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Subj: LEGAL SERVICES TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A

Encl: (1) Legal Services T&R Manual

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

2. Cancellation. NAVMC 3500.82A.

3. Scope. Highlights of the major changes included in this Manual are:

a. Chapter 1 adjusted to reflect current organization of this T&R Manual.

b. Chapter 2 was not modified.

c. Chapter 3 coding and descriptions were updated, and collective training events were added which were not previously identified in the manual.

d. Chapters 4, 5, 6, and 7 adjusted information contained within the event coding, as well as deleted, modified and added events to account for current requirements.

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

5. Command. This Manual is applicable to the Marine Corps Total Force.

6. Certification. Reviewed and approved this date.


W. F. MULLEN III
By direction

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LEGAL T&R MANUAL

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LEGAL T&R MANUAL

CHAPTER 1

OVERVIEW

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LEGAL T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. 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. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This 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. This 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).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

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.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

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

2. Unit training management techniques, described in reference (b), (c), and (d) provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

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

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

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

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

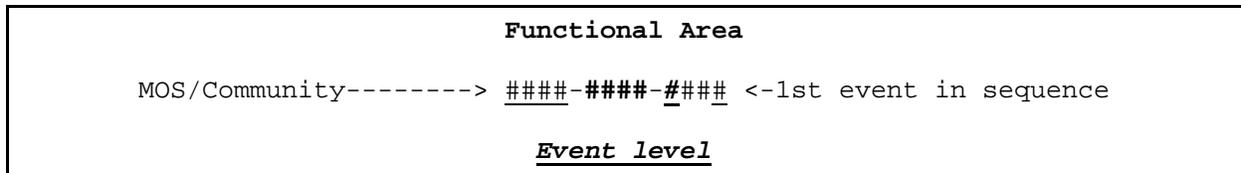


Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u> : Provide interior guard	
<u>SUPPORTED MET(S)</u> : MCT #.#.#	
<u>EVALUATION CODED</u> : YES/NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>EVENT COMPONENTS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>PREREQUISITE EVENTS</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTED</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTING</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>SUPPORT REQUIREMENTS</u> :	

EQUIPMENT: XXX
MISCELLANEOUS: XXX
ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-3. Example of a Collective T&R Event

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

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.
2. Title. The name of the event. The event title contains one action verb and one object.

3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.
4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.
5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.
6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.
7. Grade. The grade field indicates the rank at which Marines are required to complete the event.
8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the

conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the 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 must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. 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.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. Supporting Event. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. Distance Learning Products. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the Marine Air-Ground Task Force T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

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

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

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. Suitability of Simulation/Simulators/DL products. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor

control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

<u>XXXX-XXX-XXXX</u> : Call for indirect fire using the grid method (L/S)					
<u>SUPPORT REQUIREMENTS</u> :					
<u>SIMULATION EVALUATION</u> :					
<u>SIMULATED</u>	<u>SUITABILITY</u>	<u>SIMULATOR</u>	<u>UNIT OF MEASURE</u>	<u>HOURS</u>	<u>PM</u>
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

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

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

1007. **COMBAT READINESS PERCENTAGE (CRP)**

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 is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

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

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are 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. The 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 four 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: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this 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 CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime 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 the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment

code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

LEGAL T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

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CHAPTER 2

MARINE CORPS TASKS

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

2001. LEGAL SERVICES CORE MCT. a. The Legal Services community supports the following MCT:

MCT 4.6.1.6 Provide Legal Services Support

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CHAPTER 3

COLLECTIVE EVENTS

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CHAPTER 3

COLLECTIVE EVENTS

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

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

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

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

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

<u>Code</u>	<u>Description</u>
ADLW	Administrative Law
MILJ	Military Justice

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

<u>Code</u>	<u>Description</u>
4000	Squad Level
7000	Battalion/Squadron Level

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

3002. INDEX AND LIST OF 4000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
4000 Level Events			
LSVC-ADLW-4001	NO	Conduct administrative separation board	3-2
LSVC-ADLW-4002	NO	Conduct a Board of Inquiry (BOI)	3-3
LSVC-MILJ-4001	NO	Conduct a Court of Inquiry	3-4

LSVC-ADLW-4001: Conduct administrative separation board

SUPPORTED MET(S): MCT 4.6.1.6

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

READINESS-CODED: NO

DESCRIPTION: From date of notification of enlisted administrative separation, conduct proceedings and deliver a complete record of proceedings to the separation authority for action. A complete record of proceedings must be both administratively accurate and legally sufficient in order to withstand BCNR review.

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

STANDARD: To deliver a complete record of proceedings to the separation authority within 50 days, or in the event of separation without board action within 15 days IAW MCO 1900.16.

EVENT COMPONENTS:

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

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO 5800.14_ Victim Witness Assistance Program
3. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: If basis contains sexual misconduct, the recorder must be a special victim qualified counsel.

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

SUPPORTED MET(S): MCT 4.6.1.6

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

READINESS-CODED: NO

DESCRIPTION: To meet processing time goals for BOIs as articulated by the Show Cause Authority. A complete record of proceedings must be both administratively accurate and legally sufficient in order to withstand BCNR review.

CONDITION: Given a show cause determination and supporting documentation.

STANDARD: To deliver a complete record of proceedings to the Convening Authority IAW SECNAVINST 1920.6_.

EVENT COMPONENTS:

1. Detail recorder and counsel for respondent.
2. Prepare documentation and evidence.
3. Prepare hearing room.
4. Represent government.
5. Represent respondent.
6. Conduct and record proceedings.
7. Prepare record of proceedings.
8. Forward proceedings to Staff Judge Advocate (SJA).
9. Conduct SJA review.
10. Forward proceedings IAW SECNAVINST 1920.6_.

REFERENCES:

1. MCO 5800.16 Legal Support and Administration Manual (LSAM)
2. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Event "4422-TRSB-2003 Transcribe existing recording" supports this collective event.

LSVC-MILJ-4001: Conduct a Court of Inquiry

SUPPORTED MET(S): MCT 4.6.1.6

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

READINESS-CODED: NO

DESCRIPTION: To meet processing time goals for Courts of Inquiry as articulated by the GCMCA. Given the serious nature of these proceedings, it is imperative to comply with all Privacy Act requirements.

CONDITION: Given an appointing order by a General Court-Martial Convening Authority (GCMCA) or other person designated by the Secretary of the Navy.

STANDARD: To produce a verbatim report within the time limit set by the GCMCA.

EVENT COMPONENTS:

1. Provide recorder, counsel for respondent, and court reporter.
2. Prepare procedural documents and evidence.
3. Prepare hearing room.

4. Represent government.
5. Represent named parties and victims, as required.
6. Conduct and record proceedings.
7. Produce and forward record to GCMCA.

REFERENCES :

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
3. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
4. JAGINST 5830.1_ Procedures applicable to Courts and Boards of Inquiry
5. MCM Manual for Courts-Martial (current edition)
6. MCO 5800.14_ Victim Witness Assistance Program

MISCELLANEOUS :

ADMINISTRATIVE INSTRUCTIONS:

Counsel must be certified and sworn IAW Article 27(b) and 42(a).
Event "4422-TRSB-2003 Transcribe existing recording" supports this collective event.

3003. INDEX AND LIST OF 7000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
7000 Level Events			
LSVC-MILJ-7001	NO	Conduct a court-martial	3-1
LSVC-MILJ-7002	NO	Conduct post-trial processing	3-2
LSVC-MILJ-7003	NO	Conduct a DuBay hearing	3-2

LSVC-MILJ-7001: Conduct a court-martial

SUPPORTED MET(S): MCT 4.6.1.6

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

READINESS-CODED: NO

DESCRIPTION: Courts-martial are conducted in a garrison or deployed environment. Forums for courts-martial include Special and General; fully contested or guilty pleas; judge alone, with officer members or with enlisted representation.

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

STANDARD: To entry of judgment.

EVENT COMPONENTS:

1. Review and analyze evidence.
2. Detail Trial Counsel with appropriate qualifications.
3. Draft and submit warrants and subpoenas.
4. Prefer Charges and provide initial discovery.
5. Detail Defense counsel with appropriate qualifications.
6. Represent government.
7. Represent accused.
8. Represent victim, if required.
9. Conduct Article 32 hearing, if required.
10. Prepare and submit Article 33 and 34 letters, if required.
11. Refer charges.
12. Prepare case for trial and provide full discovery.
13. Coordinate trial logistics.
14. Operate courtroom technology.
15. Coordinate courtroom security.
16. Present evidence and preserve exhibits.
17. Conduct court-martial hearings.
18. Capture court proceedings.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.14_ Victim Witness Assistance Program
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: It is the responsibility of all parties to a legal proceeding to understand how to operate courtroom technology. Judge Advocate Division will coordinate with Naval Justice School to duplicate standard courtroom technology and provide instruction.

LSVC-MILJ-7002: Conduct post-trial processing

SUPPORTED MET(S): MCT 4.6.1.6

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

READINESS-CODED: NO

DESCRIPTION: The event components are non-linear and may be conducted simultaneously. The Court-Martial Record is the audio file from all sessions. The Transcript is the text version of the court-martial record, substantially verbatim. The Record of Trial includes the transcript, evidence and appellate exhibits, allied documents, and attachments (statement of trial results, entry of judgment, matters submitted), and shall be in accordance with the MCM.

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

STANDARD: Within timelines established by case law.

EVENT COMPONENTS:

1. Produce Statement of Trial Results.
2. Serve Court-Martial Record.
3. Produce and certify transcript.
4. Provide 1105 and 1105A matters to SJA.
5. Record SJA's Review and CA's action.
6. Record Entry of Judgment.
7. Certify record of trial, including attachments.
8. Conduct Article 64 review, if required.
9. Serve completed record of trial.
10. Forward record of trial with attachments to NAMARA.
11. Conduct post-trial hearings, if required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

LSVC-MILJ-7003: Conduct a DuBay hearing

SUPPORTED MET(S): MCT 4.6.1.6

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: If an appellate court determines further fact finding is required, the record is returned to the convening authority for a DuBay hearing. The hearing is similar to a court-martial. The Convening Authority (CA) will order a hearing, counsel and a military judge will be detailed, the DuBay hearing will be docketed, opening arguments may be presented, witnesses may be called, and closing arguments may be presented. The military judge will make a written ruling outlining his or her findings of fact and any conclusions of law, which will be attached to the record of trial and returned to the appellate court.

CONDITION: Given an order from an appellate court.

STANDARD: To determine issues which require findings of fact and conclusions of law within time limits set by the applicable authority.

EVENT COMPONENTS:

1. Obtain record.
2. Review record.
3. Notify Convening Authority (CA).
4. Represent appellant.
5. Represent victim.
6. Represent government.
7. Coordinate hearing logistics.
8. Record proceedings.
9. Produce record of hearing.
10. Certify record of hearing.
11. Return combined records to appellate court.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.14_ Victim Witness Assistance Program
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)

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CHAPTER 4

MOS 4402 INDIVIDUAL EVENTS

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2000-LEVEL EVENTS	4005	4-16

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CHAPTER 4

MOS 4402 INDIVIDUAL EVENTS

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

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

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

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

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

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

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

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

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

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

4002. INDEX OF INDIVIDUAL 1000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
4402-ADLW-1001	NO	Facilitate administrative investigations	4-3
4402-ADLW-1002	NO	Perform as a supervising attorney for litigation report investigation	4-4
4402-ADLW-1003	NO	Perform as a counsel for the respondent in administrative separation proceedings	4-5
4402-ADLW-1004	NO	Represent the government in administrative separation proceedings	4-6
4402-CVLW-1001	NO	Provide legal opinions on government ethics and standards of conduct	4-7
4402-LGAS-1001	NO	Perform as a legal assistance attorney	4-8
4402-LGAS-1002	NO	Certify true copies of documents	4-9
4402-MILJ-1001	NO	Perform as a defense counsel at special or general court-martial	4-9
4402-MILJ-1002	NO	Provide counseling services	4-11
4402-MILJ-1003	NO	Perform as a trial counsel	4-11
4402-OPLW-1001	NO	Advise commander and/or operations officer on operational law	4-13

4003. 1000-LEVEL EVENTS

4402-ADLW-1001: Facilitate administrative investigations

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

READINESS-CODED: NO

DESCRIPTION: Administrative investigations include command investigations, line of duty determinations, missing or lost government property investigations, and other inquiries as noted in references 1 and 4. The cognizant Staff Judge Advocate performs a supervisory legal function in providing advice to the investigation officer, as well as providing command legal advice to the commanding officer who convened the investigation. The purpose of the advice is to ensure the commanding officer's inquiry is answered, as well as meeting all necessary requirements for the type of investigation.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given direction from a convening authority and access to an automated system.

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

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research the applicable statutes, regulations, and law.
3. Review appointing order.
4. Advise investigating officer, if required.
5. Provide investigating officer relevant documents and checklist.
6. Recommend investigative steps.
7. Verify findings of fact, opinions, and recommendations are supported by evidence.
8. Draft memorandum addressing legal issues, if appropriate.
9. Advise commander on results of research, foreseeable consequences, and alternative outcomes, if necessary.
10. Forward to necessary parties, if required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 4400.150 Consumer-Level Supply Policy
4. MCO 5800.14_ Victim Witness Assistance Program
5. MCO 5800.16 Legal Support and Administration Manual (LSAM)
6. SECNAV 5430.107 Mission and Functions of the Naval Criminal Investigative Service
7. SECNAV M-5510.36_ Department of the Navy (DON) Information Security Program (ISP) Instruction

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Second Lieutenants (MOS 4401) may perform this task prior to PMOS training.

4402-ADLW-1002: Perform as a supervising attorney for litigation report investigation

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

READINESS-CODED: NO

DESCRIPTION: Support of a litigation-report will usually involve ensuring that only matters appropriate for the matter under consideration are included in the final product. The attorney is responsible for making sure the investigating officer narrows the scope of his product to capturing the required information in sufficient detail to support future litigation decisions.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

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

PERFORMANCE STEPS:

1. Supervise investigating officer.
2. Review investigation.
3. Mark investigation as attorney-client privilege.
4. Forward as required.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4402-ADLW-1003: Perform as a counsel for the respondent in administrative separation proceedings

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

READINESS-CODED: NO

DESCRIPTION: Respondents at administrative separation proceedings are entitled to defense counsel at no cost per reference 2. Such defense counsel will perform their services in a manner similar to being detailed to a court-martial by forming an attorney-client relationship and providing competent and diligent advocacy through all stages of the proceeding.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative discharge or Board of Inquiry (BOI) package and access to an automated system.

