



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

NAVMC 3500.82A
C 466
20 Apr 2015

NAVMC 3500.82A W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: LEGAL SERVICES TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3B
(c) MCRP 3-0A
(d) MCRP 3-0B
(e) MCO 1553.2B

Encl: (1) Legal Services T&R Manual

1. Purpose. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Legal Services occupational field.

2. Cancellation. NAVMC 3500.82

3. Scope

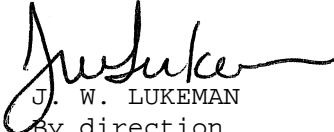
a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs of instruction meet skill training requirements established in this manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Command. This manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.


J. W. LUKEMAN
By direction

DISTRIBUTION: PCN 10031980300



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
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NAVMC 3500.82A W/CH 1
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From: Commandant of the Marine Corps
To: Distribution List

Subj: LEGAL SERVICES TRAINING AND READINESS MANUAL

1. Purpose. To direct pen changes to the basic Manual.
2. Scope
 - a. On page 4-14, 4402-ADLW-2001, INITIAL TRAINING SETTING, change to "FORMAL".
 - b. On page 4-16, 4402-CVLW-2001, INITIAL TRAINING SETTING, change to "FORMAL".
 - c. On page 4-34, 4402-OPLW-2001, INITIAL TRAINING SETTING, change to "FORMAL".
3. Information. This change is a result of an out of cycle Training and Readiness review by the Legal Services occupational field advocate. Changes reflect critical skills enhancement/career-progression training for Marine Occupational Specialty 4402/judge advocates assigned to Staff Judge Advocate and Deputy Staff Judge Advocate billets in both garrison and operational environments.
4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic manual.


J. W. LUKEMAN
By direction

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NAVMC 3500.82A
20 Apr 2015

LOCATOR SHEET

Subj: LEGAL SERVICES TRAINING AND READINESS MANUAL

Location: _____
(Indicate location(s) of copy(ies) of this manual.)

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
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LEGAL SERVICES T&R MANUAL

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LEGAL SERVICES T&R MANUAL

CHAPTER 1
OVERVIEW

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LEGAL SERVICES T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R program is the Corps' primary tool for planning, conducting, and evaluating training and assessing training readiness. The T&R manual is designed for use by unit commanders to determine performance requirements in preparation for training; for unit leaders to develop and execute training and to assess individual and unit proficiency; and for formal schools and training detachments to create programs of instruction.

2. This T&R manual is built around the Marine Corps tasks (MCTs) that are supported by the Legal Services occupational field. All events contained in this manual relate directly to these MCTs. Linkage of T&R events to the MCTL enables objective assessment of training readiness in the Defense Readiness Reporting System (DRRS) in accordance with MCO 3500.10 and MCO 3000.13.

3. The T&R manual contains the individual and collective training requirements to prepare units to accomplish their mission. The T&R manual identifies the minimum standards that Marines must be able to perform in a combat environment. Using this tool, leaders can construct and execute an effective training plan that supports the unit's MCTs and the mission-essential task list (METL). The Ground T&R Program helps to ensure that training remains focused on mission accomplishment and that training readiness reported is tied to the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program; unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness.

2. Commanders at all levels will ensure that all training is focused on achieving proficiency in the unit METL. The T&R manual is a tool to help develop the unit's training plan based on the unit METL.

1002. UNIT TRAINING MANAGEMENT

1. Effective Unit Training Management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. UTM techniques, described in references (b) and (c), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (c) and (d).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade and billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective training events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective. References (b) and (d) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Legal Services T&R Manual is comprised of seven chapters and two appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Marine Corps task supported by the Legal Services community. Chapter 3 contains collective events. Chapters 4 through 7 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT COMPOSITION

1. An example of a collective T&R event is provided in figure 1-1 and an example of an individual T&R event is provided in figure 1-2. Events shown in figures are for illustrative purposes only and are not actual T&R events.

| | |
|--|--|
| XXXX-XXXX-####: Provide interior guard. | |
| SUPPORTED MET(S): MCT #.#.# | |
| EVALUATION CODED: YES/NO | SUSTAINMENT INTERVAL: 12 months |
| DESCRIPTION: Text | |
| CONDITION: Text | |
| STANDARD: Text | |
| EVENT COMPONENTS: 1. Event component. 2. Event component. 3. Event component. 4. Event component. | |
| PREREQUISITE EVENTS: XXXX-XXXX-#### XXXX-XXXX-#### | |
| CHAINED EVENTS: XXXX-XXXX-#### XXXX-XXXX-#### | |
| RELATED EVENTS: XXXX-XXXX-#### XXXX-XXXX-#### | |
| REFERENCES: 1. Reference 2. Reference 3. Reference | |
| SUPPORT REQUIREMENTS: | |
| EQUIPMENT: XXX | |
| MISCELLANEOUS: XXX | |
| ADMINISTRATIVE INSTRUCTIONS: XXX | |

Figure 1-1: Example of a Collective T&R Event

| | |
|--|---|
| <u>XXXX-XXXX-####</u> : Stand a sentry post. | |
| <u>EVALUATION CODED</u> : NO | <u>SUSTAINMENT INTERVAL</u> : 12 months |
| <u>DESCRIPTION</u> : Text | |
| <u>MOS PERFORMING</u> : ####, #### | |
| <u>GRADES</u> : XXX, XXX | |
| <u>INITIAL TRAINING SETTING</u> : XXX | |
| <u>CONDITION</u> : Text | |
| <u>STANDARD</u> : Text | |
| <u>PERFORMANCE STEPS</u> : | |
| 1. Event component. | |
| 2. Event component. | |
| 3. Event component. | |
| <u>PREREQUISITE EVENTS</u> : | |
| XXXX-XXXX-#### | XXXX-XXXX-#### |
| <u>RELATED EVENTS</u> : | |
| XXXX-XXXX-#### | XXXX-XXXX-#### |
| <u>REFERENCES</u> : | |
| 1. Reference | |
| 2. Reference | |
| 3. Reference | |
| <u>SUPPORT REQUIREMENTS</u> : | |
| <u>EQUIPMENT</u> : XXX | |
| <u>MISCELLANEOUS</u> : XXX | |
| <u>ADMINISTRATIVE INSTRUCTIONS</u> : XXX | |

Figure 1-2: Example of an Individual T&R Event

2. Event Code. The event code consists of three sets of characters as shown in figure 1-3:

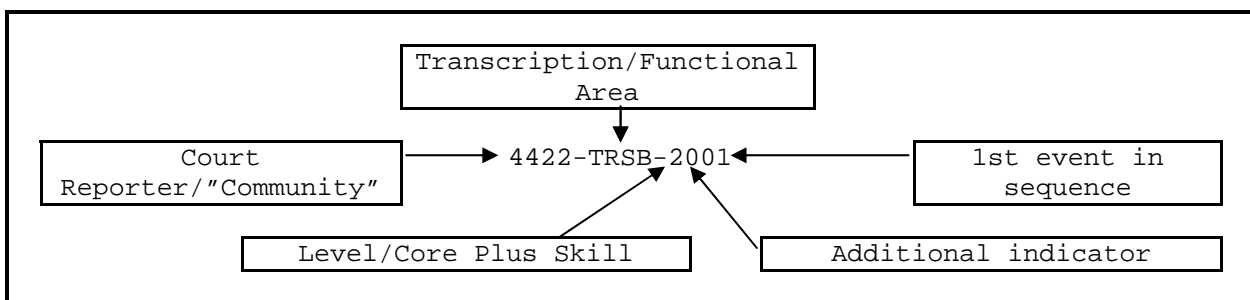


Figure 1-3: T&R Event Coding

- a. The first set of characters indicates the main MOS or community (e.g., 4402, 4421, or LSVC) that performs the event.
- b. The second set of characters indicates functional or duty area (e.g., ADLW, LGAS, MILJ, etc.). Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious.

c. The third set of characters is broken down further into the event level, additional indicator (if applicable), and sequence.

(1) Event levels. The character in the thousands digit indicates the level and defines whether the event is performed by an individual (1000- and 2000-level) or by a collective unit, with the relative size of the unit performing the event indicated by the number (3000- through 9000-level). Note that the titles for the various echelons are examples only and are not exclusive. Some collective events levels may not apply to all T&R manuals. Event levels are shown in figure 1-4.

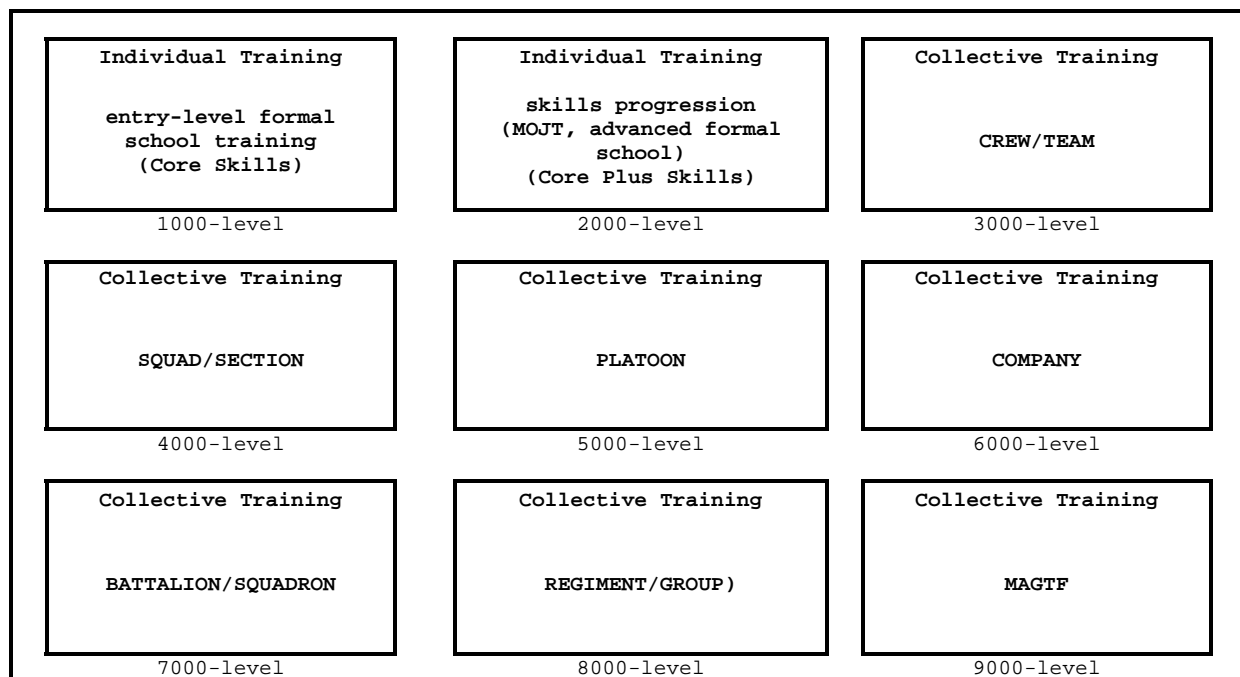


Figure 1-4: T&R Event Levels

(2) Additional indicator. The usage of a number used in the hundreds digit varies. When used in a T&R manual, the additional indicator methodology will be described in the relevant chapter(s).

(3) Sequence. The last two numbers indicate the sequence of the event. All events with the same MOS/community, functional area, and level codes will be grouped together.

3. **Title.** The name of the event. The event title contains one action verb and ideally, one object noun.

4. **Evaluation Coded.** A "Yes" indicates that a collective event is something that the Marine Corps has determined that a unit must be able to perform in order or that unit to be considered fully ready for operations. These evaluation-coded (E-coded) events represent the basic level of readiness for a unit. E-coded events are derived from the training measures of effectiveness for the METs assessed as a percentage of the successfully completed and current (within sustainment interval) E-coded events. Most E-coded events will be for battalion-sized units and higher since those are the

units that report in DRRS. However, if the Marine Corps has determined that the readiness of a lower echelon unit is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event may also be E-coded. Other collective events and all individual events will have a "No" to indicate that they are not evaluation-coded.

5. Supported MCT(s). List all MCTs that are supported by the collective training event, even if those events are not listed as a measure of effectiveness (MOE) in a MET.

6. Sustainment Interval. This is the period, expressed as a number of months, between demonstration of performance mastery and the requirement for retraining if mastery is not demonstrated during that period.

7. Billet/MOS. These fields designate who is responsible for performing the event. When formal training is associated with event, individuals in the associated billet(s)/MOS(s).

8. Grade. This field indicates the rank at which Marines are required to perform the event.

9. Description. This field allows an explanation of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (i.e., engage fixed target with crew-served weapons). Event descriptions are required for collective events, but optional for individual events.

10. Condition. Condition refers to the environment in which the task must be performed. It must also identify the limitations that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental factors or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare Marines to accomplish the assigned mission (e.g., in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

11. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe the proficiency level, specified in terms of accuracy, completeness, time required, and sequencing to which the event is to be accomplished.

12. Event Components/Performance Steps. This is a list of the actions that the event is composed of, or a list of subordinate T&R event descriptions. These help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be employed as the basis for performance evaluation check lists by the operating forces.

b. Event components may be either lower level collective events or individual events, indicating aspects of the event that are performed by the entire unit and individuals within the unit. Event components will correspond with the task titles of the related events, allowing for chaining of the events (see below).

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the event. They are lower-level events that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific Marine Corps tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate events, the events are "chained." The completion of higher level events will update sustainment interval credit (and CRP for E-coded events) for the subordinate level chained events.

15. Related ITEs. A list of all of the individual training events (1000-2000-level events) that directly support the accomplishment of another event of the same level.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either through formal training (Formal), managed on the job training (MOJT), or distance learning (DL). Formal training is conducted at a formal school. MOJT occurs within the operating forces and is the responsibility of leaders. DL products include correspondence courses and training conducted via computer applications.

17. References. The training references assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical references. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. The references listing for each event is representative of those that are most commonly used and are not encyclopedic.

18. Distance Learning Products (DL). Distance learning products include: individual multimedia instruction (IMI), computer-based training (CBT), Marine Corps Institute (MCI), etc. This notation is included when the event

can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training and future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

Where applicable, the ordnance requirements for one year of training for the events in the T&R manual will be aggregated into a table contained in an appendix to the T&R.

20. Suitability of Modeling and Simulation for Sustainment. If the occupational advocate determines that an event can be trained to standard by use of modeling or simulation, this will be noted in the event title in a parenthetical remark. Figure 4-1 contains all acceptable codes for inclusion in this parenthetical remark. The specific modeling or simulation that is acceptable for optional or required training will be noted in the description block and in miscellaneous block. Modeling and simulation, per reference (a) is defined as: The use of models, including emulators, prototypes, simulators, and stimulators, either statically or over time, to develop data as a basis for making managerial or technical decisions. For events that have simulation as an optional choice, the specific portions of the event that may be trained by the identified simulator should be noted as well.

| Code | Requirement |
|------|--|
| P | Event performed in platform only |
| L | Event able to be performed to standard only live environment |
| S | Event performed only with simulator |
| P/S | Event performed in platform preferred/simulator optional |
| S/P | Event performed in simulator preferred/platform optional |
| L/S | Event performed live preferred/simulator optional |
| S/L | Event performed in simulator preferred/live optional |

Figure 4-1: Acceptable Codes

a. Simulation should be used in lieu of live training (particularly when resources to support the event are constrained); or at the commander's discretion, used as a precursor to live training in order to help maximize and enhance the live training event.

b. This task can be supported by self-paced, CBT, (e.g., MarineNet).

c. Modeling and Simulation Terms (terms are refined from reference (a) as necessary):

(1) Simulation - Any actions that will be performed to achieve effects on a notional enemy and/or actions undertaken that assume the presence of an enemy.

(2) Simulator - Any device external to or in place of the materials or conditions identified in the condition statement of a T&R event to assist in simulating the presence of the enemy.

(3) Combat - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against live, hostile opponents.

(4) Live - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against notional opponents. Implies integration between the various echelons.

(5) Live/Constructive - Marines conducting actions with actual table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated live/constructive environment.

(6) Constructive - Marines conducting actions with approximations of table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated constructive environment.

(7) Virtual - Marines conducting actions with approximations of table of equipment; notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents.

(8) Distance Learning - Any instruction and evaluation delivered to the student electronically or via mail.

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal schools are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1006. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR. In accordance with MCO 3400.3G all active duty Marines are required to conduct CBRN training on an annual basis. All training plans for the operating forces and supporting

establishments will include the Marine Corps Common Skills CBRN T&R events established to meet this service directed requirement. All units will ensure that personnel are able to execute individual and collective MOS requirements in a CBRN environment, based on resources, time available, and unit mission.

