



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, D.C. 20350-3000

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(d) MCO 3500.27B W/Erratum
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(f) MCRP 3-0B
(g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (MET) for readiness reporting and required events for standardization training of Marines and Navy personnel assigned to Marine Corps legal services units. Additionally, it provides tasking for formal schools preparing personnel for service in the Marine Corps Legal Services Occupational Field. This NAVMC supersedes NAVMC Dir 3500.110.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) by all units for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. 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. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training

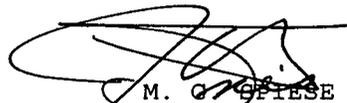
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requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.


M. G. GRIESE
By direction

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Encl: (1) Chapter 4 insert page 4-1 Ch 1
(2) Chapter 4 inserts pages 4-3 through 4-6 Ch 1
(3) Chapter 4 inserts pages 4-39 through 4-45 Ch 1

1. Purpose. To transmit chapter inserts to the basic Manual.
2. Action. Remove existing pages 4-1, 4-3 through 4-5, and 4-38 through 4-42 and replace with the corresponding pages contained in the enclosures. Renumber pages by adding one to existing pages 4-6 through 4-37.
3. Information. These changes out of the normal T&R review cycle are due to mission requirements.
4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Manual.


R. C. FOX
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Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports 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. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. 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 wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. 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 (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. 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).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or 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. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. 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.

3. 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 events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (infantry, artillery, tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training events (CTE), and individual training events (ITE) for each MOS, billet, etc.

2. The Legal Services T&R Manual is a community-based manual comprised of 7 chapters. Chapter 2 lists the Core Capability METs and Chapter 3 contains the community's collective training events. Chapters 4 through 7 contain individual training events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type (TANK, ARTILLERY, etc.) or occupation (4402, 4421, etc.). The second up-to four digits represent the functional or duty area (ADLW, LGAS, REVW, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

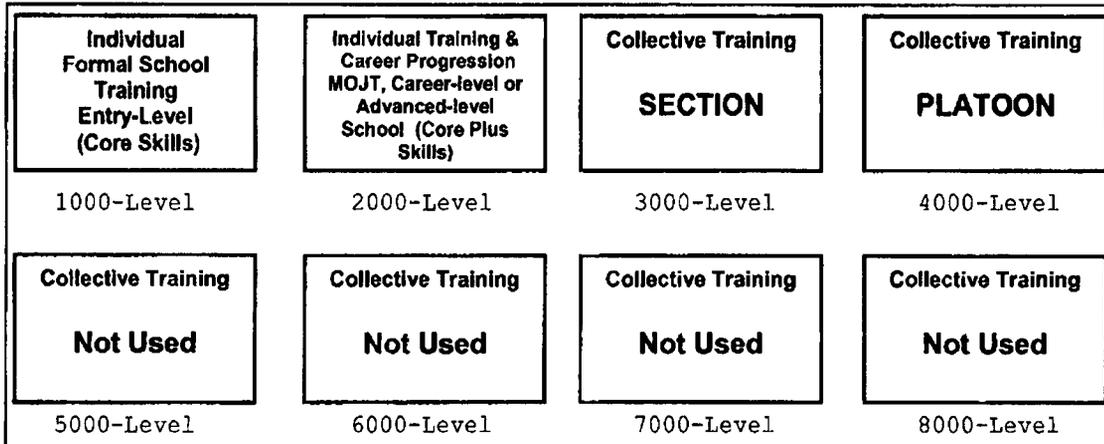


Figure 1: T&R Event Levels

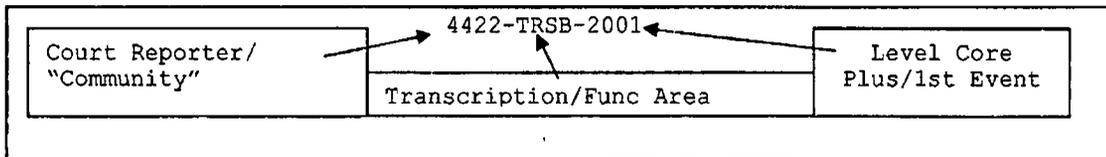


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (crew, team, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: 325 (total MET CRP) / 5 (total number of METS) = 65%

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R Manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (ADLW, ADMN, MILJ, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events. The Legal Services community's individual training events are not E-Coded.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the grade(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one

of three categories (formal school, managed on-the-job training, distance learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training (MOJT).

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "Distance Learning" (DL). Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks 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.

n. 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 mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

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

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

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

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals.

1010. CBRND TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, and nuclear defense (CBRND), in order to survive and continue their mission in a CBRN environment. Individual proficiency standards are defined as survival and basic operating standards.

Survival standards are those that the individual must master in order to survive a CBRN incident. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRND environment.

2. CBRN Officers and Specialists are instrumental in integrating realistic scenarios/situations that challenge units' ability to operate in a CBRN environment. Units should train under CBRND conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool 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 minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, 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 references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METs.

LEGAL SERVICES T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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LEGAL SERVICES T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. **LEGAL SERVICES T&R MANUAL MISSION ESSENTIAL TASKS MATRIX.** The Mission Essential Task List (METL) Table below includes the designated Mission Essential Task (MET) number for the Legal Services Community.

MET 1. Provide Legal Services Support
--

2001. **ADMINISTRATIVE NOTES.** This T&R Manual is not a unit-type T&R Manual (i.e. TANK, ARTILLERY, etc.); thus, there are no events linked to the above METL. This chapter remains as a place holder for future use.

LEGAL SERVICES T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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LEGAL SERVICES T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all Legal Services collective training events. A collective event is an event that an established legal services organization would perform. This linkage tailors collective and individual training. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field, "LSVC" - Legal Services.

a. The second four digits represent the functional or duty area. Functional areas for the Legal Services Community collective events are:

ADLW = Administrative Law
MGMT = Management
MILJ = Military Justice
REVV = Review

b. The last four digits represent the level and identifier number of the event. The Legal Services Community collective training events are either 3000- or 4000-level events. Every event has a unique identifier number from 001 to 999.

3002. INDEX OF COLLECTIVE EVENTS BY FUNCTIONAL AREA

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LSVC-ADLW-4001	Process administrative separation with an administrative discharge board hearing	3-5
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	MANAGEMENT	
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3003. COLLECTIVE EVENTS

LSVC-ADLW-3001: Process administrative separation without an administrative discharge board hearing

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

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

STANDARD: To complete the administrative process within 15 working days from the date of notification.

COMPONENT EVENTS:

1. Prepare documentation.
2. Forward documentation to Staff Judge Advocate (SJA).
3. Conduct SJA review.
4. Forward documentation to separation authority.

REFERENCE:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
-

LSVC-MGMT-3002: Avoid conflicts of interest

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION:

CONDITION: Given the potential attorney-client relationship.

STANDARD: Prior to establishing an attorney-client relationship.

COMPONENT EVENTS:

1. Identify a potential client.
2. Identify a potential legal issue.
3. Identify potential adverse party.
4. Maintain accurate client records.
5. Identify potential conflict of interest.
6. Resolve potential conflict.

REFERENCES:

1. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
 2. State Bar Professional Responsibility Rules
-

LSVC-MILJ-3003: Facilitate Officer non-judicial punishment (NJP)

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a requirement for officer NJP.

STANDARD: To complete the NJP process within the time limit set by the CA.

COMPONENT EVENTS:

1. Draft NJP documents.
2. Coordinate pre-NJP logistics.
3. Advise commander.
4. Advise accused.
5. Record proceedings.
6. Facilitate completion of report.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 3. SECNAVINST 1920.6C Administrative Separation of Officers
 4. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

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

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

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.

COMPONENT EVENTS:

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

REFERENCE:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
-

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

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

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).

COMPONENT EVENTS:

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

REFERENCES:

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

LSVC-MILJ-4003: Conduct a court-martial

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

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

STANDARD: To adjournment

COMPONENT EVENTS:

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

REFERENCE:

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

LSVC-MILJ-4004: Conduct appellate oral argument hearing

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an order to hold oral argument by applicable Military Appellate Court.

STANDARD: On date set.

COMPONENT EVENTS:

1. Represent the appellant.
2. Represent government.
3. Preside over oral argument.
4. Record proceeding.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. Navy and Marine Corps Court of Criminal Appeals (NMCCA) Rules of Appellate Practice and Procedure
 3. Court of Appeals for the Armed Forces (CAAF) Rules of Appellate Practice and Procedure
-

LSVC-MILJ-4005: Conduct Article 32 investigative hearing

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an appointing order by the Convening Authority (CA) and a preferred charge sheet.

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

COMPONENT EVENTS:

1. Coordinate pre-hearing logistics.
2. Represent the government.
3. Represent the accused.
4. Preside over hearing.
5. Record proceedings, if required.
6. Complete report.
7. Forward report.

REFERENCE:

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

LSVC-MILJ-4006: Conduct deposition

SUPPORTED MET(S): 1

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

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

STANDARD: To complete a report in accordance with R.C.M. 702.

COMPONENT EVENTS:

1. Coordinate pre-deposition logistics.
2. Represent the government.
3. Represent the accused.
4. Preside over deposition.
5. Record proceedings.
6. Authenticate report.

REFERENCE:

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

LSVC-MILJ-4007: Conduct a Court of Inquiry

SUPPORTED MET(S): 1

EVALUATION-CODED: YES **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.

COMPONENT EVENTS:

1. Coordinate pre-hearing logistics.
2. Represent the government.
3. Represent named parties, as required.
4. Advise court.
5. Record proceedings.
6. Facilitate completion of report.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 3. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
-

LSVC-REVW-4008: Conduct post-trial processing of a court-martial

SUPPORTED MET(S): 1

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

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

STANDARD: Within 120 days from adjournment to Convening Authority's (CA) action and within 30 days from CA's action to receipt by the Navy and Marine Corps Appellate Review Activity (NAMARA).

COMPONENT EVENTS:

1. Prepare post-trial documents.
2. Transcribe record.
3. Assemble record of trial.
4. Review transcription.
5. Authenticate record.
6. Serve record.
7. Represent accused in post-trial matters.
8. Complete Staff Judge Advocate's Recommendation (SJAR), if required.
9. Serve SJAR, if necessary.
10. Prepare CA's action.
11. Promulgate Court-Martial Order (CMO).
12. Forward to NAMARA.
13. Confirm receipt by NAMARA.
14. Conduct post-trial 39(a), if necessary.

REFERENCE:

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

LSVC-REVW-4009: Conduct appellate processing of a court-martial

SUPPORTED MET (S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given receipt by NAMARA of an authenticated record of trial and allied documents.

STANDARD: Within time limit set by the Court of Appeals for the Armed Forces (CAAF).

COMPONENT EVENTS:

1. Review record for completeness.
2. Forward to the appellate judiciary.
3. Forward to appellate defense.
4. Assign appellate defense counsel.
5. Represent the appellant.
6. Review case.
7. Represent government, if required.
8. Hold oral argument, if required.
9. Issue opinion.
10. Appeal case, if required.

REFERENCE:

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

LSVC-REVW-4010: Conduct post-trial hearing

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

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

STANDARD: Within time limits set by the applicable authority.

COMPONENT EVENTS:

1. Review Record.
2. Forward to Convening Authority (CA), if applicable.
3. Forward to appellate judiciary, if applicable.
4. Forward to appellate defense, if applicable.
5. Represent appellant.
6. Represent government.
7. Preside over the hearing.
8. Record proceedings.
9. Appeal, if required.

REFERENCE:

1. MCM Manual for Courts-Martial United States (current edition)
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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 occupational field 44, Legal Services. 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. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 4402-ADLW-1001. This chapter utilizes the following methodology:

- a. The first four digits represent the occupational field or military occupational specialty (e.g., Occupational Field 44 or Judge Advocate MOS 4402). This chapter contains MOS 4402 events.
- b. The second four alpha characters represent the functional or duty area (e.g., ADLW - Administrative Law). Functional areas for Judge Advocates are:

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

- c. The last four digits represent the task level and numerical sequencing. The Judge Advocate individual training events are separated into two task levels:

- 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.

- 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

1. 1000-LEVEL EVENTS. Judge Advocate Core individual events.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATIVE LAW	
4402-ADLW-1001	Review an administrative investigation	4-7
4402-ADLW-1002	Represent respondent in administrative separation proceedings	4-7
4402-ADLW-1003	Advise commanders on administrative investigations	4-8
4402-ADLW-1004	Brief an Investigating Officer (IO) on administrative investigation procedures	4-8
4402-ADLW-1005	Perform as supervising attorney for litigation report investigation	4-9
4402-ADLW-1006	Perform recorder duties for administrative discharge board	4-9
	ADMINISTRATION	
4402-ADMN-1020	Prepare naval correspondence	4-10
4402-ADMN-1021	Certify true copies of documents	4-10
4402-ADMN-1022	Maintain courts-martial case status statistics	4-11
	BASIC COMMON LEGAL SKILLS	
4402-BLAW-1030	Advise commanders concerning legal matters	4-11
4402-BLAW-1031	Advise general officers concerning legal matters	4-12
4402-BLAW-1032	Interview a witness or client	4-12
4402-BLAW-1033	Conduct legal research	4-13
4402-BLAW-1034	Negotiate legal issue	4-13
	BASIC COMMON NON-LEGAL SKILLS	
4402-BSKL-1040	Safeguard sensitive, classified or privileged materials	4-14
	CIVIL LAW/GENERAL COUNSEL	
4402-CVLW-1050	Render legal opinions on government ethics and standards of conduct	4-14
4402-CVLW-1051	Render legal representation before administrative tribunals	4-15
	LEGAL ASSISTANCE	
4402-LGAS-1060	Perform as a legal assistance attorney	4-15
	MILITARY JUSTICE	
4402-MILJ-1070	Perform as a defense counsel	4-16
4402-MILJ-1071	Provide limited representation	4-17
4402-MILJ-1072	Perform as a trial counsel	4-17
4402-MILJ-1073	Advise commanders concerning military justice matters	4-18
4402-MILJ-1074	Create trial notebook	4-19
4402-MILJ-1075	Serve as Article 32 Officer	4-19
	OPERATIONAL LAW	
4402-OPLW-1080	Advise commanders on foreign claims	4-20
4402-OPLW-1081	Process claims	4-20
4402-OPLW-1082	Perform as an operational law attorney	4-21
4402-OPLW-1083	Advise commanders on Law of Armed Conflict	4-22
4402-OPLW-1084	Advise commanders on the Code of Conduct	4-22
4402-OPLW-1085	Advise commanders concerning detention operations	4-23
4402-OPLW-1086	Advise commanding generals concerning detention operations	4-23