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

PERFORMANCE STEPS:

1. Evaluate all available evidence.
2. Identify potential conflicts of interest.
3. Establish an attorney-client relationship.
4. Advise client.
5. Identify clients at risk for suicide.
6. Review all evidence and legal options with the client.
7. Interview witnesses.
8. Prepare case for board.
9. Present case.

10. Assist respondent in exercising post hearing rights, as appropriate.
11. Maintain case file.

REFERENCES:

1. MCM Manual for Courts-Martial (current edition)
2. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. MCO 5800.14_ Victim Witness Assistance Program
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
6. SECNAVINST 1920.6_ Administrative Separation of Officers

4402-ADLW-1004: Represent the government in administrative separation proceedings

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

READINESS-CODED: NO

DESCRIPTION: Representing the government at an administrative separation board includes gathering all necessary documentation and supporting materials to support the board making an appropriate determination on the basis of separation, if separation is appropriate, and the characterization of service. This requires competent and diligent advocacy for the government's position, in addition to preparing logistical support for the board. Such support includes setting up the hearing space, ensuring required technology is available and works, and the board is scheduled with all members and the counsel for the respondent.

MOS PERFORMING: 4402

BILLETS: Civil Law Attorney, Review Officer, Trial Counsel

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative separation package and access to an automated system.

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

PERFORMANCE STEPS:

1. Verify administrative separation basis.
2. Provide discovery to defense.
3. Evaluate all available evidence.
4. Interview witnesses.
5. Coordinate board logistics.
6. Conduct board.
7. Record proceedings.
8. Route package to separation authority.
9. Verify Victim-Witness Assistance Program compliance, if appropriate.

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO 5800.14_ Victim Witness Assistance Program
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
5. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Second Lieutenants (MOS 4401) may perform this task prior to PMOS training.

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

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

READINESS-CODED: NO

DESCRIPTION: Providing written advice to commanding officers on civil law issues (as distinct from command advice under 4402-CVLW-2001) includes dealing with widely attended gatherings, gifts to the government, gifts to personnel because of official position or capacity, invitations to attend functions, request to use government assets or property, and other unexpected issues. The advice is to both serve the commanding officer by enabling compliance with law and regulation, as well as the Marine Corps by preserving service credibility and minimizing the risk of bad publicity.

MOS PERFORMING: 4402

BILLETS: Civil Law Attorney, Staff Judge Advocate

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated systems.

STANDARD: To provide accurate and complete legal advice IAW DoD 5500.07_.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Research applicable statutes, regulations, and case law.
3. Analyze risks and potential outcomes.
4. Draft legal opinion.
5. Advise commander and staff.

REFERENCES:

1. DOD 5500.07-R Joint Ethics Regulation
2. MCO 5800.16 Legal Support and Administration Manual (LSAM)

3. NAVSO P-6034 Volumes 1 and 2 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

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

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

READINESS-CODED: NO

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

MOS PERFORMING: 4402

BILLETS: Legal Assistance Attorney

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal assistance matter and access to an automated system.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. Federal, State and Local Laws
2. MCLAP Policy and Practice Manual
3. The Military Divorce Handbook: A Practical Guide to Representing Military Personnel and Their Families, (Second Edition), author Mark E. Sullivan
4. "Ripped Off! A Servicemember's Guide to Common Scams, Frauds, and Bad Deals", American Bar Association 2014, ABA Book Publishing, Michael S. Archer

5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 6. MCO 5800.14_ Victim Witness Assistance Program
 7. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4402-LGAS-1002: Certify true copies of documents

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

READINESS-CODED: NO

DESCRIPTION: Documents authorized to be "certified true" must be official Service correspondence personally known to be so by the certifying official. Examples included documents produced by the LSSS or CA. Because of personal liability issues, documents other than described above should be referred to the agency that owns the record.

MOS PERFORMING: 4402

BILLETS: Legal Assistance Attorney

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: To ensure authenticity of document copies.

PERFORMANCE STEPS:

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

REFERENCES: JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Second Lieutenants (MOS 4401) may perform this task prior to PMOS training under supervision.

4402-MILJ-1001: Perform as a defense counsel at special or general court-martial

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

READINESS-CODED: NO

DESCRIPTION: Serving as defense counsel means forming an attorney-client relationship with a detailed client and seeing their military justice matter through to the either a conclusion that enables the relationship to end, or the client withdraws from the representation. A matter will normally end upon the adjournment of court-martial, or a negotiated outcome resulting in adjudication at a forum that does not include representation, such as non-judicial punishment or Summary Court-Martial. This task can transition to 4402-ADLW-1003 if the accused is notified of administrative separation.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: When detailed or appointed as an individual military counsel.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. DA PAM 27-9 Military Judge's Benchbook (current edition)
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
4. MCM Manual for Courts-Martial (current edition)
5. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
6. MCO 5800.16 Legal Support and Administration Manual (LSAM)
7. MILPERSMAN 1910 Reasons for Separation
8. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: It is the responsibility of all parties to a legal proceeding to understand how to operate courtroom technology. Judge Advocate Division will coordinate with Naval Justice School to duplicate standard courtroom technology and provide instruction.

4402-MILJ-1002: Provide counseling services

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

READINESS-CODED: NO

DESCRIPTION: Counseling services may include non-judicial punishment (NJP) counseling, administrative separation counseling, Article 31, UCMJ rights counseling, investigation counseling, custodial interrogation counseling, initial review officer hearing (IRO) counseling, Summary Court-Martial (SCM) counseling, pre-referral warrants, and as otherwise authorized.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 1610.7_ Performance Evaluation System (PES)
 4. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 5. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 6. SECNAVINST 1920.6_ Administrative Separation of Officers
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4402-MILJ-1003: Perform as a trial counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Representing the government as a trial counsel includes the responsibility to gather and present evidence of all violations of the uniform code of military justice of which there is evidence to obtain and sustain a conviction. While the Convening Authority retains the decision on which charges to bring and at which forum, the trial counsel is responsible for preparing the case for trial and ensuring all necessary logistical needs are met. Obligations include ensuring all discovery is provided, the record is protected to sustain any conviction at the appellate level, and working with the Convening Authority to staff the court-martial with members, bailiff and other required personnel.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for legal services for a special or general court-martial.

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

PERFORMANCE STEPS:

1. Review supporting documentation and evidence for sufficiency.
2. Determine pretrial restraint status of accused.
3. Coordinate with local, state, and federal civilian authorities as appropriate.
4. Identify and coordinate additional investigatory actions.
5. Obtain or issue subpoenas, pretrial judicial orders, and warrants.
6. Serve subpoenas, pretrial judicial orders, and warrants, as appropriate.
7. Maintain case status updates in all required databases.
8. Conduct IRO hearing, as appropriate.
9. Liaise with Victims' Legal Counsel, as appropriate.
10. Draft Case Analysis Memo (CAM), if required or requested.
11. Prefer charges.
12. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
13. Conduct pretrial negotiations, if appropriate.
14. Represent government at Article 32, if required.
15. Provide discovery.
16. Respond to discovery and production requests as appropriate.
17. Prepare case for trial.
18. Litigate motions, if required.
19. Coordinate trial logistics.
20. Coordinate the courtroom security assessment.
21. Represent government at trial.

22. Comply with Victim/Witness Assistance Program (VWAP) requirements.
23. Distribute Statement of Trial Results.
24. Conduct Post-trial Motions, if necessary.
25. Inform commanders, NCIS, CID, and other law enforcement agencies of any court findings or convictions prohibiting an individual from receiving, possessing, transporting, or shipping a firearm or ammunition.
26. Inform commanders via SJA/Legal Officer of the requirement to notify States of any court findings or convictions requiring sex offender registration or other collateral consequences IAW the DODI 5525.20.

REFERENCES :

1. DA PAM 27-9 Military Judge's Benchbook (current edition)
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
4. MCBul 5800 Military Justice Requirements and Implementation Guidance
5. MCBul 5810 Criminal Justice Information Reporting Requirements and Interim Guidance
6. MCM Manual for Courts-Martial (current edition)
7. MCO 5800.14_ Victim Witness Assistance Program
8. MCO 5800.16 Legal Support and Administration Manual (LSAM)

MISCELLANEOUS :

ADMINISTRATIVE INSTRUCTIONS:

Second Lieutenants (MOS 4401) may perform this task prior to PMOS training under supervision.

It is the responsibility of all parties to a legal proceeding to understand how to operate courtroom technology. Judge Advocate Division will coordinate with Naval Justice School to duplicate standard courtroom technology and provide instruction.

4402-OPLW-1001: Advise commander and/or operations officer on operational law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

READINESS-CODED: NO

DESCRIPTION: The duties of an operational law adviser may include, but are not limited to, the provision of competent legal advice concerning: key aspects of law of war treaties, customary international law, and relevant United States policy directly affecting military operations; key provisions of arms control treaties, executive orders, joint instructions, and relevant United States policies; reporting, investigation, and adjudication of violations of the law of war; the concept of command responsibility for the conduct of military operations, including compliance with the law of war; rules of engagement (ROE) and rules for the use of force (RUF), including mission-specific advice; the international and domestic law authorities for the use of force; information operations; intelligence activities; cyberspace operations, including cyber security operations; fiscal law and its impact on military operations; adjudication of claims for damage, loss, or injury arising from military operations; Status of Forces Agreements (SOFA) and international agreements impacting MAGTF deployments; and, a judge advocate's role and responsibilities within the Marine Corps Planning Process.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation or exercise, as part of a staff.

STANDARD: To provide accurate, timely, and relevant advice within designated time limits.

PERFORMANCE STEPS:

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

REFERENCES:

1. 1980 Convention on the Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May be Deemed to be Excessively Injurious or to have Indiscriminate Effects and Protocols
2. Combatant Command, Theater, or Campaign Rules of Engagement/Rules for the Use of Force
3. Department of Defense Law of War Manual (current edition)
4. Fiscal Law Deskbook - The Judge Advocate General Legal School and Center (current edition)
5. Geneva Conventions of 1949
6. Law of War Documentary Supplement The Judge Advocate General Legal School and Center (current edition)
7. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
8. Host Nation Status of Forces Agreement (SOFA)
9. CJCSI 3121.01_ Standing Rules of Engagement for U. S. Forces
10. DOD DIR 2311.01_ DoD Law of War Program

11. DoD Directive 5148.13 Intelligence Oversight
12. DoDI 6055.07 Mishap Notification, Investigation, Reporting, and Record Keeping
13. DODM 5240.01 Procedures Governing the Conduct of DoD Intelligence Activities
14. E. O. 12333 United States Intelligence Activities
15. FM 27-10/MCTP 11-10C Law of Land Warfare
16. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
17. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf of and Against the Government
18. MCM Manual for Courts-Martial (current edition)
19. MCO 3100.4 Cyberspace Operations
20. MCO 3120.10 Marine Corps Information Operations Program
21. MCO 3300.4 Marine Corps Law of War Program
22. MCO 5239.2B Marine Corps Cybersecurity Program
23. MCTP 11-10C The Law of Land Warfare
24. MCWP 2-10 Intelligence Operations
25. MCWP 5-10 Marine Corps Planning Process
26. NWP 1-14 The Commander's Handbook on the Law of Naval Operations

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

Judge advocates receive initial operational law training while attending the Basic Lawyer Course at the Naval Justice School (NJS). Marine Expeditionary Force staff judge advocates (SJA) are expected to provide sustainment operational law training to personnel within their geographic area of responsibility every 24 months. To sustain competency, commanders and SJAs should obtain additional formal operational law training for their personnel which is available at the NJS, the U.S. Army's Judge Advocate General's Legal Center and School (TJAGLCS), or the U.S. Air Force's Judge Advocate General's School. Refer to the NJS fiscal year training calendar for specific courses.

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4005. 2000-LEVEL EVENTS

4402-ADLW-2001: Review an administrative separation

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

READINESS-CODED: NO

DESCRIPTION: Staff Judge Advocates supporting separation authorities must provide thorough legal sufficiency review of every administrative separation. Such review includes validating all procedural and statutory requirements have been met.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative separation package or board of inquiry, and access to an automated system.

STANDARD: To ensure sufficiency in law and fact.

PERFORMANCE STEPS:

1. Review administrative separation package for procedural compliance.
2. Research the applicable statutes, regulations, and case law.
3. Analyze documentation.

4. Draft legal opinion identifying appropriate courses of action and foreseeable consequences.
5. Advise commander on results of research and foreseeable consequences.

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. MCO 5800.14_ Victim Witness Assistance Program
 3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 4. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
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4402-ADMN-2001: Execute annual Legal Services Support Section budget

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

READINESS-CODED: NO

DESCRIPTION: In support of ongoing legal services requirements, officers in charge must annually apportion and execute a budget. Such funding will be provided by the supported MSC, and coordinated through their Comptroller.

MOS PERFORMING: 4402

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

GRADES: LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft budget and access to an automated system.

STANDARD: To ensure all fiscal requirements are satisfied.

PERFORMANCE STEPS:

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

REFERENCES: DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"

4402-BLAW-2001: Provide instruction on legal issues

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

READINESS-CODED: NO

DESCRIPTION: This includes legal instruction for units within a Legal Services Support Area (LSSA). Upon request 44XX personnel will provided legal instruction to non-44XX personnel. This includes legal clerk training, legal officer training, senior enlisted training, and command teams. The purpose of this training is to improve their overall understanding of the legal process.

MOS PERFORMING: 4402

BILLETS: Administrative Law Officer, Civil Law Attorney, Defense Counsel, Legal Assistance Attorney, Review Officer, Staff Judge Advocate, Trial Counsel, Victim Legal Counsel

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request to train non-44XX personnel, commander guidance, and access to an automated system.

STANDARD: To ensure the requested legal knowledge is provided in a relevant and understandable manner.

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

4402-CVLW-2001: Advise commander on civil law issues

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

READINESS-CODED: NO

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

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To meet the timeline established by the commander and provide accurate and complete legal advice.

PERFORMANCE STEPS:

1. Identify legal issues.
2. Examine applicable statutes, regulations, and case law.
3. Analyze risks and potential outcomes.
4. Advise commander.