1007. OPERATIONAL RISK MANAGEMENT. All active duty Marines are required to conduct ORM training on an annual basis. The ORM process is used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in MCO 3500.27B.

LEGAL SERVICES T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

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| LEGAL SERVICES CORE MCT | 2001 | 2-2 |

LEGAL SERVICES T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Legal Services T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable Mission Essential Tasks. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the ability of the Marine Corps to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the Legal Services Community.

2001. LEGAL SERVICES CORE MCT

- a. The Legal Services Community supports the following MCT:

| MARINE CORPS TASK | DESCRIPTION |
|----------------------|--------------------------------|
| MCT #4.6.1.6 | Provide Legal Services Support |

LEGAL SERVICES T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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| 4000-LEVEL EVENTS. | 3003 | 3-3 |

LEGAL SERVICES T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Legal Services Community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community code:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| LSVC | Legal Services |

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| ADLW | Administrative Law |
| MILJ | Military Justice |
| REVV | Review |

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| 4000 | Platoon Level |

Every individual event has a numerical identifier from 001 to 999 within each functional/duty area.

3002. INDEX OF COLLECTIVE EVENTS

| EVENT CODE | E-CODED | EVENT | PAGE |
|---------------------------|---------|--|------|
| 4000-LEVEL | | | |
| ADMINISTRATIVE LAW | | | |
| LSVC-ADLW-4001 | N | Process administrative separation with board hearing | 3-3 |
| LSVC-ADLW-4002 | N | Process a Board of Inquiry (BOI) | 3-3 |
| MILITARY JUSTICE | | | |
| LSVC-MILJ-4001 | N | Conduct a court-martial | 3-4 |
| LSVC-MILJ-4002 | N | Process a Court of Inquiry | 3-4 |

| REVIEW | | | |
|-----------------|---|-------------------------------|-----|
| LSVC-RE VW-4001 | N | Conduct post-trial processing | 3-5 |
| LSVC-RE VW-4002 | N | Conduct Dubai hearing | 3-5 |

3003. 4000-LEVEL EVENTS

LSVC-ADLW-4001: Process administrative separation with board hearing

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

CONDITION: Given a request for legal services (RLS) and supporting documentation.

STANDARD: To complete an administrative proceeding within 50 working days from the date of notification.

EVENT COMPONENTS:

1. Detail recorder and counsel for respondent.
2. Prepare documentation.
3. Prepare hearing room.
4. Represent government.
5. Represent respondent.
6. Conduct proceedings.
7. Prepare record of proceedings.
8. Forward proceedings to Staff Judge Advocate (SJA).
9. Conduct SJA review.
10. Forward proceedings to separation authority.

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
3. MCO 5800.14 Victim-Witness Assistance Program

LSVC-ADLW-4002: Process a Board of Inquiry (BOI)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

CONDITION: Given a show cause determination and supporting documentation.

STANDARD: To complete the BOI record of proceedings within the time prescribed by the convening authority (CA).

EVENT COMPONENTS:

1. Detail recorder and counsel for respondent.
2. Prepare documentation.
3. Prepare hearing room.
4. Represent government.
5. Represent respondent.
6. Conduct proceedings.
7. Prepare record of proceedings.
8. Forward proceedings to Staff Judge Advocate (SJA).

9. Conduct SJA review.
10. Forward proceedings to CA.
11. Forward proceedings through appropriate chain.

REFERENCES:

1. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
2. SECNAVINST 1920.6_ Administrative Separation of Officers

LSVC-MILJ-4001: Conduct a court-martial

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a Request for Legal Services (RLS) from the CA and supporting documentation and evidence.

STANDARD: To adjournment.

EVENT COMPONENTS:

1. Review evidence.
2. Prefer charges.
3. Detail counsel.
4. Represent government.
5. Represent accused.
6. Represent victim, if required.
7. Conduct Article 32 hearing, if required.
8. Prepare Article 33 and 34 letter, if required.
9. Ensure referral of charges.
10. Prepare case for trial.
11. Complete pretrial logistics.
12. Coordinate courtroom security.
13. Preside over trial.
14. Capture court proceedings.
15. Mark exhibits.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCO 5800.14 Victim-Witness Assistance Program

LSVC-MILJ-4002: Process a Court of Inquiry

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an appointing order by the Convening Authority (CA).

STANDARD: To complete a report within the time limit set by the CA.

EVENT COMPONENTS:

1. Prepare court of inquiry documents.

2. Coordinate pre-hearing logistics.
3. Represent the government.
4. Represent named parties, as required.
5. Represent victim, as required.
6. Conduct inquiry.
7. Advise court.
8. Forward record.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 3. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 4. MCM Manual for Courts-Martial (current edition)
 5. MCO 5800.14 Victim-Witness Assistance Program
-

LSVC-RE VW-4001: Conduct post-trial processing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an adjourned court-martial, evidence, and allied documents.

STANDARD: Within timelines established by case law.

EVENT COMPONENTS:

1. Prepare post-trial documents.
2. Produce record.
3. Represent accused in post-trial matters.
4. Promulgate Court-Martial Order (CMO).
5. Forward to NAMARA.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

LSVC-RE VW-4002: Conduct Dubay hearing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an order for a post-trial hearing.

STANDARD: Within time limits set by the applicable authority.

EVENT COMPONENTS:

1. Review Record.
2. Forward to Convening Authority (CA), if applicable.

3. Represent appellant.
4. Represent victim.
5. Represent government.
6. Preside over the hearing.
7. Record proceedings.
8. Produce record.
9. Return record to appellate court.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 4. MCO 5800.14 Victim-Witness Assistance Program
-

LEGAL SERVICES T&R MANUAL

CHAPTER 4

MOS 4402 INDIVIDUAL EVENTS

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LEGAL SERVICES T&R MANUAL

CHAPTER 4

MOS 4402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Judge Advocates. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community or military occupational specialty (MOS). This chapter contains the following MOS code:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| 4402 | Judge Advocate |

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

| <u>Code</u> | <u>Description</u> |
|-------------|-------------------------------|
| ADLW | Administrative Law |
| ADMN | Administration |
| BLAW | Basic Common Legal Skills |
| BSKL | Basic Common Non-Legal Skills |
| CVLW | Civil Law |
| GCSL | General Counsel |
| LGAS | Legal Assistance |
| MGMT | Management |
| MILJ | Military Justice |
| OPLW | Operational Law |
| REVV | Review |

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

| <u>Code</u> | <u>Description</u> |
|-------------|--|
| 1000 | Core Skills (initial MOS training conducted at a formal school) |
| 2000 | Core Plus Skills (follow-on formal schooling, MOJT or distance learning) |

Every individual event has a numerical identifier from 001 to 999 within each functional/duty area.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 44 tasks.

4002. INDEX OF INDIVIDUAL EVENTS

| EVENT CODE | EVENT | PAGE |
|--------------------------------------|--|------|
| 1000-LEVEL | | |
| ADMINISTRATIVE LAW | | |
| 4402-ADLW-1001 | Review an administrative investigation | 4-4 |
| 4402-ADLW-1002 | Represent respondent in administrative separation proceedings | 4-5 |
| 4402-ADLW-1003 | Brief an Investigating Officer (IO) on administrative investigation procedures | 4-6 |
| 4402-ADLW-1004 | Perform as supervising attorney for litigation report investigation | 4-6 |
| 4402-ADLW-1005 | Represent the government in administrative separation proceedings | 4-7 |
| BASIC COMMON NON-LEGAL SKILLS | | |
| 4402-BSKL-1001 | Prepare naval correspondence | 4-7 |
| CIVIL LAW | | |
| 4402-CVLW-1001 | Render legal opinions on government ethics and standards of conduct | 4-8 |
| LEGAL ASSISTANCE | | |
| 4402-LGAS-1001 | Perform as a legal assistance attorney | 4-9 |
| 4402-LGAS-1002 | Certify true copies of documents | 4-10 |
| MILITARY JUSTICE | | |
| 4402-MILJ-1001 | Perform as a defense counsel | 4-10 |
| 4402-MILJ-1002 | Provide counseling services | 4-11 |
| 4402-MILJ-1003 | Perform as a trial counsel | 4-12 |
| OPERATIONAL LAW | | |
| 4402-OPLW-1001 | Perform as a basic operational law attorney | 4-13 |
| 2000-LEVEL | | |
| ADMINISTRATIVE LAW | | |
| 4402-ADLW-2001 | Review an administrative separation | 4-14 |
| ADMINISTRATION | | |
| 4402-ADMN-2001 | Coordinate Legal Services Support Section spending | 4-14 |
| BASIC COMMON LEGAL SKILLS | | |
| 4402-BLAW-2001 | Provide instruction on legal issues | 4-15 |
| BASIC COMMON NON-LEGAL SKILLS | | |
| 4402-BSKL-2001 | Safeguard sensitive and/or classified material | 4-16 |
| CIVIL LAW | | |
| 4402-CVLW-2001 | Advise commander on civil law issues | 4-16 |
| GENERAL COUNSEL | | |
| 4402-GCSL-2001 | Perform as General Counsel Attorney | 4-17 |
| LEGAL ASSISTANCE | | |
| 4402-LGAS-2001 | Negotiate non-commercial contracts | 4-18 |

| | | |
|-------------------------|---|------|
| 4402-LGAS-2002 | Prepare adoption documents | 4-18 |
| 4402-LGAS-2003 | Prepare name change documents | 4-19 |
| 4402-LGAS-2004 | Advise client on family law issues | 4-19 |
| MANAGEMENT | | |
| 4402-MGMT-2001 | Manage legal support training and readiness program | 4-20 |
| 4402-MGMT-2002 | Manage personnel resources | 4-21 |
| 4402-MGMT-2003 | Conduct legal inspections | 4-21 |
| 4402-MGMT-2004 | Maintain Legal Standard Operating Procedures (SOP) | 4-22 |
| MILITARY JUSTICE | | |
| 4402-MILJ-2001 | Perform as appellate defense counsel | 4-23 |
| 4402-MILJ-2002 | Perform as appellate government counsel | 4-23 |
| 4402-MILJ-2003 | Review non-judicial punishment (NJP) appeals | 4-24 |
| 4402-MILJ-2004 | Perform as detailed military judge | 4-25 |
| 4402-MILJ-2005 | Serve as Deposition Officer | 4-25 |
| 4402-MILJ-2006 | Perform as Special Assistant U. S. Attorney (SAUSA) | 4-26 |
| 4402-MILJ-2007 | Perform as appellate court judge | 4-27 |
| 4402-MILJ-2008 | Perform as a defense counsel on complex cases | 4-27 |
| 4402-MILJ-2009 | Perform as a trial counsel on complex cases | 4-28 |
| 4402-MILJ-2010 | Serve as an Article 32 Officer | 4-30 |
| 4402-MILJ-2011 | Advise commanders concerning military justice matters | 4-30 |
| 4402-MILJ-2012 | Coordinate courtroom security program | 4-31 |
| 4402-MILJ-2013 | Manage the Victim-Witness Assistance Program | 4-32 |
| 4402-MILJ-2014 | Coordinate expert support | 4-32 |
| 4402-MILJ-2015 | Perform as Victims' Legal Counsel | 4-33 |
| OPERATIONAL LAW | | |
| 4402-OPLW-2001 | Perform as a judge advocate on a MAGTF or Joint Operational Staff | 4-34 |
| REVIEW | | |
| 4402-RE VW-2001 | Conduct judge advocate review | 4-35 |
| 4402-RE VW-2002 | Provide Staff Judge Advocate (SJA) recommendation | 4-36 |
| 4402-RE VW-2003 | Coordinate post-trial review of courts-martial | 4-36 |

4003. 1000-LEVEL EVENTS

4402-ADLW-1001: Review an administrative investigation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative investigation.

STANDARD: To ensure the investigation is procedurally compliant as specified in JAGINST 5800.7_, Chapter 2.

PERFORMANCE STEPS:

1. Identify legal issues.

2. Research the applicable statutes, regulations, and law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Advise investigating officer, if required.
5. Draft legal opinion identifying appropriate courses of action.
6. Advise commander on results of research and alternative courses of action, if necessary.
7. Recommend appropriate courses of action.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P4400.150_ Consumer Level Supply Policy Manual
 4. SECNAV 5430.107 Mission and Functions of the Naval Criminal Investigative Service
 5. SECNAV M-5510.36_ Department of the Navy Information Security Program
 6. MCO 5800.14 Victim-Witness Assistance Program
-

4402-ADLW-1002: Represent respondent in administrative separation proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 9 months

MOS PERFORMING: 4402

BILLETS: Defense Counsel, Senior Defense Counsel, Regional Defense Counsel, Chief Defense Counsel

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed and given an administrative discharge or Board of Inquiry (BOI).

STANDARD: To provide competent, zealous, and ethical representation of the respondent at the board.

PERFORMANCE STEPS:

1. Evaluate all available evidence.
2. Identify potential conflicts of interest.
3. Establish an attorney-client relationship.
4. Advise client.
5. Identify clients at risk for suicide.
6. Review all evidence and legal options with the client.
7. Interview witnesses.
8. Prepare case for board.
9. Present case.
10. Assist respondent in exercising post hearing rights, as appropriate.
11. Maintain case file.

REFERENCES:

1. MCM Manual for Courts-Martial (current edition)

2. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
4. SECNAVINST 1920.6_ Administrative Separation of Officers
5. MCO 5800.14 Victim-Witness Assistance Program

4402-ADLW-1003: Brief an Investigating Officer (IO) on administrative investigation procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a situation where an investigating officer has been appointed.

STANDARD: To assist with timely, accurate and legally sufficient submission of the investigation in accordance with JAGINST 5800.7_, Chapter 2.

PERFORMANCE STEPS:

1. Review appointing order.
2. Provide relevant documentation and checklist.
3. Recommend investigative steps.
4. Review IO's draft investigation.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. SECNAV 5430.107 Mission and Functions of the Naval Criminal Investigative Service

4402-ADLW-1004: Perform as a supervising attorney for litigation report investigation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When appointed as supervising attorney.

STANDARD: To assist with timely, accurate and legally sufficient submission of investigation in accordance with JAGINST 5800.7_, Chapter 2.

PERFORMANCE STEPS:

1. Supervise investigating officer.
2. Review investigation.
3. Forward as required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
-

4402-ADLW-1005: Represent the government in administrative separation proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative separation package or board of inquiry (BOI).

STANDARD: To provide competent, zealous, and ethical representation of the government at the board.

PERFORMANCE STEPS:

1. Ensure package legal sufficiency.
2. Serve defense.
3. Evaluate all available evidence.
4. Interview witnesses.
5. Coordinate board logistics.
6. Conduct board.
7. Ensure transcription of proceedings.
8. Route transcript for authentication.
9. Route package to Administrative Law section.
10. Ensure Victim-Witness Assistance Program compliance.

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
 4. SECNAVINST 1920.6_ Administrative Separation of Officers
 5. MCO 5800.14 Victim-Witness Assistance Program
-

4402-BSKL-1001: Prepare naval correspondence

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for the preparation of naval correspondence.

STANDARD: Without formatting, grammatical, or spelling errors.

PERFORMANCE STEPS:

1. Review references.
2. Determine appropriate naval correspondence format.
3. Assign correct Standard Subject Identification Code (SSIC).
4. Utilize appropriate abbreviations.
5. Prepare draft document.
6. Proofread document.
7. Route correspondence for revisions.
8. Revise document, if necessary.
9. Route document for signature.
10. Maintain a copy of the final document.

REFERENCES:

1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
3. SECNAV M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual

4402-CVLW-1001: Render legal opinions on government ethics and standards of conduct

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Civil Law Attorney, Staff Judge Advocate

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ethics or standards of conduct issue.

STANDARD: To provide 100% accurate, and complete legal advice.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Examine applicable statutes, regulations, and case law.
3. Analyze alternative courses of action and ramifications.
4. Draft legal opinion.
5. Brief commander on results of research and alternative courses of action.
6. Recommend appropriate course of action.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. Federal, State and Local Laws

3. NAVSO P-6034 Volume 1 and 2 Joint Federal Travel Regulations (JFTR),
Volumes 1 and 2 - Uniformed Service Members
-

4402-LGAS-1001: Perform as a legal assistance attorney

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Performance as a legal assistance attorney will normally include the following areas of law: consumer affairs, dependent support obligations, disputed indebtedness, domestic relations, estate planning, paternity determinations, tax issues, immigration, landlord/tenant relations, Servicemembers Civil Relief Act (SCRA), notary, guardianship and adoption, powers of attorney, name-change issues, wounded ill and injured (WII) servicemembers, pre-deployment, preventative law, and The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

MOS PERFORMING: 4402

BILLETS: Legal Assistance Attorney

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal assistance matter.

