMA)/Cat B							A	B	-
1.4.2.2 Traditional Unit Reservist (TR)/Category A							A	B	-
1.4.2.3 Air National Guard (ANG)							A	B	-
1.4.3 Paralegal History	*						A	A	-
1.4.4 Paralegal Awards and Recognition	*						A	A	-
2. LAW OFFICE ADMINISTRATION									
2.1 Law Library Management							-	-	-
2.1.1 Requirement							-	B	-
2.1.2 Inventory/Validation							-	B	-
2.1.3 Certificate of Transfer							-	B	-
2.1.4 Publications							-	B	-
2.1.5 Obsolete Publications							-	B	-
2.1.6 Excess Publications							-	B	-
2.1.7 NetRams Library Module							A	B	-
2.2 Interpersonal Communications Etiquette									
2.2.1 Prepare Email							2b	-	-
2.2.2 Conduct In-person Communications							2b	-	-
2.2.3 Conduct Telephonic Communications							2b	-	-
2.2.4 Conduct Social Media Communications							2b	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
2.3 Utilize JAGC IT									
2.3.1 TJAGC Home Page	*						2b	-	3c
2.3.2 TJAGC Online News Service (ONS)							A	-	-
2.3.3 Roster	*						2b	b	-
2.3.4 TJAGC Unified Automated Reporting System (JAGUARS)							-	A	-
2.3.5 Course Nomination System (CNS)		*					-	-	-
2.3.6 Learning Management Systems (e.g. CAMPUS)	*						b	-	-
2.3.7 Video Teleconferencing (VTC)							-	-	-
2.3.8 Web Conferencing							-	-	-
2.3.9 Judiciary Docket System (JDS)							-	-	-
2.3.10 Court Reporter Management SharePoint							-	-	-
2.4 Prepare Correspondence (Official/Personal Memoranda)	*						2b	-	-
2.5 Electronic Publications & Forms							A	-	-
2.6 Records Management									
2.6.1 Familiarization	*						B	B	-
2.6.2 Disposition	*						B	B	-
2.6.3 Storage	*						B	B	-
2.7 Conduct Legal Briefings	*						1a	-	2b
2.8 Suspense Programs	*						-	-	-
3. LEGAL ASSISTANCE AND PREVENTIVE LAW									
3.1 Air Force Legal Assistance Program									
3.1.1 Overview							B	B	-
3.1.2 Determine Eligibility	*						b	b	-
3.1.3 Determine Scope	*						b	b	-
3.1.4 Recommend Referral Agencies	*						b	b	-
3.1.5 Utilize Legal Assistance Website (LAWS)	*						b	b	b

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
3.2 Web-Based Legal Information Online System (WeBLIONS)									
3.2.1 Input Client Data	*						2b	b	-
3.2.2 Identify Conflicts of Interest	*						2b	b	-
3.2.3 Prepare Powers of Attorney	*						2b	b	-
3.2.4 Retrieve Reports	*						b	b	
3.3 Estate Planning									
3.3.1 Terminology	*						A	B	C
3.3.2 Navigate the Wills Program	*						2b	-	-
3.3.3 Prepare Basic Wills	*						2b	b	-
3.3.4 Prepare Health Care Documents	*						2b	b	-
3.3.5 Will Execution Procedures	*						B	B	B
3.3.6 Purpose							B	-	-
3.4 Notary Public									
3.4.1 Determine Notarization Types	*						b	b	-
3.4.2 Perform Notarial Acts	*						2b	b	-
3.4.3 Maintain Notary Log	*						2b	b	-
3.4.4 Other Legal Documents	*						A	B	-
3.5 Tax Assistance Program									
3.5.1 Overview							-	A	-
3.5.2 Annual Tax Report							-	A	-
3.6 Preventive Law Program									
3.6.1 Purpose	*						A	B	-
3.6.2 Management							A	B	-
4. LAW OFFICE AND PERSONNEL ADMINISTRATION									
4.1 Supervision									
4.1.1 Plan/Prioritize Work Assignment							-	b	b

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
4.1.2 Assign/Delegate Duties to Personnel							-	b	c
4.1.3 Orient New Personnel		*					-	b	c
4.1.4 Vicarious Trauma Familiarization							B	B	B
4.2 Total Force Integration/ARC Paralegals									
4.2.1 ARC Tours							-	-	-
4.2.1.1 Military Personnel Appropriation (MPA) Days		*					-	B	-
4.2.1.2 Quadrennial Tour/Home Station Support		*					-	-	B
4.2.1.3 Annual Tour		*					-	B	-
4.2.1.4 Inactive Duty Training (IDT) Paid and Points Only		*					-	B	-
4.2.1.5 Seasoning Training Program		*					-	B	-
4.2.1.6 Unit Training Assembly Participation System (UTAPS)		*					-	B	-
4.2.1.7 Air Reserve Component Statistical Reporting System (ARCStaRS)		*					-	B	-
4.2.1.8 Utilize ARC Personnel							-	-	-
4.3 Civilian Personnel Management									
4.3.1 Draft Position Description							-	-	-
4.3.2 Hiring Actions							-	-	-
4.3.3 Performance Plan							-	-	-
4.3.4 Time and Attendance							-	-	-
4.3.5 Awards and Decorations							-	-	-
4.3.6 Civilian Personnel Office (CPO) Relationships							-	-	-
4.3.7 Discipline							-	-	-
4.4 Self-Assessments									
4.4.1 Conduct	*						a	b	-
4.4.2 Review		*					-	b	3c
4.5 Enlisted Data Sheet		*					-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
4.6 Training									
4.6.1 Determine Need for Training							-	-	3c
4.6.2 Process Job Qualification Standards (AF Fm 797)							-	b	3c
4.6.3 Conduct Training	*						-	b	c
4.6.4 Evaluate Training Program		*					-	-	3c
4.6.5 Counsel Trainees on OJT Progress							-	-	c
4.6.6 Recommend Personnel for Upgrade							-	-	c
4.6.7 Maintain Training Records		*					-	-	3c
4.6.8 Master Task List									
4.6.8.1 Master Task List Familiarization	*						-	B	B
4.6.8.2 Prepare Master Task List		*					-	-	-
4.6.9 Master Training Plan									
4.6.9.1 Master Training Plan Familiarization	*						-	B	B
4.6.9.2 Prepare Master Training Plan		*					-	-	3c
4.6.10 Utilization and Training Workshop (U&TW)									
4.6.10.1 Familiarization							A	A	B
4.6.10.2 Responsibilities							A	A	B
4.6.10.3 Occupational Survey							A	A	B
4.7 Law Office Management									
4.7.1 Manpower									
4.7.1.1 Manpower Standard							-	-	-
4.7.1.2 Unit Manpower Document (UMD)							-	-	-
4.7.1.3 Unit Personnel Management Roster (UPMR)							-	-	-
4.7.1.4 Security Access Requirement Management							-	-	-
4.7.2 Personnel Programs									
4.7.2.1 Retraining Process							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
4.7.2.2 Recognition (Total Force)							-	-	-
4.7.2.3 AEF Reporting Tool							-	-	-
4.7.3 Budget							-	-	-
4.7.4 Facilities							-	-	-
4.7.5 Equipment and Supplies							-	-	-
4.7.6 Continuity of Operations Plan (COOP)							-	-	-
4.7.7 Conflict Resolution/Problem Solving							-	-	-
4.7.8 Develop Leadership Triad Professional Relationships							-	-	-
4.7.9 Judge Advocate Officer Development							-	-	-
4.7.10 Article 6, Uniform Code of Military Justice (UCMJ)									
4.7.10.1 TJAG Article 6 Inspections							A	A	A
4.7.10.2 AF/JAI Article 6 Inspections							A	A	B
5. PROFESSIONAL RESPONSIBILITIES									
5.1 Attorney-Client Privilege	*						A	B	C
5.2 Unauthorized Practice of Law (UPL)	*						A	B	C
5.3 Confidentiality	*						A	B	C
5.4 Professional Responsibilities Violations/Misconduct Reporting Process	*						A	B	C
5.5 Competence and Diligence	*						A	B	C
5.6 Conflicts of Interest	*						A	B	C
5.7 Professional Responsibilities Certification							-	-	-
6. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)									
6.1 Health Insurance Portability and Accountability Act (HIPAA)	*						A	B	B
7. LEGAL RESEARCH									
7.1 Primary Sources	*						A	B	B
7.2 Secondary Sources	*						A	B	B

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
7.3 Finding Tools	*						A	B	B
7.4 Perform Manual Research	*						2b	b	3c
7.5 Perform Computerized Research	*						2b	b	3c
8. LEGAL WRITING									
8.1 Draft Legal Documents	*						a	b	c
8.2 Issues, Rules, Analysis, and Conclusion (IRAC) Method of Writing	*						A	-	C
9. JURISDICTION DETERMINATIONS (Military Justice, Claims, AIB, CDI, etc.)									
9.1 Concurrent Jurisdiction	*						A	B	-
9.2 Exclusive Jurisdiction	*						A	B	-
9.3 Proprietary Jurisdiction	*						A	B	-
9.4 Reciprocal Jurisdiction							A	B	-
9.5 Foreign Jurisdiction							A	B	-
9.6 ANG and Reserve Personnel Jurisdiction	*						A	B	B
10. DISCOVERY MANAGEMENT (Military Justice, Claims, AIB, CDI, etc.)									
10.1 Verify Sufficiency of Evidence	*						2b	b	-
10.2 Investigative Techniques	*						-	B	-
10.3 Evidence Management									
10.3.1 Collect	*						b	b	-
10.3.2 Preserve	*						b	b	-
10.3.3 Dispose	*						b	b	-
10.3.4 Redaction	*						-	B	-
10.3.5 Photographic Evidence	*						A	A	A
10.3.6 Prepare Discovery Requests	*						a	b	3c
10.3.7 Respond to Discovery Requests	*						a	b	3c
10.3.8 Depositions							A	B	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
10.3.9 Draft Stipulation of Fact	*						a	b	2b
10.3.10 Draft Stipulation of Expected Testimony	*						a	b	2b
11. INVESTIGATIONS (Military Justice, Claims, AIB, CDI, etc.)									
11.1 Interview Witnesses	*						a	b	c
11.2 Prepare Witness Statements	*						a	b	c
11.3 Obtain Reports from Other Agencies	*						a	b	c
11.4 Activate Special Victims' Investigation and Prosecution Capabilities (SVIP)	*						a	b	c
12. MILITARY JUSTICE									
12.1 Status of Discipline Briefings									
12.1.1 Required Content		*					A	B	B
12.1.2 Prepare		*					a	b	c
12.2 Determine Appropriate Military Rules of Evidence (MRE)	*						a	b	c
12.3 Determine Search and Seizure Procedures		*					a	b	c
12.4 Determine Apprehension Procedures		*					a	b	c
12.5 Article 31 U.C.M.J. Rights/Confessions	*						A	B	C
12.6 Determine Command Authority (G-Series Orders)	*						a	b	c
12.7 Determine Appropriate Punitive Article(s)	*						2b	b	3c
12.8 Draft Proof Analysis	*						a	b	3c
12.9 Evidence Strategy	*						A	B	-
12.10 Conduct Article 137 Briefing	*						-	c	-
13. VICTIM AND WITNESS ASSISTANCE									
13.1 Determine Victim Classification	*						a	b	b
13.2 Provide Special Victims Counsel (SVC) Information/Evidence IAW Privacy Act	*						a	b	b
13.3 Identify Victims Rights under Article 6b	*						a	b	b
13.4 Obtain Sex Assault Victim Preference on Jurisdiction	*						a	b	b

