

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 51-1**

1 JULY 1998

Law

LEGAL OFFICES (MAJCOM/NAF/WING)

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This Checklist reflects Command requirements for Major Command, Numbered Air Forces and Wing Legal Offices to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This Checklist is compiled with updated references and is a conversion of the Space Inspection Guide to the Command Inspection Checklist.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklists at Attachments 1-5 as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the unit OJT program.

LAKE B. HOLT III, Col, USAF
Staff Judge Advocate

Attachment 1

OFFICE OF THE STAFF JUDGE ADVOCATE FUNCTIONAL AREA CHECKLIST

Table A1.1. Checklist.

MISSION STATEMENT: To ensure key JA leadership personnel provide appropriate and efficient management oversight for primary JA functions and personnel.			
1.1. INTERFACE WITH COMMANDERS (CRITICAL ITEMS)	YES	NO	N/A
1.1.1. Has the SJA established credibility, rapport, and effective communication with commanders, first sergeants, AFOSI, and Security Forces? (AFPD 51-1, para 1.4.4; 10 USC 806(b); AFI 51-102, para 3.2)			
1.1.2. Have the military justice, civil law and claims personnel established effective coordination with staff agencies and commanders? (AFI 51-102, para 3.1)			
1.1.3. Does the SJA ensure that commanders are briefed on the prohibition against unlawful command influence and how to avoid even the appearance of improper influence? (RCM 104 and AFI 51-201, para 1.2)			
1.1.4. Has the SJA ensured that legal advice is readily available to commanders during non-duty hours? (AFI 51-102. Para 3.1)			
1.1.5. Does the SJA attend wing staff meetings? (AFSPC/JA Policy Number 4)			
1.1.6. Is the SJA and his/her staff knowledgeable of the current issues having potential legal consequences for the base? (AFSPC/JA Policy Number 4)			
1.2. INTERFACE WITH COMMANDERS (NON-CRITICAL ITEMS)			
1.2.1. Is the SJA sensitive to EOT/EEO trends, affirmative action concerns, and sexual harassment cases? (AFSPC/JA Policy Number 5)			
1.2.2. Does the SJA brief the wing staff at regular intervals on such matters as status of discipline, political activity restrictions, ethics, current preventive law topics, etc.? (TJAG Policy Ltr #10; AFI 51-102, para 3.5; AFSPC/JA Policy Number 4)			
1.2.3. Does the SJA keep his/her commander informed on significant claims issues? (AFPD 51-5, para 1.4.4)			
1.2.4. Does the SJA and his/her staff answer the question "Is it right?" as well as "Is it legal?" in the process of providing complete advice to commanders? (AFSPC/JA Policy Number 4)			

1.3. SUPPORT OF GEOGRAPHICALLY SEPARATED UNITS (GSUs) (CRITICAL ITEMS)	YES	NO	N/A
None			
1.4. SUPPORT OF GEOGRAPHICALLY SEPARATED UNITS (GSUs) (NON-CRITICAL ITEMS)			
1.4.1. Has the SJA established procedures to ensure adequate support of commanders and personnel assigned to GSUs? (AFSPC/JA Policy Number 4)			
1.4.2. Are the SJA and LOM familiar with the location and mission of GSUs supported? (AFSPC/JA Policy Number 4)			
1.4.3. Have JA personnel made sufficient visits to GSUs? (AFSPC/JA Policy Number 4)			
1.5. PARTICIPATION IN ALERT/EXERCISE/OPERATIONS TASKINGS (CRITICAL ITEMS)			
1.5.1. Does the SJA support alert/exercise/operations taskings (e.g., response to mass casualties, support of mobility processing units, augmentation of base disaster response force, wing operations center targeting and ROE functions)? (AFSPC/JA Policy Number 8)			
1.5.2. Have local procedures been established to ensure timely notification of the SJA of all exercise/operations activities involving potential legal issues or legal office participation? (AFSPC/JA Policy Number 8)			
1.5.3. Are personnel identified for detail to local Disaster and Accident Response Teams to support the task force or on-scene commander? (AFSPC/JA Policy Number 6)			
1.5.4. Do personnel participate in training security personnel, operators, and commanders concerning jurisdiction and control, status of forces agreements, use of force, interface with civilian authorities, and protection of priority assets, law of armed conflict and rules of engagement? (AFI 51-401, para 3.1)			
1.6. PARTICIPATION IN ALERT/EXERCISE/OPERATIONS TASKINGS (NON-CRITICAL ITEMS)			
1.6.1. Are essential legal office functions, including processing of military justice actions, continued during exercises? (AFSPC/JA Policy Number 8)			
1.6.2. Has the SJA arranged for personnel to be immediately available to the Crisis Action Team/Wing Operations Center to identify and respond to potential legal issues? (AFSPC/JA Policy Number 8)			

1.6. PARTICIPATION IN ALERT/EXERCISE/OPERATIONS TASKINGS (NON-CRITICAL ITEMS)	YES	NO	N/A
1.6.3. Have arrangements been made to ensure that personnel are able to gain access to the command post in a timely manner (security clearances, entry access arrangements, etc.)? (AFSPC/JA Policy Number 8)			
1.7. INVOLVEMENT IN BASE AND COMMUNITY ACTIVITIES (CRITICAL ITEMS)			
None			
1.8. INVOLVEMENT IN BASE AND COMMUNITY ACTIVITIES (NON-CRITICAL ITEMS)			
1.8.1. Does JA support the Company Grade Officers' Council, Top-3, spouses clubs, youth organizations, etc.? (AFI 34-123, para 9)			
1.8.2. Do JA personnel support Social Actions programs, the Family Advocacy Committee, Environmental Protection Committee, and similar activities? (AFI 32-7005, para 3.3 and AFI 40-301, para 1.5.1)			
1.8.3. Does a judge advocate actively participate as a non-voting legal advisor to the Nonappropriated Fund (NAF) Council, if one exists? (AFI 34-201, para 2.6.1.2)			
1.9. OFFICE MANAGEMENT (CRITICAL ITEMS)			
1.9.1. Is there an efficient system to ensure SJA review of products leaving the office? (AFSPC/JA Policy Number 4)			
1.9.2. Is information on legal assistance clients, investigations, administrative and military justice actions safeguarded within the legal office? (AFSPC/JA Policy Number 4)			
1.9.3. Do military personnel conform to Air Force standards or have adequate steps been taken to identify and assist those who do not conform to meet standards? (AFI 36-2903, and AFI 40-501)			
<u>1.9.4. Has the SJA effectively delegated authority to subordinate members of the office? (AFSPC/JA Policy Number 4)</u>			
1.9.5. Do the SJA and LOM review appropriate management indicators and take appropriate actions in response, at least quarterly? (AFSPC/JA Policy Number 4)			
1.9.6. Is there an effective suspense system to ensure timely dispatch of reports, replies, etc.? (AFSPC/JA Policy Number 4)			
1.10. OFFICE MANAGEMENT (NON-CRITICAL ITEMS)			
1.10.1. Have priorities and management goals been clearly established and monitored? (AFSPC/JA Policy Number 4)			

1.10. OFFICE MANAGEMENT (NON-CRITICAL ITEMS)	YES	NO	N/A
1.10.2. Are effective long-range plans made for leave schedules, TDYs, and PCS assignments? (AFI 36-3003, para 1.5, AFPAM 36-106, para 6, and AFI 36-808)			
1.10.3. Is there an effective system for communicating vertically and laterally within the office? (AFSPC/JA Policy Number 4)			
1.10.4. Does the SJA have a desk book containing a list of assignments, delegations, and other key information? (AFSPC/JA Policy Number 4)			
1.10.5. Does the SJA coordinate on and inform the NAF/JA and AFSPC/JA of the substance of any OPREPS, HOMELINES, or other messages with legal consequences in a timely manner? (AFSPC/JA Policy Number 5)			
1.10.6. Does the SJA keep the NAF/JA and AFSPC/JA adequately informed of other significant issues which may have legal consequences or impact the legal office? (AFSPC/JA Policy Number 5)			
1.10.7. Are the SJA and LOM familiar with the guidelines for TJAG Article 6 visits? (TJAG Policy #1 and AFSPC Policy Number 10)			
1.10.8. Are the SJA and LOM familiar with procedures relating to assignment to the JAG Reserve, and do they encourage qualified people to participate? (AFI 51-802)			
1.10.9. Are suspense dates met or are adequate steps taken to notify "requester" of reason for delay and appropriate new suspenses established? (AFSPC/JA Policy Number 4)			
1.10.10. Are all appropriate taskings entered into the suspense system? (AFSPC/JA Policy Number 4)			
1.10.11. Has the SJA taken appropriate steps to eliminate backlogs? (AFSPC/JA Policy Number 4)			
1.10.12. Are TJAG policy letters and AFSPC/JA policy letters on file? (AFSPC/JA Policy Number 4)			
1.11. LAW LIBRARY (CRITICAL ITEMS)			
1.11.1. Are complete sets of AF Law Review, The Reporter, CMR and MJR (including advance sheets), West's Military Justice Digest and Shepard's Military Justice Citator available, or is computer access to these documents readily available? (AFSPC/JA Policy Number 4)			
1.11.2. Is a complete inventory of all books taken annually in September; upon change of LLAO; or as directed by AFLSA/CCIW, HQ AFSPC/JA, or the SJA? (AFI 51-105 para 2.11).			
1.11.3. Are report of survey (ROS) procedures used when library materials are missing, damaged, or destroyed? (AFI 51-105, para 2.4.4 and 2.12)			

1.11. LAW LIBRARY (CRITICAL ITEMS)	YES	NO	N/A
1.11.4. Is DWALLS notified if centrally purchased materials do not arrive or if incorrect quantities arrive? (AFI 51-105 para 2.8.1, 2.8.2, and 2.8.3).			
1.12. LAW LIBRARY (NON-CRITICAL ITEMS)			
1.12.1. Is the Law Library Accountable Officer (LLAO) properly appointed? (AFI 51-105, para 2.4.1).			
1.12.2. Has the name of the Law Library Accountable Officer been forwarded to HQ AFSPC/JA and AFLSA/CCIW? (AFI 51-105, para 2.4.1)			
<u>1.12.3. Do members of the office use AF Forms 614, Charge Out Record, when removing books from the library? (AFSPC/JA Policy Number 4)</u>			
1.12.4. Are all books in the law library stamped on the inside cover and front edge with "US Government?" (AFI 51-105, para 2.10).			
1.12.5. Are law library shelflist cards or computer system entries updated when making changes to any library materials? (AFI 51-105 para 2.7.4).			
1.12.6. Have library shortages been reported to the SJA and AFLSA/CCIW? (AFI 51-105 para 2.12).			
1.12.7. Are all requests for additions to the core law library system or for other central purchased library materials forwarded through HQ AFSPC/JA to AFLSA/CCIW giving full information including title, publisher, publisher telephone number, cost and justification for purchase? (AFI 51-105, para 2.2.4 and 2.21.1)			
1.12.8. Are effective measures taken to procure needed law books? (AFI 51-105, para 2.4.2).			
1.12.9. Does the legal office have adequate reference materials for its tax program (e.g., CCH Federal Tax Guide; Your Federal Income Tax, Pub 17; CCH Master Tax Guide)			
1.12.10. Have library acquisition and disposition files been established and maintained? (AFI 51-105, para 2.7)			
1.12.11. Are shelf list cards for publications no longer in the law library transferred to an inactive file and then disposed of properly (AFI 51-105, para 2.7.4)			
<u>1.12.12. Are obsolete books turned in to the Defense Reutilization and Marketing Office (DRMO) for salvage after AFLSA/CCIW approval? (AFI 51-105 para 2.14).</u>			
1.12.13. Is AFLSA/CCIW notified of any excess law books? (AFI 51-105 para 2.13)			
1.12.14. When books are excess and transfer is required, is AFLSA/CCIW contacted for disposition instructions? (AFI 51-105, para 2.15)			

1.13. PUBLICATIONS PROGRAM (CRITICAL ITEMS)	YES	NO	N/A
None.			
1.14. PUBLICATIONS PROGRAM (NON-CRITICAL ITEMS)			
1.14.1. Does the office use the Master/Electronic Publication Library for publications not often used rather than establishing a requirement for and maintaining infrequently used publications? (AFI 37-160, Vol 7, para 2.2)			
1.14.2. Does the Functional Publications Library contain a copy of AFI 37-160, Vol 7 and current indexes for publications being maintained? (AFI 37-160, Vol. 7, para A3.3.6).			
1.14.3. Are Publications Bulletin (PBs) being reviewed to determine specific needs? (AFI 37-160, para A3.3.7).			
1.14.4. If obsolete publications are retained, are they annotated and filed in separate binder(s), with the annual review posted on each? (AFI 37-160, Vol 7, para 16).			
1.14.5. Are all borrowers, including people assigned to the JA office, required to complete AF Forms 614, Charge Out Record, for recording temporary loans from the Functional Publications Library? (AFI 37-160, Vol. 7, para 10)			
1.14.6. Are AF supplements to DoD publications filed with DoD publications? (AFI 37-160, Vol 7, para A2.4.3).			
1.15. RECORDS MANAGEMENT (CRITICAL ITEMS)			
1.15.1. Are file folders containing classified material marked with the highest security classification filed therein? (AFMAN 37-123, para 3.7.3).			
1.15.2. Has a RIMS generated Files Maintenance and Disposition Plan, been prepared and does it include all records for which the office has responsibility? (AFMAN 37-123 para 2.2.1).			
1.16. RECORDS MANAGEMENT (NON-CRITICAL ITEMS)			
1.16.1. Are the SJA and LOM sufficiently familiar with the responsibilities of the records custodian and their records management responsibilities? (AFI 37-122 para 7 & 8).			
1.16.2. If appropriate, has a Functional Area Records Manager (FARM) been appointed by letter? (AFI 37-122 para 7).			
1.16.3. Has a RIMS generated Disposition Control Label been prepared and affixed to the disposition guide cards preceding each series of records or affixed to the container, as appropriate (AFMAN 37-123, para 2.2.2).			