STANDARD: To provide competent, zealous, and ethical representation for the legal assistance client.

PERFORMANCE STEPS:

1. Determine requirements.
2. Conduct brief, if required.
3. Determine legal assistance eligibility.
4. Identify conflicts of interest, if necessary.
5. Interview the client.
6. Research the law, if necessary.
7. Advise the client.
8. Draft legal document(s)/correspondence, if necessary.
9. Represent client, if necessary.
10. Report statistics.

REFERENCES:

1. The Military Divorce Handbook: A Practical Guide to Representing Military Personnel and Their Families, (Second Edition), author Mark E. Sullivan
 2. Federal, State and Local Laws
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. MCO 5800.14 Victim-Witness Assistance Program
 6. "Ripped Off! A Servicemember's Guide to Common Scams, Frauds, and Bad Deals", American Bar Association 2014, ABA Book Publishing, Michael S. Archer
-

4402-LGAS-1002: Certify true copies of documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an original document, a copy of the document, and a "CERTIFIED TRUE COPY" stamp.

STANDARD: Ensuring 100% authenticity of document copies.

PERFORMANCE STEPS:

1. Review original document.
2. Verify authenticity of the copy.
3. Stamp copy with the "CERTIFIED TRUE COPY" stamp.
4. Sign beneath the stamp.
5. Legibly print name, rank, branch of service under the signature.

REFERENCE:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
-

4402-MILJ-1001: Perform as a defense counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 9 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed as a defense counsel or appointed as individual military counsel in a Special or General Court-Martial.

STANDARD: To provide competent, zealous, and ethical representation for the accused.

PERFORMANCE STEPS:

1. Review charge sheet and allied papers.
2. Identify conflicts of interest, if any.
3. Evaluate all available evidence.
4. Form attorney-client relationship with the accused.
5. Identify clients at risk for suicide.
6. Review all evidence and legal options with the client.
7. Interview all witnesses.
8. Conduct pretrial negotiations if authorized by the accused.
9. Prepare case for trial.
10. Represent accused at Article 32 hearing, if required.

11. Litigate motions, if required.
12. Represent accused at trial.
13. Represent accused through post-trial processing.
14. Maintain case file.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
 2. DA PAM 27-9 Military Judge's Benchbook
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 5. MCM Manual for Courts-Martial (current edition)
 6. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEMAN)
 7. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 8. MILPERSMAN 1910 Reasons for Separation
 9. SECNAVINST 1920.6_ Administrative Separation of Officers
-

4402-MILJ-1002: Provide counseling services

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Counseling services may include non-judicial punishment (NJP) counseling, administrative separation counseling, investigation counseling, custodial interrogation counseling, initial review officer hearing (IRO) counseling, Summary Court-Martial (SCM) counseling, and as otherwise authorized.

MOS PERFORMING: 4402

BILLETS: Chief Defense Counsel, Defense Counsel, Regional Defense Counsel, Senior Defense Counsel

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Upon a request for defense counsel services for which detailing is not yet authorized or counsel has not yet been detailed and without forming an attorney-client relationship.

STANDARD: To provide competent and ethical counseling for the servicemember.

PERFORMANCE STEPS:

1. Identify servicemembers at risk for suicide.
2. Receive a set of facts, if applicable.
3. Advise of rights as applicable.
4. Provide range of options.
5. Conduct IRO hearing, if applicable.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

3. MCM Manual for Courts-Martial (current edition)
 4. MCO P1610.7_ Performance Evaluation System (PES)
 5. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 6. SECNAVINST 1920.6_ Administrative Separation of Officers
-

4402-MILJ-1003: Perform as a trial counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 9 months

MOS PERFORMING: 4402

BILLETS: Complex Trial Counsel, Regional Trial Counsel, Senior Trial Counsel, Trial Counsel

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed as trial counsel to a Special or General Court-Martial.

STANDARD: To provide competent, zealous, and ethical representation on behalf of the government.

PERFORMANCE STEPS:

1. Review sufficiency of supporting documentation and evidence.
2. Determine necessary investigatory actions.
3. Determine pretrial restraint status of accused.
4. Maintain case status updates in all approved (reporting requirements) databases.
5. Conduct IRO hearing.
6. Liaison with Victims' Legal Counsel as appropriate.
7. Ensure preferral of charges, if necessary.
8. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
9. Conduct pretrial negotiations, if appropriate.
10. Represent government at Article 32, if required.
11. Prepare case for trial.
12. Litigate motions, if required.
13. Coordinate trial logistics.
14. Provide courtroom security assessment.
15. Represent government at trial.
16. Ensure compliance with Victim/Witness Assistance Program (VWAP).
17. Execute appropriate post-trial documents.
18. Coordinate post-trial administrative matters.
19. Certify the record of trial.
20. Authenticate the record of trial, if applicable.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
2. DA PAM 27-9 Military Judge's Benchbook
3. DoDD 1030.1_ Victim and Witness Assistance

4. DoDI 1030.2_ Victim and Witness Assistance Procedures
5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
7. MCM Manual for Courts-Martial (current edition)
8. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
9. SECNAVINST 5800.11_ Victim and Witness Assistance Program

4402-OPLW-1001: Perform as a basic operational law attorney

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: Basic Operational law issues may include: International Law that impacts Armed Conflict, Rules of Engagement (ROE), Escalation of Force (EOF), Humanitarian Assistance and Disaster Relief, International Agreements to include Status of Forces Agreements (SOFA), Detention Operations, Rule of Law (ROL), Security Operations, Information Operations, Cyber Security Operations, Intelligence Law, Domestic Operations, deployed fiscal law, and process foreign claims.

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation or exercise.

STANDARD: To ensure 100% accurate and relevant operational law advice is given and within the time limit set by the commander.

PERFORMANCE STEPS:

1. Review facts.
2. Review the appropriate law and/or operational orders.
3. Participate in staff planning.
4. Advise commander.
5. Issue legal opinion, if necessary.
6. Assist in execution of commander's decision.
7. Provide instruction on operational law issues, if necessary.

REFERENCES:

1. Geneva Conventions of 1949
2. Law of War Documentary Supplement The Judge Advocate General Legal School and Center (current edition)
3. Host Nation Status of Forces Agreement (SOFA)
4. CJCSI 3121.01_ Standing Rules of Engagement for U. S. Forces
5. DOD DIR 2311.01_ DoD Law of War Program
6. FM 27-10 Law of Land Warfare
7. MCM Manual for Courts-Martial (current edition)
8. Operational Law Handbook The Judge Advocate General Legal School and Center (current edition)
9. SECNAV MANUAL M-5216.5_ Department of the Navy Correspondence Manual

10. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf Of and Against the Government
 11. FM 6-27 Law of Land Warfare
 12. MCRP 5-12.1A Law of Land Warfare
 13. MCO 3300.4_ Marine Corps Law of War Program
 14. NWP 1-14 The Commander's Handbook on the Law of Naval Operations
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4004. 2000-LEVEL EVENTS

4402-ADLW-2001: Review an administrative separation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: ~~MOJT~~ FORMAL

CONDITION: Given an administrative separation package or board of inquiry

STANDARD: To ensure sufficiency in law and fact.

PERFORMANCE STEPS:

1. Review administrative separation package for procedural compliance.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion identifying appropriate courses of action.
5. Brief commander on results of research and alternative courses of action, if necessary.
6. Recommend appropriate courses of action.

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
 3. SECNAVINST 1920.6_ Administrative Separation of Officers
 4. MCO 5800.14 Victim-Witness Assistance Program
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4402-ADMN-2001: Coordinate Legal Services Support Section spending

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Legal Services Support Section Officer-In-Charge, Legal Services Support Team Officer-In-Charge

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft budget.

STANDARD: To ensure all fiscal requirements are satisfied.

PERFORMANCE STEPS:

1. Determine budgetary requirements.
2. Prioritize overall requirements.
3. Identify deficiencies.
4. Prioritize deficiencies.
5. Approve spending plan.
6. Request additional funding for deficiencies.
7. Monitor operating budget.

REFERENCE:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
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4402-BLAW-2001: Provide instruction on legal issues

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes legal instruction for units within a Legal Services Support Area (LSSA), i.e. semi-annual legal clerk training, legal officer training, and senior enlisted training, to improve their overall understanding and support of the legal process.

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to train non-44XX personnel.

STANDARD: In accordance with the timelines established by the commander.

PERFORMANCE STEPS:

1. Identify requirements.
2. Establish a training plan.
3. Provide the training.
4. Evaluate the training.
5. Seek feedback.
6. Modify period of instruction, as required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
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4402-BSKL-2001: Safeguard sensitive and/or classified material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive and/or classified material, and the proper clearance.

STANDARD: To ensure security of the materials is not compromised.

PERFORMANCE STEPS:

1. Identify the sensitive and/or classified material.
2. Coordinate with security manager, when required.
3. Ensure compliance with established security procedures.
4. Ensure compliance with ethical standards.

REFERENCES:

1. OPNAVINST 5510.1_ Department of the Navy Information and Personnel Security Program Regulation
 2. PUBLIC LAW 93-579 The Privacy Act of 1974 with addendum
 3. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 4. SECNAV M-5510.36 _ Department of the Navy Information Security Program
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4402-CVLW-2001: Advise commander on civil law issues

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Civil law issues may include: military personnel law, standards of conduct and ethics, Freedom of Information Act (FOIA), use of government resources, claims, Privacy Act, fiscal law, review orders and regulations, installation law, contacts with industry, service of process, and fiscal law.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: ~~MOJT~~ FORMAL

CONDITION: Given a civil law requirement.

STANDARD: In the timeline established by the commander and appropriate staff to provide accurate and complete legal advice.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Examine applicable statutes, regulations, and case law.
3. Analyze alternative courses of action and ramifications.
4. Render legal opinion.
5. Brief commander on results of research and alternative courses of action.
6. Recommend appropriate course of action.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. Federal, State and Local Laws
3. NAVSO P-6034 Volume 1 and 2 Joint Federal Travel Regulations (JFTR),
Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense
Civilian Personnel

4402-GCSL-2001: Perform as a General Counsel Attorney

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contracting, environmental, or labor law requirement.

STANDARD: In the timeline established to provide accurate and complete legal advice.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Examine applicable statutes, regulations, and case law.
3. Analyze alternative courses of action and ramifications.
4. Render legal opinion.
5. Brief commander on results of research and alternative courses of action.
6. Recommend appropriate course of action.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. Federal, State and Local Laws
3. NAVSO P-6034 Volume 1 and 2 Joint Federal Travel Regulations (JFTR),
Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense
Civilian Personnel

ADMINISTRATIVE NOTE: This is a formal course of instruction currently funded via the Special Education Program. This is not a TECOM funding requirement.

4402-LGAS-2001: Advise on non-commercial contracts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Non-commercial contract may include: tenant agreement, separation agreement, consumer-buyer agreement, and consumer loan agreement.

MOS PERFORMING: 4402

BILLETS: Legal Assistance Attorney

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a client's need for a non-commercial contract.

STANDARD: In accordance with current law and practice procedures.

PERFORMANCE STEPS:

1. Interview client.
2. Identify client objectives.
3. Draft legal document(s), if necessary.
4. Review documents, if applicable.
5. Advise client.
6. Engage opposing party, as applicable.
7. Pursue client objectives.

REFERENCES:

1. Federal, State and Local Laws
 2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-LGAS-2002: Prepare adoption documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the appropriate references, materials, and equipment.

STANDARD: With no grammatical or formatting error, accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.
5. Prepare the necessary documents for filing with the appropriate authority

by the client.

REFERENCES:

1. Appropriate Law Library References
2. State and Local Law
3. U. S. Government Printing Office (GPO) Style Manual

ADMINISTRATIVE NOTE: This event may not be something that can be performed at all Legal Assistance Offices. Only those offices that have Authorized Expanded Legal Assistance Programs may be able to perform this task.

4402-LGAS-2003: Prepare name change documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the appropriate references and materials.

STANDARD: With no grammatical or formatting error, accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Interview the client.
2. Research the law.
3. Prepare the name change documents for filing with the appropriate authorities by the client.

REFERENCES:

1. Appropriate Law Library References
 2. State and Local Law
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. U.S. Government Printing Office Style Manual (Current edition)
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4402-LGAS-2004: Advise client on family law issues

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a client's request.

STANDARD: In accordance with current law and practice procedures.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify client's objectives.
3. Prepare the family law documents for filing with the appropriate authorities by the client, as provided by state law.
4. Represent the client.

REFERENCES:

1. State and Local Law
 2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MGMT-2001: Manage legal support training and readiness program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes, but is not limited to: Continuing Legal Education (CLE), Professional Military Education (PME), Marine Corps annual training requirements, medical and dental requirements, and other training and readiness programs/services/requirements as required.

MOS PERFORMING: 4402

BILLETS: Legal Services Support Section Officer-In-Charge, Legal Services Support Team Officer-In-Charge, Staff Judge Advocate

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given training requirements.

STANDARD: To provide timely and proper completion of required education, training, or other requirements.

PERFORMANCE STEPS:

1. Review the requirements.
2. Determine tasks requiring training.
3. Establish training plan.
4. Assign personnel to conduct training.
5. Review lesson plans and correct deficiencies, as required.
6. Evaluate training.
7. Critique and counsel instructors.
8. Document all training received by each Marine.
9. Document all training given by each Marine.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 1553.3_ Unit Training Management (UTM) Program
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4402-MGMT-2002: Manage personnel resources

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Legal Services Support Section Officer-In-Charge, Legal Services Support Team Officer-In-Charge, Staff Judge Advocate

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mission statement and assigned personnel.

STANDARD: Ensuring proper staffing levels to accomplish the mission.

PERFORMANCE STEPS:

1. Review the mission.
2. Compare T/O to Authorized Strength Report (ASR).
3. Identify deficiencies.
4. Assign personnel to meet demand signals.
5. Engage higher headquarters for personnel staffing.
6. Recommend changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17_ Military Occupational Specialty Manual (MOS Manual)
 2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit T/O&E Unit's Table of Organization and Equipment
 4. MCO 5800.14 Victim-Witness Assistance Program
 5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MGMT-2003: Conduct legal inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To determine mission readiness.

PERFORMANCE STEPS:

1. Review inspection checklist.
2. Schedule inspection.
3. Conduct an in-brief.
4. Conduct inspection.

5. Evaluate results.
6. Conduct debrief.
7. Schedule a follow-up inspection, if necessary.
8. Forward results.

REFERENCES:

1. Article 6, Uniformed Code of Military Justice
 2. Automated Inspection Reporting System (AIRS) 091 Detailed Inspection Checklist, Legal Services Support Section/Staff Judge Advocate Offices
 3. Automated Inspection Reporting System (AIRS) 092 Detailed Inspection Checklist, Victim Witness Assistance Program
 4. SJA to CMC Legal Support Inspection Checklist
 5. AIRS Section 091 Legal Admin Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
 6. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 7. MCM Manual for Courts-Martial (current edition)
 8. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 9. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MGMT-2004: Maintain Legal Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: To ensure standardized practice consistent with service policy.

PERFORMANCE STEPS:

1. Review Standard Operating Procedures (SOP).
2. Review applicable references.
3. Identify best practices.
4. Identify deficiencies.
5. Update SOP as required.
6. Forward to approving authority.

REFERENCE:

1. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MILJ-2001: Perform as appellate defense counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Appellate Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: When detailed as an appellate defense counsel.

STANDARD: To provide competent, zealous, and ethical representation for the client.

PERFORMANCE STEPS:

1. Review authenticated record of trial.
2. Form attorney-client relationship with the client.
3. Prepare petition for relief, if appropriate.
4. Represent client before appropriate appellate courts.
5. Maintain case file.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
 2. CAAF Court of Appeals for the Armed Forces Rules of Appellate Practice and Procedure (current edition)
 3. DA PAM 27-9 Military Judge's Benchbook
 4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 8. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
 9. U.S. Supreme Court Rules for Practice and Procedure
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4402-MILJ-2002: Perform as appellate government counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Appellate Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Upon receipt of a defense written brief or Article 62 appeal request and when detailed as an appellate government counsel.

STANDARD: To provide competent, zealous, and ethical representation for the government.

