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**Law**

**THE JUDGE ADVOCATE GENERAL'S  
DEPARTMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFR 51-1, *The Judge Advocate General's Department*, and describes the duties and responsibilities of The Judge Advocate General and staff judge advocates. It prohibits additional duty assignments for judge advocates and establishes professional development procedures.

**SUMMARY OF REVISIONS**

This revision aligns the instruction with AFR 51-1.

**1. The Judge Advocate General's Department.** Under the direction and supervision of The Judge Advocate General (TJAG), The Judge Advocate General's Department (TJAGD) provides professional legal services needed to accomplish the mission of the US Air Force and maintain the highest degree of effectiveness and readiness.

**2. Responsibilities of The Judge Advocate General.** TJAG performs duties required by law, directed by the Secretary of the Air Force or the Air Force Chief of Staff, or necessary to provide legal services to the Air Force. TJAG:

2.1. Supervises the administration of military justice throughout the Air Force under 10 U.S.C. 806(a).

2.2. Furnishes legal services required by the Chief of Staff, Air Staff, and Air Force commanders.

2.3. Supervises Air Force programs dealing with international law, including foreign criminal and civil litigation, the law of armed conflict and space law; supervises the Standards of Conduct Program; and supervises writing draft legislation, analyzing legislative proposals and coordinating Air Staff legislative positions.

2.4. Designates qualified officers as judge advocates under 10 U.S.C. 8067(g) and AFI 51-103; certifies judge advocates as military judges or as trial and defense counsel under 10 U.S.C. 826 and 827 and AFI 51-103, *Designation and Certification of Judge Advocates* (formerly AFR 110-9); recruits, accesses and assigns judge advocates and develops and implements plans for training, using and professionally developing judge advocates under 10 U.S.C. 806(a); supervises continuing legal education and other training programs for members of TJAGD; provides functional supervision of the Air Force Judge Advocate General School; enforces ethical standards in Air Force military legal practice, including receiving, investigating and disposing of allegations involving breaches of ethical or professional standards applicable to Air Force attorneys; and administers the Air Force Judge Advocate Awards Program.

2.5. Supervises the Air Force Legal Services Agency. Supervises legal activities required to protect the United States' interests in judicial and administrative proceedings which arise out of or otherwise affect Air Force activities; supervises the processing and litigation of tort and personnel claims and other claims by and against the United States arising from Air Force activities; provides legal counsel to Air Force medical activities; supervises the Air Force Preventive Law and Legal Assistance Programs; administers Air Force patent, copyright, trademark and intellectual property law programs; supervises Air Force legal information services; publishes legal professional materials; and manages the Worldwide Automated Law Library System.

**3. Staff Judge Advocates.** Unless otherwise specified by TJAG, in units of the active duty force, Air Force Reserve and Air National Guard in Federal service, the senior judge advocate on the commander's staff will serve as the commander's staff judge advocate (SJA). A staff judge advocate must advise his or her convening authority of the statutory duty under 10 U.S.C. 806(b) to at all times communicate directly with the staff judge advocate in matters relating to administering military justice. An SJA:

3.1. Provides legal services required by commanders and staff agencies.

3.2. Advises commanders on disciplinary matters, prepares charge sheets and assists in preparing nonjudicial punishment actions; provides legal advice and assistance to Security Police and Air Force Office of Special Investigations personnel; and provides advice to commanders and investigating officers on all investigations conducted under a commander's inherent authority or under regulation.

3.3. Provides legal advice and reviews actions for legal sufficiency.

3.4. Acts as Air Force liaison with the US Attorney and other Federal, state and local legal departments, administrative agencies and judicial bodies; represents Air Force interests in utility rate matters; supports command and represents Air Force interests in environmental and civilian labor matters.

3.5. Provides briefings required by law, directive, instruction, or policy.

3.6. Drafts and reviews operation and exercise plans for compliance with the law of armed conflict; provides advice to commanders and staffs on international law matters, including foreign criminal jurisdiction, host country law, civil litigation, negotiations, and treaty and agreement interpretation; and provides advice and counsel to participants in mobility and contingency operations.

**4. Professional Development Requirements.** Judge advocates on extended active duty submit AF Form 221, **Judge Advocate Career Management Questionnaire or Professional Development Information (Test) Questionnaire**, to record current assignment preferences and other information. Send the form directly to the Professional Development Division, Office of The Judge Advocate General, HQ USAF/

JAX, 1420 Air Force Pentagon, Washington DC 20330-1420. File copies as required by major command (MAJCOM) or field operating agency (FOA) directives. These forms may be submitted at any time, but must be submitted no later than 60 days after a permanent change of station, permanent change of assignment, or selection for promotion. Judge advocates are encouraged to update the form at least every 2 years.

4.1. Each legal services airman on extended active duty must submit AF Form 237, **Legal Services Airman Special Qualification Data**, to record current qualification information. Send the form directly to the Senior Paralegal Manager to TJAG, Office of The Judge Advocate General, HQ USAF/JAAE, 1420 Air Force Pentagon, Washington DC 20330-1420. File copies as required by MAJCOM or FOA directives. AF Form 237 may be submitted at any time, but must be submitted no later than 60 days after a permanent change of station, permanent change of assignment, or selection for promotion.

4.2. Judge advocates on extended active duty will ensure that a copy of the most recent official photograph is sent directly to HQ USAF/JAX.

## **5. Forms Prescribed:**

- AF Form 221, **Judge Advocate Career Management Questionnaire.**
- AF Form 237, **Legal Services Airman Special Qualification Data.**

NOLAN SKLUTE, Maj General, USAF  
The Judge Advocate General