

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
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CHANGE 1
CFETP 5J0X1
August 2002

AFSC 5J0X1
PARALEGAL
CAREER FIELD EDUCATION AND TRAINING PLAN

1. Page inserts:

Page(s)	<u>Action</u>
2-3	Replace with page 2-3
16-17	Replace with pages 16-17
24-26	Replace with pages 24-26
28-29	Replace with pages 28-29.1
31-32	Replace with pages 31-32
34-39	Replace with page 34-39
41	Replace with page 41
45-48	Replace with pages 45-48
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54	Replace with page 54
61-63	Replace with pages 61-63
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2. File this change in the back of the CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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Air Force Paralegal Career Field Manager

**CAREER FIELD EDUCATION AND TRAINING PLAN
PARALEGAL SPECIALTY
AFSC 5J0X1**

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Supersedes: CFETP 5J0X1 dated December 1998

OPR: HQ USAF/JAAE (SMSgt Alvin F. Hall, Jr.)

Approved and certified by: HQ USAF/JAAE (CMSgt Clemencia G. Jemison)

★8.1. Degree Requirements. In addition to possessing a 5-skill level, the following requirements must be met according to the applicable CCAF General Catalog for the award of an associate degree:

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Oral Communication.....	3
Written Communication.....	3
Mathematics.....	3
Social Science.....	3
Humanities.....	3
Program Elective.....	15
Total	64

★8.1.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core

	Semester Hours
Business Law	3
CCAF Internship.....	18
Civil Law	3
Claims Investigation	6
Introduction to Law for Paralegals.....	6
Legal Office Management/Administration	6
Legal Administration	9
Legal Claims and Tort Litigation.....	6
Legal Ethics.....	3
Legal Research/Writing	6
Microcomputer Software Applications.....	3
Military Justice.....	3

Technical Electives

	Semester Hours
Business Organizations/Entities.....	3
Civil Litigation Procedures.....	3
Computer Science.....	6
Contract Law.....	3
Criminal Law.....	3
Criminal Procedures.....	3
Enlisted Professional Military Education.....	6
Environmental Law.....	3
Estate Planning and Probate.....	3
Evidence.....	3
Family Law/Domestic Relations.....	3
Legal Investigation and Interviewing.....	3
Real Estate Law.....	3

8.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

8.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

8.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

8.1.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associate in Applied Science for this specialty.

8.2. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF affiliated instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

8.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

Section E. Transitional Training Guide

N/A

Part II***Section A - Course Objective List***

★1. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required knowledge or task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check. **P** indicates required task performance, which is measured with a performance test, while **P/W** indicates separate measurement by a performance test and a written test. **PC/P/W** indicates separate measurement by a progress check, performance test and a written test.

2. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained. A student will be considered for elimination from a course for academic deficiency if they fail two written examinations or a written examination and two performance tests or four performance tests. A faculty board will review a student's record and provide recommendations to the Commandant, AFJAG School who will make the final determination.

3. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the tasks, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

4. Course Objectives:**4.1 Paralegal Apprentice Course:****4.1.1. Civil Law**

4.1.1.1 Without reference, identify the structure and responsibilities of TJAG's department.
STS: 1.4.1. Measurement: W

4.1.1.2 Without reference, identify basic facts pertaining to the paralegal history and the annual paralegal awards program.
STS: 1.4.2. & 1.4.3. Measurement: W

4.1.1.3 Without reference, explain the skill level requirements, paralegal duties, education/training requirements, and career progression in accordance with the 5J0X1 Career Field Education Training Plan.
STS: 1.1. - 1.3. Measurement: W

4.1.1.4 Without reference, provide examples of briefings conducted by paralegals.

STS: 5.6.

Measurement: W

4.1.1.5 Without reference, identify the professional responsibilities in accordance with Air Force Rules of Professional Conduct and Air Force Standards for the Administration of Criminal Justice and DoD 5500.7-R.

STS: 6.2.

Measurement: W

4.1.1.6 Without reference, explain the areas of responsibilities for each level of authority within the legal assistance program in accordance with AFI 51-504.

STS: 7.1.

Measurement: W

4.1.1.7 Without reference, explain the procedures for verifying eligibility, scope of legal assistance, conflicts of interest and referral agencies in accordance with AFI 51-504.

STS: 7.2.1. - 7.2.3.

Measurement: W

4.1.1.8 Without reference, explain the procedures used to maintain legal assistance records in accordance with AFI 51-504.

STS: 7.5.

Measurement: W

★4.1.1.9 Reserved.

★4.1.1.10 Without reference, identify the purpose and scope of the Preventive Law program in accordance with AFI 51-504.

STS: 7.8.1., 7.8.2. & 7.8.3.

Measurement: W

4.1.1.11 Given a scenario and using a study guide and personal notes, prepare and notarize a power of attorney in accordance with instructions.

STS: 7.3.1. & 7.4.

Measurement: P/W

4.1.1.12 Given a scenario and using a personal computer and personal notes, prepare and notarize a Last Will & Testament using Drafting Libraries (DL) Wills program in accordance with instructions.

STS: 7.3.2. & 7.4.

Measurement: PC/W

4.1.1.13 Without reference, identify the basis for administrative separations and types of characterizations in accordance with AFI 36-3208.

STS: 8.1.1.

Measurement: W

4.1.1.14 Without reference, identify the procedures for processing and reviewing enlisted discharges in accordance with AFI 36-3208.

STS: 8.1.2. & 8.1.3.

Measurement: W

4.1.1.15 Without reference, identify administrative discharge board procedures and duties of a government/defense representative in accordance with AFI 36-3208 and AFMAN 36-3210.

STS: 8.1.4. & 8.1.6.

Measurement: W

4.1.1.16 Without reference, identify the procedures for processing officer separations in accordance with AFI 36-3206 and AFI 36-3207.

STS: 8.1.5.

Measurement: W

4.1.1.17 Without reference, identify the basic facts and procedures for processing enlisted demotions in accordance with AFI 36-2503.

STS: 8.2.1.

Measurement: W

4.1.1.18 Without reference, identify the purposes and uses of an Unfavorable Information File (UIF) and control roster in accordance with AFI 36-2907.

STS: 8.2.2. & 8.2.3.

Measurement: W

★4.1.1.19 Without reference, identify basic facts and procedures for reviewing Freedom of Information Act and Privacy Act requests in accordance with DoDR 5400.7-R/AF Sup 1 and AFI 33-332.

STS: 8.3.1. & 8.3.2.

Measurement: W

4.1.1.20 Without reference, identify basic facts and procedures for reviewing off-duty employment applications in accordance with DoD 5500.7-R.

STS: 8.3.6.

Measurement: W

★4.1.1.21 Without reference, identify the basic facts and procedures for line of duty determinations and reports of survey in accordance with AFI 36-2910 and AFMAN 23-220.

STS: 8.3.8. & 8.3.9.