REFERENCES:

1. DOD 5500.07-R Joint Ethics Regulation
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 3. NAVSO P-6034 Volumes 1 and 2 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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4402-LGAS-2001: Advise on non-commercial contracts

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

READINESS-CODED: NO

DESCRIPTION: Legal Assistance attorneys assist clients with understanding documents such as consumer contracts and leases and their rights pertaining to those documents.

MOS PERFORMING: 4402

BILLETS: Legal Assistance Attorney

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure compliance with current law and practice procedures.

PERFORMANCE STEPS:

1. Interview client.
2. Identify client objectives.
3. Review documents, if applicable.
4. Advise client.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
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4402-MGMT-2001: Conduct legal inspections

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

READINESS-CODED: NO

DESCRIPTION: Pursuant to the SJA to the CMC's statutory authority and responsibility pursuant to Article 6 of the UCMJ, inspections of the legal community are conducted on a periodic basis. This responsibility is separate and distinct from other CGIP processes.

MOS PERFORMING: 4402

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

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Article 6 requirement and access to automated systems.

STANDARD: To ensure continual compliance with statutory and regulatory requirements.

PERFORMANCE STEPS:

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

REFERENCES:

1. Article 6, Uniformed Code of Military Justice
2. IGMC Checklist 5800.14 Victims Witness Assistance Program
3. IGMC Checklist 5800.16 Legal Administration

4. SJA to CMC Standardized Legal Support Inspection Checklist
 5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO 1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 8. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 9. SECNAV M-5210.1 Department of the Navy Records Management Manual
 10. SECNAVINST 1050.1_ Leave for Members Awaiting Review of Punitive or Administrative Separation
-

4402-MILJ-2001: Perform as appellate defense counsel

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

READINESS-CODED: NO

DESCRIPTION: Appellate counsel represent Marines and Sailors before the Navy-Marine Corps Court of Criminal Appeals (NMCCA), U.S. Court of Appeals for the Armed Forces (CAAF), and U.S. Supreme Court. Counsel review records of courts-martial to identify legal errors, advise clients on identified legal errors, and prepare appellate briefs and other pleadings for submission to the NMCCA, CAAF, and U.S. Supreme Court.

MOS PERFORMING: 4402, 4409

BILLETS: Appellate Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a case requiring appeal and access to automated systems.

STANDARD: To provide competent, diligent, and ethical representation before appellate courts for the client.

PERFORMANCE STEPS:

1. Review certified record of trial.
2. Identify conflicts of interest.
3. Form attorney-client relationship with the client after the convening authority takes action on the case.
4. Evaluate all available evidence.
5. Identify clients at risk for suicide.
6. Review all evidence and legal options with the client.
7. Prepare petition for relief, if appropriate.
8. File appellate motions.
9. Respond to appellate motions.
10. Represent client before appropriate appellate courts.
11. Conduct oral arguments before appellate courts.
12. Represent clients before the Navy Clemency and Parole Board and Board of Correction of Naval Records.
13. Edit briefs of other counsel.
14. Maintain case file.

15. Maintain personal conflict log.

REFERENCES:

1. CAAF Court of Appeals for the Armed Forces Rules of Appellate Practice and Procedure (current edition)
 2. DA PAM 27-9 Military Judge's Benchbook (current edition)
 3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 5. MCM Manual for Courts-Martial (current edition)
 6. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 7. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
 8. U.S. Supreme Court Rules for Practice and Procedure
-

4402-MILJ-2002: Perform as appellate government counsel

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

READINESS-CODED: NO

DESCRIPTION: Appellate counsel represent the Government before the Navy-Marine Corps Court of Criminal Appeals (NMCCA), U.S. Court of Appeals for the Armed Forces (CAAF), and U.S. Supreme Court.

MOS PERFORMING: 4402

BILLETS: Appellate Counsel

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given receipt of a defense written brief or Article 62 appeal and access to automated systems.

STANDARD: To provide competent, diligent, and ethical representation for the government before military appellate courts.

PERFORMANCE STEPS:

1. Review requests and supporting documentation related to writs.
2. Review certified record of trial.
3. Coordinate with trial counsel, if needed.
4. Submit requests for docketing.
5. Submit certified record of trial to court.
6. Research legal issues.
7. Coordinate with other service appellate government divisions, as needed.
8. Coordinate with appellate defense to create Joint Appendixes, as needed.
9. Draft appellate briefs.
10. Present oral argument.
11. Request reconsideration, as appropriate.

12. Coordinate with Solicitor General's Office, if required.
13. Maintain case file.

REFERENCES:

1. U.S. Supreme Court Rules for Practice and Procedure
 2. CAAF Court of Appeals for the Armed Forces Rules of Appellate Practice and Procedure (current edition)
 3. DA PAM 27-9 Military Judge's Benchbook (current edition)
 4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 8. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
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4402-MILJ-2003: Review non-judicial punishment (NJP) appeals

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

READINESS-CODED: NO

DESCRIPTION: Upon completion of NJP proceedings if the servicemember exercises their right to appeal, the cognizant Judge Advocate must perform a legal review of the matter.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a non-judicial punishment (NJP) record, servicemember's appeal, and access to automated systems.

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

PERFORMANCE STEPS:

1. Verify compliance with applicable laws and regulations.
2. Analyze issues raised by servicemember.
3. Draft memorandum for appropriate authority.
4. Forward to appropriate appeal authority.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
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4402-MILJ-2004: Perform as a military judge

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

READINESS-CODED: NO

DESCRIPTION: When detailed to a Special or General Court-Martial, serve as the presiding military judge. This includes exercising control over the courtroom, docketing sessions of court, hearing and ruling upon motions, and sitting as the finder of fact in judge-alone cases.

MOS PERFORMING: 4402

BILLETS: Military Judge

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and upon being detailed to a court-martial by a Circuit Military Judge or Chief Trial Judge, and access to automated systems.

STANDARD: To provide competent and ethical performance, ensuring that court-martial proceedings are conducted in a fair and orderly manner, without unnecessary delay or waste of time or resources.

PERFORMANCE STEPS:

1. Prepare for trial.
2. Conduct pretrial sessions.
3. Preside at pretrial sessions.
4. Rule on interlocutory questions and questions of law.
5. Preside at trial.
6. Sign the Statement of Trial results, as appropriate.
7. Supervise assembly of the record.
8. Update database and case file, as necessary.
9. Conduct post-trial sessions, as necessary.
10. Enter judgement into the record of trial.
11. Verify record of trial.

REFERENCES:

1. Local Judicial Circuit Rules
 2. Uniform Rules of Practice for U.S. Navy-Marine Corps Trial Judiciary
 3. DA PAM 27-9 Military Judge's Benchbook (current edition)
 4. MCM Manual for Courts-Martial (current edition)
 5. MCO 5800.14_ Victim Witness Assistance Program
-

4402-MILJ-2005: Serve as Deposition Officer

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

READINESS-CODED: NO

DESCRIPTION: In support of courts-martial or other tribunals, a judge advocate may be assigned to take a deposition. When detailed, the attorney assumes responsibility for ensuring the preservation of the testimony or other evidence at issue. Any available judge advocate can be assigned this task.

MOS PERFORMING: 4402

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to automated systems.

STANDARD: To ensure the availability of evidence at the appropriate tribunal.

PERFORMANCE STEPS:

1. Review the reference.
2. Coordinate hearing date, time and location.
3. Arrange for the hearing to be recorded.
4. Arrange for the presence of witnesses.
5. Arrange for production of evidence.
6. Arrange for witness testimony to be transcribed.
7. Prepare finalized record.
8. Authenticate record.
9. Submit authenticated record to the authority ordering the deposition.

REFERENCES: MCM Manual for Courts-Martial (current edition)

4402-MILJ-2006: Perform as Special Assistant U.S. Attorney (SAUSA)

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

READINESS-CODED: NO

DESCRIPTION: Serve as Special Assistant U.S. Attorney at cognizant U.S. Attorney's office. Prosecute criminal violations within areas of federal jurisdiction. Types of hearings include guilty plea, initial appearance, arraignment, detention hearing, and probation revocation.

MOS PERFORMING: 4402

BILLETS: Trial Counsel

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

1. Consult with U.S. Attorney's Office regarding execution of judicial orders and warrants as necessary.
2. Review law enforcement agency reports alleging civilian offenses within area of federal jurisdiction.
3. For misdemeanor cases, file criminal information, if required.
4. Represent the U.S. government before a Grand Jury for felony cases, if required.
5. Consult with U.S. Attorney's Office regarding charging decisions.
6. File indictment for felony cases, if required.
7. Conduct pretrial negotiations if appropriate.
8. Conduct hearings in federal court.
9. Prepare case for contested trial.
10. Draft and litigate motions, if required.
11. Coordinate trial logistics.
12. Represent government at contested trial.
13. Verify compliance with Victim/Witness Assistance Program.
14. Coordinate post-trial administrative matters.

REFERENCES:

1. Federal Criminal Code and Rules
2. Federal, State and Local Laws as assimilated by 18 U.S.C. [] 13
3. DoDI 5525.07 Implementation of the Memorandum of Understanding (MOU) Between the Department of Justice (DOJ) and Defense Relating to the Investigation and Prosecution of Certain Crimes (current edition)
4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
6. U.S. Attorney Manual U.S. Attorney Manual
7. United States Sentencing Commission Guidelines Manual

4402-MILJ-2007: Perform as an appellate court judge

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

READINESS-CODED: NO

DESCRIPTION: Appellate court judges sit on panels at the Navy-Marine Corps Court of Criminal Appeals (NMCCA). Responsibilities include conducting hearings on appeals from courts-martial and ruling on presented legal issues. Such issues may include acting on government appeals and extraordinary writs.

MOS PERFORMING: 4402

BILLETS: Military Judge

GRADES: LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and upon being assigned to a panel of the Navy-Marine Corps Court of Appeals (NMCCA), and access to automated systems.

STANDARD: To provide competent and ethical rulings IAW appropriate law and precedent.

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

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

READINESS-CODED: NO

DESCRIPTION: Litigating complex cases requires more specialized training than is normally required for the litigation of standard cases. Complex cases include capital, sexual assault, and national security cases.

MOS PERFORMING: 4402, 4405

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

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement as a defense counsel or appointed as individual military counsel in a complex case.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. DA PAM 27-9 Military Judge's Benchbook (current edition)
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
4. MCM Manual for Courts-Martial (current edition)
5. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
6. MCO 5800.16 Legal Support and Administration Manual (LSAM)
7. MILPERSMAN 1910 Reasons for Separation
8. SECNAVINST 1920.6_ Administrative Separation of Officers

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

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

READINESS-CODED: NO

DESCRIPTION: Litigating complex cases requires specialized training that is not required for the litigation of the majority of cases. Complex cases often involve one or more complicated allegations and legal issues such as: capital offenses, sexual assault, classified evidence, and national security issues. Marines detailed to these cases require greater training in the development of litigation strategies.

MOS PERFORMING: 4402, 4405

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

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to prosecute a complex case and access to automated systems.

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

PERFORMANCE STEPS:

1. Review supporting documentation and evidence for sufficiency.
2. Determine pretrial restraint status of accused.
3. Coordinate with local, state, and federal civilian authorities as appropriate.
4. Identify and coordinate follow-on investigatory actions and warrants.
5. Obtain or issue subpoenas, pretrial judicial orders,
6. Serve subpoenas, pretrial judicial orders, and warrants, as appropriate.
7. Conduct IRO hearing, as appropriate.
8. Consult with Higher Headquarters as required.
9. Prefer charges.
10. Maintain case status updates in all required databases.
11. Draft Case Analysis Memorandum, as needed or if requested.
12. Consult with Staff Judge Advocate (SJA) and Convening Authority (CA) as necessary.
13. Liaise with Victims' Legal Counsel, as appropriate.
14. Conduct pretrial negotiations, if appropriate.
15. Represent government at Article 32, if required.
16. Provide discovery.
17. Respond to discovery and production requests, as appropriate.
18. Coordinate with original classification authority, if required.
19. Prepare case for trial.
20. Identify potential expert witnesses.
21. Coordinate response to media.
22. Litigate motions, if required.
23. Coordinate trial logistics.
24. Coordinate the courtroom security assessment.
25. Represent government at trial.
26. Verify compliance with Victim/Witness Assistance Program.
27. Distribute Statement of Trial Results.
28. Conduct Post-trial Motions, if necessary.
29. Inform commanders, NCIS, CID, and other law enforcement agencies of any court findings or convictions prohibiting an individual from receiving, possessing, transporting, or shipping a firearm or ammunition.
30. Inform commanders via SJA/Legal Officer of the requirement to notify States of any court findings or convictions requiring sex offender registration or other collateral consequences IAW the DODI 5525.20.

REFERENCES:

1. DA PAM 27-9 Military Judge's Benchbook (current edition)
2. DODI 5525.20 Registered Sex Offender Management in DoD
3. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
4. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
5. MCBul 5800 Military Justice Requirements and Implementation Guidance
6. MCBul 5810 Criminal Justice Information Reporting Requirements and Interim Guidance
7. MCM Manual for Courts-Martial (current edition)
8. MCO 5800.14_ Victim Witness Assistance Program
9. MCO 5800.16 Legal Support and Administration Manual (LSAM)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: There is a joint training requirement for the 44XX Occupational Field, including MOSs 4421, 4402 (including 4402s serving as a SJA), and 4430 to better support complex litigation.

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

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

READINESS-CODED: NO

DESCRIPTION: When detailed by a convening authority to conduct a preliminary hearing, the attorney is responsible for gathering all necessary evidence to make a probable cause recommendation within the set time period. This includes holding a hearing, unless waived, deciding on M.R.E. 412 issues, and the production of witnesses.

MOS PERFORMING: 4402

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an appointment and access to automated systems.

STANDARD: To produce a report for the Convening Authority IAW the Rules of Courts-Martial (R.C.M.) 405.

PERFORMANCE STEPS:

1. Coordinate hearing date, time and location.
2. Establish notice requirements dates.
3. Review witness and evidence production requests.
4. Conduct a hearing on admissibility of M.R.E. 412 evidence, if appropriate.
5. Arrange for hearing to be recorded.
6. Conduct hearing.
7. Examine any supplemental material submitted by a party.
8. Seal exhibits, motions, or records of proceedings, as appropriate.
9. Prepare preliminary hearing report.
10. Deliver preliminary hearing report to the convening authority.