1.16. RECORDS MANAGEMENT (NON-CRITICAL ITEMS)	YES	NO	N/A
1.16.4. Are the File Plan and Disposition Control Label reviewed and amended periodically to ensure that all records are identified and that cited disposition authorities are appropriate? (AFMAN 37-123, para 2.2.1.2)			
1.16.5. Are disposition guide cards maintained with the inactive file as long as they remain in the current files area? (AFMAN 37-123, para 3.7.1).			
1.16.6. Are proper cutoff procedures used for calendar and fiscal year files? (AFMAN 37-123, para 3.7.4).			
1.16.7. Are file drawers labeled properly? (AFMAN 37-123, para 3.7.6).			
1.16.8. Are files neat and orderly? (AFMAN 37-123, para 1.1)			
1.16.9. Are records filed chronologically, with the latest action on top? (AFMAN 37-123, para 3.2.2).			
1.16.10. Is an AF Form 614, Charge Out Record, used when material is borrowed or permanently removed from the files? (AFMAN 37-123 para 3.6).			
1.16.11. Does the office maintain continuity files on continuing legal problems? (AFSPC/JA Policy Number 4)			
1.17. ADMINISTRATIVE SECURITY (CRITICAL ITEMS)			
1.17.1. If there have been any security incidents within the past year involving JA personnel were they reported and appropriately investigated? (AFI 31-401, para 6.3)			
1.17.2. If the answer to question #1 was YES, was appropriate disciplinary/administrative action taken? (AFI 31-401, para 6.5)			
1.18. ADMINISTRATIVE SECURITY (NON-CRITICAL ITEMS)			
1.18.1. Is a Security Officer's Handbook maintained? (AFP 205-11, Chapter 3).			
1.18.2. Is training being conducted on the following subjects: (AFP 205-11, Chapter 7).			
1.18.2.1. Protection of the President (AFI 71-101, Vol II, para. 1.2 & AFP 205-11, para. 7-7c).			
1.18.2.2. Reporting espionage, sabotage, terrorism, and subversion (AFP 205-11, para 7-7d).			
1.18.2.3. Automated data processing (ADP) security policy, procedures, and responsibilities? (AFP 205-11, para. 7-7e).			
1.18.3. Is training being documented as required? (AFP 205-11 para 7-8).			

1.19. RESOURCES (FACILITIES, EQUIPMENT AND FUNDING) (CRITICAL ITEMS)	YES	NO	N/A
1.19.1. <u>Do offices and the courtroom present a professional image and are they suited for the function intended, or have sufficient steps been taken to upgrade the facilities?</u> (AFI 32-1024, para 11.7; TJAG Policy #30)			
1.19.2. Does the JA office have ready access to a facsimile machine? (AFSPC/JA Policy Number 4)			
1.19.3. Does the JA office have ready access to electronic mail (EMAIL)? (AFSPC/JA Policy Number 4)			
1.19.4. Does the JA office have ready access to the internet and Web-Flite? (AFSPC/JA Policy Number 4)			
1.20. RESOURCES (FACILITIES, EQUIPMENT AND FUNDING) (NON-CRITICAL ITEMS)			
1.20.1. Is there a suitable reception desk and client waiting area? (AFSPC/JA Policy Number 4)			
1.20.2. Are needed furnishings and equipment authorized in TA 006 on hand or on order? (AFSPC/JA Policy Number 4)			
1.20.3. Are adequate office supplies on hand to perform the mission? (AFSPC/JA Policy Number 4)			
1.20.4. <u>Does the JA office have an appropriate, approved budget covering equipment, supplies, TDY and training requirements?</u> (AFSPC/JA Policy Number 4)			
1.21. DATA AUTOMATION (CRITICAL ITEMS)			
1.21.1. Has the office computer system (stand-alone and local networks) been accredited by the proper authorities? (AFPD 33-2, AFI 33-112, para 3.2, AFI 33-115)			
1.21.2. Is all storage media containing sensitive material (For Official Use Only, attorney confidential files, Privacy Act, or similar data) secured when the computer system is unattended and properly safeguarded from unauthorized access if placed on a shared LAN? (AFI 51-105 & AFMAN 37-123, para 7.12.3.3)			
1.21.3. Is the current DoD approved anti-viral software loaded on each computer? (TJAG Policy Number 31)			
1.21.4. Are all LAN files saved to the tape backup system at least weekly? (AFI 51-105, attachment 2.1)			

1.22. DATA AUTOMATION (NON-CRITICAL ITEMS)	YES	NO	N/A
1.22.1. Have primary and alternate Organization Computer Managers (OCMs) been appointed in writing? (AFI 33-112, para 47.4, AFI 51-105, para 1.4.2)			
1.22.2. Does the Equipment Custodian monitor the office account inventory of computer hardware, software, and associated documentation? (AFI 33-112, AFI 51-105, para 1.7.2)			
1.22.3. Is there original software media and/or appropriate license for each piece of software installed on each machine within the office? (TJAG Policy Number 31)			
1.22.4. Does the OCM make random periodic checks to ensure compliance with Air Force and Command directives and to check for software abuse? (AFI 33-112)			
1.22.5. Is commercial software, unless licensed for multiple copies, not copied for other than backup purposes IAW copyright laws? (AFI 33-114)			
1.22.6. Is all storage media containing sensitive material properly marked? (AFI 37-123, AFI 51-105, para 1.11.3)			
1.22.7. Is each computer protected by a proper surge protector? (AFI 51-105, para. 1.6.1 & TJAG Standard Operations Manual (SOM) for TJAG Office Computer Systems)			
1.22.8. Is the automated data processing equipment on the IMPS? (AFI 33-112)			
1.22.9. Are all original diskettes of software programs stored in a secure place? (AFI 51-105, para. 1.6.1 & TJAG SOM)			
1.22.10. Is the ADPE inventory updated at least quarterly, or as otherwise required by other higher headquarters directives? (AFI 51-105)			
1.22.11. Has a training plan been established to ensure that all personnel are familiar with the office computer systems and software, and the operating procedures related to the Local Area Network (LAN)? (AFI 51-105)			
1.22.12. Have primary and alternate systems administrators been appointed for the local area network (LAN)? (AFI 33-112)			
1.22.13. Is there a surge protector or uninterruptable power source connected to the LAN? (TJAG SOM)			
1.22.14. Are all computer set ups standardized to facilitate easy access by multiple authorized users? (AFI 51-105, para 1.9)			
1.22.15. Is the TJAG Computer Self-Assessment Checklist used? (TJAG SOM)			

1.23. PERSONNEL MANAGEMENT AND UTILIZATION (CRITICAL ITEMS)	YES	NO	N/A
1.23.1. Is the current manning (officer, enlisted, and civilian) sufficient to perform the assigned mission or have adequate steps been taken to identify shortages, solicit temporary support, and provide long term fixes? (AFSPC/JA Policy Number 4)			
<u>1.23.2. Are all attorneys familiar with the applicable Air Force Standards of Professional Conduct and Responsibility, and encouraged to review them at least annually? (TJAG Policy Ltr #2 and #26, & AFI 51-504, para. 1.6).</u>			
1.23.3. Is meaningful performance feedback provided all personnel? (AFI 36-2402, Chap 2 and AFI 36-2403, Chap 2)			
1.23.4. Are paralegals used for substantive legal work, commensurate with their experience, training and aptitude? (AFSPC/JA Policy Numbers 4 &10)			
1.23.5. Are supervisors properly preparing AF Form 860, Civilian Performance and Promotion Appraisal? (AFI 36-1001, Chapter 1).			
1.23.6. Are deserving individuals (attorneys, paralegals, civilians, reservists, and other assigned military personnel) nominated for awards and decorations? (AFSPC/JA Policy Number 4)			
1.24. PERSONNEL MANAGEMENT AND UTILIZATION (NON-CRITICAL ITEMS)			
1.24.1. Is a WinJAX PDI 95 (Professional Development Information) completed and forwarded, in hard copy and on disk, through channels to JAX within 60 days after designation or a permanent change of station (PCS) or assignment (PCA), selection for promotion or completion of a school or course by each judge advocate (including military, civilian and reserves) assigned, and updated as needed? (AFI 51-102, para 4)			
1.24.2. Are judge advocates permanently assigned only to positions which involve the full-time performance of legal duties, and not assigned additional duties that interfere or conflict with their duties as judge advocates? (AFI 51-102)			
1.24.3. Are civilian lawyer positions maintained at GS levels commensurate with their duties and sufficient to ensure retention of experienced personnel? (AFI 51-107)			
<u>1.24.4. Are newly assigned judge advocates briefed on their responsibilities, office policies, and the nature and scope of legal assistance services? (AFI 51-504, para 1.5.5)</u>			
1.24.5. Does the SJA closely monitor deadlines for officer and enlisted performance reports, required performance feedback reports, civilian appraisals, and awards and decorations to ensure they are completed in a timely manner? (AFSPC/JA Policy Number 4)			

1.24. PERSONNEL MANAGEMENT AND UTILIZATION (NON-CRITICAL ITEMS)	YES	NO	N/A
1.24.6. Is the major command functional manager notified of each expected separation, adverse action, extension, reenlistment or other matter (including investigations of misconduct) which may affect manning and training? (AFI 36-2201, para 3.11.13)			
1.24.7. Is the computer-generated Supervisor's Civilian Employee Brief being retained by the supervisor and are the records being maintained properly? (AFP 36-106, para 3.1)			
1.24.8. Are civilian position descriptions checked for currency? (AFP 36-106, para 7)			
1.24.9. Is the supervisor's employee work folder being properly maintained? (AFP 36-106, para 3; and para 14)			
1.24.10. Are performance elements and standards realistic, measurable, and well-conceived? (AFI 36-1001, para 11.2)			
1.25. TRAINING AND CAREER DEVELOPMENT (CRITICAL ITEMS)			
1.25.1. Are the SJA and LOM conducting an OJT program and then monitoring and evaluating its effectiveness? (AFI 36-2201, para 3.11 and AFSPC/JA Policy Number 10)			
1.25.2. Do individual OJT records reflect that qualification training is started, documented, and transferred as required? (AFI 36-2201, para. 3.11.2.1; 3.11.10.2; 3.11.10.3; 3.13.4.3)			
1.25.3. Is OJT integrated with day-to-day work center operations? (AFI 36-2201, para 3.11.1.2 and AFSPC/JA Policy Number 10).			
1.25.4. Is OJT supplemented by meaningful and recurring Set Aside Time Training (SATT) hours? (AFSPC/JA Policy Number 10)			
1.25.5. Has a Master Training Plan been established? (AFSPC/JA Policy Number 10) (Will be in updated AFI 36-2201)			
1.25.6. Is the CFETP used as the Master Task List (MTL)? (AFI 36-2201, para 3.9.2)			
1.25.7. Is an AF Form 623 maintained for each individual in grades E-1 through E-6 and for each individual who is retraining in grades E-7 and E-8? (AFI 36-2201 para 3.11.10.1)			
1.25.8. Are initial evaluations being conducted on all newly assigned personnel? (AFI 36-2201, para 3.11.4)			
1.25.9. <u>Are the LOM, Supervisors, OJT task certifiers, task trainers, and OJT trainees meeting functional OJT responsibilities?</u> (AFI 36-2201, para 3.12; 3.13; 3.14 and AFSPC/JA Policy Number 10).			

1.25. TRAINING AND CAREER DEVELOPMENT (CRITICAL ITEMS)	YES	NO	N/A
1.25.10. Does the Defense Paralegal (DP) receive adequate training in the legal office? (AFMAN 51-204, PARA 2.10 and AFSPC/JA Policy Number 10) (NOTE: PROFICIENCY OR UPGRADE TRAINING DOES NOT INCLUDE FRONT DESK/RECEPTIONIST DUTIES).			
1.25.11. Does the SJA facilitate the continuing legal education (CLE) of assigned attorneys? (AFI 51-102, para 2.4)			
1.26. TRAINING AND CAREER DEVELOPMENT (NON-CRITICAL ITEMS)			
1.26.1. Are office members involved in the appropriate level of professional military education (PME) courses? (AFSPC/JA Policy Number 4)			
1.26.2. Are attorneys and paralegals rotated through functional areas or otherwise provided balanced professional development? (AFSPC/JA Policy Number 4)			
1.26.3. Is training planned and conducted by a trainer who has been trained and properly appointed according to AFI 36-2201, para 3.12 and 3.9.3?			
1.26.4. Have core tasks been certified by a properly trained and appointed Task Certifier? (AFI 36-2201, para 3.13 and 3.9.3)			
<u>1.26.5. Does the supervisor manage the CDC program for assigned trainees? (AFI 36-2201, para 3.11.6)</u>			
1.26.6. Is an AF Form 1284, Training Quality Report, being completed if an individual was not taught to the standard level indicated on the STS? (AFI 36-2201, para 3.11.5)			
1.26.7. Is a current CFETP available to verify what 3 levels were taught at the 3 level and 7 level school? (AFI 36-2201, para. 3.11.7)			
1.26.8. Are trainees counseled on position and training requirements and responsibilities? (AFI 36-2201, para 3.11.3 and AFSPC/JA Policy Number 10)			
1.26.9. Are paralegals provided functional CLE training opportunities (e.g., military justice, claims, operations law, civil law, and environmental law courses) commensurate with their experience, training, and aptitude? (AFSPC/JA Policy Numbers 4 and 10)			
1.26.10. Do the SJA and LOM encourage PME both in residence and by correspondence? (AFSPC/JA Policy Number 4)			
1.26.11. Are all civilian employees encouraged and assisted as appropriate to participate in career development courses? (AFSPC/JA Policy Number 4)			