Measurement: W

4.1.1.22 Without reference, identify basic facts and procedures utilized in aircraft and missile accident investigations in accordance with AFI 51-503 and AFI 91-204.

STS: 8.3.10.1. & 8.3.10.2.

Measurement: W

4.1.1.23 Using a personal computer, study guide, and personal notes, prepare an official memorandum in accordance with instructions.

STS: 5.3.

Measurement: P

4.1.1.24 Given a handout and using a personal computer, locate data by navigating through the functions of WebFLITE in accordance with instructions.

STS: 5.2.5.

Measurement: PC

4.1.1.25 Without reference, identify requirements for ordering publications and maintaining a law library using NetRAMS and in accordance with AFI 51-105.

STS: 5.1.1.1., 5.1.1.2., & 5.1.2.1. - 5.1.2.3.

Measurement: W

4.1.1.26 Without reference, identify the uses of NetRAMS in accordance with AFI 51-105.

STS: 5.2.4.

Measurement: W

4.1.3.3 Given scenarios and using a study guide, AFI 51-201, the Manual for Courts-Martial, and personal notes, determine the appropriate punitive article(s), prepare a charge(s) and specification(s), and complete a DD Form 458 through service of charges in accordance with instructions.

STS: 11.4.8., 11.4.9., 11.4.12. & 11.4.17. Measurement: P/W

4.1.3.4 Without reference, explain Article 32 Investigation procedures in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.15. Measurement: W

4.1.3.5 Without reference, identify basic facts pertaining to Pretrial Advice in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.16. Measurement: W

4.1.3.6 Using a personal computer, study guide, AFI 51-201, and personal notes, prepare a convening order in accordance with instructions.

STS: 11.4.18. Measurement: P/W

4.1.3.7 Without reference, identify the procedures used to schedule a trial date with the appropriate circuit in accordance with AFI 51-201.

STS: 11.4.14. Measurement: W

4.1.3.8 Without reference, explain procedures used to notify trial participants in accordance with AFI 51-201.

STS: 11.4.22. Measurement: W

★4.1.3.9 Reserved.

4.1.3.10 Without reference, identify the status of witnesses in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.1. Measurement: W

4.1.3.11 Without reference, determine the procedures and required documentation in processing approved witness requests in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.4.1. - 11.4.24.4.5. Measurement: W

4.1.3.12 Without reference, identify facts about the Victim and Witness Assistance Program in accordance with AFI 51-201.

STS: 11.4.24.5. Measurement: W

4.1.3.13 Without reference, identify courtroom preparation procedures and bailiff responsibilities in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.25. & 11.4.26. Measurement: W

4.1.3.14 Without reference, identify basic facts regarding the types of courts-martial in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.3.1. - 11.3.3. Measurement: W

★4.1.3.15 Define the purpose of stipulations of fact in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.13.2.

Measurement: W

4.1.3.16 Without reference, identify the purposes and uses of the findings and sentencing worksheets.

STS: 11.4.13.4 & 11.4.13.5.

Measurement: W

4.1.3.17 Using a personal computer, personal notes, and AMJAMS user guide, input court-martial data through trial in AMJAMS in accordance with instructions.

STS: 11.8.1.2.1. - 11.8.1.2.4.

Measurement: PC/W

★4.1.3.18 Without reference, identify basic procedures utilized in courts-martial in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.3.1., 11.3.2., 11.3.3., 11.5.2., 11.5.3.,
11.5.4., & 11.5.5.

Measurement: W

4.1.4 Post-Trial Administration

4.1.4.1 Using a study guide, personal notes, and AFI 51-201, prepare a DD Form 2707, Confinement Order in accordance with instructions.

STS: 11.6.1.

Measurement: PC/W

4.1.4.2 Using a study guide, personal notes, and AFI 51-201, prepare an AF Form 1359, Report of Result of Trial in accordance with instructions.

STS: 11.6.3.

Measurement: P/W

4.1.4.3 Without reference, explain the purpose of the AF Form 304, Request for Appellate Defense, in accordance with the Manual for Court-Martial and AFI 51-201.

STS: 11.6.4.2.

Measurement: W

4.1.4.4 Without reference, identify facts about the 14 Day Notification Letter in accordance with AFI 51-201 and Manual for Courts-Martial.

STS: 11.6.5.

Measurement: W

4.1.4.5 Without reference, identify the basic facts for assembling a Summary Court-Martial record of trial and other proceedings in accordance with the Manual for Courts-Martial, AFI 51-201 and AFMAN 51-203.

STS: 11.6.6.3., 11.6.6.4. & 11.4.19.

Measurement: W

4.1.4.6 Given a case file and using AFMAN 51-203, AFI 51-201 and personal notes, assemble a record of trial in accordance with instructions.

STS: 11.6.6.1. & 11.6.6.2.

Measurement: PC/W

4.1.4.7 Without reference, explain the procedures for authentication and service of the record of trial in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.6.7. & 11.6.8.

Measurement: W

4.1.4.8 Without reference, identify the basic facts pertaining to submission of matters and deferment/waiver of forfeitures under Article 57a and 58b in accordance with AFI 51-201 and Manual for Courts-Martial.

STS: 11.6.4.1. & 11.6.4.3.

Measurement: W

4.1.5.6 Without reference, identify the basic facts and procedures for responding to major accidents/disasters in accordance with AFI 51-503 and AFMAN 51-505.

STS: 12.8.1. & 12.8.2.

Measurement: W

4.1.5.7 Without reference, identify basic facts about claims investigation procedures and documentation in accordance with AFMAN 51-505.

STS: 12.6.2.1. - 12.6.2.3. & 12.6.3.1. - 12.6.3.3. Measurement: W

4.1.5.8 Without reference, explain the statutory requirements, procedures and required documentation for processing a claim under the Military Claims Act in accordance with AFI 51-501 and AFMAN 51-505.

STS: 13.1.1. - 13.1.4., 15.2.1. - 15.2.3. & 17.3. Measurement: W

4.1.5.9 Without reference, identify basic facts regarding advance payments in accordance with AFI 51-501 and AFMAN 51-505.

STS: 15.12.

Measurement: W

4.1.5.10 Without reference, identify basic facts about the appeal process under the Military Claims Act in accordance with AFMAN 51-505.

STS: 15.2.4.

Measurement: W

★4.1.5.11 Without reference, explain the statutory requirements, procedures, and required documentation for processing a claim under the Federal Tort Claims Act in accordance with AFI 51-501 and AFMAN 51-505.

STS: 13.1.1. - 13.1.4., 15.1.1. - 15.1.3.,
17.4.1. & 17.4.4.

Measurement: W

4.1.5.12 Without reference, identify basic facts about litigation support of a claim processed under the Federal Tort Claims Act in accordance with AFMAN 51-505.

STS: 15.1.4.

Measurement: W

4.1.5.13 Without reference, explain the procedures and required documentation for processing Property Damage Tort Claims in Favor of the United States in accordance with AFI 51-502.