REFERENCES:

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

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

READINESS-CODED: NO

DESCRIPTION: This task is intended to capture the wide range of military justice issues which a commander must be advised on, such as: search and seizure, pretrial restraint, alternate case dispositions, crime reporting, etc. This does not include advice given pursuant to Article 34, Uniform Code of Military Justice (UCMJ), or Rule of Courts-Martial (R.C.M.) 1109.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

1. Review a set of facts.
2. Identify the legal issues the facts present.
3. Conduct legal research necessary to address the issues.
4. Apply the law and regulations to the facts.
5. Advise the commander on legal obligations.
6. Advise the commander on risks and potential outcomes.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCBul 5810 Criminal Justice Information Reporting Requirements and Interim Guidance
3. MCM Manual for Courts-Martial (current edition)
4. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
5. MCO 5800.14_ Victim Witness Assistance Program
6. MCO 5800.16 Legal Support and Administration Manual (LSAM)
7. SECNAVINST 1920.6_ Administrative Separation of Officers

4402-MILJ-2012: Perform as a Regional Victim Witness Liaison Officer

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

READINESS-CODED: NO

DESCRIPTION: In support of military justice practice a judge advocate will be assigned to serve as the Victim Witness Liaison Officer (VWLO). Responsibilities include training, chairing meetings, inspecting unit programs, and gathering data.

MOS PERFORMING: 4402

BILLETS: Civil Law Attorney, Legal Assistance Attorney

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an appointment in writing and access to automated systems.

STANDARD: To protect and preserve the rights of victims and witnesses IAW MCO 5800.14_.

PERFORMANCE STEPS:

1. Review the reference.
2. Maintain a list of VWLOs in the region.
3. Chair a quarterly VWAP council meeting.
4. Conduct a semi-annual regional VWAP meeting.
5. Provide VWAP training.
6. Liaise with appropriate MSC SJA.
7. Inspect units for VWAP compliance.
8. Provide public access to VWAP information.
9. Validate victims and witnesses are being notified of their rights.
10. Assist victims in exercising their rights and obtaining support, when appropriate.
11. Compile VWAP data.
12. Forward data, as appropriate.

REFERENCES:

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

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The approved database referenced in Performance Step #11 would be the Case Management System.

4402-MILJ-2013: Perform as a Victims' Legal Counsel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Represent victims of qualifying offenses during reporting, investigation, and all phases of the military justice process. More complex litigation procedures are involved in representing crime victims, therefore specialized training and certification by the Staff Judge Advocate to the Commandant is required.

MOS PERFORMING: 4402, 4409

BILLETS: Regional Victim Legal Counsel, Victim Legal Counsel, Victim Legal Counsel of the Marine Corps

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated systems.

STANDARD: To ensure competent, diligent, and ethical representation for victims of crimes IAW MCO 5800.16_.

PERFORMANCE STEPS:

1. Determine client eligibility for services.
2. Resolve conflicts of interest.
3. Conduct intake with prospective client.
4. Identify risks to prospective client welfare.
5. Advise prospective client of rights.
6. Provide information about military justice process.
7. Inform prospective client of other available resources.
8. Form attorney-client relationship.
9. Provide legal advice and counseling.
10. Represent client at all stages of the military justice process.
11. Coordinate with appropriate authorities on client issues.
12. Provide limited legal assistance services.
13. Advise client on appellate issues.
14. Represent client in post-trial process.
15. Terminate attorney-client relationship, as appropriate.
16. Maintain case file.

REFERENCES:

1. Uniform Rules of Practice for U.S. Navy-Marine Corps Trial Judiciary
 2. Victim Legal Counsel Organization Manual
 3. DA PAM 27-9 Military Judge's Benchbook (current edition)
 4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 6. MCM Manual for Courts-Martial (current edition)
 7. MCO 5800.14_ Victim Witness Assistance Program
 8. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 9. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate Practice and Procedure (current edition)
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4402-MILJ-2014: Perform as Victims' Legal Counsel for child clients

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

READINESS-CODED: NO

DESCRIPTION: Represent child victims of qualifying offenses during investigation and all phases of the military justice process. More complex litigation procedures are involved in representing child crime victims, therefore specialized training and certification are required prior to detailing.

MOS PERFORMING: 4402, 4409

BILLETS: Auxiliary Victims' Legal Counsel, Regional Victim Legal Counsel, Victim Legal Counsel, Victims' Legal Counsel Organization Deputy Officer-in-Charge, Victims' Legal Counsel Organization Officer-in-Charge

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated systems.

STANDARD: To ensure competent, diligent, and ethical representation.

PERFORMANCE STEPS:

1. Determine eligibility for services.
2. Resolve conflicts of interest.
3. Conduct intake with prospective client.
4. Identify risks to prospective client welfare.
5. Evaluate capacity of prospective client.
6. Identify designee, as necessary.
7. Advise prospective client of rights.
8. Provide information about military justice process.
9. Inform prospective client of other available resources.
10. Form attorney-client relationship.
11. Provide legal advice and counseling.
12. Represent client at all stages of the military justice process.
13. Coordinate with appropriate authorities on client issues.
14. Provide limited legal assistance services.
15. Advise client on appellate issues.
16. Represent client in post-trial process.
17. Terminate attorney-client relationship.
18. Maintain case file.

REFERENCES:

1. Uniform Rules of Practice for U.S. Navy-Marine Corps Trial Judiciary
2. Victim Legal Counsel Organization Manual
3. DA PAM 27-9 Military Judge's Benchbook (current edition)
4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
5. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
6. MCM Manual for Courts-Martial (current edition)
7. MCO 5800.14_ Victim Witness Assistance Program
8. MCO 5800.16 Legal Support and Administration Manual (LSAM)
9. NMCCA Navy and Marine Corps Court of Criminal Appeals Rules of Appellate

Practice and Procedure (current edition)

4402-MILJ-2015: Perform as Victim's Legal Counsel on appellate issues

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

READINESS-CODED: NO

DESCRIPTION: Represent victims of qualifying offenses at the appellate level. Victims' Legal Counsel practice is unique in that a Victims' Legal Counsel may be responsible for representing a client at both the trial and appellate level. Specialized training is therefore required.

MOS PERFORMING: 4402, 4409

BILLETS: Appellate Victim Legal Counsel

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given receipt of a defense written brief or Article 62 appeal affecting a named victim, and access to automated systems.

STANDARD: To ensure competent and ethical representation for crime victims.

PERFORMANCE STEPS:

1. Review authenticated record of trial.
2. Identify conflicts of interest.
3. Form attorney-client relationship with the client upon receipt of appellate matter.
4. Identify appellate issue.
5. Consult with client.
6. Evaluate all available evidence.
7. Review legal options with client.
8. File petition for relief, if appropriate.
9. File appellate motion, if appropriate.
10. Respond to appellate motion, if appropriate.
11. Represent client before appellate court.
12. Maintain case file.
13. Maintain personal conflict log.

REFERENCES:

1. Court of Criminal Appeals Rules of Appellate Practice and Procedure
2. Victim Legal Counsel Organization Manual
3. CAAF Court of Appeals for the Armed Forces Rules of Appellate Practice and Procedure (current edition)
4. DA PAM 27-9 Military Judge's Benchbook (current edition)
5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
7. MCM Manual for Courts-Martial (current edition)
8. MCO 5800.16 Legal Support and Administration Manual (LSAM)

9. U.S. Supreme Court Rules for Practice and Procedure

4402-MILJ-2016: Perform as a Special Victim Investigation and Prosecution (SVIP) qualified trial counsel

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

READINESS-CODED: NO

DESCRIPTION: Representing the government at courts-martial that involve offenses which involve a victim of child abuse, sexual assault, domestic violence, or other felony offense requires specialized training that is not required for counsel litigating in other criminal cases. Special victim cases require greater experience, education, increased coordination of experts, and more refined trial skills. Increased congressional and public interest in special victim's cases has led to the establishment of legal and regulatory requirements concerning the training of such counsel.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated systems.

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

PERFORMANCE STEPS:

1. Determine pretrial restraint status of accused.
2. Conduct IRO hearing, if necessary.
3. Review supporting documentation and evidence.
4. Coordinate with local, state, and federal law enforcement and prosecution authorities, as needed.
5. Identify and coordinate follow-on investigatory actions.
6. Obtain subpoenas, pretrial judicial orders, and warrants.
7. Serve subpoenas, pretrial judicial orders, and warrants.
8. Liaise with Victims' Legal Counsel, as appropriate.
9. Draft Case Analysis Memorandum, as needed or if requested.
10. Consult with convening authority and SJA of accused, as necessary.
11. Consult with SJA and commanding officer of victim regarding initial disposition.
12. Prefer charges.
13. Maintain case status updates in all required databases.
14. Conduct pretrial negotiations, if appropriate.
15. Represent government at Article 32, if required.
16. Refer charges.
17. Provide discovery.
18. Respond to discovery and production requests, as appropriate.

19. Identify potential expert witnesses.
20. Litigate motions, as necessary.
21. Prepare case for presentation at trial.
22. Prepare witness testimony for trial.
23. Comply with Victim/Witness Assistance Program requirements.
24. Coordinate trial logistics.
25. Coordinate the courtroom security assessment.
26. Present the government's case at trial.
27. Debrief victim and victim's counsel regarding trial results.
28. Distribute Statement of Trial Results.
29. Conduct Post-trial Motions, if necessary.
30. Inform commanders, NCIS, CID, and other law enforcement agencies of any court findings or convictions prohibiting an individual from receiving, possessing, transporting, or shipping a firearm or ammunition.
31. Inform commanders via SJA/Legal Officer of the requirement to notify States of any court findings or convictions requiring sex offender registration or other collateral consequences IAW the DODI 5525.20.

REFERENCES:

1. National Defense Authorization Act for Fiscal Year 2013
2. National Defense Authorization Act for Fiscal Year 2014
3. National Defense Authorization Act for Fiscal Year 2016
4. DA PAM 27-9 Military Judge's Benchbook (current edition)
5. DOD DTM-14-003 DoD Implementation of Special Victim Capability (SVC) Prosecution and Legal Support
6. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
7. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
8. MCBul 5800 Military Justice Requirements and Implementation Guidance
9. MCBul 5810 Criminal Justice Information Reporting Requirements and Interim Guidance
10. MCM Manual for Courts-Martial (current edition)
11. MCO 1752.5_ Sexual Assault Prevention and Response (SAPR) Program
12. MCO 5800.14_ Victim Witness Assistance Program
13. MCO 5800.16 Legal Support and Administration Manual (LSAM)
14. SECNAVINST 1752.4_ Sexual Assault Prevention and Response

4402-OPLW-2001: Advise a commander and staff on the law of war

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: The duties of a qualified legal adviser in the law of war may include the provision of comprehensive legal advice concerning: key aspects of law of war treaties, customary international law, and relevant United States policy directly affecting military operations; key provisions of arms control treaties, executive orders, joint instructions, and relevant United States policies; reporting, investigation, and adjudication of violations of the law of war; the concept of command responsibility for the conduct of military operations, including compliance with the law of war; ROE/RUF, including mission-specific advice; intelligence operations; the international and domestic law authorities for the use of force; International Human Rights law and its impact on military operations; information operations; fiscal law and its impact on military operations; adjudication of claims for damage, loss, or injury arising from military operations; SOFA and international agreements impacting MAGTF/JTF deployments; a judge advocate's role and responsibilities within the Joint and Marine Corps Planning Processes; detainee operations; humanitarian assistance and disaster relief (HA/DR) operations; security cooperation activities, including rule of law (ROL) activities; cyberspace operations, including cyber security operations; domestic operations, including installation anti-terrorism and force protection activities; international law, to include the Vienna Convention on Diplomatic Relations, and United States policy concerning diplomatic relations and how they impact MAGTF/JTF operations, and in particular, non-combatant evacuation operations; and stability operations.

MOS PERFORMING: 4402, 4405

BILLETS: MAGTF/JTF Deputy Staff Judge Advocate, MAGTF/JTF Judge Advocate, MAGTF/JTF Operational Law Chief, MAGTF/JTF Staff Judge Advocate, MEU Staff Judge Advocate, SPMAGTF Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military operation, or exercise, while operating in a joint, coalition, or combined environment, as part of a staff with access to automated systems.

STANDARD: To provide accurate, comprehensive, timely, and relevant advice to a MAGTF/JTF commander within designated time limits.

PERFORMANCE STEPS:

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

REFERENCES:

1. 1980 Convention on the Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May be Deemed to be Excessively Injurious or to have Indiscriminate Effects and Protocols
2. Combatant Command, Theater, or Campaign Rules of Engagement/Rules for the Use of Force

3. Department of Defense Law of War Manual (current edition)
4. Fiscal Law Deskbook - The Judge Advocate General Legal School and Center (current edition)
5. Geneva Conventions of 1949
6. Law of War Documentary Supplement The Judge Advocate General Legal School and Center (current edition)
7. Operational Law Handbook, The Judge Advocate General Legal School and Center (current edition)
8. Host Nation Status of Forces Agreement (SOFA)
9. CJCSI 3121.01_ Standing Rules of Engagement for U. S. Forces
10. DoD 5240.1-R Procedures governing the activities of DoD intelligence Components that affect United States Persons
11. DOD DIR 2311.01_ DoD Law of War Program
12. DoD Directive 5148.13 Intelligence Oversight
13. DoD Manual 5240.01 Procedures Governing the Conduct of DoD Intelligence Activities
14. DoDI 6055.07 Mishap Notification, Investigation, Reporting, and Record Keeping
15. E. O. 12333 United States Intelligence Activities
16. FM 27-10/MCTP 11-10C Law of Land Warfare
17. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
18. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf of and Against the Government
19. MCM Manual for Courts-Martial (current edition)
20. MCO 3100.4 Cyberspace Operations
21. MCO 3120.10 Marine Corps Information Operations Program
22. MCO 3300.4 Marine Corps Law of War Program
23. MCO 5239.2B Marine Corps Cybersecurity Program
24. MCTP 11-10C The Law of Land Warfare
25. MCWP 2-10 Intelligence Operations
26. MCWP 5-10 Marine Corps Planning Process
27. NWP 1-14 The Commander's Handbook on the Law of Naval Operations
28. TJAGSA JA-422 The Judge Advocate General's Legal School and Law Center U.S. Army, Operational Law Handbook (current edition)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

1. To sustain or increase competency, advanced operational law training for qualified legal advisers is available and recommended to train this task to standard via the NJS, TJAGLCS, or the U.S. Air Force's Judge Advocate General's School.
2. Commanders and SJAs should obtain additional formal training for personnel assigned to key billets which is available and recommended to train the below tasks to standard:
 - a. Joint targeting via the Joint Chiefs of Staff Joint Targeting School.
 - b. Humanitarian assistance and disaster relief operations via the U.S. Office of Foreign Disaster Assistance, U.S. Agency for International Development.
 - c. Information operations via the Expeditionary Warfare Training Group, Atlantic, or similar instructional program.
 - d. Security cooperation planning and operations via the Marine Corps Security Cooperation Group.
 - e. Civil-military operations via the Marine Corps Civil-Military Operations School.
 - f. Counter-intelligence/human intelligence activities via the Defense Intelligence Agency.

