

MCO 1510.51B
Individual Training Standards (ITS) System
for

LEGAL SERVICES
OCCFLD 44

Signed 23 Jun 99
T. S. JONES
By direction



Maximize the Common Ground Mini Viewer window to fill the screen. From the View menu, select the Table of Contents option and choose a level of "zoom." Navigate through the document pressing the PgUp and PgDn keys, using the Go To menu, or by double-clicking on a Table of Contents entry.

MCO 1510.51B
C 461
23 JUN 99

MARINE CORPS ORDER 1510.51B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR LEGAL SERVICES, OCCUPATIONAL FIELD (OCCFLD) 44

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards by Specific Category (MOJT, DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (7) for OccFld 44.

2. Cancellation. MCO 1510.51A

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and Functional Learning Center (FLC) directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. This revision updates the ITS for OccFld 44, Legal Services. The revision incorporates changes recommended by a Front End Analysis conducted in April, 1998, and validated by a Subject Matter Expert Conference in April, 1999.

5. Information. ITSs are used by unit commanders and FLC directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-The-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors will derive Terminal Learning

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Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by FLCs on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Advisors.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMACORSYSCOM) to integrate the acquisition of new equipment into FLC training per the published ITSs.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

T. S. JONES
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "08" represents one task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, rank, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

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b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PST's designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSs marked for initial training at the FLC. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSs that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, rank, or billet specific.
 - e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).
 - f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.
 - g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.
 - h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.
 - i. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.
 - j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
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MOS 4402, JUDGE ADVOCATE

DUTY AREA 01 - BASIC SKILLS

1)	4402.01.01	PERFORM LEGAL RESEARCH	X	X			12	1stLt	6-A-1
2)	4402.01.02	DRAFT LEGAL MEMORANDA	X	X			12	1stLt	6-A-1
3)	4402.01.03	DEMONSTRATE ORAL ADVOCACY SKILLS	X	X			12	1stLt	6-A-2
4)	4402.01.04	PROVIDE INSTRUCTION IN LEGAL MATTERS					12	1stLt	6-A-2
5)	4402.01.05	ORGANIZE TRIAL NOTEBOOK	X	X			12	1stLt	6-A-3
6)	4402.01.06	DEMONSTRATE NEGOTIATING SKILLS	X	X			12	1stLt	6-A-4
7)	4402.01.07	DEMONSTRATE INTERVIEWING SKILLS	X	X			12	1stLt	6-A-4
8)	4402.01.08	DEMONSTRATE INVESTIGATIVE SKILLS	X	X			12	1stLt	6-A-5
9)	4402.01.10	EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS	X	X			12	1stLt	6-A-5

ENCLOSURE (3)

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
10)	4402.01.11	EXTRACT PERTINENT INFORMATION FROM SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)/OFFICIAL MILITARY PERSONNEL FILE (OMPF)	X	X			12	1stLt	6-A-6

DUTY AREA 02 - ADMINISTRATIVE SUPPORT

1)	4402.02.01	REVIEW CORRESPONDENCE					12	1stLt	6-A-7
2)	4402.02.02	DRAFT CORRESPONDENCE					12	1stLt	6-A-7
3)	4402.02.03	CONDUCT LEGAL BRIEFINGS					12	1stLt	6-A-7
4)	4402.02.04	REVIEW MESSAGES					12	Maj	6-A-8
5)	4402.02.05	DRAFT MESSAGES					12	Maj	6-A-8
6)	4402.02.06	CERTIFY TRUE COPIES OF LEGAL DOCUMENTS					12	1stLt	6-A-9

DUTY AREA 03 - OPERATIONAL LAW

1)	4402.03.01	ADVISE COMMANDERS ON LAW OF ARMED CONFLICT		X			12	Capt	6-A-10
2)	4402.03.02	PROVIDE INSTRUCTION ON LAW OF ARMED CONFLICT					12	1stLt	6-A-10
3)	4402.03.03	ADVISE COMMANDERS ON THE CODE OF CONDUCT		X			12	Capt	6-A-11
4)	4402.03.04	PROVIDE INSTRUCTION ON THE CODE OF CONDUCT					12	1stLt	6-A-11
5)	4402.03.05	ADVISE COMMANDERS/GENERAL OFFICERS ON ISSUES RELATING TO RULES OF ENGAGEMENT		X			12	Maj	6-A-12
6)	4402.03.06	ADVISE COMMANDERS/GENERAL OFFICERS REGARDING PROVISIONS OF STATUS OF FORCES AGREEMENTS					12	Maj	6-A-13

DUTY AREA 04 - MILITARY JUSTICE SERVICES

1)	4402.04.01	PROVIDE NONJUDICIAL PUNISHMENT (NJP) ADVICE	X	X			1	1stLt	6-A-14
2)	4402.04.02	PERFORM AS TRIAL COUNSEL	X	X			3	1stLt	6-A-14
3)	4402.04.03	PERFORM AS DEFENSE COUNSEL	X	X			3	1stLt	6-A-16
4)	4402.04.14	REVIEW COURTS-MARTIAL					6	Capt	6-A-17
5)	4402.04.17	REVIEW NONJUDICIAL PUNISHMENT (NJP) APPEALS					12	Capt	6-A-18
6)	4402.04.18	REPRESENT RESPONDENT IN ADMINISTRATIVE SEPARATION PROCEEDINGS	X	X			6	1stLt	6-A-19
7)	4402.04.19	ADVISE COMMANDERS AND GENERAL OFFICERS CONCERNING MILITARY JUSTICE MATTERS					12	Maj	6-A-20

DUTY AREA 06 - CIVIL LAW

1)	4402.06.05	RENDER LEGAL OPINIONS ON ADMINISTRATIVE SEPARATIONS	X	X			12	1stLt	6-A-21
2)	4402.06.06	RENDER LEGAL OPINIONS ON ENVIRONMENTAL LAW MATTERS		X			12	Capt	6-A-21
3)	4402.06.07	RENDER LEGAL OPINIONS ON LABOR LAW MATTERS		X			12	Capt	6-A-22
4)	4402.06.08	RENDER LEGAL OPINIONS ON CLAIMS AGAINST THE GOVERNMENT		X			12	Capt	6-A-23
5)	4402.06.09	RENDER LEGAL OPINIONS ON ADMINISTRATIVE INVESTIGATIONS	X	X			12	1stLt	6-A-23
6)	4402.06.11	RENDER LEGAL OPINIONS ON LAND USE MANAGEMENT AND CONTROL MATTERS		X			12	Maj	6-A-24
7)	4402.06.12	RENDER LEGAL OPINIONS ON SUITS FOR AND AGAINST THE GOVERNMENT		X			12	Maj	6-A-25

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
8)	4402.06.14	ADMINISTER THE EXECUTION OF CIVIL PROCESS ON MILITARY MEMBERS IN THEIR OFFICIAL CAPACITY OR MILITARY MEMBERS LOCATED ON BOARD MILITARY INSTALLATIONS					12	Capt	6-A-25
9)	4402.06.15	RENDER LEGAL OPINIONS ON GOVERNMENT ETHICS AND STANDARDS OF CONDUCT	X	X			12	1stLt	6-A-26
10)	4402.06.16	RENDER LEGAL OPINIONS ON MILITARY PERSONNEL LAW					12	Capt	6-A-27
11)	4402.06.17	RENDER LEGAL OPINIONS ON GOVERNMENT JURISDICTION			X		12	Capt	6-A-28
12)	4402.06.19	RENDER LEGAL OPINIONS ON FREEDOM OF INFORMATION ACT (FOIA) AND PRIVACY ACT MATTERS			X		12	Capt	6-A-28
13)	4402.06.20	RENDER LEGAL OPINIONS ON RELATIONSHIPS WITH PRIVATE ORGANIZATIONS			X		12	Capt	6-A-29
14)	4402.06.21	RENDER LEGAL REPRESENTATION BEFORE ADMINISTRATIVE TRIBUNALS			X		12	Maj	6-A-30
15)	4402.06.22	PROVIDE LEGAL SERVICES PLANNING FOR COMMANDERS/GENERAL OFFICERS					12	Maj	6-A-30
16)	4402.06.23	ADVISE COMMANDERS/COMMANDING GENERALS CONCERNING CIVIL LAW MATTERS					12	Maj	6-A-31

DUTY AREA 07 - LEGAL ASSISTANCE

1)	4402.07.01	PROVIDE LEGAL ADVICE AND ASSISTANCE TO MARINES, SAILORS, AND THEIR DEPENDENTS	X	X			3	1stLt	6-A-32
2)	4402.07.03	PREPARE WILLS	X	X			12	1stLt	6-A-32
3)	4402.07.04	PREPARE SIMPLE TRUSTS					12	Capt	6-A-33
4)	4402.07.06	PREPARE NAME CHANGE DOCUMENTS					12	1stLt	6-A-33
5)	4402.07.07	NEGOTIATE NONCOMMERCIAL CONTRACTS					12	1stLt	6-A-34
6)	4402.07.08	PREPARE GUARDIANSHIP DOCUMENTS			X		12	1stLt	6-A-34
7)	4402.07.09	PREPARE ADOPTION DOCUMENTS					12	1stLt	6-A-35
8)	4402.07.11	PREPARE DOMESTIC RELATIONS DOCUMENTS			X		12	1stLt	6-A-35
9)	4402.07.12	ADVISE ON TENANT/LANDLORD RELATIONS	X	X			12	1stLt	6-A-36
10)	4402.07.13	ADVISE ON CONSUMER AFFAIRS	X	X			12	1stLt	6-A-36
11)	4402.07.14	ADVISE ON EMPLOYMENT LAW			X		12	1stLt	6-A-37
12)	4402.07.15	ADVISE ON SIMPLE TAX MATTERS	X	X			12	1stLt	6-A-38
13)	4402.07.16	ADVISE ON SIMPLE PROBATE MATTERS	X	X			12	1stLt	6-A-38
14)	4402.07.17	ADVISE ON DEPENDENT SUPPORT OBLIGATIONS	X	X			12	1stLt	6-A-39
15)	4402.07.18	ADVISE ON PATERNITY DETERMINATIONS	X	X			12	1stLt	6-A-39
16)	4402.07.19	ADVISE ON DISPUTED INDEBTEDNESS	X	X			12	1stLt	6-A-40
17)	4402.07.20	PREPARE SOLDIERS AND SAILORS CIVIL RELIEF ACT (SSCRA) DOCUMENT	X	X			12	1stLt	6-A-40
18)	4402.07.21	ADVISE COMMANDERS/GENERAL OFFICERS CONCERNING LEGAL ASSISTANCE MATTERS					12	Maj	6-A-41

MOS 4421, LEGAL SERVICES SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE SUPPORT

1)	4421.01.01	SUPERVISE HANDLING OF SENSITIVE AND CLASSIFIED LEGAL MATERIALS					12	SSgt	6-B-1
2)	4421.01.06	DEVELOP LEGAL STANDING OPERATING PROCEDURES (SOP)					12	Sgt	6-B-1
3)	4421.01.10	MAINTAIN A PROPERTY ACCOUNT					12	SSgt	6-B-2
4)	4421.01.13	PROCESS TEMPORARY DUTY (TAD) ORDERS					12	Sgt	6-B-2
5)	4421.01.14	PREPARE LEGAL BRIEFINGS			X		12	Sgt	6-B-3
6)	4421.01.16	PREPARE NAVAL CORRESPONDENCE	X	X			12	Pvt	6-B-4

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
7)	4421.01.15	TYPE DRAFTED MATERIAL	X	X			12	Pvt		6-B-3
8)	4421.01.18	MAINTAIN CORRESPONDENCE FILES	X	X			12	Pvt		6-B-5
9)	4421.01.19	ROUTE CORRESPONDENCE					12	Cpl		6-B-5
10)	4421.01.28	SUPERVISE THE SUBMISSION OF DOCUMENTATION/VOUCHERS FOR COMPENSATION OF CIVILIAN WITNESSES					12	Sgt		6-B-6

DUTY AREA 02 - MILITARY JUSTICE

1)	4421.02.01	MAINTAIN CASE FILES					12	Pvt		6-B-7
2)	4421.02.02	COMPILE REPORTS					12	Cpl		6-B-7
3)	4421.02.04	PREPARE THE JUDICIARY REPORT					12	Cpl		6-B-8
4)	4421.02.06	PROCESS REQUEST(S) FOR LEGAL SERVICES (RLS)	X	X			12	Pvt		6-B-8
5)	4421.02.07	PREPARE COURT-MARTIAL CHARGE SHEETS	X	X			12	Pvt		6-B-9
6)	4421.02.08	PREPARE REQUEST(S) FOR SEPARATION IN LIEU OF TRIAL PACKAGE (SILT)	X	X			12	Pvt		6-B-10
7)	4421.02.10	PREPARE COURT-MARTIAL CONVENING ORDERS	X	X			12	Pvt		6-B-10
8)	4421.02.11	PROCESS MEMBER'S QUESTIONNAIRE					12	Pvt		6-B-11
9)	4421.02.12	PREPARE SUBPOENA FOR CIVILIAN WITNESS					12	Pvt		6-B-12
10)	4421.02.13	COORDINATE TRAVEL ARRANGEMENTS AND LODGING FOR OUT OF TOWN WITNESSES					12	Pvt		6-B-12
11)	4421.02.14	PREPARE CONFINEMENT ORDERS					12	LCpl		6-B-13
12)	4421.02.16	CERTIFY TRUE COPIES OF LEGAL DOCUMENTS					12	Cpl		6-B-13
13)	4421.02.18	PROVIDE ADMINISTRATIVE GUIDANCE ON ARTICLE 15 NONJUDICIAL PUNISHMENT (NJP) MATTERS			X		12	Sgt		6-B-14
14)	4421.02.19	PREPARE FINDINGS WORKSHEET					12	PFC		6-B-14
15)	4421.02.20	PREPARE A SENTENCING WORKSHEET					12	PFC		6-B-15
16)	4421.02.21	PREPARE COURTROOM FOR TRIAL					12	PFC		6-B-15
17)	4421.02.22	CONDUCT AN INITIAL WITNESS INTERVIEW			X		12	Sgt		6-B-16

DUTY AREA 03 - REVIEW

1)	4421.03.02	PREPARE CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS, AND COURT-MARTIAL REPORT(S)					12	Cpl		6-B-17
2)	4421.03.05	REVIEW SUMMARY COURTS-MARTIAL RECORDS OF TRIAL					12	Pvt		6-B-17
3)	4421.03.09	PREPARE CONVENING AUTHORITY'S ACTION/COURT MARTIAL ORDER	X	X			12	Pvt		6-B-18
4)	4421.03.11	PROCESS SUPPLEMENTAL COURT-MARTIAL ORDERS			X		12	Sgt		6-B-19
5)	4421.03.14	DISTRIBUTE APPELLATE REVIEW					12	Pvt		6-B-19
6)	4421.03.15	PROCESS APPELLATE LEAVE PACKAGES					12	LCpl		6-B-20

DUTY AREA 04 - ADMINISTRATIVE LAW

1)	4421.04.05	PROCESS ADMINISTRATIVE SEPARATIONS	X	X			12	Pvt		6-B-21
2)	4421.04.06	PROCESS JAGMAN INVESTIGATIONS			X		12	Sgt		6-B-21
3)	4421.04.07	PROCESS CLAIMS			X		12	Sgt		6-B-22

DUTY AREA 05 - LEGAL ASSISTANCE

1)	4421.05.01	PREPARE LEGAL ASSISTANCE REPORT					12	Pvt		6-B-23
2)	4421.05.02	PREPARE LEGAL ASSISTANCE DOCUMENTATION					12	Pvt		6-B-23
3)	4421.05.03	PREPARE POWERS OF ATTORNEY					12	Pvt		6-B-24
4)	4421.05.04	PREPARE WILLS					12	Pvt		6-B-24

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
<u>DUTY AREA 06 - SCOPIST DUTIES</u>									
1)	4421.06.02	APPLY STENED STENO TYPE THEORY					12	Pvt	6-B-26
2)	4421.06.03	CONDUCT LEGAL RESEARCH TO CITE CASE LAW					12	Pvt	6-B-26
3)	4421.06.05	OPERATE COURT REPORTING TRANSCRIBER					12	Pvt	6-B-27
4)	4421.06.06	OPERATE COMPUTER AIDED TRANSCRIPTION (CAT) SYSTEM					12	Pvt	6-B-27
5)	4421.06.07	PREPARE RECORD OF AN ARTICLE 32 INVESTIGATION					12	Pvt	6-B-28
6)	4421.06.10	PREPARE RESULTS OF TRIAL					12	Pvt	6-B-28
7)	4421.06.11	PREPARE VERBATIM RECORD OF GENERAL/SPECIAL COURTS-MARTIAL PROCEEDINGS					12	Pvt	6-B-29
8)	4421.06.12	MAINTAIN NOTES AND RECORDINGS OF PROCEEDINGS					12	Pvt	6-B-30
9)	4421.06.13	PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS					12	Pvt	6-B-31
10)	4421.06.14	DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS					12	Pvt	6-B-31
11)	4421.06.15	EDIT REALTIME VERBATIM RECORD OF A PROCEEDING					12	Pvt	6-B-32
12)	4421.06.16	PREPARE SUMMARIZED RECORD OF GENERAL/SPECIAL COURTS-MARTIAL PROCEEDINGS					12	Pvt	6-B-32
<u>DUTY AREA 07 - LAW LIBRARY</u>									
1)	4421.07.01	MAINTAIN DIRECTIVES					12	LCpl	6-B-34
2)	4421.07.02	MAINTAIN LAW LIBRARY					12	Sgt	6-B-34
<u>DUTY AREA 08 - BASIC SKILLS</u>									
1)	4421.08.01	PERFORM LEGAL RESEARCH					12	Sgt	6-B-36
2)	4421.08.02	DRAFT LEGAL MEMORANDA					12	Sgt	6-B-36
3)	4421.08.04	USE LEGAL REFERENCES		X	X		12	Pvt	6-B-36
4)	4421.08.05	EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS		X	X		12	Pvt	6-B-37
5)	4421.08.06	EXTRACT INFORMATION FROM SERVICE RECORD BOOK (SRB)		X	X		12	Pvt	6-B-38
6)	4421.08.07	PROVIDE INSTRUCTION IN LEGAL MATTERS					12	Sgt	6-B-38
7)	4421.08.08	SUPERVISE INSPECTIONS OF LEGAL ADMINISTRATION					12	Sgt	6-B-39
8)	4421.08.09	CONDUCT AN INSPECTION OF LEGAL ADMINISTRATION					12	Sgt	6-B-40
9)	4421.08.11	APPLY THE RULES OF STANDARD ENGLISH GRAMMAR TO WRITTEN TEXT		X	X		12	Pvt	6-B-41
<u>DUTY AREA 09 - ENLISTED PERSONNEL MANAGEMENT</u>									
1)	4421.09.01	ASSIGN PERSONNEL TO PROVIDE LEGAL SERVICES SUPPORT					12	SSgt	6-B-42
2)	4421.09.05	SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL					12	SSgt	6-B-42
3)	4421.09.08	MONITOR THE TABLE OF ORGANIZATION (T/O)					12	SSgt	6-B-43

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<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>MOS 4429, LEGAL SERVICES REPORTER (STENOTYPE)</u>										
<u>DUTY AREA 01 - BASIC SKILLS</u>										
1)	4429.01.02	EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS						12	Sgt	6-C-1
2)	4429.01.03	CONDUCT LEGAL RESEARCH TO CITE CASE LAW						12	Sgt	6-C-1
<u>DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS</u>										
1)	4429.02.01	PREPARE REPORT OF RESULTS OF TRIAL						12	Sgt	6-C-3
2)	4429.02.02	MAINTAIN COURTS-MARTIAL CASE STATUS REPORT						12	Sgt	6-C-3
3)	4429.02.03	MAINTAIN STENOTYPE NOTE FILES						12	Sgt	6-C-4
<u>DUTY AREA 03 - PERSONNEL MANAGEMENT</u>										
1)	4429.03.01	SCHEDULE PERSONNEL PERFORMING COURT REPORTER DUTIES						6	Sgt	6-C-5
2)	4429.03.02	MONITOR PERSONNEL PREPARING TRANSCRIPT						6	Sgt	6-C-5
3)	4429.03.03	SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL						12	Sgt	6-C-6
<u>DUTY AREA 04 - ADMINISTRATIVE SUPPORT</u>										
1)	4429.04.01	PREPARE RECORD OF NONJUDICIAL PUNISHMENT (NJP) PROCEEDINGS						12	Sgt	6-C-7
2)	4429.04.03	PREPARE RECORD OF ARTICLE 32 INVESTIGATION PROCEEDINGS						6	Sgt	6-C-7
3)	4429.04.04	PREPARE RECORD OF COURTS-MARTIAL PROCEEDINGS			X	X		6	Sgt	6-C-8
4)	4429.04.05	PREPARE RECORD OF JAG MANUAL INVESTIGATION PROCEEDINGS						6	Sgt	6-C-9
5)	4429.04.06	PREPARE RECORD OF ORAL DEPOSITIONS						6	Sgt	6-C-9
6)	4429.04.07	ROUTE RECORDS OF TRIAL						12	Sgt	6-C-10
7)	4429.04.10	SET UP COURT REPORTER AREA FOR COURT OR HEARING						12	Sgt	6-C-11
8)	4429.04.11	COMPILE REPORTS						12	Sgt	6-C-11
9)	4429.04.12	PREPARE INVESTIGATING OFFICER'S REPORT						12	Sgt	6-C-12
10)	4429.04.14	PREPARE VERBATIM RECORD OF PROCEEDINGS			X	X		12	Sgt	6-C-12
11)	4429.04.15	PREPARE SUMMARIZED RECORD OF PROCEEDINGS						12	Sgt	6-C-13
12)	4429.04.16	PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS						12	Sgt	6-C-14
13)	4429.04.17	DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS						12	Sgt	6-C-14
14)	4429.04.18	PREPARE REALTIME VERBATIM RECORD OF A PROCEEDING						12	Sgt	6-C-15
15)	4429.04.19	PREPARE RESULTS OF TRIAL						12	Sgt	6-C-16
<u>DUTY AREA 05 - EQUIPMENT AND ELECTRONIC SYSTEMS</u>										
1)	4429.05.01	OPERATE STENOTYPE MACHINE			X	X		12	Sgt	6-C-17
2)	4429.05.02	OPERATE TAPE RECORDER BACK-UP SYSTEM						12	Sgt	6-C-17
3)	4429.05.03	OPERATE COMPUTER-AIDED TRANSCRIPTION (CAT) EQUIPMENT			X	X		12	Sgt	6-C-18
4)	4429.05.04	ADVISE ON SELECTION OF OFFICE EQUIPMENT						12	Sgt	6-C-18
5)	4429.05.05	OPERATE COURT REPORTING TRANSCRIBER						12	Sgt	6-C-18

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
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DUTY AREA 07 - REVIEW

- | | | | | | | | | | | |
|----|------------|--|--|--|--|--|--|----|-----|--------|
| 1) | 4429.07.01 | PROCESS SPECIAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW | | | | | | 12 | Sgt | 6-C-20 |
| 2) | 4429.07.02 | PROCESS GENERAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW | | | | | | 12 | Sgt | 6-C-20 |
| 3) | 4429.07.03 | PREPARE COURT-MARTIAL ROUTING SHEET | | | | | | 12 | Sgt | 6-C-20 |

MOS 4430, LEGAL ADMINISTRATIVE OFFICER

DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS

- | | | | | | | | | | | |
|----|------------|--|--|--|--|--|--|---|------|-------|
| 1) | 4430.02.01 | DETERMINE LEGAL OFFICE PUBLICATION REQUIREMENTS | | | | | | 6 | WO | 6-D-1 |
| 2) | 4430.02.02 | MONITOR THE RECEIPT AND DISTRIBUTION OF PUBLICATIONS | | | | | | 6 | WO | 6-D-1 |
| 3) | 4430.02.03 | MONITOR UPDATE OF COMMERCIALY PROCURED LEGAL PUBLICATIONS | | | | | | 6 | WO | 6-D-2 |
| 4) | 4430.02.04 | DEVELOP LEGAL ADMINISTRATIVE STANDING OPERATING PROCEDURES (SOP) | | | | | | 6 | CWO2 | 6-D-2 |
| 5) | 4430.02.05 | SUPERVISE MAINTENANCE OF PUBLICATIONS AND DIRECTIVES | | | | | | 6 | WO | 6-D-3 |
| 6) | 4430.02.06 | ENSURE PREPARATION OF REQUISITIONS FOR LEGAL VOLUMES AND PUBLICATIONS THROUGH MILITARY CHANNELS | | | | | | 6 | WO | 6-D-4 |
| 7) | 4430.02.07 | ENSURE PREPARATION OF REQUISITIONS OF LEGAL VOLUMES, PUBLICATIONS, AND PERIODICALS FROM COMMERCIAL SOURCES | | | | | | 6 | WO | 6-D-4 |
| 8) | 4430.02.08 | SUPERVISE MAINTENANCE OF LAW LIBRARY | | | | | | 6 | WO | 6-D-5 |
| 9) | 4430.02.09 | SUPERVISE MAINTENANCE OF ROUTINE DISCIPLINARY RECORDS, REPORTS, AND CORRESPONDENCE FILES | | | | | | 6 | WO | 6-D-6 |