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
13.5 Notify Eligible Victims of SVC Services	*						a	b	b
13.6 Process Exception to Policy Request for SVC Services	*						a	b	b
13.7 Provide Required Victim Notifications	*						a	b	b
13.8 Victim Witness Assistance Program (VWAP)									
13.8.1 Purpose	*						A	A	B
13.8.2 Roles/Responsibilities	*						A	A	B
13.8.3 Identify Forms to Provide to Victim(s)/Witnesses							a	b	b
13.8.4 Victim Transitional Compensation							-	B	B
13.8.5 Prepare Annual Report							-	b	b
13.8.6 Assist Victim with Expedited Transfer Request							a	b	b
14. NONJUDICIAL PUNISHMENT									
14.1 Provide Guidance on Procedures	*						b	b	-
14.2 Prepare Specifications	*						2b	b	-
14.3 Prepare Punishment	*						2b	b	-
14.4 Process Appeal Action	*						2b	b	-
14.5 Prepare AF Form 3070	*						2b	b	-
14.6 Review AF Form 3070 for Accuracy	*						-	b	3c
14.7 Prepare Supplementary Actions									
14.7.1 Remission	*						2b	b	-
14.7.2 Mitigation	*						2b	b	-
14.7.3 Set Aside	*						2b	b	-
14.7.4 Suspension	*						2b	b	-
14.7.5 Vacation	*						2b	b	-
14.8 Review Supplementary Actions for Accuracy	*						-	b	3c
14.9 Process Completed Actions									
14.9.1 Transmittal Log (AF Form 1373)	*						b	b	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
14.9.2 Submit Required Actions to SFS, AFOSI, AF Indexing Cell IAW Gun Control Act	*						b	b	-
15. TYPES OF COURT PROCEEDINGS									
15.1 Summary Court-Martial (SCM)	*						A	B	-
15.2 Special Court-Martial (SPCM)	*						A	B	-
15.3 Special Court-Martial by Military Judge Alone (SPCM by MJ Alone)	*						A	B	-
15.4 General Court-Martial (GCM)	*						A	B	-
15.5 Other (Rehearings, DuBay, Contempt, Gov't Appeals, In Camera)		*					-	B	B
16. PRE-TRIAL PROCEDURES									
16.1 Preliminary Inquiry into Reported Offenses							A	B	-
16.2 Create Working Case Folder	*						2b	-	2b
16.3 Complete Administrative Hold Procedures	*						2b	b	-
16.4 Draft Specifications	*						2b	b	3c
16.5 Determine Pretrial Restraint Procedure	*						b	b	-
16.6 Request Pre-Referral Investigative Subpoenas from the Military Judge or GCMCA							a	b	-
16.7 Draft Documents for Requests Under the <i>Stored Communications Act</i>							a	b	-
16.8 Prepare Package for Initial Disposition of Sexual Assault Allegation		*					-	a	2b
16.9 Process Package for Initial Disposition of Sexual Assault Allegations							-	a	b
16.10 Prepare Preferral of Charges	*						2b	b	3c
16.11 Complete Case Docketing Procedures	*						a	a	-
16.12 Article 32 Preliminary Hearing									
16.12.1 Procedures							B	B	C
16.12.2 Draft Preliminary Hearing Officer (PHO) Appointment Letter	*						b	-	-
16.12.3 Distribute PHO Report to Accused							b	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
16.12.4 Victim and Government's Supplementary Submissions to the Accused							B	B	-
16.13 Pretrial Advice									
16.13.1 Procedures							B	B	-
16.13.2 Draft		*					b	b	2b
16.14 Court-Martial Member Selection									
16.14.1 Procedures	*						B	B	-
16.14.2 Process Member Replacements/ Excusals	*						b	b	-
16.15 Prepare Referral of Charges	*						2b	b	3c
16.16 Complete Post-Referral Indexing Requirements IAW Gun Control Act							b	b	-
16.17 Prepare Court-Martial Convening Order	*						2b	b	3c
16.18 Process Request for Discharge in Lieu of Trial by Court-Martial (Chapter 4)		*					a	b	b
16.19 Process Officer Resignation for The Good of the Service (RILO) Request		*					a	b	b
16.20 Process Pretrial Agreements (Pre-MJA 16)		*					a	b	-
16.21 Process Plea Agreements (Post-MJA 16)		*					a	b	b
16.22 Notify Trial Participants							b	b	-
16.23 Brief Bailiff on Responsibilities							a	b	-
16.24 Assemble Trial Folders	*						-	b	-
16.25 Prepare Exhibits	*						a	b	-
16.26 Witness Production									
16.26.1 Determine Status	*						a	b	c
16.26.2 Determine Funding Authority	*						a	b	c
16.26.3 Process Subpoena	*						a	b	c
16.26.4 Draft Expert Witness request		*					a	b	b
16.26.5 Coordinate Travel Arrangements							a	b	c
16.26.6 Process Verbal Orders of the Commanding Officer (VOCO)							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
16.26.7 Utilize Witness Funding Management System (JAGUARS)							a	b	-
16.26.8 Utilize Defense Travel System (DTS)							2b/X	b	-
16.26.9 Process Expert/Witness Fees		*					a	b	-
16.26.10 Draft Immunity Request		*					a	b	3c
16.27 Prepare Findings Worksheet							b	-	b
16.28 Prepare Sentencing Worksheet							b	-	b
16.29 Draft Motions		*					-	b	3c
16.30 Prepare Courtroom							b	b	-
17. TRIAL PROCEDURES									
17.1 Article 39(a) Sessions	*						A	B	-
17.2 Voir Dire	*						A	B	-
17.3 CARE Inquiry (Guilty Plea Inquiry)	*						A	B	-
17.4 Arraignment	*						A	B	-
17.5 Motions	*						A	B	-
17.6 Findings	*						A	B	-
17.7 Sentencing	*						A	B	-
18. POST-TRIAL PROCEDURES									
18.1 Prepare Confinement Order (DD Form 2707)	*						2b	b	-
18.2 Prepare Deferment of Confinement (Article 57(d))							a	b	2b
18.3 Prepare Victim/Witness Certification and Election Concerning Inmate Status (DD Form 2704)	*						2b	b	-
18.4 Prepare Request for Appellate Defense Counsel (AF Form 304)	*						2b	b	-
18.5 Pre MJA16 Post Trial Process (follow when required)									
18.5.1 Draft Report of Result of Trial Memorandum							-	-	-
18.5.2 Draft Staff Judge Advocate Recommendation							-	-	-
18.5.3 Draft Convening Authority Action							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
18.5.4 Draft Addendum							-	-	-
18.5.5 Draft Court Martial Order							-	-	-
18.6 Post MJA 16 Post-Sentencing Process									
18.6.1 Statement of Trial Results									
18.6.1.1 Prepare	*						2b	b	3c
18.6.1.2 Distribute	*						b	b	-
18.6.2 Prepare Submission of Matters Letters (Accused/Victim)	*						a	b	-
18.6.3 Prepare Victim Election for Record of Trial	*						a	b	-
18.6.4 Prepare Deferments of Forfeitures Under Article 57(b)		*					a	b	2b
18.6.5 Prepare Waivers Under Article 58b		*					a	b	2b
18.6.6 Prepare Notification of Adjudged Sentence (14-day letter)	*						2b	b	3c
18.6.7 Prepare Convening Authority Decision on Action		*					2b	b	3c
18.6.8 Entry of Judgment									
18.6.8.1 Prepare	*						2b	b	3c
18.6.8.2 Distribute	*						b	b	-
18.6.9 Prepare Notification of Entry of Judgment (24-Hour Memo)	*						2b	b	3c
19. RECORDS OF TRIAL (ROT)									
19.1 Assemble Record of Trial (Pre-MJA16)							-	-	-
19.2 Post MJA16 Records of Trial									
19.2.1 Assemble	*						2b	b	3c
19.2.2 Assemble Attachments	*						2b	b	3c
19.2.3 Verbatim Transcript							B	B	-
19.2.4 Summarized Transcript							B	B	-
19.3 Prepare Summary Court Martial Record of Trial (DD Form 2329)	*						2b	b	3c
19.4 Other (Rehearing, DuBay, Contempt, Government Appeals, In Camera)							-	B	B
19.5 Verify Certification							a	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
19.6 Certificate of Correction							-	A	-
19.7 Distribute Record of Trial	*						b	b	-
20. PROCESS EXCESS/APPELLATE LEAVE									
20.1 Voluntary		*					-	b	c
20.2 Involuntary		*					-	b	c
21. APPELLATE REVIEW									
21.1 Article 64, UCMJ (GCM SJA)							A	B	B
21.2 Article 65(d), UCMJ (GCM SJA)							A	B	B
21.3 Article 69 UCMJ (TJAG)							A	B	B
21.4 Article 66 UCMJ (Air Force Court of Criminal Appeals (AFCCA))							A	B	B
21.5 Article 67 UCMJ (United States Court of Appeals for the Armed Forces (CAAF))							A	B	B
21.6 Article 67(a) UCMJ (U.S. Supreme Court)							A	B	B
21.7 Appellate Court Decisions							A	B	B
22. PROCESS OTHER POST-TRIAL MATTERS									
22.1 Vacation of Suspension							-	b	-
22.2 Inquiries							-	b	-
22.3 Supplementary Orders							a	b	c
22.4 Return to Duty Program							-	a	-
23. AUTOMATED MILITARY JUSTICE ANALYSIS AND MANAGEMENT SYSTEM (AMJAMS)									
23.1 Investigation Module									
23.1.1 Verify Personal Data	*						2b	-	3c
23.1.2 Input Narrative Description	*						2b	-	3c
23.1.3 Input Investigation Data	*						2b	-	3c
23.1.4 Dispose of Investigation	*						2b	-	3c
23.1.5 Input Special Interest Report (SIR) Data	*						2b	-	3c