4402-OPLW-1087	Advise commanders on conducting Rule of Law (ROF) missions in Area of Responsibility (AOR)	4-24
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2. **2000-LEVEL EVENTS.** Judge Advocate Core Plus individual events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATIVE LAW	
4402-ADLW-2001	Review an administrative separation	4-25
	BASIC COMMON LEGAL SKILLS	
4402-BLAW-2020	Provide instruction on legal matters	4-25
	BASIC COMMON NON-LEGAL SKILLS	
4402-BSKL-2030	Conduct legal briefings	4-26
4402-BSKL-2031	Review correspondence	4-26
	CIVIL LAW/GENERAL COUNSEL	
4402-CVLW-2040	Advise on civilian labor and employment law	4-26
4402-CVLW-2041	Render legal opinions on Freedom of Information Act (FOIA) and Privacy Act matters	4-27
4402-CVLW-2042	Render legal opinions on environmental law matters	4-27
4402-CVLW-2043	Advise on land use management and control matters	4-27
4402-CVLW-2044	Advise on suits for and against the government	4-28
4402-CVLW-2045	Facilitate the execution of civil process	4-29
4402-CVLW-2046	Render legal opinions on fiscal law	4-30
	LEGAL ASSISTANCE	
4402-LGAS-2050	Negotiate non-commercial contracts	4-30
4402-LGAS-2051	Prepare adoption documents	4-31
4402-LGAS-2052	Prepare name change documents	4-31
4402-LGAS-2053	Prepare simple trusts	4-32
	MANAGEMENT	
4402-MGMT-2060	Supervise Legal Services training and readiness program	4-32
4402-MGMT-2061	Validate Table of Organization (T/O)	4-33
4402-MGMT-2062	Conduct legal administrative inspection	4-33
4402-MGMT-2063	Maintain Legal Standard Operating Procedures (SOP)	4-34
4402-MGMT-2064	Manage personnel assignments	4-34
4402-MGMT-2065	Monitor Table of Organization (T/O)	4-35
	MILITARY JUSTICE	
4402-MILJ-2070	Perform as appellate defense counsel	4-35
4402-MILJ-2071	Perform as appellate government counsel	4-36
4402-MILJ-2072	Review non-judicial punishment (NJP) appeal	4-37
4402-MILJ-2073	Perform as detailed military judge	4-37
4402-MILJ-2074	Serve as Deposition Officer	4-38
4402-MILJ-2075	Perform as Special Assistant U. S. Attorney (SAUSA)	4-38
4402-MILJ-2076	Perform as appellate court judge	4-39
4402-MILJ-2077	Perform as a defense counsel on complex cases	4-39
4402-MILJ-2078	Perform as a trial counsel on complex cases	4-40
	OPERATIONAL LAW	
4402-OPLW-2080	Advise commanders or general offices regarding provisions of Status of Forces Agreements (SOFA)	4-41
4402-OPLW-2081	Provide instruction on the Law of Armed Conflict	4-42
4402-OPLW-2082	Provide instruction on the Code of Conduct	4-42
4402-OPLW-2083	Provide instruction on Rules of Engagement (ROE)	4-43
	REVIEW	
4402-RE VW-2090	Conduct Judge Advocate review	4-43
4402-RE VW-2091	Provide Staff Judge Advocate (SJA) recommendation	4-44
4402-RE VW-2092	Coordinate post-trial review of courts-martial	4-44

4402-REVV-2093	Process voluntary appellate leave request	4-45
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4003. 1000-LEVEL EVENTS

4402-ADLW-1001: Review an administrative investigation

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative investigation.

STANDARD: To ensure the investigation reflects current law as specified in Chapter 2 of the reference.

PERFORMANCE STEPS:

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

REFERENCE:

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

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

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

BILLET: Defense Counsel

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Review evidence.
2. Interview witnesses.
3. Establish an attorney-client relationship.
4. Advise client.
5. Negotiate disposition.
6. Conduct voir dire and challenges, if necessary.

4402-ADLW-1005: Perform as a supervising attorney for litigation report investigation

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: 2NDLT, 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 Chapter 2 of the reference.

PERFORMANCE STEPS:

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

REFERENCE:

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

4402-ADLW-1006: Perform recorder duties for administrative discharge board

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complete administrative discharge package ready for board action.

STANDARD: To ensure a record of proceedings is 100% completed.

PERFORMANCE STEPS:

1. Establish board date.
2. Prepare government case.
3. Prepare board documentation.
4. Review binders.
5. Coordinate board logistics.
6. Ensure audio capture of board proceedings.
7. Present government case.
8. Ensure completion of findings and recommendations worksheet.
9. Ensure transcription of proceedings.
10. Make appropriate number of transcript copies.
11. Distribute copies.
12. Retain file copy of transcript.

REFERENCE:

1. MCO P1900.16F Marine Corps Separations and Retirement Manual (MARCORSEPMAN)
-

4402-ADMN-1020: 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 P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4402-ADMN-1021: Certify true copies of documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

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 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 5800.7E Manual of the Judge Advocate General (JAGMAN)
-

4402-ADMN-1022: 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.

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

INITIAL TRAINING SETTING: FORMAL

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. MCM Manual for Courts-Martial United States (current edition)
 2. U.S. GPO Style Manual U.S. Government Printing Office Style Manual (current edition)
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4402-BLAW-1030: Advise commanders concerning legal matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an issue of interest.

STANDARD: Providing 100% complete and accurate legal advice in the time specified by the Commander.

PERFORMANCE STEPS:

1. Receive a set of facts.
2. Review the facts.
3. Research accordingly.
4. Determine a range of options, if required.
5. Prepare brief, if necessary.
6. Provide legal opinion, as required.

REFERENCES:

1. JAGAINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. Federal, State and Local Law
3. MCM Manual for Courts-Martial United States (current edition)

4. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
-

4402-BLAW-1031: Advise general officers concerning legal matters

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an issue of interest.

STANDARD: Providing 100% complete and accurate legal advice in the time specified by the General Officer.

PERFORMANCE STEPS:

1. Receive a set of facts.
2. Review the facts.
3. Research accordingly.
4. Determine a range of options, if required.
5. Prepare brief, if necessary.
6. Provide legal opinion, as required.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. Federal, State and Local Law
 3. MCM Manual for Courts-Martial: United States (current edition)
 4. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
-

4402-BLAW-1032: Interview a witness or client

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a witness or client.

STANDARD: To obtain and evaluate information for legal proceedings or to resolve legal issues.

PERFORMANCE STEPS:

1. Obtain background information on potential areas of inquiry prior to the interview.
2. Determine the client/witness's degree of cooperativeness.
3. Use appropriate interview manner and approach.
4. Establish appropriate interview environment.

5. Gain all relevant information from the witness/client.
6. Document the interview.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
2. National Institute of Trial Advocacy (NITA) Materials
3. American Bar Association (ABA) Materials

4402-BLAW-1033: Conduct legal research

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: To discern all legally correct sources of law.

PERFORMANCE STEPS:

1. Identify legal issue.
2. Obtain access to research.
3. Identify relevant legal sub-issues.
4. Research each sub-issue in relevant statutes, case law, administrative regulations, or other source materials.
5. Develop alternative outcomes to legal sub-issues based upon differing facts.
6. Revise sub-issues, as required.
7. Restate principle issue of law based upon final resolution of sub-issues.
8. Provide outline of results of research.

REFERENCE:

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

4402-BLAW-1034: Negotiate legal issue

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disputed legal issue.

STANDARD: To the satisfaction of the client.

PERFORMANCE STEPS:

1. Identify key objectives of client.
2. Develop options.

3. Discuss options with client.
4. Engage opposing party.
5. Pursue client's key objectives.

REFERENCES:

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

4402-BSKL-1040: Safeguard sensitive, classified, or privileged materials

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

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

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

REFERENCES:

1. OPNAVINST 5510.1H Department of the Navy Information and Personnel Security Program Regulation
2. SECNAV M-5210.2 Department of the Navy Procedure File Maintenance Procedures and Standard Subject Identification Code (SSIC)
3. SECNAV M-5510.36A Department of the Navy (DON) Information Security Program (ISP) Instruction
4. State Bar Professional Responsibility Rules

4402-CVLW-1050: Render legal opinions on government ethics and standards of conduct

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

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

BILLET: Civil Law Attorney, SJA

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-R Joint Ethics Regulation (JER)
 2. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
 3. Federal, State and Local Law
-

4402-CVLW-1051: Render legal representation before administrative tribunals

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed to represent a client at an administrative hearing.

STANDARD: Which reflects current law and as applied to the facts and circumstances of the case.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research applicable statutes, regulations, and case law.
3. Analyze alternative courses of action and their ramifications.
4. Prepare case for presentation at tribunal.
5. Present case at tribunal or negotiate alternative resolution.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5890.1A Administrative Processing and Consideration of Claims on Behalf Of and Against the Government
 3. U.S. GPO Style Manual U.S. Government Printing Office Style Manual (current edition)
-

4402-LGAS-1060: Perform as a legal assistance attorney

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

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, 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, pre-deployment, preventative law, and The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a client with a legal assistance matter.

STANDARD: To provide zealous and ethical legal assistance.

PERFORMANCE STEPS:

1. Determine legal assistance eligibility.
2. Resolve conflict of interest, if necessary.
3. Interview the client.
4. Identify the legal issues.
5. Research the law.
6. Advise the client.
7. Represent client, if necessary.
8. Prepare the necessary documents, if applicable.
9. Close case with client.

REFERENCES:

1. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
3. Federal, State and Local Law

4402-MILJ-1070: Perform as a defense counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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: Ensuring competent, zealous, and ethical representation for the accused.

PERFORMANCE STEPS:

1. Review charge sheet and allied papers.
2. Evaluate all available evidence.
3. Form attorney-client relationship with the accused.
4. Review all evidence and legal options with the accused.
5. Conduct pretrial negotiations if authorized by the accused.
6. Prepare case for trial.
7. Represent accused at Article 32 hearing, if required.
8. Litigate motions, if required.
9. Represent accused at trial.
10. Represent accused through Court-Martial Order (CMO) promulgation.
11. Maintain case file.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
 3. MCM Manual for Courts-Martial United States (current edition)
 4. DA PAM 27-9 Military Judge's Benchbook
 5. UCMJ Uniform Code of Military Justice
 6. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
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4402-MILJ-1071: Provide limited representation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

DESCRIPTION: Limited representation may include non-judicial punishment (NJP) counseling, administrative separation counseling, investigation counseling, custodial interrogation counseling, initial public stock offering (IPO) counseling, Summary Court-Martial (SCM) counseling, and as otherwise authorized.

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for defense counsel services when detailing is not yet authorized.

STANDARD: Without forming an attorney-client relationship.

PERFORMANCE STEPS:

1. Receive a set of facts, if applicable.
2. Advise of rights as applicable.
3. Provide range of options.

REFERENCES:

1. JAGINST 5800.7C Manual of the Judge Advocate General (JAGMAN)
 2. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 3. MCM Manual for Courts-Martial United States (current edition)
 4. Uniform Code of Military Justice (UCMJ)
 5. SECNAVINST 1920.6C Administrative Separation of Officers
 6. MCO P1610.7F Performance Evaluation System (PES)
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4402-MILJ-1072: Perform as a trial counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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: Ensuring 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. Ensure preferral of charges, if necessary.
4. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
5. Conduct pretrial negotiations, if appropriate.
6. Represent government at Article 32, if required.
7. Prepare case for trial.
8. Litigate motions, if required.
9. Coordinate trial logistics.
10. Represent government at trial.
11. Ensure compliance with Victim/Witness Assistance Program.
12. Execute appropriate post-trial documents.
13. Coordinate post-trial administrative matters.
14. Review the record of trial.

REFERENCES:

1. DODD 1030.1 Victim and Witness Assistance
2. DODI 1030.2 Victim and Witness Assistance Procedures
3. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
5. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
6. MCM Manual for Courts-Martial United States (current edition)
7. SECNAVINST 5800.11B Victim and Witness Assistance Program
8. DA PAM 27-9 Military Judge's Benchbook
9. UCMJ Uniform Code of Military Justice

4402-MILJ-1073: Advise commanders concerning military justice matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a potential or suspected violation of the Uniformed 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 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 3. MCM Manual for Courts-Martial United States (current edition)
 4. Uniform Code of Military Justice (UCMJ)
 5. SECNAVINST 1920.6C Administrative Separation of Officers
 6. MCO P1610.7F Performance Evaluation System (PES)
-

4402-MILJ-1074: Create trial notebook

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned or detailed to a case.

STANDARD: To maintain a coherent organization of all aspects of the case.

PERFORMANCE STEPS:

1. Organize case file materials into a trial notebook.
2. Maintain a case chronology.
3. Insert witness statements.
4. Insert necessary case documents.

REFERENCE:

1. National Trial Advocacy Association (NITA) Materials
-

4402-MILJ-1075: Serve as an Article 32 Officer

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

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Produce DD Form 457, Investigating Officer's Report, in compliance with R.C.M. 405.

PERFORMANCE STEPS:

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

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. NJS Article 32 Investigating Officer's Guide
-

4402-OPLW-1080: Advise commanders on foreign claims

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a claim in a deployed environment.

STANDARD: Ensure claim is processed 100% correctly.

PERFORMANCE STEPS:

1. Receive claim.
2. Review applicable law and/or regulations.
3. Analyze claim.
4. Issue legal opinion.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. 10 U.S.C. SEC 2734-2736 Foreign Claims Act (FCA)
 3. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 4. SECNAV M-5216.5 Department of the Navy Correspondence Manual
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4402-OPLW-1081: Process claims

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a claim in a foreign country.

STANDARD: To ensure claim is processed 100% correctly.

PERFORMANCE STEPS:

1. Receive the claim.
2. Research applicable law and/or regulations.
3. Review claim.
4. Prepare documentation.
5. Pay claim, if applicable.
6. Forward, if necessary.
7. Maintain files.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. 10 U.S.C. SEC 2734-2736 Foreign Claims Act (FCA)
 3. 31 U.S.C. SEC 3721 Personnel Claims Act (PCA)
 4. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 5. SECNAV M-5216.5 Department of the Navy Correspondence Manual
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4402-OPLW-1082: Perform as an operational law attorney

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

DESCRIPTION: Operational law issues may include: Rules of Engagement (ROE), Escalation of Force (EOF), Law of Armed Conflict, Code of Conduct, Status of Forces Agreements (SOFA), Detention Operations, Rule of Law (ROL), Humanitarian Assistance, Security Operations, Information Operations, and Psychological Operations.