DUTY AREA 03 - PERSONNEL MANAGEMENT

- | | | | | | | | | | | |
|----|------------|---|--|--|--|--|--|---|------|-------|
| 1) | 4430.03.02 | MONITOR THE TABLE OF ORGANIZATION (T/O) | | | | | | 6 | WO | 6-D-7 |
| 2) | 4430.03.03 | PROVIDE ADVICE ON PERSONNEL TRAINING | | | | | | 6 | CWO2 | 6-D-7 |
| 3) | 4430.03.04 | PROVIDE ADVICE ON PERSONNEL ASSIGNMENTS | | | | | | 6 | CWO2 | 6-D-8 |

DUTY AREA 04 - ADMINISTRATIVE SUPPORT

- | | | | | | | | | | | |
|-----|------------|--|---|---|--|--|--|---|------|--------|
| 1) | 4430.04.02 | SUPERVISE PROCESSING OF TEMPORARY ADDITIONAL DUTY ORDERS (TAD) | | | | | | 6 | WO | 6-D-9 |
| 2) | 4430.04.09 | CONDUCT LEGAL BRIEFINGS | | | | | | 6 | CWO2 | 6-D-9 |
| 3) | 4430.04.11 | MAINTAIN LIAISON WITH UNIT LEGAL OFFICERS | | | | | | 6 | WO | 6-D-10 |
| 4) | 4430.04.21 | REVIEW CORRESPONDENCE AND MESSAGES | | | | | | 6 | WO | 6-D-11 |
| 5) | 4430.04.23 | ADMINISTER OPERATING BUDGET FOR LEGAL OFFICE | X | X | | | | 6 | WO | 6-D-11 |
| 6) | 4430.04.25 | PREPARE NAVAL CORRESPONDENCE | | | | | | 6 | WO | 6-D-12 |
| 7) | 4430.04.26 | DRAFT NAVAL CORRESPONDENCE | | | | | | 6 | WO | 6-D-13 |
| 8) | 4430.04.29 | CERTIFY TRUE COPIES OF LEGAL DOCUMENTS | | | | | | 6 | WO | 6-D-13 |
| 9) | 4430.04.31 | REVIEW FITNESS REPORTS | X | X | | | | 6 | WO | 6-D-14 |
| 10) | 4430.04.32 | PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS | | | | | | 6 | WO | 6-D-14 |
| 11) | 4430.04.34 | REVIEW CIVILIAN PERFORMANCE EVALUATIONS | | | | | | 6 | WO | 6-D-15 |

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<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 05 - BASIC SKILLS</u>										
1)	4430.05.02	USE LEGAL REFERENCES	X	X				6	WO	6-D-16
<u>DUTY AREA 06 - LEGAL ADVICE TO COMMANDERS</u>										
1)	4430.06.01	ADVISE COMMANDERS ON ADMINISTRATIVE SEPARATIONS	X	X				6	WO	6-D-17
2)	4430.06.02	ADVISE COMMANDERS ON CLAIMS FOR OR AGAINST THE GOVERNMENT	X	X				6	WO	6-D-17
3)	4430.06.03	ADVISE COMMANDERS ON ADMINISTRATIVE INVESTIGATIONS	X	X				6	WO	6-D-18
4)	4430.06.05	ADVISE COMMANDERS ON LEGAL ADMINISTRATIVE MATTERS	X	X				6	WO	6-D-18
<u>DUTY AREA 07 - OPERATIONAL LAW</u>										
1)	4430.07.02	SUPERVISE MOUNT OUT CAPABILITY						6	WO	6-D-20
2)	4430.07.03	INVESTIGATE FOREIGN CLAIMS						6	WO	6-D-20
<u>DUTY AREA 09 - ADMINISTRATIVE LAW</u>										
1)	4430.09.04	ADVISE COUNSEL ON ADMINISTRATIVE AND PERSONNEL PROCEDURES	X	X				6	WO	6-D-21
2)	4430.09.06	ADVISE INVESTIGATING OFFICERS ON JAG MANUAL INVESTIGATION PROCEDURES	X	X				6	WO	6-D-21
3)	4430.09.07	MONITOR ADMINISTRATIVE SEPARATION PROCESSING	X	X				6	WO	6-D-22
4)	4430.09.08	SUPERVISE PERSONNEL PROCESSING CLAIMS						6	WO	6-D-22
5)	4430.09.09	PERFORM RECORDER DUTIES FOR ADMINISTRATIVE DISCHARGE BOARD	X	X				6	WO	6-D-23
6)	4430.09.10	REVIEW FEDERAL TORT CLAIMS FILED AGAINST THE GOVERNMENT FOR DAMAGE, INJURY, OR DEATH	X	X				6	WO	6-D-24
7)	4430.09.11	REVIEW PERSONNEL CLAIMS FILED AGAINST THE GOVERNMENT	X	X				6	WO	6-D-24
8)	4430.09.12	REVIEW AFFIRMATIVE CLAIMS	X	X				6	WO	6-D-25
9)	4430.09.13	REVIEW ALL JAG MANUAL INVESTIGATIONS	X	X				6	WO	6-D-26
10)	4430.09.14	REVIEW ADMINISTRATIVE SEPARATION PROCEEDINGS	X	X				6	WO	6-D-26
11)	4430.09.18	RENDER LEGAL OPINIONS ON ADMINISTRATIVE SEPARATIONS	X	X				6	WO	6-D-27
12)	4430.09.19	RENDER LEGAL OPINIONS ON CLAIMS FOR OR AGAINST THE GOVERNMENT	X	X				6	WO	6-D-27
13)	4430.09.20	RENDER LEGAL OPINIONS ON ADMINISTRATIVE INVESTIGATIONS	X	X				6	WO	6-D-28
14)	4430.09.21	COMPILE REPORTS						6	WO	6-D-28
15)	4430.09.22	SUPERVISE PREPARATION OF RECORD OF ADMINISTRATIVE BOARD PROCEEDINGS	X	X				6	WO	6-D-29
<u>DUTY AREA 11 - EQUIPMENT AND ELECTRONIC SYSTEMS</u>										
1)	4430.11.01	IDENTIFY LAW OFFICE END USER COMPUTER EQUIPMENT REQUIREMENTS	X	X				6	WO	6-D-30
2)	4430.11.04	PRIORITIZE LAW OFFICE END USER COMPUTER EQUIPMENT DISTRIBUTION	X	X				6	WO	6-D-30

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>		
CERTIFY TRUE COPIES OF LEGAL DOCUMENTS	4402.02.06	4421.02.16	4430.04.29
COMPILE REPORTS	4421.02.02	4429.04.11	4430.09.21
CONDUCT LEGAL BRIEFINGS	4402.02.03	4430.04.09	
CONDUCT LEGAL RESEARCH TO CITE CASE LAW	4421.06.03	4429.01.03	
DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS	4421.06.14	4429.04.17	
DRAFT LEGAL MEMORANDA	4402.01.02	4421.08.02	
EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS	4402.01.10	4421.08.05	4429.01.02
MONITOR THE TABLE OF ORGANIZATION (T/O)	4421.09.08	4430.03.02	
OPERATE COURT REPORTING TRANSCRIBER	4421.06.05	4429.05.05	
PERFORM LEGAL RESEARCH	4402.01.01	4421.08.01	
PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS	4421.06.13	4429.04.16	
PREPARE NAVAL CORRESPONDENCE	4421.01.16	4430.04.25	
PREPARE RESULTS OF TRIAL	4421.06.10	4429.04.19	
PREPARE WILLS	4402.07.03	4421.05.04	
PROVIDE INSTRUCTION IN LEGAL MATTERS	4402.01.04	4421.08.07	
RENDER LEGAL OPINIONS ON ADMINISTRATIVE INVESTIGATIONS	4402.06.09	4430.09.20	
RENDER LEGAL OPINIONS ON ADMINISTRATIVE SEPARATIONS	4402.06.05	4430.09.18	
SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL	4421.09.05	4429.03.03	
USE LEGAL REFERENCES	4421.08.04	4430.05.02	

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
"Armed Forces Officer", Chapter 23, Code of Conduct	4402.03.01	4402.03.02	4402.03.03	4402.03.04
"Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter	4421.06.02 4421.06.15	4421.06.06 4429.04.14	4421.06.07 4429.04.18	4421.06.11
"Stenotype Theory for the Professional Scopist", by Nash and Kinkaid	4421.06.02 4421.06.15	4421.06.06 4429.04.14	4421.06.07 4429.04.18	4421.06.11
Appropriate Law Library References	4402.01.01 4402.04.18 4402.06.09 4402.06.23 4421.06.11 4421.08.01 4429.04.15	4402.01.02 4402.06.06 4402.06.12 4402.07.21 4421.06.15 4421.08.02 4429.04.18	4402.01.03 4402.06.07 4402.06.14 4421.06.03 4421.06.16 4429.01.03 4430.04.09	4402.02.03 4402.06.08 4402.06.19 4421.06.07 4421.07.01 4429.04.14 4430.05.02
Case Law	4402.01.11 4402.04.14 4402.06.20	4402.04.01 4402.04.17	4402.04.02 4402.04.19	4402.04.03 4402.06.19
Claims Checklist	4421.04.07			
Code of Federal Regulations	4402.06.17 4402.07.21	4402.07.09	4402.07.13	4402.07.14
Current Military Pay Scale	4430.09.04			
Federal and State Regulations	4402.06.06 4402.06.11 4402.06.20 4402.07.21	4402.06.07 4402.06.12 4402.07.09	4402.06.08 4402.06.14 4402.07.13	4402.06.09 4402.06.17 4402.07.15
GSA Schedule of Publications	4421.07.02			
Government Service Administration (GSA) Schedule of Publications	4430.02.06	4430.02.07	4430.02.08	

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
JAG Manual Investigation Checklist	4421.04.06			
Land Grant Documents/Deeds	4402.06.17			
Legal Administration Checklist	4421.08.08			
Manufacturer's Operating Instructions	4429.05.01	4429.05.02	4429.05.03	
Message Text Format (MTF) Joint User's Handbook	4402.02.04	4402.02.05	4430.04.25	4430.04.26
Military Judge's Benchbook	4421.02.07	4421.02.11	4421.02.19	
Morson's "English Guide for Court Reporters"	4421.06.06 4421.08.11	4421.06.07 4429.04.14	4421.06.11 4429.04.18	4421.06.15
State and Local Law	4402.06.06 4402.06.11 4402.07.01 4402.07.07 4402.07.12 4402.07.16 4402.07.21	4402.06.07 4402.06.12 4402.07.03 4402.07.08 4402.07.13 4402.07.17	4402.06.08 4402.06.14 4402.07.04 4402.07.09 4402.07.14 4402.07.18	4402.06.09 4402.06.17 4402.07.06 4402.07.11 4402.07.15 4402.07.19
Transcriber Machine User Manual	4421.06.05	4429.05.05		
Treaties in Force	4402.03.06			
U. S. Code	4402.04.19 4402.06.09 4402.06.15 4402.07.13 4430.09.19	4402.06.06 4402.06.11 4402.06.16 4402.07.14	4402.06.07 4402.06.12 4402.06.17 4402.07.19	4402.06.08 4402.06.14 4402.06.20 4430.06.02
U. S. Tax Code	4402.07.15			
United States Government Office Style Manual	4421.06.03			
Users Guides/Instructions/Manuals	4430.11.01			
Webster's Dictionary	4421.06.02 4421.06.15 4429.04.15	4421.06.06 4421.06.16 4429.04.18	4421.06.07 4421.08.11	4421.06.11 4429.04.14
15 USC SEC 1601-67, United States Code, Truth in Lending Act	4402.07.13			
15 USC SEC 1681-2, United States Code, Fair Credit Reporting Act	4402.07.13			
15 USC SEC 1692, United States Code, Fair Debt Collection Practices Act	4402.07.13	4402.07.19		
15 USC SEC 2301-12, United States Code, Magnusson-Moss Warranty--Federal Trade Commission Improvement Act	4402.07.13			

Appendix A to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS
16 CFR 310, Code of Federal Regulations, Federal Trade Commission (FTC) Telemarketing Sales Rule	4402.07.13
16 CFR 429, Code of Federal Regulations, Federal Trade Commission (FTC) Rule Concerning Cooling-Off Period for Sales Made at Homes or at Certain Other Locations	4402.07.13
5 USC SEC 552, United States Code, Freedom of Information Act (FOIA)	4402.06.19
50 USC SEC 500, ET SEQ., United States Code, Soldiers and Sailors Civil Relief Act	4402.07.20
ALMAR 154/98, Information Technology (IT) Advisory 98-02 - USMC Common Component Configurations	4430.11.01
CAT MANUAL, Current Computer Aided Transcription (CAT) Software Operator's Manual	4421.06.06 4421.06.15 4429.04.18
CJCSI 3121.01, Standing Rules of Engagement for U. S. Forces	4402.03.05
DD FORM 1348, Single Line Item Requisition System Document, DoD (Mechanical)	4430.02.07
DD FORM 457, Investigating Officer's Report	4429.04.12
DD FORM 458, Charge Sheet	4429.04.14 4429.04.15 4429.04.18
DD FORM 490, Record of Trial	4429.04.14 4429.04.15 4429.04.18
DOD DIR 1030.1, Victim and Witness Assistance	4402.04.02
DOD DIR 1400.25, DoD Civilian Personnel Manual System	4402.06.07
DOD DIR 5100.77, DoD Law of War Program	4402.03.01 4402.03.02
DOD INST 1000.15, Private Organizations on DoD Installations	4402.06.20
DOD INST 1030.2, Victim and Witness Assistance Procedures	4402.04.02
DOD REG 5500.7, Joint Ethics Regulation (JER)	4402.06.15
FM 27-1, Legal Guide for Commanders	4402.03.01 4402.03.02

REFERENCES	TASK NUMBERS			
FM 27-10, The Law of Land Warfare	4402.03.01	4402.03.02		
JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN)	4402.01.06	4402.01.10	4402.02.06	4402.04.01
	4402.04.02	4402.04.03	4402.04.14	4402.04.19
	4402.06.06	4402.06.08	4402.06.09	4402.06.12
	4402.06.14	4402.06.16	4402.06.22	4402.07.01
	4402.07.03	4402.07.04	4402.07.06	4402.07.21
	4421.01.06	4421.01.14	4421.02.04	4421.02.06
	4421.02.11	4421.02.12	4421.02.16	4421.02.18
	4421.02.22	4421.03.05	4421.03.09	4421.03.11
	4421.03.14	4421.04.06	4421.04.07	4421.05.01
	4421.05.02	4421.05.03	4421.05.04	4421.06.10
	4421.06.11	4421.06.12	4421.06.14	4421.06.16
	4421.08.04	4421.08.05	4421.08.06	4421.08.07
	4421.08.08	4421.08.09	4429.01.02	4429.02.01
	4429.02.03	4429.03.01	4429.03.02	4429.04.01
	4429.04.03	4429.04.04	4429.04.05	4429.04.06
	4429.04.07	4429.04.14	4429.04.15	4429.04.17
	4429.04.19	4429.05.04	4429.07.01	4429.07.02
	4430.02.04	4430.06.02	4430.06.03	4430.06.05
	4430.07.03	4430.09.06	4430.09.08	4430.09.10
	4430.09.11	4430.09.12	4430.09.13	4430.09.19
	4430.09.20			
JAGINST 5800.7, CHAPTER 1, Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial	4402.04.17	4421.01.28	4421.02.07	4421.02.10
	4421.06.07	4430.04.29		
JAGINST 5800.9, Criminal Activity, Disciplinary Infractions, and Court-Martial Report	4421.03.02			
JAGINST 5803.1, Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General	4402.04.02	4402.04.03		
JAGINST 5813.1, Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial	4421.06.11	4421.06.15	4429.04.14	4429.04.18
JAGINST 5890.1, Administrative Processing and Consideration of Claims on Behalf Of and Against the Government	4402.06.08	4402.06.09	4402.06.12	4421.04.07
	4430.09.06	4430.09.08	4430.09.10	4430.09.11
	4430.09.12	4430.09.19		
JFTR, Joint Federal Travel Regulations	4402.06.08	4402.06.15	4421.01.28	4421.02.13
	4430.04.02			
MCM, Manual for Courts-Martial United States, current edition	4402.01.06	4402.01.07	4402.01.10	4402.03.01
	4402.03.02	4402.04.01	4402.04.02	4402.04.03
	4402.04.14	4402.04.17	4402.04.18	4402.04.19
	4402.06.05	4402.06.16	4402.06.22	4421.01.06
	4421.01.14	4421.02.04	4421.02.06	4421.02.07
	4421.02.10	4421.02.11	4421.02.12	4421.02.18
	4421.02.19	4421.02.20	4421.02.21	4421.02.22
	4421.03.05	4421.03.09	4421.03.11	4421.06.07
	4421.06.11	4421.06.13	4421.08.04	4421.08.05

REFERENCES	TASK NUMBERS			
	4421.08.06	4421.08.07	4421.08.08	4421.08.09
	4429.01.02	4429.02.01	4429.03.01	4429.03.02
	4429.04.01	4429.04.03	4429.04.04	4429.04.05
	4429.04.06	4429.04.07	4429.04.14	4429.05.04
	4429.07.01	4429.07.02	4429.07.03	4430.02.04
	4430.06.05			
MCM, APPENDIX 14, Manual for Courts-Martial United States, current ed, (Guide for Prep of Record of Trial by Gen Court-Martial and by Special Court-Martial When a Verbatim Record is Required)	4429.04.18			
MCM, APPENDIX 13, Manual for Courts-Martial United States, current ed, (Guide for Prep of Record of Trial by Gen Court-Martial and by Special Court-Martial When Verbatim Record is not Required)	4421.06.16	4429.04.15		
MCM, CHAPTER VIII, R.C.M. 808, Manual of Courts-Martial, current edition, (Trial Procedure Generally)	4421.06.12	4421.06.14	4429.04.16	4429.04.17
MCM, CHAPTER XI, R.C.M. 1101, Manual for Courts-Martial United States, current edition, (Post Trial Procedure)	4421.06.10	4429.04.19		
MCM, CHAPTER XI, R.C.M. 1103, Manual for Courts-Martial United States, current edition, (Post-Trial Procedure)	4429.04.16			
MCO 12451.2 , Honorary Awards for Civilian Employees	4430.04.34			
MCO 1510.51 , Individual Training Standards (ITS) System for Legal Services (OccFld 44)	4421.09.01	4421.09.05	4429.03.03	
MCO 1553.3 , Marine Corps Unit Training Management (TM)	4421.09.05	4429.03.03		
MCO 1650 SERIES, Marine Corps Order(s) (Awards)	4430.04.32			
MCO 1650.19 , Administrative and Issue Procedures For Decorations, Medals, and Awards	4430.04.32			
MCO 4600.40 , Government Travel Charge Card Program (GTCCP)	4430.04.02			
MCO 5210.11 , Records Management Program for the Marine Corps	4421.01.18	4421.02.01	4430.02.05	4430.02.09

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REFERENCES	TASK NUMBERS			
MCO 5215.12 , Managing and Maintaining Navy Directives Files and Establishing "Most Hold List"	4421.07.01	4421.08.08	4421.08.09	4430.02.05
MCO 5216.19 , Administrative Action (AA) Form, NAVMC 10274 (REV. 3-86)	4430.04.25	4430.04.26	4430.09.04	
MCO P1000.6 , Assignment, Classification, and Travel Systems Manual (ACTS Manual)	4421.01.13	4430.03.02	4430.04.02	4430.09.04
MCO P10120.28 , Individual Clothing Regulations (ICR)	4430.09.06			
MCO P1050.3 , Regulations for Leave, Liberty, and Administrative Absence	4421.03.15	4430.09.04		
MCO P1070.12 , Marine Corps Individual Records Administration Manual (IRAM)	4402.01.11 4421.08.06 4430.04.26	4402.06.16 4421.08.08 4430.09.04	4421.01.16 4421.08.09 4430.09.18	4421.03.09 4430.04.25
MCO P1080.20 , Marine Corps Total Force System Codes Manual (MCTFS/CODESMAN)	4430.04.31			
MCO P1200.7 , Military Occupational Specialities Manual (MOS Manual)	4430.03.02	4430.09.04		
MCO P1610.7 , Performance Evaluation System (PES)	4402.06.16	4421.09.01	4430.04.31	4430.09.04
MCO P1900.16 , Marine Corps Separation and Retirement Manual (MARCORSEPMAN)	4402.01.10 4421.01.14 4421.08.05 4421.08.09 4430.09.14	4402.04.18 4421.02.08 4421.08.06 4430.06.01 4430.09.18	4402.06.05 4421.04.05 4421.08.07 4430.09.07 4430.09.22	4402.06.16 4421.08.04 4421.08.08 4430.09.09
MCO P4400.150 , Consumer Level Supply Policy Manual	4421.01.10	4430.09.06	4430.09.13	
MCO P4650.37 , Marine Corps Travel Instructions Manual (MCTIM)	4430.04.02			
MCO P5000.14 , Marine Corps Administrative Procedures (MCAP)	4421.01.06	4421.01.19	4430.02.05	4430.09.04
MCO P5090.2 , USMC Environmental Compliance and Protection Manual	4402.06.06	4402.06.11		
MCO P5211.2 , The Privacy Act of 1974	4402.06.19			
MCO P5215.1 , Marine Corps Directives System	4421.01.06 4430.02.05	4421.04.06	4421.07.01	4430.02.04
MCO P5600.31 , Marine Corps Publications and Printing Regulations	4421.07.01 4430.02.07	4430.02.01	4430.02.05	4430.02.06
MCO P5800.16 , Marine Corps Manual for Legal Administration (LEGADMINMAN)	4402.04.02 4421.01.06 4421.07.01	4402.07.17 4421.01.14 4421.07.02	4402.07.18 4421.02.02 4421.08.04	4402.07.19 4421.02.18 4421.08.05

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REFERENCES	TASK NUMBERS			
	4421.08.06	4421.08.07	4421.08.08	4421.08.09
	4429.01.02	4429.04.01	4429.04.11	4430.02.03
	4430.02.04	4430.04.29	4430.06.01	4430.09.04
	4430.09.21			
MCO P7000.22 , Appropriated Fund Support to Nonappropriated Fund Activities	4402.06.20			
NAVMC 2761, Catalog of Publications	4421.07.01	4430.02.01	4430.02.05	
NAVSUP P 2002D, Index of Navy Publications	4430.02.05			
NTP 3 , Navy Telecommunications Procedures Users Manual	4402.02.04	4402.02.05	4430.04.21	4430.04.25
	4430.04.26			
OPNAV NOTICE 5400, Standard Naval Distribution List (SNDL)	4430.02.05			
OPNAVINST 5090.1 , Environmental and Natural Resources Program Manual	4402.06.06			
OPNAVINST 5510.1 , Department of the Navy Information and Personnel Security Program Regulation	4421.01.01			
SECNAVINST 1050.1 , Leave for Members Awaiting Review of Punitive or Administrative Separation	4421.03.15			
SECNAVINST 1420.1 , Promotion and Selective Early Retirement of Commissioned Officers on the Active Duty Lists of the Navy and Marine Corps	4402.06.16			
SECNAVINST 1427.2 , Rank, Seniority, and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps	4402.06.16			
SECNAVINST 1640.9 , Department of the Navy Corrections Manual	4421.02.14			
SECNAVINST 1650.1 , Navy and Marine Corps Awards Manual	4430.04.32			
SECNAVINST 1920.6 , Administrative Separation of Officers	4402.04.18	4402.06.05	4402.06.16	
SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)	4402.02.04	4402.02.05	4421.01.01	4421.01.16
	4421.01.18	4430.02.05	4430.02.09	4430.04.25
	4430.04.26			
SECNAVINST 5211.5 , Department of the Navy Privacy Act (PA) Program	4402.06.19			

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
SECNAVINST 5212.5 , Navy and Marine Corps Records Disposition Manual	4421.01.18	4421.02.01	4421.06.12	4430.02.09
SECNAVINST 5215.1 , Department of the Navy Directives Issuance System	4430.02.05			
SECNAVINST 5216.5 , Department of the Navy Correspondence Manual	4402.02.01 4421.04.06 4430.04.29	4402.02.02 4430.04.21	4421.01.15 4430.04.25	4421.01.16 4430.04.26
SECNAVINST 5720.42 , Department of the Navy Freedom of Information Act (FOIA) Program	4402.06.19			
SECNAVINST 5800.11 , Victim and Witness Assistance Program	4402.04.02			
SECNAVINST 5815.3 , Department of the Navy Clemency and Parole Systems	4421.03.15			
SOP, Local Standing Operating Procedures	4421.01.06 4421.08.04 4421.09.01 4429.03.01 4429.04.03 4429.04.07 4429.07.02 4430.02.08 4430.07.02	4421.01.19 4421.08.07 4429.02.01 4429.03.02 4429.04.04 4429.04.10 4429.07.03 4430.04.09 4430.09.04	4421.02.21 4421.08.08 4429.02.02 4429.03.03 4429.04.05 4429.05.04 4430.02.02 4430.04.11 4430.09.08	4421.06.12 4421.08.09 4429.02.03 4429.04.01 4429.04.06 4429.07.01 4430.02.03 4430.04.23 4430.11.04
TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook	4402.03.01 4402.03.05	4402.03.02 4402.03.06	4402.03.03	4402.03.04
UNIT T/E, Unit Table of Equipment	4430.11.04			
UNIT T/O, Unit Table of Organization	4421.09.01 4430.03.04	4421.09.08	4430.03.02	4430.03.03

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TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

Appendix B to
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AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to
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DISTANCE LEARNING PRODUCTS

DOES NOT APPLY TO THIS ORDER.