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
23.2 Input Article 15 Data									
23.2.1 Specifications	*						2b	-	-
23.2.2 Punishment	*						2b	-	-
23.2.3 Subsequent Actions	*						2b	-	-
23.3 Input Court-Martial Data									
23.3.1 Pretrial	*						2b	-	3c
23.3.2 Trial	*						2b	-	3c
23.3.3 Post-Trial	*						2b	-	3c
23.3.4 Appellate							-	-	-
23.4 Review Inputs for Accuracy		*					-	b	3c
23.5 Utilize AMJAMS Reports	*						2b	b	3c
24 ADVERSE ACTIONS									
24.1 Administrative Separation Actions									
24.1.1 Determine Basis and Characterization		*					a	b	2b
24.1.2 Determine Board Eligibility		*					a	b	2b
24.1.3 Process Notification Discharge		*					a	b	2b
24.1.4 Process Board Proceedings		*					a	b	2b
24.1.5 Prepare Legal Review		*					a	b	2b
24.1.6 Assistant to the Recorder							-	B	-
24.2 Officer Separation Actions									
24.2.1 Determine Basis and Characterization							-	b	b
24.2.2 Process Discharge							-	b	b
24.3 Web Administrative Separation Program (WASP)							-	A	-
24.4 Quality Force Management									
24.4.1 Enlisted Demotions	*						A	B	-
24.4.2 Review Administrative Counseling, Admonitions, and Reprimands	*						2b	b	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
24.4.3 Unfavorable Information File (UIF)	*						A	B	-
24.4.4 Control Roster	*						A	B	-
24.4.5 Drug Demand Reduction Program Inspections							-	A	-
24.4.6 Process Officer Selection Record							-	b	-
24.4.7 Officer Promotion Propriety Actions									
24.4.7.1 Process Not Qualified for Promotion (NQP)							-	b	-
24.4.7.2 Officer Grade Determination (OGD)							-	b	-
25. GENERAL LAW									
25.1 Claims									
25.1.1 Organizational Structure	*						A	B	-
25.1.2 Responsibilities of Claims Personnel	*						A	B	-
25.1.3 Policies	*						A	B	-
25.1.4 Navigate Air Force Claims Service Center (AFCSC) Website							a	-	b
25.1.5 Terminology	*						A	B	-
25.1.6 Claims Kit	*						A	B	B
25.1.7 Disaster Response	*						A	B	C
25.1.8 Major Accident Response	*						A	B	C
25.1.9 Create Potential Claims File	*						a	b	c
25.1.10 Claims Inspections									
25.1.10.1 Conduct	*						b	b	-
25.1.10.2 Prepare Report	*						2b	b	-
25.1.10.3 Request Assistance from other Agencies							b	b	-
25.1.11 Fraudulent Claims							A	B	-
25.1.12 Initial Claims Processing Procedures									
25.1.12.1 Determine Claimant Eligibility	*						b	b	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
25.1.12.2 Determine Appropriate Jurisdiction	*						b	b	-
25.1.12.3 Determine Appropriate Chapter/Acts	*						b	b	-
25.1.12.4 Provide Proper Forms and Instructions	*						b	b	-
25.1.12.5 Annotate Receipt of Claim	*						b	b	-
25.1.12.6 Process to Appropriate Settlement Authority	*						b	b	-
25.1.13 Incident to Service Claims									
25.1.13.1 Process Claims Under The Military Personnel And Civilian Employees' Claims Act (Personnel Claims)									
25.1.13.1.1 Notice of Loss and/or Damage							b	b	-
25.1.13.1.2 Partial Emergency Payments							a	b	-
25.1.14 Tort Claims									
25.1.14.1 Tort Law	*						A	B	C
25.1.14.2 Prepare Case File	*						a	b	-
25.1.14.3 Draft Claims Memorandum	*						2b	b	-
25.1.14.4 Draft Summary Adjudication Memorandum	*						2b	b	-
25.1.14.5 Prepare Settlements	*						a	b	c
25.1.15 Anti-Government Claims									
25.1.15.1 Federal Tort Claims Act (FTCA) Statutory Requirements	*						B	B	C
25.1.15.2 Military Claims Act (MCA)									
25.1.15.2.1 Distinguish Between Tort and Noncombat Activity	*						b	b	b
25.1.15.2.2 Statutory Requirements	*						B	B	C
25.1.15.2.3 Process Appeals							a	b	c
25.1.15.2.4 Process Advance Payments							a	b	-
25.1.15.3 Foreign Claims Act (FCA)							-	B	-
25.1.15.4 Medical Malpractice Claims							-	B	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
25.1.15.5 International Agreement Claims Act							-	B	-
25.1.15.6 Use of Government Property Claims Act							-	B	-
25.1.15.7 National Guard Claims Act							-	B	-
25.1.15.8 Non-Appropriated Funds Claims							-	B	-
25.1.15.9 Admiralty Claims							-	B	-
25.1.15.10 Civil Air Patrol (CAP) Claims							-	B	-
25.1.16 Pro-Government Claims									
25.1.16.1 Torts in Favor of the Government									
25.1.16.1.1 Review Source Documents	*						b	b	c
25.1.16.1.2 Prepare Demand Letter	*						b	b	-
25.1.17 Article 139 UCMJ							A	B	-
25.1.18 Adjudicate Real Estate Claims							-	b	2b
25.1.19 Final Claims Processing Procedures									
25.1.19.1 Prepare Settlement Voucher									
25.1.19.1.1 Public Voucher for Purchases And Services Other than Personal (SF 1034)	*						a	b	-
25.1.19.1.2 Cash Collection Voucher (DD Fm 1131)	*						a	b	-
25.1.19.1.3 Judgment Fund Transmittal, Data and Voucher (FMS Fms 194, 196, and 197)							-	a	-
25.1.19.1.4 Complete Required Notifications	*						a	b	-
25.1.20 Finalize Claims	*						a	b	-
25.1.21 Web-Based Armed Forces Claims Information Management System (WebAFCIMS)									
25.1.21.1 Input									
25.1.21.1.1 Anti/Pro Torts							-	-	-
25.1.21.1.2 MCA/FTCA	*						-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
25.1.21.1.3 G-Claims	*						-	-	-
25.1.21.1.4 Foreign Claims							-	-	-
25.1.21.2 Use Letter Templates							-	-	-
25.1.21.3 Use Utilities Functions							-	-	-
25.1.21.4 Transfer Claims	*						-	-	-
25.1.21.5 Utilize Information Management and Reports Module							-	-	-
25.1.21.6 Utilize Suspense Management Module							-	-	-
25.2 Administrative Inquiries and Investigations									
25.2.1 Process Freedom of Information Act (FOIA) Request		*					a	b	c
25.2.2 Process Privacy Act Request		*					a	b	c
25.2.3 Release of Information for Litigation							-	B	C
25.2.4 Article 138, UCMJ Complaints	*						-	B	C
25.2.5 Congressional and High Level Inquiries							-	B	-
25.2.6 Conscientious Objectors							A	B	B
25.2.7 Civil Liberties (religious accommodation, voting rights, etc.)							-	-	-
25.3 Draft Other Legal Reviews									
25.3.1 Line of Duty Determination (LOD)		*					b	b	3c
25.3.2 Report of Survey (ROS)		*					b	b	3c
25.3.3 Private Organization Charter and By-Laws		*					2b	b	c
25.3.4 Fundraising Requests		*					b	b	c
25.3.5 Offers of Gifts to the Air Force							2b	b	-
25.3.6 Base Supplements and Publications							-	a	-
25.3.7 Barments	*						a	b	-
25.3.8 Driving Revocations							-	-	-
25.3.9 Base Exchange/ Commissary Privilege Revocations							-	-	-
25.3.10 Off-Duty Employment Requests							a	b	c

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
25.3.11 G-Series Orders	*						a	b	c
25.3.12 Unfavorable Information File (UIF) Review		*					b	b	2b
25.4 Accident Investigation Boards (AIB)							-	B	C
25.5 AIB Recorder Duties							-	B	C
25.6 AIB Mishaps (JAGUARS)							-	-	-
25.7 Federal Magistrate Court System									
25.7.1 Web-Based Magistrate Court Program (WebMAG)							-	-	-
25.7.2 Determine Jurisdiction							-	b	-
25.7.3 Draft Information Sheet							-	b	-
25.7.4 Research State and Federal Law							-	b	-
25.7.5 Assemble Court Files							-	b	-
25.7.6 Coordinate Case Docketing							-	b	-
25.8 Host-Tenant Support Agreements							-	A	-
25.9 Memoranda of Agreement/Understanding							-	-	-
25.10 Ethics									
25.10.1 Apply Rules of Joint Ethics Regulation									
25.10.1.1 Gifts		*					a	b	c
25.10.1.2 Travel		*					a	b	c
25.10.1.3 Other		*					a	b	c
25.10.2 Confidential Financial Disclosure Report (OGE 450) and Public Financial Disclosure Report (SF 278)									
25.10.2.1 Conduct Preliminary Review							-	b	-
25.10.2.2 Draft Annual Report							-	b	-
25.10.2.3 Financial Disclosure Management (FDM) System/Integrity							-	-	-
25.10.3 Payments from a Non-Federal Source (31 U.S.C. 1353 1353)									