1.27. RETRAINING PROGRAM (CRITICAL ITEMS)	YES	NO	N/A
<u>1.27.1. Are checklists provided by TJAG Policy Ltr #4 used?</u>			
1.27.2. Do potential retrainees receive a comprehensive, documented interview from both the LOM and the SJA? (TJAG Policy Ltr 4)			
1.27.3. Do potential retrainees meet or exceed minimum requirements? (AFMAN 36-2108, AFCAT 36-2223, and TJAG Policy #4)			
1.28. RETRAINING PROGRAM (NON-CRITICAL ITEMS)			
1.28.1. Are interviews reported in the prescribed format? (TJAG Policy #4)			
1.28.2. Has the LOM taken actions to actively recruit cross-trainees into the 5J0X1 career field? (TJAG Policy Ltr #4)			
1.28.3. Does the SJA support the JA accession program by publicizing FLEP and other programs, and by interviewing interested officers? (AFI 51-101, para 2.5)			
1.29. RESERVE PROGRAM (CRITICAL ITEMS)			
1.29.1. Has the SJA discussed and documented a discussion of the "Standards of Conduct for Air Force Reserve Judge Advocates" with each reserve judge advocate attached? (TJAG Policy Ltr #5)			
1.29.2. Is a properly maintained IMA Reserve Training folder (a six-section folder) maintained by the unit of attachment for each IMA? (AFI 51-801, para 4.3 and atch 1)			
1.29.3. Does each IMA ensure personal readiness for active service, including physical fitness and weight management, appropriate uniforms and appearance, and needed schooling? If not, have appropriate corrective measures been taken? (AFI 36-2903; AFI 40-501; AFI 51-801, para 2.3.3 through 2.4.2)			
1.29.4. Are AF Forms 1988, Summary of Inactive Duty Training, being properly prepared and filed? (AFI 51-801, para 3.4.1 through 3.4.4)			
1.30. RESERVE PROGRAM (NON-CRITICAL ITEMS)			
1.30.1. Has each reserve judge advocate been provided a copy of "Standards of Conduct for Air Force Reserve Judge Advocates"? (TJAG Policy Ltr #5)			
1.30.2. Is the documentation on file in Section VI of the IMA Training Folder? (AFI 51-801, para A1.6, TJAG Policy Ltr #5)			
<u>1.30.3. Has the SJA appointed an active duty judge advocate as training supervisor to plan reserve inactive duty training (IDT) assignments, and ensured documentation on the training checklist? (AFI 51-801, para 3.4)</u>			

1.30. RESERVE PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
1.30.4. Has the SJA taken steps to ensure, when possible, the assignment of reservists to each functional area of the office within a 3-year period? (AFI 51-801, para 4.2)			
1.30.5. Has a Reserve JA Coordinator been designated from among those IMAs attached? (AFI 51-801, para 5.1)			
1.30.6. Does the coordinator work with the training supervisor to ensure compliance of IMA training requirements as specified in AFI 51-801 for attached JA IMAs? (AFI 51-801, para 5.1.1)			
1.30.7. Has a local reserve training seminar been held or planned? (AFI 51-801, Para 9.1)			
1.30.8. Is there a current reserve publication reading folder available to keep IMAs abreast of changes and present procedures? (AFI 51-801, para 5.1.2)			
1.30.9. Have all reservists completed, enrolled in, or considered enrolling in PME programs? (AFI 51-801, para 2.4.1 and 2.4.2)			
1.31. SELF ASSESSMENT PROGRAM (CRITICAL ITEMS)			
<u>1.31.1. Have the SJA and LOM taken a personal interest in the self-assessment program? (AFSPC/JA Policy Number 2)</u>			
1.31.2. Are self-assessments accomplished periodically using this checklist, and other tools? (AFI 90-2, para 4.4) (AFSPC/JA Policy Number 2)			
1.31.3. Are meaningful and perceptive self-assessment observations made? (AFSPC/JA Policy Number 2)			
1.31.4. Are discrepancies being recorded? (AFSPC/JA Policy Number 2)			
1.31.5. Is follow-up action taken to address each discrepancy? (AFSPC/JA Policy Number 2)			
1.31.6. Are reports of discrepancies and corrective action kept on file for future use? (AFSPC/JA Policy Number 2)			
1.32. SELF ASSESSMENT PROGRAM (NON-CRITICAL ITEMS)			
1.32.1. Is the self-assessment function rotated among various members of the office? (AFSPC/JA Policy Number 2)			
<u>1.32.2. Have all identified errors, typos, and recommended changes applicable to this checklist been brought to the attention of HQ AFSPC/JA in a timely manner? (AFSPC/JA Policy Number 2)</u>			

Attachment 2

OFFICE OF THE STAFF JUDGE ADVOCATE FUNCTIONAL AREA CHECKLIST

Table A2.1. Military Justice.

MISSION STATEMENT: To ensure the just, equitable, timely, and efficient disposition of all disciplinary actions under the Uniform Code of Military Justice. STATEMENT:			
2.1. PROGRAM MANAGEMENT/ADMINISTRATION (CRITICAL ITEMS)	YES	NO	N/A
2.1.1. Has effective liaison been established with local police, prosecutors, and judicial officials to ensure prompt notice of incidents involving military members (AFSPC/JA Policy Number 5)			
2.1.2. Does the SJA take an active role in the management of quality force issues? (AFSPC/JA Policy Number 5)			
2.1.3. Are AMJAMS inputs made on a timely basis and do they accurately reflect offenses, punishments and other information? (DTJAG Ltr, 18 Oct 95)			
2.1.4. Does the SJA monitor AMJAMS reports to ensure the system reflects the current status of cases in progress? (DTJAG Ltr, 18 Oct 95)			
2.1.5. Are AMJAMS reports being reviewed and used effectively? (DTJAG Ltr, 18 Oct 95)			
2.1.6. Does the SJA or Chief of Military Justice keep close liaison with commanders, first sergeants, OSI and SF to ensure prompt and consistent disposition of cases? (AFSPC/JA Policy Number 5)			
2.1.7. Does the Chief of Military Justice provide effective assistance to OSI and SF investigators in pending investigations? (AFI 51-201, para 12.8.2)			
2.1.8. Is there an effective system for JA coordination of search authorizations even during non-duty hours? (AFSPC/JA Policy Number 5)			
2.1.9. Is information provided to commanders, first sergeants, OSI and Security Forces personnel on rules of search and seizure, unlawful command influence, and other aspects of military justice? (AFI 51-201, para 1.2)			
2.1.10. Does the SJA have a comprehensive program to train trial advocates to include review of trial briefs? (AFSPC/JA Policy Number 5)			
2.1.11. Have effective working relations been established with the ADC and Defense Paralegal (DP), to efficiently handle military justice actions? (TJAG Policy Number 28)			
2.1.12. Is the SJA familiar with matters relating to succession and delegation of command? (AFI 51-604, Atch 1)			

2.1. PROGRAM MANAGEMENT/ADMINISTRATION (CRITICAL ITEMS)	YES	NO	N/A
2.1.13. Is the SJA adequately supervising court reporters' performance? (AFI 51-201, para 5.5.1)			
2.1.14. Have adequate checklists been developed to aid in the processing of Article 15 and court-martial actions, and are they being used? (AFSPC/JA Policies Number 1 & 5)			
2.2. PROGRAM MANAGEMENT/ADMINISTRATION (NON-CRITICAL ITEMS)			
2.2.1. Are AMJAMS inputs submitted on Article 15 actions that are dropped or dismissed? (AFM 111-651, para 4.2.1.13) (DTJAG Ltr, 18 Oct 95)			
2.2.2. Are AMJAMS monthly strength reports input by the 28th of each month? (AFLSA/JAJM's 15 Jul 96 E-Mail "Strength Reporting in AMJAMS")			
2.2.3. Is the "Cases in Progress" report being reviewed to identify cases that should have closed out in the system but did not? (Reports #251, 252, and 253) (DTJAG Ltr, 18 Oct 95)			
2.2.4. Are complete sets of the Military Justice Reporter available? (AFSPC/JA Policy Number 4)			
2.2.5. Are complete sets of higher headquarters policy letters pertaining to military justice available and being complied with? (AFSPC/JA Policy Number 4)			
2.2.6. Are advance sheets circulated and appropriately maintained? (AFSPC/JA Policy Number 4)			
2.2.7. Are installation jurisdictional boundaries clearly specified, and periodically briefed to commanders and law enforcement agencies? (AFSPC/JA Policy Number 5)			
2.2.8. When information is requested directly by higher headquarters, to answer a Congressional or other high level inquiry, are intermediate headquarters being informed? (AFI 51-201, para 12.3.1)			
2.2.9. Are requests for witnesses processed promptly and coordinated through the NAF/JA when appropriate? (AFI 51-201, Chapter 6)			
2.2.10. Are proper procedures for reporting allegations of serious misconduct against senior officials being followed? (AFI 90-301 para 1.6.2)			
2.2.11. Are special interest cases reported to the NAF/JA, AFSPC/JA, and AFLSA/JAJM as required and upon occurrence of significant events? (AFI 51-201, para 12.7)			
2.2.12. Is care taken to ensure a "secure" means (such as facsimile or two-part messages) is used in cases involving "sensitive materials?" (AFI 51-201, para 12.7.5)			

2.2. PROGRAM MANAGEMENT/ADMINISTRATION (NON-CRITICAL ITEMS)	YES	NO	N/A
2.2.13. Are appropriate military justice reports made in a timely manner? (AFSPC/JA Policy Number 5)			
2.2.14. Does the SJA, and other appropriate office members, review the security police blotter each day for incidents requiring JA action or involvement? (AFSPC/JA Policy Number 5)			
2.2.15. Are OSI, Security Forces and other agencies promptly informed of new developments in the law? (AFSPC/JA Policy Number 5)			
2.2.16. Are Article 137, UCMJ, briefings conducted as required? (AFI 51-201, para 12.2)			
2.2.17. Does JA support the ADC when the DP is absent for training, TDY, leave or for other reasons? (AFSPC/JA Policy Number 5)			
2.3. ARTICLE 15 ACTIONS (CRITICAL ITEMS)			
2.3.1. Are commanders who exercise Article 15 authority properly appointed on special orders? (AFI 51-604, para 8)			
2.3.2. Do commanders confer with JA in all cases prior to initiating Article 15 action? (AFI 51-202, para 4.1)			
2.3.3. When there has been a change of commanders between notification and punishment, has a notification of change of commander been issued? (AFI 51-202, para 4.5)			
2.3.4. Do commanders confer with the SJA or Chief, Military Justice, in all cases to determine the appropriate punishment after the offender has presented matters? (AFI 51-202, para 5.1)			
2.3.5. Do records of punishment establish that actions taken were appropriate and within the commander's authority to impose? (AFI 51-202, table 1)			
2.3.6. Does the AF Form 3070 indicate a judge advocate found the record legally sufficient? (AFI 51-202, para 11.2)			
2.3.7. Is there a conscious effort to ensure there is no inequality in the administration of adverse actions based on sex, race, color, or ethnic origin? (AFSPC/JA Policy Number 5)			
2.4. ARTICLE 15 ACTIONS (NON-CRITICAL ITEMS)			
2.4.1. Has an order been published for members of an organization who are attached to another unit's orderly room? (AFI 51-202, para 4.2)			
2.4.2. Does JA prepare the AF Form 366 and 3070 when practical? (AFI 51-202, para 4.3 and para 9.1)			
2.4.3. Are Article 15 actions being processed in a timely manner? (AFI 51-202, para 3.2)			

2.4. ARTICLE 15 ACTIONS (NON-CRITICAL ITEMS)	YES	NO	N/A
2.4.4. Have commanders been made aware that the member has three duty days to respond to the Article 15 notification or request an extension, failing which the commander may impose punishment as if nonjudicial punishment had been accepted? (AFI 51-202, para 4.7)			
2.4.5. Has a suspense system been established, ensuring that each Article 15 is expeditiously processed from date of offense through forwarding to GCMCA? (AFSPC/JA Policy Numbers 1 and 5)			
2.4.6. Are Article 15 delays attributed to the defense justified by letters requesting delay? (AFSPC/JA Policy Number 5)			
2.4.7. When notified of nonjudicial punishment proceedings, is the member provided a brief summary of the information upon which the allegations are based, or informed that he or she may, upon request, examine the available statements and evidence or be given access without request? (AFI 51-202, para 3.4)			
2.4.8. Are written materials maintained IAW AFI 51-202, para 14?			
2.4.9. Is the ADC's name and phone number indicated on AF Form 3070? (AFSPC/JA Policy Number 1)			
2.4.10. Do Article 15 actions for officers and senior NCOs (E-7 and above), at the completion of the action, include a decision letter regarding the inclusion of the nonjudicial punishment in the appropriate selection records? (AFI 51-202, para 5.3 and AFI 36-2608, para 2.5)			
2.4.11. Are records of nonjudicial punishment being forwarded to the officer exercising general court-martial jurisdiction in a timely manner? (AFI 51-202, para 11.2)			
2.4.12. Have commanders been made aware of how their punishment options relate to UIF and PIF entry options? (AFI 36-2907, para 1.31)			
2.4.13. Have commanders been made aware of their authority to suspend, mitigate, remit and set aside punishment? (MCM, 1995, Part V, para 6 and AFI 51-202, para 8)			
2.4.14. Are proposed actions to suspend, mitigate, remit, or set aside previously imposed punishment, or to vacate a prior suspended punishment, initiated only after consulting with the servicing SJA? (AFI 51-202, paras 8.2.1 & 9.1).			
2.4.15. Are Article 15 results appropriately processed to ensure timely and accurate finance and personnel actions to implement them and is the date of delivery to the MPF and finance recorded on the AF Form 3070? (AFI 51-202, para. 11.2).			
2.5. COURTS-MARTIAL PRETRIAL MATTERS (CRITICAL ITEMS)			
2.5.1. Are charges drafted properly? (AFI 51-201, para 3.4)			