Appendix D to
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PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

Appendix E to
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
 - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, rank, or billet specific are designated as "CORE PLUS."
 - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
 - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
 - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
 - e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).
 - f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
 - g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*) .
 - h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
 - i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.
 - j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.
 - k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

ENCLOSURE (6)

MOS 4402, JUDGE ADVOCATE

DUTY AREA 01 - BASIC SKILLS

TASK: 4402.01.01 (CORE) PERFORM LEGAL RESEARCH

CONDITION(S): Provided a factual scenario, references, computer, appropriate automated research services, current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): To include identification of the legal issues found in the factual scenario, an examination of the applicable statutes, case law, administrative regulations and other sources of law relevant to each sub-issue of law, application of the law to the factual scenario, and conclusions and/or recommendations.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. Appropriate Law Library References

TASK: 4402.01.02 (CORE) DRAFT LEGAL MEMORANDA

CONDITION(S): Provided administrative supplies, computer, automated legal research program, current Marine Corps standard word processing software, references, and the results of legal research.

STANDARD(S): With no formatting, grammatical, or spelling error, analytically resolving each sub-issue of law, citing legal references, and concluding with a recommendation.

PERFORMANCE STEPS:

1. State the legal issue.
2. Review the summary of the legal research results.
3. In separate paragraphs, develop and analytically resolve each sub-issue of law.
4. Conclude with a recommendation.

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INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

1. Appropriate Law Library References
-

TASK: 4402.01.03 (CORE) DEMONSTRATE ORAL ADVOCACY SKILLS

CONDITION(S): Given a scenario involving identification of a legal issue, references, facts gathered from witnesses and other evidence, and a previously researched and briefed legal question with at least two mutually exclusive outcomes.

STANDARD(S): To include presentation of facts, evidence, and persuasive arguments in support of all subordinate and principle issues.

PERFORMANCE STEPS:

1. Clearly state the legal issue.
2. Clearly state the subordinate issues.
3. Present evidence to a trier of fact, in support of the argument through witnesses and real or documentary evidence.
4. Persuasively set forth arguments in support of each proposition.
5. Respond to questions with on-point answers.
6. Summarize the main points of the argument.
7. Argue in support of a clearly defined outcome.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

1. Appropriate Law Library References
-

TASK: 4402.01.04 (CORE PLUS) PROVIDE INSTRUCTION IN LEGAL MATTERS

CONDITION(S): Given a scenario involving a legal topic for which instruction is required, students/personnel, access to references, appropriate equipment, a computer with current Marine Corps standard word processing and presentation software, and administrative supplies.

STANDARD(S): Covering the appropriate legal issues and maintaining factual compliance with the applicable legal references.

PERFORMANCE STEPS:

1. Evaluate the audience knowledge base.
2. Organize the instruction.
3. Generate audience interest in the topic.

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ENCLOSURE (6)

4. Present the instructional material.
5. Monitor the audience for feedback/participation/understanding.
6. Summarize the main points of instruction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S): (NONE)

TASK: 4402.01.05 (CORE) ORGANIZE TRIAL NOTEBOOK

CONDITION(S): When provided case file materials and appropriate administrative supplies.

STANDARD(S): Maintaining optimum retrievability of information, accuracy in filing new materials in the appropriate section, a case chronology, and a coherent organization of all aspects of the case.

PERFORMANCE STEPS:

1. Organize case file materials into a trial notebook.
2. Maintain a detailed case chronology of all significant actions taken on the case, including all investigatory actions and reasons for case delay.
3. Insert the following documents into the trial notebook:
 - (1) witness statements.
 - (2) witness interview results.
 - (3) motions.
 - (4) outlines.
 - (5) opening statements.
 - (6) voir dire.
 - (7) questions for witnesses.
 - (8) arguments.
 - (9) sentencing evidence.
 - (10) other appropriate information.
4. Maintain contents of the trial notebook until all legal reasons for their retention have expired.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S): (NONE)

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TASK: 4402.01.06 (CORE) DEMONSTRATE NEGOTIATING SKILLS

CONDITION(S): Given the references and a scenario involving opposing negotiators.

STANDARD(S): Surrendering no key objectives to the opposing party and achieving as many collateral objectives as possible.

PERFORMANCE STEPS:

1. Analyze the client's basic negotiating position.
2. Distinguish between the collateral objectives and the key objectives of the client.
3. Develop a range of possible options, and determine which options are non-negotiable.
4. Conduct negotiations to achieve all key objectives and as many collateral objectives as possible.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S) :

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

TASK: 4402.01.07 (CORE) DEMONSTRATE INTERVIEWING SKILLS

CONDITION(S): Given the appropriate tools, materials, equipment, reference, and access to a client/witness.

STANDARD(S): Including a successful approach to the goal of the interview, effective interaction, and documentation of the witness statement.

PERFORMANCE STEPS:

1. Obtain background information on potential areas of inquiry prior to the interview (i.e., investigative reports, other witness statements, etc.).
2. Determine the client/witness's degree of cooperativeness.
3. Conform interview manner and approach to client/witness's level of cooperation.
4. Establish an environment for the client/witness which best facilitates accomplishment of the interview goals.
5. Record information and observations of witness/client interview.
6. Using appropriate interview techniques for the type of interview, gain all relevant information from the witness/client.
7. Use an appropriate method of documenting the interview to lock the witness/client into the substance of his/her statement in a manner useable in court.

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ENCLOSURE (6)

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

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

TASK: 4402.01.08 (CORE) DEMONSTRATE INVESTIGATIVE SKILLS

CONDITION(S): Given an allegation or other factual proposition to be investigated, access to witnesses, crime scenes, real and documentary evidence (if required), appropriate references, administrative supplies, and equipment.

STANDARD(S): Ensuring utilization of all available information resources and organization of the gathered information for subsequent action in the case.

PERFORMANCE STEPS:

1. Determine the allegation or factual proposition to be investigated.
2. Identify the evidence available to thoroughly investigate the issue.
3. Thoroughly examine all available evidence to determine the actual facts, by visiting crime scenes, examining and reviewing all available real and documentary evidence, interviewing all available and relevant witnesses, and consulting with appropriate subject matter experts.
4. Identify facts, ambiguities, and inconsistencies in the information developed from the various sources of information.
5. Organize all information gathered to form the basis for subsequent action in the case.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S): (NONE)

TASK: 4402.01.10 (CORE) EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS

CONDITION(S): Given a scenario involving an NJP proceeding, an administrative board proceeding, an Article 32 Investigation proceeding, a JAG Manual Investigation proceeding, a court-martial proceeding, and any appellate action involving each of these proceedings, references, equipment, and administrative supplies.

STANDARD(S): Accurately reflecting current guidance as specified in the applicable references.

PERFORMANCE STEPS:

1. Explain procedures for conducting an NJP proceeding.
2. Explain procedures for conducting an administrative board proceeding.
3. Explain procedures for conducting an Article 32 Investigation proceeding.
4. Explain procedures for conducting a JAG Manual Investigation proceeding.

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5. Explain procedures for conducting a court-martial proceeding.
6. Explain appellate rights of an accused, post-trial review, and other appellate actions available.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4402.01.11 (CORE) EXTRACT PERTINENT INFORMATION FROM SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)/OFFICIAL MILITARY PERSONNEL FILE (OMPF)

CONDITION(S): Given an SRB/OQR/OMPF, appropriate references, and administrative equipment.

STANDARD(S): Ensuring the information extracted reflects all relevant and material data concerning the service of the member.

PERFORMANCE STEPS:

1. Determine the purpose for extracting the information from the SRB/OQR/OMPF.
2. Examine the SRB/OQR/OMPF.
3. Determine whether the information is recorded in accordance with appropriate regulations.
4. Extract the information in a useable format.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. Case Law
2. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)

Appendix A to
ENCLOSURE (6)

DUTY AREA 02 - ADMINISTRATIVE SUPPORT

TASK: 4402.02.01 (CORE PLUS) REVIEW CORRESPONDENCE

CONDITION(S): Given drafted correspondence, the references, and equipment.

STANDARD(S): Per the reference, correcting all grammatical and formatting errors.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual
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TASK: 4402.02.02 (CORE PLUS) DRAFT CORRESPONDENCE

CONDITION(S): Provided subject matter, the appropriate references, equipment, and computer with current Marine Corps standard word processing software.

STANDARD(S): Per the reference, with no grammatical, formatting, or informational error.

PERFORMANCE STEPS:

1. Draft correspondence.
2. Review draft copy for accuracy.
3. Annotate discrepancies or make appropriate changes.
4. Review corrected correspondence, as necessary.
5. Forward or sign correspondence, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual
-

TASK: 4402.02.03 (CORE PLUS) CONDUCT LEGAL BRIEFINGS

CONDITION(S): Given the appropriate references, materials, equipment, and computer with current Marine Corps standard presentation software.

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STANDARD(S): Ensuring the briefing reflects current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Examine legal references.
2. Prepare briefing materials (charts, slides, file, script, etc.).
3. Rehearse briefing.
4. Deliver legal brief.
5. Request feedback from audience and incorporate appropriate suggestions into future briefings.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. Appropriate Law Library References
-

TASK: 4402.02.04 (CORE PLUS) REVIEW MESSAGES

CONDITION(S): Given previously prepared message(s), references, and equipment.

STANDARD(S): Per the references, ensuring no contextual, formatting, or grammatical error.

PERFORMANCE STEPS:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Review Naval Message for content and format accuracy.
3. Edit message.
4. Submit message for release.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S):

1. Message Text Format (MTF) Joint User's Handbook
2. NTP 3_, Navy Telecommunications Procedures Users Manual
3. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard, errors are anticipated and should be used to determine remedial training.

TASK: 4402.02.05 (CORE PLUS) DRAFT MESSAGES

Appendix A to
ENCLOSURE (6)

CONDITION(S): Given access to the appropriate information, references, materials, equipment, and computer with Message Text Format software.

STANDARD(S): Per the references, without contextual, formatting, or grammatical error.

PERFORMANCE STEPS:

1. Draft message.
2. Review typed draft for accuracy.
3. Annotate discrepancies or make necessary changes.
4. Return message to typist for correction, if necessary.
5. Review corrected message, if necessary.
6. Submit message for release.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S):

1. Message Text Format (MTF) Joint User's Handbook
2. NTP 3_, Navy Telecommunications Procedures Users Manual
3. SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)

TASK: 4402.02.06 (CORE PLUS) CERTIFY TRUE COPIES OF LEGAL DOCUMENTS

CONDITION(S): Given the reference, an original legal document, a copy of the document, and a certified true copy stamp.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

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

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DUTY AREA 03 - OPERATIONAL LAW

TASK: 4402.03.01 (CORE PLUS) ADVISE COMMANDERS ON LAW OF ARMED CONFLICT

CONDITION(S): Given a factual scenario involving Law of Armed Conflict issues, the appropriate references, and administrative supplies.

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

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to respond to the situation.
4. Brief the commander and provide recommendations.
5. Take appropriate actions to execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. "Armed Forces Officer", Chapter 23, Code of Conduct
2. DOD DIR 5100.77, DoD Law of War Program
3. FM 27-1, Legal Guide for Commanders
4. FM 27-10, The Law of Land Warfare
5. MCM, Manual for Courts-Martial United States, current edition
6. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

TASK: 4402.03.02 (CORE PLUS) PROVIDE INSTRUCTION ON LAW OF ARMED CONFLICT

CONDITION(S): Given a scenario involving Law of Armed Conflict issues, students/personnel, access to references, the appropriate equipment, a computer with the Marine Corps standard word processing and presentation software, and administrative supplies.

STANDARD(S): Ensuring the instruction covers all basic components of the Law of Armed Conflict and is factually compliant with the appropriate legal references.

PERFORMANCE STEPS:

1. Evaluate the audience knowledge base.
2. Organize the instruction.
3. Generate audience interest in the topic.

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ENCLOSURE (6)

4. Present the instructional material.
5. Monitor the audience for feedback/participation/understanding.
6. Summarize the main points of instruction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. "Armed Forces Officer", Chapter 23, Code of Conduct
2. DOD DIR 5100.77, DoD Law of War Program
3. FM 27-1, Legal Guide for Commanders
4. FM 27-10, The Law of Land Warfare
5. MCM, Manual for Courts-Martial United States, current edition
6. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

TASK: 4402.03.03 (CORE PLUS) ADVISE COMMANDERS ON THE CODE OF CONDUCT

CONDITION(S): Given a set of facts dealing with Code of Conduct issues, the appropriate references, and administrative support.

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

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source involving Code of Conduct issues.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to respond to the situation.
4. Brief the commander and provide recommendations.
5. Take appropriate actions to execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE (S) :

1. "Armed Forces Officer", Chapter 23, Code of Conduct
2. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

TASK: 4402.03.04 (CORE PLUS) PROVIDE INSTRUCTION ON THE CODE OF CONDUCT

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CONDITION(S): Given a scenario involving Code of Conduct issues, students/personnel, access to references, the appropriate equipment, a computer with the Marine Corps standard word processing and presentation software, and administrative supplies.

STANDARD(S): Ensuring the instruction covers the appropriate issues and is factually compliant with the applicable references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. "Armed Forces Officer", Chapter 23, Code of Conduct
2. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

TASK: 4402.03.05 (CORE PLUS) ADVISE COMMANDERS/GENERAL OFFICERS ON ISSUES RELATING TO RULES OF ENGAGEMENT

CONDITION(S): Given a factual situation involving issues relating to Rules of Engagement, appropriate references, and administrative supplies.

STANDARD(S): Applying all appropriate law to the given facts of a situation in a timely and accurate manner that facilitates mission accomplishment.

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law, regulations, operational orders, and assigned mission.
3. Determine if effective Rules of Engagement, as provided by higher headquarters, facilitate accomplishment of assigned mission.
4. Advise Commander/General Officer to request modification of effective Rules of Engagement and/or approval of Supplemental Measures necessary to align Rules of Engagement with assigned mission.
5. Take appropriate actions to execute the Commander/General Officer's decision.

Appendix A to
ENCLOSURE (6)

6. Ensure timely and accurate distribution of any modifications to Rules of Engagement, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Maj

REFERENCE (S):

1. CJCSI 3121.01_, Standing Rules of Engagement for U. S. Forces
2. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

TASK: 4402.03.06 (CORE PLUS) ADVISE COMMANDERS/GENERAL OFFICERS REGARDING PROVISIONS OF STATUS OF FORCES AGREEMENTS

CONDITION(S): Given a set of facts involving Status of Forces Agreement issues, references, and equipment.

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

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to respond to the situation.
4. Brief the Commander/General Officer and provide recommendations.
5. Take appropriate actions to execute the Commander/General Officer's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE (S):

1. Treaties in Force
2. TJAGSA JA-422, The Judge Advocate General's School (Army), Operational Law Handbook

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DUTY AREA 04 - MILITARY JUSTICE SERVICES

TASK: 4402.04.01 (CORE) PROVIDE NONJUDICIAL PUNISHMENT (NJP) ADVICE

CONDITION(S): Given a factual situation requiring NJP advice, and provided the appropriate equipment and references.

STANDARD(S): Ensuring the advice accurately reflects current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Review the references and current case law.
2. Provide accurate advice to the client.

INITIAL TRAINING SETTING: FLC Sustainment: 1 Req By: 1stLt

REFERENCE(S):

1. Case Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCM, Manual for Courts-Martial United States, current edition

TASK: 4402.04.02 (CORE) PERFORM AS TRIAL COUNSEL

CONDITION(S): When detailed as trial counsel to a special or general court-martial, and provided the appropriate references, materials, and equipment.

STANDARD(S): Per the references, providing competent, zealous, and ethical representation on behalf of the government.

PERFORMANCE STEPS:

1. Coordinate with the special court-martial convening authority and command legal officer of the accused to ensure timely submission of a Request for Legal Services.
2. Determine whether accused is in pretrial confinement, and if so, take appropriate actions to ensure compliance with Article 10, UCMJ, and case law regarding speedy trial.
3. Ensure the appointing order (in the case of an Article 32, UCMJ investigation), convening order, charges, and allied papers are in proper form.
4. Upon receipt of referred charges, immediately cause a copy of the charges to be served upon the accused.
5. Coordinate with the military justice branch and the appropriate Staff Judge Advocate, if necessary, on the administrative aspects of the case.
6. Review all real and documentary evidence, all forensic reports, and conduct a personal view of the crime scene, if any.
7. Comply with applicable discovery rules.

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ENCLOSURE (6)

8. Ensure compliance with Victim/Witness Assistance Program.
9. Interview all potential witnesses.
10. Develop a theory of the case and a strategy for the prosecution.
11. Advise commander regarding proposed pretrial agreements.
12. Obtain facts, sentencing and expert witnesses, by subpoena if necessary.
13. Develop questions for witnesses.
14. Plan use of exhibits.
15. Prepare prosecution witnesses and evidence for trial.
16. Arrange for a trial date with the docketing judge.
17. Arrange for the attendance of all parties.
18. Present the government position on all pretrial motions.
19. Prepare voir dire of members and submit it to military judge for approval.
20. Conduct voir dire of the members and, if appropriate, the military judge.
21. Present an opening statement.
22. Present the case on the merits.
23. Cross-examine defense witnesses.
24. Present case in rebuttal, if any.
25. Submit proposed instructions to the military judge.
26. Present closing argument.
27. Present evidence in aggravation.
28. Present argument on sentence.
29. Keep notes of proceedings for personal reference.
30. Promptly notify the convening authority and the immediate commander of the accused of the verdict and sentence.
31. Monitor the preparation and the authentication of the record of trial.
32. Ensure all evidence is either properly included in the record of trial, or returned to evidence custodian.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: 1stLt

REFERENCE (S) :

1. Case Law
2. DOD DIR 1030.1, Victim and Witness Assistance

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ENCLOSURE (6)

3. DOD INST 1030.2, Victim and Witness Assistance Procedures
4. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
5. JAGINST 5803.1_, Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
6. MCM, Manual for Courts-Martial United States, current edition
7. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
8. SECNAVINST 5800.11_, Victim and Witness Assistance Program

TASK: 4402.04.03 (CORE) PERFORM AS DEFENSE COUNSEL

CONDITION(S): When detailed as a defense counsel in a special or general court-martial, and provided the appropriate references, materials, and equipment.

STANDARD(S): Per the references, providing competent, zealous, and ethical representation for the accused.

PERFORMANCE STEPS:

1. Review charge sheet, appointing order (in the case of an Article 32, UCMJ investigation), convening order, allied papers, and other initial discovery provided by the trial counsel.
2. Evaluate all available evidence in relation to the charges, including real and documentary evidence, statements of witnesses, forensic evidence, and the crime scene (if appropriate).
3. Form attorney-client relationship with the accused, providing advice on rights to counsel, pleas, forum, and other rights.
4. Review all evidence with the client.
5. If appropriate, and authorized by the accused, negotiate a pretrial agreement with the convening authority.
6. Interview all government witnesses and all potential defense witnesses.
7. Develop a theory of the case and a strategy for the defense.
8. Submit discovery requests and prepare to litigate contested discovery issues.
9. Request fact, sentencing, and expert witnesses, and prepare to litigate contested requests.
10. Research, draft, submit, and argue appropriate pretrial motions.
11. Develop questions for witnesses.
12. Prepare defense witnesses and evidence for trial.
13. Plan use of exhibits.
14. Coordinate pretrial arrangements with the Trial Counsel.

15. Prepare voir dire of the members and submit it to military judge for approval.
16. Conduct voir dire of the members and, if appropriate, the military judge.
17. Present opening statement.
18. Cross-examine government witnesses.
19. Present the defense case on the merits, as appropriate.
20. Submit proposed instructions to the military judge.
21. Present closing argument.
22. Present evidence in extenuation and mitigation.
23. Present argument on sentence.
24. Keep notes of proceedings for personal reference.
25. Inform the client of the right to request deferment of confinement, appellate rights and right to submit matters to the convening authority.
26. Examine the record of trial for accuracy and note any errors.
27. Examine posttrial recommendation.
28. Submit matters for consideration by the convening authority concerning mistakes of fact, legal errors, and requests for clemency.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: 1stLt

REFERENCE (S) :

1. Case Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. JAGINST 5803.1, Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General
4. MCM, Manual for Courts-Martial United States, current edition

TASK: 4402.04.14 (CORE PLUS) REVIEW COURTS-MARTIAL

CONDITION(S): Given the appropriate references, materials, and equipment.

STANDARD (S): Per the references.

PERFORMANCE STEPS:

1. Review appropriate directives.
2. Track court-martial from announcement of sentence to authentication by the military judge to ensure timely processing.

3. Cause record of trial to be served upon the accused and/or the designated defense counsel.
4. Review record of trial to ensure all appellate, prosecution, and defense exhibits are included and properly ordered in the record.
5. Review record of trial to ensure the trial comports with all procedural requirements contained in the references.
6. Track submission of matters by the defense to ensure timely compliance with deadlines established by regulations.
7. Draft the Staff Judge Advocate's recommendation, including responding to any matters concerning factual or legal error, or matters of clemency.
8. Draft convening authority's action and forward to the appropriate authority.
9. Draft promulgating order for signature upon the convening authority taking action on the case.
10. Forward completed record of trial and all post trial actions to the appropriate appellate review authority.
11. Maintain complete copies of all reviewed records of trial for the appropriate time period, as required by regulation.
12. Upon completion of the appellate process, draft supplementary court-martial order and forward to the appropriate convening authority, or, in the case of an order from appellate authority to take further action in the case, forward to the appropriate convening authority for further action.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Capt

REFERENCE (S):

1. Case Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCM, Manual for Courts-Martial United States, current edition

TASK: 4402.04.17 (CORE PLUS) REVIEW NONJUDICIAL PUNISHMENT (NJP) APPEALS

CONDITION(S): Given a record of a completed nonjudicial punishment, the appropriate references, administrative supplies, and equipment.

STANDARD(S): Ensuring the record is sufficient in law and fact and the review includes a response to any issue raised by the accused.

PERFORMANCE STEPS:

1. Obtain completed record of the non-judicial punishment.
2. Review to determine if the proceeding complied with procedural requirements.
3. Review to determine if the proceeding had a factual basis.