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
25.10.3.1 Review Requests							-	b	-
25.10.3.2 Draft Semi-Annual Reports							-	b	-
25.10.4 Draft Legal Review on Use of Government Resources							-	b	-
25.10.5 Institutional Ethics	*						A	-	-
25.10.6 Personal Ethics	*						A	-	C
26. INTERNATIONAL AND OPERATIONS LAW									
26.1 General Orders							A	B	C
26.2 Situation Reports							A	B	C
26.3 Prepare After Action Reports (AAR)							a	b	2b
26.4 Contingency Plans		*					A	B	B
26.5 Classified Communication		*					A	B	B
26.6 Sister Services Familiarization							A	B	B
26.7 Joint Publications							-	-	-
26.8 International Law									
26.8.1 Status of Forces Agreements (SOFA)									
26.8.1.1 Coverage							-	A	B
26.8.1.2 Privileges							-	A	B
26.8.1.3 Apply Provisions							-	a	2b
26.8.2 Foreign Criminal Jurisdiction (FCJ) Program									
26.8.2.1 U.S. Procedures for FCJ Cases							-	A	B
26.8.2.2 Reporting Procedures							-	A	B
26.8.2.3 Host Nation Support Procedures							-	A	-
26.8.3 International Agreements									
26.8.3.1 Host Nation Support Agreements							-	A	B
26.8.3.2 Acquisition and Cross-Servicing Agreement							-	-	-
26.8.4 Space Law							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
26.8.5 Air and Sea Law							-	-	-
26.8.6 Article 98, ICC Treaty							-	-	-
26.8.7 Cyber Law							-	-	-
26.9 Operations Law									
26.9.1 Emergency Operations Center (EOC)									
26.9.1.1 Key Personnel		*					A	B	C
26.9.1.2 Disaster Response		*					A	B	C
26.9.1.3 Major Accident Response		*					A	B	C
26.9.1.4 National Defense Area		*					A	B	C
26.9.1.5 Posse Comitatus		*					A	B	C
26.9.2 Joint Doctrine									
26.9.2.1 Joint Operations							-	A	A
26.9.2.2 Joint Legal Support for Military Operations							-	A	B
26.9.2.3 Legal Support Doctrine							A	A	B
26.9.2.4 Joint Force Air Component Commander (JFACC)							-	A	B
26.9.2.5 Commander Air Force Forces (COMAFFOR)							-	A	B
26.9.3 Rules of Engagement (ROE)									
26.9.3.1 Joint Chief of Staff (JCS) Standing ROE							A	B	B
26.9.3.2 Theater Specific ROE							-	-	-
26.9.3.3 Determine Current ROE							a	b	b
26.9.3.4 Supplemental ROE							A	B	B
26.9.4 Hostile Act							A	B	C
26.9.5 Hostile Intent							A	B	C
26.9.6 Air Tasking Order (ATO) Cycle									
26.9.6.1 Strategy							-	-	-
26.9.6.2 Guidance Apportionment and Target							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
26.9.6.3 Master Air Attack Plan (MAAP)							-	-	-
26.9.7 Law of War (LoW)									
26.9.7.1 Provide LoW Training		*					-	-	-
26.9.7.2 Apply LoW Principles									
26.9.7.2.1 Military Necessity		*					a	b	3c
26.9.7.2.2 Humanity		*					a	b	3c
26.9.7.2.3 Proportionality		*					a	b	3c
26.9.7.2.4 Distinction		*					a	b	3c
26.9.7.2.5 Honor (e.g. Protected Symbols)		*					a	b	3c
26.9.7.3 Identify Status of Personnel									
26.9.7.3.1 Combatants		*					a	b	3c
26.9.7.3.2 Noncombatants		*					a	b	3c
26.9.7.3.3 Unlawful Combatants		*					a	b	3c
26.9.7.3.4 Civilian Contractors		*					a	b	3c
26.9.7.4 Report Law of War Violations		*					-	b	3c
26.9.7.5 Enemy Prisoners of War (EPW)									
26.9.7.5.1 Status							-	-	A
26.9.7.5.2 Treatment							-	-	A
26.9.7.6 Detainee Operations									
26.9.7.6.1 Status							-	-	A
26.9.7.6.2 Treatment							-	-	A
26.9.7.6.3 Procedures for Handling Asylum or Temporary Refuge							-	-	-
26.9.8 International Criminal Court (ICC)							-	A	-
26.9.9 International Committee of the Red Cross (ICRC)							-	A	A
26.9.10 Military Commissions							-	A	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
26.9.11 Noncombatant Evacuation Operation (NEO)									
26.9.11.1 Authority to Conduct NEO							-	A	-
26.9.11.2 Status of Evacuees							-	A	-
26.9.11.3 Air Force Responsibilities							-	A	-
26.9.12 Peace Operations and Humanitarian Assistance							-	A	-
26.9.13 Deployment Fiscal Law									
26.9.13.1 General Principles							A	B	C
26.9.13.2 Identify Contracting Issues							a	b	2b
26.9.13.3 Identify Construction issues							a	b	2b
26.9.13.4 Humanitarian Assistance and Disaster Response (HA/DR)							-	-	A
26.9.13.5 Disaster Relief							-	-	A
26.9.14 Force Protection									
26.9.14.1 Commanders' Responsibilities							-	A	B
26.9.14.2 Rules for Use of Force		*					-	A	B
26.9.14.3 Homeland Security		*					-	A	B
27. NUMBERED AIR FORCE (NAF) PARALEGAL FUNCTIONS									
27.1 Manage Subordinate Unit Training Programs							-	-	-
27.2 Perform Liaison Duties							-	-	-
27.3 Conduct Staff Assistance Visits							-	-	-
27.4 Manage GCM Military Justice Activities							-	-	-
27.5 Manage GCM Witness Budget							-	-	-
27.6 Manage Single-Service Claims Responsibility							-	-	-
27.7 Operational Law Matters							-	-	-
27.8 Perform NAF Office Management Functions							-	-	-
28. MAJOR COMMAND (MAJCOM) PARALEGAL FUNCTIONS									

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
28.1 Manage Retraining Program							-	-	-
28.2 Manage Formal/Informal Training							-	-	-
28.3 Conduct Staff Assistance Visits							-	-	-
28.4 Manage Manpower							-	-	-
28.5 Personnel Issues							-	-	-
28.6 Consolidate Reports							-	-	-
28.7 Monitor TJAGC IT Applications							-	-	-
28.8 Coordinate Air Reserve Component Paralegal Issues							-	-	-
28.9 Conduct MAJCOM Workshops							-	-	-
28.10 Perform Deployment FAM Duties							-	-	-
28.11 Monitor Subordinate Unit Budgets							-	-	-
28.12 Augment Inspection Teams							-	-	-
28.13 Manage Accident Investigation Board (AIB) Program							-	-	-
29 AIR RESERVE COMPONENT (ARC) PARALEGAL FUNCTIONS									
29.1 Air Reserve Components Statistical Reporting System (ARC STARS)									
29.1.1 Overview and Familiarization							-	-	-
29.1.2 Input Personal Data							-	-	-
29.1.3 Input Tour Data							-	-	-
29.2 Enlisted Force Development									
29.2.1 Review Reserve Enlisted Development Plan (R-EDP)							-	-	-
29.2.2 Paralegal Enlisted Development Board (PEDB)									
29.2.2.1 Overview and Purpose							-	-	-
29.2.2.2 Understand Process							-	-	-
29.3 Unit Training Assembly Participation System (UTAPS)							-	-	-
29.4 Home Station Support							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
29.5 Quadrennial Tours							-	-	-
29.6 Orders Writing System (AROWS/- R)							-	-	-
30 ENVIRONMENTAL LAW									
30.1 Terminology							-	-	-
30.2 Draft Responses to Compliance Issues							-	-	-
30.3 Track Notice of Violations (NOVs)							-	-	-
30.4 Draft Discovery Responses							-	-	-
30.5 Review Restoration and Decision Documents							-	-	-
30.6 National Environmental Policy Act (NEPA)									
30.6.1 Understand Environmental Analysis							-	-	-
30.6.2 Review AF Form 813, Environmental Impact Analysis Process (EIAP) for Proposed Action							-	-	-
30.6.3 Determine Appropriate Level of Analysis									
30.6.3.1 Categorical Exclusion (CATEX)							-	-	-
30.6.3.2 Environmental Assessment							-	-	-
30.6.3.3 Environmental Impact Statement							-	-	-
30.6.3.4 Draft Legal Review							-	-	-
30.6.4 Environmental Baseline Survey									
30.6.4.1 Review for Compliance							-	-	-
30.6.4.2 Draft Legal Review							-	-	-
30.7 Clean Air Act									
30.7.1 Criteria Air Pollutants							-	-	-
30.7.2 Hazardous Air Pollutants							-	-	-
30.8 Clean Water Act (CWA)							-	-	-
30.9 Safe Drinking Water Act (SDWA)							-	-	-
30.10 Endangered Species Act (ESA)							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
30.11 Hazardous Waste							-	-	-
30.12 Solid Waste							-	-	-
31 LABOR AND EMPLOYMENT LAW									
31.1 Terminology							-	B	B
31.2 Process Case Files							-	b	-
31.3 Review Disciplinary and Adverse Actions							-	-	a
31.4 Draft Discovery Requests and Responses							-	-	b
31.5 Assist with Administrative Hearings (i.e. MSPB, EEOC, Mediation)							-	-	-
31.6 Equal Opportunity (EO) Discrimination Complaints									
31.6.1 Informal Complaint							-	-	-
31.6.2 Formal Complaint							-	-	-
31.6.3 Application of EO Provision							-	-	-
31.6.4 Types of Prohibited Discrimination							-	-	-
31.6.5 Complaint Processing							-	-	-
31.6.6 Offers of Resolution							-	-	-
31.6.7 Negotiated Settlement Agreements							-	-	-
31.6.8 EO Hearing							-	-	-
31.6.9 Administrative Judge's (AJ) Decision							-	-	-
31.6.10 Appeal of AJ's Decision by either party							-	-	-
31.6.11 Appellate Procedures (Office of Federal Operations (OFO) and Fed District Court)							-	-	-
31.7 Merit System Protections Board (MSPB) Program Appeals									
31.7.1 Appealable Adverse Actions							-	-	-
31.7.2 Determine Jurisdiction							-	-	-
31.7.3 Performance-Based Actions							-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
31.7.4 Disciplinary Actions							-	-	-
31.7.5 Application of MSPB Procedures							-	-	-
31.7.6 Processing MSPB Appeal							-	-	-
31.7.7 Acknowledgement Order Requirements							-	-	-
31.7.8 Preliminary Settlement Conference							-	-	-
31.7.9 MSPB Hearing							-	-	-
31.7.10 Administrative Judge's (AJ) Decision							-	-	-
31.7.11 Appeals of AJs Decision by Either Party							-	-	-
31.7.12 Appellate Procedures (Full MSPB Board)							-	-	-
31.8 Federal Labor Relations Authority (FLRA) Practices									
31.8.1 Memorandum of Agreement (MOA)							-	-	-
31.8.2 Labor-Management Relations							-	-	-
31.8.3 Grievance Procedures (Union Members)									
31.8.3.1 Individual Grievance							-	-	-
31.8.3.2 Group Grievance							-	-	-
31.8.3.3 Union Grievance							-	-	-
31.8.3.4 Unfavorable Labor Practices (ULPs)							-	-	-
31.8.4 Administrative Grievance (Non-Union Members)									
31.8.4.1 Informal Grievance							-	-	-
31.8.4.2 Formal Grievance							-	-	-
31.8.4.3 Excludable Matters							-	-	-
31.8.4.4 Final Decision (Installation CC)							-	-	-
32 CONTRACT LAW									
32.1 Terminology							-	A	-
32.2 Legal Reviews							-	A	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
32.3 Process Case Files							-	-	-
32.4 Process Litigation Reports							-	-	-
32.5 Identify Documents							-	-	-
32.6 Assist with Administrative Hearing							-	-	-
32.7 Review Case Files							-	-	-
32.8 Review Awards							-	-	-
32.9 Review Justification & Approvals (J&As)							-	-	-
32.10 Review Blanket Purchase Agreements							-	-	-
32.11 Review Chaplain Service Contracts							-	-	-
32.12 Review Non-Appropriate Fund Instrumentality (NAFI) Contract							-	-	-
32.13 Review Small Business Association Compliance							-	-	-
32.14 Review Terminations							-	-	-
32.15 Procurement Fraud							-	-	-
32.16 Contractor Suspensions/Debarments							-	-	-
32.17 Ratification Actions							-	-	-
33 FISCAL LAW									
33.1 Terminology							-	A	A
33.2 General Principles							-	A	B
33.3 Anti-Deficiency Act Violations							A	B	-

Paralegal Apprentice

Course Objectives

Block II – Intro to Air Force Legal Practice/Professional Communications

Name the awards available to Air Force Paralegals

Recall significant events which occurred in paralegal history

Describe the structure and responsibilities of TJAG's Corps

Identify basic facts regarding Traditional Unit Reservist (Category A)

Identify basic facts regarding Individual Mobilization Augmentee (IMA/Category B) reservists

Identify basic facts regarding the Air National Guard paralegal program

Restate the Vision and Mission of TJAG's Corps

Restate the legal domains within TJAG's Corps

Identify the major legal functions performed by TJAG's Corps

Cite examples of duties performed by Air Force paralegals

Describe the requirements for skill-level progression as an Air Force paralegal

Restate the primary uses of the Career Field Education & Training Plan (CFETP)

List basic facts about the occupational analysis survey

Recognize basic principles of the Utilization & Training Workshop process

Identify responsibilities of the primary participants of a Utilization & Training Workshop

State the authority and purpose of Article 6, UCMJ Inspections

State basic facts about Article 6 inspections conducted by The Judge Advocate General