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. CJCSI 3121.01 Standing Rules of Engagement for U.S. Forces
 2. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 4. DOD DIR 2311.01 Department of Defense Law of War Program
 5. FM 27-10 Law of Land Warfare
 6. MCM Manual for Courts-Martial United States (current edition)
 7. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
 8. Executive Order 10631, Code of Conduct for the Members of the United States Armed Forces
 9. Host Nation Status of Forces Agreement (SOFA)
 10. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
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4402-OPLW-1083: Advise commanders on Law of Armed Conflict

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation.

STANDARD: To facilitate mission accomplishment within the Law of Armed Conflict.

PERFORMANCE STEPS:

1. Review the appropriate law and/or operational orders.
2. Review facts.
3. Participate in targeting working group, if applicable.
4. Review Collateral Damage Estimate (CDE) guidance, if applicable.
5. Review Escalation of Force (EOF) guidance, if applicable.
6. Issue legal opinion.
7. Assist in execution of commander's decision.

REFERENCES:

1. DOD DIR 2311.01 Department of Defense Law of War Program
 2. FM 27-10 Law of Land Warfare
 3. MCM Manual for Courts-Martial United States (current edition)
 4. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
 5. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 6. SECNAV M-5216.5 Department of the Navy Correspondence Manual
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4402-OPLW-1084: Advise commanders on the Code of Conduct

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation.

STANDARD: To ensure the unit completely understands the Code of Conduct.

PERFORMANCE STEPS:

1. Review facts.
2. Provide advice.
3. Execute the commander's decision.

REFERENCE:

1. Executive Order 10631, Code of Conduct for the Members of the United States Armed Forces
-

4402-OPLW-1085: Advise commanders concerning detention operations

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a detained individual.

STANDARD: To ensure complete compliance with the Law of Armed Conflict.

PERFORMANCE STEPS:

1. Review the appropriate law and/or operational orders.
2. Review detainee package for prosecutorial merits.
3. Issue legal opinion.
4. Execute the commander's decision.

REFERENCES:

1. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 3. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
 4. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
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4402-OPLW-1086: Advise general officers concerning detention operations

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a detained individual.

STANDARD: To ensure complete compliance with the Law of Armed Conflict.

PERFORMANCE STEPS:

1. Review the appropriate law and/or operational orders.
2. Review detainee package for prosecutorial merits.
3. Issue legal opinion.
4. Execute the general officer's decision.

REFERENCES:

1. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 3. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
 4. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
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4402-OPLW-1087: Advise commanders on conducting Rule of Law (ROL) Missions in Area of Operations (AO)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation.

STANDARD: To facilitate a functioning rule of law system.

PERFORMANCE STEPS:

1. Review the appropriate law and/or operational orders.
2. Review facts.
3. Issue legal opinion.
4. Assist in execution of commander's decision.

REFERENCES:

1. Rule of Law Handbook, A Practitioner's Guide for Judge Advocates, Center for Law and Military Operations, The Judge Advocate General Legal School and Center (current edition)
 2. DOD DIR 2311.01 Department of Defense Law of War Program
 3. FM 27-10 Law of Land Warfare
 4. MCM Manual for Courts-Martial United States (current edition)
 5. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
 6. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 7. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 8. Host Nation laws and/or Constitution
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4004. 2000-LEVEL EVENTS

4402-ADLW-2001: Review administrative separations

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

BILLET: SJA, Deputy SJA

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an involuntary separation package.

STANDARD: To ensure sufficiency in law and fact.

PERFORMANCE STEPS:

1. Identify legal issues.
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 P1900.16F Marine Corps Separations and Retirement Manual (MARCORSEPMAN)
 2. SECNAVINST 1920.6C Administrative Separation of Officers
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4402-BLAW-2020: Provide instruction on legal matters

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a legal topic for which instruction is required.

STANDARD: To ensure 100% complete and accurate coverage of the legal topic.

PERFORMANCE STEPS:

1. Evaluate the audience knowledge base.
2. Organize the instruction.
3. Generate audience interest in the topic.
4. Present the instructional material.
5. Monitor the audience for feedback/participation/understanding.
6. Summarize the main points of instruction.

REFERENCE:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
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4402-BSKL-2030: Conduct legal briefings

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a briefing requirement.

STANDARD: To deliver relevant and correct information on the subject matter within the briefing time prescribed.

PERFORMANCE STEPS:

1. Examine legal references.
2. Prepare briefing materials.
3. Rehearse briefing.

REFERENCE:

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

4402-BSKL-2031: Review correspondence

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given drafted correspondence.

STANDARD: Correcting all grammatical and formatting errors.

PERFORMANCE STEPS:

1. Review correspondence.
2. Make corrections, as required.
3. Forward correspondence.

REFERENCE:

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

4402-CVLW-2040: Advise on civilian labor and employment law

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

GRADES: CAPT, MAJ, LTCOL

BILLET: Labor Law Attorney, SJA

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an issue involving civilian labor and employment.

STANDARD: To resolve the issue in compliance with current law and regulations.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.
5. Prepare the necessary documents, if applicable.
6. Negotiate with employer, as appropriate.

REFERENCE:

1. Federal, State and Local Law
-

4402-CVLW-2041: Render legal opinions on Freedom of Information Act (FOIA) and Privacy Act matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Freedom of Information Act or Privacy Act issue.

STANDARD: To ensure 100% compliance with current law and regulations.

PERFORMANCE STEPS:

1. Review the request for release of information from government records or the correction of government records.
2. Determine the existence of the record or record system.
3. Research applicable statutes, regulations, and case law.
4. Analyze alternative courses of action and foreseeable consequences.
5. Recommend release/correction of the record to the Release Authority/Custodian or denial of the request, as appropriate.

REFERENCES:

1. 5 USC SEC 552 Freedom of Information Act (FOIA)
 2. MCO P5211.2B The Privacy Act of 1974
 3. SECNAVINST 5211.5E Department of the Navy Privacy Act (PA) Program
 4. SECNAVINST 5720.42F Department of the Navy Freedom of Information Act (FOIA) Program
-

4402-CVLW-2042: Render legal opinions on environmental law matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

BILLET: Environmental Law Attorney, SJA

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an environmental law issue.

STANDARD: To assist in resolving the issue in accordance with current law and regulation.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research 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. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCO P5090.2A Environmental Compliance and Protection Manual
 3. OPNAVINST 5090.1C Environmental Readiness Program Manual
 4. Federal, State and Local Law
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4402-CVLW-2043: Advise on land use management and control matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

BILLET: SJA

DESCRIPTION: This task is normally performed by an attorney in the General Counsel's Office.

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a land use management and control issue.

STANDARD: To provide 100% accurate legal advice.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Conduct research.
3. Draft legal opinion.
4. Brief commander, if necessary.

REFERENCES:

1. MCO P5090.2A Environmental Compliance and Protection Manual
 2. Federal, State and Local Law
-

4402-CVLW-2044: Advise on suits for and against the government

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

GRADES: CAPT, MAJ, LTCOL, COL

DESCRIPTION: This task is normally performed by an attorney in the General Counsel's Office.

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a lawsuit where the federal government is a party.

STANDARD: To assist in securing the most favorable outcome for the government.

PERFORMANCE STEPS:

1. Identify issues.
2. Conduct research.
3. Draft legal opinion.
4. Brief commander.
5. Represent government in litigation, if necessary.

REFERENCES:

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

4402-CVLW-2045: Facilitate execution of civil process

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a civil process issue.

STANDARD: To ensure 100% compliance with current law and regulation.

PERFORMANCE STEPS:

1. Coordinate with agencies issuing civil process.
2. Review references.
3. Coordinate with units, as appropriate.
4. Supervise actual service of process on the military member, if required.

REFERENCE:

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

4402-CVLW-2046: Render legal opinions on fiscal law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

BILLET: SJA, Contracting Attorney

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a fiscal law issue.

STANDARD: To provide complete and accurate legal advice.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Examine the applicable statutes, regulations, and case law.
3. Analyze the 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.

REFERENCE:

1. Federal, State and Local Law
-

4402-LGAS-2050: Negotiate non-commercial contracts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for a non-commercial contract.

STANDARD: To the satisfaction of the client and reflecting current law.

PERFORMANCE STEPS:

1. Interview client.
2. Identify client objectives.
3. Review documents.
4. Develop options.
5. Advise client.
6. Engage opposing party.
7. Pursue client objections.

REFERENCES:

1. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 3. Federal, State and Local Law
-

4402-LGAS-2051: Prepare adoption documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: 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-2052: Prepare name change documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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. Prepare the name change documents for filing with the appropriate authorities by the client.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. U.S. Government Printing Office Style Manual
 3. Appropriate Law Library References
 4. State and Local Law
-

4402-LGAS-2053: Prepare simple trusts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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 trust.
6. Execute the trust.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. U.S. Government Printing Office Style Manual
-

4402-MGMT-2060: Supervise Legal Services training and readiness program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: MAJ, LTCOL, COL

BILLET: SJA, Law Center Director, LSSS OIC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given training requirements.

STANDARD: To ensure current MOS training and readiness standards are 100% completely and accurately documented.

PERFORMANCE STEPS:

1. Review the requirements.
2. Determine tasks requiring training.
3. Assign personnel to conduct training.
4. Review lesson plan and correct deficiencies, as required.

5. Monitor and evaluate training.
6. Critique and counsel instructors.
7. Document all training received by each Marine.
8. Document all training given by each Marine.

REFERENCES:

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

4402-MGMT-2061: Validate Table of Organization (T/O)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an organization's Table of Organization (T/O).

STANDARD: Ensure 100% compatibility between organizational and personnel needs.

PERFORMANCE STEPS:

1. Review the local organization charts.
2. Review the T/O.
3. Ensure the T/O accurately reflects the organizational structure of the office.
4. Ensure the T/O accurately meets the personnel needs of the office.
5. Request changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17 MOS Manual
 2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit Table of Organization (T/O)
-

4402-MGMT-2062: Conduct legal administrative inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To determine compliance with standard inspection checklist.

PERFORMANCE STEPS:

1. Schedule inspection.
2. Conduct an in-brief.

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

REFERENCES:

1. Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
3. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. MCM Manual for Courts-Martial United States (current edition)

4402-MGMT-2063: Maintain Legal Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Provide accurate guidance on local legal operations.

PERFORMANCE STEPS:

1. Review updated SOP.
2. Return for revisions, if necessary.
3. Forward to approving authority.

REFERENCE:

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

4402-MGMT-2064: Manage personnel assignments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: MAJ, LTCOL, COL

BILLET: Staff Judge Advocate (SJA)/Director/Officer in Charge (OIC)

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assigned personnel.

STANDARD: To ensure sections are properly staffed in order to provide core legal functions.

PERFORMANCE STEPS:

1. Review staffing requirements.

2. Review personnel availability.
3. Seek input.
4. Direct assignments.

REFERENCE:

1. Unit Table of Organization (T/O)
-

4402-MGMT-2065: Monitor the Table of Organization (T/O)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an organization's Table of Organization (T/O).

STANDARD: Ensure compatibility between organizational and personnel needs.

PERFORMANCE STEPS:

1. Review the local organization charts.
2. Review the Table of Organization (T/O).
3. Ensure the T/O accurately reflects the organizational structure of the office.
4. Ensure the T/O accurately meets the personnel needs of the office.
5. Request changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17 MOS Manual
 2. MCO P1000.6 Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. UNIT T/O Table of Organization
-

4402-MILJ-2070: Perform as appellate defense counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: When detailed as an appellate defense counsel.

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

PERFORMANCE STEPS:

1. Review authenticated record of trial.
2. Form attorney-client relationship with the appellant.
3. Represent appellant before Navy-Marine Corps Court of Criminal Appeals (NMCCA).

4. Represent appellant before Court of Appeals for the Armed Forces (CAAF) and the U.S. Supreme Court, as applicable.
5. Maintain case file.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
3. MCM Manual for Courts-Martial United States (current edition)
4. DA PAM 27-9, Military Judge's Benchbook
5. UCMJ Uniform Code of Military Justice
7. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
8. NMCCA Rules for Practice and Procedure
9. CAAF Rules for Practice and Procedure
10. U.S. Supreme Court Rules for Practice and Procedure

4402-MILJ-2071: Perform as appellate government counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, 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: Ensuring competent, zealous, and ethical representation for the government.

PERFORMANCE STEPS:

1. Review brief.
2. Review authenticated record of trial, if necessary.
3. Represent government before Navy-Marine Corps Court of Criminal Appeals (NMCCA).
4. Represent government before Court of Appeals for the Armed Forces (CAAF), as applicable.
5. Coordinate with Solicitor General's Office, if required.
6. Maintain case file.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
3. MCM Manual for Courts-Martial United States (current edition)
4. DA PAM 27-9 Military Judge's Benchbook
5. UCMJ Uniform Code of Military Justice
6. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
7. NMCCA Rules for Practice and Procedure
8. CAAF Rules for Practice and Procedure

4402-MILJ-2072: Review non-judicial punishment (NJP) appeals

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

GRADES: CAPT, MAJ, LTCOL, COL

BILLET: SJA

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the imposition of NJP was done in strict compliance with current regulation.

PERFORMANCE STEPS:

1. Review appeal.
2. Research and respond to issues raised by the accused.
3. Forward to appellate authority with recommendations for appropriate action.

REFERENCES:

1. JAGINST 5800.7E, Chapter 1, Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual for Courts-Martial United States (current edition)
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4402-MILJ-2073: Perform as detailed military judge

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

GRADES: MAJ, LTCOL, COL

BILLET: Military Judge

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Until the authentication of the record of trial or withdrawal.

PERFORMANCE STEPS:

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

REFERENCES:

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

4402-MILJ-2074: Serve as Deposition Officer

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: When appointed as deposition officer.

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

PERFORMANCE STEPS:

1. Coordinate hearing date.
2. Prepare for hearing.
3. Conduct hearing.
4. Prepare report.
5. Authenticate record.
6. Submit report and authenticated record.

REFERENCE:

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

4402-MILJ-2075: Perform as Special Assistant U.S. Attorney (SAUSA)

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: When detailed as SAUSA.

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

PERFORMANCE STEPS:

1. Review sufficiency of supporting documentation and evidence.
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. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5803.1C Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
3. Federal, State, and Local Law

4402-MILJ-2076: Perform as appellate court judge

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LTCOL, COL

BILLET: Appellate Judge

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Until appellate decision is issued.

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. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial United States (current edition)
3. Military Judge's Benchbook
4. Uniform Code of Military Justice
5. NMCCA Rules for Practice and Procedure

4402-MILJ-2077: Perform as a defense counsel on complex cases

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: Litigating complex cases requires more specialized training than is normally required for the litigation of more standard 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.