4402-OPLW-2002: Advise the commander and staff on cyberspace law

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

READINESS-CODED: NO

DESCRIPTION: The duties of a cyberspace law attorney may include, but are not limited to: international law that impacts armed conflict; ROE/RUF; international agreements; information operations; cyberspace and cyber security operations; intelligence activities; and, domestic operations.

MOS PERFORMING: 4402, 4405, 4417

BILLETS: MARFOR Deputy Staff Judge Advocate, MARFORCYBER Staff Judge Advocate, MEF Deputy Staff Judge Advocate

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a concept of operations that employs cyberspace effects while assigned to a command or agency staff that executes cyberspace authorities and/or responsibilities.

STANDARD: To provide competent, timely, and relevant advice in designated time limits.

PERFORMANCE STEPS:

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

REFERENCES:

1. Combatant Command, Theater, or Campaign Rules of Engagement/Rules for the Use of Force
2. Department of Defense Law of War Manual (current edition)
3. Fiscal Law Deskbook - The Judge Advocate General Legal School and Center (current edition)
4. Geneva Conventions of 1949
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. Host Nation Status of Forces Agreement (SOFA)
8. CJCSI 3121.01_ Standing Rules of Engagement for U. S. Forces

9. DoD 5240.1-R Procedures governing the activities of DoD intelligence Components that affect United States Persons
10. DOD DIR 2311.01_ DoD Law of War Program
11. DoD Directive 5148.13 Intelligence Oversight
12. DoD Manual 5240.01 Procedures Governing the Conduct of DoD Intelligence Activities
13. DoDI 6055.07 Mishap Notification, Investigation, Reporting, and Record Keeping
14. DoDI 8500.01 Cybersecurity
15. DoDI S-3325.10 Human Intelligence Activities in Cyberspace
16. DoDI S-5240.23 Counterintelligence Activities in Cyberspace
17. E. O. 12333 United States Intelligence Activities
18. FM 27-10/MCTP 11-10C Law of Land Warfare
19. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
20. JAGINST 5890.1_ Administrative Processing and Consideration of Claims on Behalf of and Against the Government
21. MCM Manual for Courts-Martial (current edition)
22. MCO 3100.4 Cyberspace Operations
23. MCO 3120.10 Marine Corps Information Operations Program
24. MCO 3300.4 Marine Corps Law of War Program
25. MCO 5239.2B Marine Corps Cybersecurity Program
26. MCTP 11-10C The Law of Land Warfare
27. MCWP 2-10 Intelligence Operations
28. MCWP 5-10 Marine Corps Planning Process
29. NWP 1-14 The Commander's Handbook on the Law of Naval Operations

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

Commanders and SJAs should obtain advanced cyberspace law training for judge advocates assigned to cyberspace commands. The following training is available and recommended to train this task to standard:

1. Introduction to Cyberspace Operations (DL course available on NJS Blackboard online)
2. CID AF-CLB Cyber Law Course, Maxwell AFB, Alabama
3. CID ADCYB Advanced Cyber Operational Law, National Capital Region
4. CID INTELL Intelligence Law, TJAGLCS, Virginia

4402-REVW-2001: Conduct judge advocate review

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

READINESS-CODED: NO

DESCRIPTION: For courts-martial which will not be reviewed under Article 66, or Article 69, a judge advocate must provide appropriate legal review.

MOS PERFORMING: 4402

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

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

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a Court-Martial record of trial requiring review under Article 64(a).

STANDARD: To ensure legal sufficiency of the conviction IAW R.C.M. 1112.

PERFORMANCE STEPS:

1. Review record of trial.
2. Identify deficiencies, if necessary.
3. Coordinate corrective action, if necessary.
4. Execute judge advocate review letter.
5. Forward a copy to appropriate Convening Authority (CA).
6. Maintain original case file.

REFERENCES:

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

4402-RE VW-2002: Provide Staff Judge Advocate Review (SJAR)

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

READINESS-CODED: NO

DESCRIPTION: Courts-martial subject to review under Articles 66 or 69 require the Staff Judge Advocate (SJA) to take action. The Post-Trial Action documents capture all relevant advice to the Convening Authority on post-trial matters and clemency powers. Accordingly, the SJA review is dedicated to identifying case results, accused and victim requests, and making recommendations on what action the Convening Authority should take.

MOS PERFORMING: 4402

BILLETS: Deputy Staff Judge Advocate, Staff Judge Advocate

GRADES: MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a court-martial record of trial requiring appellate or Office of the Judge Advocate General (OJAG) review.

STANDARD: To provide the convening authority with legal sufficiency review and post-trial matters for their consideration.

PERFORMANCE STEPS:

1. Review court-martial record.
2. Review post-trial matters, if applicable.
3. Determine appropriate advice.
4. Execute SJA recommendation (SJAR).

5. Serve completed SJAR on accused, defense counsel, victim, and/or victim legal counsel, as appropriate.
6. Execute Addendum SJAR, as appropriate.
7. Forward to appropriate convening authority.
8. Retain file copy.

REFERENCES :

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

LEGAL T&R MANUAL

CHAPTER 5

MOS 4421 INDIVIDUAL EVENTS

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LEGAL T&R MANUAL

CHAPTER 5

MOS 4421 INDIVIDUAL EVENTS

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

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

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

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

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

<u>Code</u>	<u>Description</u>
ADLW	Administrative Law
ADMN	Administration
BLAW	Basic Common Legal Skills
BSKL	Basic Common Non-Legal Skills
CVLW	Civil Law
LGAS	Legal Assistance
MGMT	Management
MILJ	Military Justice
OPLW	Operational Law
OSJA	Office of the Staff Judge Advocate
REVV	Review

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

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

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

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or

field environment and with the aid of references are common conditions for all Occupational Field 44 tasks.

5002. INDEX OF INDIVIDUAL 1000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
4421-ADLW-1001	NO	Prepare a transcript of board proceedings	5-3
4421-BLAW-1001	NO	Conduct basic legal research	5-4
4421-BSKL-1001	NO	Maintain correspondence files	5-4
4421-BSKL-1002	NO	Perform client intake	5-5
4421-MILJ-1001	NO	Prepare court-martial charge sheet	5-5
4421-MILJ-1002	NO	Provide litigation support	5-6
4421-RE VW-1001	NO	Prepare post-trial documents	5-7

5003. 1000-LEVEL EVENTS

4421-ADLW-1001: Prepare a transcript of board proceedings

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

BILLETS: Administrative Law Clerk, Administrative Law Non-commissioned Officer (NCO)

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed administrative separation board package, findings worksheet, and access to automated systems.

STANDARD: To provide a summary of proceeding IAW MCO 1900.6_.

PERFORMANCE STEPS:

1. Review the references.
2. Draft a summary of proceedings.
3. Forward record of proceedings for review to appropriate party.

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

4421-BLAW-1001: Conduct basic legal research

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

STANDARD: To provide a basic summary of the facts and the applicable legal rule to prepare legal documents.

PERFORMANCE STEPS:

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

REFERENCES:

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

4421-BSKL-1001: Maintain correspondence files

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given legal and non-legal correspondence.

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

PERFORMANCE STEPS:

1. Review references.

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

REFERENCES:

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

4421-BSKL-1002: Perform client intake

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospective client.

STANDARD: To ensure the appropriate representation of eligible clients is provided IAW JAGINST 5800.7_.

PERFORMANCE STEPS:

1. Identify client issue.
2. Determine client eligibility.
3. Identify any conflicts of interest.
4. Forward to appropriate counsel.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 5800.14_ Victim Witness Assistance Program
-

4421-MILJ-1001: Prepare court-martial charge sheet

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

READINESS-CODED: NO

DESCRIPTION: To review all evidentiary material and apply all applicable violations of the Uniform Code of Military Justice in the drafting of the charge sheet (DD Form 458).

MOS PERFORMING: 4421

BILLETS: Trial Service Clerk, Trial Services Non-Commissioned Officer (NCO)

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Request for Legal Services (RLS), a DD Form 458, supporting evidence, and access to automated systems.

STANDARD: To provide verified documentation that can be utilized for legal matters IAW the MCM.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting documentation for accuracy and completeness.
2. Review evidentiary material.
3. Create proof matrix.
4. Produce charge sheet (DD Form 458).
5. Proofread the charge sheet.
6. Route charge sheet through SNCOIC for review by trial counsel.
7. Prefer charges.

REFERENCES:

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

4421-MILJ-1002: Provide litigation support

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

READINESS-CODED: NO

DESCRIPTION: To assist detailed counsel with all administration and logistics leading up to trial; to include legal research and writing, witness preparation, and exhibit preparation.

MOS PERFORMING: 4421

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a preferred charge sheet and supporting documents.

STANDARD: To the judge advocate within the timelines established by counsel.

PERFORMANCE STEPS:

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

REFERENCES:

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

4421-RE VW-1001: Prepare post-trial documents

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

READINESS-CODED: NO

DESCRIPTION: To compile post-trial documents as outlined in the references, which are required to complete the post-trial process. A complete court-martial record includes the audio file, transcribed text, and allied papers.

MOS PERFORMING: 4421

BILLETS: Regional Review Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an adjourned court-martial, including all audio recordings, pre-trial matters, exhibits, and pertinent documents.

STANDARD: To ensure post-trial processing of court-martial documents in accordance with the MCM Rules for Courts-Martial and with timelines established by case law.

PERFORMANCE STEPS:

1. Review the court-martial record.
2. Update electronic case management system.
3. Prepare post-trial action document for the Staff Judge Advocate and Convening Authority.

REFERENCES:

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

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

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This event supports the collective event LSVC-MILJ-7001, Conduct a court-martial.

5004. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
4421-ADLW-2001	NO	Represent the government in administrative separation proceedings	5-8
4421-ADMN-2001	NO	Maintain law office publications	5-9
4421-ADMN-2002	NO	Maintain case management databases	5-10
4421-BLAW-2001	NO	Prepare legal memoranda	5-10
4421-BLAW-2002	NO	Conduct an initial witness interview	5-11
4421-BSKL-2001	NO	Safeguard sensitive and/or Classified Military Information (CMI)	5-12
4421-CVLW-2001	NO	Provide assistance and guidance to claimant	5-13
4421-LGAS-2001	NO	Prepare legal assistance documentation	5-13
4421-LGAS-2002	NO	Notarize documents	5-14
4421-MGMT-2001	NO	Conduct legal inspections	5-15
4421-MGMT-2002	NO	Manage correspondence files	5-16
4421-MILJ-2001	NO	Support complex litigation case	5-17
4421-MILJ-2002	NO	Prepare courtroom for proceedings	5-18
4421-MILJ-2003	NO	Facilitate expert support procurement	5-18
4421-MILJ-2004	NO	Safeguard evidence	5-19
4421-MILJ-2005	NO	Process travel orders for witness travel	5-20
4421-OPLW-2001	NO	Prepare Rules of Engagement (ROE) card	5-21
4421-OSJA-2001	NO	Review administrative separation package	5-21
4421-OSJA-2002	NO	Process administrative investigations	5-22
4421-OSJA-2003	NO	Administer legal office budget	5-23
4421-OSJA-2004	NO	Prepare Officer Non-Judicial Punishment (NJP)	5-23
4421-OSJA-2005	NO	Prepare criminal activity, disciplinary infractions, and court-martial reports	5-24
4421-OSJA-2006	NO	Prepare court-martial convening orders	5-24
4421-RE VW-2001	NO	Distribute record of court-martial	5-25

5005. 2000-LEVEL EVENTS

4421-ADLW-2001: Represent the government in administrative separation proceedings

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

READINESS-CODED: NO

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

MOS PERFORMING: 4421

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given authorization by the cognizant Staff Judge Advocate and an administrative separation package.

STANDARD: To provide representation that exploits all practical sources of information in order for the board to make a recommendation to the Convening Authority.

PERFORMANCE STEPS:

1. Conduct legal sufficiency review.
2. Prepare presentation of evidence.
3. Coordinate board logistics.
4. Conduct board.
5. Produce the record of proceedings.
6. Route record for authentication.
7. Ensure Victim-Witness Assistance Program compliance.
8. Forward administrative separation package to SJA.

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO 5800.14_ Victim Witness Assistance Program
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

4421-ADMN-2001: Maintain law office publications

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of law office publications.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics Equipment Regulations
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 3. NAVMC 2761 Catalog of Publications
-

4421-ADMN-2002: Maintain case management databases

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

READINESS-CODED: NO

DESCRIPTION: This includes case management systems (databases) designed to track cases from inception to completion. These databases include the Military Justice Case Management System (CMS), Legal Assistance CMS, Administrative Law CMS, DSO Case Information System (CIS), and other related Microsoft Office Suite databases.

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: DISTLEARN

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

STANDARD: To ensure accurate depiction of current case status at each stage of the process.

PERFORMANCE STEPS:

1. Input the information.
2. Update status.
3. Review RLS, if applicable.
4. Review external reports, if applicable.
5. Review case management report.
6. Review case management file processing.
7. Identify discrepancies, if any.
8. Resolve discrepancies.
9. Produce reports.

REFERENCES:

1. HQMC Case Management System Desktop Guide Headquarters, U.S. Marine Corps, Code JAD, Case Management System Desktop Guide
2. MARADMIN 062/10 Implementation of Case Management System for Courts-Martial
3. MCM Manual for Courts-Martial (current edition)

4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
5. U.S. Government Printing Office Style Manual (Current edition)

MISCELLANEOUS:

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

4421-BLAW-2001: Prepare legal memoranda

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

READINESS-CODED: NO

DESCRIPTION: Documents being prepared include: ethics opinions, pre-trial agreements, motions, subpoena, and stipulations of fact.