PERFORMANCE STEPS:

1. Review brief.

2. Review authenticated record of trial.
3. Represent government before the appropriate appellate court.
4. Coordinate with Solicitor General's Office, if required.
5. Maintain case file.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
 2. CAAF Court of Appeals for the Armed Forces Rules of Appellate Practice and Procedure (current edition)
 3. DA PAM 27-9 Military Judge's Benchbook
 4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 8. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
 9. U.S. Supreme Court Rules for Practice and Procedure
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4402-MILJ-2003: Review non-judicial punishment (NJP) appeals

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Review Officer, Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a non-judicial punishment (NJP) record and servicemember's appeal.

STANDARD: Ensuring the imposition of NJP was done in strict compliance with current laws and regulations.

PERFORMANCE STEPS:

1. Review appeal.
2. Ensure compliance with applicable laws and regulations.
3. Identify issues raised by servicemember.
4. Address issues raised by servicemember.
5. Forward to appropriate appeal authority with recommendations for appropriate action.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MILJ-2004: Perform as detailed military judge

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Military Judge

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed to a court-martial by a Circuit Military Judge.

STANDARD: To provide competent, ethical performance as a military judge.

PERFORMANCE STEPS:

1. Prepare for trial.
2. Conduct pretrial sessions.
3. Rule on pretrial sessions.
4. Preside at trial.
5. Update database and case file, as necessary.
6. Authenticate record of trial.
7. Conduct post-trial sessions, as necessary.

REFERENCES:

1. Local Judicial Circuit Rules
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5800.14 Victim-Witness Assistance Program
 4. DA PAM 27-9 Military Judge's Benchbook
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4402-MILJ-2005: Serve as Deposition Officer

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: When appointed as deposition officer.

STANDARD: To authenticate record of deposition in compliance with R.C.M. 702.

PERFORMANCE STEPS:

1. Review the reference.
2. Coordinate hearing date.
3. Prepare for hearing.
4. Conduct hearing.
5. Prepare report.

6. Authenticate record.
7. Submit report and authenticated record.

REFERENCE:

1. MCM Manual for Courts-Martial (current edition)
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4402-MILJ-2006: Perform as Special Assistant U.S. Attorney (SAUSA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: When detailed.

STANDARD: To provide competent, zealous, and ethical representation on behalf of the government under the supervision of the U.S. Attorney.

PERFORMANCE STEPS:

1. Review report of Law Enforcement agency alleging civilian offense within area of federal jurisdiction.
2. File charges, if required.
3. Consult with U.S. Attorney's Office as necessary.
4. Conduct pretrial negotiations if appropriate.
5. Represent government before Grand Jury if required.
6. Prepare case for trial.
7. Litigate motions if required.
8. Coordinate trial logistics.
9. Represent government at trial.
10. Ensure compliance with Victim/Witness Assistance Program.
11. Coordinate post-trial administrative matters.

REFERENCES:

1. United States Sentencing Commission Guidelines Manual
2. Federal, State and Local Laws
3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
5. U.S. Attorney Manual
6. DoDI 5525.07 Implementation of the Memorandum of Understanding (MOU) Between the Department of Justice (DOJ) and Defense Relating to the Investigation and Prosecution of Certain Crimes (dtd June 18, 2007)

SPECIAL PERSONNEL CERTIFICATE: A SAUSA appointment may be granted by the cognizant U.S. Attorney to a Judge Advocate who maintains active bar membership in his/her state bar.

4402-MILJ-2007: Perform as appellate court judge

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned to a panel of the Naval-Marine Corps Court of Appeals (NMCCA).

STANDARD: To provide competent, ethical performance as an appellate court judge.

PERFORMANCE STEPS:

1. Review appellate submissions.
2. Review record of trial for factual and legal sufficiency.
3. Specify assignments of error, if necessary.
4. Hear oral arguments, if necessary.
5. Render appellate decision.
6. Act on government appeals, as required.
7. Act on extraordinary writs, as required.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
 2. DA PAM 27-9 Military Judge's Benchbook
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. MCM Manual for Courts-Martial (current edition)
 5. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
 6. MCO 5800.14 Victim-Witness Assistance Program
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4402-MILJ-2008: Perform as a defense counsel on complex cases

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Litigating complex cases requires more specialized training than is normally required for the litigation of more standard cases such as capital, sexual assault, and national security cases. More complex litigation procedures are involved in these types of courts-martial and in light of recent case law developments, this type of training is necessary to preserve appellate issues.

MOS PERFORMING: 4402

BILLETS: Chief Defense Counsel, Defense Counsel, Regional Defense Counsel, Senior Defense Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed as a defense counsel or appointed as individual military counsel in a complex case.

STANDARD: To provide competent, zealous, and ethical representation for the accused.

PERFORMANCE STEPS:

1. Review charge sheet and allied papers.
2. Identify conflicts of interest, if any.
3. Evaluate all available evidence.
4. Form attorney-client relationship with the accused.
5. Identify clients at risk for suicide.
6. Review all evidence and legal options with the client.
7. Interview all witnesses.
8. Conduct pretrial negotiations if authorized by the accused.
9. Prepare case for trial.
10. Identify potential expert witnesses.
11. Represent accused at Article 32 hearing, if required.
12. Litigate motions, if required.
13. Represent accused at trial.
14. Represent accused through post-trial processing.
15. Maintain case file.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
2. DA PAM 27-9 Military Judge's Benchbook
3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
5. MCM Manual for Courts-Martial (current edition)
6. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
7. MCO 5800.14 Victim Witness Assistance Program

4402-MILJ-2009: Perform as a trial counsel on complex cases

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Litigating complex cases requires more specialized training than is normally required for the litigation of more standard cases such as capital, sexual assault, and national security cases. More complex litigation procedures are involved in these types of courts-martial and prosecutors will need more training in the development of litigation strategies.

MOS PERFORMING: 4402

BILLETS: Complex Trial Counsel, Regional Trial Counsel, Senior Trial Counsel, Trial Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed as a prosecutor for a complex case.

STANDARD: To provide competent, zealous, and ethical representation on behalf of the government.

PERFORMANCE STEPS:

1. Review sufficiency of supporting documentation and evidence.
2. Determine pretrial restraint status of accused.
3. Conduct IRO hearing.
4. Consult with Higher Headquarters as required.
5. Determine necessary investigatory actions.
6. Ensure preferral of charges, if necessary.
7. Maintain case status updates in all approved reporting requirements databases.
8. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
9. Liaison with Victims' Legal Counsel as appropriate.
10. Conduct pretrial negotiations, if appropriate.
11. Represent government at Article 32, if required.
12. Prepare case for trial.
13. Identify potential expert witnesses.
14. Provide courtroom security assessment.
15. Review complex media issues.
16. Litigate motions, if required.
17. Coordinate trial logistics.
18. Review security assessment.
19. Represent government at trial.
20. Ensure compliance with Victim/Witness Assistance Program.
21. Coordinate post-trial administrative matters.
22. Certify the record of trial.
23. Authenticate the record of trial, if applicable.

REFERENCES:

1. UCMJ Uniform Code of Military Justice
2. DA PAM 27-9 Military Judge's Benchbook
3. DoDD 1030.1_ Victim and Witness Assistance
4. DoDI 1030.2_ Victim and Witness Assistance Procedures
5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
7. MCM Manual for Courts-Martial (current edition)
8. MCO 5800.14 Victim Witness Assistance Program
9. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
10. SECNAVINST 5800.11_ Victim and Witness Assistance Program

ADMINISTRATIVE NOTE: There is a requirement for joint training for the 44XX Occupational Field to include MOSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc.

4402-MILJ-2010: Serve as an Article 32 Officer

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: When appointed as investigating officer and upon receipt of preferred charge sheet.

STANDARD: Producing DD Form 457, Investigating Officer's Report, in compliance with MCM Rules of Courts-Martial (R.C.M.) 405 and within specified time limit.

PERFORMANCE STEPS:

1. Coordinate hearing date.
2. Prepare for hearing.
3. Conduct hearing.
4. Prepare report.
5. Submit report.

REFERENCES:

1. Naval Justice School Article 32 Investigating Officer's Guide
 2. MCM Manual for Courts-Martial (current edition)
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4402-MILJ-2011: Advise commanders concerning military justice matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This does not include Article 34, Uniform Code of Military Justice (UCMJ), or Staff Judge Advocates post-trial recommendation and is intended to capture the wide range of matters associated with the military justice practice such as search and seizure, pretrial restraint, alternate dispositions of cases, etc.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a potential or suspected violation of the Uniform Code of Military Justice (UCMJ).

STANDARD: Applying all appropriate law to the given facts of a situation and in a timely and accurate manner.

PERFORMANCE STEPS:

1. Receive a set of facts.
2. Review the facts.
3. Apply the appropriate law and regulations.
4. Determine a range of options for response to the situation.
5. Brief the commander and provide recommendations.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
 6. UCMJ Uniform Code of Military Justice
 7. MCO 5800.14 Victim-Witness Assistance Program
-

4402-MILJ-2012: Coordinate courtroom security program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Chief Trial Counsel, Legal Services Support Section Officer-In-Charge, Legal Services Support Team Officer in Charge, Military Judge, Regional Trial Counsel, Senior Trial Counsel, Trial Counsel

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide courtroom security.

STANDARD: Ensuring developed courtroom security measures are implemented.

PERFORMANCE STEPS:

1. Ensure risk assessment completion upon receipt of a RLS.
2. Ensure courtroom security plan based on risk assessment determination.
3. Review developed courtroom security plan.
4. Route developed courtroom security plan for approval.
5. Supervise the distribution of the approved courtroom security plan.
6. Update courtroom security plan as needed.
7. Ensure properly trained personnel are assigned to courtroom security detail.
8. Supervise the implementation of courtroom security plan.
9. Debrief courtroom security personnel upon completion of military justice proceedings.

REFERENCE:

1. JAG/COMNAVLEGSVCCOMINST 5530.2_ Navy Courthouse Security Procedures
-

4402-MILJ-2013: Manage the Victim-Witness Assistance Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Regional Victim Witness Liaison Officer, Victim Witness Liaison Officer

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: When appointed.

STANDARD: Ensuring victims and witnesses receive support in accordance with MCO 5800.14 Victim-Witness Assistance Program.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify key billet assignments.
3. Chair a quarterly Victim-Witness Assistance Program (VWAP) council meeting.
4. Provide VWAP training.
5. Conduct inspections.
6. Provide public access to VWAP information.
7. Track VWAP update through approved database.
8. Produce reports as required.

REFERENCE:

1. MCO 5800.14 Victim Witness Assistance Program
-

4402-MILJ-2014: Coordinate expert support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Communication with the Trial Administrative Officer and other relevant parties, e.g. the opposing counsel, military judge, Convening Authority, Regional Contracting Officer, etc., regarding proper approval and execution of expert support within the parameters of approved work is required.

MOS PERFORMING: 4402

BILLETS: Defense Counsel, Trial Counsel, Senior Defense Counsel, Regional Defense Counsel, Chief Defense Counsel, Senior Trial Counsel, Regional Trial Counsel

GRADES: 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring support is provided within the timelines established by the directing authority.

PERFORMANCE STEPS:

1. Identify the support requirement.
2. Determine availability of adequate government resource, if applicable.
3. Track expert support approval.
4. Monitor contracting process.
5. Notify all parties of contract award.
6. Identify applicable expert privileges.
7. Monitor parameters of approved work.
8. Validate expert support completion.
9. Ensure payment.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. NAVSO P-6034 Volume 1 and 2 Joint Federal Travel Regulations (JFTR),
Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense
Civilian Personnel
-

4402-MILJ-2015: Perform as Victims' Legal Counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Representing victims of all crimes, to include sexual assault offenses, during the investigation and litigation phases of the military justice process requires specialized training and certification by the Judge Advocate General of the Navy. More complex litigation procedures are involved in representing victims of crime because this is an evolving area of the law, including new regulations, statutes, and case law. Training is necessary to provide effective and zealous representation to these clients.

MOS PERFORMING: 4402

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed as a Victims' Legal Counsel.

STANDARD: Ensuring competent, zealous, and ethical representation for a victim of crime.

PERFORMANCE STEPS:

1. Determine eligibility for services.
2. Resolve conflict of interest, if necessary.
3. Interview the victim.
4. Form attorney-client relationship with the victim.
5. Identify the legal issues.

6. Review ethical issues.
7. Research the law.
8. Review current case law.
9. Review all legal options with the client.
10. Advise the client.
11. Review ethical issues.
12. Represent client, if necessary.
13. Conduct pretrial negotiations on behalf of the client.
14. Litigate motions, if required.
15. Prepare filings with the court, if applicable.
16. Close case with client.
17. Maintain case file.

REFERENCES:

1. DA PAM 27-9 Military Judge's Benchbook
2. Federal, State and Local Laws
3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
5. MCM Manual for Courts-Martial (current edition)
6. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
7. UCMJ Uniform Code of Military Justice
8. MCO 5800.14 Victim-Witness Assistance Program

4402-OPLW-2001: Perform as a judge advocate on a MAGTF or Joint Operational Staff

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Operational Law issues may include: International Law that impacts Armed Conflict, Rules of Engagement (ROE), Escalation of Force (EOF), Humanitarian Assistance and Disaster Relief, International agreements to include Status of Forces Agreements (SOFA), detention operations, Rule of Law (ROL), security operations, information operations, cyber security operations, intelligence law, domestic operations, deployed fiscal law, security cooperation, non-combatant evacuation operations, Security and Sustainment Operations (SASO), or current doctrinal terminology.

MOS PERFORMING: 4402

BILLETS: Operational Deputy Staff Judge Advocate, Operational Judge Advocate, Operational Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: ~~MOJT~~ FORMAL

CONDITION: Given a military operation or exercise.

STANDARD: To provide 100% accurate and relevant operational law advice is given and within the time limit set by the commander.

PERFORMANCE STEPS:

1. Review facts.
2. Review the appropriate law and/or operational orders.
3. Participate in staff planning.
4. Advise commander and staff as appropriate.
5. Issue legal opinion, if necessary.
6. Assist in execution of commander's decision.
7. Provide instruction on operational law issues, if necessary.

REFERENCES:

1. Host Nation Status of Forces Agreement (SOFA)
2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
3. TJAGSA JA-422 The Judge Advocate General's Legal School and Center U.S. Army, Operational Law Handbook (current edition)

4402-REVW-2001: Conduct judge advocate review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a non-Bad Conduct Discharge (BCD) Special or Summary Court-Martial (SCM) record of trial and a General Court-Martial (GCM) where the accused has waived or withdrawn appellate review.

STANDARD: To provide a legally sufficient review in accordance with the MCM Rules for Courts-Martial (R.C.M.) 1112.

PERFORMANCE STEPS:

1. Track case in approved database system.
2. Review record of trial.
3. Identify deficiencies.
4. Facilitate corrective action.
5. Execute judge advocate review letter.
6. Provide a copy to appropriate Convening Authority (CA), if applicable.
7. Maintain original case file.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. SECNAV M-5210.1_ SECNAV DEPARTMENT OF THE NAVY RECORDS MANAGEMENT MANUAL

ADMINISTRATIVE NOTE: This event does require additional training; however, the existing DL Program will suffice.

4402-REVW-2002: Provide Staff Judge Advocate (SJA) recommendation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Staff Judge Advocate

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a court-martial record of trial requiring automatic appellate review.

STANDARD: Ensuring legal sufficiency in accordance with the MCM Rules for Courts-Martial (R.C.M.) 1106 and within established timelines.

PERFORMANCE STEPS:

1. Review record of trial.
2. Review post-trial matters, if applicable.
3. Review draft SJA recommendation (SJAR).
4. Execute SJA recommendation letter.
5. Serve SJAR on accused/defense counsel.
6. Execute Addendum SJAR, as appropriate.
7. Forward to appropriate convening authority.
8. Retain file copy.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)

4402-REVW-2003: Coordinate post-trial review of courts-martial

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4402

BILLETS: Regional Review Officer

GRADES: 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given an authenticated court-martial record of trial.

STANDARD: To provide a legally sufficient review in accordance with the MCM Rules for Courts-Martial and within timelines established by case law.

PERFORMANCE STEPS:

1. Track using authorized database.
2. Serve Record of Trial on accused/defense counsel.
3. Review Record of Trial.
4. Review drafted Staff Judge Advocate's recommendation (SJAR).

5. Ensure service of SJAR on accused/defense counsel.
6. Review Addendum SJAR as appropriate.
7. Review drafted Convening Authority's action.
8. Forward completed record of trial and all post-trial actions to the appropriate appellate review authority.
9. Maintain file copy.
10. Forward appellate matters to Staff Judge Advocate, if necessary.