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

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

PERFORMANCE STEPS:

1. Review charge sheet and allied papers.
2. Evaluate all available evidence.
3. Form attorney-client relationship with the accused.
4. Review all evidence and legal options with the accused.
5. Conduct pretrial negotiations if authorized by the accused.
6. Prepare case for trial.
7. Review effective discovery tactics.
8. Review cross-examination of government experts.
9. Review cross-examination of law enforcement.
10. Review appellate issues.
11. Review current case law.
12. Review use of expert witnesses.
13. Review ethical issues.
14. Represent accused at Article 32 hearing, if required.
15. Litigate motions, if required.
16. Represent accused at trial.
17. Represent accused through Court-Martial Order (CMO) promulgation.
18. Maintain case file.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
3. MCM Manual for Courts-Martial United States (current edition)
4. DA PAM 27-9 Military Judge's Benchbook
5. UCMJ Uniform Code of Military Justice
7. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)

4402-MILJ-2078: Perform as a trial counsel on complex cases

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: Litigating complex cases requires more specialized training than is normally required for the litigation of more standard cases. More complex litigation procedures are involved in these types of courts-martial and prosecutors will also need more training in the development of litigation strategies.

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

STANDARD: Ensuring 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. Ensure preferred of charges, if necessary.
4. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
5. Conduct pretrial negotiations, if appropriate.
6. Represent government at Article 32, if required.
7. Prepare case for trial.
8. Review of handling an investigation process.
9. Review trial and pre-trial tactics.
10. Review use of expert witnesses.
11. Review witness interviewing techniques.
12. Review military justice updates.
13. Review complex media issues.
14. Review ethical issues.
15. Review case management procedures.
16. Litigate motions, if required.
17. Coordinate trial logistics.
18. Represent government at trial.
19. Ensure compliance with Victim/Witness Assistance Program.
20. Execute appropriate post-trial documents.
21. Coordinate post-trial administrative matters.
22. Review the record of trial.

REFERENCES:

1. DODD 1030.1 Victim and Witness Assistance
2. DODI 1030.2 Victim and Witness Assistance Procedures
3. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
5. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
6. MCM Manual for Courts-Martial United States (current edition)
7. SECNAVINST 5800.11B Victim and Witness Assistance Program
9. DA PAM 27-9 Military Judge's Benchbook
10. UCMJ Uniform Code of Military Justice

4402-OPLW-2080: Advise commanders or general officers regarding provisions of Status of Forces Agreements (SOFA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a SOFA.

STANDARD: To ensure complete compliance with the appropriate SOFA.

PERFORMANCE STEPS:

1. Review facts.
2. Apply SOFA.

3. Issue legal opinion.
4. Execute the commander or general officer's decision.

REFERENCES:

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

4402-OPLW-2081: Provide instruction on Law of Armed Conflict

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a need for Law of Armed Conflict training.

STANDARD: To ensure a basic understanding by members of the audience.

PERFORMANCE STEPS:

1. Determine the audience.
2. Organize the instruction.
3. Present the instructional material.
4. Monitor the audience for feedback/participation/understanding.
5. Summarize the main points of instruction.

REFERENCES:

1. DOD DIR 2311.01 Department of Defense Law of War Program
 2. FM 27-1 Legal Guide for Commanders
 3. FM 27-10 Law of Land Warfare
 4. MCM Manual for Courts-Martial United States (current edition)
 5. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
 6. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
-

4402-OPLW-2082: Provide instruction on the Code of Conduct

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a need for Code of Conduct training.

STANDARD: To ensure a basic understanding by members of the audience.

PERFORMANCE STEPS:

1. Determine the audience.
2. Organize the instruction.
3. Present the instructional material.
4. Monitor the audience for feedback/participation/understanding.
5. Summarize the main points of instruction.

REFERENCES:

1. DOD DIR 2311.01 Department of Defense Law of War Program
 2. FM 27-10 Law of Land Warfare
 3. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
 4. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 5. Executive Order 10631, Code of Conduct for the Members of the United States Armed Forces
-

4402-OPLW-2083: Provide instruction on Rules of Engagement (ROE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a need for Rules of Engagement (ROE) training.

STANDARD: To ensure a basic understanding by members of the audience.

PERFORMANCE STEPS:

1. Determine the audience.
2. Organize the instruction.
3. Present the instructional material.
4. Monitor the audience for feedback/participation/understanding.
5. Summarize the main points of instruction.

REFERENCES:

1. CJCSI 3121.01 Standing Rules of Engagement for U.S. Forces
 2. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
-

4402-REVW-2090: Conduct Judge Advocate review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a non-Bad Conduct Discharge (BCD) Special or Summary Court-Martial record of trial.

STANDARD: Ensuring legal sufficiency in accordance with the MCM Rules for Courts-Martial (R.C.M.) 1112.

PERFORMANCE STEPS:

1. Review record of trial.
2. Review post-trial matters, if applicable.
3. Execute judge advocate review letter.
4. Forward to appropriate Convening Authority (CA), if applicable.

REFERENCES:

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

4402-REVW-2091: Provide Staff Judge Advocate (SJA) recommendation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: MAJ, LTCOL, COL

BILLET: SJA

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.

PERFORMANCE STEPS:

1. Review record of trial.
2. Review post-trial matters, if applicable.
3. Execute SJA recommendation letter.
4. Forward to appropriate Convening Authority (CA).
5. Retain file copy.

REFERENCES:

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

4402-REVW-2092: Coordinate post-trial review of courts-martial

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

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

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 community. 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. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 4421-ADLW-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 44 or Legal Services Specialist MOS 4421). This chapter contains MOS 4421 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADLW - Administrative Law). Functional areas for Legal Services Specialists are:

- 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. The last four digits represent the task level and numerical sequencing. The Legal Services Specialist individual training events are separated into two task levels:

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

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

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5003. 1000-LEVEL EVENTS

4421-ADLW-1001: Prepare administrative separation package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLET: Administrative Law Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: To ensure the package is 100% accurate and completed in accordance with Chapter 6 of MCO P1900.16F.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare documentation.
3. Compile package.
4. Forward for review.

REFERENCES:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4421-ADMN-1020: Prepare naval correspondence

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for naval correspondence.

STANDARD: Without formatting or grammatical error.

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. Proofread the document.
10. Route document for signature.
11. Maintain file copy.

REFERENCES:

1. MCO P1070.12K 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
-

4421-ADMN-1021: Apply rules of Standard English grammar to written text

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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.

REFERENCE:

1. U.S. Government Printing Office Style Manual
-

4421-BLAW-1027: Cite legal references

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a scenario requiring legal research, access to legal references, and Internet capability.

STANDARD: Ensuring legal references are correctly cited.

PERFORMANCE STEPS:

1. Identify the references applicable to the situation.
2. Research legal references in an automated and non-automated environment for pertinent information.
3. Properly cite references that apply.
4. Provide a summary of researched information with specific references.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)

3. MCM Manual for Courts-Martial United States (current edition)
 4. Unit SOP Unit SOP
-

4421-BSKL-1030: Maintain Chain of Custody

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given evidence or property and a custody receipt.

STANDARD: Without loss of control.

PERFORMANCE STEPS:

1. Identify evidence or property requiring control.
2. Receive evidence or property from custodian.
3. Properly secure evidence or property.
4. Release evidence or property to custodian.
5. Document chain of custody, as appropriate.

REFERENCE:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial United States (current edition)
 3. OPNAV 5580.1A Navy Law Enforcement Manual
-

4421-LGAS-1040: Perform client intake

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospective legal assistance client.

STANDARD: Ensure a complete and accurate intake form.

PERFORMANCE STEPS:

1. Review client intake form.
2. Identify client issue.
3. Determine client eligibility.
4. Identify any conflicts of interest.
5. Forward to Judge Advocate, if necessary.

REFERENCE:

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

4421-MILJ-1050: Prepare court-martial charge sheet (DD Form 458) with basic charges

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: IAW 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 the references for punitive articles violated and wording of charge(s) and specification(s).
3. Produce charge sheet (DD Form 458).
4. Proofread the charge sheet.
5. Route charge sheet through Staff Non-Commissioned Officer (SNCO) for review by trial counsel.

REFERENCES:

1. JAGINST 5800.E, Chapter 1 Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual for Courts-Martial United States (current edition)
-

4421-MILJ-1051: Prepare court-martial convening orders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for legal services (RLS) and members selected by the Convening Authority (CA).

STANDARD: Without 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 signature.
6. Make appropriate number of copies.
7. Place original convening order and charge sheet in the case file.
8. Retain file copy.

REFERENCES:

1. JAGINST 5800.7E, Chapter 1 Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual for Courts-Martial United States (current edition)
-

4421-MILJ-1052: Prepare request for Separation In Lieu of Trial (SILT) package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a preferred charge sheet and the accused's desire for separation in lieu of trial.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Produce the document(s).
2. Proofread the document(s).
3. Route document(s) for signature.

REFERENCES:

1. MCO P1900.16F Marine Corps Separations and Retirement Manual (MARCORSEPSMAN)
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4421-OPLW-1060: Prepare Rules of Engagement (ROE) card

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement in an operational setting.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Receive ROE info 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. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
-

4421-RE VW-1070: Prepare post-trial documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a courts-martial record of trial.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7E Chapter 1 Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual of Courts-Martial United States (current edition)
-

5004. 2000-LEVEL EVENTS

4421-ADLW-2001: Review administrative separation package

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

BILLET: Administrative Law Non-commissioned Officer (NCO), Administrative Law Chief

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared package.

STANDARD: To ensure legal sufficiency in accordance with Chapter 6 of MCO P1900.16F.

PERFORMANCE STEPS:

1. Review the package.
2. Return for corrections, if required.
3. Forward for review.

REFERENCE:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

4421-ADLW-2002: Process claims

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

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

4421-ADLW-2003: Review administrative investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 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 time prescribed in Chapter 2 of JAGINST 5800.7E.

PERFORMANCE STEPS:

1. Review the investigation.
2. Review draft endorsement.
3. Identify discrepancies.
4. Resolve discrepancies.
5. Forward for review.

REFERENCE:

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

4421-ADLW-2004: Perform recorder duties for administrative discharge board

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.

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complete administrative discharge package ready for board action.

STANDARD: To ensure a record of proceedings is 100% completed.

PERFORMANCE STEPS:

1. Establish board date.
2. Prepare government case.
3. Advise commander, if necessary.
4. Prepare board documentation.
5. Review binders.
6. Coordinate board logistics.
7. Ensure audio recording of board proceedings.
8. Present government case.
9. Ensure completion of findings and recommendations worksheet.
10. Ensure transcription of proceedings.

11. Make appropriate number of transcript copies.
12. Distribute copies.
13. Retain file copy of transcript.

REFERENCE:

1. MCO P1900.16F Marine Corps Separations and Retirement Manual (MARCORSEPMAN)
-

4421-ADLW-2005: Process administrative investigations

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an administrative investigation.

STANDARD: Ensuring a complete investigation is forwarded to the appropriate authority within time prescribed in Chapter 2 of JAGINST 5800.7E.

PERFORMANCE STEPS:

1. Review investigation.
2. Identify discrepancies.
3. Prepare draft endorsement.
4. Forward for review.

REFERENCE:

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

4421-ADLW-2006: 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.

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When provided an administrative separation board audio recording and accompanying documents.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Summarize record of proceedings.

2. Proof record of proceedings for grammar/spelling error.
3. Correct deficiencies, if applicable.
4. Forward record of proceedings for review to appropriate party, if applicable.
5. Correct deficiencies, if applicable.
6. Provide record of proceedings to appropriate party.

REFERENCE:

1. MCO P1900.16F Marine Corps Separations and Retirement Manual (MARCORSEPMAN)
-

4421-ADMN-2020: Administer legal office budget

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

BILLET: 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.

REFERENCE:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
-

4421-ADMN-2021: Coordinate witness production

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal proceeding requiring witnesses.

STANDARD: To ensure witness attendance at proceeding.

PERFORMANCE STEPS:

1. Review witness list.
2. Contact witnesses.
3. Compile witness information.
3. Create travel profile in Defense Travel System (DTS), if required.
4. Arrange travel.
5. Arrange lodging.
6. Provide itinerary.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volumes 1 and 2
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 4. MCM Manual for Courts-Martial United States (current edition)
-

4421-ADMN-2022: Process Defense Travel System (DTS) authorizations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for a DTS Authorization and appointment as a Non-DTS Entering Agents (NDEA), Organizational DTS Travel Agent (ODTA), Routing Official (RO), or Authorizing Official (AO).

STANDARD: To ensure authorizations are approved prior to date of travel.

PERFORMANCE STEPS:

1. Review authorization.
2. Route authorization.
3. Approve authorization, if applicable.

REFERENCE:

1. JFTR NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
-

4421-ADMN-2023: Process Defense Travel System (DTS) vouchers for witnesses

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for a DTS Voucher and appointment as a Non-DTS Entering Agents (NDEA), Organizational DTS Travel Agent (ODTA), Routing Official (RO) or Certifying Official (CO).

STANDARD: To ensure vouchers are certified within time prescribed.

PERFORMANCE STEPS:

1. Create voucher, if required.
2. Review voucher.
3. Route voucher.
4. Certify voucher, if applicable.

REFERENCE:

1. JFTR NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
-

4421-ADMN-2024: Maintain law office publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: PVT, PFC, LCPL, CPL, SGT

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.

REFERENCES:

1. MCO P5600.31G Marine Corps Publications and Printing Regulations
 2. NAVMC 2761 Catalog of Publications
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4421-ADMN-2025: Supervise case management system

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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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 case management report.
3. Review case management file processing.
4. Identify discrepancies, if any.
5. Resolve discrepancies.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. U.S. GPO Style Manual United States Government Printing Office Style Manual (current edition)
 3. MCO 5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4421-ADMN-2026: Process case management files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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. Input case file data.
3. Produce case management report.
4. Correct case file data, if applicable.
5. Forward report for review.

REFERENCES:

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

4421-ADMN-2027: Supervise case management processing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Review SNCOIC, Military Justice SNCOIC, Administrative Law SNCOIC, Court Reporter SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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 case management report.
3. Review case management file processing.
4. Identify discrepancies, if any.
5. Resolve discrepancies.
6. Forward to reviewing authority, if applicable.

REFERENCES:

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

4421-ADMN-2028: Maintain case management system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Legal Services Chief

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a case management report.

STANDARD: To ensure the case file data is without error.

PERFORMANCE STEPS:

1. Review case management report.
2. Identify discrepancies, if any.
3. Resolve discrepancies.
6. Forward to reviewing authority.

REFERENCES:

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

4421-BLAW-2030: Provide instruction on legal matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a legal topic for which instruction is required.

STANDARD: To ensure complete and accurate coverage of the legal topic.