4. Research and respond to issues raised by the accused on appeal, if any.
5. Forward to appellate authority with recommendations for appropriate action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S) :

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

TASK: 4402.04.18 (CORE) REPRESENT RESPONDENT IN ADMINISTRATIVE SEPARATION PROCEEDINGS

CONDITION(S): Given a complete administrative discharge or board of inquiry package, access to witnesses, references, materials, and equipment.

STANDARD(S): Per the references, providing competent, zealous, and ethical representation of the respondent at the board.

PERFORMANCE STEPS:

1. Review all evidence contained in the administrative separation or board of inquiry package.
2. Establish an attorney-client relationship with the respondent.
3. Determine the realistic desires of the client while establishing the basis for any defense to the allegations.
4. Negotiate for more favorable disposition of the case with the appointing authority, if appropriate.
5. Interview all potential witnesses and review all available evidence, including the SRB/OQR/OMPF of the respondent.
6. Voir dire the members to establish the basis for challenges for cause, as appropriate.
7. Represent the respondent before the board by:
 - (a) Making an opening statement, if permitted.
 - (b) Cross-examining government witnesses.
 - (c) Presenting effective testimony of respondent witnesses and appropriate real or documentary evidence.
 - (d) Making a closing argument.
8. Upon completion of the board, advise the accused of post hearing rights.
9. Assist respondent in exercising post hearing rights, as appropriate.

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INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: 1stLt

REFERENCE (S):

1. Appropriate Law Library References
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. SECNAVINST 1920.6_, Administrative Separation of Officers

TASK: 4402.04.19 (CORE PLUS) ADVISE COMMANDERS AND GENERAL OFFICERS CONCERNING MILITARY JUSTICE MATTERS

CONDITION(S): Given the appropriate references, administrative materials, and equipment.

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

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to respond to the situation.
4. Brief the Commander/General Officer and provide recommendations.
5. Take appropriate actions to execute the Commander/General Officer's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE (S):

1. Case Law
2. U. S. Code
3. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
4. MCM, Manual for Courts-Martial United States, current edition

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DUTY AREA 06 - CIVIL LAW

TASK: 4402.06.05 (CORE) RENDER LEGAL OPINIONS ON ADMINISTRATIVE SEPARATIONS

CONDITION(S): Given the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references and applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the administrative separation at issue.
2. Analyze the situation based on current regulation or law.
3. Formulate appropriate course of action.
4. Draft opinion for commander, setting forth a range of options.
5. Brief commander concerning alternative courses of action and recommend the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. MCM, Manual for Courts-Martial United States, current edition
2. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. SECNAVINST 1920.6_, Administrative Separation of Officers

TASK: 4402.06.06 (CORE PLUS) RENDER LEGAL OPINIONS ON ENVIRONMENTAL LAW MATTERS

CONDITION(S): Given a scenario involving an environmental law issue, and the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues raised by the environmental matter.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and ramifications.
4. Draft legal opinion.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

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INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE (S):

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
6. MCO P5090.2_, USMC Environmental Compliance and Protection Manual
7. OPNAVINST 5090.1_, Environmental and Natural Resources Program Manual

TASK: 4402.06.07 (CORE PLUS) RENDER LEGAL OPINIONS ON LABOR LAW MATTERS

CONDITION(S): Given a scenario involving a labor law issue, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the labor law matter.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE (S):

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. DOD DIR 1400.25, DoD Civilian Personnel Manual System

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ENCLOSURE (6)

TASK: 4402.06.08 (CORE PLUS) RENDER LEGAL OPINIONS ON CLAIMS AGAINST THE GOVERNMENT

CONDITION(S): Given a scenario involving a claim against the government, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the claim.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, with alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5890.1, Administrative Processing and Consideration of Claims on Behalf Of and Against the Government
7. JFTR, Joint Federal Travel Regulations

TASK: 4402.06.09 (CORE) RENDER LEGAL OPINIONS ON ADMINISTRATIVE INVESTIGATIONS

CONDITION(S): Given a scenario involving an injury, death, loss of government property, damage of government or private property, or other incident requiring investigation, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the investigation.
2. Research the applicable statutes, regulations, and case law.

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3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying appropriate courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5890.1, Administrative Processing and Consideration of Claims on Behalf Of and Against the Government

TASK: 4402.06.11 (CORE PLUS) RENDER LEGAL OPINIONS ON LAND USE MANAGEMENT AND CONTROL MATTERS

CONDITION(S): Given a scenario involving land use management and control matters, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the land use and control matter.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Maj

REFERENCE (S) :

1. Federal and State Regulations
2. State and Local Law

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ENCLOSURE (6)

3. U. S. Code
4. MCO P5090.2_, USMC Environmental Compliance and Protection Manual

TASK: 4402.06.12 (CORE PLUS) RENDER LEGAL OPINIONS ON SUITS FOR AND AGAINST THE GOVERNMENT

CONDITION(S): Given a scenario involving suits for and against the government, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Examine the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Maj

REFERENCE(S):

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
6. JAGINST 5890.1, Administrative Processing and Consideration of Claims on Behalf Of and Against the Government

TASK: 4402.06.14 (CORE PLUS) ADMINISTER THE EXECUTION OF CIVIL PROCESS ON MILITARY MEMBERS IN THEIR OFFICIAL CAPACITY OR MILITARY MEMBERS LOCATED ON BOARD MILITARY INSTALLATIONS

CONDITION(S): Given a scenario involving a civil process matter (production of documents, subpoena of witnesses for federal or state court appearances, or execution of federal or state arrest warrant), appropriate references, materials, and equipment.

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STANDARD(S): Accurately complying with current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Coordinate with agencies issuing civil process.
2. Ensure that civil process is in compliance with appropriate law and regulations, verifying compliance through appropriate military agencies (e.g. OJAG Code 34 and CMC Code JAD in case of service of a subpoena of a military member in his official capacity).
3. Coordinate with military units to have military member made available for service of process.
4. Supervise the actual service of process on the military member.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. Appropriate Law Library References
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

TASK: 4402.06.15 (CORE) RENDER LEGAL OPINIONS ON GOVERNMENT ETHICS AND STANDARDS OF CONDUCT

CONDITION(S): Given a scenario involving government ethics and standards of conduct, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law and regulations specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Examine the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and ramifications.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

Appendix A to
ENCLOSURE (6)

REFERENCE (S) :

1. U. S. Code
2. DOD REG 5500.7, Joint Ethics Regulation (JER)
3. JFTR, Joint Federal Travel Regulations

TASK: 4402.06.16 (CORE PLUS) RENDER LEGAL OPINIONS ON MILITARY PERSONNEL LAW

CONDITION(S): Given a scenario involving military personnel law issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the military personnel matter.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending the most appropriate course of action.
6. Execute the commander's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE (S) :

1. U. S. Code
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCM, Manual for Courts-Martial United States, current edition
4. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1610.7_, Performance Evaluation System (PES)
6. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. SECNAVINST 1420.1 , Promotion and Selective Early Retirement of Commissioned Officers on the Active Duty Lists of the Navy and Marine Corps
8. SECNAVINST 1427.2 , Rank, Seniority, and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps
9. SECNAVINST 1920.6_, Administrative Separation of Officers

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TASK: 4402.06.17 (CORE PLUS) RENDER LEGAL OPINIONS ON GOVERNMENT JURISDICTION

CONDITION(S): Given a scenario involving government jurisdiction issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues presented by the government jurisdiction matter.
2. Research the applicable statutes, land grant documents, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion, identifying alternative courses of action.
5. Brief commander on results of research and alternative courses of action, recommending most appropriate course of action.
6. Execute commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. Code of Federal Regulations
2. Federal and State Regulations
3. Land Grant Documents/Deeds
4. State and Local Law
5. U. S. Code

TASK: 4402.06.19 (CORE PLUS) RENDER LEGAL OPINIONS ON FREEDOM OF INFORMATION ACT (FOIA) AND PRIVACY ACT MATTERS

CONDITION(S): Given a scenario involving release of information from government records or the correction of contents of those records, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Review the request for release of information from government records or the correction of government records.
2. Determine the existence of the record or record system.
3. Research the applicable statutes, regulations, and case law.

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ENCLOSURE (6)

4. Analyze the alternative courses of action and foreseeable consequences.
5. Recommend release/correction of the record to the Release Authority/Custodian or denial of the request, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE (S) :

1. Appropriate Law Library References
2. Case Law
3. 5 USC SEC 552, United States Code, Freedom of Information Act (FOIA)
4. MCO P5211.2_, The Privacy Act of 1974
5. SECNAVINST 5211.5_, Department of the Navy Privacy Act (PA) Program
6. SECNAVINST 5720.42_, Department of the Navy Freedom of Information Act (FOIA) Program

TASK: 4402.06.20 (CORE PLUS) RENDER LEGAL OPINIONS ON RELATIONSHIPS WITH PRIVATE ORGANIZATIONS

CONDITION(S): Given a scenario involving relationships with private organizations, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the status of the organization (Type I, II, III, or unaffiliated).
2. Research the applicable statutes, regulations, and case law.
3. Determine appropriate response.
4. Brief commander on results of research and alternative courses of action, recommending most appropriate course of action.
5. Execute commander's decision.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE (S) :

1. Case Law
2. Federal and State Regulations
3. U. S. Code
4. DOD INST 1000.15, Private Organizations on DoD Installations
5. MCO P7000.22_, Appropriated Fund Support to Nonappropriated Fund Activities

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ENCLOSURE (6)

TASK: 4402.06.21 (CORE PLUS) RENDER LEGAL REPRESENTATION BEFORE ADMINISTRATIVE TRIBUNALS

CONDITION(S): When detailed to an administrative tribunal, and provided the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances of the case.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Maj

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: This task envisions the representation of the Government before the Equal Employment Opportunity Commission, the Merit System Protection Board, or the Federal Labor Relations Board. The steps are also applicable to representations before other federal, state and local commissions, or administrative tribunals.

TASK: 4402.06.22 (CORE PLUS) PROVIDE LEGAL SERVICES PLANNING FOR COMMANDERS/GENERAL OFFICERS

CONDITION(S): Given the appropriate references, materials, and equipment.

STANDARD(S): Per the references, ensuring consonance between the mission requirements and available legal assets.

PERFORMANCE STEPS:

1. Review the situation.
2. Identify the legal requirements.
3. Identify the personnel and assets necessary to support the mission.
4. Develop a plan of operation to provide necessary legal service support to meet the situation.
5. Brief commander on the plan of operation.
6. Execute commander's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S) :

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

TASK: 4402.06.23 (CORE PLUS) ADVISE COMMANDERS/COMMANDING GENERALS CONCERNING CIVIL LAW MATTERS

CONDITION(S): Given a set of facts, the appropriate references, and administrative equipment.

STANDARD(S): Ensuring the advice is accurate and timely in accordance with the appropriate laws and regulations and the facts available.

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to respond to the situation.
4. Brief the commander/General Officer and provide recommendations.
5. Take appropriate action to execute the commander's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S) :

1. Appropriate Law Library References

DUTY AREA 07 - LEGAL ASSISTANCE

TASK: 4402.07.01 (CORE) PROVIDE LEGAL ADVICE AND ASSISTANCE TO MARINES, SAILORS, AND THEIR DEPENDENTS

CONDITION(S): Given a legal inquiry from a Marine, Sailor, or dependent, and references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references and applied to the factual circumstances.

PERFORMANCE STEPS:

1. Determine client eligibility for legal assistance.
2. Interview the client and determine the legal issue.
3. Determine whether the legal assistance requested is authorized.
4. Research the law.
5. Provide advice to the client.
6. Take appropriate direct action to represent the client to the extent permitted by existing law and regulation.
7. Follow up on the outcome of the actions taken.
8. Refer client to civilian lawyer if the legal assistance requested is beyond that authorized.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: 1stLt

REFERENCE(S):

1. State and Local Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

TASK: 4402.07.03 (CORE) PREPARE WILLS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.
5. Prepare the will.

6. Execute the will.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. State and Local Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

TASK: 4402.07.04 (CORE PLUS) PREPARE SIMPLE TRUSTS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.
5. Prepare the trust.
6. Execute the trust.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE (S) :

1. State and Local Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

TASK: 4402.07.06 (CORE PLUS) PREPARE NAME CHANGE DOCUMENTS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. State and Local Law
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

TASK: 4402.07.07 (CORE PLUS) NEGOTIATE NONCOMMERCIAL CONTRACTS

CONDITION(S): Given the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Review the documents.
4. Advise the client.
5. Negotiate on behalf of the client.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. State and Local Law

TASK: 4402.07.08 (CORE PLUS) PREPARE GUARDIANSHIP DOCUMENTS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.

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5. Prepare the necessary documents for filing with the appropriate authority by the client.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. State and Local Law
-

TASK: 4402.07.09 (CORE PLUS) PREPARE ADOPTION DOCUMENTS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. Code of Federal Regulations
 2. Federal and State Regulations
 3. State and Local Law
-

TASK: 4402.07.11 (CORE PLUS) PREPARE DOMESTIC RELATIONS DOCUMENTS

CONDITION(S): Given the appropriate references, materials, and equipment.

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

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.

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5. Prepare the necessary documents for filing with the appropriate authority by the client.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. State and Local Law
-

TASK: 4402.07.12 (CORE) ADVISE ON TENANT/LANDLORD RELATIONS

CONDITION(S): Given a scenario involving a tenant/landlord matter, the appropriate references, materials, and equipment.

STANDARD(S): Ensuring the advice accurately reflects current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. State and Local Law
-

TASK: 4402.07.13 (CORE) ADVISE ON CONSUMER AFFAIRS

CONDITION(S): Given a scenario involving consumer affairs issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.

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5. Prepare the necessary documents, if applicable.
6. Negotiate with creditors, as appropriate.
7. Report consumer abuses or infractions, as appropriate, to an administrative agency, such as the Armed Forces Disciplinary Control Board or the Federal Trade Commission.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S) :

1. Code of Federal Regulations
2. Federal and State Regulations
3. State and Local Law
4. U. S. Code
5. 15 USC SEC 1601-67, United States Code, Truth in Lending Act
6. 15 USC SEC 1681-2, United States Code, Fair Credit Reporting Act
7. 15 USC SEC 1692, United States Code, Fair Debt Collection Practices Act
8. 15 USC SEC 2301-12, United States Code, Magnusson-Moss Warranty--Federal Trade Commission Improvement Act
9. 16 CFR 310, Code of Federal Regulations, Federal Trade Commission (FTC) Telemarketing Sales Rule
10. 16 CFR 429, Code of Federal Regulations, Federal Trade Commission (FTC) Rule Concerning Cooling-Off Period for Sales Made at Homes or at Certain Other Locations

TASK: 4402.07.14 (CORE PLUS) ADVISE ON EMPLOYMENT LAW

CONDITION(S): Given a scenario involving employment law issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the fact and circumstances.

PERFORMANCE STEPS:

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

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INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. Code of Federal Regulations
2. State and Local Law
3. U. S. Code

TASK: 4402.07.15 (CORE) ADVISE ON SIMPLE TAX MATTERS

CONDITION(S): Given a scenario involving simple tax matters, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S):

1. Federal and State Regulations
2. State and Local Law
3. U. S. Tax Code

TASK: 4402.07.16 (CORE) ADVISE ON SIMPLE PROBATE MATTERS

CONDITION(S): Given a scenario involving simple probate matters, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.

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3. Research the law.
4. Advise the client.
5. Prepare the necessary documents, if applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

1. State and Local Law
-

TASK: 4402.07.17 (CORE) ADVISE ON DEPENDENT SUPPORT OBLIGATIONS

CONDITION(S): Given a scenario involving dependent support obligations issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Advise the client.
5. Prepare the necessary documents, if applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

1. State and Local Law
 2. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

TASK: 4402.07.18 (CORE) ADVISE ON PATERNITY DETERMINATIONS

CONDITION(S): Given a scenario involving paternity determination issues, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.

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4. Advise the client.
5. Prepare the necessary documents, if applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S) :

1. State and Local Law
 2. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

TASK: 4402.07.19 (CORE) ADVISE ON DISPUTED INDEBTEDNESS

CONDITION(S): Given a scenario involving a disputed indebtedness issue, the appropriate references, materials, and equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE(S) :

1. State and Local Law
 2. U. S. Code
 3. 15 USC SEC 1692, United States Code, Fair Debt Collection Practices Act
 4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
-

TASK: 4402.07.20 (CORE) PREPARE SOLDIERS AND SAILORS CIVIL RELIEF ACT (SSCRA) DOCUMENT

CONDITION(S): Given the appropriate reference, materials, and equipment.

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

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Interview the client.
2. Identify the legal issues.
3. Research the law.
4. Prepare the necessary documents.
5. Negotiate with creditor, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 1stLt

REFERENCE (S):

1. 50 USC SEC 500, ET SEQ., United States Code, Soldiers and Sailors Civil Relief Act

TASK: 4402.07.21 (CORE PLUS) ADVISE COMMANDERS/GENERAL OFFICERS CONCERNING LEGAL ASSISTANCE MATTERS

CONDITION(S): Given the appropriate references and administrative equipment.

STANDARD(S): Accurately reflecting current law as specified in the applicable references as applied to the facts and circumstances.

PERFORMANCE STEPS:

1. Receive a set of facts from an appropriate source.
2. Review the facts and apply the appropriate law and regulations.
3. Determine a range of options to repond to the situation.
4. Brief the Commander/Commanding General and provide recommendations.
5. Take appropriate action to execute the commander's decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE (S):

1. Appropriate Law Library References
2. Code of Federal Regulations
3. Federal and State Regulations
4. State and Local Law
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)

MOS 4421, LEGAL SERVICES SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE SUPPORT

TASK: 4421.01.01 (CORE PLUS) SUPERVISE HANDLING OF SENSITIVE AND CLASSIFIED LEGAL MATERIALS

CONDITION(S): Given sensitive and classified correspondence, the appropriate references, tracking log, materials, and equipment.

STANDARD(S): Per the references, ensuring security of the documents.

PERFORMANCE STEPS:

1. Review the sensitive/classified correspondence.
2. Track material, utilizing a log.
3. Safeguard sensitive material separate from classified documents.
4. Safeguard classified documents.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. OPNAVINST 5510.1_, Department of the Navy Information and Personnel Security Program Regulation
2. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)

TASK: 4421.01.06 (CORE PLUS) DEVELOP LEGAL STANDING OPERATING PROCEDURES (SOP)

CONDITION(S): Given the appropriate references, materials, and equipment.

STANDARD(S): Accurately incorporating the information/procedures contained in the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review current SOP, if applicable, for reliability, pertinence, and accuracy.
3. Revise/Write draft SOP, incorporating appropriate office procedures.
4. Route the draft SOP for comments/recommendations.
5. Incorporate revisions to the draft SOP, if appropriate.
6. Submit SOP for signature.
7. Publish SOP.
8. Distribute SOP.

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9. Maintain SOP with current information.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P5000.14_, Marine Corps Administrative Procedures (MCAP)
4. MCO P5215.1_, Marine Corps Directives System
5. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
6. SOP, Local Standing Operating Procedures

TASK: 4421.01.10 (CORE PLUS) MAINTAIN A PROPERTY ACCOUNT

CONDITION(S) : Given real property, the reference, Consolidated Material Reconciliation, Equipment Custody Receipt (ECR) cards, log book and/or tracking software, personnel, and equipment.

STANDARD(S) : Per the reference, with 100% accountability of all property.

PERFORMANCE STEPS:

1. Inventory all property on the account.
2. Ensure all property is marked with code numbers to facilitate sub-custody accounts.
3. Ensure the assigned code number, description of property, location, and name of Responsible Officer (RO) are entered into a tracking system/computer data base.
4. Ensure section Responsible Officer (RO) signs inventory for sub-custody of property.
5. Ensure inventories are updated every time property is added or removed from an office.
6. Direct an RO sub-account inventory semiannually, or upon assignment of a new Responsible Officer (RO).
7. Ensure RO signs an updated copy of the inventory.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE (S) :

1. MCO P4400.150_, Consumer Level Supply Policy Manual

TASK: 4421.01.13 (CORE PLUS) PROCESS TEMPORARY DUTY (TAD) ORDERS

Appendix B to
ENCLOSURE (6)

CONDITION(S): Given a request for Temporary Duty (TAD), the appropriate reference, materials, and equipment.

STANDARD(S): Per the reference, without error.

PERFORMANCE STEPS:

1. Review the TAD request.
2. Ensure all information is correct.
3. Check for funding authorization, if appropriate.
4. Forward TAD request to approving official and order writing official.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P1000.6_, Assignment, Classification, and Travel Systems Manual (ACTS Manual)

TASK: 4421.01.14 (CORE PLUS) PREPARE LEGAL BRIEFINGS

CONDITION(S): Given the appropriate references, materials, a computer, and current Marine Corps standard presentation software.

STANDARD(S): Ensuring the briefing topics are in compliance with current law/directives as specified in the applicable references.

PERFORMANCE STEPS:

1. Research legal references.
2. Prepare briefing materials (charts, slides, file, script, etc.) utilizing current Marine Corps standard presentation software.
3. Request audience feedback and incorporate appropriate suggestions into future legal briefings.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)

TASK: 4421.01.15 (CORE) TYPE DRAFTED MATERIAL

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CONDITION(S): Given drafted material, the appropriate reference, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Without error, at a minimum speed of 30 words per minute.

PERFORMANCE STEPS:

1. Operate a computer utilizing current Marine Corps standard word processing software.
2. Determine what type of document is required.
3. Create the document.
4. Edit and spell check the document.
5. Save the document to diskette.
6. Print the document.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard, errors are anticipated and should be used to determine remedial training.

TASK: 4421.01.16 (CORE) PREPARE NAVAL CORRESPONDENCE

CONDITION(S): Given draft correspondence, the appropriate references, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the references, without formatting or grammatical error.

PERFORMANCE STEPS:

1. Determine the appropriate naval correspondence format.
2. Assign the correct Standard Subject Identification Code (SSIC).
3. Utilize appropriate abbreviations in correspondence.
4. Type correspondence for signature:
 - a. Prepare a Standard Letter.
 - b. Prepare a New Page Endorsement.
 - c. Prepare a Same Page Endorsement.
 - d. Prepare a Business Letter.
5. Spell check the correspondence.
6. Review typed correspondence for accuracy.

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7. Submit typed correspondence for editing.
8. Correct all errors.
9. Submit correspondence for signature.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
2. SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
3. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard, errors are anticipated and should be used to determine remedial training.

TASK: 4421.01.18 (CORE) MAINTAIN CORRESPONDENCE FILES

CONDITION(S): Given the appropriate references, Standard Subject Identification Codes (SSIC), correspondence files, a computer, and current Marine Corps standard database and word processing software.

STANDARD(S): Per the references, ensuring accuracy in filing and annual year-end disposal/retention actions.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. MCO 5210.11_, Records Management Program for the Marine Corps
2. SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
3. SECNAVINST 5212.5_, Navy and Marine Corps Records Disposition Manual

TASK: 4421.01.19 (CORE PLUS) ROUTE CORRESPONDENCE

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CONDITION(S): Given correspondence for routing, the appropriate references, log book and/or tracking software, and equipment.

STANDARD(S): Per the references, ensuring accuracy in routing destination.

PERFORMANCE STEPS:

1. Receive correspondence.
2. Determine correct destination for incoming correspondence.
3. Track document receipt of correspondence in log or tracking software and assign document to the appropriate section for action.
4. Route correspondence to appropriate section.
5. Monitor section response to the correspondence to ensure action is completed by required deadline.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P5000.14_, Marine Corps Administrative Procedures (MCAP)
2. SOP, Local Standing Operating Procedures

TASK: 4421.01.28 (CORE PLUS) SUPERVISE THE SUBMISSION OF DOCUMENTATION/VOUCHERS FOR COMPENSATION OF CIVILIAN WITNESSES

CONDITION(S): Given references, a civilian witness requiring payment, and proper documentation for payment.

STANDARD(S): Per the references, ensuring the accuracy of the documentation submitted.

PERFORMANCE STEPS:

1. Review references.
2. Identify witness requiring payment/reimbursement.
3. Ensure all documentation is submitted.
4. Follow up to ensure witnesses are paid.
5. Upon payment, close out documentation and ensure budget officer is notified.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7, CHAPTER 1, Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
2. JFTR, Joint Federal Travel Regulations

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DUTY AREA 02 - MILITARY JUSTICE

TASK: 4421.02.01 (CORE PLUS) MAINTAIN CASE FILES

CONDITION(S): Given documents requiring filing, access to case files, references, equipment, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references, ensuring accuracy in document filing/retrieval and annual year-end disposal/retention/archiving actions.