MOS PERFORMING: 4421

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue.

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

PERFORMANCE STEPS:

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

REFERENCES:

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

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

The preparation of legal memoranda has two critical functions: legal research and ethics review/opinions. Two formal courses exist currently to satisfy the new "combined" formal training event, the Paralegal Research and Writing Course (CID: N05LN81) and the Legal Ethics Course (CID: N05LN51). These two courses provide instruction on these critical functions and the two separate skills sets addressed by the

Event's performance steps. One course cannot be substituted for the other and in fact the Paralegal Research and Writing Course should be completed prior to the Legal Ethics Course in order to build the foundation for advanced learning and training.

4421-BLAW-2002: Conduct an initial witness interview

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a case file and potential witnesses.

STANDARD: To provide counsel with facts and information.

PERFORMANCE STEPS:

1. Contact the witness.
2. Record the interview, if applicable.
3. Summarize results.
4. Provide results of interview to appropriate counsel.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
 3. MCM Manual for Courts-Martial (current edition)
 4. SECNAV M-5216.5 Department of the Navy Correspondence Manual
-

4421-BSKL-2001: Safeguard sensitive and/or Classified Military Information (CMI)

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

READINESS-CODED: NO

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive and/or CMI and the proper clearance.

STANDARD: To protect sensitive and/or CMI and safeguard it from unauthorized release.

PERFORMANCE STEPS:

1. Identify CMI.
2. Coordinate with security manager, when required.
3. Ensure compliance with established security procedures.

REFERENCES:

1. Applicable Security Classification Guide
 2. MCO 5510.20_ Disclosure of Military Information to Foreign Governments and Interests
 3. Public Law 93-579 Privacy Act of 1974
 4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 5. SECNAV M-5510.36 _ Department of the Navy Information Security Program
-

4421-CVLW-2001: Provide assistance and guidance to claimant

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

READINESS-CODED: NO

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a claim against the government.

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

PERFORMANCE STEPS:

1. Review the claim.
2. Provide necessary documents.
3. Assist in forwarding to processing authority.

REFERENCES:

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

4421-LGAS-2001: Prepare legal assistance documentation

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

BILLETS: Legal Assistance Clerk, Legal Assistance Non-Commissioned Officer (NCO), Legal Assistance Staff Noncommissioned Officer (SNCO)

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an eligible client.

STANDARD: To provide a legal counsel(s) with verified documentation that can be utilized for legal matters.

PERFORMANCE STEPS:

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

REFERENCES:

1. State and Local Law
2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5 Department of the Navy Correspondence Manual

MISCELLANEOUS:

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

4421-LGAS-2002: Notarize documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

MOS PERFORMING: 4421

BILLETS: Legal Assistance Non-Commissioned Officer (NCO), Legal Assistance Staff Noncommissioned Officer (SNCO)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement, while serving in a legal billet under the direct supervision of a judge advocate or a legal assistant civilian attorney, and given a signed instrument, notary logbook, and notary stamp or notary seal.

STANDARD: To ensure signature on an instrument is actually that of the individual making the acknowledgment.

PERFORMANCE STEPS:

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

REFERENCES: JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

MISCELLANEOUS:

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

4421-MGMT-2001: Conduct legal inspections

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure a critical examination is conducted IAW MCO 5800.16.

PERFORMANCE STEPS:

1. Review inspection checklist.
2. Schedule inspection.

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

REFERENCES:

1. Article 6, Uniformed Code of Military Justice
2. Automated Inspection Reporting System (AIRS) 091 Detailed Inspection Checklist, Legal Services Support Section/Staff Judge Advocate Offices
3. Automated Inspection Reporting System (AIRS) 092 Detailed Inspection Checklist, Victim Witness Assistance Program
4. SJA to CMC Standardized Legal Support Inspection Checklist
5. AIRS Section 091 Legal Admin Automated Inspection Reporting System (AIRS) Detailed Inspection Checklist, Legal Administration, Section 090
6. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
7. MCM Manual for Courts-Martial (current edition)
8. MCO 5800.16 Legal Support and Administration Manual (LSAM)
9. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)

MISCELLANEOUS:

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

4421-MGMT-2002: Manage correspondence files

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement and access to automated systems.

STANDARD: To ensure records are properly maintained and disposed of IAW MCO 5210.11_.

PERFORMANCE STEPS:

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

REFERENCES :

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

4421-MILJ-2001: Support complex litigation case

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

READINESS-CODED: NO

DESCRIPTION: To assist counsel in complex cases with all administration and logistics throughout case milestones; to include charging applicable violations, legal research and writing, witness preparation, exhibit preparation. Utilize the paralegal program for substantive legal work through recognition, evaluation, organization, and analysis of relevant facts and legal concepts.

MOS PERFORMING: 4421, 8015

BILLETS: Paralegal, Trial Services Non-Commissioned Officer (NCO), Trial Services Staff Noncommissioned Officer (SNCO)

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Within the timelines established by the counsel.

PERFORMANCE STEPS:

1. Coordinate discovery with counsel.
2. Identify witnesses to include expert and consultants.
3. Coordinate subpoena for civilian witness or documents.
4. Coordinate court-martial logistics.

REFERENCES :

1. DA PAM 27-9 Military Judge's Benchbook (current edition)
2. DoDD 1030.1_ Victim and Witness Assistance
3. DoDI 1030.2_ Victim and Witness Assistance Procedures
4. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
5. JAGINST 5800.7_, Chapter 1 Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
6. JAGINST 5803.1_ Professional Conduct of Attorneys Practicing under the Cognizance and Supervision of the Judge Advocate General
7. MCM Manual for Courts-Martial (current edition)

8. MCO 5800.14_ Victim Witness Assistance Program
9. MCO 5800.16 Legal Support and Administration Manual (LSAM)
10. SECNAVINST 5800.11_ Victim and Witness Assistance Program
11. UCMJ Uniform Code of Military Justice

MISCELLANEOUS:

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

4421-MILJ-2002: Prepare courtroom for proceedings

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

READINESS-CODED: NO

DESCRIPTION: The necessary preparation of courtroom arrangements, audio/visual support, presentation functions, and members set-up prior to hearings. This event excludes audio as a court reporter function or responsibility.

MOS PERFORMING: 4421

BILLETS: Trial Service Clerk, Trial Services Non-Commissioned Officer (NCO)

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to set up a courtroom or hearing room and the references.

STANDARD: To ensure personnel, equipment and procedural needs are in compliance with Local Judicial Circuit Rules.

PERFORMANCE STEPS:

1. Determine type of proceedings.
2. Setup courtroom for appropriate forum.
3. Coordinate logistics.

REFERENCES:

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

4421-MILJ-2003: Facilitate expert support procurement

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

READINESS-CODED: NO

DESCRIPTION: The Trial Service Office is responsible for the facilitation of witness travel and logistics during the trial proceeding. The Office of the Staff Judge Advocate is responsible for the procurement of the expert witness and payment of services rendered.

MOS PERFORMING: 4421, 8015

BILLETS: Paralegal, Trial Services Chief

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

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

REFERENCES:

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

MISCELLANEOUS:

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

4421-MILJ-2004: Safeguard evidence

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

READINESS-CODED: NO

DESCRIPTION: To ensure properly handling and exchange of evidence and proper disposition.

MOS PERFORMING: 4421

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for legal services or an established case, and access to automated systems.

STANDARD: To obtain, handle or transfer evidence within the established timelines, rules and procedures within the MCM.

PERFORMANCE STEPS:

1. Identify evidence required.
2. Coordinate evidence collection, documentation and storage, if required.
3. Coordinate evidence review during trial.
4. Ensure chain of custody is maintained.
5. Coordinate post appeal disposition with appropriate authority.

REFERENCES:

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

CHAINED EVENTS:

INTERNAL SUPPORTING EVENTS: LSVJ-MILJ-4001

4421-MILJ-2005: Process travel orders for witness travel

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: DISTLEARN

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

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

PERFORMANCE STEPS:

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

REFERENCES: Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

4421-OPLW-2001: Prepare Rules of Engagement (ROE) card

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

READINESS-CODED: NO

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

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given intelligence information, references, a requirement in an operational setting, and access to an automated system.

STANDARD: To assist the SJA in conducting an ROE brief.

PERFORMANCE STEPS:

1. Produce draft.
2. Forward to SJA.

REFERENCES:

1. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
 2. TJAGSA JA-422 The Judge Advocate General's Legal School and Law Center
U.S. Army, Operational Law Handbook (current edition)
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4421-OSJA-2001: Review administrative separation package

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

READINESS-CODED: NO

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Clerk, Staff Judge Advocate Legal Chief, Staff Judge Advocate Non-Commissioned Officer (NCO), Staff Judge Advocate Staff Noncommissioned Officer-in-Charge (SNCOIC)

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed administrative separation package or Board of Inquiry (BOI).

STANDARD: To ensure the package is technically sufficient within established timelines.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure package is accurate and complete.
3. Forward for action.

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual
(MARCORSEPMAN)
 2. MCO 5800.14_ Victim Witness Assistance Program
 3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 4. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
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4421-OSJA-2002: Process administrative investigations

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

READINESS-CODED: NO

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Chief, Staff Judge Advocate Clerk, Staff Judge Advocate Non-Commissioned Officer (NCO)

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed investigation.

STANDARD: To prepare an endorsement for the appropriate authority within the established timelines.

PERFORMANCE STEPS:

1. Review investigation for technical compliance.
2. Recommend appropriate courses of action.
3. Forward for action.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 4400.150 Consumer-Level Supply Policy
4. SECNAV M-5510.36 _ Department of the Navy Information Security Program

4421-OSJA-2003: Administer legal office budget

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

READINESS-CODED: NO

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Legal 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.

REFERENCES: DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"

4421-OSJA-2004: Prepare Officer Non-Judicial Punishment (NJP)

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

READINESS-CODED: NO

DESCRIPTION: The function of the Office of the SJA to assist convening authorities in clerical preparations for Article 15 hearings.

MOS PERFORMING: 4421

BILLETS: Staff Judge Advocate Chief, Staff Judge Advocate Clerk, Staff Judge Advocate Non-Commissioned Officer (NCO)

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for an officer NJP.

STANDARD: To initiate the administrative process IAW SECNAVINST 1920.6_.

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5800.14_ Victim Witness Assistance Program
 4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
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4421-OSJA-2005: Prepare criminal activity, disciplinary infractions, and court-martial reports

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

READINESS-CODED: NO

DESCRIPTION: To provide statistical data on specific offenses and dispositions from all General Courts-Martial Convening Authorities.

MOS PERFORMING: 4421

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given appropriate statistics and data.

STANDARD: To verify data IAW JAGINST 5800.9_.

PERFORMANCE STEPS:

1. Gather data and relevant information.
2. Draft report(s).
3. Forward report to appropriate authority.

REFERENCES: JAGINST 5800.9_ Criminal Activity, Disciplinary Infractions, and Court-Martial Report

4421-OSJA-2006: Prepare court-martial convening orders

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

READINESS-CODED: NO

MOS PERFORMING: 4421

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for court-martial members.

STANDARD: To provide a valid list of detailed members to the trial services office.

PERFORMANCE STEPS:

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

REFERENCES:

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

4421-REVW-2001: Distribute record of court-martial

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

READINESS-CODED: NO

DESCRIPTION: The Post-Trial Office, upon receipt of the entry of judgment in a special or general court-martial, will compile the record of trial for certification. The contents of the record of trial will be in accordance with R.C.M. 1112 and Appendix V will be completed prior to certification.

MOS PERFORMING: 4421

BILLETS: Regional Review Chief, Regional Review Noncommissioned Officer (NCO), Regional Review Staff Noncommissioned Officer (SNCO)

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a complete court-martial record.

STANDARD: To ensure post-trial court-martial documents are served on all parties in accordance with the MCM Rules for Courts-Martial, Chapter 11, and within timelines established by case law.

PERFORMANCE STEPS:

1. Track using electronic case management system.
2. Serve record of court-martial on accused.
3. Serve record of court-martial on victim(s), if applicable.
4. Forward court-martial record to Staff Judge Advocate for review.
5. Forward court-martial to Convening Authority for action.
6. Provide court-martial record to Military Judge.
7. Forward completed record of trial and all post-trial actions to the appropriate appellate review authority.
8. Maintain file copy.
9. Forward appellate matters to Staff Judge Advocate, if necessary.

REFERENCES:

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

LEGAL T&R MANUAL

CHAPTER 6

MOS 4422 INDIVIDUAL EVENTS

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LEGAL T&R MANUAL

CHAPTER 6

MOS 4422 INDIVIDUAL EVENTS

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

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

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

Code	Description
4422	Legal Services Court Reporter

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

Code	Description
TRSB	Transcription

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

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

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

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

6002. INDEX OF INDIVIDUAL EVENTS

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4422-TRSB-2003	NO	Transcribe existing recording	6-4

4422-TRSB-2004	NO	Maintain court reporter archives	6-5
4422-TRSB-2005	NO	Produce certified verbatim transcript	6-6
4422-TRSB-2006	NO	Produce certified record of trial	6-6
4422-TRSB-2007	NO	Redact court-martial record	6-7

6003. 2000-LEVEL EVENTS

4422-TRSB-2001: Capture audio proceedings

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

READINESS-CODED: NO

DESCRIPTION: The recording and saving of an audio image of any proceeding to which a court reporter is detailed or assigned. Audio files are the result of recording hardware. The sound bites are capturing the actual voice of each part as is being said in real time. At the conclusion of each proceeding, the files need to be saved for future access. Capture is a verb used to describe the spoken words being recorded in such a manner that they can be replayed at a later time.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When a party to the proceeding is speaking on the record.

STANDARD: To ensure the information that is relayed can be utilized to support further legal proceedings IAW the Manual for Courts-Martial.

PERFORMANCE STEPS:

1. Create a new audio file.
2. Record proceedings.
3. Save audio file.

REFERENCES:

1. Current Computer Aided Transcription Software Operator's Manual
2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
3. MCM Manual for Courts-Martial (current edition)
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)

4422-TRSB-2002: Prepare courtroom for proceedings

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

READINESS-CODED: NO

DESCRIPTION: It is the court reporter's responsibility to ensure that the Court is adequately prepared. The performance steps contained in this task are distinct and separate from the tasks assigned in the trial services office personnel in the 4421 MOS chapter. The court reporter case file includes all matters submitted regarding the subject case, reporter worksheet(s), and previously recorded audio files.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an automated system and when detailed to a court-martial or hearing.