State basic facts about Article 6 Inspections conducted by the Inspections and Standardization Division (AF/JAI)

Identify basic facts about conducting self-assessments

In a scenario environment, demonstrate step-by-step procedures to navigate through The Judge Advocate General's Corps homepage in accordance with instructions

State the purpose/goal of the TJAG Online News Service

Identify procedures to access and ensure accuracy of individual data in the TJAGC "Roster" application

Describe the principal uses of Learning Management Systems (i.e. CAMPUS) within The Judge Advocate General's Corps

Identify the types of publications used within the AF legal practice

Name the official source used to determine current AF publications

Identify requirements for punitive provisions within Air Force publications

Identify basic facts and terms about the Records Management Program

Identify basic facts and terms about records disposition

Identify basic facts and terms about records storage

List key components of effective written communication

In a scenario environment prepare an official memorandum in accordance with instructions

In a scenario environment prepare a personal letter in accordance with instructions

Recall basic protocol when drafting and sending electronic mail

In a scenario environment prepare an e-mail in accordance with instructions

In a scenario environment prepare a social media post for your legal office public page in accordance with instructions

In a scenario environment conduct telephonic communications in accordance with instructions

In a scenario environment conduct in person communications in accordance with instructions

Given an assigned topic conduct legal briefings in accordance with instructions

Block III - General Law

State the punishments for unauthorized release of Privacy Act information

List information covered under the Privacy Act

State the purpose of the Privacy Act

State the timeline for the initial response to a Freedom of Information Act request

List the common exemptions from releasing information through the Freedom of Information Act

Outline how Freedom of Information Act (FOIA) requests are processed within the Air Force

List the purposes for which health care related information may be released

Identify the primary purposes of the Health Insurance Portability and Accountability Act (HIPAA)

State when an off-duty employment application must be submitted

List the coordinating/approval authorities for off-duty employment requests

Identify step-by-step procedures for processing Line of Duty determinations

List the possible findings resulting from a Line of Duty determination

In a scenario environment, prepare a Line of Duty legal review in accordance with instructions

In a scenario environment, prepare a report of survey legal review in accordance with instructions

Identify steps for processing a report of survey

State basic facts about reports of survey

Identify the purpose of the Report of Survey program

Recall basic facts of other rules under the Joint Ethics Regulation

Recall basic travel rules under the Joint Ethics Regulation

Recall basic gift rules under the Joint Ethics Regulation

Identify who can accept a gift to the government

List the step by step procedures for approving offers of gifts to the government

Identify step by step procedures of reviewing and approving the establishment of a Private Organization and bylaws

Identify the roles and responsibilities of personnel in the approval process as it pertains to the Private Organization program

List the step by step procedures for approving fundraiser requests

Identify authorized and unauthorized types of fundraisers conducted by private organizations

In a scenario environment, prepare an email response to a fundraiser request in accordance with instructions

Identify basic facts about conscientious objectors

Identify the classifications of conscientious objectors

Identify basic facts about debarments

State the purpose of Legal Support Doctrine

Recognize key concepts contained within Legal Support Doctrine

State simple facts about the organizational mission of the U.S. Army, Navy, Marine Corps, and Coast Guard

Recognize protective symbols and emblems under the Law of War

Recall basic facts about the five principles of the Law of War

Restate basic facts about the status of civilian contractors under the Law of War

Restate basic facts about status of personnel under the Law of War

Identify procedures used to determine current Rules of Engagement

State basic facts about Supplemental Rules of Engagement

Recognize situations that would constitute hostile intent or hostile act

List examples of items covered by the Chairman of the Joint Chief of Staff (CJCS) Standing Rules of Engagement

Recognize contract fraud issues that occur in a deployed environment

List common methods for contracting in a deployed environment

State basic facts about the Anti-Deficiency Act

Recognize the general principles of deployment fiscal law

Identify basic facts about the Posse Comitatus Act

State the purpose of a National Defense Area

State legal office responsibilities when responding to a major accident or disaster

Identify key Emergency Operations Center team members and their responsibilities

Identify forms of classified communication technology used in The Judge Advocate General's Corps

State the authority to issue General Orders

List examples of common items found in General Orders

Identify basic facts about contingency plans

State the purpose of Situation Reports

Outline the requirements to prepare and file an After Action Report

State the time-frame in which deployed members must submit their After Action Reports

Recognize terminology used within the claims area of legal practice

Identify basic facts about the claims organizational structure and the responsibilities at the Air Staff, MAJCOM, NAF and Base legal offices

Outline Air Force claims program policies

Discuss procedures to determine proper claimants under the various claims acts

Describe how jurisdiction is determined within TJAGC

Match the definition to the appropriate tort law terminology

Describe claims jurisdiction as it relates to the Federal Tort Claims Act

Discuss procedures to determine proper claimants under the Federal Tort Claims Act

Determine appropriate forms for claims under the Federal Tort Claims Act

Explain procedures to properly receipt for an FTCA claim

Explain the statute of limitations for claims under the FTCA

Determine appropriate settlement authorities for FTCA

Describe claims jurisdiction as it relates to the MCA

Discuss procedures to determine proper claimants under the MCA

Determine appropriate forms for claims under the MCA

Explain procedures to properly receipt for a MCA claim

Explain the statute of limitations for claims under the MCA

Recognize examples of non-combat activities under the MCA

Explain what is meant by causal connection

Identify when an advance payment is warranted under the MCA

State the maximum allowable amount of an advance payment under the MCA

Determine appropriate settlement authorities for the MCA

State time limits and to whom appeals under the MCA are submitted

Differentiate between claims payable under the FTCA and MCA

Explain pro-government claims under the Federal Claims Collection Act

Cite examples of documents that indicate potential pro-government claims

Explain the purpose and content of a demand letter for pro-government claims

Describe claims payable under the Military Personnel and Civilian Employees Claims Act

Discuss procedures to determine proper claimants under the MPCECA

Restate the procedures and timelines for submission of the notice of loss and or damage to personal property

Determine appropriate forms for claims under the Military Personnel and Civilian Employees Claims Act

Explain procedures to properly receipt for a MPCECA claim

Describe situations that would warrant partial emergency payments under the MPCECA

Explain documentation requirements for partial emergency payments under the MPCECA

Determine the maximum partial emergency payment that may be made under the MPCECA

Identify the purpose and functions of the Air Force Claims Service Center's Web Site

List items contained in a Claims Kit

State important facts about conducting a claims inspection

In a scenario environment, review claims file documents and prepare a report for a claims inspection in accordance with instructions

In a scenario environment, conduct an interview of a witness in accordance with instructions

State general facts about preparing witness statements

Name military and civilian agencies from which legal activities might request reports

State simple facts about fraudulent claims

Describe documentation contained within a tort claim case file

Identify situations in which potential claims files are created

In a scenario environment, review claims case file and draft a summary adjudication memorandum in accordance with instructions

In a scenario environment, review claims case file and draft a claims memorandum for adjudication in accordance with instructions

List the documents required to properly settle tort claims

State the claim for which the SF 1034, Public Voucher for Purchases and Services other than Personal Is used for

State the claims functions for which the DD Form 1131, Cash Collection Voucher, is used

State required notifications to other agencies

Outline the process to finalize claims for payment or deposit

Block IV - Quality Force Management

Identify basic facts about preliminary inquiries into reported offenses

In a scenario environment conduct a review of a completed Letter of Counseling, Letter of Admonishment, and Letter of Reprimand IAW instructions

List mandatory and optional entries in an Unfavorable Information File (UIF)

Describe the Unfavorable Information File (UIF) life-cycle from establishment through disposition

State step-by-step procedures for conducting a Unfavorable Information File legal review

State basic facts about the Control Roster

Select personnel programs/actions impacted by being placed on the Control Roster

Identify common basis' for enlisted demotions

Identify the appropriate demotion authority

Outline the appeal process for enlisted demotion actions

Identify procedures to determine appropriate Military Rules of Evidence (MRE)

Define concurrent jurisdiction

Define exclusive jurisdiction

Define proprietary jurisdiction

Define reciprocal of jurisdiction

Define foreign of jurisdiction

Identify basic facts regarding jurisdiction over Air National Guard and Air Force Reserve personnel

Outline the requirements and procedures for appointment/assumption of command

Recall the form used for appointment/assumption of command

State basic facts about a legal review of G-Series Orders

Identify basic facts regarding what constitutes a "search"

Describe the search and seizure process

Define apprehension and authority to apprehend within the military

Recognize basic facts regarding a military members' rights under Article 31, U.C.M.J.

State basic facts about "confessions" by a military member

Describe procedural rules regarding collecting, preserving and disposing of evidence

Explain proper procedural advice regarding nonjudicial punishment actions

In a scenario environment verify sufficiency of available evidence for potential military justice actions

In a scenario environment prepare specifications for NJP actions in accordance with instructions

Explain proper procedures in preparing an AF Form 3070 from offer to acceptance in accordance with instructions

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a nonjudicial punishment action from offer to acceptance for your assigned case in accordance with instruction

In a scenario environment prepare punishment indorsements for NJP actions in accordance with instructions

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a nonjudicial punishment action for punishment for your assigned case in accordance with instruction

Determine step-by-step procedures for processing appeals of nonjudicial punishment

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a nonjudicial punishment action from appeal through member's acknowledgement for your assigned case in accordance with instruction

Explain procedures for using AF Form 1373 to disseminate an NJP record with forfeitures and/or reductions in grade

State when an AF Form 3070 must be distributed for criminal indexing

Outline procedures for distributing required documents for criminal indexing IAW the Gun Control Act

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS) and the Nonjudicial Punishment Processing Checklist prepare a nonjudicial punishment action from offer to MPF and AFO Distribution for your assigned case in accordance with instruction

State the purpose of a "remission" with regards to nonjudicial punishment actions

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a remission action in accordance with instructions

State the purpose of "mitigation" with regards to nonjudicial punishment

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a "mitigation" action in accordance with instructions

State the purpose of "suspension" with regards to nonjudicial punishment

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a "suspension" of nonjudicial punishment in accordance with instructions

Explain how a "set aside" action impacts a nonjudicial punishment action

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a "set aside" action in accordance with instructions

Explain the impact of "vacation" in a nonjudicial punishment action

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), prepare a "vacation" action in accordance with instructions

List common basis' for enlisted administrative separations

State the possible service characterizations for enlisted administrative separations

Outline the processing procedures for notification discharge cases

State the goals for timely processing of notification discharge cases

State when a legal review of an administrative separation is required

Outline items addressed in a legal review of an administrative separation action

Identify factors that provide an entitlement to an administrative discharge board

State the roles and responsibilities of the administrative discharge board personnel

Block V - Pretrial Administration

State basic facts about Summary Courts-Martial

Identify maximum punishments authorized in a trial by Summary Court-Martial

State basic facts about Special Courts-Martial

Identify maximum punishments authorized in a trial by Special Court-Martial.