PERFORMANCE STEPS:

1. Review the references.
2. Log into database.
3. Prepare file folder labels, if necessary.
4. File information chronologically.
5. Retrieve filed information upon request.
6. Follow annual disposal/retention/archiving actions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 5210.11_, Records Management Program for the Marine Corps
2. SECNAVINST 5212.5_, Navy and Marine Corps Records Disposition Manual

TASK: 4421.02.02 (CORE PLUS) COMPILE REPORTS

CONDITION(S): Given the reference, equipment, a computer, and current Marine Corps standard database and word processing software.

STANDARD(S): Per the reference, without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

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REFERENCE(S) :

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

TASK: 4421.02.04 (CORE PLUS) PREPARE THE JUDICIARY REPORT

CONDITION(S): Given a requirement to complete a judiciary report, a computer, and current Marine Corps standard database software.

STANDARD(S): Per the references, without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

1. Access the database/information required for the report.
2. Compile the data for the report.
3. Type/Generate the report.
4. Submit the report for signature.
5. Make the appropriate number of copies of the report.
6. Distribute the original and copies of the report.
7. Retain file copy of the report.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S) :

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

TASK: 4421.02.06 (CORE) PROCESS REQUEST(S) FOR LEGAL SERVICES (RLS)

CONDITION(S): Given a Request for Legal Services (RLS), supporting documentation, references, a computer, and current Marine Corps database software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Request for Legal Services for accuracy and completeness.
3. Review the supporting documentation.
4. Log into database.
5. Prepare appropriate documentation (draft charge sheet, convening order, or Article 32 appointing order).

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6. Submit the case file to the supervisor for action.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

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

TASK: 4421.02.07 (CORE) PREPARE COURT-MARTIAL CHARGE SHEETS

CONDITION(S): Given a Request for Legal Services (RLS) and supporting evidence, a computer, the references, and the current Marine Corps standard word processing and database software.

STANDARD(S): Per the references, without formatting or contextual error.

PERFORMANCE STEPS:

1. Review the Request for Legal Services (RLS) and supporting evidence documentation for accuracy and completeness.
2. Review the references for punitive articles violated and wording of charge(s) and specification(s).
3. Type charge sheet.
4. Spell check the charge sheet.
5. Proofread completed charge sheet and edit as necessary.
6. Submit completed charge sheet and case file to supervisor.
7. Make corrections, if necessary, and submit the charge sheet and case file for appropriate signatures.
8. Update the database.
9. Make appropriate number of copies of signed charge sheet(s).
10. Provide original charge sheet and case file to trial counsel.
11. Distribute copies.
12. Retain file copy of the charge sheet(s).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. Military Judge's Benchbook
2. JAGINST 5800.7_, CHAPTER 1, Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
3. MCM, Manual for Courts-Martial United States, current edition

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TASK: 4421.02.08 (CORE) PREPARE REQUEST(S) FOR SEPARATION IN LIEU OF TRIAL PACKAGE (SILT)

CONDITION(S): Given a request for separation in lieu of trial, the reference, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference, without formatting, grammatical, or contextual error.

PERFORMANCE STEPS:

1. Review the reference.
2. Log into case tracking system.
3. Type the document(s).
4. Spell check the document(s).
5. Proofread the document(s) and make corrections, if necessary.
6. Submit document(s) to supervisor for signature.
7. Distribute signed document(s), as required.
8. Update database.
9. Retain file copy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4421.02.10 (CORE) PREPARE COURT-MARTIAL CONVENING ORDERS

CONDITION(S): Given a Request for Legal Services (RLS), a charge sheet, references, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references, without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure member's information is correct.
3. Type court-martial convening order.
4. Review Part V of the charge sheet for accuracy and completeness.
5. Proofread completed convening order and make corrections, if necessary.
6. Submit completed convening order for signature.

7. Make appropriate number of copies.
8. Place original convening order and charge sheet in the case file.
9. Distribute copies.
10. Update database.
11. Retain file copy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

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 United States, current edition

TASK: 4421.02.11 (CORE PLUS) PROCESS MEMBER'S QUESTIONNAIRE

CONDITION(S): Given a list of prospective members, blank/completed member questionnaires, appropriate references, log book, access to case file, and equipment.

STANDARD(S): Per the references, ensuring completed members' questionnaires are available for trial.

PERFORMANCE STEPS:

1. Review references.
2. Review list of prospective members.
3. Deliver blank questionnaires to prospective members for their completion.
4. Maintain log noting location and time of questionnaire delivery.
5. Prior to due date, recover completed questionnaires.
6. Make a copy of each questionnaire for the trial counsel, defense counsel, military judge, and Military Justice Section.
7. Distribute copies of the completed questionnaires.
8. Place original questionnaires in the case file.
9. Maintain file copy.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Military Judge's Benchbook
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCM, Manual for Courts-Martial United States, current edition

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TASK: 4421.02.12 (CORE PLUS) PREPARE SUBPOENA FOR CIVILIAN WITNESS

CONDITION(S): Given witness identification, personal information, a court date, a blank subpoena, mailing materials, a log book, equipment, and references.

STANDARD(S): Per the references, without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

1. Review the references.
2. Type the subpoena.
3. Proofread the typed subpoena and make corrections, if necessary.
4. Prepare mailing envelope.
5. Make appropriate copies.
6. Maintain file copy.
7. Make log entry.
8. Submit subpoena to supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

TASK: 4421.02.13 (CORE PLUS) COORDINATE TRAVEL ARRANGEMENTS AND LODGING FOR OUT OF TOWN WITNESSES

CONDITION(S): Given subpoenas for the witnesses, access to the Traffic Management Office, a list of local lodging places and telephone numbers, and the appropriate equipment.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine location of each witness.
3. Contact each witness to ascertain pertinent travel requirements (i.e., nearest airport, advance travel funds, handicapped status, etc.).
4. Make travel arrangements for each witness.
5. Make lodging arrangements for each witness.

6. Plan for Marine escort to meet each witness upon arrival and provide brief orientation.

7. Prepare written travel schedule that delineates lodging location, method of travel and includes pertinent phone numbers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. JFTR, Joint Federal Travel Regulations
-

TASK: 4421.02.14 (CORE PLUS) PREPARE CONFINEMENT ORDERS

CONDITION(S): Given a blank confinement order, completed report of results of trial, reference, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the reference, without formatting, grammatical, or contextual error.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the results of trial.
3. Type the confinement order.
4. Proofread the complete order and make corrections, if necessary.
5. Deliver the confinement order for signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: LCpl

REFERENCE (S):

1. SECNAVINST 1640.9_, Department of the Navy Corrections Manual
-

TASK: 4421.02.16 (CORE PLUS) CERTIFY TRUE COPIES OF LEGAL DOCUMENTS

CONDITION(S): Given the reference, an original legal document, a copy of the document, and a certified true copy stamp.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

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

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE (S):

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

TASK: 4421.02.18 (CORE PLUS) PROVIDE ADMINISTRATIVE GUIDANCE ON ARTICLE 15 NONJUDICIAL PUNISHMENT (NJP) MATTERS

CONDITION(S): Given the references and a scenario requiring administrative guidance.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Identify the issues involved.
2. Research the administrative requirements.
3. Render an appropriate opinion, based on the administrative requirements.
4. Discuss available options and their ramifications.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE (S):

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

TASK: 4421.02.19 (CORE PLUS) PREPARE FINDINGS WORKSHEET

CONDITION(S): Given a completed charge sheet (DD Form 458), special instructions from the military judge, appropriate references, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review charge sheet (DD Form 458).
3. Review special instructions from the military judge.
4. Prepare findings worksheet.
5. Spell check the findings worksheet.
6. Proofread findings worksheet for correct format and accuracy.

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7. Print findings worksheet.
8. Provide findings worksheet to military judge.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: PFC

REFERENCE(S):

1. Military Judge's Benchbook
2. MCM, Manual for Courts-Martial United States, current edition

TASK: 4421.02.20 (CORE PLUS) PREPARE A SENTENCING WORKSHEET

CONDITION(S): Given a completed charge sheet (DD Form 458), special instructions from the military judge, completed findings worksheet, Maximum Punishment Chart, current military pay scale, the reference, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: PFC

REFERENCE(S):

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

TASK: 4421.02.21 (CORE PLUS) PREPARE COURTROOM FOR TRIAL

CONDITION(S): Given a scenario requiring setup of a courtroom, furniture, name tags, members' folders, appropriate administrative supplies, and recording equipment.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.

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2. Determine type of proceedings.
3. Set up courtroom for appropriate forum.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: PFC

REFERENCE(S):

1. MCM, Manual for Courts-Martial United States, current edition
2. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: The following courtroom environments may be addressed: courts-martial with members or courts-martial with judge alone.

TASK: 4421.02.22 (CORE PLUS) CONDUCT AN INITIAL WITNESS INTERVIEW

CONDITION(S): Given a case file, potential witnesses, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the case file and references.
2. Identify potential witnesses.
3. Coordinate with counsel to determine who will be interviewed by the Legal Services Specialist.
4. Contact the witness.
5. Arrange time and place for interview.
6. Interview witness.
7. Record the interview in an appropriate manner.
8. Prepare results of the interview.
9. Provide results of interview to counsel.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

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

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DUTY AREA 03 - REVIEW

TASK: 4421.03.02 (CORE PLUS) PREPARE CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS, AND COURT-MARTIAL REPORT(S)

CONDITION(S): Provided the appropriate statistics and data, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Coordinate submission of convening authorities' reports.
3. Prepare the report(s).
4. Compare to previous report(s) to evaluate trends.
5. Make appropriate number of copies.
6. Distribute report(s).
7. Retain file copy.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

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

ADMINISTRATIVE INSTRUCTIONS: This report form should be contained on a shared drive or form flow.

TASK: 4421.03.05 (CORE PLUS) REVIEW SUMMARY COURTS-MARTIAL RECORDS OF TRIAL

CONDITION(S): Given a summary court-martial record of trial (DD Form 2329), references, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Log into database.
2. Review the references.
3. Review the record of trial.
4. Annotate any discrepancies.
5. Comply with all mandated review processes.
6. Draft the Judge Advocate's Review (JAR).

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7. Forward the JAR for signature.
8. Make appropriate copies.
9. Distribute copies.
10. Retain file copy.
11. Maintain original record of trial for archiving.
12. Maintain database.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE (S):

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

TASK: 4421.03.09 (CORE) PREPARE CONVENING AUTHORITY'S ACTION/COURT MARTIAL ORDER

CONDITION(S): Given a record of trial, service record, references, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Log into database.
2. Review the references.
3. Review record of trial.
4. Coordinate with review officer.
5. Determine type of Court Martial Order.
6. Assign Court Martial Order number.
7. Type the convening authority's action/Court Martial Order.
8. Spell check.
9. Submit to convening authority for signature.
10. Update database.
11. Make appropriate number of copies.
12. Insert original convening authority's action\Court Martial Order into original record of trial.
13. Distribute copies.
14. Maintain file copies.

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INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)

TASK: 4421.03.11 (CORE PLUS) PROCESS SUPPLEMENTAL COURT-MARTIAL ORDERS

CONDITION(S): Given a record of trial, a signed convening authority's action\Court Martial Order, a copy of the Navy Clemency and Parole Board Decision or a copy of the Waiver of Clemency Review, a copy of the Navy-Marine Corps appellate review delivering decision with proof of service and date thereof, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the applicable references.
2. Review the record of trial, convening authority's action, and all appellate review decisions.
3. Determine the type of supplemental courts-martial order.
4. Assign supplemental court-martial order number.
5. Type the supplemental court-martial order and spell check.
6. Edit the completed order and correct errors, if applicable.
7. Submit the completed order for signature.
8. Update database.
9. Make appropriate number of copies.
10. Distribute the original and copies, as required.
11. Maintain file copies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE (S):

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

TASK: 4421.03.14 (CORE PLUS) DISTRIBUTE APPELLATE REVIEW

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CONDITION(S): Given the written decision and cover letter from the Navy-Marine Corps Appellate Review Activity, the distribution list, administrative materials, and reference.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Make appropriate number of copies for distribution.
2. Prepare envelopes for mailing.
3. Distribute the Appellate Review Decision.
4. Maintain file copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

TASK: 4421.03.15 (CORE PLUS) PROCESS APPELLATE LEAVE PACKAGES

CONDITION(S): Given appellate leave package(s), references, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appellate leave package for completeness.
2. Identify any discrepancies or points of concern.
3. Prepare the Commanding General's endorsement.
4. Maintain file copy.
5. Return completed original package to unit.
6. Update database.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: LCpl

REFERENCE(S):

1. MCO P1050.3_, Regulations for Leave, Liberty, and Administrative Absence
2. SECNAVINST 1050.1_, Leave for Members Awaiting Review of Punitive or Administrative Separation
3. SECNAVINST 5815.3_, Department of the Navy Clemency and Parole Systems

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DUTY AREA 04 - ADMINISTRATIVE LAW

TASK: 4421.04.05 (CORE) PROCESS ADMINISTRATIVE SEPARATIONS

CONDITION(S): Given cases requiring administrative separation of service members, reference, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Log into database.
2. Review the reference.
3. Prepare the package(s)/spell check.
4. Submit the package(s) for SJA review and SJA signature.
5. Update database.
6. Forward signed packages to Commandant of the Marine Corps.
7. Make appropriate number of copies.
8. Distribute copies.
9. Maintain file copies.
10. Maintain database.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4421.04.06 (CORE PLUS) PROCESS JAGMAN INVESTIGATIONS

CONDITION(S): Given JAGMAN investigations, references, a checklist, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Enter investigation into database.
2. Review the references.
3. Use a checklist to prepare the investigation for review and signature.
4. Prepare forwarding endorsement for higher headquarters or files, as appropriate.
5. Ensure appropriate number of copies are available.

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6. Distribute copies.
7. Maintain file copies database.
8. Maintain database.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE (S):

1. JAG Manual Investigation Checklist
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCO P5215.1_, Marine Corps Directives System
4. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: Preparing an investigation for review and signature requires the use of a checklist.

TASK: 4421.04.07 (CORE PLUS) PROCESS CLAIMS

CONDITION(S): Given a claim, a claims checklist, references, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Log into database.
2. Review the references.
3. Use a checklist to prepare claims for review, signature, and forwarding.
4. Ensure appropriate number of copies are available.
5. Forward claim for adjudication.
6. Maintain file copies.
7. Maintain database.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE (S):

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

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DUTY AREA 05 - LEGAL ASSISTANCE

TASK: 4421.05.01 (CORE PLUS) PREPARE LEGAL ASSISTANCE REPORT

CONDITION(S): Given the appropriate reference, source information, computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the source information.
2. Type the report.
3. Submit the report for signature.
4. Distribute copies.
5. Maintain file copies.
6. Maintain local reporting statistics.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

TASK: 4421.05.02 (CORE PLUS) PREPARE LEGAL ASSISTANCE DOCUMENTATION

CONDITION(S): Given the appropriate reference, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

TASK: 4421.05.03 (CORE PLUS) PREPARE POWERS OF ATTORNEY

CONDITION(S): Given access to a client, a client's completed Power of Attorney worksheet, appropriate reference, a computer, and current Marine Corps standard word processing and database software.

STANDARD(S): Per the reference, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

TASK: 4421.05.04 (CORE PLUS) PREPARE WILLS

CONDITION(S): Given access to a client, a client's completed will worksheet, appropriate references, equipment, and administrative materials.

STANDARD(S): Without grammatical, contextual, or formatting error, accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE (S) :

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

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DUTY AREA 06 - SCOPIST DUTIES

Scopist Duties only pertain to a select number of Marines in MOS 4421.

TASK: 4421.06.02 (CORE PLUS) APPLY STENED STENO TYPE THEORY

CONDITION(S): Given appropriate references, administrative supplies, and stenotype notes/strokes.

STANDARD(S): Per the references, ensuring all stenotype notes/strokes are accurately translated.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Translate stenotype notes/strokes using StenEd Stenotype Theory.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Webster's Dictionary

ADMINISTRATIVE INSTRUCTIONS:

1. StenEd Theory is currently utilized by Marine Court Reporters/Stenographers, MOS 4429. It is essential that a scopist be proficient in whichever language is utilized by the Marine Corps.

TASK: 4421.06.03 (CORE PLUS) CONDUCT LEGAL RESEARCH TO CITE CASE LAW

CONDITION(S): Given a legal cite, access to appropriate legal references, equipment, and administrative materials.

STANDARD(S): Per the references, accurately locating the appropriate legal cite.

PERFORMANCE STEPS:

1. Receive legal citation.
2. Locate the appropriate publication in the legal references.
3. Annotate case cite.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Law Library References
2. United States Government Office Style Manual

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ADMINISTRATIVE INSTRUCTIONS:

1. This task focuses on locating and verifying the spelling of appropriate military legal citations.

TASK: 4421.06.05 (CORE PLUS) OPERATE COURT REPORTING TRANSCRIBER

CONDITION(S): Given transcription equipment (earphones, foot pedal, transcriber), pre-recorded proceeding, and appropriate reference.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the transcriber machine user's manual.
2. Insert pre-recorded proceeding.
3. Listen to pre-recorded proceeding.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Transcriber Machine User Manual

TASK: 4421.06.06 (CORE PLUS) OPERATE COMPUTER AIDED TRANSCRIPTION (CAT) SYSTEM

CONDITION(S): Given electronic stenotype notes, a computer with Computer Aided Transcription (CAT) software, a printer, and appropriate references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Open electronic stenotype notes file.
3. Transcribe stenotype notes.
4. Proof transcript for grammatical/spelling errors.
5. Print transcript.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Morson's "English Guide for Court Reporters"

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4. Webster's Dictionary
5. CAT MANUAL, Current Computer Aided Transcription (CAT) Software Operator's Manual

TASK: 4421.06.07 (CORE PLUS) PREPARE RECORD OF AN ARTICLE 32 INVESTIGATION

CONDITION(S): Given an appointing order, computer with Computer Aided Transcription (CAT) software, stenotype notes, references, appropriate administrative supplies, DD Form 457 (Investigating Officer's Report), and DD Form 458 (Charge Sheet).

STANDARD(S): Per the references, without grammatical, contextual, or formatting error.

PERFORMANCE STEPS:

1. Review the references.
2. Review the source documents.
3. Translate stenotype notes.
4. Edit transcript for untranslates.
5. Proof transcript for grammatical/spelling errors.
6. Print transcript.
7. Assemble Article 32 Investigation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Appropriate Law Library References
4. Morson's "English Guide for Court Reporters"
5. Webster's Dictionary
6. JAGINST 5800.7, CHAPTER 1, Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
7. MCM, Manual for Courts-Martial United States, current edition

TASK: 4421.06.10 (CORE PLUS) PREPARE RESULTS OF TRIAL

CONDITION(S): Given findings and an adjudged sentence (if applicable) of a courts-martial proceeding, completed charge sheet (DD Form 458), completed reporter

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worksheet, appropriate administrative supplies, equipment, and special instructions from a military judge or trial counsel (if applicable).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review appropriate source documents.
3. Review special instructions from the military judge or trial counsel, if applicable.
4. Prepare results of trial.
5. Proof results of trial for format and accuracy.
6. Print results of trial.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, CHAPTER XI, R.C.M. 1101, Manual for Courts-Martial United States, current edition, (Post Trial Procedure)

TASK: 4421.06.11 (CORE PLUS) PREPARE VERBATIM RECORD OF GENERAL/SPECIAL COURTS-MARTIAL PROCEEDINGS

CONDITION(S): Given a convening order, computer with Computer Aided Transcription (CAT) software, stenotype notes, appropriate references, administrative supplies, completed DD Form 458 (Charge Sheet), and a blank DD Form 490 (Verbatim Record of Trial).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the source documents.
3. Translate stenotype notes.
4. Edit transcript for untranslates.
5. Proof transcript for grammar/spelling errors.
6. Print transcript.
7. Assemble transcript.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S) :

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Appropriate Law Library References
4. Morson's "English Guide for Court Reporters"
5. Webster's Dictionary
6. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
7. JAGINST 5813.1 , Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
8. MCM, Manual for Courts-Martial United States, current edition

TASK: 4421.06.12 (CORE PLUS) MAINTAIN NOTES AND RECORDINGS OF PROCEEDINGS

CONDITION(S): Given any notes (stenographic or otherwise) or recordings (mechanical, voice, or digital) from proceedings, references, secure file container, appropriate administrative supplies, reporter's worksheet, and references.

STANDARD(S): Per the references, ensuring the security of the documents.

PERFORMANCE STEPS:

1. Review the references.
2. Assemble recordings, notes, and reporter's worksheet.
3. Mark assembled materials in accordance with the references.
4. File recordings and notes of proceedings in a secure container.
5. Coordinate with the Review Section to determine retention of notes.
6. Dispose of notes and tapes, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, CHAPTER VIII, R.C.M. 808, Manual of Courts-Martial, current edition, (Trial Procedure Generally)
3. SECNAVINST 5212.5_, Navy and Marine Corps Records Disposition Manual
4. SOP, Local Standing Operating Procedures

TASK: 4421.06.13 (CORE PLUS) PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS

CONDITION(S): Given a scenario involving a proceeding with exhibits, appropriate administrative materials, reference, specific instructions by the military judge concerning depiction of exhibits (if applicable), and equipment required for exhibit depiction.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the appropriate reference.
2. Prepare substitute depiction of exhibits, if applicable.
3. Assemble exhibits.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

ADMINISTRATIVE INSTRUCTIONS:

1. Exhibits are anything marked by the Court Reporter of Record for consideration by the Finder(s) of Fact in a proceeding. There are various methods of depiction of exhibits, such as: certified true copies, photographs, true description, etc.

TASK: 4421.06.14 (CORE PLUS) DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS

CONDITION(S): Given exhibits, appropriate references, secure container (if applicable), administrative materials, special instructions from trial counsel (if applicable), and court reporter worksheet.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Account for exhibits by comparing the reporter worksheet with number of exhibits.
3. Safeguard exhibits, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, CHAPTER VIII, R.C.M. 808, Manual of Courts-Martial, current edition, (Trial Procedure Generally)

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TASK: 4421.06.15 (CORE PLUS) EDIT REALTIME VERBATIM RECORD OF A PROCEEDING

CONDITION(S): Given a scenario of a stenographer writing on a steno machine linked to a computer via a realtime cable, computer with Computer Aided Transcription (CAT) software, steno machine, DD Form 458 (Charge Sheet), DD Form 490 (Record of Trial), references, and appropriate administrative materials.

STANDARD(S): Per the references, ensuring an accurate realtime translation of stenotype notes.

PERFORMANCE STEPS:

1. Review the references.
2. Translate stenotype notes in realtime mode.
3. Proofread transcript for grammar/spelling errors.
4. Print the record of proceeding.
5. Assemble the record of proceeding.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Appropriate Law Library References
4. Morson's "English Guide for Court Reporters"
5. Webster's Dictionary
6. CAT MANUAL, Current Computer Aided Transcription (CAT) Software Operator's Manual
7. JAGINST 5813.1, Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial

ADMINISTRATIVE INSTRUCTIONS:

1. Realtime requires a stenographer writing on a steno machine linked to the computer via a realtime cable. The scopist will simultaneously "scope" the stenotype notes for correctness and untranslates as the stenographer is writing.

TASK: 4421.06.16 (CORE PLUS) PREPARE SUMMARIZED RECORD OF GENERAL/SPECIAL COURTS-MARTIAL PROCEEDINGS

CONDITION(S): Given a convening order, exhibits, computer, stenotype notes, appropriate references, administrative supplies, completed DD Form 458 (Charge Sheet), and a blank DD Form 491 (Summarized Record of Trial).

STANDARD(S): Per the references.