STS: 16.2.1. - 16.2.3.

Measurement: W

4.1.5.14 Without reference, identify the procedures and required documentation for processing and settlement of Hospital Recovery (Federal Medical Care Recovery Act and Coordination of Benefits) claims in accordance with AFI 51-502.

STS: 16.1.1.1. - 16.1.1.5. & 16.1.2. - 16.1.4. Measurement: W

4.1.5.15 Using a personal computer, AFCIMS User's Guide, and personal notes input FMCRA/COB, FTCA, MCA and G claims data into AFCIMS in accordance with instructions.

STS: 18.1.1. & 18.1.3.1. - 18.1.3.3.

Measurement: PC/W

4.1.6 Personnel and Carrier Recovery Claims

★4.1.6.1 Without reference, explain procedures for conducting a claimant interview, determine eligibility of claimant under the Military Personnel and Civilian Employees' Claims Act (MPCECA) and explain procedures and forms for filing MPCECA claims in accordance with AFI 51-502.

STS: 13.1.1. & 13.1.4.

Measurement: W

★4.1.6.2 Without reference, determine claims payable/not payable under the Military Personnel and Civilian Employees' Claims Act in accordance with AFI 51-502.

STS: 12.9., 13.1.2. & 13.1.3.

Measurement: W

4.1.6.3 Given claims documents, and using AFI 51-502, study guide and personal notes, accept, annotate receipt, and assemble a Military Personnel and Civilian Employees' Claims Act claim in accordance with instructions.

STS: 13.2. & 13.3.1. - 13.3.6.

Measurement: PC/W

4.1.6.4 Without reference, explain property damage inspections procedures in accordance with AFI 51-502 and AFMAN 51-505.

STS: 12.7.1. - 12.7.3.

Measurement: W

4.1.6.5 Given claims files, AFI 51-502, Allowance List Depreciation Guide (ALDG), Table of Weights, Nontemporary Storage Depreciation Guide and using study guide, personal notes, and calculator, adjudicate under the Military Personnel and Civilian Employees' Claims Act in accordance with instructions.

STS: 14.1.1. - 14.1.3.

Measurement: PC/P/W

4.1.6.6 Without reference, identify basic facts about processing increased valuation claims in accordance with AFI 51-502.

STS: 14.2.1.

Measurement: W

4.1.6.7 Without reference, identify basic facts about processing insurance recovery claims in accordance with AFI 51-502.

STS: 14.3.1. & 14.3.2.

Measurement: W

4.1.6.8 Without reference, explain settlement procedures under the Military Personnel and Civilian Employees' Claims Act in accordance with AFI 51-502.

STS: 14.1.4.

Measurement: W

4.1.6.9 Without reference, identify basic facts regarding emergency and partial payments in accordance with AFI 51-501, AFI 51-502 and AFMAN 51-505.

STS: 14.4. & 14.5.

Measurement: W

★4.1.6.10 Given an assembled claims file and using a study guide, personal notes and AFI 51-502, complete the final processing of a Military Personnel and Civilian Employees' Claims Act claim and process the carrier recovery claim through collection in accordance with instructions.

STS: 14.1.1., 14.1.3. - 14.2.3.- 14.2.5., 17.1.,
17.2., 17.4.1., 17.4.3. & 17.7.

Measurement: PC/P/W

★4.2.1.6 Without reference, comprehend the use of the Foreign Claims Act (FCA) and Status of Forces Agreements (SOFAs) in order to support USAF deployments.
STS: 9.2.1. & 9.2.3. Measurement: W

4.2.1.7 Without reference, identify the constraints upon expenditure of funds and contracting operations during a deployment.
STS: 10.3.9.2.1. - 10.3.9.2.5. Measurement: W

4.2.1.8 Without reference, analyze the basic concepts and fundamental principles of the various conventions governing armed conflict, especially those applicable to Air Force Operations.
STS: 10.3.6.2.1. - 10.3.6.2.4., 10.3.6.3. & 10.3.6.4.1. - 10.3.6.4.3. Measurement: W

4.2.1.9 Without reference, comprehend the rules of engagement that apply to United States armed forces and their impact upon Air Force missions.
STS: 10.3.4.1. & 10.3.4.3. - 10.3.4.7. Measurement: W

4.2.1.10 Without reference, determine requirements for Law of Armed Conflict (LOAC) training and reporting LOAC violations.
STS: 10.3.6.1. & 10.3.6.5. Measurement: W

4.2.1.11 Without reference, comprehend the key elements of force protection, threats to forces, base level protection measures, and individual protection measures.
STS: 10.3.10.1. & 10.3.10.2. Measurement: W

★4.2.1.12 Without reference, explain requirements for personal readiness and preparation/employment of unit type codes (UTC).
STS: 10.3.11.1., 10.3.8.11.2.1. & 10.3.8.11.2.2. Measurement: W

4.2.1.13 Without reference, comprehend the structure and legal status of the working relationship and hierarchy among the Joint Chiefs of Staff, unified commands, and component operations in an operational/international environment.
STS: 10.1.1., 10.1.2., 10.2.1. - 10.2.3. & 10.3.1. - 10.3.3. Measurement: W

4.2.1.14 Without reference, comprehend the role, doctrine, capabilities and integration of various components of the United States armed forces. Comprehend the nature and capabilities of weapons within the current Air Force inventory.
STS: 10.1.1., 10.1.2., 10.2.1. & 10.2.2. Measurement: W

4.2.1.15 Without reference, comprehend the basic concepts of targeting and weaponeering.
STS: 10.3.5.2. & 10.3.6.2.1. - 10.3.6.2.4. Measurement: W

4.2.2 Civil Law

4.2.2.1 Without reference, determine the purposes of the Joint Ethics Regulation and apply its provisions to process ethical violations in accordance with DoD 5500.7-R.
STS: 6.1. Measurement: W

4.2.2.2 Without reference, analyze the facts and apply the Joint Ethics Regulation in reviewing off-duty employment in accordance with DoD 5500.7-R.

STS: 6.1. & 8.3.6.

Measurement: W

4.2.2.3 Without reference, analyze professional responsibilities of a paralegal in accordance with Air Force Rules of Professional Conduct, Air Force Standards for the Administration of Criminal Justice and DoD 5500.7-R.

STS: 6.2.

Measurement: W

4.2.2.4 Without reference, comprehend and apply the principles of Information Operations.

STS: 8.4.

Measurement: W

4.2.2.5. Without reference, determine the uses of NetRAMS in accordance with AFI 51-105.

STS: 5.2.4.

Measurement: W

4.2.2.6 Without reference, determine the procedures for establishing a tax assistance program.

STS: 7.7.1.

Measurement: W

4.2.2.7 Without reference, analyze the procedures to process enlisted discharges in accordance with AFI 36-3208.

STS: 8.1.1. & 8.1.2.