STANDARD: To ensure accurate capture of the record.

PERFORMANCE STEPS:

1. Transport equipment, digital recording device, and case file.
2. Conduct confidence checks.
3. Prepare court reporter worksheet.
4. Mark exhibits.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4422-TRSB-2003: Transcribe existing recording

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

READINESS-CODED: NO

DESCRIPTION: NCIS interviews and other media files must be transcribed to be used as evidence in a proceeding under the circuit rules. The audio/video file must be converted to an MP3 before this event can be conducted.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an automated system and an audio recording.

STANDARD: Within the established timelines set by the approval authority IAW MCO 5800.16.

PERFORMANCE STEPS:

1. Create transcript.
2. Proof transcript.
3. Provide transcript to requesting party.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
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4422-TRSB-2004: Maintain court reporter archives

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

READINESS-CODED: NO

DESCRIPTION: These archives are designed to allow for the reproduction of the audio, and transcript if applicable, upon request.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given record of proceedings and corresponding digital audio recordings.

STANDARD: To ensure the file may be retrieved when needed IAW SECNAVINST M-5210.1.

PERFORMANCE STEPS:

1. Clearly mark and maintain audio file and text document.
2. Retrieve archived audio file and text document upon request.
3. Dispose of archives when directed.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

4422-TRSB-2005: Produce certified verbatim transcript

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

READINESS-CODED: NO

DESCRIPTION: R.C.M. 1114, MCM, requires certification of any verbatim transcript derived from an official audio recording. Certification entails swearing that the contents of a produced transcript are an accurate translation of the official audio recording.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an assignment with a digital audio recording and an automated system.

STANDARD: To ensure that the text is a substantially verbatim account of the spoken word as captured in the audio files for use by higher courts and later legal proceedings.

PERFORMANCE STEPS:

1. Retrieve court reporter electronic case file.
2. Input case information into tracking database.
3. Translate audio file into text document, if necessary.
4. Proof rough draft for grammatical accuracy and appropriate sentence structure.
5. Prepare certification page.
6. Apply signature to certification page.
7. Attach certified verbatim transcript to record of trial.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 5. SECNAVINST 1920.6_ Administrative Separation of Officers
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4422-TRSB-2006: Produce certified record of trial

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

READINESS-CODED: NO

DESCRIPTION: R.C.M. 1112, MCM, requires certification of the record of trial after the entry of judgment. The record of trial consists of the required documents listed on DD Form 490, current edition. The court-martial record consists of the recording of all open sessions of the court-martial and, unless sealed, copies of, or access to, the evidence admitted at the court-martial, and appellate exhibits.

MOS PERFORMING: 4422

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a case file and court-martial record and an automated system.

STANDARD: Within the established timelines set by the approval authority IAW MCO 5800.16.

PERFORMANCE STEPS:

1. Create court-martial record.
2. Compile case documents.
3. Attach verbatim transcript, if required.
4. Prepare certification page.
5. Apply signature to certification page.
6. Distribute certified Record of Trial.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Performance Step #1 pertains to audio. Performance Step #2 is not the same procedure as Performance Step #1.

4422-TRSB-2007: Redact court-martial record

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

READINESS-CODED: NO

DESCRIPTION: R.C.M. 1112, MCM, require that any copy of the record of trial provided to a named or testifying victim shall not contain any portion of the record which the release would unlawfully violate the privacy interests of any person other than that victim.

MOS PERFORMING: 4422

BILLETS: Court Reporter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an automated system and a verbatim transcript and/or digital audio recording and/or exhibits and/or allied papers containing sealed portions or personally identifiable information.

STANDARD: Within the established timelines and ensuring that all privacy interests are protected in accordance with MCO 5800.16.

PERFORMANCE STEPS:

1. Clearly mark and identify personally identifiable information and sealed/closed/classified portions of the record.
2. Redact marked and identified portions of the record.
3. Save redacted file version.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. PUBLIC LAW 93-579 Privacy Act of 1974
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

LEGAL T&R MANUAL

CHAPTER 7

MOS 4430 INDIVIDUAL EVENTS

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LEGAL T&R MANUAL

CHAPTER 7

MOS 4430 INDIVIDUAL EVENTS

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

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

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

Code	Description
4430	Legal Administrative Officer

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

Code	Description
ADLW	Administrative Law
ADMN	Administration
BLAW	Basic Common Legal Skills
MGMT	Management
MILJ	Military Justice
OPLW	Operational Law

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

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

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

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

7002. INDEX OF INDIVIDUAL EVENTS

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7003. 2000-LEVEL EVENTS

4430-ADLW-2001: Review an administrative investigation

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

READINESS-CODED: NO

DESCRIPTION: This task remains a requirement due to the duties associated as a TAO and ALO. Administrative investigations include command investigations, line of duty determinations, missing or lost government property investigations, and other inquiries as noted in references 1 and 4. The cognizant Staff Judge Advocate performs a supervisory legal function in providing advice to the investigating officer, as well as providing command legal advice to the commanding officer who convened the investigation. The purpose of the review is to ensure the investigation is technically compliant, as well as meeting all necessary requirements as noted in reference 1.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given direction from a convening authority and access to an automated system.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. McBul 4440.4 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL)
3. MCM Manual for Courts-Martial (current edition)
4. MCO 4400.150 Consumer-Level Supply Policy
5. SECNAV M-5510.36 _ Department of the Navy Information Security Program

4430-ADLW-2002: Represent the government at an administrative separation board

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

READINESS-CODED: NO

DESCRIPTION: Representing the government at an administrative separation board includes gathering all necessary documentation, supporting materials and witnesses to allow the board to make an appropriate determination on whether the basis for separation exists, if separation is appropriate, and the characterization of service. This requires unbiased, competent and diligent advocacy on behalf of the convening authority, in addition to preparing logistical support for the board. Such support includes scheduling the board with the members and counsel for the respondent, setting up the hearing space, and ensuring required technology is available and functional.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given administrative separation proceedings where a board is requested and access to an automated system.

STANDARD: To provide competent, unbiased, and ethical representation of the government.

PERFORMANCE STEPS:

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

REFERENCES:

1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO 5800.14_ Victim Witness Assistance Program
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

4430-ADMN-2001: Administer legal office budget

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

READINESS-CODED: NO

DESCRIPTION: LSSS budgets normally consist of operation and maintenance (O&M) including sexual assault prevention and response (SAPR) special interest code funds. SAPR funds will only be obligated to support the prosecution, defense and victim representation for legal proceedings. In accordance with an NDAA, emerging legal requirements must be identified and funding must be secured. These items or services frequently are new requirements that may be subject to the POM process.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure all budget requirements are identified, reviewed, validated, and submitted IAW DOD FMR 7000.14-R.

PERFORMANCE STEPS:

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

REFERENCES:

1. SABRS User's Manual
 2. SMARTS User's Manual
 3. DOD FMR 7000.14-R DOD Financial Management Regulations (DoDFMR)
 4. MCO 7100.8_ Field Budget Guidance Manual
 5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 6. NAVMC 2664 USMC Financial Guidebook for Commanders
-

4430-ADMN-2002: Manage law office requisitions

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

READINESS-CODED: NO

DESCRIPTION: As necessary and in accordance with a National Defense Authorization Act, emerging legal requirements must be identified and procured. In general, managing law office requisitions includes purchasing office supplies and equipment as well as initiating contracts for equipment and services. This includes purchases with ServMart, GSA, and commercial vendors. Contracting will require coordination with the regional contracting office and preparation of information technology purchase request (ITPR), as applicable. The requisition process is completed after invoice reconciliation.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To document and track formalized processes required to improve efficiency, mission accomplishment and accountability.

PERFORMANCE STEPS:

1. Identify requirement.
2. Validate requirement.
3. Confirm funding.
4. Submit waivers, if required.
5. Submit purchase request.
6. Monitor procurement process.
7. Receive equipment/supplies/materials/publications/services.
8. Ensure proper records keeping.
9. Ensure payment is processed, if applicable.
10. Maintain required fiscal file.

REFERENCES:

1. General Service Administration (GSA) Schedule of Publications
 2. PR Builder
 3. Remedy Ticketing System
 4. MCO 4400.150 Consumer-Level Supply Policy
 5. MCO 5600.31 Marine Corps Printing, Publishing and Reprographics Equipment Regulations
 6. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4430-ADMN-2003: Notarize documents

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

READINESS-CODED: NO

DESCRIPTION: Under the authority of 10 U.S.C. 1044a, all Marine Corps officers with the MOS of 4430 while serving as legal administrative officers may perform notarial acts as outlined in reference 1. Distance learning training on this task is available at the JAD public website and is a requirement prior to conducting notarial duties.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given an instrument, notary logbook, and notary stamp or notary seal, and access to an automated system.

STANDARD: To verify the authenticity of an individual's signature on an instrument.

PERFORMANCE STEPS:

1. Verify identity of individual requesting notarial services.
2. Verify individual's eligibility.
3. Witness individual make an acknowledgement by signing document the instrument.
4. Sign name and print or stamp the authorizing title.
5. Emboss instrument(s) appropriately or in required area, if applicable.
6. Complete notary log.

REFERENCES:

1. 10 U.S.C. Title 10 U.S. Code
 2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 4. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
-

4430-ADMN-2004: Manage legal travel authorizations and vouchers

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

READINESS-CODED: NO

DESCRIPTION: Managing legal travel authorizations and vouchers includes monitoring authorizations and vouchers submitted via the Defense Travel System (DTS) for temporary additional duty travel of permanent personnel and victims and witnesses traveling for courts-martial. Authorizations and vouchers are reviewed and approved IAW references 1 and 2.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: DISTLEARN

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

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

PERFORMANCE STEPS:

1. Coordinate travel dates with traveler.
2. Create authorization, if applicable.
3. Review authorization, if applicable.
4. Route authorization, if applicable.
5. Approve authorization.
6. Create voucher or local voucher, if required.
7. Coordinate signature on voucher.

8. Review voucher or local voucher, if required.
9. Route voucher or local voucher, if required.
10. Certify voucher.
11. Track to completion vouchers/local vouchers for respective organization.
12. Ensure required reports are generated and worked to completion.

REFERENCES:

1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 2. Local Policies/Procedures Local Policies/Procedures
-

4430-ADMN-2005: Maintain courts-martial case status statistics

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

READINESS-CODED: NO

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

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Post-Trial Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed special or general court-martial and access to an automated system.

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

PERFORMANCE STEPS:

1. Ensure accurate completion of all post-trial fields in directed case management system.
2. Ensure report is produced within referenced timelines.
3. Take required action on report.
4. Maintain report.

REFERENCES:

1. MCM Manual for Courts-Martial (current edition)
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4430-ADMN-2006: Manage legal research resources

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

READINESS-CODED: NO

DESCRIPTION: Managing legal research resources includes, but is not limited to, conducting annual inventory of on-hand hard copy resources to ensure currency, establishing and maintaining computer-aided legal research (CALR) accounts with the Judge Advocate Division contracted commercial vendor, and validating receipt of publications provided by higher headquarters. Procurement of locally funded research resources may be required.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

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

PERFORMANCE STEPS:

1. Inventory resources.
2. Identify deficiencies.
3. Request resources, as required.
4. Procure resources, as required.
5. Administer CALR access.
6. Properly account for higher headquarters provided publications.
7. Distribute resources as appropriate.
8. Ensure proper deployment of supplemental pocket parts.

REFERENCES:

1. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics Equipment Regulations
2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
3. NAVMC 2761 Catalog of Publications

4430-BLAW-2001: Provide instruction on legal topics

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

READINESS-CODED: NO

DESCRIPTION: This task includes the coordination of the entire training event conducted normally by the LAO as well as the separate briefs relating to conducting administrative separation boards, post-trial processing, and requests for legal services to the complex trial team/trial services office. This includes legal instruction for units within a Legal Services Support Area (LSSA), i.e., semi-annual legal clerk training, legal officer training, and senior enlisted legal training, to improve their overall understanding and support of the legal process. This requires coordination with the cognizant SJA to develop curriculum prior to providing training.

MOS PERFORMING: 4430

BILLETTS: Administrative Law Officer, Legal Administrative Officer, Post-Trial Administrative Officer, Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to train non-44XX personnel, supervisor's guidance, and access to an automated system.

STANDARD: To train unit-level legal personnel and commanders on legal topics and processes within the Legal Services Support Sections in order to facilitate good order and discipline decisions and actions by the commander.

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCM Manual for Courts-Martial (current edition)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
5. NAVPERS 15560D Naval Military Personnel Manual (MILPERSMAN)

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

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

READINESS-CODED: NO

DESCRIPTION: This includes ensuring periodic training is conducted to meet sustainment intervals for all 44XX tasks.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a training and readiness task and known sustainment intervals and access to an automated system.

STANDARD: To ensure that personnel meet sustainment intervals for all 44XX tasks and that a review and validation is conducted on lesson plans and standard operating procedures.

PERFORMANCE STEPS:

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

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 1553.3_ Unit Training Management (UTM) Program
 3. NAVMC 3500.82_ Legal Services Training and Readiness Manual (Short Title: Legal Services T&R Manual)
-

4430-MGMT-2002: Conduct legal inspections

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

READINESS-CODED: NO

DESCRIPTION: The senior 4430 owns the Commanding General Inspection Program functional area inspection checklist for Legal Administration (5800.16) and Victim Witness Assistance Program (5800.14). 4430 personnel are tasked to augment the IGMC and local command inspection programs. This task also pertains to the Legal Support Inspection conducted IAW reference 1. Prior to conducting this duty, 4430 personnel should attend local and IGMC-hosted training.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer, Post-Trial Review Officer, Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure a critical examination is conducted IAW MCO 5800.16.

PERFORMANCE STEPS:

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

REFERENCES:

1. Article 6, Uniformed Code of Military Justice
2. SJA to CMC Standardized Legal Support Inspection Checklist
3. Detailed Inspection Checklist 5800.16 Legal Administration
4. Detailed Inspection Checklist 5800.14 Victim Witness Assistance Program
5. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
6. MCM Manual for Courts-Martial (current edition)
7. MCO 1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO 5800.16 Legal Support and Administration Manual (LSAM)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Formal training will require a Code JAD coordinated Mobile Training Team to meet the training requirement for this event.