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PERFORMANCE STEPS:

1. Review the references.
2. Review the source documents.
3. Summarize pre-recorded audio-cassette tape of proceedings.
4. Proof transcript for grammar/spelling errors.
5. Print transcript.
6. Assemble transcript.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE (S) :

1. Appropriate Law Library References
2. Webster's Dictionary
3. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
4. MCM, APPENDIX 13, Manual for Courts-Martial United States, current ed,
(Guide for Prep of Record of Trial by Gen Court-Martial and by Special Court-Martial
When Verbatim Record is not Required)

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DUTY AREA 07 - LAW LIBRARY

TASK: 4421.07.01 (CORE PLUS) MAINTAIN DIRECTIVES

CONDITION(S): Given the references, a computer, current Marine Corps standard word processing software, and access to appropriate information database and Internet.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review references.
2. Maintain publication listing resident in Marine Corps Publications Distribution System (MCPDS).
3. Audit higher headquarters directives system checklists.
4. File directives.
5. Requisition missing directives.
6. Follow guidance per directive change.
7. File page change, as required.
8. Make pen changes, as required.
9. Make change notations on promulgation page for letter-type directives/bulletins.
10. Complete Record of Change page in manual type directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: LCpl

REFERENCE(S):

1. Appropriate Law Library References
2. MCO 5215.12 , Managing and Maintaining Navy Directives Files and Establishing "Most Hold List"
3. MCO P5215.1_ , Marine Corps Directives System
4. MCO P5600.31_ , Marine Corps Publications and Printing Regulations
5. MCO P5800.16_ , Marine Corps Manual for Legal Administration (LEGADMINMAN)
6. NAVMC 2761, Catalog of Publications

TASK: 4421.07.02 (CORE PLUS) MAINTAIN LAW LIBRARY

CONDITION(S): Provided a law library, shelf list cards, checkout list, list of publications which have been checked out, unshelved returned publications, and the GSA Schedule of Publications.

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ENCLOSURE (6)

STANDARD(S): Ensuring daily shelving of returned publications and proper acquisition and accounting for all library holdings.

PERFORMANCE STEPS:

1. Review reference.
2. Shelve publications.
3. Prepare library shelf cards.
4. File library shelf cards.
5. Identify missing publications and attempt to locate them.
6. Requisition necessary publications.
7. Annotate action initiated on shelf cards.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. GSA Schedule of Publications
2. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)

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DUTY AREA 08 - BASIC SKILLS

TASK: 4421.08.01 (CORE PLUS) PERFORM LEGAL RESEARCH

CONDITION(S): Given a statement of legal issue, the appropriate references, a computer, current Marine Corps standard word processing software, and access to computer assisted legal research (CALR).

STANDARD(S): Per the references, accurately citing current case law.

PERFORMANCE STEPS:

1. Precisely state the legal issue.
2. Review the appropriate statutes, case law, administrative regulations, or other source materials.
3. Shepardize.
4. Develop alternative outcomes based upon differing facts.
5. Provide outline of results of research, citing the case law.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Appropriate Law Library References

TASK: 4421.08.02 (CORE PLUS) DRAFT LEGAL MEMORANDA

CONDITION(S): Given the results of legal research, appropriate references, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the references, without formatting, grammatical, or spelling error.

PERFORMANCE STEPS:

1. State the question presented.
2. Provide a summary of the legal research results.
3. In separate paragraphs, develop and analytically resolve each sub-issue of law.
4. Conclude with a recommendation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Appropriate Law Library References

TASK: 4421.08.04 (CORE) USE LEGAL REFERENCES

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ENCLOSURE (6)

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

STANDARD(S): Per the references, accurately citing the appropriate legal references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. SOP, Local Standing Operating Procedures

TASK: 4421.08.05 (CORE) EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS

CONDITION(S): Given a request for administrative or judicial proceedings and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Explain procedures for conducting an NJP.
2. Explain procedures for conducting an administrative board.
3. Explain procedures for conducting an Article 32 Investigation.
4. Explain procedures for conducting a JAG Manual Investigation.
5. Explain procedures for conducting a court-martial.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

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

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3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)

TASK: 4421.08.06 (CORE) EXTRACT INFORMATION FROM SERVICE RECORD BOOK (SRB)

CONDITION(S): Given a Service Record Book (SRB), a list of information to extract, and appropriate references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the information requested.
3. Extract information from the SRB.
4. Double check for accuracy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
5. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)

TASK: 4421.08.07 (CORE PLUS) PROVIDE INSTRUCTION IN LEGAL MATTERS

CONDITION(S): Given a scenario involving a legal topic for which instruction is required, personnel, access to references, appropriate equipment, a computer, and current Marine Corps standard word processing and presentation software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Organize the instruction.
3. Evaluate the audience knowledge base.
4. Generate audience interest in the topic.
5. Present the instructional material.

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6. Monitor the audience for feedback/participation/understanding.
7. Summarize the main points of instruction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. SOP, Local Standing Operating Procedures

TASK: 4421.08.08 (CORE PLUS) SUPERVISE INSPECTIONS OF LEGAL ADMINISTRATION

CONDITION(S): Given a legal services specialist, a list of inspections to be performed, references, appropriate equipment, and administrative materials.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Schedule inspection time and place.
2. Brief clerk concerning responsibilities in conducting the inspection.
3. Brief unit to be inspected on the inspection procedures.
4. Liaison with the personnel of the section being inspected.
5. Supervise the clerk conducting the inspection.
6. Evaluate inspection results to determine trends or problem areas.
7. Debrief the staff noncommissioned officer-in-charge of the section and the commanding officer/officer-in-charge on the inspection results.
8. Schedule a follow-up inspection, if appropriate.
9. Retain a file copy of the inspection results and conclusions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S) :

1. Legal Administration Checklist
2. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
3. MCM, Manual for Courts-Martial United States, current edition

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4. MCO 5215.12 , Managing and Maintaining Navy Directives Files and Establishing "Most Hold List"
5. MCO P1070.12_ , Marine Corps Individual Records Administration Manual (IRAM)
6. MCO P1900.16_ , Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. MCO P5800.16_ , Marine Corps Manual for Legal Administration (LEGADMINMAN)
8. SOP, Local Standing Operating Procedures

TASK: 4421.08.09 (CORE PLUS) CONDUCT AN INSPECTION OF LEGAL ADMINISTRATION

CONDITION(S): Given a list of inspections to be performed, references, appropriate equipment, and administrative materials.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Schedule place and time of inspection.
3. Conduct an in-brief for the Commander on the inspection procedures, as necessary.
4. Inspect unit.
5. Evaluate results to determine trends or problem areas.
6. Conduct a debrief for the Commander, as necessary.
7. Schedule a follow-up inspection, if appropriate.
8. Prepare results of inspection.
9. Distribute the results of the inspection, as appropriate.
10. Retain a file copy of the inspection results and conclusions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_ , Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO 5215.12 , Managing and Maintaining Navy Directives Files and Establishing "Most Hold List"
4. MCO P1070.12_ , Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1900.16_ , Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
6. MCO P5800.16_ , Marine Corps Manual for Legal Administration (LEGADMINMAN)

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7. SOP, Local Standing Operating Procedures

TASK: 4421.08.11 (CORE) APPLY THE RULES OF STANDARD ENGLISH GRAMMAR TO WRITTEN TEXT

CONDITION(S): Given written text/electronic text file, references, a computer, and current Marine Corps standard word processing software.

STANDARD(S): Per the references, correcting all grammatical, contextual, or formatting errors.

PERFORMANCE STEPS:

1. Review pertinent English grammar rules.
2. Edit written text/electronic text file.
3. Identify errors in text.
4. Correct identified errors.
5. Produce corrected copy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE (S):

1. Morson's "English Guide for Court Reporters"
2. Webster's Dictionary

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DUTY AREA 09 - ENLISTED PERSONNEL MANAGEMENT

TASK: 4421.09.01 (CORE PLUS) ASSIGN PERSONNEL TO PROVIDE LEGAL SERVICES SUPPORT

CONDITION(S): Given mission requirements, a roster of available personnel, and references.

STANDARD(S): Reflecting an efficient correlation between the skills of the assigned personnel and the difficulty of the assigned task.

PERFORMANCE STEPS:

1. Review the references.
2. Review the mission requirements and the roster of available personnel.
3. Review the training and potential of each available Marine.
4. Assign Marines to meet mission requirements.
5. Instruct assigned Marines on their responsibilities and provide necessary training and reference material.
6. Monitor the task performance of each Marine.
7. Evaluate Marine's job performance.
8. Adjust the assignments, as necessary.
9. Counsel and document performance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 1510.51_, Individual Training Standards (ITS) System for Legal Services (OccFld 44)
2. MCO P1610.7_, Performance Evaluation System (PES)
3. SOP, Local Standing Operating Procedures
4. UNIT T/O, Unit Table of Organization

TASK: 4421.09.05 (CORE PLUS) SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL

CONDITION(S): Given the appropriate references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the requirements.

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ENCLOSURE (6)

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE (S):

1. MCO 1510.51_, Individual Training Standards (ITS) System for Legal Services (OccFld 44)
2. MCO 1553.3_, Marine Corps Unit Training Management (TM)

TASK: 4421.09.08 (CORE PLUS) MONITOR THE TABLE OF ORGANIZATION (T/O)

CONDITION(S): Given a unit's Table of Organization (T/O), the reference, and appropriate equipment.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE (S):

1. UNIT T/O, Unit Table of Organization

MOS 4429, LEGAL SERVICES REPORTER (STENOTYPE)

DUTY AREA 01 - BASIC SKILLS

TASK: 4429.01.02 (CORE PLUS) EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS

CONDITION(S): Given a scenario involving an NJP proceeding, an administrative board proceeding, an Article 32 Investigation proceeding, a JAG Manual Investigation proceeding, a court-martial proceeding, references, equipment, and administrative supplies.

STANDARD(S): Accurately reflecting current guidance as specified in the references.

PERFORMANCE STEPS:

1. Explain procedures for conducting an NJP proceeding.
2. Explain procedures for conducting an administrative board proceeding.
3. Explain procedures for conducting an Article 32 Investigation proceeding.
4. Explain procedures for conducting a JAG Manual Investigation proceeding.
5. Explain procedures for conducting a court-martial proceeding.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

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

TASK: 4429.01.03 (CORE PLUS) CONDUCT LEGAL RESEARCH TO CITE CASE LAW

CONDITION(S): Given a legal cite, access to appropriate legal references, equipment, and administrative materials.

STANDARD(S): Per the references, accurately locating the appropriate legal cite.

PERFORMANCE STEPS:

1. Receive legal citation.
2. Locate the appropriate publication in the legal references.
3. Annotate case cite.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Appropriate Law Library References

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ADMINISTRATIVE INSTRUCTIONS:

1. This task focuses on locating and verifying the spelling of appropriate military legal citations.

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DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS

TASK: 4429.02.01 (CORE PLUS) PREPARE REPORT OF RESULTS OF TRIAL

CONDITION(S): Given a verdict, sentence (if applicable), charge sheet, pretrial agreement (if applicable), blank Results of Trial form, reporter's notes, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the charge sheet, pleas, findings and sentence (if applicable).
2. Compare charge sheet with findings.
3. Compare pretrial agreement, if any, with sentence.
4. Extract the appropriate information required for the Results of Trial form from the documentation.
5. Prepare the Report of Results of Trial.
6. Submit completed form to trial counsel for signature.
7. Make appropriate number of copies.
8. Distribute copies.
9. Maintain file copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.02.02 (CORE PLUS) MAINTAIN COURTS-MARTIAL CASE STATUS REPORT

CONDITION(S): Given a completed Results of Trial form, reference, appropriate equipment, and administrative supplies.

STANDARD(S): Per the reference, recording all appropriate information on the case status report.

PERFORMANCE STEPS:

1. Review Results of Trial form.
2. Record the following information on case status report:
 - a. name of accused.

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- b. unit.
- c. date of trial.
- d. type of proceedings.
- e. military judge.
- f. trial counsel.
- g. defense counsel.
- h. authentication dates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. SOP, Local Standing Operating Procedures
-

TASK: 4429.02.03 (CORE PLUS) MAINTAIN STENOTYPE NOTE FILES

CONDITION(S): Given stenotype notes and tapes, references, appropriate equipment, and administrative materials.

STANDARD(S): Per the references, without loss or destruction of files.

PERFORMANCE STEPS:

1. Receive stenotype notes and tapes.
2. Clearly mark and securely wrap notes and tapes.
3. File according to unit SOP.
4. Retrieve filed notes upon request.
5. Coordinate with the Review Section to determine retention of notes.
6. Dispose of notes and tapes, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. SOP, Local Standing Operating Procedures

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DUTY AREA 03 - PERSONNEL MANAGEMENT

TASK: 4429.03.01 (CORE PLUS) SCHEDULE PERSONNEL PERFORMING COURT REPORTER DUTIES

CONDITION(S): Given a list of court reporters, a court docket, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.03.02 (CORE PLUS) MONITOR PERSONNEL PREPARING TRANSCRIPT

CONDITION(S): Given a court reporter, a trial package, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references, ensuring accuracy in transcript preparation.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Sgt

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REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. A trial package consists of stenotype notes, backup tapes, and all allied documents from the court.

TASK: 4429.03.03 (CORE PLUS) SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL

CONDITION(S): Given the appropriate references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S) :

1. MCO 1510.51_, Individual Training Standards (ITS) System for Legal Services (OccFld 44)
2. MCO 1553.3_, Marine Corps Unit Training Management (TM)
3. SOP, Local Standing Operating Procedures

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DUTY AREA 04 - ADMINISTRATIVE SUPPORT

TASK: 4429.04.01 (CORE PLUS) PREPARE RECORD OF NONJUDICIAL PUNISHMENT (NJP) PROCEEDINGS

CONDITION(S): Given access to an NJP proceeding, appropriate equipment, reporter's worksheet, references, and administrative supplies.

STANDARD(S): Per the references and by the established due date.

PERFORMANCE STEPS:

1. Set up equipment for recording the proceedings.
2. Record all required information.
3. Transcribe recording.
4. Edit the transcript, correcting all errors, if applicable.
5. Assemble the package.
6. Copy NJP proceedings.
7. Distribute copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. The time required to transcribe a record will be proportional to the experience level of the reporter and the local case load.

TASK: 4429.04.03 (CORE PLUS) PREPARE RECORD OF ARTICLE 32 INVESTIGATION PROCEEDINGS

CONDITION(S): Given access to an Article 32 Investigation proceeding, reporter's worksheet, DD Form 458 (Charge Sheet), appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review appropriate source documents.
3. Set up the equipment for recording the proceedings.

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4. Record all required information.
5. Route the proceedings to the appropriate sections.
6. Edit the transcript, correcting all errors, if applicable.
7. Assemble the Article 32 Investigation.
8. Copy Article 32 Investigation proceedings.
9. Distribute copies.
10. Maintain file copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Sgt

REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. The time required to transcribe a record will be proportional to the experience level of the reporter and the local case load.

TASK: 4429.04.04 (CORE) PREPARE RECORD OF COURTS-MARTIAL PROCEEDINGS

CONDITION(S): Given access to a court-martial proceeding, reporter's worksheet, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references and by the established due date.

PERFORMANCE STEPS:

1. Set up the equipment for recording the proceedings.
2. Record all required information.
3. Transcribe recording.
4. Edit the transcript and correct all errors, if applicable.
5. Assemble package.
6. Copy court-martial proceedings.
7. Distribute copies.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Sgt

REFERENCE(S) :

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

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2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. The time required to transcribe a record will be proportional to the experience level of the reporter and the local case load.

TASK: 4429.04.05 (CORE PLUS) PREPARE RECORD OF JAG MANUAL INVESTIGATION PROCEEDINGS

CONDITION(S): Given access to a JAG Manual Investigation proceeding, reporter's worksheet, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references and by the established due date.

PERFORMANCE STEPS:

1. Set up equipment for recording the proceedings.
2. Record all required information.
3. Transcribe recording.
4. Edit the transcript and correct all errors, as applicable.
5. Assemble the package.
6. Copy JAG Manual investigation proceedings.
7. Distribute copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. The time required to transcribe a record will be proportional to the experience level of the reporter and the local case load.

TASK: 4429.04.06 (CORE PLUS) PREPARE RECORD OF ORAL DEPOSITIONS

CONDITION(S): Given access to an oral deposition, reporter's worksheet, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references and by the established due date.

PERFORMANCE STEPS:

1. Set up equipment for recording the proceedings.
2. Record all required information.
3. Transcribe recording.
4. Edit the transcript, correcting all errors, if applicable.
5. Assemble the package.
6. Copy oral deposition.
7. Distribute the copies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. The time required to transcribe a record will be proportional to the experience level of the reporter and the local case load.

TASK: 4429.04.07 (CORE PLUS) ROUTE RECORDS OF TRIAL

CONDITION(S): Given a record of trial, record of trial routing sheet, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references, ensuring the records are routed to the trial counsel, defense counsel, and military judge.

PERFORMANCE STEPS:

1. Prepare routing sheet.
2. Attach routing sheet to record of trial.
3. Forward record of trial to trial counsel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.04.10 (CORE PLUS) SET UP COURT REPORTER AREA FOR COURT OR HEARING

CONDITION(S): Given access to the courtroom or hearing room, the appropriate equipment, reference, legal documentation, and administrative supplies.

STANDARD(S): Per the reference, ensuring equipment operability.

PERFORMANCE STEPS:

1. Set up the equipment.
2. Test equipment to ensure its operability.
3. Prepare reporter's worksheet.
4. Set up court reporter's desk with appropriate court reporting supplies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. SOP, Local Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS:

1. Court reporter supplies consist of steno paper, audio tapes, pencil, ink pen, exhibit labels, stapler, ruler, markers, and paper clips.

TASK: 4429.04.11 (CORE PLUS) COMPILER REPORTS

CONDITION(S): Given the reference, equipment, administrative supplies, computer, access to appropriate information/database, and Marine Corps standard word processing and database software.

STANDARD(S): Per the reference, without grammatical, formatting, or contextual error.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

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REFERENCE(S) :

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

TASK: 4429.04.12 (CORE PLUS) PREPARE INVESTIGATING OFFICER'S REPORT

CONDITION(S): Given a blank investigating officer's report (DD Form 457), reference, administrative supplies, appropriate equipment, computer, and Marine Corps standard word processing and database software.

STANDARD(S): Per the reference and without error.

PERFORMANCE STEPS:

1. Access/Gather the information from the investigating officer.
2. Type/Generate DD Form 457.
3. Submit DD Form 457 to the investigation officer for signature.
4. Attach DD Form 457 to the original Article 32 Investigation transcript.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S) :

1. DD FORM 457, Investigating Officer's Report

TASK: 4429.04.14 (CORE) PREPARE VERBATIM RECORD OF PROCEEDINGS

CONDITION(S): Given an appointing order or convening order, exhibits, computer with Computer Aided Transcription (CAT) software, stenotype notes, appropriate references, administrative supplies, completed DD Form 458 (Charge Sheet), if applicable, and a blank DD Form 490 (Verbatim Record of Trial), if applicable.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Review appropriate source documents.
3. Translate stenotype notes.
4. Edit transcript for untranslates.
5. Proof transcript for grammar/spelling errors.
6. Print transcript.
7. Assemble transcript.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

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REFERENCE (S) :

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Appropriate Law Library References
4. Morson's "English Guide for Court Reporters"
5. Webster's Dictionary
6. DD FORM 458, Charge Sheet
7. DD FORM 490, Record of Trial
8. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
9. JAGINST 5813.1, Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial
10. MCM, Manual for Courts-Martial United States, current edition

TASK: 4429.04.15 (CORE PLUS) PREPARE SUMMARIZED RECORD OF PROCEEDINGS

CONDITION(S): Given an appointing order or convening order, exhibits, computer, stenotype notes, appropriate references, administrative supplies, completed DD Form 458 (Charge Sheet), if applicable, and a blank DD Form 491 (Summarized Record of Trial), if applicable.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Review appropriate source documents.
3. Summarize pre-recorded audio-cassette tape of proceedings.
4. Proof transcript for grammar/spelling errors.
5. Print transcript.
6. Assemble transcript.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. Appropriate Law Library References
2. Webster's Dictionary
3. DD FORM 458, Charge Sheet

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4. DD FORM 490, Record of Trial
5. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
6. MCM, APPENDIX 13, Manual for Courts-Martial United States, current ed,
(Guide for Prep of Record of Trial by Gen Court-Martial and by Special Court-Martial
When Verbatim Record is not Required)

TASK: 4429.04.16 (CORE PLUS) PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS

CONDITION(S): Given exhibits, appropriate administrative materials, references, specific instructions by the military judge concerning depiction of exhibits (if applicable), and equipment required for exhibit depiction.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Prepare substitute depiction of exhibits, if applicable.
3. Assemble exhibits.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCM, CHAPTER VIII, R.C.M. 808, Manual of Courts-Martial, current edition,
(Trial Procedure Generally)
2. MCM, CHAPTER XI, R.C.M. 1103, Manual for Courts-Martial United States,
current edition, (Post-Trial Procedure)

ADMINISTRATIVE INSTRUCTIONS:

1. Exhibits are anything marked by the Court Reporter of Record for consideration by the Finder(s) of Fact in a proceeding. There are various methods of depiction of exhibits, such as: certified true copies, photographs, true description, etc.

TASK: 4429.04.17 (CORE PLUS) DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS

CONDITION(S): Given exhibits, appropriate references, secure container (if applicable), administrative materials, special instructions from trial counsel (if applicable), and court reporter worksheet.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Account for exhibits by comparing the reporter worksheet with number of exhibits.

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3. Safeguard exhibits, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, CHAPTER VIII, R.C.M. 808, Manual of Courts-Martial, current edition, (Trial Procedure Generally)

TASK: 4429.04.18 (CORE PLUS) PREPARE REALTIME VERBATIM RECORD OF A PROCEEDING

CONDITION(S) : Given a stenographer writing on a steno machine linked to a computer via a realtime cable, computer with Computer Aided Transcription (CAT) software, steno machine, references, and appropriate administrative materials.

STANDARD(S) : Per the references, ensuring an accurate realtime translation of stenotype notes.

PERFORMANCE STEPS:

1. Review the appropriate references.
2. Translate stenotype notes in realtime mode.
3. Proofread transcript for grammar/spelling errors.
4. Print the record of proceeding.
5. Assemble the record of proceeding.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. "Real-Time Machine Shorthand for Expanding Careers", Volume I, Basic Theory, by Ritter
2. "Stenotype Theory for the Professional Scopist", by Nash and Kinkaid
3. Appropriate Law Library References
4. Morson's "English Guide for Court Reporters"
5. Webster's Dictionary
6. CAT MANUAL, Current Computer Aided Transcription (CAT) Software Operator's Manual
7. DD FORM 458, Charge Sheet
8. DD FORM 490, Record of Trial
9. JAGINST 5813.1, Standardization of General Court-Martial and Special Court-Martial Verbatim Records of Trial

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10. MCM, APPENDIX 14, Manual for Courts-Martial United States, current ed,
(Guide for Prep of Record of Trial by Gen Court-Martial and by Special Court-Martial
When a Verbatim Record is Required)

ADMINISTRATIVE INSTRUCTIONS:

1. Realtime requires a stenographer writing on a steno machine linked to the computer via a realtime cable. The scopist will simultaneously "scope" the stenotype notes for correctness and untranslates as the stenographer is writing.

TASK: 4429.04.19 (CORE PLUS) PREPARE RESULTS OF TRIAL

CONDITION(S): Given findings and an adjudged sentence (if applicable) of a courts-martial proceeding, completed charge sheet (DD Form 458), completed reporter worksheet, appropriate administrative supplies, equipment, and special instructions from a military judge or trial counsel (if applicable).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review appropriate references.
2. Review appropriate source documents.
3. Review special instructions from the military judge or trial counsel, if applicable.
4. Prepare results of trial.
5. Proof results of trial for format and accuracy.
6. Print results of trial.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, CHAPTER XI, R.C.M. 1101, Manual for Courts-Martial United States, current edition, (Post Trial Procedure)

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DUTY AREA 05 - EQUIPMENT AND ELECTRONIC SYSTEMS

TASK: 4429.05.01 (CORE) OPERATE STENOTYPE MACHINE

CONDITION(S): Given a stenoype machine, a blank 3.5-inch diskette, stenoype paper, and the reference.

STANDARD(S): Per the reference and at a speed of 200 WPM.