Measurement: W

4.2.2.8 Given a case file and using a personal computer, personal notes, Civil Law Deskbook and AFI 36-3208, prepare a legal review for a notification discharge in accordance with instructions.

STS: 8.1.3.

Measurement: P

4.2.2.9 Given a moot board case file and using Civil Law Deskbook, personal notes and , AFI 36-3208, AFMAN 36-3210 and AFI 51-602, perform government/defense duties for an enlisted discharge board in accordance with instructions.

STS: 8.1.4. & 8.1.6.

Measurement: P

4.2.2.10 Without reference, analyze the procedures to process officer discharge actions in accordance with AFI 36-3206, and AFI 36-3207.

STS: 8.1.5.

Measurement: W

4.2.2.11 Without reference, analyze the purposes and determine the uses of the following Quality Force Management tools: Unfavorable Information File, Administrative Demotion, Control Roster and Weight Management Program in accordance with AFI 36-2907, AFI 36-2503, and AFI 40-502.

STS: 8.2.1. - 8.2.4.

Measurement: W

★4.2.2.12 Without reference, analyze the purposes and procedures to release and/or deny access to government held information pursuant to the Freedom of Information Act and Privacy Act in accordance with DoDR 5400.7-R, DoD 5400.11-R, AF SUP 1 and AFI 33-332.

STS: 8.3.1. - 8.3.3.

Measurement: W

★4.2.2.13 Without reference, analyze aircraft and missile accident investigation procedures in accordance with AFI 51-503 and AFI 91-204.

STS: 8.3.10.1. & 8.3.10.2.

Measurement: W

4.2.2.14 Without reference, determine the requirements for the development and uses of contingency plans in accordance with AFI 32-4001.

STS: 8.5.3.1.

Measurement: W

4.2.2.15 Without reference, analyze the purpose and procedures to process an Article 138 Complaint in accordance with AFI 51-904.

STS: 8.3.4.

Measurement: W

4.2.2.16 Given Line of Duty and Report of Survey case files and using a personal computer, personal notes, Civil Law Deskbook, AFI 36-2910 and AFM 23-220, analyze the facts and prepare legal reviews in accordance with instructions.

STS: 5.7.4., 8.3.8. & 8.3.9.

Measurement: P

4.2.2.17 Without reference, explain the basic terms, applicable laws and the procedures used in the environmental law program.

STS: 8.5.4.1. & 8.5.4.2.

Measurement: W

4.2.2.18 Without reference, explain the applicable laws, basic terms and procedures involved in reviewing government contracts.

STS: 8.5.5.1. & 8.5.5.2.

Measurement: W

4.2.2.19 Without reference, explain the terms and applicable law, and the procedures for processing a labor case file.

STS: 8.5.6.1. & 8.5.6.2.

Measurement: W

4.2.2.20 Without reference explain the basic terms and general principles of fiscal law.

STS: 8.5.7.1. & 8.5.7.2.

Measurement: W

4.2.3 Supervision and Training

4.2.3.1 Without reference, analyze the purpose and uses of the 5J0X1 Career Field Education and Training Plan.

STS: 1.1.

Measurement: W

★4.2.3.2 Without reference, explain the purpose and procedures of the Air Force Mentoring Program in accordance with AFI 36-3401.

STS: 2.14.

Measurement: W

★4.2.3.3 Given a training package and using personal notes, and Supervision and Training Deskbook, AFI 36-2201 and AFI 36-2247, determine training needs, develop training standards, and document the training record in accordance with instructions.

STS: 3.1., 3.2.1., 3.2.3.3. & 3.3.

Measurement: P/W

4.2.3.4 Without reference, explain requirements in conducting, monitoring and evaluating training in accordance with AFI 36-2247 and 36-2201.

STS: 3.2.2. & 3.2.3.1. - 3.2.3.3.

Measurement: W

★4.2.3.5 Without reference, differentiate between various conflict management styles.

STS: 2.15.

Measurement: W

4.2.4 Claims

4.2.4.1 Without reference, explain the principles and procedures to manage Air Force claims funds in accordance with AFI 51-502 and AFI 65-601.

STS: 12.5.1.

Measurement: W

★4.2.4.2 Without reference, analyze the methods, policies, and procedures prescribed to conduct claims investigations in accordance with AFMAN 51-505.

STS: 12.6.1.1., 12.6.1.2., 12.6.2.1., 12.6.2.2.,
12.6.2.3., 12.6.3.1., & 12.6.3.2.,

Measurement: PC/W

4.2.4.3. Without reference, determine the purpose and role of the Disaster Control Group (DCG) in accordance with AFMAN 51-505

STS: 12.8.1. & 12.8.2.

Measurement: W

★4.2.4.4 Without reference, determine the requirements for drafting and reviewing emergency plans in accordance with AFMAN 32-4004.

STS: 8.5.3.2., 12.8.1. & 12.8.2.

Measurement: W

4.2.4.5 Given a claims file and using a personal computer, desk book, personal notes and AFMAN 51-505, analyze the issues and compose a seven point memorandum in accordance with instructions.

STS: 12.6.3.3. & 15.1.1. - 15.1.3.

Measurement: P/W

4.2.4.6 Without reference, determine requirements for litigation support in processing a claim under the Federal Tort Claims Act.

STS: 15.1.4.

Measurement: W

★4.2.4.7 Without reference, apply the concepts, principles, methods and procedures for fraudulent claims in accordance with 51-502.

STS: 12.9.

Measurement: W

4.2.4.8 Without reference, analyze procedures used in processing claims under the Military Claims Act in accordance with AFI 51-505.

STS: 15.2.1. - 15.2.4.

Measurement: W

4.2.4.9 Without reference, analyze medical malpractice claim procedures in accordance with AFI 51-501 and AFMAN 51-505.

STS: 15.4.

Measurement: W

4.2.4.10 Without reference, analyze the Hospital Recovery (FMCRA and COB) claim procedures in accordance with AFI 51-502.

STS: 16.1.1.1. - 16.1.1.5. & 16.1.2. - 16.1.5. Measurement: W

4.2.4.11 Given a claims file and using AFI 51-502, analyze a Property Damage Tort Claim in Favor of the United States in accordance with instructions.

STS: 16.2.1. - 16.2.3. Measurement: PC

4.2.4.12 Using a personal computer, AFCIMS User's Guide, and personal notes, retrieve/review AFCIMS reports and prepare an analysis of data in accordance with instructions.

STS: 18.4. Measurement: PC

★4.2.4.13 Without reference, determine the requirements for managing the AFCIMS database, claims funds, and suspenses.

STS: 18.3., 18.5., 18.6.1. & 18.6.2. Measurement: W

4.2.5 Military Justice

4.2.5.1 Given scenarios and using the Manual for Courts-Martial, AFI 51-201, personal notes and study guide, analyze procedures for conducting a preliminary inquiry into reported offenses in accordance with instructions.