2.5. COURTS-MARTIAL PRETRIAL MATTERS (CRITICAL ITEMS)	YES	NO	N/A
2.5.2. If the SJA is signing indorsements referring charges to trial, has he/she been delegated that authority by the commander? (AFI 51-201, para 3.6)			
2.5.3. Is pretrial confinement properly imposed? (AFI 51-201, para 3.2; RCM 305(d))			
2.5.4. Are persons placed in pretrial confinement immediately informed of the specific wrong(s) of which they are accused and of their rights as set out in RCM 305(e)? (AFI 51-201, para 3.2.1)			
2.5.5. Within 48 hours of pretrial confinement, has the individual's commander determined if probable cause exists to continue confinement? (AFI 51-201, para 3.2.3)			
2.5.6. Is the SPCMCA promptly notified of the results of the commander's pretrial confinement review? (AFI 51-201, para 3.2.3)			
2.5.7. Have the Pretrial Confinement Review Officers (PCROs) been provided with sufficient guidance? (AFSPC/JA Policy Number 5)			
2.5.8. If pretrial confinement is continued, is a hearing held and the reviewing officer's decision reported within seven days after imposition of confinement (unless appropriately delayed); otherwise, is the member immediately released? (RCM 305(h)(2)(e); AFI 51-201, para 3.2.4 and 3.2.5)			
2.5.9. If a military magistrate has been appointed for the additional purpose of issuing search, seizure, and apprehension authorizations, has the magistrate been appropriately appointed and fully briefed by the SJA concerning his or her duties? (AFI 51-201, para 3.1.2)			
2.5.10. Are all convening orders properly prepared and published? (AFI 51-201, Figures 5.1 - 5.3)			
2.5.11. Are pretrial court-martial matters requiring the personal decision of the convening authority, such as appointment of Article 32, UCMJ, investigation officers and designation of court members, properly submitted to the convening authority for decision? (AFI 51-201, para 4.1.1 and 5.8.4)			
2.6. COURTS-MARTIAL PRETRIAL MATTERS (NON-CRITICAL ITEMS)			
2.6.1. Has the convening authority delegated the authority to sign (not accept) pretrial agreements to the SJA or trial counsel? (AFI 51-201, para 6.8)			
2.6.2. If the accused offers to enter a conditional guilty plea, is it in writing, is the SJA's consent obtained in writing, and will the plea be on a "case dispositive" issue? (AFI 51-201, para 8.2)			

2.6. COURTS-MARTIAL PRETRIAL MATTERS (NON-CRITICAL ITEMS)	YES	NO	N/A
2.6.3. If there has been an offer to enter into a pretrial agreement (PTA) discussion, in any case involving: espionage, subversion, aiding the enemy, sabotage, spying, or a violation of punitive rules, regulations, or criminal statutes concerning classified information or foreign relations of the United States, has permission been obtained, from AFLSA/JAJM, prior to entering into discussions of such offer? (AFI 51-201, para 6.12.1)			
2.6.4. Are courts-martial being processed in an expeditious manner? (AFI 51-201, para 12.8.3)			
2.6.5. Have all eligible personnel received a one-time oath? (AFI 51-201, para 5.4.2)			
2.6.6. Is an advance copy of the report of investigation forwarded to the NAF/JA as quickly as possible? (AFSPC/JA Policy Number 5)			
2.6.7. Does the SJA ensure the pretrial investigating officer is not detailed to perform any other duties in connection with the trial, except for detail as defense counsel as provided by AFI 51-201, para 5.2.3.1? (RCM 405(d))			
2.6.8. Are forwarding and reporting requirements complied with in all general court-martial cases of pretrial confinement lasting eight days or more? (Article 33, UCMJ)			
2.6.9. If the convening authority has delegated authority to excuse individual court members, has that authority been appropriately exercised? (AFI 51-201, para 5.8.4)			
2.6.10. Are specifications avoided when they would serve no useful purpose or when they could cause unreasonable delay in the processing of the case? (AFSPC/JA Policy Number 5)			
2.6.11. If it is anticipated that the trial counsel may sign a confinement order, has authority to do so been delegated by the accused's commander? (MCM 1995, RCM 1101(b)(2))			
2.6.12. Have arrangements been made for the confinement facility to immediately notify the SJA of each new confinee to ensure JA is aware of the confinement? (AFSPC/JA Policy Number 5)			
2.6.13. Is the ADC notified promptly when an individual is placed in pre-trial restraint? (AFSPC/JA Policy Number 5)			
2.6.14. Are the convening authority and the individual's commander notified promptly when an individual is placed in pretrial confinement? (AFSPC/JA Policy Number 5)			

2.6. COURTS-MARTIAL PRETRIAL MATTERS (NON-CRITICAL ITEMS)	YES	NO	N/A
2.6.15. If the commander determines that continued pretrial confinement is warranted, has a written memorandum been prepared stating the reason pretrial confinement is appropriate? (AFI 51-201, para 3.2.3) (Note: If the PRCO magistrate review is convened within 48 hours, the commander's separate review is not required.)			
2.6.16. Has a letter order been issued appointing a reasonable number of qualified Pretrial Confinement Reviewing Officers (PCROs) to conduct pretrial confinement hearings? (AFI 51-201, para 3.2.2)			
2.6.17. If pretrial confinement has been continued, has the confinee been served a copy of the reviewing officer's report within 24 hours of the report of decision? (AFI 51-201, para 3.2.7)			
2.6.18. Are JA personnel aware that pretrial restraint includes arrest, restriction, or confinement and that these restraints start the "speedy trial clock?" (MCM, 1995, RCM 707(a)(2) and RCM 304(a)(2)-(4); See Executive Order 12550, 19 Feb 86, deleting "conditions on liberty")			
2.6.19. Is appropriate notice of prospective courts-martial given to base personnel? (AFSPC/JA Policy Number 5)			
2.6.20. Are provisions made for spectators? (AFSPC/JA Policy Number 5)			
2.6.21. Does the court reporter scrupulously avoid expressing personal opinions about the case in contacts with other personnel? (AFI 51-201, para 5.6.1)			
2.6.22. Are convening orders maintained on a fiscal year basis? (AFMAN 37-139, Table 51)			
2.6.23. Are there generally no more than two amendments prepared to a convening order? (AFI 51-201, para 5.8.1)			
2.7. COURTS-MARTIAL POST-TRIAL MATTERS (CRITICAL ITEMS)			
2.7.1. Are records of trial adequately prepared and assembled? (AFI 51-203, chapters 2 and 5 and MCM, 1995, RCM 1103, RCM 1305, Appendices 13 and 14)			
2.7.2. Are court-martial orders and actions adequately prepared? (AFI 51-201, Chapter 9, Section E, Chapter 10, and MCM, 1995, Appendices 16 & 17)			
2.7.3. Are post-trial court-martial matters requiring the personal decision of the convening authority, such as actions or corrections to actions, properly submitted to the convening authority for decision? (AFI 51-201, para 12.1.1)			

2.7. COURTS-MARTIAL POST-TRIAL MATTERS (CRITICAL ITEMS)	YES	NO	N/A
2.7.4. Do appropriate records of trial have an AF Form 304, Request for Appellate Defense Counsel, included? (AFI 51-201, para 11.1.1)			
2.7.5. Are SJA post-trial recommendations on BCD SPCMs (and GC-Ms) properly prepared? (AFI 51-201, para 9.6)			
2.8. COURTS-MARTIAL POST-TRIAL MATTERS (NON-CRITICAL ITEMS)			
2.8.1. Is the base office copy of the record of trial complete to the point that it could be used as a duplicate original, if necessary? (AFSPC/JA Policy Number 5)			
2.8.2. Are the court reporter's notes and recording of trial proceedings, board, and investigations being maintained IAW rules 34-36, Table 51-3, AFMAN 37-139 and AFI 51-201, para 5.6.2?			
2.8.3. Are chronology sheets completed in all cases on the DD Form 490, and are they specific as to delays in the court proceedings? (AFI 51-203, para 2.6 and Figure 5.1, and AFI 51-201, para 5.5.1)			
2.8.4. Are recommendations for excess leave processed IAW AFI 51-201, para 11.8?			
2.8.5. Is HQ AFPC assignment guidance sought and followed to reassign airmen who are on appellate leave or are PCSing in conjunction with pending administrative or disciplinary actions (AFI 36-2110, para 2.2.9)			
2.8.6. In general courts-martial, is an advance copy of the record of trial sent to the NAF/JA as soon as the record is transcribed and assembled? (AFSPC/JA Policy Number 5)			
2.8.7. Are appropriate cases given post-trial publicity for deterrent purposes? (AFSPC/JA Policy Numbers 5 & 9)			
2.9. COURTS-MARTIAL MISCELLANEOUS MATTERS (CRITICAL ITEMS)			
2.9.1. Are requests for discharge in lieu of trial by court-martial routed to the SPCM convening authority through the MPF? (AFI 36-3208, para 4.4.1)			
2.9.2. Does JA coordinate on submissions of requests for discharge in lieu of trial under AFI 36-3208 and resignations for the good of the service under AFI 36-3207? (AFI 36-3208, para 4.4.1; AFI 36-3207, para 2.29.1)			
2.9.3. Are all proposed grants of immunity properly forwarded to the GCMCA for action? (AFI 51-201, para 6.6)			

2.9. COURTS-MARTIAL MISCELLANEOUS MATTERS (CRITICAL ITEMS)	YES	NO	N/A
2.9.4. If information as to any ground for suspension involving military or civilian counsel has come to the attention of the SJA or detailed counsel, has it been properly reported? (RCM 109 and TJAG Policy Ltr #2 and 26)			
2.10. COURTS-MARTIAL MISCELLANEOUS MATTERS (NON-CRITICAL ITEMS)			
2.10.1. Does the SJA or Chief, Military Justice, aggressively suspense, track and report the processing of each request for discharge/resignation in lieu of court-martial in order to ensure expeditious processing at every level of command? (AFSPC/JA Policy Number 5)			
2.10.2. Are procedures for employment of expert witnesses followed? (AFI 51-201, para 6.5)			
2.10.3. Are requests for central witness funding submitted in a timely manner? (AFI 51-201, paras 6.2.2 and 6.2.3)			
2.10.4. Are copies of witness travel orders, vouchers, and tickets submitted to AFLSA/JAJM in a timely manner? (AFSPC/JA Policy Number 5)			
2.10.5. Is a suspense system in effect to ensure follow-up action is pursued, if necessary? (AFSPC/JA Policy Number 5)			
2.10.6. Do procedures exist to consider all officers as potential court-martial panel members without restriction due to AFSC or duty assignment? (AFSPC/JA Policy Number 5)			
2.10.7. Is use of confidential drug or alcohol abuse records, and medical records in courts-martial, properly limited? (AFI 51-201, para 8.3)			
2.10.8. Are requests for administrative hold of witnesses appropriate and coordinated with the SJA, DP, and unit commanders? (AFI 36-2110, Table 11, Rule 11)			
2.10.9. Are requests to file notices of appeal by the US from adverse rulings of a military judge coordinated with AFLSA/JAJG? (AFI 51-201, para 8.7)			
2.10.10. In cases involving an approved sentence of one year or more, has a copy of the record of trial been sent to the appropriate corrections officer? (AFI 51-201, para 9.14.2.4)			
2.10.11. In cases in which the adjudged sentence includes confinement for 6 months or more, has a message been sent to HQ AFSPA/SF within 72 hours? (AFI 31-205)			
2.10.12. In cases in which the approved sentence includes a reduction, forfeiture, or both, has the SJA, within 24 hours of the action of the convening authority, sent a priority message to HQ AFPC/DPPPWM and DFAS-DE/FJCP, and other required addresses?. (AFI 51-201, para 9.7)			

2.10. COURTS-MARTIAL MISCELLANEOUS MATTERS (NON-CRITICAL ITEMS)	YES	NO	N/A
2.10.13. In those cases where the accused is placed on excess leave pending completion of appellate review, does the SJA or Chief, Military Justice, properly review and monitor such action? (AFI 51-201, para 11.8)			
2.11. VICTIM AND WITNESS ASSISTANCE (CRITICAL ITEMS)			
2.11.1. Has the installation commander established an effective victim and witness assistance program? (AFI 51-201, Chapter 7)			
2.11.2. Is the victim/witness given a copy of DD Form 2702, <i>Court-Martial Information for Victims and Witnesses of Crime</i> , and is the information explained to the victim/witness? (AFI 51-201, para 7.10.15 and Figure 7.4, para 6)			
2.11.3. Does the installation commander or the SJA ordinarily consult with victims and consider their inputs concerning:			
2.11.3.1. a decision not to prefer charges;			
2.11.3.2. decisions concerning pretrial restraint of the alleged offender or the offender's release;			
2.11.3.3. pretrial dismissal of charges;			
2.11.3.4. negotiations of pretrial agreements and their potential terms;			
2.11.3.5. a discharge in lieu of court-martial; and			
2.11.3.6. a convening authority's decision to set aside findings or provide sentence relief? (AFI 51-201, Figure 7.4, para 6)			
2.11.4. Is the victim/witness given a copy of DD Form 2703, <i>Post-Trial Information for Victims and Witnesses of Crime</i> , and is the information explained to the victim/witness? (AFI 51-201, para 7.13.1)			
2.11.5. Is the victim/witness given a copy of DD Form 2704, <i>Victim Witness Certification and Election Concerning Inmate Status</i> , and is the information explained to the victim/witness? (AFI 51-201, para 7.13.2)			
2.11.6. Are commanders, first sergeants, JA, SG, AFOSI, HC, Family Support Center, and others, as necessary, adequately trained to meet their responsibilities? Does training include informing them of their responsibility to: (AFI 51-201, para 7.13 and 7.16)			
2.11.6.1. Identify crime victims;			
2.11.6.2. Promptly inform victims of available medical and social care;			
2.11.6.3. Direct victims to the SJA's office for complete information regarding assistance;			
2.11.6.4. Provide or coordinate reasonable protection for the victim or witness whose life, well-being, or safety is jeopardized by participation in the military justice process; and			

2.11. VICTIM AND WITNESS ASSISTANCE (CRITICAL ITEMS)	YES	NO	N/A
2.11.6.5. Inform the SJA in advance of offender's anticipated release from post-trial confinement (duration of one year or less), where notice is requested by the victim?			
2.11.7. Are appropriate installation personnel prepared to provide (and have they provided as required) reasonable protection to victims and witnesses, and/or arrange for civilian protection, as necessary? (AFI 51-201, para 7.11)			
2.12. VICTIM AND WITNESS ASSISTANCE (NON-CRITICAL ITEMS)			
2.12.1. Has the SJA or other appropriate official been designated in writing as the Local Responsible Official (LRO) responsible for local program administration? (AFI 51-201, para 7.7)			
2.12.2. Has the LRO appointed a victim/witness liaison officer to provide assistance and support to victims in cases warranting such action? (AFI 51-201, para 7.8 and 7.10.13)			
2.12.3. Has the installation established a Victim and Witness Assistance Council? (DODI 1030.2, para E(2)(f))			
2.12.4. Are the following agencies represented on the Victim and Witness Assistance Council - Staff Judge Advocate (JA), Air Force Office of Special Investigations (AFOSI), Security Forces (SF), Medical Community (SG), Family Support Centers (FSC), Chaplains (HC), commanders (CC), and first sergeants (CCF)? (TJAG Policy Number 29)			
2.12.5. Do all other installation agencies involved with victims and witnesses have a focal point or point of contact designated for coordination and provision of services to victims and witnesses? (AFI 51-201, para 7.8 and Figure 7.4)			
2.12.6. Do AFOSI and SF present the DD Form 2701, <i>Initial Information for Victims and Witnesses of Crime</i> , to victims/witnesses of crimes during the initial stages of the investigation? (AFI 51-201, para 7.10.14)			
2.12.7. Are victims personally notified of their rights including: (AFI 51-201, para 7.9)			
2.12.7.1. The right to be treated with fairness and with respect for the victim's dignity and privacy;			
2.12.7.2. The right to be reasonably protected from the accused offender;			
2.12.7.3. The right to be notified of court proceedings;			
2.12.7.4. The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial;			
2.12.7.5. The right to confer with the trial counsel in the case;			