State basic facts about Special Courts-Martial by Military Judge Alone

Identify maximum punishments authorized in a trial by Special Court-Martial by Military Judge Alone

State basic facts about General Courts-Martial

Identify maximum punishments authorized in a trial by General Court-Martial

Identify authorized forms of pretrial restraint

State step-by-step case processing requirements for individuals in pretrial confinement

State the purpose of a working case folder

In a scenario environment complete the actions required to update a working case folder in accordance with instructions

Identify military justice related administrative hold type codes associated with the administrative hold process

In a scenario environment complete an administrative hold notification in accordance with instructions

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), complete all required inputs for a given case file from Investigation through Post-Sentencing in accordance with instructions

Identify cases that require Special Interest Reports (SIRs)

Identify format and method for Special Interest Reports (SIRs)

In a scenario environment and using the Automate Military Justice Analysis & Management System (AMJAMS) prepare a Special Interest Report (SIR) in accordance with instructions

State basic facts about the procedures required in activating the Special Victim Investigation and Prosecution Capabilities

State the purpose of a proof analysis

Identify the format and basic contents of a proof analysis

State basic facts about obtaining reports from other agencies

Identify facts about requesting a pre-referral investigative subpoena from the military judge and General Court-Martial Convening Authority

Explain the process to obtain the documents for request under the Stored Communications Act

In a scenario environment draft courts-martial charge(s) and specification(s) in accordance with instructions

In a scenario environment prepare a DD Form 458, Charge Sheet through preferral of charges in accordance with instructions

Identify basic facts regarding depositions

State simple facts about processing requests for discharge in lieu of trial by courts-martial

State simple facts about processing Officer Resignation for the Good of the Service (RILO) requests

Determine step-by-step procedures of the Article 32, UCMJ, preliminary hearing process

In a scenario environment draft a preliminary hearing officer (PHO) appointment letter in accordance with instructions

Explain the proper methods to distribute a preliminary hearing officer (PHO) report to the accused

Recall general principles regarding Victim and Government Supplementary submission of Article 32, preliminary hearing on an accused

Recall general principles regarding pre-trial advice

Determine step-by-step procedures for drafting pre-trial advice

In a scenario environment prepare a DD Form 458, Charge Sheet through referral in accordance with instructions

Recall general principles regarding court-martial member selection procedures

Determine step-by-step procedures for court-martial member replacement/excusal

In a scenario environment prepare a convening order in accordance with instructions

Restate basic facts about docketing procedures for Air Force courts-martial

Explain the proper methods for notifying trial participants

Explain the information to provide to court-martial panel members

In a scenario environment draft an e-mail to the court-martial members, letting them know the requirements for their upcoming court member duty in accordance with instructions

Cite examples of items covered when briefing a bailiff on their responsibilities during courts-martial

Recall the differences between intra-command and inter-command witness funding responsibility

Identify basic facts about preparing travel orders and payment vouchers for military, DoD civilian, and civilian witnesses in the Defense Travel System (DTS)

Identify how to process a witness request for approval or disapproval

Outline the responsibilities for coordinating witness travel arrangements

State witness funding authority and limits for expert witnesses

Identify when and why an expert witness Memorandum of Agreement (MOA) is required

Identify individuals authorized to subpoena witnesses

Recall the form used to subpoena witnesses within the Air Force

Identify proper steps to process witness payment vouchers in the Witness Funding Management System

Explain the contents required in preparing an AF IMT 1168, witness statement

In a scenario environment conduct a witness interview of a potential court-martial witness in accordance with instructions

Identify key phases of a witness interview

State the purpose of the Victim and Witness Assistance Program

Recognize the responsibilities within the Victim and Witness Assistance Program

State basic facts about assisting victims with expedited transfer request

Identify who provides required victim notifications within the Victim and Witness Assistance Program (VWAP)

Identify the different classification of victims and their rights under Article 6b

Identify the appropriate forms to provide Victims and Witnesses

State basic facts about obtaining sex assault victim preference on jurisdiction

Identify the authority that determines eligibility under an exception to policy request for Special Victims Services

State basic facts about notifying eligible victims of Special Victim Capability services

State general principles about vicarious trauma

State simple facts about processing pretrial agreements

State simple facts about processing plea agreements

State basic facts about drafting an immunity request

Identify basic facts regarding stipulations of fact

Identify basic facts regarding stipulations of expected testimony

Describe proper procedures for preparing discovery requests

State basic facts regarding rules for responding to discovery requests

Recall basic guidelines for providing special victims counsel information or evidence in accordance with the Privacy Act

State basic facts regarding evidence strategy

State the importance of assisting trial counsel in developing an evidence strategy

Identify basic rules for preparing photographic evidence

Identify proper methods and identification markings for prosecution, defense, court and appellate exhibits

Identify courtroom set-up procedures

Identify the purpose of Article 39(a) Sessions

Recall when and how arraignment occurs within a trial by court-martial

State the basic facts about motions in Air Force trial practice

State the purpose of a guilty plea (CARE) inquiry

Identify when and why a guilty plea (CARE) inquiry is required

State the purpose of voir dire

Identify type and quantity of challenges against panel members

Identify the proper authority to rule on challenges against panel members

Outline the sequence of a court-martial during the findings phase of the trial

Describe contents and purpose of findings worksheets

Outline the sequence of a court-martial during the sentencing phase of the trial

Describe contents and purpose of sentencing worksheets

In a scenario environment witness the production of a mock court

State the contents required for a Status of Discipline (SOD) briefing

In a scenario environment and using the Automated Military Justice Analysis and Management System (AMJAMS), pull case reports in accordance with instructions

In a scenario environment prepare and conduct a Status of Discipline (SOD) briefing in accordance with instructions

Block VI - Post-Sentencing

In a scenario environment prepare a Statement of Trial Results (STR) memorandum in accordance with instructions

Determine step-by-step procedures for distributing the Statement of Trial Results (STR).

In a scenario environment prepare a DD Form 2707, Confinement Order in accordance with instructions

Determine step-by-step procedures for preparing the request for appellate defense counsel (AF Form 304).

In a scenario environment prepare a DD Form 2704, Victim/Witness Certification and Election Concerning Inmate Status in accordance with instructions

State why and when the submission of matters letter is served on a member convicted by courts-martial

List the rights that are explained in the submission of matters letter

State why and when the submission of matters letter is served on victims of the accused convicted by courts-martial

State simple facts about preparing the victims election for a Record of Trial (ROT)

Recognize basic information regarding deferments under Article 57(b)

Recognize basic information regarding waiver of automatic forfeiture under Article 58(b), UCMJ

Explain simple facts about deferment of confinement under Article 57(d), UCMJ

In a scenario environment prepare a notification of adjudged sentence memorandum (14 day memorandum) in accordance with instructions

State the purpose of the Action of the Convening Authority

In a scenario environment prepare the Action of the Convening Authority in accordance with instructions

Determine step-by-step procedures for distributing the Entry of Judgement (EOJ) memorandum

In a scenario environment prepare an Entry of Judgment (EOJ) memorandum in accordance with instructions

State the purpose of the notification of Entry of Judgment (EOJ) memorandum

In a scenario environment prepare a notification of Entry of Judgement (EOJ) memorandum (24-hr memorandum) in accordance with instructions

Determine courts-martial sentences that would require Records of Trial (ROT) to be transcribed in a verbatim or summarized format

In a scenario environment prepare a DD Form 2329, Record of Trial by Summary Court-Martial in accordance with instructions

In a scenario environment properly assemble a Record of Trial (ROT) with attachments in accordance with instructions

Explain certification procedures for a Record of Trial (ROT)

Determine step-by-step procedures for distributing a Record of Trial (ROT)

Identify the types of courts-martial cases that are reviewed by a judge advocate under Articles 64, and 65(d), UCMJ

Identify the types of courts-martial cases that are reviewed by The Judge Advocate General under Article 69, UCMJ.

Identify the types of courts-martial cases that are reviewed by the Air Force Court of Criminal Appeals (AFCCA) under Article 66, UCMJ

Identify the types of courts-martial cases that are reviewed by the United States Court of Appeals for the Armed Forces (CAAF) under Article 67, UCMJ

Identify the types of courts-martial cases that may be reviewed by the U.S. Supreme Court under Article 67a, UCMJ

Outline the notification process for appellate court decisions

State the purpose of final orders

Identify the responsibilities for preparation of final orders

Block VII - Legal Assistance & Preventive Law

Explain the principles of the Air Force Legal Assistance Program

Describe the proper procedures to determine a client's eligibility for legal assistance

Recognize matters that fall within the scope of the legal assistance program

Explain situations that would require referral of a client to another agency

Describe the rules regarding referral of clients to civilian attorneys

List common legal documents provided through the legal assistance program

Identify the purpose of a special power of attorney

Identify the purpose of a general power of attorney

Explain the primary functions and uses of the Legal Assistance Web Site (LAWS)

Identify tools available to the legal office on the LAWS administrator site

Given an assigned topic conduct a legal briefing in accordance with instructions

In a scenario environment, assist a client with generating a special power of attorney in accordance with instructions

In a scenario environment identify potential conflicts of interest

In a scenario environment, conduct an interview of a potential legal assistance client in accordance with instruction

Identify basic requirements for WebLIONS data entry

Identify the types and purpose of reports available in WebLIONS

In a scenario environment, assist a client with generating a general power of attorney in accordance with instructions

In a scenario environment, assist a client with generating a special power of attorney in accordance with instructions

In a scenario environment, input client data in accordance with instructions

In a scenario environment, properly complete entries in a notary log in accordance with instructions

In a scenario environment, perform a notarization in accordance with instructions

Identify common notarization types and legal documents provided through the legal assistance program that can be notarized/authorized notarizations

Identify required items needed to perform a notarial act

List individuals who can perform notarial acts under 10 U.S.C. 1044a

State the authority to perform notarial acts

Explain the minimum procedural requirements to conduct a proper will execution ceremony

In a scenario environment, prepare a will and health care documents in accordance with instructions

In a scenario environment, prepare health care documents in accordance with instructions

Explain the types and purpose of health care instruments such as living wills and health care powers of attorney

In a scenario environment, prepare a will in accordance with instructions

List tools available within the Wills program

Recognize common terminology associated with the estate planning process

Describe the purpose of estate planning

State the primary purpose of the AF Preventive Law Program

Identify key facts regarding management of the Preventive Law Program at base-level

List examples of outreach programs legal offices provide in support of the Preventive Law Program

In a scenario environment, complete a legal assistance CAPSTONE in accordance with instructions

Block VIII - Legal Research and Writing

Recall basic facts about primary sources

List examples of "primary sources" used in legal research

Recall basic facts about "secondary sources"

List examples of "secondary sources" used in legal research

State the purpose of finding tools

In a scenario environment and using law library materials and personal notes, correctly solve and cite answers to manual legal research problems with at least 70% accuracy

Recall various steps in the publication of cases

In a scenario environment and using a personal computer with internet connectivity and automated legal research program(s), (Lexis Advance), correctly solve and cite answers to automated legal research problems with at least 70% accuracy

Recall basic facts about Lexis Advance and computerized research

State the different types of legal instruments prepared within AF legal practice

Match the descriptions to the corresponding area of the IRAC writing methodology

Recall procedures to draft various legal documents

State the names and proper sequencing used in the IRAC method of legal writing

Block IX - Professional Responsibility & Ethics

Match the definition to the corresponding Professional Responsibility terminology

State three activities that are commonly recognized as Authorized Practice of Law

Identify individuals authorized to provide legal advice

State basic facts about the Attorney-Client Privilege

State basic facts about confidentiality in AF legal practice

State the paralegal's role in safeguarding privileged information

Identify examples of professional responsibilities misconduct and ethical violations

Recognize potential conflicts of interest and what role a paralegal plays in that identification

List examples of situations that constitute the Unauthorized Practice of Law

Determine proper reporting procedures for professional responsibilities misconduct and ethical violations

Recall basic facts regarding Professional Responsibilities Certification

Describe the principles of personal ethics

Describe the principles of institutional ethics

In a scenario environment, determine potential professional responsibility issues from scenarios provided in accordance with instructions

Complete classroom clean-up actions in accordance with instructions

Using a personal computer complete the Paralegal Apprentice Course end-of-course survey in accordance with instructions

Comprehend travel safety hazards/considerations and requirements to complete travel itinerary for approval

Participate in the course graduation ceremony

Paralegal Craftsman Course

Course Objectives

Block II - Legal Research & Legal Writing

Given scenarios, utilize TJAGC Home Page to complete required tasks in accordance with instructions.