STS: 11.4.1. Measurement: PC/W

4.2.5.2 Without reference, differentiate between the types of jurisdiction.

STS: 11.1.1., 11.1.2. & 11.1.4. Measurement: W

★4.2.5.3 Using a personal computer, personal notes, sample trial brief, and the Manual for Courts-Martial prepare a proof analysis in accordance with instructions.

STS: 11.4.10. Measurement: P

★4.2.5.4 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook, and personal notes, review and edit court-martial charges and specifications in accordance with instructions.

STS: 11.4.8. & 11.4.9. Measurement: P/W

★4.2.5.5 Given a case file and using a personal computer, the Military Justice Deskbook, the Manual for Courts-Martial, AFI 51-201, DAPAM 27-9 and personal notes, prepare a stipulation of fact, findings worksheet, and a sentencing worksheet in accordance with instructions.

STS: 11.4.13.2., 11.4.13.4., & 11.4.13.5. Measurement: PC

4.2.5.6 Given a case file and using a personal computer, Military Justice Deskbook, the Manual for Courts-Martial, AFI 51-201, DAPAM 27-9 and personal notes, prepare a discovery request in accordance with instructions.

STS: 11.4.20. Measurement: P/W

4.2.5.7 Given a scenario and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook and personal notes, determine investigative techniques used in court-martial preparation in accordance with instructions.

STS: 11.4.2. Measurement: P

★4.2.5.8 Given a case file and using the Manual for Courts-Martial, Military Justice Deskbook, and personal notes, conduct witness interviews in accordance with instructions.

STS: 11.4.24.2.

Measurement: PC/P/W

4.2.5.9 Without reference, determine when apprehension is appropriate and when pre-trial restraint is authorized in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.11.

Measurement: W

4.2.5.10 Without reference, analyze Article 32 Investigation procedures in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.15.

Measurement: W

4.2.5.11 Without reference, determine the appropriateness, terms and conditions, and procedures to process pretrial agreements (PTA) in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.21.

Measurement: W

4.2.5.12 Without reference, determine the procedures for lawful search and seizures as it pertains to the apprehension of persons and the seizure of property and the applicable Military Rules of Evidence (MRE) in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.3., 11.4.4. & 11.4.7.

Measurement: W

4.2.5.13 Without reference, analyze the procedures for processing immunity requests in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.6.

Measurement: W

4.2.5.14 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook, and personal notes, prepare, review and edit a DD Form 458 from preferral to service of charges in accordance with instructions.

STS: 11.4.12., 11.4.16. & 11.4.17.

Measurement: PC/P/W

4.2.5.15 Given a case file and using AFI 51-201 and a personal computer, review a convening order for accuracy in accordance with instructions.

STS: 11.4.18.

Measurement: P

4.2.5.16 Without reference, determine responsibility for witness funding in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.3.

Measurement: W

4.2.5.17 Without reference, analyze the applicability of the 5th and 6th Amendments, and Article 31 of the UCMJ, in relation to confessions and rights to counsel in accordance with the Manual for Courts-Martial.

STS: 11.4.5.

Measurement: W

4.2.5.18 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook and personal notes, analyze trial procedures from arraignment through sentencing in accordance with instructions.

STS: 11.5.2. - 11.5.5.

Measurement: P/W

4.2.5.29 Given case files and using the Manual for Courts-Martial, AFI 51-202, Military Justice Deskbook and personal notes, evaluate and recommend supplementary action to nonjudicial punishment action in accordance with instructions.

STS: 11.2.6.1. - 11.2.6.5.

Measurement: PC/W

4.2.5.30 Given scenarios and using a personal computer, personal notes, and the AMJAMS User's Guide, input nonjudicial punishment and court-martial actions, retrieve/review AMJAMS reports and prepare an analysis of the data in accordance with instructions.

STS: 11.8.1.1.1. - 11.8.1.1.4.,

Measurement: PC

11.8.1.2.1. - 11.8.1.2.6. & 11.8.2.

4.2.5.31 Determine the procedures for processing supplementary court-martial orders.

STS: 11.7.4.

Measurement: W

4.2.5.32 Without reference, determine the uses of legal publications.

STS: 5.7.1.1. & 5.7.1.2.

Measurement: W

4.2.5.33 Given a handout, and using a Military Justice Deskbook, personal notes, legal publications, conduct manual legal research, and analyze published opinions in accordance with instructions.

STS: 5.7.2.1.

Measurement: P

★4.2.5.34 Given a handout and using a personal computer and personal notes, navigate through WebFLITE, conduct computerized legal research, and analyze published opinions and prepare a case brief in accordance with instructions.

STS: 5.2.5., 5.7.2.2., & 5.7.3.

Measurement: PC/P

Section E - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 7 October 2002 and graduating 20 November 2002.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Attachments 1 through 6, Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Column 2 (Core/Deployment Tasks) identifies, by asterisk (*), specialty-wide training requirements. **NOTE:** Tasks are functionally grouped by subject and/or job position to aid task selection and reduce duplication. Supervisors may select tasks from any attachment to accurately define a job.

2.1.1. Attachment 1, Qualitative Requirements and Career Progression.

2.1.2. Attachment 2 identifies overall supervision, training, and law office management tasks.

2.1.3. Attachment 3 identifies program administration and resource management functions common across 5J0X1 duty positions.

2.1.4. Attachment 4 identifies tasks and programs related to General/Civil Law.

2.1.5. Attachment 5 identifies tasks related to Military Justice positions.

2.1.6. Attachment 6 identifies tasks related to Claims positions.

2.1.7. Attachment 7 identifies tasks related to NAF Superintendents.

2.1.8. Attachment 8 identifies tasks related to MAJCOM Paralegal Managers.

2.2. Provides **certification for OJT**. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. *(As a minimum, use the following column designators: Completion Date and Certifier Initials).*

2.3. Shows **formal training** and **correspondence course** requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See AFSC/CDC listing maintained by the unit training manager for current CDC listings.

★2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

★2.5. CFETP/AFJQS Documentation. All personnel authorized to sign off tasks in Part II of the CFETP must be listed on the Identification block of the CFETP, Part II.

★2.5.1. Documentation. Identify duty position requirements to include core tasks by circling the subparagraph number next to the task statement.

★2.5.1.1. As a minimum for initial certification, complete the following columns in Part II of the CFETP:

★2.5.1.1.1. Training start date (day, month, year).

★2.5.1.1.2. Training complete date (day, month, year).

★2.5.1.1.3. Trainee Initials.

★2.5.1.1.4. Trainer Initials.

★2.5.1.1.5. Certifier initials when required by AFCFM (for tasks requiring third-party certification).

★**NOTE:** All entries on documents contained in the AF Form 623, to include the CFETP, AFJQS, AF Form 623a, AF Form 797, AF Form 1098, Special Task Certification and Recurring Training, AF Form 803, and any additional training documents as determined by local requirements, will be documented in pencil.