REFERENCES :

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. SECNAV M-5210.1_ SECNAV DEPARTMENT OF THE NAVY RECORDS MANAGEMENT MANUAL
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LEGAL SERVICES T&R MANUAL

CHAPTER 5

MOS 4421 INDIVIDUAL EVENTS

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LEGAL SERVICES T&R MANUAL

CHAPTER 5

MOS 4421 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the Legal Services Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community or military occupational specialty (MOS). This chapter contains the following MOS code:

| <u>Code</u> | <u>Description</u> |
|-------------|---------------------------|
| 4421 | Legal Services Specialist |

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

| <u>Code</u> | <u>Description</u> |
|-------------|-------------------------------|
| ADLW | Administrative Law |
| ADMN | Administration |
| BLAW | Basic Common Legal Skills |
| BSKL | Basic Common Non-Legal Skills |
| LGAS | Legal Assistance |
| MGMT | Management |
| MILJ | Military Justice |
| OPLW | Operational Law |
| REVV | Review |

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

| <u>Code</u> | <u>Description</u> |
|-------------|--|
| 1000 | Core Skills (initial MOS training conducted at a formal school) |
| 2000 | Core Plus Skills (follow-on formal schooling, MOJT or distance learning) |

Every individual event has a numerical identifier from 001 to 999 within each functional/duty area.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety

considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 44 tasks.

5002. INDEX OF INDIVIDUAL EVENTS

| EVENT CODE | EVENT | PAGE |
|--------------------------------------|---|------|
| 1000-LEVEL | | |
| ADMINISTRATIVE LAW | | |
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| 4421-ADMN-1001 | Apply rules of Standard English grammar to written text | 5-5 |
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| MILITARY JUSTICE | | |
| 4421-MILJ-1001 | Prepare court-martial charge sheet (DD Form 458) | 5-7 |
| 4421-MILJ-1002 | Provide litigation support | 5-8 |
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| 2000-LEVEL | | |
| ADMINISTRATIVE LAW | | |
| 4421-ADLW-2001 | Review administrative separation package | 5-9 |
| 4421-ADLW-2002 | Process claims | 5-10 |
| 4421-ADLW-2003 | Process administrative investigations | 5-11 |
| 4421-ADLW-2004 | Represent the government in administrative separation proceedings | 5-11 |
| ADMINISTRATION | | |
| 4421-ADMN-2001 | Administer legal office budget | 5-12 |
| 4421-ADMN-2002 | Process travel orders | 5-13 |
| 4421-ADMN-2003 | Maintain law office publications | 5-14 |
| 4421-ADMN-2004 | Supervise case management databases | 5-14 |
| BASIC COMMON LEGAL SKILLS | | |
| 4421-BLAW-2001 | Provide instruction in legal issues | 5-15 |
| BASIC COMMON NON-LEGAL SKILLS | | |
| 4421-BSKL-2001 | Prepare legal memoranda | 5-16 |
| 4421-BSKL-2002 | Safeguard sensitive and/or classified material | 5-17 |
| LEGAL ASSISTANCE | | |
| 4421-LGAS-2001 | Prepare legal assistance documentation | 5-17 |
| 4421-LGAS-2002 | Notarize documents | 5-18 |
| MANAGEMENT | | |
| 4421-MGMT-2001 | Manage legal support training and readiness program | 5-19 |
| 4421-MGMT-2002 | Conduct legal inspections | 5-20 |
| 4421-MGMT-2003 | Maintain Legal Standard Operating Procedures (SOP) | 5-20 |
| 4421-MGMT-2004 | Advise on personnel resources | 5-21 |
| 4421-MGMT-2005 | Manage correspondence files | 5-22 |

| MILITARY JUSTICE | | |
|-------------------------|--|------|
| 4421-MILJ-2001 | Prepare complex litigation case | 5-22 |
| 4421-MILJ-2002 | Process Officer Non-Judicial Punishment (NJP) | 5-24 |
| 4421-MILJ-2003 | Prepare for Article 32 hearing | 5-24 |
| 4421-MILJ-2004 | Draft post-preferral court-martial documents | 5-25 |
| 4421-MILJ-2005 | Prepare courtroom for proceedings | 5-26 |
| 4421-MILJ-2006 | Prepare criminal activity, disciplinary infractions, and court-martial reports | 5-26 |
| 4421-MILJ-2007 | Facilitate expert support procurement | 5-27 |
| 4421-MILJ-2008 | Prepare court-martial convening orders | 5-28 |
| 4421-MILJ-2009 | Safeguard evidence | 5-28 |
| OPERATIONAL LAW | | |
| 4421-OPLW-2001 | Perform as an Operational Law Legal Services Specialist | 5-29 |
| REVIEW | | |
| 4421-RE VW-2001 | Conduct post-trial review of courts-martial | 5-29 |

5003. 1000-LEVEL EVENTS

4421-ADLW-1001: Prepare administrative separation board record of proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: In cases where the administrative separation board recommends separation, the record of the proceedings shall normally be kept in summarized form unless a verbatim record is required by the separation authority or authorized by the Convening Authority.

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When provided a complete administrative separation board package requiring board proceedings.

STANDARD: Within the time established by the recorder and without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the references.
2. Review the administrative separation board package.
3. Take notes during the board.
4. Assemble exhibits.
5. Summarize record of proceedings.
6. Proof record of proceedings for grammar/spelling error.
7. Correct deficiencies, if applicable.
8. Forward record of proceedings for review to appropriate party, if applicable.
9. Provide record of proceedings to appropriate party.

CHAINED EVENT: LSVC-ADLW-4001

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

4421-ADMN-1001: Apply rules of Standard English grammar to written text

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given written text or an electronic text file.

STANDARD: Ensuring all grammatical, contextual, or formatting errors are corrected.

PERFORMANCE STEPS:

1. Draft a document.
2. Proofread the document.
3. Revise the document.

CHAINED EVENTS: LSVC-ADLW-4001, LSVC-MILJ-4001

REFERENCE:

1. U. S. Government Printing Office (GPO) Style Manual

4421-BLAW-1001: Conduct basic legal research

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: Providing a basic summary of the facts and the applicable legal rule without error.

PERFORMANCE STEPS:

1. Clarify issue(s), if required.
2. Identify source of law or regulation.
3. Locate applicable legal rule(s).

4. Conduct analysis, if required.
5. Draft fact and conclusion.
6. Produce the draft document(s).

CHAINED EVENTS: L SVC-ADLW-4001, L SVC-MILJ-4001

REFERENCES:

1. The Blue Book, A Uniform System of Citation
 2. The Judge Advocate General's Legal Center and School U.S. Army, Military Citation Guide, Tenth Edition (August 2005)
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. MCM Manual for Courts-Martial (current edition)
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4421-BSKL-1001: Prepare naval correspondence

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for the preparation of naval correspondence.

STANDARD: Without formatting, grammatical, or spelling errors.

PERFORMANCE STEPS:

1. Review references.
2. Determine appropriate naval correspondence format.
3. Assign correct Standard Subject Identification Code (SSIC).
4. Utilize appropriate abbreviations in correspondence.
5. Prepare document.
6. Proofread the document.
7. Route correspondence for revisions.
8. Revise document, if necessary.
9. Route document for signature.
10. Maintain file copy.

CHAINED EVENTS: L SVC-ADLW-4001, L SVC-MILJ-4001

REFERENCES:

1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 3. SECNAVI M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual
-

4421-BSKL-1002: Maintain correspondence files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given legal and non-legal correspondence.

STANDARD: To ensure a complete record is maintained until disposition.

PERFORMANCE STEPS:

1. Review references.
2. Identify appropriate Standard Subject Identification Codes (SSIC) for file folder labels.
3. Prepare files outline.
4. Mark file appropriately.
5. Conduct required disposal actions as applicable.
6. Conduct archiving as applicable.

CHAINED EVENTS: LSVC-ADLW-4001, LSVC-MILJ-4001

REFERENCES:

1. Chief Defense Counsel of the Marine Corps Policy Memos
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. MCO 5210.11_ Marine Corps Records Management Program
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

4421-MILJ-1001: Prepare court-martial charge sheet (DD Form 458)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Trial Service Clerk, Trial Services Chief, Trial Services NCO

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Request for Legal Services (RLS) and supporting evidence.

STANDARD: In accordance with sample specifications contained in Part IV of the MCM, and without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting documentation for accuracy and completeness.
2. Review evidentiary material.
3. Create proof analysis
4. Review the references for punitive articles violated and wording of

- charge(s) and specification(s).
5. Produce charge sheet (DD Form 458).
 6. Proofread the charge sheet.
 7. Route charge sheet through Trial Services Chief for review by trial counsel.
 8. Prefer charges.

CHAINED EVENT: L SVC-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_, CHAPTER 1 Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual for Courts-Martial (current edition)
-

4421-MILJ-1002: Provide litigation support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a preferred charge sheet and supporting documents.

STANDARD: Within the time limits established by counsel.

PERFORMANCE STEPS:

1. Assist counsel with discovery.
2. Interview witnesses.
3. Prepare exhibits.
4. Prepare demonstrative exhibits, if required.
5. Determine availability of witnesses.
6. Enter data in the appropriate databases.
7. Assist with Victim-Witness Assistance Program compliance.

CHAINED EVENT: L SVC-MILJ-4001

REFERENCES:

1. Applicable Trial Circuit Rules
 2. Navy-Marine Corps Trial Judiciary Rules
 3. Technology in the Law Office, Thomas F. Goldman, Pearson Prentice Hall Publisher, Second Edition, 2010.
 4. DA PAM 27-9 Military Judge's Benchbook
 5. JAGINST 5800.7_, CHAPTER 1 Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO 5800.14 Victim-Witness Assistance Program
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4421-RE VW-1001: Prepare post-trial documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Regional Review Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a court-martial record of trial requiring automatic appellate review.

STANDARD: Ensuring post-trial court-martial documents are processed in accordance with the MCM Rules for Courts-Martial, Chapter 11, and within timelines established by case law.

PERFORMANCE STEPS:

1. Review the record of trial.
2. Prepare Staff Judge Advocate recommendation, as required.
3. Prepare Convening Authority's (CA) action as required.
4. Prepare promulgating order as required.
5. Submit case file for review.

CHAINED EVENT: LSVC-RE VW-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
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5004. 2000-LEVEL EVENTS

4421-ADLW-2001: Review administrative separation package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Administrative Law Chief, Administrative Law Non-commissioned Officer (NCO), Staff Judge Advocate Clerk, Staff Judge Advocate Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared administrative separation package or board of inquiry (BOI).

STANDARD: To ensure the package is technically sufficient within established

timelines.

PERFORMANCE STEPS:

1. Review administrative separation package for technical compliance.
2. Research the applicable statutes, regulations, and case law.
3. Identify discrepancies, if any.
4. Identify witnesses.
5. Interview witnesses, as required.
6. Brief results of research.
7. Brief results of interviews.
8. Recommend appropriate courses of action.
9. Return for corrections, if required.
10. Make corrections if applicable.
11. Forward for action.

CHAINED EVENT: LSV-ADLW-4001

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
4. SECNAVINST 1920.6_ Administrative Separation of Officers
5. MCO 5800.14 Victim-Witness Assistance Program

4421-ADLW-2002: Process claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS:

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a claim against the government.

STANDARD: To forward a complete and accurate claim to the adjudicating authority.

PERFORMANCE STEPS:

1. Review the claim.
2. Research the references for appropriate information.
3. Investigate claim, if necessary.
4. Return the claim for rework, if necessary.
5. Forward to adjudicating authority.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf Of and Against the Government
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4421-ADLW-2003: Process administrative investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Administrative Law Clerks, Administrative Law Chief, Administrative Law Non-commissioned Officer (NCO), Legal Services Chief, Staff Judge Advocate Clerk, Staff Judge Advocate Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative investigation.

STANDARD: To forward a complete investigation to the appropriate authority within the established timelines.

PERFORMANCE STEPS:

1. Review investigation for technical compliance.
2. Research the applicable regulations.
3. Identify discrepancies, if applicable.
4. Resolve discrepancies, if applicable.
5. Brief results of research.
6. Recommend appropriate courses of action.
7. Forward for action.

CHAINED EVENT: LSV-ADLW-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial United States (current edition)
 3. MCO P4400.150_ Consumer Level Supply Policy Manual
 4. SECNAV M-5510.36 _ Department of the Navy Information Security Program
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4421-ADLW-2004: Represent the government in administrative separation proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: A non-voting recorder will be appointed by the Convening Authority to each administrative separation board. The recorder's primary responsibility is to exploit all practical sources of information and to bring out all the facts in a manner to permit the board to make fully informed findings and recommendations concerning the respondent.

MOS PERFORMING: 4421

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When authorized by the cognizant Staff Judge Advocate and given an administrative separation package.

STANDARD: To provide competent, zealous, and ethical representation of the government at the board.

PERFORMANCE STEPS:

1. Ensure package legal sufficiency.
2. Serve defense.
3. Evaluate all available evidence.
4. Identify witnesses.
5. Interview witnesses.
6. Coordinate board logistics.
7. Conduct board.
8. Ensure transcription of proceedings.
9. Route transcript for authentication.
10. Route package to Administrative Law section.
11. Ensure Victim-Witness Assistance Program compliance.

CHAINED EVENT: LSVC-ADLW-4001

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
4. MCO 5800.14 Victim-Witness Assistance Program

4421-ADMN-2001: Administer legal office budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4421

BILLETS: Legal Services Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a budget.

STANDARD: To ensure all budget requirements are identified.

PERFORMANCE STEPS:

1. Determine budgetary requirements.
2. Determine budgetary categories.
3. Determine requirements within each category.
4. Prioritize requirements within each category.
5. Prioritize overall requirements.
6. Supervise distribution of allotted funds within each category.
7. Identify deficiencies.
8. Prioritize deficiencies.

9. Request additional funding for deficiencies.
10. Monitor operating budget.
11. Maintain budgetary files and correspondence.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCE:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
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4421-ADMN-2002: Process travel orders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Official travel includes TAD, TDY, and invitational travel orders for civilian personnel.

MOS PERFORMING: 4421

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement for official travel that may be entered by a Non-Defense Travel System (DTS) Entering Agent (NDEA), Organizational DTS Travel Agent (ODTA), Reviewing Official (RO), or Approving Official (AO).

STANDARD: To ensure official travel and payment is accomplished within the established timelines.

PERFORMANCE STEPS:

1. Create authorization.
2. Review authorization.
3. Route authorization.
4. Approve authorization, if applicable.
5. Create voucher, if required.
6. Review voucher.
7. Route voucher.
8. Certify voucher, if applicable.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCE:

1. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members
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4421-ADMN-2003: Maintain law office publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Law Office publications include both hardbound print and electronic publications.

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of law office publications.

STANDARD: To ensure the law office possesses all required publications and publications are current.

PERFORMANCE STEPS:

1. Inventory publications.
2. Identify deficiencies.
3. Request publications, as required.
4. Distribute received publications.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. NAVMC 2761 Catalog of Publications

4421-ADMN-2004: Supervise case management databases

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes case management systems (databases) designed to track a matter from inception to completion within the multiple functional areas within the provision of legal support. This specifically includes the Military Justice Case Management System (CMS), Legal Assistance CMS, Administrative Law CMS, DSO Case Information System (CIS), and other related Microsoft Office Suite databases.

MOS PERFORMING: 4421

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a request for legal services (RLS) or case file status change.

STANDARD: Ensuring each case is updated at each stage of the process without error.

PERFORMANCE STEPS:

1. Review RLS, if applicable.

2. Review external reports, if applicable.
3. Review case management report.
4. Review case management file processing.
5. Identify discrepancies, if any.
6. Resolve discrepancies.
7. Produce Reports.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. U. S. Government Printing Office (GPO) Style Manual
2. Headquarters, U.S. Marine Corps, Code JAD, Case Management System Desktop Guide Headquarters, U.S. Marine Corps, Code JAD, Case Management System Desktop Guide
3. MARADMIN 062/10 Implementation of Case Management System for Courts-Martial
4. MCM Manual for Courts-Martial United States (current edition)
5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

ADMINISTRATIVE NOTE: This event does not apply to SAUSA database management and local tracking systems.

4421-BLAW-2001: Provide instruction on legal issues

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes legal instruction for units within a Legal Services Support Area (LSSA), i.e. semi-annual legal clerk training, legal officer training, and senior enlisted training, to improve their overall understanding and support of the legal process.