PERFORMANCE STEPS:

1. Set up stenoype machine.
2. Load blank 3.5-inch diskette and stenoype paper into stenoype machine.
3. Record dictation.
4. Unload 3.5-inch diskette and stenoype paper.
5. Secure the machine.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Manufacturer's Operating Instructions
-

TASK: 4429.05.02 (CORE PLUS) OPERATE TAPE RECORDER BACK-UP SYSTEM

CONDITION(S): Given a tape recorder, microphones, blank audio cassette, and manufacturer's operating instructions.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Set up tape recorder.
2. Load cassette.
3. Test equipment to ensure its operability.
4. Record information.
5. Unload cassette.
6. Perform preventive maintenance on the machine.
7. Secure machine.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Manufacturer's Operating Instructions
-

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TASK: 4429.05.03 (CORE) OPERATE COMPUTER-AIDED TRANSCRIPTION (CAT) EQUIPMENT

CONDITION(S): Given electronic stenotype notes, appropriate equipment, computer loaded with CAT software, and appropriate reference.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the appropriate reference.
2. Open electronic stenotype note file.
3. Transcribe stenotype notes.
4. Proof transcript for grammatical/spelling errors.
5. Print transcript.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Manufacturer's Operating Instructions

TASK: 4429.05.04 (CORE PLUS) ADVISE ON SELECTION OF OFFICE EQUIPMENT

CONDITION(S): Given the appropriate equipment, references, and court reporter office with accompanying courtroom requirements.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.05.05 (CORE PLUS) OPERATE COURT REPORTING TRANSCRIBER

CONDITION(S): Given transcription equipment (earphones, foot pedal, transcriber), pre-recorded proceeding, and appropriate reference.

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STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the transcriber machine user's manual.
2. Insert pre-recorded proceeding.
3. Listen to pre-recorded proceeding.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Transcriber Machine User Manual

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DUTY AREA 07 - REVIEW

TASK: 4429.07.01 (CORE PLUS) PROCESS SPECIAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW

CONDITION(S): Given an authenticated special court-martial record of trial, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Copy authenticated special court-martial record of trial.
2. Route original special court-martial record of trial with copies to review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.07.02 (CORE PLUS) PROCESS GENERAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW

CONDITION(S): Given an authenticated general court-martial record of trial, appropriate equipment, references, and administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Copy authenticated general court-martial record of trial.
2. Route original general court-martial record of trial with copies to review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. SOP, Local Standing Operating Procedures

TASK: 4429.07.03 (CORE PLUS) PREPARE COURT-MARTIAL ROUTING SHEET

CONDITION(S): Given a completed record of trial, references, appropriate equipment, and administrative supplies.

STANDARD(S): Per the references.

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PERFORMANCE STEPS:

1. Review court reporter's worksheet.
2. Complete routing sheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. MCM, Manual for Courts-Martial United States, current edition
2. SOP, Local Standing Operating Procedures

MOS 4430, LEGAL ADMINISTRATIVE OFFICER

DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS

TASK: 4430.02.01 (CORE PLUS) DETERMINE LEGAL OFFICE PUBLICATION REQUIREMENTS

CONDITION(S): Given the unit Table of Allowances for Publications (TAP), list of office directives on file, references, a computer with current Marine Corps standard word processing and database software, access to the Marine Corps Publications Distribution Systems (MCPDS), equipment, and administrative supplies.

STANDARD(S): Per the references, ensuring consonance between the TAP requirements and list of office directives on file.

PERFORMANCE STEPS:

1. Review publication listing.
2. Compare publication listing to list of office directives on file.
3. Annotate differences between publication listing, the office directives files, and the requirements.
4. Request changes to the publication listing and copies of directives, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P5600.31_, Marine Corps Publications and Printing Regulations
2. NAVMC 2761, Catalog of Publications

TASK: 4430.02.02 (CORE PLUS) MONITOR THE RECEIPT AND DISTRIBUTION OF PUBLICATIONS

CONDITION(S): Given a unit publication log, reference, a computer with current Marine Corps standard word processing and database software, access to the Marine Corps Publications Distribution System (MCPDS), and supervisory responsibility of a publications clerk.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review the publications process.
2. Correct any procedural problems.
3. Annotate necessary changes to the SOP.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. SOP, Local Standing Operating Procedures

TASK: 4430.02.03 (CORE PLUS) MONITOR UPDATE OF COMMERCIALY PROCURED LEGAL PUBLICATIONS

CONDITION(S): Given access to the publications library, references, a computer with current Marine Corps standard word processing and database software, and the appropriate equipment.

STANDARD(S): Per the references, ensuring currency of legal publications.

PERFORMANCE STEPS:

1. Review publications to ensure volumes are current.
2. Annotate discrepancies between current volumes/pocket parts and superseded volumes/pocket parts.
3. Recheck publications to ensure discrepancies have been resolved.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
2. SOP, Local Standing Operating Procedures

TASK: 4430.02.04 (CORE PLUS) DEVELOP LEGAL ADMINISTRATIVE STANDING OPERATING PROCEDURES (SOP)

CONDITION(S): Given the references, equipment, a computer with current Marine Corps standard word processing software, administrative supplies, and documents defining the procedures and practices for each legal section.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Gather pertinent information on each legal section.
2. Review the references.
3. Review current SOP, if applicable, for reliability, pertinence, and accuracy.
4. Organize information and include administrative instruction in draft SOP format.
5. Route the draft SOP to each section for comment.
6. Review comments and make appropriate revisions to the draft SOP.
7. Submit SOP for signature.
8. Publish SOP.
9. Distribute SOP.
10. Maintain SOP with current information.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: CWO2

REFERENCE (S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCM, Manual for Courts-Martial United States, current edition
3. MCO P5215.1_, Marine Corps Directives System
4. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)

TASK: 4430.02.05 (CORE PLUS) SUPERVISE MAINTENANCE OF PUBLICATIONS AND DIRECTIVES

CONDITION(S): Given the current organizational publication listing, local directives checklist, access to the Marine Corps Publication Distribution System (MCPDS), a computer with current Marine Corps standard word processing and database software, equipment, and administrative supplies.

STANDARD(S): Per the references, ensuring all authorized publications are on hand and current.

PERFORMANCE STEPS:

1. Review the publications listing for the command contained in Marine Corps Publication Distribution System (MCPDS).
2. Determine changes to publication listing, if required.
3. Ensure changes to the publications listing are made in MCPDS, as required.
4. Check on-hand directives against the directives listing.
5. Ensure command address contained in MCPDS is correct.
6. Establish a Navy Must Hold listing.
7. Modify the Navy Must Hold listing, as required.
8. Ensure inventories of all directives and publications held by the command are maintained and that applicable changes are entered.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S):

1. MCO 5210.11_, Records Management Program for the Marine Corps
2. MCO 5215.12_, Managing and Maintaining Navy Directives Files and Establishing "Must Hold List"
3. MCO P5000.14_, Marine Corps Administrative Procedures (MCAP)
4. MCO P5215.1_, Marine Corps Directives System
5. MCO P5600.31_, Marine Corps Publications and Printing Regulations

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6. NAVMC 2761, Catalog of Publications
7. NAVSUP P 2002D, Index of Navy Publications
8. OPNAV NOTICE 5400, Standard Naval Distribution List (SNDL)
9. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
10. SECNAVINST 5215.1_, Department of the Navy Directives Issuance System

TASK: 4430.02.06 (CORE PLUS) ENSURE PREPARATION OF REQUISITIONS FOR LEGAL VOLUMES AND PUBLICATIONS THROUGH MILITARY CHANNELS

CONDITION(S): Given a requirement to order legal volumes/publications, references, a computer with current Marine Corps standard word processing software, equipment, log book, and administrative supplies.

STANDARD(S): Per the references, without contextual or formatting error.

PERFORMANCE STEPS:

1. Supervise the research of legal publication titles in the GSA Schedule of Publications.
2. Ensure accurate written justification for requisitions.
3. Ensure clerk maintains log book recording ordered publications.
4. Ensure clerk routes publication request to the legal librarian.
5. Ensure ordered publications are received.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. Government Service Administration (GSA) Schedule of Publications
2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

TASK: 4430.02.07 (CORE PLUS) ENSURE PREPARATION OF REQUISITIONS OF LEGAL VOLUMES, PUBLICATIONS, AND PERIODICALS FROM COMMERCIAL SOURCES

CONDITION(S): Given a DD Form 1348 (DoD Single Line Item Requisition System Document Manual), a request for legal publications from commercial source(s), log book, equipment, GSA Schedule of Publications, a computer with current Marine Corps standard word processing software, and references.

STANDARD(S): Per the references, without contextual or formatting error.

PERFORMANCE STEPS:

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1. Supervise the research of legal publication titles in a publisher's catalog and GSA Schedule of Publications.
2. Supervise the research of cost accounting data.
3. Ensure clerk accurately fills out blank vouchers.
4. Ensure clerk maintains log book recording ordered publications.
5. Ensure ordered publications are received.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S) :

1. Government Service Administration (GSA) Schedule of Publications
2. DD FORM 1348_, Single Line Item Requisition System Document, DoD (Mechanical)
3. MCO P5600.31_, Marine Corps Publications and Printing Regulations

TASK: 4430.02.08 (CORE PLUS) SUPERVISE MAINTENANCE OF LAW LIBRARY

CONDITION(S): Provided a law library, a computer with current Marine Corps standard word processing and database software, shelf list cards, check-out list, list of publications which have been checked out, the GSA Schedule of Publications, appropriate equipment, and administrative materials.

STANDARD(S): Per the references, ensuring proper acquisition, accounting, currency, and shelving of all library holdings.

PERFORMANCE STEPS:

1. Review shelf list cards to determine which publications should be on the shelves.
2. Cross-reference check-out list to account for documents not on shelves.
3. Ensure all publications contain current pocket parts.
4. Ensure all publications are shelved sequentially.
5. Ensure library personnel have identified publications that are missing and taken appropriate action to either locate the publication or requisition a new copy.
6. Ensure all actions are annotated on shelf list card.
7. Train library personnel in efficient procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S) :

1. Government Service Administration (GSA) Schedule of Publications
2. SOP, Local Standing Operating Procedures

TASK: 4430.02.09 (CORE PLUS) SUPERVISE MAINTENANCE OF ROUTINE DISCIPLINARY RECORDS, REPORTS, AND CORRESPONDENCE FILES

CONDITION(S): Given the references, a computer with current Marine Corps standard word processing and database software, a files outline, established file folders, administrative supplies, and appropriate documents.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Approve the files outline.
2. Compare established file folders against files outline.
3. Review the identification labels on file folders.
4. Verify correspondence is filed per the files outline.
5. Ensure that correspondence files are maintained per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO 5210.11_, Records Management Program for the Marine Corps
2. SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
3. SECNAVINST 5212.5_, Navy and Marine Corps Records Disposition Manual

DUTY AREA 03 - PERSONNEL MANAGEMENT

TASK: 4430.03.02 (CORE PLUS) MONITOR THE TABLE OF ORGANIZATION (T/O)

CONDITION(S): Given an organization's Table of Organization (T/O), references, a computer with current Marine Corps standard word processing software, appropriate equipment, and administrative supplies.

STANDARD(S): Per the references, ensuring compatibility between organizational and personnel needs.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P1000.6_, Assignment, Classification, and Travel Systems Manual (ACTS Manual)
2. MCO P1200.7_, Military Occupational Specialities Manual (MOS Manual)
3. UNIT T/O, Unit Table of Organization

TASK: 4430.03.03 (CORE PLUS) PROVIDE ADVICE ON PERSONNEL TRAINING

CONDITION(S): Given a list of training requirements, a computer with current Marine Corps standard word processing and database software, a roster of available personnel, and the reference.

STANDARD(S): Ensuring the training assignments reflect an efficient correlation between the technical/professional skills of the assigned personnel and the level of the assigned training.

PERFORMANCE STEPS:

1. Review the list of training requirements and the roster of available personnel.
2. Provide advice on assignment of Marines to meet each task on the list of requirements.
3. Liaison with units for feedback on assigned Marines' job performance.
4. Recommend adjustment of assignments, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: CW02

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REFERENCE(S) :

1. UNIT T/O, Unit Table of Organization

TASK: 4430.03.04 (CORE PLUS) PROVIDE ADVICE ON PERSONNEL ASSIGNMENTS

CONDITION(S): Given a list of requirements, a roster of available personnel, a computer with current Marine Corps standard word processing software, appropriate equipment, the reference, and administrative supplies.

STANDARD(S): Ensuring the assignments reflect an efficient correlation between the skills of the assigned personnel and the difficulty of the assigned task.

PERFORMANCE STEPS:

1. Review the list of requirements and the roster of available personnel.
2. Recommend assignments of Marines to meet each task on the list of requirements.
3. Recommend adjustments in assignments, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: CWO2

REFERENCE(S) :

1. UNIT T/O, Unit Table of Organization

DUTY AREA 04 - ADMINISTRATIVE SUPPORT

TASK: 4430.04.02 (CORE PLUS) SUPERVISE PROCESSING OF TEMPORARY ADDITIONAL DUTY ORDERS (TAD)

CONDITION(S): Given a requirement for personnel to execute orders, a completed TAD request, a computer with current Marine Corps standard word processing and database software, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review and establish internal control procedures.
2. Review completed TAD request for accuracy.
3. Submit TAD request to order writing authority.
4. Ensure receipt of TAD orders prior to effective date of travel.
5. Review completed TAD orders for accuracy.
6. Ensure delivery of orders.
7. Instruct traveler on TAD procedures.
8. Ensure Marines submit a travel claim for liquidation of travel expenses within specified time frames, if required.
9. Ensure copies of liquidated travel voucher are forwarded to funding authority, if required.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. JFTR, Joint Federal Travel Regulations
2. MCO 4600.40_, Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6_, Assignment, Classification, and Travel Systems Manual (ACTS Manual)
4. MCO P4650.37_, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 4430.04.09 (CORE PLUS) CONDUCT LEGAL BRIEFINGS

CONDITION(S): Given a computer with current Marine Corps standard word processing and presentation software, the appropriate references, materials, and equipment.

STANDARD(S): Ensuring the briefing reflects current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Research legal references.

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2. Prepare briefing materials (charts, slides, file, script, etc.).
3. Rehearse briefing.
4. Deliver legal brief.
5. Request feedback from audience and incorporate appropriate suggestions into future briefings.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: CWO2

REFERENCE (S):

1. Appropriate Law Library References
2. SOP, Local Standing Operating Procedures

TASK: 4430.04.11 (CORE PLUS) MAINTAIN LIAISON WITH UNIT LEGAL OFFICERS

CONDITION(S): Given a request to schedule a meeting with unit legal officers, a list of legal officers supported by the legal office, a computer with current Marine Corps standard scheduling and word processing software, information required for contacting the officers, appropriate equipment, and administrative supplies.

STANDARD(S): Per the reference, ensuring every unit legal officer is contacted regarding the scheduled meeting.

PERFORMANCE STEPS:

1. Determine the agenda of the meeting.
2. Contact all unit legal officers.
3. Schedule a meeting at a time conducive to maximum participant attendance.
4. Schedule the use of a conference room for the meeting.
5. Prepare a written memo informing each legal officer of the scheduled meeting, including the meeting's agenda.
6. Ensure appropriate copies of the memo are made and distributed.
7. Retain a file copy of the memo.
8. Prepare information packages/agenda topics, as required.
9. Conduct the meeting.
10. Prepare a Memorandum for the Record to document pertinent information discussed.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S):

1. SOP, Local Standing Operating Procedures

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TASK: 4430.04.21 (CORE PLUS) REVIEW CORRESPONDENCE AND MESSAGES

CONDITION(S): Given a computer with current Marine Corps standard word processing software, correspondence and/or messages, the appropriate references, and equipment.

STANDARD(S): Per the references, correcting all grammatical and formatting errors.

PERFORMANCE STEPS:

1. Review draft electronic or paper correspondence and messages.
2. Make corrections, as required.
3. Return corrected correspondence for final printing.
4. Initial route sheet and forward correspondence.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. NTP 3_, Navy Telecommunications Procedures Users Manual
2. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

TASK: 4430.04.23 (CORE) ADMINISTER OPERATING BUDGET FOR LEGAL OFFICE

CONDITION(S): Given a computer with current Marine Corps standard word processing, database, and spreadsheet software, the reference, and budgetary requirements/constraints.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Determine budget ceiling.
2. Determine budgetary categories, (e.g., TAD, Witness Fees, DSSC).
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.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

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REFERENCE(S) :

1. SOP, Local Standing Operating Procedures

TASK: 4430.04.25 (CORE PLUS) PREPARE NAVAL CORRESPONDENCE

CONDITION(S): Given draft correspondence, a computer with current Marine Corps standard word processing and message software, the appropriate references, administrative materials, and equipment.

STANDARD(S): Per the references, without formatting or grammatical error.

PERFORMANCE STEPS:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Use appropriate abbreviations.
3. Type correspondence for signature:
 - a. Prepare a Standard Naval Letter.
 - b. Prepare a New Page Endorsement.
 - c. Prepare a Same Page Endorsement.
 - d. Prepare a Business Letter.
 - e. Prepare an Administrative Action Form.
 - f. Prepare a Naval Message.
 - g. Review typed correspondence for accuracy.
4. Correct all errors.
5. Submit correspondence for signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S) :

1. Message Text Format (MTF) Joint User's Handbook
2. MCO 5216.19_, Administrative Action (AA) Form, NAVMC 10274 (REV. 3-86)
3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
4. NTP 3_, Navy Telecommunications Procedures Users Manual
5. SECNAVINST 5210.11 , Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
6. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

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TASK: 4430.04.26 (CORE PLUS) DRAFT NAVAL CORRESPONDENCE

CONDITION(S): Given access to information to include in naval correspondence/message, appropriate references, a computer with current Marine Corps standard word processing and message software, materials, and equipment.

STANDARD(S): Per the references, without contextual, formatting, or grammatical error.

PERFORMANCE STEPS:

1. Draft correspondence/message.
2. Review typed draft for accuracy.
3. Annotate discrepancies or make necessary changes.
4. Return correspondence/message to typist for correction or submit corrected document for signature.
5. Review corrected correspondence/message.
6. Submit document for signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. Message Text Format (MTF) Joint User's Handbook
2. MCO 5216.19_, Administrative Action (AA) Form, NAVMC 10274 (REV. 3-86)
3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
4. NTP 3_, Navy Telecommunications Procedures Users Manual
5. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures & Standard Subject Identification Code (SSIC)
6. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

TASK: 4430.04.29 (CORE PLUS) CERTIFY TRUE COPIES OF LEGAL DOCUMENTS

CONDITION(S): Given the references, an original legal document, a copy of the document, a true copy stamp, and the appropriate administrative supplies.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the original document.
2. Verify the authenticity of the copy.
3. Stamp copy with the "CERTIFIED TRUE COPY" stamp.

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4. Sign beneath the stamp and legibly print name, rank, and social security number under the signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. JAGINST 5800.7_, CHAPTER 1, Manual for Judge Advocate General (JAGMAN), Regulations Implementing and Supplementing the Manual for Courts-Martial
2. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. SECNAVINST 5216.5_, Department of the Navy Correspondence Manual

TASK: 4430.04.31 (CORE) REVIEW FITNESS REPORTS

CONDITION(S): Given a completed fitness report, a computer with current Marine Corps standard word processing and forms software (for electronic fitness reports), and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P1080.20_, Marine Corps Total Force System Codes Manual (MCTFS/CODESMAN)
2. MCO P1610.7_, Performance Evaluation System (PES)

TASK: 4430.04.32 (CORE PLUS) PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS

CONDITION(S): Given the references, a computer with current Marine Corps standard word processing software, and award/decoration recommendations.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

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

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INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S):

1. MCO 1650 SERIES, Marine Corps Order(s) (Awards)
2. MCO 1650.19_, Administrative and Issue Procedures for Decorations, Medals, and Awards
3. SECNAVINST 1650.1_, Navy and Marine Corps Awards Manual

TASK: 4430.04.34 (CORE PLUS) REVIEW CIVILIAN PERFORMANCE EVALUATIONS

CONDITION(S): Given the performance evaluations, a computer with current Marine Corps standard word processing and forms software (for electronic performance evaluations), and reference.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review performance evaluation for completeness and accuracy.
2. Submit performance evaluation to servicing civilian personnel center.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S):

1. MCO 12451.2_, Honorary Awards for Civilian Employees

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DUTY AREA 05 - BASIC SKILLS

TASK: 4430.05.02 (CORE) USE LEGAL REFERENCES

CONDITION(S): Given a scenario requiring legal research, access to legal references (hardbound/automated), a computer with current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): Successfully extracting the pertinent information from the appropriate legal reference.

PERFORMANCE STEPS:

1. Identify the references applicable to the situation.
2. Research legal references for pertinent information.
3. Annotate references that apply.
4. Provide a summary of researched information with specific references.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S) :

1. Appropriate Law Library References

DUTY AREA 06 - LEGAL ADVICE TO COMMANDERS

TASK: 4430.06.01 (CORE) ADVISE COMMANDERS ON ADMINISTRATIVE SEPARATIONS

CONDITION(S): Given the appropriate references, materials, and a computer with current Marine Corps standard word processing software.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Analyze the situation based on current regulation, law, and precedent.
3. Formulate appropriate course of action.
4. Draft opinion for commander.
5. Brief commander concerning alternative courses of action.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

TASK: 4430.06.02 (CORE) ADVISE COMMANDERS ON CLAIMS FOR OR AGAINST THE GOVERNMENT

CONDITION(S): Given a scenario involving a claim for or against the government, the appropriate references, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion.
5. Brief commander on results of research and alternative courses of action.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. U. S. Code

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

TASK: 4430.06.03 (CORE) ADVISE COMMANDERS ON ADMINISTRATIVE INVESTIGATIONS

CONDITION(S): Given a scenario involving an injury, death, loss of government property, damage of government or private property, or other incident requiring investigation, the appropriate reference, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Accurately reflecting current law as specified in the applicable reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
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TASK: 4430.06.05 (CORE) ADVISE COMMANDERS ON LEGAL ADMINISTRATIVE MATTERS

CONDITION(S): Given the appropriate references, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal administrative issues involved.
2. Research the legal administrative issues.
3. Render an accurate opinion based on law and current regulations.
4. Discuss available options and repercussions.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

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DUTY AREA 07 - OPERATIONAL LAW

TASK: 4430.07.02 (CORE PLUS) SUPERVISE MOUNT OUT CAPABILITY

CONDITION(S): Given deployment orders or instructions, equipment, reference, and personnel.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Examine deployment order/instructions.
2. Determine equipment and personnel requirements.
3. Develop instructions for the deployment.
4. Determine special lifting/handling requirement for maintenance/maintenance support equipment.
5. Determine special security requirements for maintenance/maintenance support equipment.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. SOP, Local Standing Operating Procedures

TASK: 4430.07.03 (CORE PLUS) INVESTIGATE FOREIGN CLAIMS

CONDITION(S): When appointed as an investigating officer, given a foreign claim, the reference, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Investigate foreign claim.
2. Determine validity of claim.
3. If valid, recommend amount of award to the Appointing Authority.
4. If invalid, recommend disapproval to Appointing Authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

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

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DUTY AREA 09 - ADMINISTRATIVE LAW

TASK: 4430.09.04 (CORE) ADVISE COUNSEL ON ADMINISTRATIVE AND PERSONNEL PROCEDURES

CONDITION(S): Given the appropriate references, a computer with current Marine Corps standard word processing software, and materials.

STANDARD(S): Accurately reflecting current procedures as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the administrative or personnel issue.
2. Research the issue.
3. Render an accurate opinion based upon current regulations.
4. Discuss available options and repercussions.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S) :

1. Current Military Pay Scale
2. MCO 5216.19_, Administrative Action (AA) Form, NAVMC 10274 (REV. 3-86)
3. MCO P1000.6_, Assignment, Classification, and Travel Systems Manual (ACTS Manual)
4. MCO P1050.3_, Regulations for Leave, Liberty, and Administrative Absence
5. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
6. MCO P1200.7_, Military Occupational Specialities Manual (MOS Manual)
7. MCO P1610.7_, Performance Evaluation System (PES)
8. MCO P5000.14_, Marine Corps Administrative Procedures (MCAP)
9. MCO P5800.16_, Marine Corps Manual for Legal Administration (LEGADMINMAN)
10. SOP, Local Standing Operating Procedures

TASK: 4430.09.06 (CORE) ADVISE INVESTIGATING OFFICERS ON JAG MANUAL INVESTIGATION PROCEDURES

CONDITION(S): Given stated requirement for conduct of a JAGMAN investigation, a computer with current Marine Corps standard word processing software, and appropriate references.

STANDARD(S): Accurately reflecting current procedures as specified in applicable references.