★2.5.1.2. Knowledge training. Knowledge training is required if no CDC is available for the AFS or training must be documented for a CDC waiver. Document knowledge training by circling the corresponding letter in the applicable skill level CDC column. Use the following procedures to document the CFETP:

★2.5.1.2.1. Training start date (day, month, year).

★2.5.1.2.2. Training complete date (day, month, year).

★2.5.1.2.3. Trainee Initials.

★2.5.1.2.4. Trainer Initials.

★2.5.1.3. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe:

★2.5.1.3.1. Use the new CFETP to identify and certify current training requirements and to retain previous qualifications from the previous version.

★2.5.1.3.2. For tasks previously certified and required in the current duty position, circle the task and enter the current date with the trainee and supervisor initials.

★2.5.1.3.3. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).

★2.5.1.3.4. Annotate the AF Form 623a (for example, “I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP.” Signed, dated, supervisor and trainee).

★2.5.1.4. Maintenance of CFETPs for personnel in retraining status. Maintain CFETP from previous AFSC until commensurate skill level is achieved, then give the obsolete field CFETP to the individual.

★2.5.1.5. Decertification and Recertification. When a supervisor determines an airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a.

Begin recertification (if required) following procedures in paragraph 2.5.1.

★2.6. **Performance Standard.** Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the STS proficiency code key).

2.7. All tasks identified with an asterisk in Column 2 are core tasks for the duty position outlined below. Paralegal personnel occupying any 5J0X1 duty position must be trained and certified on all respective core tasks to be duty position qualified. To be considered fully qualified and eligible for 7-skill level award, personnel must be duty position qualified, trained, and certified on all core tasks identified in Attachments 1 through 6.

- (a) Attachment 1 applies to all 5J0X1 personnel.
- (b) Attachment 2 applies to all 5J0X1 supervisors.
- (c) Attachment 3 applies to all 5J0X1 personnel.
- (d) Attachment 4 applies to General/Civil Law.
- (e) Attachment 5 applies to Military Justice.
- (f) Attachment 6 applies to Claims.
- (g) Attachment 7 applies to NAF Paralegal Superintendents
- (h) Attachment 8 applies to MAJCOM Paralegal Managers.

2.8. This CFETP will be used during the initial evaluation of all newly assigned personnel.

2.9. **Additional Task Requirements.** All deployment tasks identified by the percentage symbol "%" and wartime tasks identified by the dollar sign "\$" are required only when assigned to that specific duty position. Supervisors may add additional tasks as duty position requirements or those tasks necessary to support a specific deployment requirement. Items identified as a

deployment task include the minimum training requirements necessary for deployment eligibility. Specific deployment requirements to support an individual theater or deliberate plan may require training in addition to the items identified as a deployment task.

★2.10. Promotion Tests. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron, by senior NCOs with extensive practical experience in their career fields. The test samples knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air Reserve Component.

3. Recommendations. Report unsatisfactory performance of individual course graduates to CPD/JA, 150 Chennault Circle, Maxwell AFB, AL 36112-6418. Reference specific STS paragraphs. A customer service information line has been installed for the supervisors' convenience to identify graduates who may have received over or under training on task and knowledge items listed in this training standard. For a quick response to problems, call our customer service information line, DSN 493-2802, between 0730 and 1630, Central time.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

THOMAS J. FISCUS, Major General, USAF
The Judge Advocate General

DONALD L. PETERSON, Lieutenant General, USAF
Deputy Chief of Staff, Personnel

- 8 Attachments
- 1. Qualitative Requirements and Career Ladder Progression
- 2. Supervisors Tasks
- 3. General 5J0X1 Tasks
- 4. General/Civil Law Tasks
- 5. Military Justice Tasks
- 6. Claims Tasks
- 7. NAF Paralegal Superintendent Tasks
- 8. MAJCOM Paralegal Managers Tasks

CHANGE 1, CFETP 5J0X1 AUGUST 2002
Attachment 2

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
2. SUPERVISION TR: AFPAM 36-106, AFIs 36-108, 36-703, 36-704, 36-2401, 36-2406, 36-2618, 36-2907 & 36-3401												
2.1. Plan Work Assignment						-	-		B	-	-	
2.2. Control/Accountability	%					-	-		B	-	-	
2.3. Assign Duties to Personnel						-	-		B	-	-	
2.4. Orient New Personnel						-	-		B	-	-	
★2.5. Reserved												
2.6. Establish												
2.6.1. Work Methods						-	-		B	-	-	
2.6.2. Controls						-	-		B	-	-	
2.6.3. Performance Standards						-	-		B	-	#	
2.7. Evaluate Work Performance						-	-		B	-	-	
2.8. Resolve Technical Problems						-	-		B	-	#	
2.9. Counsel Personnel						-	-		B	-	-	
2.10. Correct Substandard Performance						-	-		B	-	#	
2.11. Maintain Civilian Employee Records						-	-		-	-	#	
2.12. Conduct Self-Inspections/Assessments	%					-	-		B	-	#	
2.13. Conduct EPR Feedback						-	-		-	-	-	
2.14. Mentorship						-	-		-	B	#	
2.15. Conflict Management						-	-		-	C	#	
3. TRAINING TR: AFIs 36-401, 36-2201, 36-2247, AFMAN 36-8001 & AFPD 51-8												
3.1. Determine need for training	*					-	-		-	3c	-	
3.2. Plan and supervise EST												
3.2.1. Prepare Job Qualification Standards	*					-	-		B	3c	#	
3.2.2. Conduct training						-	-		B	c	-	
3.2.3. Monitor training												
3.2.3.1. Evaluate training programs						-	-		-	c	-	
3.2.3.2. Counsel trainees on their progress						-	-		-	c	-	

Attachment 3

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
5. LAW OFFICE ADMINISTRATION TR: AFIs 33-326, 33-328, AFH 33-337, AFIs 33-360 V1, 37-123, 37-138, 51-105 & 51-604												
5.1. Law Library												
5.1.1. Resource Allocation Management System (NetRAMS)												
5.1.1.1. Establish requirement for law library						A	-		B	-	-	
5.1.1.2. Inventory law library						A	-		b	-	-	
5.1.2. Maintain Law Library												
5.1.2.1. Mark and post publications						A	-		b	-	-	
5.1.2.2. Dispose of obsolete publications						A	-		b	-	-	
5.1.2.3. Dispose of excess publications						A	-		b	-	-	
5.1.3. Budget for foreign publications						-	-		a	-	-	
5.1.4. Purchase foreign publications						-	-		a	-	-	
5.2. Use personal computer												
5.2.1. Spreadsheets	%					-	-		-	-	-	
5.2.2. Databases	%					-	-		-	-	-	
5.2.3. Slides Presentation	%					-	-		-	-	-	
5.2.4. NETRAMS	%					A	-		B	C	#	
5.2.5. WebFLITE	* %					2b	\$		-	3c	-	
5.2.6. Electronic Publications and Forms	%					-	-		-	-	-	
5.3. Prepare correspondence	* %					2b	-		-	-	-	
5.4. Records management	%					-	-		-	-	-	
5.5. Administrative orders												
5.5.1. Prepare	%					-	-		-	-	-	
5.5.2. Process	%					-	-		-	-	-	
5.6. Briefings	%					B	-		-	-	-	
5.7. Legal Research												
5.7.1. Legal Publications												
5.7.1.1. Official	* %					A	\$		B	C	-	
5.7.1.2. Unofficial	* %					A	\$		B	C	-	
5.7.2. Perform legal research												
5.7.2.1. Manual method	* %					2b	-		b	3c	-	
5.7.2.2. Computerized	* %					2b	-		b	3c	-	
★5.7.3. Prepare Case Briefs	* %					-	-		b	3c	-	
5.7.4. Prepare legal reviews	* %					-	-		-	3c	-	