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to train non-44XX personnel.

STANDARD: In accordance with the timelines established by the commander.

PERFORMANCE STEPS:

1. Identify requirement, if applicable.
2. Prepare for training.
3. Provide the training.
4. Supervise training, as required.
5. Seek feedback.
6. Modify period of instruction, as required.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
 6. MCO 5800.14 Victim-Witness Assistance Program
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4421-BSKL-2001: Prepare legal memoranda

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: Ensuring sufficient understanding of the issue and within the timelines established by counsel.

PERFORMANCE STEPS:

1. Clarify issue(s), if required.
2. Identify source of law or regulation.
3. Locate applicable legal rule(s).
4. Conduct legal research.
5. Conduct analysis.
6. Draft fact and conclusion.
7. Produce the draft document(s).

CHAINED EVENTS: LSVC-MILJ-4001, LSVC-RE VW-4001

REFERENCES:

1. The Blue Book, A Uniform System of Citation
2. The Judge Advocate Generals Legal Center and School U.S. Army, Military Citation Guide, Tenth Edition (August 2005)
3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
4. MCM Manual for Courts-Martial (current edition)

ADMINISTRATIVE NOTE: The preparation of legal memoranda has two critical functions: legal research and ethics review/opinions. Two formal courses exist currently to satisfy the new "combined" formal training event, the Paralegal Research and Writing Course (CID: N05LN81) and the Legal Ethics Course (CID: N05LN51). These two courses provide instruction on these critical functions and the two separate skills sets addressed by this event's performance steps. One course cannot be substituted for the other and in fact the Paralegal Research and Writing Course should be completed prior to the Legal Ethics Course in order to build the foundation for advanced learning and training.

4421-BSKL-2002: Safeguard sensitive and/or classified material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive and/or classified material, and the proper clearance.

STANDARD: To ensure security of the materials is not compromised.

PERFORMANCE STEPS:

1. Identify the sensitive and/or classified material.
2. Coordinate with security manager, when required.
3. Ensure compliance with established security procedures.
4. Ensure compliance with ethical standards.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. MCO P5211.2_ The Privacy Act of 1974 with addendum
 2. OPNAVINST 5510.1_ Department of the Navy Information and Personnel Security Program Regulation
 3. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 4. SECNAV M-5510.36_ Department of the Navy Information Security Program
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4421-LGAS-2001: Prepare legal assistance documentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Documents being prepared include: consumer affairs, dependent support obligations, disputed indebtedness, domestic relations, estate planning, paternity determinations, tax issues, simple probate matters, immigration, Employee Retirement Income Security Act (ERISA), landlord/tenant relations, Service members Civil Relief Act (SCRA), notary, guardianship and adoption, powers of attorney, name-change issues, wounded ill and injured (WII) service members, and The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

MOS PERFORMING: 4421

BILLETS: Legal Assistance Clerk, Legal Assistance Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an eligible client.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Determine client's eligibility for legal assistance.
2. Enter client information into database.
3. Screen worksheet to determine legal issues involved.
4. Complete applicable document.
5. Submit completed form to Judge Advocate for legal review and execution.
6. Execute document, if applicable.
7. Maintain case file.

REFERENCES:

1. State and Local Law
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5 Department of the Navy Correspondence Manual

ADMINISTRATIVE NOTE: Preparation of the aforementioned documents is at the discretion of the Director, Legal Assistance, in the applicable region.

4421-LGAS-2002: Notarize documents

EVALUATION CODED: NO **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 4421

BILLETS: Legal Assistance Chief, Legal Assistance Non-commissioned Officer (NCO)

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: While serving in a Legal Assistance billet and given a signed instrument, notary logbook, and notary stamp or notary seal.

STANDARD: Ensuring signature on an instrument is actually that of the individual making the acknowledgement.

PERFORMANCE STEPS:

1. Verify individual's identity.
2. Verify individual's eligibility.
3. Witness individual's acknowledgement by signing document.
4. Sign name and print/stamp authorizing title.
5. Complete notary log.

REFERENCE:

1. JAGINST 5800.7F Manual of the Judge Advocate General

ADMINISTRATIVE NOTE: This is a no cost DISTLEARN course MOS 4421s are currently attending. There is no cost to TECOM.

4421-MGMT-2001: Manage legal support training and readiness program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes, but is not limited to: Continuing Legal Education (CLE), Professional Military Education (PME), Marine Corps annual training requirements, medical and dental requirements, and other training and readiness programs/services/requirements as required. SJA Legal Chiefs in the rank of master gunnery sergeant and master sergeant are responsible for this task at the subordinate MSC Staff Judge Advocate offices; this is needed due to the junior grades of some legal chief billets. The supervision and oversight by the MEF Legal Chief ensures continued training a career progression of legal services specialists.

MOS PERFORMING: 4421

BILLETS: Legal Services Support Section Regional Legal Services Chief, Legal Services Support Team Legal Services Chief, Staff Judge Advocate Legal Chief

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given training requirements.

STANDARD: To ensure mission accomplishment.

PERFORMANCE STEPS:

1. Review the requirements.
2. Determine tasks requiring training.
3. Forward training plan for approval.
4. Recommend personnel to conduct training.
5. Review lesson plans and correct deficiencies, as required.
6. Evaluate training.
7. Critique and counsel instructors.
8. Document all training received by each Marine.
9. Document all training given by each Marine.

CHAINED EVENT: LSVC-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 1553.3_ Unit Training Management (UTM) Program
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4421-MGMT-2002: Conduct legal inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event is intended for SNCO inspectors to provide hands on training to students during actual IGMC inspections.

MOS PERFORMING: 4421

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To determine mission readiness.

PERFORMANCE STEPS:

1. Review inspection checklist.
2. Schedule inspection.
3. Conduct an in-brief.
4. Conduct inspection.
5. Evaluate results.
6. Conduct debrief.
7. Schedule a follow-up inspection, if necessary.
8. Forward results.

CHAINED EVENT: L SVC-MILJ-4001

REFERENCES:

1. Article 6, in accordance with the Manual of Courts-Martial (current edition)
2. Automated Inspection Reporting System (AIRS) 091 Detailed Inspection Checklist, Legal Services Support Section/Staff Judge Advocate Offices
3. Automated Inspection Reporting System (AIRS) 092 Detailed Inspection Checklist, Victim Witness Assistance Program
4. SJA to CMC Standardized Article 6, UCMJ Inspection Checklist
5. AIRS Section 091 Legal Admin Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
6. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
7. MCM Manual for Courts-Martial (current edition)
8. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
9. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

ADMINISTRATIVE NOTE: Formal training will require a Code JAD coordinated Mobile Training Team to meet training requirements.

4421-MGMT-2003: Maintain Legal Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: To ensure standardized practice consistent with service policy.

PERFORMANCE STEPS:

1. Review SOP.
2. Review applicable references.
3. Identify best practices
4. Identify deficiencies.
5. Update SOP as required.
6. Forward to approving authority.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCE:

1. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4421-MGMT-2004: Advise on personnel resources

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Legal Services Support Section Regional Legal Services Chief, Legal Services Support Team Legal Services Chief

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mission statement and assigned personnel.

STANDARD: Ensuring proper staffing levels to accomplish the mission.

PERFORMANCE STEPS:

1. Review the mission.
2. Compare T/O to Authorized Strength Report (ASR).
3. Identify deficiencies.
4. Recommend personnel assignments to meet demand signals.
5. Engage higher headquarters for personnel staffing.
6. Recommend changes to the Table of Organization, as needed.

CHAINED EVENTS: LSVJ-ADLW-4001, LSVJ-MILJ-4001, LSVJ-REJV-4001

REFERENCES:

1. MCO 1200.17_ Military Occupational Specialty Manual (MOS Manual)
 2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit T/O&E Unit's Table of Organization and Equipment
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4421-MGMT-2005: Manage correspondence files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes various standard naval correspondence files as well as legal-specific files that have myriad disposition instructions.

MOS PERFORMING: 4421

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement.

STANDARD: To ensure records are maintained in accordance with SECNAV M-5210.1.

PERFORMANCE STEPS:

1. Review the references.
2. Establish system of records.
3. Inspect the records.
4. Identify record disposition instructions.
5. Ensure disposition as appropriate.

CHAINED EVENTS: LSVC-ADLW-4001, LSVC-MILJ-4001, LSVC-RE VW-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. SECNAV M-5210.1_ Department of the Navy Records Management Manual
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5212.5 Disposal of Navy and Marine Corps Records
6. SECNAV M-5510.36 _ Department of the Navy Information Security Program

4421-MILJ-2001: Prepare complex litigation case

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421, 8015

BILLETS: Paralegal, Trial Service Clerk, Trial Services Chief, Trial Services Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Request for Legal Services (RLS) and supporting evidence.

STANDARD: Within the timelines established by the Trial Counsel.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting documentation for accuracy and completeness.
2. Track case in authorized database.
3. Identify detailing authority.
4. Prepare detailing package.
5. Review evidentiary material.
6. Identify additional investigation if required.
7. Review the references for punitive articles violated and wording of charges(s) and specifications(s).
8. Conduct research of statutes and case law relevant to potential charges.
9. Create proof analysis.
10. Produce draft charge sheet (DD Form 458).
11. Proofread the charge sheet.
12. Route charge sheet to trial counsel.
13. Prefer charges.
14. Coordinate discovery with trial counsel.
15. Identify witnesses to include expert and consultants.
16. Coordinate subpoena for civilian witness or documents.
17. Coordinate court-martial logistics.
18. Ensure Victim-Witness Assistance Program compliance.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. DA PAM 27-9 Military Judge's Benchbook
2. DoDD 1030.1_ Victim and Witness Assistance
3. DoDI 1030.2_ Victim and Witness Assistance Procedures
4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
5. JAGINST 5800.7_, Chapter 1 Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
6. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
7. MCM Manual for Courts-Martial (current edition)
8. MCO 5800.14 Victim-Witness Assistance Program
9. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
10. SECNAVINST 5800.11_ Victim and Witness Assistance Program
11. UCMJ Uniform Code of Military Justice

ADMINISTRATIVE NOTE: There is a requirement for joint training for the 44XX Occupational Field to include MOSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc.

4421-MILJ-2002: Process Officer Non-Judicial Punishment (NJP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Legal Services Chief, Staff Judge Advocate Clerk, Staff Judge Advocate Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for an officer NJP.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Prepare notification letter.
2. Prepare an NJP Script.
3. Prepare Acknowledgement of Rights.
4. Coordinate logistics.
5. Prepare post-hearing documents.
6. Forward as appropriate.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 4. SECNAVINST 1920.6_ Administrative Separation of Officers
 5. MCO 5800.14 Victim-Witness Assistance Program
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4421-MILJ-2003: Prepare for Article 32 hearing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided a courtroom, given a case file, access to a court docket, and a client/witness.

STANDARD: Ensuring that the hearing is arranged within the time limit set by the Convening Authority (CA).

PERFORMANCE STEPS:

1. Arrange for appearance of witnesses.
2. Coordinate with court reporter as necessary.
3. Coordinate courtroom availability.
4. Coordinate with command for accused's presence.
5. Prepare exhibits, as appropriate.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. MCM Manual for Courts-Martial (current edition)
 2. MCO 5800.14 Victim-Witness Assistance Program
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4421-MILJ-2004: Draft post-referral court-martial documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Post-preferral documents may include the following: Article 32 appointing order, findings worksheet, sentencing worksheet, appellate and post-trial rights, pretrial agreements, Victim Witness Assistance Program forms, Article 54(e) memorandum, appellate leave requests, separation in lieu of trial requests, and confinement orders.

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given preferred charges.

STANDARD: Without grammatical, contextual, or formatting error, and within the timelines established by counsel.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review appropriate source documents.
3. Review special instructions from the military judge or counsel.
4. Prepare documents as applicable.
5. Review post-preferral documents.
6. Route documents to appropriate counsel.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. Local Trial Judiciary Rules
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. MCM Manual for Courts-Martial (current edition)
4. MCO 5800.14 Victim Witness Assistance Program
5. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
6. SECNAVINST 1640.9_ Department of the Navy (DON) Corrections Manual

4421-MILJ-2005: Prepare courtroom for proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Trial Services Clerk, Trial Services Non-commissioned Officer (NCO), Trial Services Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to setup a courtroom or hearing room.

STANDARD: In accordance with established timelines, rules, and procedures.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Determine type of proceedings.
3. Provide courtroom security recommendations.
4. Setup courtroom for appropriate forum.
5. Coordinate initial instructions with bailiff and members, if applicable.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. Local Judicial Circuit Rules
2. MCM Manual for Courts-Martial (current edition)

4421-MILJ-2006: Prepare criminal activity, disciplinary infractions, and court-martial reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided the appropriate statistics and data.

STANDARD: Without grammatical, contextual, or formatting errors and once quarterly.

PERFORMANCE STEPS:

1. Review references.
2. Coordinate submission of Convening Authorities' reports.
3. Prepare report(s).
4. Make appropriate number of copies.
5. Make timely distribution of report(s).
6. Retain file copy.

REFERENCE:

1. JAGINST 5800.9_ Criminal Activity, Disciplinary Infractions, and Court-Martial Report

4421-MILJ-2007: Facilitate expert support procurement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421, 8015

BILLETS: Complex Trial Team Chief, Paralegal, Trial Services Chief

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring support is provided within the timelines established by the directing authority.

PERFORMANCE STEPS:

1. Review the support requirement.
2. Determine availability of adequate government resource, if applicable.
3. Prepare support documents.
4. Route requirement for approval.
5. Coordinate with local contracting office.
6. Notify all parties that contract is awarded.
7. Validate expert support completion, as appropriate.
8. Ensure payment.
9. Maintain file.

CHAINED EVENT: LSVJ-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. NAVSO P-6034 Volume 1 and 2 Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

ADMINISTRATIVE NOTE: There is a requirement for joint training for the 44XX Occupational Field to include MOSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc.

4421-MILJ-2008: Prepare court-martial convening orders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Clerk, Staff Judge Advocate Legal Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for court-martial members.

STANDARD: Without legal, grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure members' information is correct.
3. Produce court-martial convening order.
4. Proofread the document.
5. Submit completed convening order for review and signature.
6. Route to Trial Services Office.

CHAINED EVENT: LSVC-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
-

4421-MILJ-2009: Safeguard evidence

EVALUATION CODED: NO **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 4421

BILLETS: Trial Services Clerk, Trial Services Non-commissioned Officer (NCO), Trial Services Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for legal services, an established case or trial information obtain, handle or transfer evidence.

STANDARD: In accordance with established timelines, rules, and procedures.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review case file or proceedings.
3. Identify evidence required.
4. Coordinate evidence collection and documentation, if required.
5. Coordinate evidence review during trial.
6. Coordinate post appeal disposition.

REFERENCES:

1. Local Judicial Circuit Rules
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5580.2_ Law Enforcement Manual
 4. JAGINST 5800.7_ Manual of the Judge Advocate General
-

4421-OPLW-2001: Perform as an Operational Law Legal Services Specialist

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Basic Operational Law issues may include: International Law that impacts Armed Conflict, Rules of Engagement (ROE), Escalation of Force (EOF), Humanitarian Assistance and Disaster Relief, International agreements to include Status of Forces Agreements (SOFA), Detention Operations, Rule of Law (ROL), Security Operations, Information Operations, Cyber Security Operations, Intelligence Law, and Domestic Operations.

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Legal Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement in an operational setting.

STANDARD: Within the timeline established by the Staff Judge Advocate and without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Receive ROE information from intelligence section or appropriate party.
2. Prepare draft.
3. Correct draft, if necessary.
4. Forward to SJA.
5. Correct deficiencies, if any.
6. Prepare card.
7. Distribute card to appropriate personnel.

REFERENCES:

1. SECNAV M-5216.5 Department of the Navy Correspondence Manual
2. TJAGSA JA-422 The Judge Advocate General's School and Law Center, U.S. Army, Operational Law Handbook (current edition)

4421-REVW-2001: Conduct post-trial review of courts-martial

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4421

BILLETS: Regional Review Chief, Regional Review Clerk, Regional Review Non-commissioned Officer (NCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given an authenticated court-martial record of trial.

STANDARD: Ensuring post-trial court-martial documents are processed in accordance with the MCM Rules for Courts-Martial, Chapter 11, and within timelines established by case law.