2.12. VICTIM AND WITNESS ASSISTANCE (NON-CRITICAL ITEMS)	YES	NO	N/A
2.12.7.6. The right to restitution, when available; and			
2.12.7.7. The right to information about the conviction, sentencing, imprisonment, and release of the offender?			
2.12.8. Are the appropriate names, organizations, and telephone numbers listed on the back of the DD Form 2701 to assist victims/witnesses? (AFI 51-201, Figure 7.4, para 5b and 5c)			
2.12.9. Is the victim informed of the status of the investigation of the crime to the extent appropriate and to the extent that it will not interfere with the investigation? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.10. Is the victim informed of the arrest/apprehension of a suspected offender? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.11. Is the victim informed of the preferral of charges against a suspected offender? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.12. Is the victim informed of the scheduling of each court proceeding that the victim is required or entitled to attend? Is the victim/witness informed of delays in court proceedings? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.13. Is the victim informed of the release or detention status of an offender or suspected offender? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.14. Is the victim informed of the acceptance of a plea of guilty or the rendering of a verdict after trial? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.15. Is the victim informed of the sentence imposed on an offender, including the date on which the offender will be eligible for parole? (AFI 51-201, Chapter 7, Sections C, D, and G)			
2.12.16. Are separate waiting areas provided for victims and prosecution witnesses at military justice proceedings? (AFI 51-201, para 7.11.1.4)			
2.12.17. Are victims consulted or notified concerning the disposition of all cases relevant to them? (AFI 51-201, para 7.10.6-7.10.11.1)			
2.12.18. Are the pertinent names, organizations, and telephone numbers listed on the back of the DD Form 2703? (AFI 51-201, para 7.13)			
2.12.19. Does the trial counsel complete a DD Form 2704 for each court-martial in which confinement is adjudged? Does the victim/witness complete section IV of DD Form 2704, including initialing the appropriate block for inmate status changes? (AFI 51-201, para 7.13.1)			
2.12.20. In each court-martial resulting in confinement, does the legal office forward a completed DD Form 2704 to the local confinement facility? (AFI 51-201, para 7.13.2)			

2.12. VICTIM AND WITNESS ASSISTANCE (NON-CRITICAL ITEMS)	YES	NO	N/A
2.12.21. In each court-martial resulting in confinement, does the legal office forward a completed DD Form 2704 to HQ AFSPA/SPC? (AFI 51-201, para 7.13.2 and 7.18.5)			
2.12.22. If the victim/witness requests notification of changes to the accused's inmate status, does the local confinement facility send a DD Form 2705, <i>Victim/Witness Notification of Inmate Status</i> , to the victim/witness for each such change? (AFI 51-201, para 7.13.6)			
2.12.23. Has effective liaison been established with the local community to ensure victims receive coordinated assistance and compensation from both military and civilian communities? (TJAG Policy Number 29)			
2.12.24. Has a list of local points of contact for the provision of services to victims and witnesses in the local community been developed? (AFI 51-201, para 7.10.14 and Figure 3)			
2.12.25. Is the list kept current? (AFI 51-201, para 7.10.14)			
2.12.26. Has a Victim Information Packet been developed? (AFI 51-201, para 7.16.4 and Figure 2)			
2.12.27. Is each victim informed that criminal sanctions may be imposed on individuals who violate their interest either through tampering, threatening, intimidating, retaliation against, or otherwise obstructing or attempting to obstruct their testimony? (AFI 51-201, para 7.10.5)			
2.12.28. Does the responsible official notify military and/or civilian law enforcement agencies, when appropriate, of the need to take the measures necessary to provide reasonable protection for the victim or witness? (AFI 51-201, para 7.10.5.1)			
2.12.29. Are victims and witnesses advised that any attempted intimidation, harassment, or other tampering should be promptly reported to the military authorities and that their complaints will be promptly investigated and appropriate action will be taken? (AFI 51-201, para 7.10.5.1)			
2.12.30. Has the LRO established an effective means of regularly evaluating the effectiveness of the victim and witness assistance program? (AFI 51-201, para 7.17)			
2.12.31. Are questionnaires used to obtain feedback on the program by victims or witnesses? (AFI 51-201, para 7.17)			
2.12.32. Is a checklist on each victim maintained for subsequent review? (AFI 51-201, para 7.17)			
2.13. USAF URINALYSIS PROGRAM (CRITICAL ITEMS)			
2.13.1. Do commanders coordinate with the legal office prior to each MRE 313 inspection or probable cause seizure of urine? (AFI 44-120, para 2.5.7)			

2.13. USAF URINALYSIS PROGRAM (CRITICAL ITEMS)	YES	NO	N/A
2.13.2. Does a judge advocate, at least on a quarterly basis, inspect the drug testing program to ensure chain-of-custody collection procedures are used? (AFSPC/JA Policy Number 5)			
2.13.3. Are procedures in effect to ensure random selection of all personnel eligible to be selected for urinalysis inspection testing, regardless of rank, status, or position? (AFI 44-120, para 2.5.2.3)			
2.13.4. Are urine specimens collected under direct observation, properly labeled, and shipped IAW AFI 44-120, para 4?			
2.13.5. Are procedures in place to ensure action is taken to preserve positive samples beyond the initial 180 days IAW AFI 44-120, paras 2.5.7.5 and 5.2.4.1?			
2.14. USAF URINALYSIS PROGRAM (NON-CRITICAL ITEMS)			
2.14.1. Does the SJA or Chief, Military Justice, regularly brief commanders and staff on significant legal issues affecting the Urinalysis Program? (AFI 44-120, para 2.5.7)			
2.14.2. Are procedures in place to ensure JA receives prompt notification of each positive urinalysis? (AFI 44-120, para 2.5.5.4)			
2.14.3. Does the SJA or Chief, Military Justice, ensure that inspection testing is given appropriate priority in terms of the monthly quota? (AFSPC/JA Policy Number 5)			
2.14.4. Is the timing of tests varied, and release of testing information protected and timed, to remove predictability and avoid prior notice to those being tested? (AFI 44-120, paras 2.5.5.7 and 2.5.5.8)			
2.15.5. Are there sound working relationships between JA, Medical Urine Testing Program Monitor (MUTPM), AFOSI, SF, commanders and first sergeants involved in the urinalysis program? (AFSPC/JA Policy Number 5)			

Attachment 3

OFFICE OF THE STAFF JUDGE ADVOCATE FUNCTIONAL AREA CHECKLIST

Table A3.1. Civil Law.

MISSION STATEMENT: To ensure the fair, expeditious, and appropriate handling of all adverse administrative actions and civil law processes. STATEMENT:			
3.1. ADMINISTRATIVE LAW (CRITICAL ITEMS)	YES	NO	N/A
3.1.1. Before commanders serve the letter of notification that initiates the discharge action, does JA preliminarily review the proposed discharge package for legal sufficiency? (AFI 36-3208, para 5.1.2)			
3.1.2. Does JA ensure coordination with the servicing special security office prior to initiating any action which may result in discharge for cause of an individual who holds or has recently held an SCI security clearance? (AFI 36-3208, para 1.8 and AFI 31-501, para 8.14)			
3.2. ADMINISTRATIVE LAW (NON-CRITICAL ITEMS)			
3.2.1. Have procedures been established to identify subjects of adverse actions as possible discharge candidates? (AFI 36-3208, para 5.1.1)			
3.2.2. Have procedures been established to conduct annual UIF reviews? (AFI 36-2907, para 1.7.1.1)			
3.2.3. Does JA recommend administrative demotions in appropriate cases, and are actions properly processed? (AFI 36-2503, para 1 and 4)			
3.2.4. Are delay of promotion/not qualified for promotion actions reviewed for compliance with applicable regulations? (AFI 36-2502, para 3.2-3.5; AFI 36-2504, Chapter 3)			
3.2.5. Does the JA function seek legal ways to support command positions and desirable community activities, rather than just pointing out obstacles without suggesting solutions? (AFSPC/JA Policy Number 7)			
3.3. STANDARDS OF CONDUCT (CRITICAL ITEMS)			
3.3.1. Do legal reviews of possible conflicts of interest cases thoroughly set forth the pertinent facts, adequately resolve issues and provide appropriate cautionary advice? (AFSPC/JA Policy Number 7)			
3.3.2. Is a procedure established to ensure that appropriate personnel are reminded by appropriate means at least annually of their duty to comply with required standards of conduct? (DoD 5500.7-R, Section 11-302)			
3.3.3. Are personnel new to the United States Air Force briefed on standards of conduct? (DoD 5500.7-R, Section 11-301)			

3.4. STANDARDS OF CONDUCT (NON-CRITICAL ITEMS)	YES	NO	N/A
3.4.1. Is proper advice given to potential and actual recipients of gratuities, gifts to the Air Force and gifts from foreign governments regarding procedures for processing such gifts? (AFI 51-601 and AFI 51-901)			
3.4.2. Does the SJA promptly seek corrective action to remedy violations and appearances of violations of laws or regulations concerning standards of conduct, conflicts of interest, financial disclosures, and DoD and defense related employment reporting requirements? (DoD 5500.7-R, Chapter 10)			
3.4.3. Does JA properly advise commanders and individuals regarding standards for approval of off-duty employment? (DoD 5500.7-R, Chapters 3 & 8; TJAG Policy Ltr #7)			
3.4.4. Is off-duty employment of judge advocates consistent with TJAG policy? (TJAG Policy Letter #14)			
3.4.5. Does the JA office review the constitution and by-laws of private organizations? (AFI 34-223, para 9)			
3.5. STATEMENTS OF FINANCIAL INTEREST (CRITICAL ITEMS)			
3.5.1. Have all appropriate personnel properly completed a SF 450 or SF 278 and is the form properly reviewed by the DAEO or designee? (DoD 5500.7-R, Chapter 7)			
3.5.2. Are procedures established to identify appropriate personnel, including new entrants and holders of newly created positions, who must file a financial disclosure form? (DoD 5500.7-R, Sections 7-203b and 7-303a)			
3.6. STATEMENTS OF FINANCIAL INTEREST (NON- CRITICAL ITEMS)			
3.6.1. Are financial disclosure statements properly stored? (DoD 5500.7-R, Sections 7-207 and 7-307)			
3.6.2. Are the statements periodically reviewed and destroyed when required? (DoD 5500.7-R, Sections 7-207 and 7-307)			
3.7. FREEDOM OF INFORMATION AND PRIVACY ACTS (CRITICAL ITEMS)			
3.7.1. Are legal opinions on denial of information accurate, thorough and promptly rendered? (AFI 37-131, paras 2.6 and 15.1.17)			
3.7.2. Do legal opinions cite the proper statutory or regulatory exemption for each category of information recommended to be withheld? (AFI 37-131, para 10)			

3.7. FREEDOM OF INFORMATION AND PRIVACY ACTS (CRITICAL ITEMS)	YES	NO	N/A
3.7.3. Do legal reviews that recommend denial of records identify and analyze the government interest that would be jeopardized by disclosure? (AFSPC/JA Policy Number 7)			
3.8. FREEDOM OF INFORMATION AND PRIVACY ACTS (NON-CRITICAL ITEMS)			
3.8.1. Does JA encourage OPRs to make discretionary disclosures when there is no reasonably foreseeable harm to the government even though some exception to disclosure may apply? (White House FOIA Memo, 4 Oct 93)			
3.8.2. Does the legal office maintain a file of opinions, letters, messages and directives relating to the release of information? (AFSPC/JA Policy Numbers 4 and 7)			
3.8.3. Are judge advocates familiar with procedures for releasing information for litigation and appearance of witnesses before civilian courts and other tribunals? (AFI 51-301)			
3.8.4. Does the office have a copy of the latest US Department of Justice Overview on FOIA and PA? (AFSPC/JA Policy Number 4)			
3.9. ENVIRONMENTAL LAW (CRITICAL ITEMS)			
3.9.1. Is the SJA or designee an active participant in the Environmental Protection Committee? (AFSPC/JA Policy Number 7)			
3.9.2. Does the SJA provide proper and timely advice and assistance in cleanup, compliance, conservation and pollution prevention issues? (AFI 32-7006, para. 1.2.1.5.)			
3.10. ENVIRONMENTAL LAW (NON-CRITICAL ITEMS)			
3.10.1. Are adequate environmental law reference materials readily available? (AFI 32-7001, AFI 32-7005, AFI 32-7045, AFI 32-7006, and AFI 32-7061)			
3.10.2. Do local procedures include prior SJA review of command actions having significant environmental impact? (AFI 32-7061, para. 1.3.7.)			
3.10.3. Does the SJA participate in meetings with local civilian environmental officials? (AFSPC/JA Policy Number 7)			
3.10.4. Has the SJA established a procedure with local police and prosecutorial officials for the handling of environmental offenses? (AFSPC/JA Policy Number 7)			

3.11. LABOR-MANAGEMENT RELATIONS (CRITICAL ITEMS)	YES	NO	N/A
3.11.1. Has JA established an effective working relationship with DPC on civilian employee matters? (AFSPC/JA Policy Number 7)			
3.11.2. Does JA coordinate on proposed significant adverse civilian personnel actions prior to initiation and on proposed final decisions? (AFI 36-704, para 6.2)			
3.11.3. Do judge advocates refrain from entering into an attorney-client relationship with civilian complainants? (AFI 51-504, para 1.2.1)			
3.11.4. Does the SJA advise local commanders of action to take in the event of labor disputes, including those involving contractor personnel? (AFI 36-701, para 7 and 8)			
3.11.5. Is the legal office furnishing effective advice and assistance concerning equal opportunity and treatment problems? (AFR 40-713, para 9c(9); AFI 36-1201, para 2.1)			
3.12. LABOR-MANAGEMENT RELATIONS (NON-CRITICAL ITEMS)			
3.12.1. Are adequate labor law reference materials on hand? (AFSPC/JA Policy Number 4)			
3.12.2. Does JA actively participate in representing management in EEO, MSPB and arbitration hearings? (AFR 40-713; AFR 40-771; AFI 36-704; AFI 36-1201)			
3.12.3. Is AFSPC/JA promptly notified of serious labor relations cases, including appeals to the MSPB? (AFSPC/JA Policy Number 4)			
3.12.4. Has a specific attorney, who is familiar with the basic concepts of labor law, been designated to monitor and handle labor relations problems on the base? (AFR 40-713, AFR 40-771, AFI 36-1001, AFI 36-701, AFI 36-704, and AFI 36-1201)			
3.12.5. Does the legal office have a copy of the latest collective bargaining agreement, if any? (AFSPC/JA Policy Number 4)			
3.12.6. Does the legal office coordinate on, and have a copy of, the base work stoppage contingency plan? (AFI 36-701, para 8 and 9)			
3.12.7. Has the office sent a judge advocate to the Federal Employee Labor and EEO Law Course at Maxwell AFB and to the Gunter AFB Labor Relations Course? (AFSPC/JA Policy Number 4)			
3.12.8. Is the JA office familiar with the limitations concerning volunteer employment? (31 USC 1342; 10 USC 1588, OpJAGAF 1995/14)			
3.12.9. Does the SJA comply with the reporting and evidentiary preservation requirements of AFI 51-301, para 1.7?			