PERFORMANCE STEPS:

1. Evaluate the audience knowledge base.
2. Organize the instruction.
3. Generate audience interest in the topic.
4. Present the instructional material.
5. Monitor the audience for feedback/participation/understanding.
6. Summarize the main points of instruction.

REFERENCE:

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

4421-BSKL-2040: Conduct legal research

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: Ensure sufficient understanding of the issue.

PERFORMANCE STEPS:

1. Identify legal issue.
2. Research issue using available legal resources.
3. Revise issue, as required.
4. Prepare legal brief.
5. Forward legal brief to supervising attorney.

REFERENCE:

1. SECNAV M-5216.5 Secretary of the Navy Correspondence Manual
-

4421-BSKL-2041: Conduct legal briefings

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To deliver relevant and correct information on the subject matter within the briefing time prescribed.

PERFORMANCE STEPS:

1. Examine legal references.

2. Prepare briefing materials (charts, slides, file, script, etc.).
3. Rehearse briefing.

REFERENCE:

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

4421-BSKL-2042: Compile reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reporting requirement.

STANDARD: To provide an accurate report without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

1. Review the report requirement(s).
2. Access/gather the information required for the report.
3. Type/generate the report.
4. Submit the report for signature.
5. Make the appropriate number of copies of the report.
6. Distribute copies of the report.
7. Retain file copy.

REFERENCE:

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

4421-BSKL-2043: Conduct an initial witness interview

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a case file and potential witnesses.

STANDARD: Without grammatical, formatting or spelling error.

PERFORMANCE STEPS:

1. Review the case file and references.
2. Identify potential witnesses.
3. Coordinate with counsel to determine who will be interviewed by the Legal Services Specialist.
4. Contact the witness.
5. Arrange time and place for interview.
6. Interview witness.

7. Record the interview in an appropriate manner.
8. Summarize results of the interview.
9. Provide results of interview to counsel.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial United States (current edition)
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4421-BSKL-2044: Maintain correspondence files

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given legal and non-legal correspondence.

STANDARD: To ensure a complete record is maintained until mandatory disposal.

PERFORMANCE STEPS:

1. Identify appropriate Standard Subject Identification Codes (SSIC) for file folder labels.
2. Prepare disposal labels.
3. Prepare files outline.
4. File correspondence.
5. Conduct annual year-end disposal/retention actions.

REFERENCES:

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

4421-BSKL-2045: Safeguard sensitive or privileged materials

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive or privileged material and the proper clearance.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. OPNAVINST 5510.1H Department of the Navy Information and Personnel Security Program Regulation
 2. SECNAV M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual
 3. SECNAV M-5510.36A Department of the Navy Information Security Program (ISP) Instruction
 4. JAGINST 5803.1C Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
-

4421-LGAS-2050: Prepare legal assistance documentation

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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.
7. Maintain database.

REFERENCE:

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

4421-LGAS-2051: Prepare powers of attorney

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a client and a client's completed Power of Attorney worksheet.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Interview client.
2. Determine correct type of Power of Attorney.
3. Complete Power of Attorney worksheet.
4. Type Power of Attorney.
5. Submit Power of Attorney to Judge Advocate for review.
6. Execute Power of Attorney.
7. Maintain database.

REFERENCE:

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

4421-LGAS-2052: Prepare wills

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a client and a client's completed will worksheet.

STANDARD: Without grammatical, contextual, or formatting error and accurately reflecting current state law.

PERFORMANCE STEPS:

1. Interview client.
2. Determine type of will required.
3. Complete will worksheet.
4. Submit draft will to the Judge Advocate for review.
5. Type will.

REFERENCE:

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

4421-MGMT-2060: Supervise Legal Services training and readiness program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given training requirements.

STANDARD: To ensure the current MOS training and readiness standards are completely and accurately documented.

PERFORMANCE STEPS:

1. Review the requirements.
2. Determine tasks needing training.
3. Assign personnel to conduct training.
4. Review lesson plan and correct deficiencies, as required.
5. Monitor and evaluate training.
6. Critique and counsel instructors.
7. Document all training received and given by each Marine.
8. Report personnel results to Legal Services Chief/Officer-in-Charge (LSC/OIC).

REFERENCES:

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

4421-MGMT-2061: Conduct legal administrative inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADE: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To determine compliance with standard inspection checklist.

PERFORMANCE STEPS:

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

REFERENCES:

1. Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 3. MCO P1070.12A Marine Corps Individual Records Administration Manual (IRAM)
 4. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4421-MGMT-2062: Maintain Legal Services Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: To provide accurate guidance on local legal procedures.

PERFORMANCE STEPS:

1. Review current SOP.
2. Distribute to cognizant staff section for review.
3. Consolidate updates from sections, if any.
4. Forward revised SOP to Staff Judge Advocate (SJA)/Officer-in-Charge (OIC)/Director.

REFERENCE:

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

4421-MGMT-2063: Advise on section staffing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assigned personnel.

STANDARD: To ensure sections are properly staffed in order to provide core legal functions.

PERFORMANCE STEPS:

1. Review staffing requirements.
2. Review personnel availability.
3. Evaluate personnel.
4. Recommend reassignment of personnel, if necessary.

REFERENCES:

1. MCO P1610.7F Performance Evaluation System (PES)
 2. Unit Table of Organization (T/O)
 3. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
-

4421-MGMT-2064: Supervise Legal Services Support Team (LSST) deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given deployment orders.

STANDARD: To ensure deployment of adequate personnel and equipment.

PERFORMANCE STEPS:

1. Identify requirements.
2. Develop instructions for the deployment.
3. Liaison with requisite staff sections.

REFERENCE:

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

4421-MGMT-2065: Monitor the Table of Organization (T/O)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an organization's Table of Organization (T/O).

STANDARD: To ensure compatibility between organizational and personnel needs.

PERFORMANCE STEPS:

1. Review the local organization charts.
2. Review the Table of Organization (T/O).
3. Ensure the T/O accurately reflects the organizational structure of the office.
4. Ensure the T/O accurately meets the personnel needs of the office.
5. Request changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17 MOS Manual
 2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit Table of Organization (T/O)
-

4421-MGMT-2066: Supervise the managed on-the-job training program (MOJT) for Legal Services Marines

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Marines requiring training.

STANDARD: Ensuring the MOJT tasks are completed within the time limit set by the Staff Judge Advocate.

PERFORMANCE STEPS:

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

REFERENCES:

1. NAVMC 3500.82 Legal Services Training and Readiness Manual (Legal Services T&R Manual)
 2. MCO 1553.3A Unit Training Management (UTM)
-

4421-MGMT-2067: Supervise correspondence files maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

BILLET: Administrative Support NCO/SNCO

INITIAL TRAINING SETTING: MOJT

CONDITION: Given correspondence.

STANDARD: To ensure a complete record is maintained until mandatory disposal.

PERFORMANCE STEPS:

1. Review correspondence files.
2. Ensure that correspondence files are appropriately maintained.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCO 5210.11E 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
-

4421-MGMT-2068: Track Continuing Legal Education (CLE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a schedule of available continuing legal education (CLE) courses.

STANDARD: To ensure completion of appropriate and required education.

PERFORMANCE STEPS:

1. Review course descriptions.
2. Review current and future billet assignments.
3. Review past individual CLE.
4. Recommend appropriate course.
5. Obtain copy of completion certificate.
6. Document completion of course.

REFERENCES:

1. CLE course schedule
 2. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4421-MILJ-2070: Prepare court-martial charge sheet (DD Form 458) with complex charges

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

BILLET: Military Justice NCO/SNCOIC

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: IAW R.C.M. 307(c) 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. Request additional investigation if required.
3. Review the references for punitive articles violated and wording of charge(s) and specification(s).
4. Conduct research of statutes and case law relevant to potential charges.
5. Produce charge sheet (DD Form 458).
6. Proofread the charge sheet.
7. Route charge sheet to trial counsel.

REFERENCES:

1. JAGINST 5800.7E Chapter 1 Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
 2. MCM Manual for Courts-Martial United States (current edition)
-

4421-MILJ-2071: Process request for legal services (RLS)

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

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring all requests are appropriately addressed.

PERFORMANCE STEPS:

1. Assign clerk.
2. Ensure case is added to case management system (CMS).
3. Review for accuracy and completeness.
4. Review the supporting documentation.
5. Ensure creation of initial case file.
6. Review draft documentation (draft charge sheet, convening order, or Article 32 appointing order).
7. Submit the case file to the supervisor for action.

REFERENCES:

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

4421-MILJ-2072: Process Officer Non-Judicial Punishment (NJP)

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

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

INITIAL TRAINING SETTING: FORMAL

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. Prepare post-hearing documents.
5. Forward as appropriate.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
 3. MCM Manual for Courts-Martial United States (current edition)
 4. SECNAVINST 1920.6C Administrative Separation of Officers
-

4421-MILJ-2073: Prepare court-martial exhibits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a pending court-martial trial.

STANDARD: Without formatting, grammatical, or spelling error and within the time limit set by counsel.

PERFORMANCE STEPS:

1. Identify required exhibits.
2. Prepare required exhibits.
3. Submit exhibits to counsel for review.

REFERENCES:

1. MCM Manual for Courts-Martial United States (current edition)
 2. DA PAM 27-9, Military Judge's Benchbook
 3. Navy-Marine Corps Trial Guide
 4. Applicable Trial Circuit Rules
-

4421-MILJ-2074: Manage judicial case files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

BILLET: Clerk of the Court

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a referred charge sheet and court-martial convening order.

STANDARD: Until the authentication of the record of trial or withdrawal.

PERFORMANCE STEPS:

1. Compile document submissions by counsel.
2. Identify required judicial forms.
3. Prepare case file.
4. Input required database entries.
5. Forward to applicable military judge.
6. File as required.
7. Dispose as required.

REFERENCES:

1. SECNAV M-5210.1 Department of the Navy Records Management Program Manual
 2. Local Judicial Circuit Rules
 3. MCO 5210.11E Marine Corps Records Management
-

4421-MILJ-2075: Prepare request for voluntary appellate leave

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

GRADES: PVT, PFC, LCPL, CPL, SGT

BILLET: Defense Clerk

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a court-martial conviction with a punitive discharge.

STANDARD: Within the time limit set by the counsel and without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Produce the document(s).
2. Proofread the document(s).
3. Route document(s) for signature.

REFERENCES:

1. MCO P1050.3J Regulations for Leave, Liberty and Administrative Absence
 2. SECNAVINST 1050.1A Leave for Members Awaiting Review of Punitive or Administrative Separation
 3. MCM Manual for Courts-Martial United States (current edition)
-

4421-MILJ-2076: Prepare for Article 32 hearing

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

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

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. Determine Investigative Officer (IO) availability.
2. Draft IO appointing order.
3. Forward IO appointing order to CA for approval.
4. Route executed IO appointing order to detailed counsel.
5. Arrange for appearance of witnesses.
6. Coordinate with court reporter as necessary.
7. Coordinate courtroom availability.
8. Coordinate with command for accused's presence.
9. Prepare exhibits, as appropriate.

REFERENCE:

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

4421-MILJ-2077: Prepare subpoena for civilian witness or documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a civilian witness or evidence at court-martial and a court of inquiry or deposition.

STANDARD: To comply with Rule for Court-Martial 703.

PERFORMANCE STEPS:

1. Identify witness/evidence.
2. Gather witness or evidence information.
3. Draft subpoena.
4. Submit for signature.
5. Forward for service.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Court-Martial United States (current edition)
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4421-MILJ-2078: Prepare courts-martial sentencing worksheet

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed charge sheet (DD Form 458), special instructions from the military judge, completed findings worksheet, Maximum Punishment Chart, and current military pay scale.

STANDARD: Without grammatical, contextual, or formatting error, and in a timely manner.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review appropriate source documents.
3. Review special instructions from the military judge.
4. Prepare sentencing worksheet.
5. Proofread sentencing worksheet for format and accuracy.
6. Spell check sentencing worksheet.
7. Print sentencing worksheet.

REFERENCE:

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

4421-MILJ-2079: Prepare confinement orders

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a blank confinement order and completed results of trial.

STANDARD: Without grammatical, contextual, or formatting errors.

PERFORMANCE STEPS:

1. Review references.
2. Review results of trial.
3. Type confinement order.
4. Proofread confinement order.
5. Make corrections, if necessary.
6. Deliver confinement order for signature.

REFERENCE:

1. SECNAVINST 1640.9C Department of the Navy Corrections Manual
-

4421-MILJ-2080: Prepare courtroom for trial

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

GRADES: PVT, PFC, LCPL, CBL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to setup a courtroom, furniture, name tags, members' folders, and recording equipment.

STANDARD: Prior to trial.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Determine type of proceedings.
3. Setup courtroom for appropriate forum.

REFERENCE:

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

4421-MILJ-2081: Prepare criminal activity, disciplinary infractions, and court-martial reports

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

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

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-OPLW-2085: Process foreign claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

BILLET: Legal Services Chief

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a claim in a foreign country.

STANDARD: To ensure claim is processed 100% correctly.

PERFORMANCE STEPS:

1. Receive the claim.
2. Research applicable law/regulations.
3. Review claim.
4. Request additional documentation, as necessary.
5. Prepare documentation.
6. Forward to Staff Judge Advocate (SJA).
7. Maintain files.

REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. 10 U.S.C. SEC 2734-2736, Foreign Claims Act (FCA)
 3. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 4. SECNAV M-5216.5 Department of the Navy Correspondence Manual
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4421-OPLW-2086: Process detainee review package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLET: Legal Services Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a detainee review package.

STANDARD: To ensure 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. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
 3. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
 4. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
-

4421-REVV-2090: Supervise post-trial processing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a courts-martial record of trial.

STANDARD: Ensuring the record is reviewed within the time limit set by the Staff Judge Advocate.

PERFORMANCE STEPS:

1. Assign case file to review clerk.
2. Review draft post-trial documents.
3. Route to appropriate judge advocate.
4. Ensure service of record of trial if required.
5. Ensure service of Staff Judge Advocate recommendation, if required.
6. Ensure collection of post-trial documents if applicable.
7. Distribute copies.
8. Retain file copy.
9. Forward original documents to appellate reviewing authority, if necessary.

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REFERENCES:

1. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial United States (current edition)
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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 community and specifically MOS 4422, 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. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 4422-TRSB-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 44 or Legal Services Court Reporter MOS 4422). This chapter contains MOS 4422 events.

b. The second four alpha characters represent the functional or duty area (e.g., TRSB - Transcription). The functional area for Legal Services Court Reporters is:

TRSP - Transcription

c. The last four digits represent the task level and numerical sequencing. The Legal Services Court Reporter individual training events are separated into two task levels:

2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

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

1. 2000-LEVEL EVENTS. There are no 1000-level events for MOS 4422 Legal Services Court Reporter. MOS 4422 is a Necessary MOS (NMOS). A NMOS is a non-Primary MOS (PMOS) that has a pre-requisite of one or more PMOSs. The NMOS identifies a particular skill or training that is in addition to a Marine's PMOS and can only be filled by a Marine with a specific PMOS. The particular skill or training required is gained by follow-on formal schools and MOJT.