CHANGE 1, CFETP 5J0X1 AUGUST 2002

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Train er Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
6. ETHICS TR: DoD 5500.7-R STANDARDS OF CONDUCT & POLICY MEMORANDA												
6.1. Joint Ethics Regulation	%					-	-		B	C	#	
6.2. Professional Responsibilities	%					A	\$		B	C	#	
7. LEGAL ASSISTANCE AND PREVENTIVE LAW TR: AFI 51-504												
7.1. Air Force Legal Assistance Program	%					B	\$		B	-	-	
7.2. Client Services												
7.2.1. Determine Eligibility and Scope	* %					b	\$		B	-	-	
7.2.2. Conflicts of Interest	* %					b	\$		B	-	-	
7.2.3. Referral	* %					b	\$		B	-	-	
7.3. Prepare legal documents												
7.3.1. Powers of Attorney	* %					2b	\$		c	-	-	
7.3.2. Wills	* %					2b	\$		c	-	-	
7.4. Perform notarial acts and maintain notary log	* %					2b	\$		c	-	-	
7.5. Maintain manual or automated legal assistance records	* %					B	\$		-	-	-	
★7.6. Prepare manual or automated legal assistance report						-	-		-	-	-	
7.7. Tax assistance program												
7.7.1. Program Requirements						-	-		-	c	-	
7.7.2. Provide and prepare basic tax forms												
7.7.2.1. Manual						-	-		-	-	-	
7.7.2.2. Electronic						-	-		-	-	-	
7.8. Preventive Law Program												
7.8.1. Purpose						A	-		B	-	-	
7.8.2. Scope						A	-		B	-	-	
7.8.3. Management						A	-		B	-	-	

Attachment 5

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE TR: MCM, AFIs 36-2604, 36-2608, 51-201, 51-202, AFMAN 51-203, AFIs 51-602, 51-604, & AFLSA/JAJM HOMEPAGE												
11.1. Jurisdiction												
11.1.1. Concurrent	* %					A	\$		B	C	-	
11.1.2. Exclusive	* %					A	\$		B	C	-	
11.1.3. Proprietary						A	-		B	-	-	
11.1.4. Foreign	*					A	\$		B	C	-	
11.2. Nonjudicial Punishment												
11.2.1. Verify Sufficiency of Evidence	* %					2b	\$		b	4d	-	
11.2.2. Provide Advice on Procedures	* %					b	\$		c	4d	-	
11.2.3. Prepare Specifications	* %					2b	\$		b	4d	-	
★11.2.4. Prepare Punishment	* %					2b	\$		b	4d	-	
11.2.5. Process Appeal Actions	* %					2b	\$		c	4d	-	
11.2.6. Prepare Supplementary Actions												
11.2.6.1. Remission	* %					2b	\$		c	4d	-	
11.2.6.2. Mitigation	* %					2b	\$		c	4d	-	
11.2.6.3. Set Aside	* %					2b	\$		c	4d	-	
★11.2.6.4. Suspension	* %					2b	\$		c	4d	-	
★11.2.6.5. Vacation	* %					2b	\$		c	4d	-	
11.2.7. Officer/Senior NCO Selection Record	* %					2b	\$		c	4d	-	
11.2.8. Process completed Actions	* %					2b	\$		c	4d	-	
11.3. Types of Court Procedures												
11.3.1. Summary Court-Martial (SCM)	%					A	\$		B	-	-	
11.3.2. Special Court-Martial (SPCM)	%					A	\$		B	-	-	
11.3.3. General Court-Martial (GCM)	%					A	\$		B	-	-	
11.4. Pre-Trial Procedures												
11.4.1. Preliminary Inquiry into Reported Offenses	* %					A	\$		B	3c	#	
11.4.2. Investigative Techniques	%					-	-		A	3c	-	
11.4.3. Search and Seizure	%					-	-		B	C	-	
11.4.4. Apprehension	%					-	-		B	C	-	
11.4.5. Confessions	%					-	-		B	C	-	

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1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE (CONTINUED)												
11.4.6. Immunity Requests	%									C		
11.4.7. Military Rules of Evidence	%					-	-		B	C		-
11.4.8. Punitive Articles	* %					2b	\$		B	3c		-
11.4.9. Draft Charges	* %					2b	\$		c	3c		-
11.4.10. Proof Analysis	%					-	-		A	3c		-
11.4.11. Pretrial Restraints	* %					A	-		B	b		-
11.4.12. Prefer Charges	* %					2b	\$		c	3c		-
11.4.13. Trial Preparation												
11.4.13.1. Prepare Depositions	%					-	-		A	-		-
11.4.13.2. Prepare Stipulations of Fact	%					A	-		A	3c		-
★11.4.13.3. Reserved												
★11.4.13.4. Prepare Finding Worksheet	* %					A	-		-	3c		-
★11.4.13.5. Prepare Sentencing Worksheet	* %					A	-		-	3c		-
11.4.14. Case Docketing	* %					A	-		B	-		-
11.4.15. Process Article 32 Investigation	* %					b	\$		b	c		-
11.4.16. Pretrial Advice	* %					A	-		B	3c		-
11.4.17. Referral of Charges	* %					2b	\$		b	3c		-
11.4.18. Prepare Court-Martial Convening Order	* %					2b	\$		b	3c		-
11.4.19. Identify Allied Papers	* %					A	-		b	-		-
11.4.20. Discovery Requests	* %					-	-		b	3c		-
11.4.21. Pretrial Agreements	%					-	-		b	c		-
11.4.22. Notify Trial Participants	%					b	\$		b	-		-
★11.4.23. Assemble Official Trial Folders	%					-	-		-	-		-
11.4.24. Witnesses												
11.4.24.1. Determine Status	* %					A	\$		B	-		-
11.4.24.2. Conduct Interview	* %					-	-		b	3c		-
11.4.24.3. Determine Funding Responsibility	* %					-	-		a	c		-
11.4.24.4. Process												
11.4.24.4.1. Request	%					a	\$		b	-		-
11.4.24.4.2. Subpoena						a	-		b	-		-
11.4.24.4.3. Travel Arrangements	%					a	\$		b	-		-
11.4.24.4.4. Travel Orders	%					a	\$		b	-		-
11.4.24.4.5. Payment voucher	%					a	\$		b	-		-
11.4.24.5. Victim Witness Assistance Program (VWAP)	%					A	-		b	c		-
11.4.25. Bailiff Responsibilities	%					a	\$		b	-		-
11.4.26. Court-room Preparation	%					a	\$		b	-		-