3.13. INVESTIGATIONS AND INQUIRIES (CRITICAL ITEMS)	YES	NO	N/A
3.13.1. Are EOT and EEO complaints properly processed? (AFI 36-2701, Section 7D; AFR 40-713, para 9c(9); AFI 90-301, para 2.2; and AFI 36-1201, para 2)			
3.13.2. Does JA coordinate closely with the IG to ensure appropriate processing and sufficiency of IG complaints? (AFI 90-301, para 2.2)			
3.13.3. Is timely and adequate response afforded to Congressional and other high level inquiries? (AFI 90-401, para 1.1 and 4; AFI 51-201, para 12.3 and 12.4)			
3.13.4. Does JA advise Line of Duty (LOD) investigating officers before and during investigations as to evidentiary standards, proximate cause requirements, definition of terms and procedures for taking statements? (AFI 36-2910, para. A4.2.3.)			
3.13.5. Is the SJA or claims officer promptly notified whenever an aircraft, missile, nuclear or space accident occurs? (AFI 51-502, para. 1.4.5.1.)			
3.13.6. Is wreckage and other evidence retained and preserved as required, giving adequate consideration to chain of custody issues? (AFI 51-503, paras. 1.5.6., 1.8., 1.11., 1.13., 2.1., and 2.4.)			
3.13.7. Is there a base plan for JA response to aircraft, missile, space, or nuclear accidents? (AFSPC/JA Policy Number 6)			
3.13.8. Does the JA claims kit contain sufficient information for the JA representative on the initial response force to answer questions concerning establishment of National Defense Areas, jurisdiction, interface with civilian authorities, claims, preservation of priority resources and evidence, and other potential legal issues? (AFSPC/JA Policy Number 6)			
3.14. INVESTIGATIONS AND INQUIRIES (NON-CRITICAL ITEMS)			
3.14.1. Are Article 138, UCMJ, complaints of wrong properly processed? (AFI 51-904)			
3.14.2. Does JA coordinate with the housing referral office on complaints of housing discrimination? (AFSPC/JA Policy Number 7)			
3.14.3. Are Reports of Survey (ROS) reviewed for compliance with AFMAN 23-220?			
3.14.4. Does the reviewer ensure proper application of proximate cause and negligence standards in ROS? (AFMAN 23-220, para 8.6.3 and 10.2.2.12)			
3.14.5. Does the legal staff have an effective liaison with the base Report of Survey Monitor? (AFSPC/JA Policy Number 7)			

3.14. INVESTIGATIONS AND INQUIRIES (NON-CRITICAL ITEMS)	YES	NO	N/A
3.14.6. Do legal reviews of formal LOD investigations include a summary of the facts, a discussion of the issues, the reviewer's opinion as to the legal sufficiency of the investigation, and an opinion as to whether the investigating officer's findings are correct—and are they by an attorney other than the IO's legal adviser? (AFI 36-2910, para 4.2.1)			
3.14.7. Do reviews of Flying Evaluation Board (FEB) proceedings address procedural compliance with AFI 11-402, but refrain from making recommendations as to the professional qualifications of the respondent? (AFI 11-402, para 4.6.1)			
3.14.8. In conscientious objector cases, are judge advocates in the grade of captain or higher appointed to investigate the case? (AFI 36-3204, para. 3.1.)			
3.14.9. Does JA review investigations of security incidents to ensure sufficiency, compliance with AFI 31-501 and AFI 90-301, proper application of definitional standards to the facts, and consistency of findings and recommendations? (AFSPC/JA Policy Number 7)			
3.14.10. Does JA coordinate on the establishment and disposition of Special Security Files based upon court convictions, Article 15s, or other adverse judicial or non-judicial actions? (AFI 31-501, para. 8.5)			
3.14.11. Does the SJA provide day-to-day support, such as furnishing a court reporter, administrative support, and office space, to an accident investigating officer or board? (AFSPC/JA Policy Number 7)			
3.14.12. Does the SJA ensure that the IO/Board president has adequate fiscal, maintenance, operations, and technical support, including consultants and laboratory support as required? (AFSPC/JA Policy Number 7)			
3.14.13. Are requests for disposal of wreckage properly coordinated with AFLSA/JACT through HQ AFSPC/JA? (AFI 51-503, para. 2.2)			
3.14.14. Does the SJA notify the NAF/JA and AFSPC/JA as expeditiously as possible of the accident? (AFI 51-502, para. 1.5.7.)			
3.15 CONTRACT LAW (CRITICAL ITEMS)			
3.15.1. Is the attorney responsible for contract law matters familiar with the guidance for ratification actions in FAR 1.602-3 and AFFARS 5301.602-3?			
3.15.2. Is the attorney responsible for contract matters generally familiar with issues relating to negotiated procurements, source selection procedures, discussions with offerors, competitive range determinations and best and final offers, etc.? (FAR Part 15 and Supplements thereto)			

3.15 CONTRACT LAW (CRITICAL ITEMS)	YES	NO	N/A
3.15.3. Have effective procedures been established with the contracting office and AFOSI to monitor investigations of fraud, waste and abuse in the acquisition process? (AFI 51-1101)			
3.16.4. Do the completed AF Forms 3059 reflect timely, accurate, and constructive advice? (AFSPC/JA Policy Number 7)			
3.16.5. Are lease documents properly reviewed for legal sufficiency and compliance with applicable regulations? (AFI 32-9001, para 1.12 and 1.13.4)			
3.16 CONTRACT LAW (NON-CRITICAL ITEMS)			
3.16.1. Has at least one judge advocate been to the AFIT and Air Force Contract Law Center Acquisition Law Course or the Army JAG School Contract Attorneys' Course? (AFSPC/JA Policy Number 4)			
3.16.2. Is the assigned contract law attorney familiar with and involved in any indirect procurements being conducted at the base? (AFSPC/JA Policy Number 7)			
3.16.3. In connection with ratification action reviews, has the SJA or attorney responsible for contract matters recommended appropriate corrective procedures to ensure similar improper contract actions do not occur? (AFSPC/JA Policy Number 7)			
3.16.4. If improprieties are discovered, does the legal review address whether administrative or disciplinary actions are appropriate? (AFSPC/JA Policy Number 7)			
3.16.5. Is the attorney responsible for contract matters familiar with bid protest procedures? (FAR Subpart 33.1 and Supplements thereto)			
3.16.6. Is the attorney responsible for contract matters familiar with the disputes process and contracting officer final decisions? (FAR Subpart 33.2 and Supplements thereto)			
3.16.7. Is the attorney responsible for contract matters familiar with contract issues relating to Freedom of Information Act requests? (AFI 37-131 and FAR Subpart 24.2 and Supplements thereto)			
3.16.8. Is the attorney responsible for contract matters familiar with issues relating to improper business practices, personal conflicts of interest and procurement integrity? (FAR Part 3 and Supplements thereto and DoD 5500.7-R)			
3.16.9. Is the attorney responsible for contract matters generally familiar with the procedures for debarment and suspension? (FAR Subpart 9.4 and Supplements thereto, AFI 51-1101, Chap 6)			
3.16.10. Are adequate contract law reference materials available and kept current? (AFSPC/JA Policy Number 4)			

3.16 CONTRACT LAW (NON-CRITICAL ITEMS)	YES	NO	N/A
3.16.11. Is a Federal Acquisition Regulation (FAR) with all Supplements (DFARS, AFFARS) available and up-to-date? (AFSPC/JA Policy Number 4)			
3.16.12. Is the CCH Board of Contract Appeals Decisions available and up-to-date (including advance sheet binder, bound volume, and main citation table)? (AFSPC/JA Policy Number 4)			
3.16.13. Is the CCH Government Contracts Reporter up-to-date (See last report tab in Volume 10)? (AFSPC/JA Policy Number 4)			
3.16.14. Is there ready access to Comptroller General Procurement Decisions (official published decisions, the "CPD" series, microfiche, or on-line FLITE)? (AFSPC/JA Policy Number 4)			
3.16.15. Are nonappropriated fund contracts and chaplain fund contracts being reviewed for legal sufficiency? (AFI 64-301 and AFMAN 64-302)			
3.16.16. Are judge advocates who perform lease reviews familiar with the provisions of Title 10, Sections 2675, 2828 and 2396, to include the types of leases permissible and the appropriate approval authorities? (AFSPC/JA Policy Number 7)			
3.16.17. Do lease reviews reflect particular attention to payment provisions in order to avoid violating the Antideficiency Act (31 U.S.C. 1341) and exceeding statutory ceilings? (AFSPC/JA Policy Number 7)			
3.16.18. Are judge advocates familiar with restrictions on the use of real property? (AFI 32-9002; AFI 32-9003)			
3.17 PREVENTIVE LAW PROGRAM (CRITICAL ITEMS)			
3.17.1. Has a preventive law program been established that identifies changing base legal assistance concerns and which designs and implements measures to meet those needs? (AFPD 51-5, para. 1.12.5.)			
3.17.2. Has the SJA appointed a Preventive Law Officer to manage the base's program? (AFI 51-504, para 3.3.1)			
3.17.3. Are personnel subject to mobility identified and briefed on the importance of making advance arrangements for wills, powers of attorney, child care, and finances? (AFI 51-504, para. 3.2.2.1.)			
3.17.4. Are periodic summaries of courts-martial and Article 15 actions furnished to unit commanders, to include the nature of the offense and punishment imposed? (AFSPC/JA Policy Number 9)			
3.18 PREVENTIVE LAW PROGRAM (NON-CRITICAL ITEMS)			
3.18.1. Has the office tailored preventive law initiatives to the particular needs of the community? (AFSPC/JA Policy Number 9)			

3.18 PREVENTIVE LAW PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
3.18.2. Are preventive law materials, including USAF preventive law letters and crossfeed items, available? (AFSPC/JA Policy Number 9)			
3.18.3. Has the office provided GSUs with appropriate preventive law support (i.e., briefings, handouts, publications, descriptions of legal assistance and income tax assistance programs, video tapes, etc.)? (AFSPC/JA Policy Number 4)			
3.18.4. Are significant consumer protection matters publicized? (AFSPC/JA Policy Number 9)			
3.18.5. Do legal assistance officers identify topics requiring preventive law emphasis? (AFSPC/JA Policy Number 9)			
3.18.6. Does a JA representative teach at professional military education (PME) classes? (AFSPC/JA Policy Number 9)			
3.18.7. Is the office actively engaged in presenting various preventive law briefings, such as:			
3.18.7.1. Military law seminars? (AFSPC/JA Policy Number 9)			
3.18.7.2. Newly promoted NCO seminars, and other briefings aimed at particular groups? (AFSPC/JA Policy Number 9)			
3.18.7.3. Commander's call presentations? (AFSPC/JA Policy Number 9)			
3.18.7.4. DoD 5500.7-R (Ethics) briefings? (AFSPC/JA Policy Number 9)			
3.18.7.5. Base newcomer orientations? (AFSPC/JA Policy Number 9)			
3.18.7.6. Financial responsibility training? (AFSPC/JA Policy Number 9)			
3.18.7.7. Family Services (Personal Affairs) orientations? (AFSPC/JA Policy Number 9)			
3.18.7.8 Retirement briefings? (AFSPC/JA Policy Number 9)			
3.18.8. Is the ADC invited to participate in appropriate briefings? (AFSPC/JA Policy Number 9)			
3.18.9. Does the legal office participate in the base indoctrination program concerning drug abuse? (AFSPC/JA Policy Number 9)			
3.18.10. Is Fraud Waste and Abuse prevention part of the commander's preventive law program? (AFI 90-301, para 1.8.1.1)			
3.18.11. Is information and guidance provided regarding the political activities of military and civilian personnel in election years and when otherwise appropriate? (AFSPC/JA Policy Number 9)			
3.18.12. Are legal personnel familiar with the provisions of the Soldiers and Sailors Civil Relief Act and are they briefing deploying personnel? (AFI 51-504, para. 3.2.2.1; 50 U.S.C. App 501, et. Seq)			