PERFORMANCE STEPS:

1. Track using authorized database.
2. Serve Record of Trial on accused/defense counsel.
3. Review Record of Trial.
4. Draft Staff Judge Advocate's recommendation (SJAR).
5. Serve SJAR on accused/defense counsel.
6. Draft Addendum SJAR as appropriate.
7. Draft Convening Authority's action.
8. Forward Convening Authority's action to the appropriate authority.
9. Forward completed record of trial and all post-trial actions to the appropriate appellate review authority.
10. Maintain file copy.
11. Forward appellate matters to Staff Judge Advocate, if necessary.

CHAINED EVENT: LSVC-MILJ-4001

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. SECNAV M-5210.1_ Department of the Navy Records Management Manual
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LEGAL SERVICES T&R MANUAL

CHAPTER 6

MOS 4422 INDIVIDUAL EVENTS

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LEGAL SERVICES T&R MANUAL

CHAPTER 6

MOS 4422 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Legal Services Court Reporter. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community or military occupational specialty (MOS). This chapter contains the following MOS code:

| <u>Code</u> | <u>Description</u> |
|-------------|-------------------------------|
| 4422 | Legal Services Court Reporter |

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| TRSB | Transcription |

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

| <u>Code</u> | <u>Description</u> |
|-------------|--|
| 2000 | Core Plus Skills (follow-on formal schooling, MOJT or distance learning) |

Every individual event has a numerical identifier from 001 to 999 within each functional/duty area.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 44 tasks.

6002. INDEX OF INDIVIDUAL EVENTS

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| | TRANSCRIPTION | |

| | | |
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6003. 2000-LEVEL EVENTS

4422-TRSB-2001: Capture question and answer testimony

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: The standard required for mastery reflects dictation at speeds of 200 WPM for Question and Answer testimony.

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When a witness is providing testimony by a single questioner and without the assistance of audio backup.

STANDARD: With 95% accuracy at 200 words per minute (WPM).

PERFORMANCE STEPS:

1. Create a new file.
2. Dictate the testimony.
3. Save the file.
4. Transfer the file to external media, if necessary.
5. Edit the file.
6. Print the file.

CHAINED EVENTS: LSVC-MILJ-4001, LSVC-MILJ-4002, LSVC-RE VW-4002

REFERENCES:

1. Current Speech Recognition Software Operator's Manual
2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

4422-TRSB-2002: Capture members instructions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: The standard required for mastery reflects dictation at speeds

of 200 WPM for members instructions.

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When a military judge is providing instructions to the members and without the assistance of audio backup.

STANDARD: With 95% accuracy at 200 words per minute (WPM).

PERFORMANCE STEPS:

1. Create a new file.
2. Dictate the instructions.
3. Save the file.
4. Transfer the file to external media, if necessary.
5. Edit the file.
6. Print the file.

CHAINED EVENTS: LSVC-MILJ-4001, LSVC-MILJ-4002, LSVC-RE VW-4002

REFERENCES:

1. Current Speech Recognition Software Operator's Manual
2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

4422-TRSB-2003: Capture literary proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: The standard required for mastery reflects dictation at speeds of 180 WPM for literary proceedings.

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When a single person is speaking and without the assistance of audio backup.

STANDARD: With 95% accuracy at 180 words per minute (WPM).

PERFORMANCE STEPS:

1. Create a new file.
2. Dictate the literary proceedings.
3. Save the file.
4. Transfer the file to external media, if necessary.

5. Edit the file.
6. Print the file

CHAINED EVENTS: L SVC-MILJ-4001, L SVC-MILJ-4002, L SVC-RE VW-4002

REFERENCES:

1. Current Speech Recognition Software Operator's Manual
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4422-TRSB-2004: Capture colloquy proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: The standard required for mastery reflects dictation at speeds of 180 WPM for colloquy proceedings.

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When more than one person is speaking and without the assistance of audio backup.

STANDARD: With 95% accuracy at 180 words per minute (WPM).

PERFORMANCE STEPS:

1. Create a new file.
2. Dictate the colloquy proceedings.
3. Save the file.
4. Transfer the file to external media, if necessary.
5. Edit the file.
6. Print the file.

CHAINED EVENTS: L SVC-MILJ-4001, L SVC-MILJ-4002, L SVC-RE VW-4002

REFERENCES:

1. Current Speech Recognition Software Operator's Manual
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4422-TRSB-2005: Perform court reporter administrative duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4422

BILLETS: Court Reporter, Chief Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed to a court-martial or hearing.

STANDARD: Through the adjournment or recess of proceedings.

PERFORMANCE STEPS:

1. Set up the court reporter area.
2. Prepare court reporter worksheet.
3. Record proceedings utilizing backup digital audio device.
4. Mark exhibits.
5. Archive notes and recordings to durable media.
6. Safeguard equipment, notes, digital recordings, and exhibits during travel return to primary duty location, if applicable.

CHAINED EVENTS: LSVC-MILJ-4001, LSVC-MILJ-4002, LSVC-REVW-4002

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

4422-TRSB-2006: Produce record of proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Production of the record of proceedings includes the verbatim or summarized transcription of the proceedings and all accompanying documentation required for its processing.

MOS PERFORMING: 4422

BILLETS: Court Reporter, Court Reporter Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When given an assignment with digital audio backup.

STANDARD: With a transcription ratio of 1 to 6 without grammatical, contextual, or formatting error, and within the established timelines set by the approval authority.

PERFORMANCE STEPS:

1. Create report of results of trial.
2. Input into tracking database.
3. Create verbatim or summarized transcript as appropriate.

4. Proof transcript for grammar/spelling or legal citation errors.
5. Prepare depiction of exhibits, if applicable.
6. Assemble record of trial.
7. Route record of trial for authentication.

CHAINED EVENTS: L SVC-MILJ-4001, L SVC-MILJ-4002, L SVC-REVW-4002

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
-

4422-TRSB-2007: Transcribe existing recording

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When provided an audio recording.

STANDARD: Within the approval authority established timelines and without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Create verbatim or summarized transcript, as appropriate.
2. Provide record of proceedings to appropriate party.
3. Proof transcript for grammar/spelling or legal citation errors.

CHAINED EVENTS: L SVC-MILJ-4001, L SVC-MILJ-4002

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 4. SECNAVINST 1920.6_ Administrative Separation of Officers
 5. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
-

4422-TRSB-2008: Maintain reporter note files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4422

BILLETS: Court Reporter, Court Reporter Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given reporter notes and digital audio recordings.

STANDARD: To ensure the file may be retrieved when needed.

PERFORMANCE STEPS:

1. Receive reporter notes and audio recordings on durable media.
2. Clearly mark and secure reporter notes and audio recordings on durable media.
3. File notes and audio recordings.
4. Retrieve filed notes or audio recordings upon request.
5. Dispose of notes or audio recordings when directed.

CHAINED EVENTS: LSVC-MILJ-4001, LSVC-MILJ-4002, LSVC-RE VW-4002

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
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LEGAL SERVICES T&R MANUAL

CHAPTER 7

MOS 4430 INDIVIDUAL EVENTS

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LEGAL SERVICES T&R MANUAL

CHAPTER 7

MOS 4430 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the Legal Administrative Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community or military occupational specialty (MOS). This chapter contains the following MOS code:

| <u>Code</u> | <u>Description</u> |
|-------------|------------------------------|
| 4430 | Legal Administrative Officer |

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

| <u>Code</u> | <u>Description</u> |
|-------------|-------------------------------|
| ADLW | Administrative Law |
| ADMN | Administration |
| BLAW | Basic Common Legal Skills |
| BSKL | Basic Common Non-Legal Skills |
| MGMT | Management |
| MILJ | Military Justice |
| OPLW | Operational Law |

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

| <u>Code</u> | <u>Description</u> |
|-------------|---|
| 2000 | Core Plus Skills (follow-on formal schooling, MOJT, or distance learning) |

Every individual event has a numerical identifier from 001 to 999 within each functional/duty area.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 44 tasks.

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| 4430-ADMN-2001 | Administer legal office budget | 7-6 |
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| 4430-OPLW-2001 | Advise commanders on foreign claims | 7-20 |
| 4430-OPLW-2002 | Process detainee review package | 7-21 |

7003. 2000-LEVEL EVENTS

4430-ADLW-2001: Review an administrative investigation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative investigation.

STANDARD: To ensure the investigation is procedurally compliant as specified in JAGINST 5800.7_, Chapter 2.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research the applicable statutes, regulations, and law.
3. Review investigation for procedural compliance.
4. Analyze the alternative courses of action and foreseeable consequences.
5. Advise investigating officer, if required.
6. Draft memoranda identifying appropriate courses of action.
7. Brief commander or Staff Judge Advocate, as appropriate, on results of research and alternative courses of action, if necessary.
8. Recommend appropriate courses of action.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial United States (current edition)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. SECNAV M-5510.36 _ Department of the Navy Information Security Program

4430-ADLW-2002: Review an administrative separation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative separation package.

STANDARD: To ensure technical sufficiency in law and fact.

PERFORMANCE STEPS:

1. Track using authorized database.
2. Review administrative separation package for procedural compliance.
3. Research the applicable statutes, regulations, and case law.
4. Analyze the alternative courses of action and foreseeable consequences.
5. Draft memoranda identifying appropriate courses of action.
6. Brief commander or SJA as appropriate on results of research and alternative courses of action.
7. Recommend appropriate courses of action.

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
3. SECNAVINST 1920.6_ Administrative Separation of Officers
4. MCO 5800.14 Victim-Witness Assistance Program

4430-ADLW-2003: Process claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a claim against the government.

STANDARD: To forward a complete and accurate claim to the adjudicating authority.

PERFORMANCE STEPS:

1. Review the claim.
2. Research the references for appropriate information.
3. Investigate claim, if necessary.
4. Return the claim for rework, if necessary.
5. Forward to adjudicating authority.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf Of and Against the Government

4430-ADLW-2004: Represent the government in administrative separation proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative separation package.

STANDARD: To provide competent, zealous, and ethical representation of the government at the board.

PERFORMANCE STEPS:

1. Ensure package legal sufficiency.
2. Serve defense.
3. Evaluate all available evidence.
4. Interview witnesses.
5. Coordinate board logistics.
6. Conduct board.
7. Ensure transcription of proceedings.
8. Route record of proceedings for authentication.
9. Route package, as appropriate.
10. Ensure Victim-Witness Assistance Program compliance.

REFERENCES:

1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
4. SECNAVINST 1920.6_ Administrative Separation of Officers
5. MCO 5800.14 Victim-Witness Assistance Program

4430-ADMN-2001: Administer legal office budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Legal Administrative Officer, Administrative Law Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a budget.

STANDARD: Ensuring all budget requirements are satisfied.

PERFORMANCE STEPS:

1. Review local budgetary process guidance.
2. Determine budgetary requirements.
3. Determine budgetary categories.
4. Prioritize overall requirements.
5. Supervise distribution of allotted funds within each category.
6. Prioritize deficiencies, if any.
7. Request additional funding for deficiencies.
8. Monitor operating budget.
9. Maintain required budgetary files and correspondence.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulations (DoDFMR)
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating

- Procedure Manual
3. MCO P7100.8_ Field Budget Guidance Manual
4. SABRS User's Manual
-

4430-ADMN-2002: Supervise fitness report process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring fitness reports are timely, complete and administratively correct.

PERFORMANCE STEPS:

1. Maintain tracking system for organizational fitness reports.
2. Review fitness reports for completeness and accuracy.
3. Return fitness report to Reviewing Officer, as appropriate.
4. Submit fitness reports to higher headquarters.
5. Forward for action.

REFERENCE:

1. MCO P1610.7_ Performance Evaluation System (PES)
-

4430-ADMN-2003: Procure law office equipment, supplies, materials, and publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure legal office mission accomplishment.

PERFORMANCE STEPS:

1. Identify requirement.
2. Validate requirement.
3. Secure funding.
4. Submit request, if required.
5. Monitor procurement process, if required.
6. Obtain approval, if required.
7. Receive equipment/supplies/materials/publications.
8. Update memorandum of receipt, if applicable.
9. Ensure payment is processed, if applicable.
10. Maintain required fiscal file.

REFERENCES:

1. Government Service Administration (GSA) Schedule of Publications
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P5600.31_ Marine Corps Publications and Printing Regulations
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. NAVMC 2761 Catalog of Publications
6. T/O&E Table of Organization and Equipment

4430-ADMN-2004: Certify true copies of documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an original legal document, a copy of the document, and a "CERTIFIED TRUE COPY" stamp.

STANDARD: Ensuring 100% authenticity of legal document copies.

PERFORMANCE STEPS:

1. Review the original document.
2. Verify the authenticity of the copy.
3. Stamp copy with the "CERTIFIED TRUE COPY" stamp.
4. Sign beneath the stamp.
5. Legibly print name, rank, branch of service, and date under the signature.

REFERENCE:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

4430-ADMN-2005: Notarize documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a signed instrument, notary logbook, and notary stamp or notary seal.

STANDARD: To verify the acknowledgement of an individual that the signature on an instrument is that individual's.

PERFORMANCE STEPS:

1. Verify identity of individual requesting notarial services.
2. Verify individual's eligibility.
3. Witness individual make an acknowledgement by signing document.
4. Sign name and print or stamp the authorizing title.
5. Complete notary log.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. SECNAV M-5216.5 Department of the Navy Correspondence Manual

4430-ADMN-2006: Manage the Defense Travel System (DTS) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Official travel includes TAD, TDY, and invitational travel orders for civilian personnel.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement for a DTS official travel that may be entered by Authorization and appointment as a Non-Defense Travel System (DTS) Entering Agents (NDEA), Organizational DTS Travel Agent (ODTA), Routing Reviewing Official (RO), or Authorizing Approving Official (AO).

STANDARD: To ensure official travel and payment is accomplished within the established timelines.

PERFORMANCE STEPS:

1. Create authorization, if applicable.
2. Review authorization, if applicable.
3. Route authorization, if applicable.
4. Approve authorization.
5. Create voucher, if required.
6. Review voucher, if required.
7. Route voucher, if required.
8. Certify voucher.

REFERENCE:

1. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members

4430-ADMN-2007: Maintain courts-martial case status statistics

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: A case status report is required by local SOP to track post-trial transcription and authentication deadlines to ensure compliance with Constitutional due process requirements.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given completed Results of Trial.

STANDARD: Ensuring each case is accounted for at each stage of the post-trial authentication process.

PERFORMANCE STEPS:

1. Review Results of Trial form.
2. Record required information to produce report.

REFERENCES:

1. U.S. Government Printing Office Style Manual (Current edition)
2. MCM Manual for Courts-Martial (current edition)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

4430-ADMN-2008: Manage legal research resources

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes hardbound print, electronic publications, and computer-aided legal research (CALR).

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure the legal offices within the Legal Services Support Area (LSSA) possess all required research resources to accomplish the mission.

PERFORMANCE STEPS:

1. Inventory resources.
2. Identify deficiencies.
3. Request resources, as required.
4. Procure resources, as required.
5. Administer CALR access.
6. Distribute resources as appropriate.
7. Ensure proper disposition of resources, as appropriate.

REFERENCES:

1. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 3. NAVMC 2761 Catalog of Publications
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4430-ADMN-2009: Review civilian performance evaluations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLET: Legal Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a civilian performance evaluation.

STANDARD: To ensure submission of complete, accurate, and grammatically correct evaluations.

PERFORMANCE STEPS:

1. Review evaluation.
2. Return for corrections, if required.
3. Forward to appropriate authority, if required.

REFERENCE:

1. MCO 12451.2_ Honorary Awards for Civilian Employees
-

4430-BLAW-2001: Provide instruction on legal issues

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes legal instruction for units within a Legal Services Support Area (LSSA), i.e. semi-annual legal clerk training, legal officer training, and senior enlisted training, to improve their overall understanding and support of the legal process.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to train non-44XX personnel.

STANDARD: In accordance with the timelines established by the commander.

PERFORMANCE STEPS:

1. Identify requirement, if applicable.
2. Prepare for training.
3. Provide the training.
4. Evaluate training, as required.
5. Seek feedback.
6. Modify period of instruction, as required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
-

4430-BSKL-2001: Safeguard sensitive and/or classified material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive and/or classified material, and the proper clearance.

STANDARD: To ensure security of the materials is not compromised.

PERFORMANCE STEPS:

1. Identify the sensitive and/or classified material.
2. Coordinate with security manager, when required.
3. Ensure compliance with established security procedures.
4. Ensure compliance with ethical standards.