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PERFORMANCE STEPS:

1. Determine factual scenario.
2. Review references.
3. Determine need for investigation.
4. Advise Investigating Officer on pertinent regulations.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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
3. MCO P10120.28_, Individual Clothing Regulations (ICR)
4. MCO P4400.150_, Consumer Level Supply Policy Manual

TASK: 4430.09.07 (CORE) MONITOR ADMINISTRATIVE SEPARATION PROCESSING

CONDITION(S): Given an involuntary administrative separation package, the reference, a computer with current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): Per the reference, ensuring administrative accuracy and adherence to time processing goals.

PERFORMANCE STEPS:

1. Review the separation material.
2. Ensure administrative accuracy of the separation package.
3. Determine processing time goals.
4. Supervise preparation of the commander's endorsement for the separation package.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4430.09.08 (CORE PLUS) SUPERVISE PERSONNEL PROCESSING CLAIMS

CONDITION(S): Given unprocessed claims, a claims clerk, references, a logbook, a computer with current Marine Corps standard word processing and database software, and supplies.

STANDARD(S): Per the references.

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PERFORMANCE STEPS:

1. Review entries in the logbook.
2. Review the local claims processing procedures.
3. Ensure the procedures are in accordance with the JAGMAN.
4. Note discrepancies between the JAGMAN procedures and local procedures.
5. Ensure corrective action is taken, if applicable.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S):

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
3. SOP, Local Standing Operating Procedures

TASK: 4430.09.09 (CORE) PERFORM RECORDER DUTIES FOR ADMINISTRATIVE DISCHARGE BOARD

CONDITION(S): Given a complete administrative discharge package ready for board action, the reference, a computer with current Marine Corps standard word processing and presentation software, and administrative supplies.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Contact each board member to ensure timely attendance.
2. Check with the president of the board for special instructions.
3. Check with the counsel for the respondent to ensure all details are coordinated.
4. Prepare information notebooks for board members.
5. Update script for the president of the board.
6. Gather necessary equipment (e.g., tape recorder) and references.
7. Convene board.
8. Distribute information notebooks to members of the board.
9. Swear in appropriate members.
10. Keep accurate notes and ensure tape recorder is recording the board proceedings.
11. Prepare a transcript of the concluded proceedings with all board actions documented.
12. Ensure board members sign original transcript documenting the board's decision.

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13. Make appropriate number of transcript copies.
14. Distribute copies.
15. Retain file copy of transcript.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4430.09.10 (CORE) REVIEW FEDERAL TORT CLAIMS FILED AGAINST THE GOVERNMENT FOR DAMAGE, INJURY, OR DEATH

CONDITION(S): Given claims against the Government for damage, injury, or death, references, a computer with current Marine Corps standard word processing software, and supplies.

STANDARD(S): Per the references, annotating all discrepancies and indicating the required action on each.

PERFORMANCE STEPS:

1. Review the claim(s).
2. Research the references for pertinent information.
3. Annotate all discrepancies.
4. Return the claim to be reworked, if necessary.
5. Prepare a memorandum explaining the appropriate action required to complete each claim.
6. Forward the properly filed claim.
7. File a copy of the claim.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

TASK: 4430.09.11 (CORE) REVIEW PERSONNEL CLAIMS FILED AGAINST THE GOVERNMENT

CONDITION(S): Given claims against the United States for personal property, references, a computer with current Marine Corps standard word processing software, and supplies.

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STANDARD(S): Per the references, annotating all discrepancies and indicating the required action on each.

PERFORMANCE STEPS:

1. Review the claim.
2. Research the references for pertinent information.
3. Annotate discrepancies.
4. Return the claim to be reworked, if necessary.
5. Prepare a memorandum explaining the appropriate action required to complete each claim.
6. Retain a file copy of each claim.
7. Forward completed claim.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

TASK: 4430.09.12 (CORE) REVIEW AFFIRMATIVE CLAIMS

CONDITION(S): Given affirmative claims, references, a computer with current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): Per the references, annotating all discrepancies and indicating the required action on each.

PERFORMANCE STEPS:

1. Review the claim.
2. Research the references for appropriate information.
3. Annotate discrepancies.
4. Return the claim to be reworked, if necessary.
5. Prepare a memorandum explaining the appropriate action required to complete each claim.
6. Retain a file copy of each claim.
7. Forward completed claim.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S) :

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

TASK: 4430.09.13 (CORE) REVIEW ALL JAG MANUAL INVESTIGATIONS

CONDITION(S): Given a JAGMAN investigation, the references, a computer with current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): Per the references, resolving any discrepancies.

PERFORMANCE STEPS:

1. Review the investigation.
2. List any problems or discrepancies.
3. Resolve problems with the investigating officer.
4. For unresolved discrepancies, prepare an endorsement listing discrepancies for signature by SJA and return to investigating officer for rework.
5. Prepare forwarding endorsement, adding additional information and correcting any misinformation.
6. Retain a file copy.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S) :

1. JAGINST 5800.7_, Manual of the Judge Advocate General (JAGMAN)
2. MCO P4400.150_, Consumer Level Supply Policy Manual

TASK: 4430.09.14 (CORE) REVIEW ADMINISTRATIVE SEPARATION PROCEEDINGS

CONDITION(S): Given an involuntary administrative separation package, reference, a computer with current Marine Corps standard word processing software, and administrative supplies.

STANDARD(S): Per the reference, detecting all discrepancies and meeting all established deadlines.

PERFORMANCE STEPS:

1. Review the proceedings.
2. Note discrepancies or areas of concern.
3. Prepare SJA's endorsement if package is properly prepared.

4. Return package by endorsement if discrepancies noted cannot be corrected.
5. Prepare Commanding General's endorsement.
6. Forward package to Commanding General for signature.
7. Mail package to proper code at HQMC.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE (S) :

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4430.09.18 (CORE) RENDER LEGAL OPINIONS ON ADMINISTRATIVE SEPARATIONS

CONDITION(S): Given a scenario involving an administrative separation, the appropriate references, materials, Internet access, and a computer with current Marine Corps standard word processing software.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Analyze the situation based on current regulation, law, and precedent.
3. Formulate appropriate course of action.
4. Draft opinion for commander.
5. Brief commander concerning alternative courses of action.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE (S) :

1. MCO P1070.12_, Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

TASK: 4430.09.19 (CORE) RENDER LEGAL OPINIONS ON CLAIMS FOR OR AGAINST THE GOVERNMENT

CONDITION(S): Given a scenario involving a claim for or against the government, the appropriate references, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Accurately reflecting current law as specified in the applicable references.

PERFORMANCE STEPS:

1. Identify the legal issues.

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2. Research the applicable statutes, regulations, and case law.
3. Analyze the alternative courses of action and foreseeable consequences.
4. Draft legal opinion.
5. Brief commander on results of research and alternative courses of action.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

TASK: 4430.09.20 (CORE) RENDER LEGAL OPINIONS ON ADMINISTRATIVE INVESTIGATIONS

CONDITION(S): Given a scenario involving an injury, death, loss of government property, damage of government or private property, or other incident requiring investigation, and the appropriate reference, materials, a computer with current Marine Corps standard word processing software, and Internet access.

STANDARD(S): Accurately reflecting current law as specified in the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

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

TASK: 4430.09.21 (CORE PLUS) COMPILE REPORTS

CONDITION(S): Given the reference, a computer with current Marine Corps standard word processing and database software, administrative supplies, and access to appropriate information/database.

STANDARD(S): Per the reference, without grammatical, formatting, or contextual error.

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PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE (S) :

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

TASK: 4430.09.22 (CORE) SUPERVISE PREPARATION OF RECORD OF ADMINISTRATIVE BOARD PROCEEDINGS

CONDITION(S): Given access to an administrative board proceeding, a legal clerk, appropriate equipment, the reference, and administrative supplies.

STANDARD (S): By the established due date, per the reference, and without error.

PERFORMANCE STEPS:

1. Instruct clerk on responsibilities in preparing the record of proceedings.
2. Ensure timely preparation of proceedings.
3. Edit assembled administrative discharge board record of proceedings.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE (S) :

1. MCO P1900.16_, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

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DUTY AREA 11 - EQUIPMENT AND ELECTRONIC SYSTEMS

TASK: 4430.11.01 (CORE) IDENTIFY LAW OFFICE END USER COMPUTER EQUIPMENT REQUIREMENTS

CONDITION(S): Given a user/office computer requirement, references, a computer with current Marine Corps standard word processing software, and equipment/software catalogs.

STANDARD(S): Per USMC computer standards.

PERFORMANCE STEPS:

1. Determine type of computer equipment required.
2. Determine type of application required.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. Users Guides/Instructions/Manuals
2. ALMAR 154/98, Information Technology (IT) Advisory 98-02 - USMC Common Component Configurations

TASK: 4430.11.04 (CORE) PRIORITIZE LAW OFFICE END USER COMPUTER EQUIPMENT DISTRIBUTION

CONDITION(S): Given a list of user requirements, a list of available equipment, a computer with current Marine Corps standard word processing software, and references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Determine computer equipment on hand.
2. Determine incoming computer equipment.
3. Determine Section computer requirements.
4. Determine rank/order of section requirements.
5. Distribute computer assets.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. SOP, Local Standing Operating Procedures
2. UNIT T/E, Unit Table of Equipment

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SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSs Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSs Supported by Distance Learning (DL) Products

Appendix C: ITSs Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, rank, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details. □

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

ENCLOSURE (7)

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>MOS 4402, JUDGE ADVOCATE</u>										
<u>DUTY AREA 01 - BASIC SKILLS</u>										
4)	4402.01.04	PROVIDE INSTRUCTION IN LEGAL MATTERS	12	1stLt				6-A-2		
<u>DUTY AREA 02 - ADMINISTRATIVE SUPPORT</u>										
1)	4402.02.01	REVIEW CORRESPONDENCE	12	1stLt				6-A-7		
2)	4402.02.02	DRAFT CORRESPONDENCE	12	1stLt				6-A-7		
3)	4402.02.03	CONDUCT LEGAL BRIEFINGS	12	1stLt				6-A-7		
4)	4402.02.04	REVIEW MESSAGES	12	Maj				6-A-8		
5)	4402.02.05	DRAFT MESSAGES	12	Maj				6-A-8		
6)	4402.02.06	CERTIFY TRUE COPIES OF LEGAL DOCUMENTS	12	1stLt				6-A-9		
<u>DUTY AREA 03 - OPERATIONAL LAW</u>										
2)	4402.03.02	PROVIDE INSTRUCTION ON LAW OF ARMED CONFLICT	12	1stLt				6-A-10		
4)	4402.03.04	PROVIDE INSTRUCTION ON THE CODE OF CONDUCT	12	1stLt				6-A-11		
6)	4402.03.06	ADVISE COMMANDERS/GENERAL OFFICERS REGARDING PROVISIONS OF STATUS OF FORCES AGREEMENTS	12	Maj				6-A-13		
<u>DUTY AREA 04 - MILITARY JUSTICE SERVICES</u>										
4)	4402.04.14	REVIEW COURTS-MARTIAL		6 Capt				6-A-17		
5)	4402.04.17	REVIEW NONJUDICIAL PUNISHMENT (NJP) APPEALS	12	Capt				6-A-18		
7)	4402.04.19	ADVISE COMMANDERS AND GENERAL OFFICERS CONCERNING MILITARY JUSTICE MATTERS	12	Maj				6-A-20		
<u>DUTY AREA 06 - CIVIL LAW</u>										
8)	4402.06.14	ADMINISTER THE EXECUTION OF CIVIL PROCESS ON MILITARY MEMBERS IN THEIR OFFICIAL CAPACITY OR MILITARY MEMBERS LOCATED ON BOARD MILITARY INSTALLATIONS	12	Capt				6-A-25		
10)	4402.06.16	RENDER LEGAL OPINIONS ON MILITARY PERSONNEL LAW	12	Capt				6-A-27		
15)	4402.06.22	PROVIDE LEGAL SERVICES PLANNING FOR COMMANDERS/GENERAL OFFICERS	12	Maj				6-A-30		
16)	4402.06.23	ADVISE COMMANDERS/COMMANDING GENERALS CONCERNING CIVIL LAW MATTERS	12	Maj				6-A-31		

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
<u>DUTY AREA 07 - LEGAL ASSISTANCE</u>									
3)	4402.07.04	PREPARE SIMPLE TRUSTS						12 Capt	6-A-33
4)	4402.07.06	PREPARE NAME CHANGE DOCUMENTS						12 1stLt	6-A-33
5)	4402.07.07	NEGOTIATE NONCOMMERCIAL CONTRACTS						12 1stLt	6-A-34
7)	4402.07.09	PREPARE ADOPTION DOCUMENTS						12 1stLt	6-A-35
18)	4402.07.21	ADVISE COMMANDERS/GENERAL OFFICERS CONCERNING LEGAL ASSISTANCE MATTERS						12 Maj	6-A-41

MOS 4421, LEGAL SERVICES SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE SUPPORT

1)	4421.01.01	SUPERVISE HANDLING OF SENSITIVE AND CLASSIFIED LEGAL MATERIALS						12 SSgt	6-B-1
2)	4421.01.06	DEVELOP LEGAL STANDING OPERATING PROCEDURES (SOP)						12 Sgt	6-B-1
3)	4421.01.10	MAINTAIN A PROPERTY ACCOUNT						12 SSgt	6-B-2
4)	4421.01.13	PROCESS TEMPORARY DUTY (TAD) ORDERS						12 Sgt	6-B-2
9)	4421.01.19	ROUTE CORRESPONDENCE						12 Cpl	6-B-5
10)	4421.01.28	SUPERVISE THE SUBMISSION OF DOCUMENTATION/VOUCHERS FOR COMPENSATION OF CIVILIAN WITNESSES						12 Sgt	6-B-6

DUTY AREA 02 - MILITARY JUSTICE

1)	4421.02.01	MAINTAIN CASE FILES						12 Pvt	6-B-7
2)	4421.02.02	COMPILE REPORTS						12 Cpl	6-B-7
3)	4421.02.04	PREPARE THE JUDICIARY REPORT						12 Cpl	6-B-8
8)	4421.02.11	PROCESS MEMBER'S QUESTIONNAIRE						12 Pvt	6-B-11
9)	4421.02.12	PREPARE SUBPOENA FOR CIVILIAN WITNESS						12 Pvt	6-B-12
10)	4421.02.13	COORDINATE TRAVEL ARRANGEMENTS AND LODGING FOR OUT OF TOWN WITNESSES						12 Pvt	6-B-12
11)	4421.02.14	PREPARE CONFINEMENT ORDERS						12 LCpl	6-B-13
12)	4421.02.16	CERTIFY TRUE COPIES OF LEGAL DOCUMENTS						12 Cpl	6-B-13
14)	4421.02.19	PREPARE FINDINGS WORKSHEET						12 PFC	6-B-14
15)	4421.02.20	PREPARE A SENTENCING WORKSHEET						12 PFC	6-B-15
16)	4421.02.21	PREPARE COURTROOM FOR TRIAL						12 PFC	6-B-15

DUTY AREA 03 - REVIEW

1)	4421.03.02	PREPARE CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS, AND COURT-MARTIAL REPORT(S)						12 Cpl	6-B-17
2)	4421.03.05	REVIEW SUMMARY COURTS-MARTIAL RECORDS OF TRIAL						12 Pvt	6-B-17
5)	4421.03.14	DISTRIBUTE APPELLATE REVIEW						12 Pvt	6-B-19
6)	4421.03.15	PROCESS APPELLATE LEAVE PACKAGES						12 LCpl	6-B-20

DUTY AREA 05 - LEGAL ASSISTANCE

1)	4421.05.01	PREPARE LEGAL ASSISTANCE REPORT						12 Pvt	6-B-23
2)	4421.05.02	PREPARE LEGAL ASSISTANCE DOCUMENTATION						12 Pvt	6-B-23
3)	4421.05.03	PREPARE POWERS OF ATTORNEY						12 Pvt	6-B-24
4)	4421.05.04	PREPARE WILLS						12 Pvt	6-B-24

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<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 06 - SCOPIST DUTIES</u>										
12)	4421.06.16	PREPARE SUMMARIZED RECORD OF GENERAL/SPECIAL COURTS-MARTIAL PROCEEDINGS					12	Pvt		6-B-32
<u>DUTY AREA 07 - LAW LIBRARY</u>										
1)	4421.07.01	MAINTAIN DIRECTIVES					12	LCpl		6-B-34
<u>DUTY AREA 08 - BASIC SKILLS</u>										
6)	4421.08.07	PROVIDE INSTRUCTION IN LEGAL MATTERS					12	Sgt		6-B-38
<u>DUTY AREA 09 - ENLISTED PERSONNEL MANAGEMENT</u>										
1)	4421.09.01	ASSIGN PERSONNEL TO PROVIDE LEGAL SERVICES SUPPORT					12	SSgt		6-B-42
<u>MOS 4429, LEGAL SERVICES REPORTER (STENOTYPE)</u>										
<u>DUTY AREA 01 - BASIC SKILLS</u>										
1)	4429.01.02	EXPLAIN SELECTED ADMINISTRATIVE OR JUDICIAL LEGAL PROCEEDINGS					12	Sgt		6-C-1
2)	4429.01.03	CONDUCT LEGAL RESEARCH TO CITE CASE LAW					12	Sgt		6-C-1
<u>DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS</u>										
1)	4429.02.01	PREPARE REPORT OF RESULTS OF TRIAL					12	Sgt		6-C-3
2)	4429.02.02	MAINTAIN COURTS-MARTIAL CASE STATUS REPORT					12	Sgt		6-C-3
3)	4429.02.03	MAINTAIN STENOTYPE NOTE FILES					12	Sgt		6-C-4
<u>DUTY AREA 03 - PERSONNEL MANAGEMENT</u>										
1)	4429.03.01	SCHEDULE PERSONNEL PERFORMING COURT REPORTER DUTIES					6	Sgt		6-C-5
2)	4429.03.02	MONITOR PERSONNEL PREPARING TRANSCRIPT					6	Sgt		6-C-5
3)	4429.03.03	SUPERVISE THE MANAGED ON-THE-JOB TRAINING PROGRAM (MOJT) FOR LEGAL SERVICES PERSONNEL					12	Sgt		6-C-6
<u>DUTY AREA 04 - ADMINISTRATIVE SUPPORT</u>										
1)	4429.04.01	PREPARE RECORD OF NONJUDICIAL PUNISHMENT (NJP) PROCEEDINGS					12	Sgt		6-C-7
2)	4429.04.03	PREPARE RECORD OF ARTICLE 32 INVESTIGATION PROCEEDINGS					6	Sgt		6-C-7
4)	4429.04.05	PREPARE RECORD OF JAG MANUAL INVESTIGATION PROCEEDINGS					6	Sgt		6-C-9
5)	4429.04.06	PREPARE RECORD OF ORAL DEPOSITIONS					6	Sgt		6-C-9
6)	4429.04.07	ROUTE RECORDS OF TRIAL					12	Sgt		6-C-10
7)	4429.04.10	SET UP COURT REPORTER AREA FOR COURT OR HEARING					12	Sgt		6-C-11
8)	4429.04.11	COMPILE REPORTS					12	Sgt		6-C-11
9)	4429.04.12	PREPARE INVESTIGATING OFFICER'S REPORT					12	Sgt		6-C-12

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
11)	4429.04.15	PREPARE SUMMARIZED RECORD OF PROCEEDINGS					12	Sgt		6-C-13
12)	4429.04.16	PREPARE DEPICTION OF EXHIBITS FOR RECORD OF PROCEEDINGS					12	Sgt		6-C-14
13)	4429.04.17	DEMONSTRATE PROPER SAFEGUARDING AND HANDLING OF EXHIBITS					12	Sgt		6-C-14
14)	4429.04.18	PREPARE REALTIME VERBATIM RECORD OF A PROCEEDING					12	Sgt		6-C-15
15)	4429.04.19	PREPARE RESULTS OF TRIAL					12	Sgt		6-C-16

DUTY AREA 05 - EQUIPMENT AND ELECTRONIC SYSTEMS

2)	4429.05.02	OPERATE TAPE RECORDER BACK-UP SYSTEM					12	Sgt		6-C-17
4)	4429.05.04	ADVISE ON SELECTION OF OFFICE EQUIPMENT					12	Sgt		6-C-18
5)	4429.05.05	OPERATE COURT REPORTING TRANSCRIBER					12	Sgt		6-C-18

DUTY AREA 07 - REVIEW

1)	4429.07.01	PROCESS SPECIAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW					12	Sgt		6-C-20
2)	4429.07.02	PROCESS GENERAL COURT-MARTIAL RECORD OF TRIAL FOR REVIEW					12	Sgt		6-C-20
3)	4429.07.03	PREPARE COURT-MARTIAL ROUTING SHEET					12	Sgt		6-C-20

MOS 4430, LEGAL ADMINISTRATIVE OFFICER

DUTY AREA 02 - PUBLICATIONS, DIRECTIVES, AND RECORDS

1)	4430.02.01	DETERMINE LEGAL OFFICE PUBLICATION REQUIREMENTS					6	WO		6-D-1
2)	4430.02.02	MONITOR THE RECEIPT AND DISTRIBUTION OF PUBLICATIONS					6	WO		6-D-1
3)	4430.02.03	MONITOR UPDATE OF COMMERCIALLY PROCURED LEGAL PUBLICATIONS					6	WO		6-D-2
4)	4430.02.04	DEVELOP LEGAL ADMINISTRATIVE STANDING OPERATING PROCEDURES (SOP)					6	CWO2		6-D-2
5)	4430.02.05	SUPERVISE MAINTENANCE OF PUBLICATIONS AND DIRECTIVES					6	WO		6-D-3
6)	4430.02.06	ENSURE PREPARATION OF REQUISITIONS FOR LEGAL VOLUMES AND PUBLICATIONS THROUGH MILITARY CHANNELS					6	WO		6-D-4
7)	4430.02.07	ENSURE PREPARATION OF REQUISITIONS OF LEGAL VOLUMES, PUBLICATIONS, AND PERIODICALS FROM COMMERCIAL SOURCES					6	WO		6-D-4
8)	4430.02.08	SUPERVISE MAINTENANCE OF LAW LIBRARY					6	WO		6-D-5
9)	4430.02.09	SUPERVISE MAINTENANCE OF ROUTINE DISCIPLINARY RECORDS, REPORTS, AND CORRESPONDENCE FILES					6	WO		6-D-6

DUTY AREA 03 - PERSONNEL MANAGEMENT

1)	4430.03.02	MONITOR THE TABLE OF ORGANIZATION (T/O)					6	WO		6-D-7
2)	4430.03.03	PROVIDE ADVICE ON PERSONNEL TRAINING					6	CWO2		6-D-7
3)	4430.03.04	PROVIDE ADVICE ON PERSONNEL ASSIGNMENTS					6	CWO2		6-D-8

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<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 04 - ADMINISTRATIVE SUPPORT</u>										
1)	4430.04.02	SUPERVISE PROCESSING OF TEMPORARY ADDITIONAL DUTY ORDERS (TAD)						6	WO	6-D-9
2)	4430.04.09	CONDUCT LEGAL BRIEFINGS						6	CWO2	6-D-9
3)	4430.04.11	MAINTAIN LIAISON WITH UNIT LEGAL OFFICERS						6	WO	6-D-10
4)	4430.04.21	REVIEW CORRESPONDENCE AND MESSAGES						6	WO	6-D-11
6)	4430.04.25	PREPARE NAVAL CORRESPONDENCE						6	WO	6-D-12
7)	4430.04.26	DRAFT NAVAL CORRESPONDENCE						6	WO	6-D-13
8)	4430.04.29	CERTIFY TRUE COPIES OF LEGAL DOCUMENTS						6	WO	6-D-13
10)	4430.04.32	PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS						6	WO	6-D-14
11)	4430.04.34	REVIEW CIVILIAN PERFORMANCE EVALUATIONS						6	WO	6-D-15
<u>DUTY AREA 07 - OPERATIONAL LAW</u>										
1)	4430.07.02	SUPERVISE MOUNT OUT CAPABILITY						6	WO	6-D-20
2)	4430.07.03	INVESTIGATE FOREIGN CLAIMS						6	WO	6-D-20
<u>DUTY AREA 09 - ADMINISTRATIVE LAW</u>										
4)	4430.09.08	SUPERVISE PERSONNEL PROCESSING CLAIMS						6	WO	6-D-22
14)	4430.09.21	COMPILE REPORTS						6	WO	6-D-28

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INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

There are no Distance Learning Products assigned to any tasks in this order.

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.