3.18 PREVENTIVE LAW PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
3.18.13. Are unit commanders informed of Article 139, UCMJ, claims procedures? (AFSPC/JA Policy Number 9)			
3.18.14. Have articles been submitted for publication in the base newspaper and other media on a periodic basis? (AFPD 51-5, para. 1.11.)			
3.18.15. Has the JA office made effective use of LAN/INTERNET and other communications resources? (AFSPC/JA Policy Numbers 4 and 9)			
3.19 LEGAL ASSISTANCE PROGRAM (CRITICAL ITEMS)			
3.19.1. Has the SJA clearly established appropriate limitations on the nature and extent of services available? (AFI 51-504, paras 1.3. and 1.4.)			
3.19.2. Have all personnel, including newly assigned legal assistance officers, been made aware of the approved scope of legal assistance services? (AFI 51-504, para. 1.5.5.)			
3.19.3. Do legal assistance officers ensure that they do not create the impression that they represent the Air Force when handling clients' affairs? (AFI 51-504, para. 1.6.4.)			
3.19.4. Is legal assistance promptly available for emergency situations? (AFSPC/JA Policy Number 9)			
3.19.5. Are all members of the office, including civilian employees and volunteers, aware of confidentiality requirements? (AFI 51-504, paras 1.5.5 and 1.6.2)			
3.19.6. Are attorneys' offices arranged in a manner to maintain confidentiality of discussions with clients or have adequate steps been taken to correct deficiencies? (AFI 51-504, para. 1.6.3.)			
3.19.7. Are broad and regular legal assistance hours scheduled to make assistance available within a reasonable period? (AFSPC/JA Policy Number 9)			
3.19.8. Are special provisions made for shift workers, persons assigned to GSUs, or those who have difficulty coming to the legal office during regularly established hours? (AFSPC/JA Policy Number 9)			
3.19.9. Does an attorney or appropriately trained/experienced paralegal (or notary public) supervise the execution of wills and ensure all legal formalities are met? (TJAG Policy Number 18)			
3.20 LEGAL ASSISTANCE PROGRAM (NON-CRITICAL ITEMS)			
3.20.1. Have procedures been implemented to establish the eligibility of each client for legal assistance? (AFI 51-504, paras. 1.3. and 1.4.)			
3.20.2. Is the Annual Report of Legal Assistance properly prepared and transmitted on time? (AFI 51-504, para 1.10)			

3.20 LEGAL ASSISTANCE PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
3.20.3. Has the office developed customer waiting time objectives for legal assistance services? (AFSPC/JA Policy Number 9)			
3.20.4. Are legal assistance documents provided in a timely manner? (AFSPC/JA Policy Number 9)			
3.20.5. Does the office regularly evaluate whether it is meeting its waiting time goals? (AFSPC/JA Policy Number 9)			
3.20.6. Has the SJA established a system that encourages client comments concerning legal assistance service? (AFSPC/JA Policy Number 9)			
3.20.7. Has the office prepared current legal assistance materials on various topics geared to the local legal needs, e.g., adoptions, landlord-tenant disputes, local criminal justice? (AFPD 51-5, para. 1.11., and AFI 51-504, para. 3.2.2.4.)			
3.20.8. Are all legal assistance personnel aware of the Air Force policy on referral procedures? (AFI 51-504, paras. 1.5.5. and 1.7.)			
3.20.9. Are clients with military justice problems referred to the SJA? (AFI 51-504, para. 1.7.3)			
3.20.10. Are legal assistance record forms properly completed? (AFI 51-504, para. 1.9.)			
3.20.11. Is the confidentiality of legal assistance advice, documents, and records publicized to clients? (AFSPC/JA Policy Number 9)			
3.20.12. Has the availability of legal assistance (and its limits) been properly publicized? (AFI 51-504, para 1.5.5)			
3.20.13. Is a walk-in system used to augment appointment services? (AFSPC/JA Policy Number 9)			
3.20.14. Are will clients individually interviewed by an attorney? (TJAG Policy Number 18)			
3.20.15. Are mass will briefings only used in unusual situations, such as short-notice deployments? (TJAG Policy Number 18)			
3.20.16. Are will questionnaires or worksheets used? (TJAG Policy Number 18)			
3.20.17. Are wills prepared and ready for execution within a reasonable time after the client's interview? (TJAG Policy Number 18)			
3.20.18. Are self proving affidavits used during will executions, whenever possible? (TJAG Policy Number 18)			
3.20.19. Are will executions conducted in a dignified, professional manner and environment, either individually or in a small group? (TJAG Policy Ltr #18)			

3.20 LEGAL ASSISTANCE PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
3.20.20. Are there safeguards to preclude conflicts of interest when two attorneys from the same office represent opposing spouses in domestic relation cases? (AFSPC/JA Policy Number 9)			
3.20.21. Are notary services readily available and properly publicized? (AFSPC/JA Policy Number 9)			
3.20.22. Are paralegals used, when possible, to provide notary service and to augment other legal assistance services? (AFI 51-504, para 2.1.4)			
3.21 INCOME TAX ASSISTANCE PROGRAM (CRITICAL ITEMS)			
3.21.1. Has the office identified and ordered both state and federal tax forms in a timely manner? (AFSPC/JA Policy Number 9)			
3.21.2. Has a program been implemented to recruit, train, and certify unit and volunteer tax advisors or provide alternatives (e.g., civilian over-hires)? (AFSPC/JA Policy Number 9)			
3.21.3. Is there effective communication between unit and volunteer tax advisors and supervising attorneys? (AFSPC/JA Policy Number 9)			
3.21.4. Are federal and state tax forms readily available to the base population? (AFSPC/JA Policy Number 9)			
3.22 INCOME TAX ASSISTANCE PROGRAM (NON-CRITICAL ITEMS)			
3.22.1. Is the SJA personally involved in managing the Tax Assistance Program by, among other things, enlisting command support for the program, selecting an installation tax officer and NCO, monitoring the progress of the program, and reviewing client needs and satisfaction? (AFSPC/JA Policy Number 9)			
3.22.2. Has the program placed appropriate emphasis on tax return preparation? (AFSPC/JA Policy Number 9)			
3.22.3. Does the office have sufficient current federal tax form preparation software? (AFSPC/JA Policy Number 9)			
3.22.4. Has the office implemented electronic filing of returns? (AFSPC/JA Policy Number 9)			
3.22.5. Are effective reference materials provided to tax advisors? (AFSPC/JA Policy Number 9)			
3.22.6. Is there adequate quality control over the tax assistance provided by tax advisors? (AFSPC/JA Policy Number 9)			
3.22.7. Does the program provide tax assistance at convenient times (including non-duty hours) and locations? (AFSPC/JA Policy Number 9)			

3.22 INCOME TAX ASSISTANCE PROGRAM (NON-CRITICAL ITEMS)	YES	NO	N/A
3.22.8. Are the program's services widely publicized? (AFSPC/JA Policy Number 9)			
3.22.9. Have adequate record-keeping procedures been established to track the work of all tax advisors? (AFSPC/JA Policy Number 9)			
3.22.10. Is there an active crossfeed of tax assistance information among all installation tax advisors? (AFSPC/JA Policy Number 9)			
3.22.11. Are designated legal assistance officers trained and providing tax advice in unusual cases? (AFSPC/JA Policy Number 9)			
3.22.12. Are paralegals and other tax advisors being used to screen clients with simple tax questions? (AFSPC/JA Policy Number 9)			
3.22.13. Is FLITE or the IRS BBS accessible for use by tax assistance personnel? (AFSPC/JA Policy Number 9)			

Attachment 4

OFFICE OF THE STAFF JUDGE ADVOCATE FUNCTIONAL AREA CHECKLIST

Table A4.1. Claims.

MISSION STATEMENT: To ensure the proper treatment of all Air Force claimants by handling all claims with efficiency and fairness, and to defend the interests of the Air Force through effective, timely collection of money owed. STATEMENT:			
4.1. CLAIMS MANAGEMENT/ADMINISTRATION (CRITICAL ITEMS)	YES	NO	N/A
4.1.1. Does the SJA receive a periodic report (at least monthly) of claims activities, including AFCIMS, reflecting the time to adjudicate claims and amount paid versus amount claimed? (AFPD 51-5, A1.1 and AFI 51-502, para 1.4.3.7)			
4.1.2. Did the SJA appoint a qualified Claims Officer in writing? (AFI 51-502, para 1.4.4.3)			
4.1.3. If appointed, are Assistant Claims Officers either attorneys, NCOs with six months claims experience, or GS-6 or above civilians with six months claims experience? (AFI 51-502, para 1.4.4.2)			
4.1.4. Does the SJA ensure that waiting times for claims appointments do not usually exceed one week? (AFSPC/JA Policy Number 6)			
4.1.5. Do the Claims Officer, Claims NCOIC, and SJA effectively use AFCIMS reports to monitor, analyze and evaluate claims processing times, overage claims, backlogs and overall claims management? (AFI 51-502, para 1.4.3.7)			
4.1.6. Are personnel claims processed within time guidelines--80 percent within 10 days or less? (AFI 51-502, para 1.4.3.7)			
4.1.7. Do files contain sufficient, but not excessive, evidence to support settlements; e.g., witness statements, and annotated photographs? (AFI 51-502, Section H)			
4.1.8. Is there a copy of the payment voucher in the claims file? (AFI 51-502, para 1.5.5.2)			
4.1.9. Is a copy of the verified DD Form 1131, Cash Collection Voucher, included in the file? (AFI 51-502, para 3.19.1.1)			
4.1.10. Are claimants informed at the earliest reasonable opportunity that if damage or loss is not reported to the base legal office within 75 days of household goods/hold baggage delivery, recovery from the carrier may be impossible and part of the individual's award may be forfeited? (AFI 51-502, Section L)			
4.1.11. Are claimants advised that their claims must be filed within two years of the incident? (AFI 51-502, para 2.87.4)			

4.1. CLAIMS MANAGEMENT/ADMINISTRATION (CRITICAL ITEMS)	YES	NO	N/A
4.1.12. Is reconciliation of the funds log accomplished by both JA and AFO monthly? (AFI 51-502, para 1.5.5.5 and 1.5.5.6)			
4.1.13. Are carrier recovery checks promptly deposited (normally within 5 workdays)? (AFI 51-502, para 3.19.1.1)			
4.1.14. Does the SJA ensure that vouchers, CR checks and funds are properly managed? (AFI 51-502, para 1.5.5 and 3.19)			
4.1.15. Is a suspense copy of approved claims and cash collection vouchers (DD Form 1131) provided to SJA or Claims Officer for reconciliation? (AFI 51-502, para 1.5.5 and 3.19.1.1)			
4.1.16. Does the SJA or Claims Officer ensure that the dollar amounts on the suspense copies of the vouchers/claims exactly match the dollar amounts on the vouchers returned by Finance? (AFI 51-502, para 1.5.5.1 and 3.19.1.1)			
4.2. CLAIMS MANAGEMENT/ADMINISTRATION (NON-CRITICAL ITEMS)			
4.2.1. Are reconsideration requests acted on properly? (AFI 51-502, Section O, para 2.88)			
4.2.2. Has the SJA made reasonable delegation of approval authority to paralegals? (AFI 51-502, para 1.2.7.1.1)			
4.2.3. Do at least two people within the settlement authority's office process each claim in excess of \$100? (AFI 51-502, para 1.2.7.2)			
4.2.4. In unusual cases, and in large personal injury or death cases, does the SJA notify the NAF/JA, AFSPC/JA and AFLSA/JACT? (AFI 51-501, para 1.2.6)			
4.2.5. Has a program been established to pay claimants in cash, if feasible? (AFI 51-502, para 2.87.15)			
4.2.6. Are CRs forwarded for setoff after 130 days, or sooner if it is apparent that negotiations will not be fruitful or are rejected by the carrier? (AFI 51-502, para 1.4.3.7.5 and 3.3.6)			
4.2.7. Is each claim marked or stamped to show the date received, and signature or initials of the claim's employee? (AFI 51-502, para 2.87.12)			
4.2.8. Does the claims office have copies of all current AFLSA/JACC Claims Clips? (AFI 51-502, para 1.7)			
4.2.9. Is a letter or power of attorney placed in the claim file for claims presented by a spouse or agent? (AFI 51-502, para 2.23)			
4.2.10. Are claims files properly assembled and documented? (AFI 51-501, para 1.9.6 (TORTS) and Consolidated Claims Clips, para 94.11.21 (PERSONNEL)).			