EVENT	DESCRIPTION	PAGE
	TRANSCRIPTION	
4422-TRSB-2001	Perform as trial court reporter	6-4
4422-TRSB-2002	Perform as detailed reporter	6-4
4422-TRSB-2003	Transcribe existing recording	6-5
4422-TRSB-2004	Advise on selection of office equipment	6-5
4422-TRSB-2005	Schedule personnel performing court reporter duties	6-6
4422-TRSB-2006	Schedule personnel performing reporter duties	6-6
4422-TRSB-2007	Supervise transcript production	6-7
4422-TRSB-2008	Maintain reporter note files	6-7

6003. 2000-LEVEL EVENTS

4422-TRSB-2001: Perform as trial court reporter

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Through authentication of the record of trial (ROT) without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Determine requirements of assigned location, if applicable.
2. Obtain and pack necessary equipment, if applicable.
3. Safeguard equipment while traveling to assigned location, if applicable.
4. Set up the court reporter area.
5. Prepare court reporter worksheet.
6. Record proceedings.
7. Mark exhibits.
8. Archive notes and recordings to durable media.
9. Maintain exhibits and allied papers.
10. Safeguard equipment, notes, digital recordings, and exhibits during travel return to primary duty location, if applicable.
11. Create results of trial.
12. Create verbatim or summarized transcript as appropriate.
13. Proof transcript for grammar/spelling or legal citation errors.
14. Prepare depiction of exhibits, if applicable.
15. Assemble record of trial.
16. Route record of trial for authentication.
17. Route authenticated record of trial to Review.

REFERENCES:

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

4422-TRSB-2002: Perform as detailed reporter

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When detailed to proceedings or other matters other than courts-martial.

STANDARD: Through production of the record of proceedings without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Determine requirements of assigned location, if applicable.
2. Obtain and pack necessary equipment, if applicable.
3. Safeguard equipment while traveling to assigned location, if applicable.
4. Set up the hearing area.
5. Prepare reporter worksheet.
6. Record proceedings.
7. Mark exhibits, if applicable.
8. Archive notes and digital recordings to durable media.
9. Maintain exhibits and allied papers, if applicable.
10. Safeguard equipment, notes, digital recordings, and exhibits during travel return to primary duty location, if applicable.
11. Create verbatim or summarized transcript as appropriate.
12. Proof transcript for grammar/spelling or legal citation errors.
13. Prepare depiction of exhibits, if applicable.
14. Assemble record of proceedings, if applicable.
15. Provide record of proceedings to appropriate party.

REFERENCES:

1. JAGINST 5800.7E Manual for the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial United States (current edition)
 3. SECNAVINST 1920.6C Administrative Separation of Officers
 4. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4422-TRSB-2003: Transcribe existing recording

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When provided an audio recording.

STANDARD: Without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Create verbatim or summarized transcript, as appropriate.
2. Provide record of proceedings to appropriate party.

REFERENCES:

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

4422-TRSB-2004: Advise on selection of office equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given court reporter office with court reporter requirements.

STANDARD: Ensuring the mission-essential office equipment is available when needed.

PERFORMANCE STEPS:

1. Evaluate courtroom and court reporter office equipment requirements.
2. Research appropriate equipment sources.
3. Provide recommendation of equipment sources.

REFERENCES:

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

4422-TRSB-2005: Schedule personnel performing court reporter duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of court reporters, a court docket, and other requests for support.

STANDARD: Ensuring a court reporter is available when required.

PERFORMANCE STEPS:

1. Review court docket.
2. Review other requirements for support.
3. Review list of court reporters available for assignment.
4. Review case load of each reporter.
5. Assign a court reporter.
6. Prepare a schedule of assignments.
7. Distribute the schedule of assignments.
8. Supervise adherence to the schedule of assignments.
9. Adjust the schedule, as necessary.

REFERENCES:

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

4422-TRSB-2006: Schedule personnel performing reporter duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of court reporters and requests for support.

STANDARD: Ensuring a reporter is available when required.

PERFORMANCE STEPS:

1. Review requirements for support.
2. Review list of reporters available for assignment.
3. Review case load of each reporter.
4. Assign a reporter.
5. Prepare a schedule of assignments.
6. Distribute the schedule of assignments.
7. Supervise adherence to the schedule of assignments.
8. Adjust the schedule, as necessary.

REFERENCES:

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

4422-TRSB-2007: Supervise transcript production

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a court reporter assignment.

STANDARD: Ensuring a transcript is created within the time prescribed without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Ensure timely preparation of legal transcript.
2. Review transcript for accuracy.
3. Annotate discrepancies.
4. Review corrected transcript.

REFERENCES:

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

4422-TRSB-2008: Maintain reporter note files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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.

REFERENCES:

1. JAGINST 5800.7E Manual for the Judge Advocate General (JAGMAN)
 2. SECNAV M-5210.1 Department of the Navy Records Management Program
-

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 community. 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. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 4430-ADLW-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational specialty (e.g., Occupational Field 44 or Legal Administrative Officer MOS 4430). This chapter contains MOS 4430 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADLW - Administrative Law). The functional areas for Legal Administrative Officers are:

- ADLW - Administrative law
- ADMN - Administration
- BLAW - Basic Common Legal Skills
- BSKL - Basic Common Non-Legal Skills
- MGMT - Management
- OPLW - Operational Law

c. The last four digits represent the task level and numerical sequencing. The Legal Administrative Officer individual training events are separated into two task levels:

- 2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

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.

7002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. Legal Administrative Officer Core Plus individual events are taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATIVE LAW	
4430-ADLW-2001	Review administrative investigations	7-5
4430-ADLW-2002	Process enlisted administrative separation packages	7-5
4430-ADLW-2003	Process claims	7-6
4430-ADLW-2004	Advise commanders on administrative investigations	7-6
4430-ADLW-2005	Advise commanders on administrative separations	7-6
4430-ADLW-2006	Brief Investigating Officers on administrative investigation procedures	7-7
4430-ADLW-2007	Perform recorder duties for administrative discharge boards	7-7
	ADMINISTRATION	
4430-ADMN-2020	Administer legal office budget	7-8
4430-ADMN-2021	Perform as Command reviewer for fitness reports	7-8
4430-ADMN-2022	Procure law office equipment, supplies, materials, and publications	7-9
4430-ADMN-2023	Certify true copies of documents	7-10
4430-ADMN-2024	Notarize documents	7-10
4430-ADMN-2025	Process award/decorations recommendations	7-11
4430-ADMN-2026	Review civilian performance evaluations	7-11
4430-ADMN-2027	Review naval correspondence	7-11
4430-ADMN-2028	Review naval messages	7-12
4430-ADMN-2029	Supervise processing of Defense Travel System (DTS) authorizations and vouchers	7-12
4430-ADMN-2030	Supervise processing of Temporary Additional Duty (TAD) orders	7-13
4430-ADMN-2031	Prepare naval correspondence	7-14
4430-ADMN-2032	Maintain courts-martial case status statistics	7-14
4430-ADMN-2033	Supervise law library maintenance	7-15
4430-ADMN-2034	Supervise maintenance of publications and directives	7-15
4430-ADMN-2035	Maintain involuntary administrative separations statistics	7-16
	BASIC COMMON LEGAL SKILLS	
4430-BLAW-2050	Provide instruction on legal matters	7-17
4430-BLAW-2051	Conduct legal research	7-17
4430-BLAW-2052	Safeguard sensitive, classified, or privileged materials	7-18
	BASIC COMMON NON-LEGAL SKILLS	
4430-BSKL-2060	Compile reports	7-18

4430-BSKL-2061	Conduct legal briefings	7-19
4430-BSKL-2062	Use legal references	7-19
MANAGEMENT		
4430-MGMT-2070	Monitor the Table of Organization (T/O)	7-20
4430-MGMT-2071	Conduct a legal administrative inspection	7-20
4430-MGMT-2072	Maintain Legal Services Standing Operating Procedures (SOP)	7-21
4430-MGMT-2073	Advise on section staffing	7-21
4430-MGMT-2074	Advise on training of personnel	7-22
4430-MGMT-2075	Coordinate Legal Services Support Team (LSST) deployment	7-22
4430-MGMT-2076	Maintain law office security	7-22
4430-MGMT-2077	Track Continuing Legal Education (CLE)	7-23
4430-MGMT-2078	Supervise correspondence files maintenance	7-23
4430-MGMT-2079	Advise counsel on administrative and personnel procedures	7-24
OPERATIONAL LAW		
4430-OPLW-2090	Advise commanders on foreign claims	7-24
4430-OPLW-2091	Process detainee review package	7-25

7003. 2000-LEVEL EVENTS

4430-ADLW-2001: Review administrative investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative investigation.

STANDARD: To comply with current regulations as specified in Chapter 2 of the reference.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft endorsement.
5. Forward to Staff Judge Advocate (SJA).

REFERENCE:

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

4430-ADLW-2002: Process enlisted administrative separation packages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an involuntary administrative separation package.

STANDARD: To forward a legally sufficient package within the established processing time goals contained in Chapter 6 of the reference.

PERFORMANCE STEPS:

1. Review the proceedings.
2. Return package by endorsement if discrepancies cannot be corrected.
3. Supervise preparation of appropriate documentation.
4. Forward package to appropriate authority.

REFERENCE:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

4430-ADLW-2003: Process claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

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 5800.7E Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5890.1A Administrative Processing and Consideration of Claims on Behalf of and Against the Government
-

4430-ADLW-2004: Advise commanders on administrative investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given factual circumstances that may require investigation.

STANDARD: To assist in determining appropriate disposition.

PERFORMANCE STEPS:

1. Gather information.
2. Research the applicable orders and regulations.
3. Brief commander on options.

REFERENCE:

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

4430-ADLW-2005: Advise commanders on administrative separations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given factual circumstances that may require an enlisted administrative separation processing.

STANDARD: To assist in determining appropriate disposition.

PERFORMANCE STEPS:

1. Gather information.
2. Research the applicable orders and regulations.
3. Brief commander on options.

REFERENCES:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4430-ADLW-2006: Brief Investigating Officers on administrative investigation procedures

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

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

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 investigation in accordance with Chapter 2 of the reference.

PERFORMANCE STEPS:

1. Review appointing order.
2. Provide relevant documentation and checklist.
3. Recommend investigative steps.

REFERENCE:

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

4430-ADLW-2007: Perform recorder duties for administrative discharge board

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complete involuntary administrative discharge package ready for board action.

STANDARD: To ensure a record of proceedings is completed.

PERFORMANCE STEPS:

1. Establish board date.
2. Prepare government case.
3. Prepare board documentation.
4. Review binders.
5. Coordinate board logistics.
6. Ensure audio recording of board proceedings.
7. Present government case.
8. Ensure completion of findings and recommendations worksheet.
9. Ensure transcription of proceedings.
10. Make appropriate number of transcript copies.
11. Distribute copies.
12. Retain file copy of transcript.

REFERENCE:

1. MCO P1900.16F Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

4430-ADMN-2020: Administer legal office budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

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 required budgetary files and correspondence.

REFERENCE:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
-

4430-ADMN-2021: Perform as Command Reviewer for fitness reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a draft fitness report from the Reporting Senior (RS).

STANDARD: To ensure fitness reports are complete and administratively correct.

PERFORMANCE STEPS:

1. Review fitness reports for completeness and accuracy.
2. Maintain fitness report control point.
3. Submit fitness reports to higher headquarters.
4. Monitor and ensure timely submission of fitness reports returned from higher headquarters for correction.

REFERENCES:

1. MCO P1610.7F Performance Evaluation System (PES)
 2. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
-

4430-ADMN-2022: Procure law office equipment, supplies, materials, and publications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure requirements are satisfied.

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.

REFERENCES:

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

4430-ADMN-2023: Certify true copies of documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an original document and a copy of the document.

STANDARD: To ensure authenticity of documents.

PERFORMANCE STEPS:

1. Review the original document.
2. Verify the authenticity of the copy.
3. Verify identification of the requester.
3. Stamp copy with the "CERTIFIED TRUE COPY" stamp.
4. Sign beneath the stamp and legibly print name and rank under the signature.

REFERENCES:

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

4430-ADMN-2024: Notarize documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a signed instrument 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 acknowledge by signing document.
4. If signature is affixed outside the notary's presence, have individual verify, affirm, and acknowledge signature on the acknowledgement or affidavit.
5. Sign name and print or stamp the authorizing title.
6. Complete notary log.

REFERENCES:

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

4430-ADMN-2025: Process awards/decorations recommendations

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an awards or decorations recommendation.

STANDARD: To ensure proper submission of grammatically and administratively correct award/decorations recommendations.

PERFORMANCE STEPS:

1. Review the recommendation for accuracy and validity.
2. Return the recommendation for corrective action, as necessary.
3. Submit recommendation to appropriate authority.

REFERENCES:

1. MCO 1650 Series Marine Corps Orders related to Decorations, Awards and Medals
 2. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
 3. SECNAVINST 1650.1H Navy and Marine Corps Awards Manual
-

4430-ADMN-2026: Review civilian performance evaluations

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

GRADES: WO, 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 12451.2C Honorary Awards for Civilian Employees
-

4430-ADMN-2027: Review naval correspondence

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given draft correspondence.

STANDARD: To ensure accuracy and eliminate all formatting and grammatical errors.

PERFORMANCE STEPS:

1. Review draft.
2. Edit as required.
3. Return to drafter.
4. Forward, if required.

REFERENCES:

1. MCO P1070.12K 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
-

4430-ADMN-2028: Review naval messages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given draft naval message.

STANDARD: To ensure accuracy and eliminate all formatting and grammatical errors.

PERFORMANCE STEPS:

1. Review draft.
2. Edit as required.
3. Return to drafter.
4. Forward, if required.

REFERENCES:

1. MCO P1070.12K 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
-

4430-ADMN-2029: Supervise Processing of Defense Travel System (DTS) Authorizations and Vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a DTS Authorization and appointment as an Authorizing Official or Certifying Official.

STANDARD: To ensure authorizations are approved prior to travel and vouchers are certified within time prescribed.

PERFORMANCE STEPS:

1. Receive authorization.
2. Create voucher, if required.
3. Review voucher.
4. Route voucher.
5. Certify voucher, if applicable.

REFERENCE:

1. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
-

4430-ADMN-2030: Supervise processing of Temporary Additional Duty (TAD) orders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for military and civilian personnel to execute TAD orders or a requirement for the procurement of services for expert witnesses to execute TAD orders, and a completed TAD request.