REFERENCES:

1. OPNAVINST 5510.1_ Department of the Navy Information and Personnel Security Program Regulation
 2. PUBLIC LAW 93-579 The Privacy Act of 1974 with addendum
 3. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 4. SECNAV M-5510.36 _ Department of the Navy Information Security Program
-

4430-MGMT-2001: Manage legal support training and readiness program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes, but is not limited to: Continuing Legal Education (CLE), Professional Military Education (PME), Marine Corps annual training requirements, medical and dental requirements, and other training and readiness programs/services/requirements as required.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given training requirements.

STANDARD: To ensure mission accomplishment.

PERFORMANCE STEPS:

1. Review the requirements.
2. Determine tasks requiring training.
3. Forward training plan for approval.
4. Recommend personnel to conduct training.
5. Review lesson plans and correct deficiencies, as required.
6. Evaluate training.
7. Critique and counsel instructors.
8. Document all training received by each Marine.
9. Document all training given by each Marine.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 1553.3_ Unit Training Management (UTM) Program
-

4430-MGMT-2002: Conduct legal inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To determine mission readiness.

PERFORMANCE STEPS:

1. Review inspection checklist.
2. Schedule inspection.
3. Conduct an in-brief.
4. Conduct inspection.
5. Evaluate results.
6. Create report of inspection results.
7. Conduct debrief.
8. Schedule a follow-up inspection, if necessary.
9. Forward results.

REFERENCES:

1. Article 6, in accordance with the Manual of Courts-Martial (Current edition)
2. Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, 090
3. Automated Inspection Reporting System (AIRS) 091 Detailed Inspection Checklist, Legal Services Support Section/Staff Judge Advocate Offices
4. Automated Inspection Reporting System (AIRS) 092 Detailed Inspection Checklist, Victim Witness Assistance Program
5. SJA to CMC Standardized Article 6, UCMJ Inspection Checklist
6. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
7. MCM Manual for Courts-Martial (current edition)
8. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
9. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

ADMINISTRATIVE NOTE: Formal training of this event will require a Code JAD coordinated Mobile Training Team to meet training requirements.

4430-MGMT-2003: Maintain Legal Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: To ensure standardized practice consistent with Service policy.

PERFORMANCE STEPS:

1. Review current SOP.
2. Review applicable references.
3. Identify best practices.
4. Identify deficiencies.
5. Update SOP as required.
6. Forward to approving authority.

REFERENCE:

1. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4430-MGMT-2004: Advise on personnel resources

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Legal Administrative Officer, Administrative Law Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission statement and assigned personnel.

STANDARD: Ensuring proper staffing levels to accomplish the mission.

PERFORMANCE STEPS:

1. Review the mission.
2. Compare Table of Organization (T/O) to Authorized Strength Report (ASR).
3. Identify deficiencies.
4. Recommend personnel assignments to meet demand signals.
5. Engage higher headquarters for personnel staffing.
6. Recommend changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17_ Military Occupational Specialty Manual (MOS Manual)
 2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit T/O&E Unit's Table of Organization and Equipment
-

4430-MGMT-2005: Manage correspondence files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This includes various standard naval correspondence files as well as legal-specific files that have myriad disposition instructions.

MOS PERFORMING: 4430

BILLETS: Legal Administrative Officer, Administrative Law Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement.

STANDARD: To ensure records are maintained in accordance with SECNAV M-5210.1.

PERFORMANCE STEPS:

1. Review the references.
2. Establish system of records.
3. Safeguard Personally Identifiable Information.
4. Inspect the records.
5. Identify record disposition instructions.
6. Ensure disposition as appropriate.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. SECNAV M-5210.1_ Department of the Navy Records Management Manual
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5212.5 Disposal of Navy and Marine Corps Records
6. SECNAV M-5510.36 _ Department of the Navy Information Security Program

4430-MILJ-2001: Manage the procurement of expert support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: In order to have access to contracting and payment systems, such as PR Builder and Wide Area Work Flow (WAWF), the Trial Services Administrative Officer (TAO) must first complete Contracting Officer Representative (COR) certification. Procurement must be compliant with the local comptroller and Regional Contracting Office (RCO) SOPs.

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring support is provided within the timelines established by the directing authority.

PERFORMANCE STEPS:

1. Review the support requirement.
2. Determine availability of adequate government resources, if applicable.
3. Route requirement to Convening Authority for approval.
4. Coordinate with local contracting office.
5. Notify all parties that contract is awarded.
6. Validate expert support completion.
7. Ensure payment.
8. Maintain file.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. NAVSO P 6034 Joint Federal Travel Regulations (JFTR) Volume 1 - Uniform Service Members and Volume 2 - Department of Defense Civilian Personnel

ADMINISTRATIVE NOTE: There is a requirement for joint training for the 44XX Occupational Field to include MOSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc.

4430-MILJ-2002: Manage the Victim Witness Assistance Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer, Victim Witness Liaison Officer

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: When appointed.

STANDARD: Ensuring victims and witnesses receive support in accordance with MCO 5800.14 the Victim-Witness Assistance Program.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify key billet assignments.
3. Chair a quarterly Victim Witness Assistance council meeting.
4. Provide Victim-Witness Assistance Program (VWAP) training.
5. Conduct inspections.
6. Provide public access to VWAP information.
7. Track VWAP updates through approved database.

8. Produce reports as required.

REFERENCES:

1. MCO 5800.14 Victim-Witness Assistance Program
2. DoDI 1030.2 Victim and Witness Assistance Procedures
3. SECNAVINST 5800.11_ Victim and Witness Assistance (VMAP)

ADMINISTRATIVE NOTE: The approved database referenced in Performance Step #7 would be the Case Management System. The Department of Justice provides funds on an annual basis to support formalized training for both Occupational Field 44 and civilian VMAP support personnel.

4430-MILJ-2003: Manage litigation support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event's performance steps cover the totality of the Trial Administrative Officers regional responsibilities and as a member of the Complex Trial Team.

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Request for Legal Services (RLS) and supporting evidence.

STANDARD: Within the time limits established by counsel.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting documentation for accuracy and completeness.
2. Track case in authorized database.
3. Identify detailing authority.
4. Supervise preparation of detailing package.
5. Review evidentiary material.
6. Coordinate additional investigation, if required.
7. Review the references for punitive articles violated and wording of charges(s) and specifications(s).
8. Proofread the charge sheet.
9. Route charge sheet to trial counsel.
10. Coordinate discovery with trial counsel.
11. Identify witnesses.
12. Coordinate witness production.
13. Coordinate evidence production.
14. Coordinate courtroom security support, if applicable.
15. Coordinate court-martial logistics.
16. Ensure Victim-Witness Assistance Program compliance.

REFERENCES:

1. Applicable Trial Circuit Rules
2. Navy-Marine Corps Trial Judiciary Rules
3. Technology in the Law Office, Thomas F. Goldman, Pearson Prentice Hall Publisher, Second Edition, 2010.
4. Navy-Marine Corps Trial Guide
5. DA PAM 27-9 Military Judge's Benchbook
6. MCM Manual for Courts-Martial (current edition)
7. MCO 5800.14 Victim-Witness Assistance Program

ADMINISTRATIVE NOTE: There is a requirement for joint training for the 44XX Occupational Field to include MOSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc.

4430-MILJ-2004: Manage Military Justice Case Management System (CMS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the electronic CMS.

STANDARD: Ensure timely and accurate information is recorded in CMS for each active case.

PERFORMANCE STEPS:

1. Audit the report weekly.
2. Ensure cases are entered with the time period prescribed in the references.
3. Ensure all required fields contain accurate data.
4. Ensure cases are updated regularly.
5. Ensure cases are closed in a timely manner.

REFERENCES:

1. RTC/Local SOP
 2. MARADMIN 062/10 Implementation of Case Management System for Courts-Martial
-

4430-MILJ-2005: Safeguard evidence

EVALUATION CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Trial Services Administration Officer

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for legal services, an established case or trial information obtain, handle or transfer evidence.

STANDARD: In accordance with established timelines, rules, and procedures.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review case file or proceedings.
3. Identify evidence required.
4. Coordinate evidence collection and documentation, if required.
5. Coordinate evidence review during trial.
6. Coordinate post appeal disposition.

REFERENCES:

1. Local Judicial Circuit Rules
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5580.2_ Law Enforcement Manual
 4. JAGINST 5800.7_ Manual of the Judge Advocate General
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4430-OPLW-2001: Advise commanders on foreign claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Legal Administrative Officer, Administrative Law Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a claim in a foreign country.

STANDARD: Ensuring the claim is processed 100% correctly.

PERFORMANCE STEPS:

1. Receive claim.
2. Review applicable law or regulations.
3. Analyze claim.
4. Brief commander.

REFERENCES:

1. 10 USC SEC 2734-2736 Foreign Claims Act (FCA)
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. TJAGSA JA-422 The Judge Advocate General's Legal School and Center U.S. Army, Operational Law Handbook (current edition)

4. SECNAV M-5216.5 Department of the Navy Correspondence Manual

4430-OPLW-2002: Process detainee review package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4430

BILLETS: Legal Administrative Officer, Administrative Law Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a detainee review package.

STANDARD: To ensure 100% completeness of detainee package within the time limit set forth by the Commander.

PERFORMANCE STEPS:

1. Review the appropriate law/operational orders.
2. Review detainee package.
3. Request additional documentation, if necessary.
4. Prepare correspondence.
5. Forward to Staff Judge Advocate.

REFERENCES:

1. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
 2. Law of War Documentary Supplement, The Judge Advocate General's Legal School and Center U.S. Army (current edition)
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 4. TJAGSA JA-422 The Judge Advocate General's Legal School and Center U.S. Army, Operational Law Handbook (current edition)
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LEGAL SERVICES T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

| | | |
|-----------|-----------|---|
| AA | | .administrative action |
| ABA | | .American Bar Association |
| ACTS | | .Assignment, Classification, and Travel System |
| AIRS | | .Automated Inspection Reporting System |
| AMHS | | .Automated Message Handling System |
| AO | | .area of operations |
| AO | | .Authorizing Official |
| AOR | | .area of responsibility |
| BCD | | .Bad Conduct Discharge |
| BCNR | | .Bureau of Corrections for Naval Records |
| BOI | | .Board of Inquiry |
| CA | | .Convening Authority |
| CAAF | | .Court of Appeals for the Armed Forces |
| CALR | | .computer assisted legal research |
| CAT | | .Computer Aided Transcription |
| CBRND | | .Chemical, Biological, Radiological and Nuclear Defense |
| CBT | | .computer based training |
| CCM | | .Correctional Custody Manual |
| CDE | | .Collateral Damage Estimate |
| CFR | | .Code of Federal Regulations |
| CJCSI | | .Chairman of the Joint Chiefs of Staff Instruction |
| CJCSM | | .Chairman of the Joint Chiefs of Staff Manual |
| CLEO | | .Continuing Legal Education |
| CMC | | .Commandant of the Marine Corps |
| CMG | | .Case Management Group |
| CMO | | .Court-Martial Order |
| CMS | | .Case Management System |
| CO | | .Certifying Official |
| CO | | .Commanding Officer |
| COA | | .course of action |
| CONGINT | | .Congressional/Special Interest |
| CONUS | | .Continental United States |
| CRP | | .Combat Readiness Percentage |
| CTE | | .Collective Training Event |
| DA | | .Department of the Army |
| DD | | .Defense Department |
| DSJA | | .Deputy Staff Judge Advocate |
| DRRS | | .Defense Readiness Reporting System |
| DISTLEARN | | .distance learning |
| DMS | | .Defense Message System |
| DTMO | | .Defense Travel Management Office |
| DTS | | .Defense Travel System |
| DoD | | .Department of Defense |
| DoDD | | .Department of Defense Directive |
| DoDI | | .Department of Defense Instruction |
| DoDFMR | | .Department of Defense Financial Management Regulations |

DON. Department of the Navy
DTS. Defense Travel System
EBUSOPSOFFINST eBusiness Operations Office instruction
EOF. Escalation of Force
EPW. Enemy Prisoner of War
ERISA. Employee Retirement Income Security Act
FCA. Foreign Claims Act
FM Fleet Manual
FMF. Fleet Marine Force
FOIA Freedom of Information Act
FTC. Federal Trade Commission
GCM. General Court-Martial
GPO. Government Printing Office
GPW. Geneva Prisoner of War
GSA. General Services Administration
GTCC Government Travel Charge Card
GTCCP. Government Travel Charge Card Program
HQADMINMAN HQMC Administrative Manual
HQMC Headquarters, Marine Corps
ICR. Individual Clothing Regulations
IHCA in hands of civilian authorities
IHFA in hands of foreign authorities
IMI. Internet managed instruction
IO investigating officer
IPO. initial public stock offering
IPSP Information and Personnel Security Program
IRAM Individual Records Administration Manual
ISP. Information Security Program
ITE. individual training event
JA Judge Advocate
JAG. Judge Advocate General
JAGINST. Judge Advocate General Instruction
JAGMAN Judge Advocate General Manual
JAR. Judge Advocate's Review
JCS. Joint Chiefs of Staff
JER. Joint Ethics Regulation
JFTR Joint Federal Travel Regulations
LCS. Legal Services Chief
LEGADMINMAN. Legal Administrative Manual
LSSS Legal Services Support Section
LSST Legal Services Support Team
LWAS Leave While Awaiting Separation
MARCORPROMMAN. Marine Corps Promotion Manual
MCAP Marine Corps Administrative Procedures
MCBul. Marine Corps Bulletin
MCEAS. Marine Corps Enlisted Administrative Separations
MCM. Manual of Courts-Martial
MCTL Marine Corps Task List
MCCS Marine Corps Community Services
MCI. Marine Corps Institute
MCO. Marine Corps Order
MCT. Marine Corps Task
MCTIM. Marine Corps Travel Instructions Manual
MET. Mission Essential Task

METLMission Essential Task List
 MOJTmanaged on-the-job training
 MOSmilitary occupational specialty
 MTFmessage text format
 NAMALANavy and Marine Corps Appellate Leave Activity
 NAMARANavy and Marine Corps Appellate Review Activity
 NATONorth Atlantic Treaty Organization
 NAVMCNavy and Marine Corps
 NAVSOU.S. Naval Forces Southern Command
 NAVSUPNavy Supply Systems Command
 NCISNaval Criminal Investigative Service
 NDEANon-DTS Entering Agent
 NITANational Institute of Trial Advocacy
 NJPnon-judicial punishment
 NMCCANavy and Marine Corps Court of Criminal Appeals
 NMOSNecessary Military Occupational Specialty
 NTPNaval Telecommunications Procedures
 OMPFOfficial Military Personnel File
 OPNAVOffice of the Chief of Naval Operations
 OPNAVINSTOffice of the Chief of Naval Operations instruction
 OPTAOrganizational DTS Travel Agent
 OQROfficer Qualification Record
 ORMOperational Risk Management
 PAPrivacy Act
 PCAPersonnel Claims Act
 PESPerformance Evaluation System
 PLADPlain Language Address Directory
 PSPPersonnel Security Program
 RLSrequest for legal services
 R.C.M.Rule of Courts-Martial
 RDCRegional Defense Counsel
 RORouting Official
 ROERules of Engagement
 ROLRule of Law
 ROTRecord of Trial
 RROTResults of Record of Trial
 RSReporting Senior
 RTCRegional Trial Counsel
 RVLCRegional Victims Legal Counsel
 SATSystems Approach to Training
 SCMSummary Court-Martial
 SCRAService Member's Civil Relief Act
 SDCSenior Defense Counsel
 SECNAVINSTSecretary of the Navy Instruction
 SGLIServicemember's Group Life Insurance
 SJAStaff Judge Advocate
 SJARStaff Judge Advocate's Recommendation
 SMESubject Matter Expert
 SNDLStandard Naval Distribution List
 SOFAStatus of Forces Agreement
 SOPstanding operating procedure
 SPCMSpecial Court-Martial
 SRBService Record Book
 SSICstandard subject identification code

STC. Senior Trial Counsel
TECOM. Training and Education Command
TFSP Total Force Structure Process
TJAGSA The Judge Advocate General School (Army)
T/E. table of equipment
T/O. table of organization
TOCR T/O change request
UA unauthorized absence
UCMJ Uniform Code of Military Justice
UIFSA. Uniform Interstate Family Support Act
UPB unit punishment book
U.S.C. United States Code
USERRA Uniformed Services Employment and Reemployment Rights Act of 1994
USFSPA Uniformed Services Former Spouses' Protection Act
USN. United States Navy
UTM. unit training management
VLC. Victims Legal Counsel
VWAP Victims-Witness Assistance Program
WII. wounded, ill and injured

LEGAL SERVICES T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the

standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or

capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All

combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.