Cite examples of Primary Sources used to conduct legal research.

Differentiate between primary and secondary sources of legal research.

Explain the principal uses of research information gathered through secondary sources.

Explain principles surrounding the determination of governing law.

Cite examples of finding tools used to assist in conducting legal research.

Identify proper formatting of citations and utilization of the Bluebook.

Identify the methods involved in performing manual legal research.

In a scenario environment and using law library materials and personal notes, correctly solve and cite answers to manual legal research problems with at least 70% accuracy.

Restate how to locate AFCCA & CAAF judicial opinions on their respective websites.

Identify the essential elements of a judicial decision.

Explain the importance of facts and reasoning in analyzing a judicial decision.

Distinguish the holding of a judicial decision from dicta.

Illustrate how the holding of a judicial decision applies to other legal disputes.

Recall essential legal terminology commonly found in judicial decisions.

Given a personal computer and utilizing Lexis Advance Research software, solve research questions with at least 70% accuracy.

Describe the fundamental components of the legal writing process.

Explain actions that should be taken during the Preparing to Write phase of legal writing.

Explain the importance of preparing an outline during a legal writing project.

Explain the revision/rewriting phase of legal writing.

In a scenario environment and utilizing a personal computer, Bluebook, and Lexis Advance, Draft various legal documents in accordance with instructions.

Describe the purpose of the Issues, Rules of Law, Application, and Conclusion portions of a legal memorandum.

Block III - General Law and Claims

Restate how Article 138, UCMJ complaints are processed.

Cite examples of situations giving rise to complaints under Article 138, UCMJ.

Explain how to locate specific items on the Air Force Claims Service Center (AFCSC) Web Site.

Explain key principles of Tort Law.

Explain the statutory requirements of the Federal Tort Claims Act (FTCA).

Differentiate between FTCA statutory and state law procedures.

Explain the statutory requirements of the Military Claims Act (MCA).

Differentiate between the tort and non-combat provisions under the Military Claims Act.

Describe important steps in preparing and conducting a witness interview.

Explain the importance of properly prepared/authenticated witness statements.

Identify appropriate uses of reports from other agencies in processing claims.

Explain the purpose of potential claims files.

Explain procedural requirements to properly settle tort claims.

Explain procedural requirements for processing appeals under the Military Claims Act.

Explain guidelines for asserting, compromising, waiving, and finalizing Pro-Government Claims.

In a scenario environment, draft a legal review for the adjudication of a real estate claim in accordance with instructions.

Explain the functions of Accident Investigation Boards.

Describe the composition and qualifications of the Accident Investigation Board.

Cite examples of duties performed by the Accident Investigation Board (AIB) Recorder.

Explain rules for preparing and distributing the Accident Investigation Board (AIB) report.

In a scenario environment, draft a legal review for a Report of Survey in accordance with instructions.

Explain procedures for processing Privacy Act Requests.

Determine possible sanctions for unauthorized release of Privacy Act information.

Explain step-by-step procedures for processing Freedom of Information Act (FOIA) requests.

Explain the purpose and functions of the Health Insurance Portability and Accountability Act (HIPAA).

Describe situations in which health care related information may be released without patient approval.

Contrast Attorney-Client Privilege and Confidentiality.

Differentiate between providing information and providing legal advice.

Identify examples of situations that constitute the Unauthorized Practice of Law.

Determine proper reporting procedures for professional misconduct and ethical violations.

Evaluate the importance of competence and diligence in legal practice.

Identify common potential conflicts of interest in AF legal practice.

Apply JER rules to fact patterns presented in given scenarios.

In a scenario environment, draft a legal review for a line of duty determination in accordance with instructions.

Describe legal issues discussed in a review of a Private Organization Charter and By-Laws.

Describe legal issues discussed in a legal review of a fundraising request.

Identify relationship of terminology to functions of labor and employment law.

State simple facts about reviews of disciplinary and adverse actions involving civilian employees.

Determine step-by-step procedures to draft Discovery Requests and Responses in Labor/Employment Law cases.

Match common Fiscal Law terms to the corresponding definition.

Describe the general principles of Fiscal Law.

Describe the process in which the DoD receives annual funding.

Explain the Fiscal Law principles of Time, Purpose, and Amount.

Differentiate between the common categories of appropriations within DoD.

Describe the rules for funding military construction projects.

Differentiate between construction and maintenance/upkeep projects.

Explain the Anti-Deficiency Act.

Identify authorized punishments for Anti-Deficiency Act violations.

Explain the proper authority for release of information for litigation.

Describe the various basis' for enlisted administrative separations.

Explain each of the possible service characterizations resulting from administrative separation actions.

Describe the required steps and documents required in processing a notification discharge case file.

Explain the information required in the commanders' notification letter.

In a scenario environment, prepare a notification of proposed discharge action in accordance with instructions.

Describe the conditions that entitle airmen to discharge boards.

In a scenario environment, prepare a notification of proposed discharge board action in accordance with instructions.

Identify the proper composition for an administrative discharge board.

Describe the administrative discharge board process.

In a scenario environment, prepare a commander's recommendation memorandum in accordance with instructions.

Describe the contents of a legal review of an administrative discharge action.

In a scenario environment, draft a discharge package legal review in accordance with instructions.

Identify basis' and service characterizations for officer separation actions.

Describe the steps required to process an officer separation action.

Recognize the principal functions and the relationship between the Legal Assistance Website and the AF Estate Planning process.

Describe the purpose of estate planning.

Recognize common terminology associated with the estate planning process.

Explain procedural requirements for conducting a will execution ceremony.

Block IV - Military Justice

In a scenario environment, create a case binder in accordance with instructions.

Differentiate between appointment to and assumption of command.

Determine eligibility to assume command.

Describe procedures to formalize appointment/assumption of command.

State facts for determining jurisdiction over Air Reserve Component Jurisdiction.

Explain the authority to recall reserve personnel to active duty.

In a scenario environment and utilizing the Automated Military Justice Analysis and Management (AMJAMS), complete a court-martial case from investigation to post-trial in accordance with instructions.

In a scenario environment and utilizing the Automated Military Justice Analysis and Management (AMJAMS), complete a Special Interest Report (SIR) in accordance with instructions.

Identify procedures for processing a package for initial disposition of sexual assault allegations (non-prosecution memorandum).

In a scenario environment, prepare an initial disposition of a sexual assault allegation (non-prosecution memorandum), in accordance with instructions.

Explain the procedures required to obtain search authorizations.

Identify issues regarding seizure of evidence, such as plain sight, inevitable discovery and inspections.

Differentiate between rules for searches of military facilities and property, as opposed to personal property.

Explain "consent" with regards to searches and seizures.

Explain the threshold for a "probable cause" determination.

Explain the rights afforded a military member under Article 31, Uniform Code of Military Justice (UCMJ).

Explain the precedent and authority for the right to counsel for a military member suspected of committing an offense under the 5th and 6th Amendment.

Restate general principles regarding confessions and admissions.

Describe the definition and scope of military apprehension.

Restate the types of restraint and their individual limitations.

Identify when and how to activate special victims' investigation and prosecution capabilities.

Identify the process to determine victim classification.

Identify requirements to provide Special Victims Counsel information IAW Privacy Act.

Identify victim's rights under Article 6b.

Determine procedures to obtain sex assault victim preference on jurisdiction.

Determine how to notify eligible victims of Special Victims Counsel (SVC) services.

Identify step by step procedures to process an exception to policy request for Special Victims Counsel (SVC) services.

Identify notifications that are required to be provided to victims

Identify considerations regarding the physical location of where to conduct the witness interview.

Identify the importance of pre-planned questions for witness interviews.

Identify rules regarding audio/video recording of witness interviews.

Cite examples of non-verbal behavior to watch for while conducting a witness interview.

Identify how to properly prepare/authenticate witness statements.

Cite examples of investigatory reports available from outside agencies.

In a scenario environment, conduct an interview of a potential court-martial witness in accordance with instructions.

In a scenario environment, conduct an interview of a first sergeant in accordance with instructions.

Restate the origin and applicability of the Military Rules of Evidence (MREs).

Locate applicable Military Rules of Evidence (MREs) for a given fact pattern.

In a scenario environment and utilizing the Military Judge's Benchbook, determine appropriate punitive articles in accordance with the instructions.

In a scenario environment, draft courts-martial charge(s) and specification(s) in accordance with instructions.

In a scenario environment, draft a proof analysis in accordance with instructions.

Recall basic rules for preparing, obtaining, and maintaining photographic evidence.

In a scenario environment, prepare a discovery request in accordance with instructions.

In a scenario environment, prepare a response to a discovery request in accordance with instructions.

In a scenario environment, prepare a court-martial case for Preferral of charges in accordance with instructions.

In a scenario environment, conduct an Unfavorable Information File (UIF) review, in accordance with instructions.

In a scenario environment, review completed nonjudicial punishment actions for accuracy in accordance with instructions.

In a scenario environment, review completed NJP supplemental actions for accuracy in accordance with instructions.

Explain procedural requirements for an Article 32, Preliminary Hearing.

Describe the contents and processing requirements for Pretrial Advice.

In a scenario environment, prepare a written Pretrial Advice in accordance with instructions.

In a scenario environment, prepare a court-martial case for Referral of charges in accordance with instructions.

In a scenario environment, prepare a court-martial convening order in accordance with instructions.

Explain processing procedures for Requests for Discharge in Lieu of Trial by Court-Martial (Chapter 4).

Determine processing requirements for officer Resignation for the Good of the Service (RILO) requests.

Determine procedures for processing Plea Agreements.

Discuss the contents and signatory parties to a Plea Agreement.

In a scenario environment, draft a stipulation of fact in accordance with instructions.

In a scenario environment, draft a stipulation of expected testimony in accordance with instructions.

Identify the types of immunity and procedural requirements for processing grants of immunity.

In a scenario environment, draft a Grant of Immunity in accordance with instructions.

In a scenario environment, research relevant case law and draft a Motion in accordance with instructions.