STANDARD: To ensure all TAD orders are processed without errors and within established timeframes.

PERFORMANCE STEPS:

1. Review completed TAD request for accuracy.
2. Submit completed TAD request to order writing authority.
3. Ensure receipt of TAD orders prior to effective date of travel.
4. Review completed TAD orders for accuracy.
5. Ensure delivery of orders.
6. Instruct traveler on TAD procedures.
7. Ensure submission of travel voucher within specified timeframes, if required.
8. Forward copies of liquidated travel voucher to funding authority, if required.

REFERENCE:

1. JFTR NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
 2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
 3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MAN)
 4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 5. Defense Travel System (DTS) MARADMIN 068/05
-

4430-ADMN-2031: Prepare naval correspondence

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

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 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 P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
 2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4430-ADMN-2032: 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.

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

INITIAL TRAINING SETTING: FORMAL

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. MCM Manual for Courts-Martial United States (current edition)
 2. U.S. GPO Style Manual U.S. Government Printing Office Style Manual (current edition)
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4430-ADMN-2033: Supervise law library maintenance

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a law library, shelf list cards, check-out list, and a list of publications which have been checked out.

STANDARD: To ensure the proper accounting, currency, and shelving of all library holdings.

PERFORMANCE STEPS:

1. Review purchase orders and centralized purchase list.
2. Ensure establishment of a receipt and control system.
3. Ensure all publications contain pocket parts.
4. Ensure sequential shelving of publications.
5. Identify any missing publications.
6. Ensure requisition of new copies of any missing publications.
7. Ensure all actions are annotated on the shelf list card.

REFERENCES:

1. U.S. GPO Style Manual U.S. Government Printing Office Style Manual (current edition)
 2. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
 3. Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
 4. Government Service Administration Agency (GSA) Schedule of Publications
-

4430-ADMN-2034: Supervise maintenance of publications and directives

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the current organization publications listing, local directives checklist, and access to the Marine Corps Publications Distribution System (MCPDS).

STANDARD: To ensure all authorized publications are on hand and current.

PERFORMANCE STEPS:

1. Review command publications list.
2. Determine changes to publications listing, if required.
3. Ensure publications listing changes are made in MCPDS, as required.
4. Check on-hand directives against directives listing.
5. Ensure command address contained in MCPDS is correct.
6. Establish a Navy Must Hold listing.
7. Modify the Navy Must Hold listing, as required.

8. Ensure maintenance of appropriately annotated command directives and publications inventories.

REFERENCES:

1. MCO 5210.11E Records Management Program for the Marine Corps
 2. MCO 5215.12 Managing and Maintaining Navy Directives Files and Establishing "Must Hold List"
 3. MCO P5000.14 Marine Corps Administrative Procedures (MCAP)
 4. MCO P5215.1K Marine Corps Directives Management System
 5. MCO P5600.31 marine Corps Publications and Printing Regulations
 6. NAVMC 2761 Catalog of Publications
 7. NAVSUP P 2002D Index of Navy Publications
 8. OPNAV NOTICE 5400 Standard Naval Distribution List (SNDL)
 9. SECNAV M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual
 10. SECNAVINST 5215.1 Secretary of the Navy Directives Policy
-

4430-ADMN-2035: Maintain involuntary administrative separations statistics

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: A case status report is required by local SOP to track involuntary administrative separations to ensure compliance with prescribed time goals.

BILLET: Legal Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a complete involuntary administrative separation package.

STANDARD: To ensure each case is accounted for at each stage of the process.

PERFORMANCE STEPS:

1. Add required information to the case tracking system.
2. Monitor package through review and signature.
3. Finalize required information in the case tracking system.

REFERENCE:

1. Unit SOP
-

4430-BLAW-2050: Provide instruction on legal matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a legal topic for which instruction is required.

STANDARD: To ensure complete and accurate coverage of the legal topic.

PERFORMANCE STEPS:

1. Evaluate the audience knowledge base.
2. Organize the instruction.
3. Generate audience interest in the topic.
4. Present the instructional material.
5. Monitor the audience for feedback/participation/understanding.
6. Summarize the main points of instruction.

REFERENCE:

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

4430-BLAW-2051: Conduct legal research

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: To discern all legally correct sources of law.

PERFORMANCE STEPS:

1. Identify legal issue.
2. Obtain access to research.
3. Identify relevant legal sub-issues.
4. Research each sub-issue in relevant statutes, case law, administrative regulations, or other source materials.
5. Develop alternative outcomes to legal sub-issues based upon differing facts.
6. Revise sub-issues, as required.
7. Restate principle issue of law based upon final resolution of sub-issues.
8. Provide outline of results of research.

REFERENCE:

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

4430-BSKL-2052: Safeguard sensitive, classified, or privileged materials

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

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

REFERENCES:

1. OPNAVINST 5510.1H Department of the Navy Information and Personnel Security Program Regulation
 2. SECNAV M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual
 3. SECNAV M-5510.36A Department of the Navy (DON) Information Security Program (ISP) Instruction
 4. State Bar Professional Responsibility Rules
-

4430-BSKL-2060: Compile reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reporting requirement.

STANDARD: To provide an accurate report without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

1. Review report requirement(s).
2. Access/gather the information required for the report.
3. Type/generate the report.
4. Submit report for signature.
5. Make appropriate number of copies of the report.
6. Distribute copies of the report.
7. Retain file copy.

REFERENCES:

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

4430-BSKL-2061: Conduct legal briefings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a briefing requirement.

STANDARD: To deliver relevant and correct information on the subject matter within the briefing time prescribed.

PERFORMANCE STEPS:

1. Examine legal references.
2. Gather pertinent information from each legal section, if required.
3. Prepare briefing materials.
4. Rehearse briefing.
5. Request feedback from audience after briefing.
6. Incorporate appropriate suggestions into future briefings.

REFERENCE:

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

4430-BSKL-2062: Use legal references

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to do legal research.

STANDARD: Successfully extracting the pertinent information from the appropriate legal reference.

PERFORMANCE STEPS:

1. Identify the references applicable to the situation.
2. Research legal references for pertinent information.
3. Annotate references that apply.
4. Provide a summary of researched information with specific references.

REFERENCE:

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

4430-MGMT-2070: Monitor the Table of Organization (T/O)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an organization's Table of Organization (T/O).

STANDARD: Ensure compatibility between organizational and personnel needs.

PERFORMANCE STEPS:

1. Review the local organization charts.
2. Review the Table of Organization (T/O).
3. Ensure the T/O accurately reflects the organizational structure of the office.
4. Ensure the T/O accurately meets the personnel needs of the office.
5. Request changes to the T/O, as needed.

REFERENCES:

1. MCO 1200.17 MOS Manual
 2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. Unit Table of Organization (T/O)
-

4430-MGMT-2071: Conduct a legal administrative inspection

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

GRADE: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To determine 100% compliance with the standard inspection checklist.

PERFORMANCE STEPS:

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

REFERENCES:

1. Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
 2. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
 3. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
 4. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
 5. MCM Manual for Courts-Martial United States (current edition)
-

4430-MGMT-2072: Maintain Legal Services Standing Operating Procedures (SOP)

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Provide accurate guidance on local legal operations.

PERFORMANCE STEPS:

1. Review current SOP.
2. Distribute to cognizant staff section for review.
3. Consolidate updates from sections, if any.
4. Forward revised SOP to Staff Judge Advocate/Officer-in-Charge/Director.

REFERENCES

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

4430-MGMT-2073: Advise on section staffing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of staffing requirements and a roster of assigned personnel.

STANDARD: To ensure sections are properly staffed in order to provide core legal functions.

PERFORMANCE STEPS:

1. Review staffing requirements.
2. Review personnel availability.
3. Evaluate personnel.
4. Recommend reassignment of personnel, if necessary.

REFERENCES:

1. MCO P1610.7F Performance Evaluation System (PES)
 2. Unit Table of Organization (T/O)
 3. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
-

4430-MGMT-2074: Advise on training of personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of training requirements and a roster of available personnel.

STANDARD: Ensuring the training assignments reflect an efficient correlation between the technical/professional skills of the assigned personnel and the level of the assigned training.

PERFORMANCE STEPS:

1. Review training requirements.
2. Review personnel availability.
3. Evaluate personnel.
4. Liaison with units for feedback on assigned Marines' job performance.
5. Recommend adjustment of assignments, as necessary.

REFERENCE:

1. Unit Table of Organization (T/O)
-

4430-MGMT-2075: Coordinate Legal Services Support Team (LSST) deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given deployment orders.

STANDARD: To ensure deployment of adequate personnel.

PERFORMANCE STEPS:

1. Identify requirements.
2. Develop instructions for the deployment.
3. Liaison with requisite staff sections.

REFERENCE:

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

4430-MGMT-2076: Maintain law office security

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to maintain security.

STANDARD: To ensure safety of personnel and property.

PERFORMANCE STEPS:

1. Evaluate security posture.
2. Review procedures.
3. Revise procedures, if necessary.
4. Take appropriate measures.

REFERENCES:

1. COMNAVLEGSVCCOMINST 5530.2B Navy Courthouse Security Procedures
 2. MCO P5530.14 Marine Corps Physical Security Program Manual
-

4430-MGMT-2077: Track Continuing Legal Education (CLE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a schedule of available continuing legal education (CLE) courses, a list of Judge Advocates, and mission requirements.

STANDARD: Ensure completion of appropriate and required education.

PERFORMANCE STEPS:

1. Review course descriptions.
2. Review current and future billet assignments.
3. Review past individual CLE.
4. Recommend appropriate course.
5. Obtain copy of completion certificate.
6. Document completion of course.

REFERENCES:

1. CLE course schedule
 2. State Bar Professional requirements
 3. MCO P5800.16A Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

4430-MGMT-2078: Supervise correspondence files maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given correspondence.

STANDARD: .To ensure a complete record is maintained until mandatory disposal.

PERFORMANCE STEPS:

1. Approve files outline.
1. Compare established correspondence files against approved files outline.
3. Verify filing of correspondence per the files outline.
2. Ensure correspondence files are properly maintained.

REFERENCES:

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

2. MCO 5210.11E Marine Corps Records Management Program
 3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
 4. SECNAVINST M-5210.2 Department of the Navy File Maintenance Procedures and Standard Subject Identification Code (SSIC) Manual
 5. SECNAVINST P5212.5B Disposal of Navy and Marine Corps Records
-

4430-MGMT-2079: Advise counsel on administrative and personnel procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to do provide administrative and personnel procedural information.

STANDARD: Reflecting current procedures as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the administrative or personnel issue.
2. Research the issue.
3. Render an accurate opinion based upon current regulations.
4. Discuss available options and repercussions.

REFERENCES:

1. MCO 1200.17 MOS Manual
 2. MCO 5000.14D Marine Corps Administrative Manual (MCAP)
-

4430-OPLW-2090: Advise commanders on foreign claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

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. JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN)
2. 10 USC SEC 2734-2736, Foreign Claims Act (FCA)

3. The Judge Advocate General's School (Army), Operational Law Handbook (current edition)
 4. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4430-OPLW-2091: Process detainee review package

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

GRADES: WO, 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 and 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. The Judge Advocate General's School (Army), Operational Law Handbook (current edition)
 2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
 3. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
 4. Law of War Documentary Supplement, The Judge Advocate General Legal School and Center (current edition)
-

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
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
DRRS	Defense Readiness Reporting System
DL	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
DoDEMFR	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
FMFleet Manual
FMF.Fleet Marine Force
FOIAFreedom of Information Act
FTC.Federal Trade Commission
GCM.General Court-Martial
GPO.Government Printing Office
GPW.Geneva Prisoner of War
GSA.General Services Administration
GTCCGovernment Travel Charge Card
GTCCP.Government Travel Charge Card Program
HQADMINMANHQMC Administrative Manual
HQMCHeadquarters, Marine Corps
ICR.Individual Clothing Regulations
IHCAin hands of civilian authorities
IHFAin hands of foreign authorities
IMI.Internet managed instruction
IOinvestigating officer
IPO.initial public stock offering
IPSPInformation and Personnel Security Program
IRAMIndividual Records Administration Manual
ISP.Information Security Program
ITE.individual training event
JAJudge Advocate
JAG.Judge Advocate General
JAGINST.Judge Advocate General Instruction
JAGMANJudge Advocate General Manual
JAR.Judge Advocate's Review
JCS.Joint Chiefs of Staff
JER.Joint Ethics Regulation
JFTRJoint Federal Travel Regulations
LCS.Legal Services Chief
LEGADMINMAN.Legal Administrative Manual
LSSTLegal Services Support Team
LWASLeave While Awaiting Separation
MARCORPROMMAN.Marine Corps Promotion Manual
MCAPMarine Corps Administrative Procedures
MCBul.Marine Corps Bulletin
MCM.Manual of Courts-Martial
MCTLMarine Corps Task List
MCCSMarine Corps Community Services
MCI.Marine Corps Institute
MCO.Marine Corps Order
MCTIM.Marine Corps Travel Instructions Manual
MET.Mission Essential Task
METLMission Essential Task List
MOJTmanaged on-the-job training
MOS.military occupational specialty
MTF.message text format
NAMALANavy and Marine Corps Appellate Leave Activity
NAMARANavy and Marine Corps Appellate Review Activity
NATONorth Atlantic Treaty Organization

NAVMC.Navy and Marine Corps
NAVSO.U.S. Naval Forces Southern Command
NAVSUPNavy Supply Systems Command
NCISNaval Criminal Investigative Service
NDEANon-DTS Entering Agent
NITANational Institute of Trial Advocacy
NJP.non-judicial punishment
NMCCA.Navy and Marine Corps Court of Criminal Appeals
NMOSNecessary Military Occupational Specialty
NTP.Naval Telecommunications Procedures
OMPFOfficial Military Personnel File
OPNAVOffice of the Chief of Naval Operations
OPNAVINST.Office of the Chief of Naval Operations instruction
OPTAOrganizational DTS Travel Agent
OQR.Officer Qualification Record
ORM.Operational Risk Management
PAPrivacy Act
PCA.Personnel Claims Act
PES.Performance Evaluation System
PLADPlain Language Address Directory
PSP.Personnel Security Program
RLS.request for legal services
R.C.M.Rule of Courts-Martial
ROE.Rules of Engagement
ROL.Rule of Law
RORouting Official
RSReporting Senior
SAT.Systems Approach to Training
SCM.Summary Court-Martial
SCRAService Member's Civil Relief Act
SECNAVINSTSecretary of the Navy Instruction
SGLIServicemember's Group Life Insurance
SJAStaff Judge Advocate
SJARStaff Judge Advocate's Recommendation
SME.Subject Matter Expert
SNDLStandard Naval Distribution List
SOFAStatus of Forces Agreement
SOP.standing operating procedure
SPCMSpecial Court-Martial
SRB.Service Record Book
SSICstandard subject identification code
TECOM.Training and Education Command
TFSPTotal Force Structure Process
TJAGSAThe Judge Advocate General School (Army)
T/E.table of equipment
T/O.table of organization
TOCRT/O change request
UAunauthorized absence
UCMJUniform Code of Military Justice
UIFSA.Uniform Interstate Family Support Act
UPBunit punishment book
U.S.C.United States Code
USERRAUniformed Services Employment and Reemployment Rights Act of 1994
USFSPAUniformed Services Former Spouses' Protection Act
USN.United States Navy

NAVMC 3500.82
13 May 2010

UTM. unit training management
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 Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review (AAR). 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.