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1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE (CONTINUED)												
11.5. Trial Procedures												
★11.5.1. Court-room ethics	%					-	-		-	C	-	
★11.5.2. Arraignment	* %					A	-		-	3c	-	
★11.5.3. Presentation of Evidence	* %					A	-		B	3c	-	
★11.5.4. Findings	* %					A	-		B	3c	-	
★11.5.5. Sentencing	* %					A	-		B	3c	-	
11.6. Post-Trial Procedures												
11.6.1. Prepare Confinement Orders (DD Form 2707)	* %					2b	\$		b	-	-	
11.6.2. Deferment of Confinement	%					-	-		B	-	-	
11.6.3. Prepare Report of Result of Trial (AF Form 1359)	* %					2b	\$		b	4d	-	
11.6.4. Post-Trial Rights												
11.6.4.1. Submission of Matters	* %					A	\$		B	-	-	
11.6.4.2. Prepare AF Form 304, Request for Appellate Defense Counsel	%					b	\$		B	-	-	
11.6.4.3. Deferment/Waiver of Forfeitures under Article 57Aand 58B	* %					A	-		B	c	-	
11.6.5. 14 Day Notification Letter	* %					A	\$		B	-	-	
11.6.6. Assemble Records												
11.6.6.1. Verbatim	* %					2b	-		b	-	-	
11.6.6.2. Summarized	* %					2b	-		b	-	-	
11.6.6.3. Summary Court-martial	%					A	-		b	-	-	
11.6.6.4. Other Proceedings	%					A	-		-	-	-	
11.6.7. Authentication	* %					b	\$		B	-	-	
11.6.8. Service of Record of Trial	* %					b	\$		B	-	-	
11.6.9. Staff Judge Advocate Recommendation	* %					A	\$		c	3c	-	
11.6.10. Process Clemency Matters	%					A	\$		c	-	-	
11.6.11. Addendum to Staff Judge Advocate Recommendation	* %					A	\$		c	c	-	
11.6.12. Prepare Action of Convening Authority	* %					2b	\$		b	4d	#	
11.6.13. Court-Martial Orders												
11.6.13.1. Prepare	* %					2b	\$		b	4d	#	
11.6.13.2. Process	* %					b	\$		b	4d	#	
11.6.14. Excess leave												
11.6.14.1. Voluntary	*					-	-		b	-	-	
11.6.14.2. Involuntary	*					-	-		b	-	-	

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Attachment 6

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
12. CLAIMS ADMINISTRATION TR: AFIs 51-501, 502 & AFM 51-505												
12.1. Organization	%					A	\$		B	-	-	
12.2. Responsibilities of Claims Personnel	%					A	\$		B	-	-	
12.3. Policies	%					A	\$		B	-	-	
12.4. Terminology	%					A	\$		B	-	-	
12.5. Claims Office Management												
12.5.1. Manage Claims Funds	%					-	-		b	c	-	
12.5.2. Reconciliation	%					-	-		-	-	-	
12.5.3. Prepare Letters of Appointment												
12.5.3.1. Claims Officer	%					a	-		b	-	-	
12.5.3.2. Assistant Claims Officer	%					a	-		b	-	-	
12.5.3.3. Settlement Authority	%					a	-		b	-	-	
12.6. Claims Investigations												
12.6.1. Pre-Accident/ Incident Preparation												
12.6.1.1. Claims Kit	%					A	\$		B	c	-	
12.6.1.2. Key Personnel	%					A	-		B	c	-	
12.6.2. Conduct Investigations												
12.6.2.1. Interview Witnesses	* %					a	-		b	3c	-	
12.6.2.2. Witness Statements	* %					a	-		b	3c	-	
12.6.2.3. Reports from Other Agencies	%					a	-		b	c	-	
12.6.3. Post-Investigations												
12.6.3.1. Preliminary report	%					a	\$		B	c	-	
12.6.3.2. Potential Claims File	%					a	\$		B	c	-	
12.6.3.3. Seven Point Memorandum	* %					a	-		b	3c	-	
12.7. Inspections												
12.7.1. Conduct	* %					b	\$		b	-	-	
12.7.2. Prepare Report	* %					b	\$		b	-	-	
12.7.3. Prepare Request for assistance from other Agencies	%					b	\$		b	-	-	
12.8. Disaster Control Group												
12.8.1. Disaster Responses	%					A	-		b	C	-	
★12.8.2. Major Accident Responses	%					A	-		b	C	-	
★12.9. Fraudulent claims	%					A	-		b	c	-	

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1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
16. PROCESS PRO-GOVERNMENT CLAIMS TR: AFI 51-502												
16.1. Federal Medical Care Recovery Act												
16.1.1. Hospital Recovery Program Management												
16.1.1.1. Notification of Potential Third Party Liability						a	-		b	c	-	
16.1.1.2. Process AF Form 438						a	-		b	c	-	
16.1.1.3. Process Questionnaire						a	-		b	c	-	
16.1.1.4. Assert						a	-		b	c	-	
16.1.1.5. Monitor						a	-		b	c	-	
16.1.2. Potential sources of recovery						a	-		b	c	-	
16.1.3. Coordination of Benefits						a	-		b	c	-	
16.1.4. Settlements						a	-		b	c	-	
16.1.5. US Attorney 's role						-	-		b	c	-	
16.2. Torts in favor of the Government												
16.2.1. Review source documents	*					b	-		b	3c	-	
16.2.2. Prepare Demand Letter	*					b	-		b	3c	-	
16.2.3. Process Settlement	*					b	-		b	3c	-	
17. FINAL CLAIMS PROCESSING PROCEDURES TR: AFIs 51-501 & 502												
17.1. Approval process	* %					2b	\$		B	-	-	
17.2. Prepare Settlement Letter	* %					2b	\$		b	-	-	
17.3. Prepare Settlement Agreements/Releases	* %					b	-		b	-	-	
17.4. Prepare Settlement Voucher												
17.4.1. SF 1034	* %					2b	\$		b	-	-	
★17.4.2. Reserved												
17.4.3. DD Form 1131	* %					2b	\$		b	-	-	
17.4.4. FMS Form 195, 196, and 197-A						b	-		b	-	-	
17.5. Prepare Notice of Unearned Transportation Charges	*					b	-		b	-	-	
17.6. Prepare Files for Offset	*					B	\$		b	-	-	
17.7. Finalize claim	* %					2b	\$		b	-	-	