4430-MGMT-2003: Advise on personnel resources

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

READINESS-CODED: NO

DESCRIPTION: Legal Administrative Officers and Administrative Law Officers (for an LSST) serve as advisers to the Officer in Charge on personnel matters. Advising on personnel resources includes the evaluation of current personnel and mission in order to ensure critical billets are manned sufficiently. This role may include facilitating table of organization and equipment change requests (TOECR) with higher headquarters.

MOS PERFORMING: 4430

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission statement, assigned personnel, and access to an automated system.

STANDARD: To ensure that staffing levels are balanced based on personnel movements, retention, attrition, or promotions.

PERFORMANCE STEPS:

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

REFERENCES:

1. MCO 5800.14_ Victim Witness Assistance Program
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. NAVMC 1200.1_ Military Occupational Specialties Manual
 5. Unit T/O&E Unit's Table of Organization and Equipment
-

4430-MGMT-2004: Manage correspondence files

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

READINESS-CODED: NO

DESCRIPTION: This includes various standard naval correspondence files as well as legal-specific files that have myriad disposition instructions in both hard copy and electronic forms.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure records are properly maintained, retained and disposed of IAW MCO 5210.11_.

PERFORMANCE STEPS:

1. Review the references.
2. Establish Files Outline.
3. Safeguard Personally Identifiable Information.
4. Inspect the records.
5. Identify deficiencies.

6. Identify record retention and disposition instructions.
7. Ensure retention and disposition as appropriate.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. SECNAV M-5210.1_ Department of the Navy Records Management Manual
 4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
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4430-MILJ-2001: Manage the procurement of expert support

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

READINESS-CODED: NO

DESCRIPTION: This task specifically refers to the coordination of expert witnesses at courts-martial and payment of honorarium fees for experts who provide training. Management of procuring expert support includes but is not limited to coordination with the cognizant SJA, comptroller, and/or regional contracting office. In order to have access to contracting and payment systems, such as PR Builder and Wide Area Work Flow (WAWF), the 4430 must first complete Contracting Officer Representative (COR) certification. Procurement must be compliant with the local comptroller and regional contracting office (RCO) SOPs. The 4430 is responsible for actions from initiation of contact with the expert through conclusion of payment reconciliation.

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure expert support is provided within the timelines established by the directing authority.

PERFORMANCE STEPS:

1. Review the support requirement.
2. Determine availability of adequate government resources, if applicable.
3. Route requirement to Convening Authority for approval.
4. Ensure Memorandum of Agreement is signed by CA and expert witness.
5. Coordinate with local contracting office, if required.
6. Notify all parties that contract is awarded.
7. Receive invoice.
8. Validate completion of expert support.
9. Ensure payment.
10. Maintain file.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
3. MCM Manual for Courts-Martial (current edition)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: There is a requirement for joint training for the 44XX Occupational Field to include MOSSs 4421, 4402 (including 4402s serving as a Staff Judge Advocate), and 4430 to better support complex litigation including sexual assault, capital cases, etc. All parties must be aware of his or her responsibility.

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

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

READINESS-CODED: NO

DESCRIPTION: It is critical to the overall legal mission that all personnel working in an LSSS and LSST understand the requirements of the VWAP. The approved database referenced in Performance Step #7 is the Military Justice Case Management System.

MOS PERFORMING: 4430

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to an automated system.

STANDARD: To ensure victims and witnesses are treated with dignity and respect and receive support IAW MCO 5800.14.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify key billet assignments.
3. Provide Victim-Witness Assistance Program (VWAP) training to unit personnel.
4. Conduct inspections.
5. Ensure accurate and timely VWAP data field entries and updates through approved database.
6. Produce reports as required.

REFERENCES:

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

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The Department of Justice provides funds on an annual basis to support formalized training for both Occupational Field 44 and civilian VWAP support personnel as well as Victim Witness Assistance Coordinators, Victim Witness Liaison Officers, Regional Victim Witness Liaison Officers, Law Enforcement Officers, and other command personnel.

4430-MILJ-2003: Manage litigation support

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

READINESS-CODED: NO

DESCRIPTION: This event's performance steps cover the totality of the Trial Administrative Officer's regional responsibilities and as a member of the Complex Trial Team. This task includes but is not limited to the scheduling and coordination of all facilities, information technology, access to and conduct of legal research.

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Request for Legal Services (RLS), supporting evidence, and access to an automated system.

STANDARD: To assist and ensure assistance with case preparation and to meet trial milestones in accordance with law and regulation.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting documentation for accuracy and completeness.
2. Track case in authorized database.
3. Supervise preparation of detailing package.
4. Review evidentiary material.
5. Ensure proper chain of custody of evidence.
6. Ensure proper storage of evidence.
7. Coordinate additional investigation, if required.
8. Review the charge sheet.
9. Route charge sheet to trial counsel.
10. Coordinate discovery with trial counsel, defense counsel and victims' legal counsel, if necessary.
11. Identify witnesses.
12. Coordinate witness production.
13. Coordinate evidence production.
14. Coordinate courtroom security support, if applicable.

15. Coordinate court-martial logistics.
16. Ensure Victim-Witness Assistance Program compliance.
17. Coordinate post-appeal disposition with law enforcement.

REFERENCES:

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

MISCELLANEOUS:

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

4430-MILJ-2004: Manage Case Management System

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

READINESS-CODED: NO

DESCRIPTION: The standard military justice (including through the post-trial process) Case Management System (CMS) module was initially created as a tool to lessen the amount of RFIs to the Fleet. This means that updates and information contained in CMS must be entered in a timely manner and be accurate and complete. For each and every case all fields must be completed with accurate information.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Post-Trial Administrative Officer, Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the electronic Case Management System.

STANDARD: To ensure timely and accurate information is recorded for each active case.

PERFORMANCE STEPS:

1. Audit the report weekly.
2. Ensure cases are created within prescribed timelines, if required.
3. Ensure all required fields contain accurate data.
4. Ensure cases are updated regularly.

5. Ensure cases are closed in a timely manner.

REFERENCES:

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

4430-MILJ-2005: Safeguard evidence

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

READINESS-CODED: NO

DESCRIPTION: It is crucial to the courts-martial process in ensuring a fair trial to maintain a proper chain of custody for each and every piece of evidence.

MOS PERFORMING: 4430

BILLETS: Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for legal services or an established case and access to an automated system.

STANDARD: To obtain, handle or transfer evidence within established timelines, rules, and procedures within the MCM.

PERFORMANCE STEPS:

1. Identify evidence required.
2. Ensure collection of evidence, documentation, and storage, if required.
3. Coordinate evidence review during trial.
4. Ensure chain of custody is maintained.
5. Coordinate post-appeal disposition with law enforcement.

REFERENCES:

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

4430-MILJ-2006: Coordinate courtroom security program

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

READINESS-CODED: NO

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Trial Services Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide courtroom security.

STANDARD: To ensure developed courtroom security measures are implemented.

PERFORMANCE STEPS:

1. Ensure risk assessment completion in a timely manner prior to the trial date.
2. Ensure courtroom security plan is created based on risk assessment determination.
3. Review developed courtroom security plan.
4. Route developed courtroom security plan for approval.
5. Supervise the distribution of the approved courtroom security plan.
6. Update courtroom security plan as needed.
7. Ensure properly trained personnel are assigned to courtroom security detail.
8. Supervise the implementation of courtroom security plan.
9. Debrief courtroom security personnel upon completion of military justice proceedings.
10. Contact local law enforcement during performance steps, as necessary.

REFERENCES:

1. Regional LSSS Courtroom Security Procedures/Program
 2. JAG/COMNAVLEGSVCCOMINST 5530.2_ Navy Courthouse Security Procedures
-

4430-MILJ-2007: Supervise post-trial processing

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

READINESS-CODED: NO

DESCRIPTION: This task is based on the MJA 16 post-trial process.

MOS PERFORMING: 4430

BILLETS: Post-Trial Administrative Officer

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: To comply with law, regulations and established timelines.

PERFORMANCE STEPS:

1. Ensure accurate audio redaction, if necessary.
2. Ensure accurate exhibit redaction, if applicable.
3. Ensure Court-Martial Record is provided to required parties within established timelines.
4. Proofread transcript, if necessary.
5. Ensure submitted matters from the accused and victim are provided to SJA in a timely manner, if required.
6. Track and ensure receipt of SJA recommendation and CA Action.
7. Track and ensure receipt of Entry of Judgement.
8. Certify or ensure certification of the record of trial.
9. Ensure copies of record of trial are provided to required parties.
10. Ensure record of trial with attachments is submitted to NAMARA within established timeframes.
11. Coordinate post-trial hearings, if required.

REFERENCES :

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. JAGINST 5813.1_ Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
-

4430-OPLW-2001: Advise commanders on foreign claims

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

READINESS-CODED: NO

DESCRIPTION: Although 4430s do not have specific tasks regarding domestic claims, knowledge of this task is required for a deploying 4430. Operational law attorneys should be consulted prior to the deployment.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a claim in a foreign country and access to an automated system.

STANDARD: To ensure the claim is processed IAW the 10 USC SEC 2734-2736 Foreign Claims Act.

PERFORMANCE STEPS:

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

REFERENCES :

1. 10 USC SEC 2734-2736 Foreign Claims Act (FCA)
 2. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 3. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
 4. TJAGSA JA-422 The Judge Advocate General's Legal School and Law Center
U.S. Army, Operational Law Handbook (current edition)
-

4430-OPLW-2002: Process detainee review package

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

READINESS-CODED: NO

DESCRIPTION: This task is specific to a deployed environment. Operational law attorneys should be consulted prior to the deployment.

MOS PERFORMING: 4430

BILLETS: Administrative Law Officer, Legal Administrative Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to an automated system.

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. Geneva Convention Relative to the Treatment of Prisoners of War (GPW)
2. Law of War Documentary Supplement The Judge Advocate General Legal School and Center (current edition)
3. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
4. TJAGSA JA-422 The Judge Advocate General's Legal School and Law Center
U.S. Army, Operational Law Handbook (current edition)

LEGAL T&R MANUAL

APPENDIX A

ACRONYMS

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
DoDFMR	Department of Defense Financial Management Regulations
DON	Department of the Navy
DTS	.Defense Travel System
EBUSOPSOFFINST	eBusiness Operations Office instruction
EOF	.Escalation of Force
EPW	.Enemy Prisoner of War
ERISA	.Employee Retirement Income Security Act

FCA. Foreign Claims Act
FM Fleet Manual
FMF. Fleet Marine Force
FOIA Freedom of Information Act
FTC. Federal Trade Commission
GCM. General Court-Martial
GPO. Government Printing Office
GPW. Geneva Prisoner of War
GSA. General Services Administration
GTCC Government Travel Charge Card
GTCCP. Government Travel Charge Program
HQADMINMAN HQMC Administrative Manual
HQMC Headquarters, Marine Corps
ICR. Individual Clothing Regulations
IHCA in hands of civilian authorities
IHFA in hands of foreign authorities
IMI. Internet managed instruction
IO investigating officer
IPO. initial public stock offering
IPSP Information and Personnel Security Program
IRAM Individual Records Administration Manual
ISP. Information Security Program
ITE. individual training event
JA Judge Advocate
JAG. Judge Advocate General
JAGINST. Judge Advocate General Instruction
JAGMAN Judge Advocate General Manual
JAR. Judge Advocate's Review
JCS. Joint Chiefs of Staff
JER. Joint Ethics Regulation
JFTR Joint Federal Travel Regulations
LCS. Legal Services Chief
LEGADMINMAN. Legal Administrative Manual
LSST Legal Services Support Team
LWAS Leave While Awaiting Separation
MARCORPROMMAN. Marine Corps Promotion Manual
MCAP Marine Corps Administrative Procedures
MCBul. Marine Corps Bulletin
MCM. Manual of Courts-Martial
MCTL Marine Corps Task List
MCCS Marine Corps Community Services
MCI. Marine Corps Institute
MCO. Marine Corps Order
MCTIM. Marine Corps Travel Instructions Manual
MET. Mission Essential Task
METL Mission Essential Task List
MOJT managed on-the-job training
MOS. military occupational specialty
MTF. message text format
NAMALA Navy and Marine Corps Appellate Leave Activity
NAMARA Navy and Marine Corps Appellate Review Activity
NATO North Atlantic Treaty Organization
NAVMC. Navy and Marine Corps
NAVSO. U.S. Naval Forces Southern Command
NAVSUP Navy Supply Systems Command
NCIS Naval Criminal Investigative Service
NDEA Non-DTS Entering Agent

NITA National Institute of Trial Advocacy
NJP. non-judicial punishment
NMCCA. Navy and Marine Corps Court of Criminal Appeals
NMOS Necessary Military Occupational Specialty
NTP. Naval Telecommunications Procedures
OMPF Official Military Personnel File
OPNAV Office of the Chief of Naval Operations
OPNAVINST. Office of the Chief of Naval Operations instruction
OPTA Organizational DTS Travel Agent
OQR. Officer Qualification Record
ORM. Operational Risk Management
PA Privacy Act
PCA. Personnel Claims Act
PES. Performance Evaluation System
PLAD Plain 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
RO Routing Official
RS Reporting Senior
SAT. Systems Approach to Training
SCM. Summary Court-Martial
SCRA Service Member's Civil Relief Act
SECNAVINST Secretary of the Navy Instruction
SGLI Servicemember's Group Life Insurance
SJA. Staff Judge Advocate
SJAR Staff Judge Advocate's Recommendation
SME. Subject Matter Expert
SNDL Standard Naval Distribution List
SOFA Status of Forces Agreement
SOP. standing operating procedure
SPCM Special Court-Martial
SRB. Service Record Book
SSIC standard subject identification code
TECOM. Training and Education Command
TFSP Total Force Structure Process
TJAGSA The Judge Advocate General School (Army)
T/E. table of equipment
T/O. table of organization
TOCR T/O change request
UA unauthorized absence
UCMJ Uniform Code of Military Justice
UIFSA. Uniform Interstate Family Support Act
UPB unit punishment book
U.S.C. United States Code
USERRA Uniformed Services Employment and Reemployment Rights Act of 1994
USFSPA Uniformed Services Former Spouses' Protection Act
USN. United States Navy
UTM. unit training management
WII. wounded, ill and injured

LEGAL T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

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

A

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

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

C

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

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

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

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

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

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

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

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

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

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

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

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

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

E

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

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

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

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

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

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

M

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

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

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

O

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

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.