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. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. 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.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

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. Communities (e.g., Legal Services Occupational Field) do not have CRP "E-Coded" events for either their collective or individual training events.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

O

Operational Readiness (OR). (DoD or 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

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

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).

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.

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.

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.

LEGAL SERVICES T&R MANUAL

APPENDIX C

REFERENCES

PUBLICATION ID	TITLE
A	
MCO 5216.19	Administrative Action (AA) Form NAVMC 10274 (Rev. 3-86)
MCO 1650.19J	Administrative and Issue Procedures for Decorations, Medals, and Awards
JAGINST 5890.1A	Administrative Processing and Consideration of Claims on Behalf Of and Against the Government
SECNAVINST 1920.6C	Administrative Separation of Officers
MCO 1050.16A	Appellate Leave Awaiting Punitive Separation
	Applicable Trial Circuit Rules
	Appropriate Law Library References
MCO P7000.22	Appropriated Fund Support to Non-appropriated Fund Activities
	American Bar Association (ABA) Materials
	Armed Forces Officer, Chapter 23, Code of Conduct
MCO P1000.6G	Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
	Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
AMHS User's Manual	Automated Message Handling System (AMHS) User's Manual
C	
	Case Law
NAVMC 2761	Catalog of Publications
DD FORM 458	Charge Sheet
Executive Order 10631	Code of Conduct for Members of the United States Armed Forces
MCO P4400.150E	Consumer Level Supply Policy Manual
	Continuing Legal Education (CLE) Course Schedule
	Court of Appeals for the Armed Forces (CAAF) Rules of Appellate Practice and Procedures
JAGINST 5800.9	Criminal Activity, Disciplinary Infractions, and Courts-Martial Report
Code of Federal Regulations (CFR)	16 CFR 310, Federal Trade Commission (FTC) Telemarketing Sales Rule
	16 CFR 429, Federal Trade Commission (FTC) Rule Concerning Cooling-Off Period for Sales Made at Homes or at certain Other Locations
CAT Manual	Computer Aided Transcription (CAT) Software Operator's Manual, Current Edition
JAGINST 5800.9	Criminal Activity, Disciplinary Infractions and Court-martial Report
D	
DTRM Website	Defense Travel Management Office Website: www.defensetravel.dod.mil/Training/DTS/DLearning.cfm
DOD DIR 1400.25	Department of Defense Civilian Personnel Management System
DOD DIR 2311.01	Department of Defense Law of War Program
DD FORM 1348	Department of Defense (DoD) Single Line Item Requisition System Document (Mechanical)
SECNAVINST 5815.3J	Department of the Navy Clemency and Parole Systems
SECNAVINST 1640.9C	Department of the Navy Corrections Manual
SECNAV M-5216.5	Department of the Navy Correspondence Manual

SECNAVINST 5215.1D	Department of the Navy Directives Issuance System
SECNAVINST 5720.42F	Department of the Navy Freedom of Information Act (FOIA) Program
OPNAVINST 5510.1H	Department of the Navy Information and Personnel Security Program Regulations
SECNAVINST 5510.36A	Department of the Navy (DON) Information Security Program (ISP) Instruction
SECNAVINST 12430.4	Department of the Navy Performance Management Programs
SECNAVINST 5510.30B	Department of the Navy Personnel Security Program (PSP) instruction
SECNAVINST 5211.5E	Department of the Navy Privacy Act (PA) Program
SECNAV M-5210.1	Department of the Navy Records Management Program Manual
SECNAV M-5210.2	Department of the Navy Procedure Standard Subject Identification Code (SSIC) Manual
DoD 7000.14-R	Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
SECNAVINST P5212.5B	Disposal of Navy and Marine Corps Records
E	
MCO 12000.10	Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
OPNAVINST 5090.1B	Environmental and Natural Resources Program Manual
MCO P5090.2A	Environmental Compliance and Protection Manual
OPNAVINST 5090.1C	Environmental Readiness Program Manual
OPNAV FORM 5527/22	Evidence/Property Custody Receipt
F	
	Federal, State, and Local Law
MCO P7000.8	Field Budget Guidance Manual
G	
	Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
MCO 4600.40A	Government Travel Charge Card Program (GTCCP)
	Government Service Administration (GSA) Schedule of Publications
H	
MCO P5000.21A	Headquarters, Marine Corps Administrative Manual (HQADMINMAN)
MCO 5830.5	Headquarters, Marine Corps Procedures for Review of JAG Manual Investigations
MCO 5216.20	Headquarters, Marine Corps Supplement to the DON Correspondence Manual
MCO 12451.2C	Honorary Awards For Civilian Employees
	Host Nation Laws/Constitution
	Host Nation Status of Forces Agreement (SOFA)
MCO 5216.9U	HQMC Organization and Organization Codes
MCO 5216.20	HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
I	
NAVSUP P 2002D	Index of Navy Publications
MCO P10120.28G	Individual Clothing Regulations (ICR)
MCO P1070.12K	Individual Records Administration Manual (IRAM)
J	
DoD 5500.7-R	Joint Ethics Regulation (JER)
JFTR NAVSO P-6034	Joint Federal Travel Regulations (JFTR), Volume 1
JFTR NAVSO P-6034	Joint Federal Travel Regulations (JFTR), Volume 2
	JAG Manual Investigation Checklist
L	
FM 27-10	Law of Land Warfare
	Law of War Documentary Supplement, The Judge Advocate General Legal School and Center, Current Edition

SECNAVINST 1050.1	Leave for Members Awaiting Review of Punitive or Administrative Separation
	Legal Research and Writing for Paralegals, Current Edition
NAVMC DIR 3500.110	Legal Services Training and Readiness Manual
FM 27-1	Legal Guide for Commanders
	Local Judicial Circuit Rules
M	
MCO 5215.12	Managing and Maintaining Navy Directive Files
MCM	Manual for Courts-Martial United States, Current Edition
	Manual for Courts-Martial United States, Current Edition, APPENDIX 14 (Guide for Prep of Record of Trial by General Court-Martial and by Special Court-Martial When a Verbatim Record is Required)
	Manual for Courts-Martial United States, Current Edition, Chapter IV, R.C.M. 405(j) and APPENDIX 5
	Manual for Courts-Martial United States, Current Edition, Chapter VIII, R.C.M. 808 (Trial Procedures- Generally)
	Manual for Courts-Martial United States, Current Edition, Chapter XI, R.C.M. 1101 and 1103 (Post-Trial Procedures)
JAGINST 5800.7E	Manual of the Judge Advocate General (JAGMAN)
	Chapter 1, Manual of the Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
	Manufacturer's Operating Instructions for Closed Mask Capture
MCO 1620.3	Marine Corps Absentee and Deserter Apprehension Program
MCO 5000.14D	Marine Corps Administrative Procedures (MCAP)
MCBUL 1200 Series	Marine Corps Bulletins related to Classification and Designation General
MCO 1200.17	Military Occupational Specialty (MOS) Manual
MCBUL 1400 Series	Marine Corps Bulletins related to General Promotion and Advancement (specifically 1427 Officer Lineal Placement)
MCBUL 1650 Series	Marine Corps Bulletins related to Decorations, Awards and Medals
MCO 1650 Series	Marine Corps Orders related to Decorations, Awards and Medal
MCO P1700.27B	Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
MCO P1640.4C	Marine Corps Correctional Custody Manual (CCM)
MCO 1640.6	Marine Corps Corrections Program
MCO 5215.1K	Marine Corps Directives Management Program
MCO 5213.7C	Marine Corps Forms Management Program
MCO P1070.12K	Marine Corps Individual Records Administration Manual (IRAM)
MCO 5214.2F	Marine Corps Information Requirements (Reports) Management Program
MCO 5040.6H	Marine Corps Readiness Inspections and Assessments
MCO P5800.16A	Marine Corps Manual for Legal Administration (LEGADMINMAN)
MCO P5530.14	Marine Corps Physical Security Program Manual
MCO P1400.32D	Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN VOL 2 ENLISTPROM)
MCO P1400.31C	Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)
MCO P5600.31G	Marine Corps Publications and Printing Regulations
MCPDS UM	Marine Corps Publications Distribution System Users Manual
MCO 5210.11E	Marine Corps Records Management Program
MCO P1900.16F	Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
MCO P5215.17C	Marine Corps Technical Publications System
MCO P1080.20M	Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
MCO P4650.37C	Marine Corps Travel Instructions Manual (MCTIM)
MCO 5600.20P	Marine Corps Warfighting Publications System
	Message Text Format (MTF) Joint User's Handbook

DA PAM 27-9	Military Judge's Benchbook
DoD 4525.32-R	Military Standard Transportation and Movement Procedures
N	
	National Institute of Trial Advocacy (NITA) Materials
	Naval Justice School, Article 32 Investigating Officer's Guide
NTP 4	Naval Telecommunications Procedures Users Manual
SECNAVINST 1650.1H	Navy and Marine Corps Awards Manual
	Navy and Marine Corps Court of Criminal Appeals (NMCCA) Rules of Appellate Practice and Procedures
JAGINST 5801.2A	Navy-Marine Corps Legal Assistance Program
	Navy-Marine Corps Trial Guide
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual
COMNAVLEGSVCCOMINST 5530.2B	Navy Courthouse Security Procedures
OPNAV 5215.17	Navy Directives Issuance System
OPNAVINST 5580.1	Navy Law Enforcement Manual
MCO 5512.4N	No-Fee Passports
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DoD 4500.54-G	Official Temporary Duty Travel Abroad
MCO 1630.3D	Operation and Administration of Holding Cells and Detention Space
MCO 5800.11	Organization of Defense Counsel in the Marine Corps
	Organizational Table of Equipment (T/E)
	Operational Law Handbook, The Judge Advocate General Legal School and Center, Current Edition
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MCO 1610.11C	Performance Evaluation Appeals
MCO P1610.7F	Performance Evaluation System (PES)
MCO 12430.2	Performance Management Program
MCO P4050.38C	Personal Effects and Baggage Manual
DON EBUSOPSOFFINST 4650.1A	Policies And Procedures for the Administration and Use of the Government Travel Charge Card
	Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
MCO 4650.30K	
MCO 1754.2	Private Organizations
DODINST 1000.15	Private Organizations on DoD Installations
	Promotion and Selective Early Retirement of Commissioned Officers on the Active Duty Lists of the Navy and Marine Corps
SECNAVINST 1420.1B	
MCO 1640.3F	Procedures for the Transfer of Marine Corps Prisoners
MCO 5216.16B	Proper Use of the Terms Reference and Enclosure
JAGINST 5803.1C	Professional Conduct of Attorneys Practicing Under the Cognizance and Supervision of the Judge Advocate General
R	
SECNAVINST 1427.2	Rank, Seniority, and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps
MCO 5210.11E	Records Management Program for the Marine Corps
MCO P1050.3J	Regulations for Leave, Liberty and Administrative Absence
	Regulations Implementing and Supplementing the Manual for Courts-Martial
MCO 1700.23F	Request Mast
	Responsibility and Procedures for Handling Labor-Management Relations Matters in the Marine Corps
MCO 12711.1	
MCO 5800.10B	Return of Marine Corps Absentees and Deserters
	Rules of Engagement (ROE)

	Rule of Law Handbook - A Practitioner's Guide for Judge Advocates, Center for Law and Military Operations, The Judge Advocate General Legal School and Center, Current Edition
S	
SECNAVINST 5215.1	Secretary of the Navy Directive Policy
OPNAV NOTICE 5400	Standard Naval Distribution List (SNDL)
OPNAV NOTICE P09B2-105	Standard Naval Distribution List (SNDL), Part II
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SECNAVINST M-5210.2	DON Standard Subject Identification Codes (SSIC) Manual
JAGINST 5813.1	Standardization of GCM and SPCM Verbatim Records of Trial
CJCSI 3121.01	Standing Rules of Engagement for U.S. Forces
	State and Local Law
	State Bar Professional Responsibility Rules
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MCO 5311.1	Table of Manpower Requirements
TJAGSA JA-422	The Judge Advocate General's School (Army), Operational Law Handbook, Current Edition
MCO P5211.2B	The Privacy Act of 1974
MCO 5311.ID	Total Force Structure Process (TFSP)
	Treaties and Agreements
	Treaties in Force
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	Uniform Interstate Family Support Act (UIFSA)
	Uniformed Code of Military Justice (UCMJ)
	United States Constitution
MCO P5510.18A	United States Marine Corps Information and Personnel Security Program Manual (MARINE CORPS IPSP)
	Unit Standing Operating Procedures (SOP)
	Unit Table of Organization (T/O)
USN PLAD 1	United States Navy Message Address Directory
U.S. GPO Style Manual	U.S. Government Printing Office Style Manual, Current Edition
	U.S. Supreme Court Rules for Practice and Procedures
	United States Tax Code
MCO 1553.3A	Unit Training Management (UTM)
United States Code (USC)	5 USC SEC 552, Freedom of Information Act (FOIA)
	10 USC SEC 2734-2736, Foreign Claims Act (FCA)
	10 USC SEC 1408, Uniformed Services Former Spouses' Protection Act (USFSPA)
	15 USC SEC 1601-1667, Truth in Lending Act
	15 USC SEC 1681-1682, Fair Credit Reporting Act
	15 USC SEC 1692, Fair Debt Collection Act
	15 USC SEC 2301-2312, Magnusson-Moss Warranty - Federal Trade Commission Improvement Act
	31 USC SEC 3721, Personnel Claims Act (PCA)
	38 USC SEC 4301-4335, The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
	50 USC SEC 501-596 ET SEQ., Service member's Civil Relief Act (SCRA)
	USC Title 26, Internal Revenue Code
V	
DD FORM 490	Verbatim Record of Trial
MCO 1560.28B	Veteran's Educational Assistance Benefits
DODD 1030.1	Victim and Witness Assistance
DODI 1030.2	Victim and Witness Assistance Procedures
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