Explain the purpose of the Victim and Witness Assistance Program (VWAP).

Describe the roles and responsibilities within the Victim and Witness Assistance Program (VWAP).

Identify the forms and their purpose to be provide to victims and witnesses of crimes.

Explain requirements for preparing Annual Victim and Witness Assistance Program (VWAP) reports.

Describe the purpose of Victim Transitional Compensation.

Determine eligibility for Victim Transitional Compensation.

Explain the procedures to assist a victim with requesting an expedited transfer.

Choose the appropriate funding authority for the different categories of witnesses.

Differentiate between travel order requirements based on the category of witness.

Cite examples of steps required to ensure witness travel arrangements are accomplished.

Explain processing requirements for an expert witness request.

Discuss subpoena preparation and service requirements.

Identify content requirements for status of discipline briefings.

In a scenario environment and using Automated Military Justice Analysis and Management Reports, prepare and brief a status of discipline presentation including case processing times for nonjudicial punishment, and summary, special, and general courts in relation to established processing standards in accordance with instructions.

Explain the purpose and contents of a findings worksheet.

Explain the purpose and contents of a sentencing worksheet.

In a scenario environment, prepare a Statement of Trial Result Memorandum in accordance with instructions.

In a scenario environment, prepare a deferment of adjudged sentence/forfeitures under Article 57(b), UCMJ in accordance with instructions.

In a scenario environment, prepare a waiver of automatic forfeitures under Article 58b, UCMJ in accordance with instructions.

In a scenario environment, prepare a deferment of confinement in accordance with instructions.

In a scenario environment, prepare a Notification of Adjudged Sentence in accordance with instructions.

Describe procedural rules regarding proper assembly of records of trial.

Determine proper arrangement of attachments with a record of trial.

In a scenario environment and given necessary supplies, properly assemble a record of trial in accordance with instructions.

In a scenario environment and given a transcript, evidence, DD Form 490 kit and necessary supplies, properly assemble a summary court martial record of trial in accordance with instructions.

In a scenario environment, prepare a convening authority's decision on action in accordance with instructions.

Explain procedural rules for composing the Entry of Judgment.

Explain distribution process for the Entry of Judgment.

In a scenario environment, prepare an Entry of Judgment in accordance with instructions.

In a scenario environment, prepare a notification of Entry of Judgment (24-hour memo) in accordance with instructions.

Explain voluntary appellate leave and the responsibilities for tracking individuals.

Explain involuntary appellate leave and the responsibilities for tracking individuals.

Determine the types of courts-martial cases that are reviewed by a judge advocate under Article 64, UCMJ.

Determine the types of courts-martial cases that are reviewed by a judge advocate under Article 65(d), UCMJ.

Determine the types of courts-martial cases that are reviewed by TJAG under Article 69, UCMJ.

Determine the types of courts-martial cases that are reviewed by the Air Force Court of Criminal Appeals (AFCCA) under Article 66, UCMJ.

Determine the types of courts-martial cases that are reviewed by the United States Court of Appeals for the Armed Forces (CAAF) under Article 67, UCMJ.

Determine the types of courts-martial cases that are reviewed by the United States Supreme Court under Article 67(a), UCMJ.

Outline the notification process for appellate court decisions.

Determine when supplemental orders are required.

Identify basic facts about various types of court proceedings.

Identify basic facts about the record of trial for various types of court proceedings.

Block V - Operations and International Law

Recognize the principles of AF Legal Support Doctrine.

Describe the forms of classified communication technology used in The Judge Advocate General's Corps.

Explain the force protection responsibilities of a deployed commander.

Recognize characteristics of the various force protection conditions.

Restate the USAF Use of Force Policy.

Describe the right and obligation to exercise unit self-defense.

Explain the structure of the Department of Homeland Security.

Cite examples of AF support for Homeland Security missions.

Identify the types of support the U.S. may provide to support disaster relief operations.

In a scenario environment draft a disaster relief email in accordance with instructions.

Explain key personnel and their responsibilities within the Emergency Operations Center.

Explain the purpose and scope of Status of Forces Agreements.

Describe common privileges afforded through Status of Forces Agreements.

Explain U.S. policies and procedures for handling Foreign Criminal Jurisdiction cases.

Restate the responsibilities and timelines for reporting Foreign Criminal Jurisdiction cases.

Restate the authority for issuance of General Orders.

Evaluate the scope, impact, and procedures to enforce General orders.

Identify basic facts regarding joint operations involving TJAGC members.

Explain the role and responsibilities of the Joint Force Air Component Commander (JFACC).

Describe the designation and role of the Commander Air Force Forces (COMAFFOR).

Cite examples of joint legal support functions during military operations.

Recognize rules governing Humanitarian Assistance and Disaster Response.

Outline the Law of War principle of military necessity.

Outline the Law of War principle of humanity.

Outline the Law of War principle of proportionality.

Outline the Law of War principle of distinction.

Distinguish internationally recognized protected symbols and emblems from those that are not.

Differentiate between combatants and non-combatants.

Explain the status of civilian contractors in a deployed/contingency environment.

Restate the requirements for reporting violations of the Law of War.

Restate key facts regarding the Joint Chief of Staff Standing Rules of Engagement.

Explain the purpose and authority to issue supplemental rules of engagement.

Describe the steps required to determine current rules of engagement.

Cite examples of a hostile act.

Explain hostile intent.

State basic facts regarding prisoner of war status.

Identify basic facts regarding rules for treatment of enemy prisoners of war.

State basic facts regarding status of personnel during detainee operations.

Identify basic rules regarding proper treatment of detainees.

Identify common methods of contracting in a deployed environment.

Recognize the key organizations involved in contracting during a deployment.

Identify common construction/contracting issues in a deployed environment.

Explain the primary uses of data gathered from After Action Reports.

In a scenario environment, complete an Operations and International Law CAPSTONE exercise in accordance with instructions and the rubric provided.

Block VI - Law Office Administration

Identify the time-frame in which comprehensive training orientations and initial evaluations must be completed.

Explain the information a supervisor should cover during their comprehensive training orientation and initial evaluations with a new subordinate.

List procedures to assist with planning/prioritizing work assignments.

Recognize how and when to assign/delegate duties to personnel.

Restate basic principles and impacts of vicarious trauma.

Differentiate between Quadrennial Tours and Home Station Support tours conducted by Air Reserve Component Paralegals.

In a scenario environment, conduct a self-assessment of a training program in accordance with instructions.

Explain the scope and content of Article 6 Inspections conducted by the Standards and Inspections Division (AF/JAI).

State basic facts about Article 6 Inspections conducted by The Judge Advocate General.

Recognize basic principles of the Utilization & Training Workshop.

Identify responsibilities within the Utilization & Training Workshop.

Describe basic facts about the occupational survey.

In a scenario environment, and given a mock master training plan and individual training records, determine employee training requirements in accordance with instructions.

Describe the supervisor's responsibilities in counseling trainees on their progress in on-the-job training.

Describe the time in training requirements for upgrade to the journeyman and craftsman skill levels.

Explain the minimum qualifications required for skill-level upgrade to the journeyman and craftsman levels in the paralegal career field.

Describe the procedures for documenting training records.

In a scenario environment and using AFI 36-2651, document training records in accordance with instructions.

In a scenario environment prepare an AF Form 797, Job Qualification Standard (JQS) in accordance with instructions.

Identify facts about a master task list.

State general principles about a master training plan.

In a scenario environment, prepare a Master Training Plan in accordance with instructions.

In a scenario environment and using AFI 36-2651 and the provided checklist, evaluate a training program in accordance with instructions.

In a scenario environment apply the principles of professional responsibility to given situations in accordance with instructions.

Apply institutional ethics principles to fact patterns presented in given scenarios.

Discuss examples/non-examples of ethical behavior in the institutional ethics area as presented in given scenarios.

Apply principles of institutional ethics as they relate to given office management case studies.

Apply personal ethics principles to fact patterns presented in given scenarios.

Discuss examples/non-examples of ethical behavior in the Joint Ethics Regulation area as presented in given scenarios.

Section C - Support Materials

The following list of support materials is not all inclusive; however, it covers the most frequently referenced areas.

5J051 CDC	Paralegal Journeyman
AFI 36-2905	Fitness Program
DoDMan 5200.02	
(AFMAN 16-1405)	Personnel Security Program Management
AFMAN 17-1301	Computer Security
AFMAN 33-326	Preparing Official Communications
AFH 33-337	The Tongue and Quill
AFI 36-2651	Air Force Training Program
AFI 36-3206	Administrative Discharge Procedures for Commissioned Officers
AFI 36-3207	Separating Commissioned Officers
AFI 36-3208	Administrative Separation of Airmen
AFI 51-101	The Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development
AFI 51-105	Legal Information Services
AFI 51-110	Professional Responsibility Program
AFI 51-201	Administration of Military Justice
AFI 51-202	Nonjudicial Punishment
AFMAN 51-203	Records of Trial
AFI 51-204	United States Air Force Judiciary and Air Force Trial Judiciary
AFI 51-401	The Law of War
AFI 51-306	Claims for and Against the Air Force
AFI 51-307	Aerospace and Ground Accident Investigations
AFI 51-304	Legal Assistance, Notary, Preventive Law, and Tax Programs
AFI 51-506	Gifts to the Department of the Air Force from Domestic and Foreign Sources
AFMAN 51-507	Enlisted Discharge Boards and Boards of Officers
AFI 51-509	Appointment to and Assumption of Command
AFI 51-508	Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel
DoD 5400.7	
AFMAN 33-302	DoD Freedom of Information Act (FOIA) Program
----	Manual for Courts-Martial (MCM)

Section D - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

2.1. Mandatory Courses.

COURSE NUMBER	TITLE	LOCATION
M5ABO5J031 0P3B	Paralegal Apprentice Course	Maxwell AFB, AL
M5AC05J071 0P7B	Paralegal Craftsman Course	Maxwell AFB, AL

2.2. Other Courses

COURSE NUMBER	TITLE	LOCATION
M5AAO5J071 0PAA	Paralegal Advanced Developmental Education Course (PADE)	Maxwell AFB, AL
MAFJAG621	ARC Annual Survey of the Law	TBD
MAFJAG623	Reserve Forces Paralegal Course	Maxwell AFB, AL
MAFJAG640	Law Office Management Course	Maxwell AFB, AL
MAFJAG660	Federal Employee Labor Law Course	Maxwell AFB, AL
MAFJAG670	Environment Law Course	Maxwell AFB, AL
ANGCLOC	ANG Law Office Course	Andrews AFB, MD
MAFJAG860	Defense Orientation Course	Maxwell AFB, AL
MAFJAG700	Operations Law Course	Maxwell AFB, AL
MAFJAG770	Federal Income Tax Law Course	Charlottesville, VA
MAFJAG800	Military Justice Administration Course	Maxwell AFB, AL
MAFJAG900	Basic Contracts Law Course	Maxwell AFB, AL

3. Air Force Career Development Academy (AFCDA)

COURSE NUMBER	TITLE	LOCATION
CDC 5J051	Paralegal Journeyman	Correspondence

Section E - MAJCOM Unique Requirements

There are currently no MAJCOM unique requirements. This area is reserved.