4.2. CLAIMS MANAGEMENT/ADMINISTRATION (NON-CRITICAL ITEMS)	YES	NO	N/A
4.2.11. Is the appropriate Settlement Authority's recommendation completed on DD Form 1842 as required? (AFI 51-502, para 2.87.18)			
4.2.12. Is an appropriate Claims Officer Report included in the file when appropriate? (AFI 51-501, para 1.9.5 and AFI 51-502, para 2.87.20)			
4.2.13. Do voucher dates indicate that claims are being paid within a reasonable time? (AFSPC/JA Policy Number 6)			
4.2.14. Has the SJA taken all reasonable measures to ensure that claimants actually receive payment expeditiously following approval? (AFI 51-502, para 2.87.22.4)			
4.2.15. Are claimants furnished appropriate assistance in preparing their claims? (AFI 51-502, para 2.87.5)			
4.2.16. Are claimant-oriented claims procedures and acceptance hours in effect? (AFSPC/JA Policy Number 6)			
4.2.17. Does the Claims Officer ensure the office does not postpone acceptance of claims due to workload problems? (AFSPC/JA Policy Number 6)			
4.2.18. Is a sign-in log maintained of all customers visiting claims? (AFI 51-502, para 2.87.1)			
4.3. DISASTER RESPONSE PREPARATION (CRITICAL ITEMS)			
4.3.1. Does the claims office have an emergency claims kit containing the appropriate materials? (AFSPC/JA Policy Number 6)			
4.3.2. Are procedures in place to ensure that JA is promptly notified of each accident and incident (e.g., mass casualty, Broken Arrow)? (AFSPC/JA Policy Number 6)			
4.3.3. Are claims personnel knowledgeable of emergency claims procedures? (AFI 51-502, para 2.87.15)			
4.3.4. Can/has the Claims Officer mobilize(d) the Claims Team for disaster situations, and do claims personnel demonstrate the ability to professionally handle such situations? (AFSPC/JA Policy Number 6)			
4.4. DISASTER RESPONSE PREPARATION (NON-CRITICAL ITEMS)			
4.4.1. Have operating procedures concerning serious accidents and incidents been established to guide claims personnel? (AFSPC/JA Policy Number 6)			
4.4.2. Do claims personnel demonstrate the ability to adequately estimate the extent of disaster damage and the level of potential claims involvement? (AFSPC/JA Policy Number 6)			

4.4. DISASTER RESPONSE PREPARATION (NON-CRITICAL ITEMS)	YES	NO	N/A
4.4.3. Are partial payments handled properly in emergency situations when conditions warrant? (AFI 51-502, para 2.87.15)			
4.5. ANTI-GOVERNMENT CLAIMS (CRITICAL ITEMS)			
4.5.1. Personnel Claims:			
4.5.1.1. Are claims which are not payable properly identified? (AFI 51-502, Section F)			
4.5.1.2. Are the depreciation guide and maximums properly applied? (AFI 51-502, para 2.71)			
4.5.2. Military Claims Act:			
4.5.2.1. Are claims personnel familiar with procedures for the investigation, processing, and payment of Military Claims Act claims? (AFI 51-501, para 1.9 and Chapter 3)			
4.5.2.2. Does the SJA sign the payment voucher when appropriate? (AFSPC/JA Policy Number 6)			
4.5.2.3. Are returned paid vouchers checked for accuracy and properly filed? (AFSPC/JA Policy Number 6)			
4.5.2.4. Are settlement releases properly prepared and filed? (AFSPC/JA Policy Number 6)			
4.5.3. Medical Malpractice:			
4.5.3.1. Are medical malpractice claims promptly investigated and forwarded to the medical law consultant? (AFI 51-501, para 1.16)			
4.5.3.2. Does the SJA sign the payment voucher when appropriate? (AFSPC/JA Policy Number 6)			
4.5.3.3. Are returned paid vouchers checked for accuracy and properly filed? (AFSPC/JA Policy Number 6)			
4.5.3.4. Are settlement releases properly prepared and filed? (AFSPC/JA Policy Number 6)			
4.5.4. Miscellaneous:			
4.5.4.1. Are approved NAF claims promptly forwarded to NAF authorities, including a release signed by the claimant naming the US, the NAFI and particular identified employees? (AFI 51-502, para 1.4.8)			
4.5.4.2. Has an effective system been established to monitor turn-in of items to salvage? (AFI 51-502, para 2.72)			
4.6. ANTI-GOVERNMENT CLAIMS (NON-CRITICAL ITEMS)			
4.6.1. Personnel Claims:			
4.6.1.1. Are vandalism, robbery and theft claims properly investigated? (AFI 51-502, para 2.34.7, 2.34.4 and 2.34.5)			

4.6. ANTI-GOVERNMENT CLAIMS (NON-CRITICAL ITEMS)	YES	NO	N/A
4.6.1.2. Are personnel claims from members of other US forces promptly forwarded to the service concerned? (AFI 51-502, para 2.20)			
4.6.2. Military Claims Act:			
4.6.2.1. Are MCA claims maintained in a separate organized filing system? (AFSPC/JA Policy Number 6)			
4.6.2.2. Does the SJA review and/or sign 7 point memoranda? (AFSPC/JA Policy Number 6)			
4.6.3. Medical Malpractice:			
4.6.3.1. Does the JA office maintain a good working relationship with the MLC? (AFSPC/JA Policy Number 6)			
4.6.3.2. Are Medical Malpractice claims maintained in a separate organized filing system? (AFSPC/JA Policy Number 6)			
4.6.3.3. Does the SJA review 7 point memorandums? (AFSPC/JA Policy Number 6)			
4.6.4. Miscellaneous:			
4.6.4.1. Are Article 139, UCMJ, claims being used when appropriate? (AFI 51-502, para 6.2)			
4.6.4.2. Are items for which full or depreciated value is awarded being evaluated for turn-in to salvage? (AFI 51-502, para 2.72)			
4.6.4.3. Are proper factors applied in determining if an item has salvage value? (AFI 51-502, para 2.72)			
4.6.4.4. Is a copy of the turn-in document maintained in the claim file? (AFI 51-502, para 2.72.3.4)			
4.7. PRO-GOVERNMENT CLAIMS (CRITICAL ITEMS)			
4.7.1. Carrier Recovery:			
4.7.1.1. Are CR claims promptly and accurately presented upon the completion of the underlying PT claims? (AFI 51-502, para 3.6)			
4.7.1.2. After DPM claims are sent for setoff, are they monitored (within 45 days after assertion and every 30 days thereafter) to ensure final setoff action is taken? (AFI 51.502, para 3.20.2.4)			
4.7.1.3. Are the DD Forms 1840 and 184OR dispatched within 75 days to carriers and local agents notifying them of loss or damages? (AFI 51-502, para 2.79.)			
4.7.1.4. Have the proper documents been forwarded to JPPSO to recoup unearned transportation charges? (Consolidated Claims Clips, Jul 95, para 92.B.24., 94.05.02., and 94.11.32.)			

4.7. PRO-GOVERNMENT CLAIMS (CRITICAL ITEMS)	YES	NO	N/A
4.7.2. Damage to Government Property: Are adequate measures taken to protect the government's interest in collecting G claims (e.g., review of SP blotters and coordination with SP, LG, and CE to identify potential claims and timely assertion of G claims when there exists a reasonable chance of recovery? (AFI 51-502, para 4.1)			
4.7.3. Hospital Recovery:			
4.7.3.1. Are potential HR incidents promptly investigated and collection actively pursued (or referred to the Army or Navy, as appropriate)? (AFI 51-502, Chapter 5)			
4.7.3.2. Are HR claims properly settled, compromised or waived when appropriate? (AFI 51-502, Chapter 5)			
4.7.3.3. Are injured parties' attorneys asked to protect the interest of the US? (AFI 51-502, Chapter 5)			
4.8 PRO-GOVERNMENT CLAIMS (NON-CRITICAL ITEMS)			
4.8.1. Carrier Recovery:			
4.8.1.1. Are appropriate packing and crating and NTS carrier recovery claims referred to the proper office for involuntary collection? (AFI 51-502, para 3.3.6)			
4.8.1.2. Are vehicle CR claims forwarded to COMSC? (Consolidated Claims Clips, Jul 95, para 94.04.12 and 94.11.29)			
4.8.1.3. Are damage inspections done when necessary, and are legible, descriptive reports submitted by the inspector? (AFI 51-502, para 2.51)			
4.8.1.4. Is proper follow-up action being taken when missing items are subsequently recovered? (AFI 51-502, para 2.73.2)			
4.8.2. Damage to Government Property: Are claims personnel actively pursuing Government property damage claims recoveries in a timely and efficient manner? (AFSPC/JA Policy Number 6)			
4.8.3. Hospital Recovery:			
4.8.3.1. Is there effective liaison with the hospital registrar ensuring receipt of AF Forms 1488 and 438 as required? (AFI 51-502, Chapter 5)			
4.8.3.2. Are efforts made to collect small HR claims (under \$150.00) if, under the circumstances minimal efforts have a likelihood of success? (AFI 51-502, Chapter 5)			
4.8.3.3. Are HR cases forwarded to higher authority as appropriate? (AFI 51-502, Chapter 5)			

4.9 ARMED FORCES CLAIMS INFORMATION MANAGEMENT SYSTEM (AFCIMS) (CRITICAL ITEMS)	YES	NO	N/A
4.9.1. Are all claims personnel cognizant of how to properly enter all types of claims (PT, P, MCA, HR, etc.) utilizing AFCIMS? (AFSPC/JA Policy Number 6)			
4.9.2. Are all claims opened in AFCIMS the same day they are received or asserted? (AFSPC/JA Policy Number 6)			
4.9.3. Are adequate procedures established to ensure the AFCIMS database is backed up daily? (AFSPC/JA Policy Number 6)			
4.10 ARMED FORCES CLAIMS INFORMATION MANAGEMENT SYSTEM (AFCIMS) (NON-CRITICAL ITEMS)			
4.10.1. When opening a household goods claim in AFCIMS, are the correct code of shipment and correct liability amounts used? (AFSPC/JA Policy Number 6)			
4.10.2. Are copies of the Special History Reports attached to files reflecting status (open, closed, etc.)? (AFSPC/JA Policy Number 6)			
4.10.3. Are AFCIMS uploads accomplished every week and are backup copies made? (AFSPC/JA Policy Number 6)			
4.10.4. Are internal suspense systems being used? (AFSPC/JA Policy Number 6)			
4.10.5. Are the management report products (Open Claims Report, Activity Workload, Funds Log, etc.) being used? (AFSPC/JA Policy Number 6)			
4.10.6. Are the comeback vouchers being recorded when returned from finance for PT and CR claims? (AFI 51-502, para 3.19.1.1)			
4.10.7. Are User Feedback Reports being used for AFCIMS problems? (AFSPC/JA Policy Number 6)			
4.10.8. Are procedures established on how to properly upload transferred claims in AFCIMS? (AFSPC/JA Policy Number 6)			

Attachment 5

OFFICE OF THE STAFF JUDGE ADVOCATE FUNCTIONAL AREA CHECKLIST

Table A5.1. International and Operations Law.

MISSION STATEMENT: To provide appropriate and timely legal support in international, space, and operational law matters, and to train personnel in the law of armed conflict. STATEMENT:			
5.1. GENERAL INTERNATIONAL AND OPERATIONS LAW (CRITICAL ITEMS)	YES	NO	N/A
5.1.1. Is the SJA aware of the extent of delegated procedural negotiating authority for international agreements? (DoDD 5530.3, AFI 51-701)			
5.1.2. Has the SJA ensured that local commanders know not to negotiate international agreements without proper delegation of authority? (AFI 51-701, para 5.1.1.2.6)			
5.1.3. Are the SJA and the LOM familiar with their installation taskings and mobility requirements? (AFSPC/JA Policy Number 8)			
5.1.4. Has the JA staff reviewed OPlans and exercise OPlans to identify potential legal issues? (AFI 51-102, para 3.6)			
5.1.5. Is the SJA represented at operational planning meetings to identify and address potential legal issues? (AFSPC/JA Policy Number 8)			
5.1.6. Do commanders ensure members on mobility receive appropriate legal assistance well in advance of deployment? (AFI 10-403, para 1.5.19)			
5.1.7. Are JA personnel aware of their wartime functions and operating procedures? (AFSPC/JA Policy Number 8)			
5.1.8. Are judge advocates and paralegals who are designated to fulfill a UTC tasking trained in operational law issues? (AFSPC/JA Policy Number 8)			
5.1.9. Have JA personnel, including paralegals, been adequately trained in LOAC, including reporting responsibilities? (AFI 51-401, para 2))			
5.1.10. Do JA personnel have appropriate security clearances for their projected responsibility, or are deficiencies actively being corrected? (AFSPC/JA Policy Number 8)			
5.2. GENERAL INTERNATIONAL AND OPERATIONS LAW (NON-CRITICAL ITEMS)			
5.2.1. Does the SJA report serious incidents promptly and are follow-up and close-out reports issued as required? (AFR 110-12, para 4-8)			

5.2. GENERAL INTERNATIONAL AND OPERATIONS LAW (NON-CRITICAL ITEMS)	YES	NO	N/A
5.2.2. Has the legal staff reviewed locally developed plans and annexes for consistency with fiscal law issues, US Law, and LOAC obligations, paying particular attention to rules of engagement, targeting, POW handling and medical ops? (AFSPC/JA Policy Number 8)			
5.2.3. Do JA annexes to locally developed operations plans adequately define JA wartime mission and execution of these plans? (AFSPC/JA Policy Number 8)			
5.2.4. Are instructions for reporting LOAC violations contained in these annexes? (AFSPC/JA Policy Number 8)			
5.2.5. Does the SJA have a copy of local plans prescribing JA response to disasters, military operations, etc.? (AFSPC/JA Policy Number 8)			
5.2.6. Has the JA staff reviewed OPlans to identify projected changes in military and dependent populations which will impact legal services? (AFI 10-403, para 1.5.19)			
5.2.7. Do the SJA and the LOM know the Unit Type Codes (UTCs) for their office? (AFSPC/JA Policy Number 8)			
5.2.8. Has the SJA designated specific judge advocates and paralegals against each tasked UTC? (AFSPC/JA Policy Number 8)			
5.2.9. Is each judge advocate and paralegal assigned to a mobility position fully qualified to perform the requirements of the UTC? (AFI 10-403, para 1.5.19)			
5.2.10. Have they had all required immunizations? (AFSPC/JA Policy Number 8)			
5.2.11. Have they qualified on the required weapon(s)? (AFSPC/JA Policy Number 8)			
5.2.12. Have they received the necessary chemical warfare training? (AFSPC/JA Policy Number 8)			
5.2.13. Do they have the required personal clothing, including extra eyeglasses and eyeglass inserts for chemical warfare masks (if applicable), to fulfill their mobility tasking? (AFSPC/JA Policy Number 8)			
5.2.14. Is the required equipment necessary to meet the office's UTC on hand and ready for deployment? (AFI 10-403, para 1.5.19)			
5.2.15. Have judge advocates and paralegals who are designated to fill a UTC tasking attended an Operations Law Course? (AFSPC/JA Policy Number 8)			
5.2.16. Have they attended a Law of Armed Conflict Course? (AFSPC/JA Policy Number 8)			

5.3. LAW OF ARMED CONFLICT (LOAC) TRAINING (CRITICAL ITEMS)	YES	NO	N/A
5.3.1. Has specialized training focusing on the mission of the personnel been provided to the security police, medical, intelligence and operations personnel? (AFI 51-401, paras 2.5, 2.6, and 2.7)			
5.3.2. Is the base meeting LOAC training criteria? (AFI 51-401, para 1.2, AFD 51-4, para 1.5.1)			
5.4. LAW OF ARMED CONFLICT (LOAC) TRAINING (NON-CRITICAL ITEMS)			
5.4.1. Are LOAC provisions of AFI 51-401 outlined and are personnel made aware of their rights and obligations under applicable international agreements? (AFI 51-401, para 3.1)			
5.4.2. Are presentations well prepared and professionally rendered? (AFSPC/JA Policy Number 8)			
5.4.3. Are records kept on the subjects, dates, locations and number of attendees at these presentations? (AFI 51-401, para. 3.2.)			
5.4.4. Have realistic LOAC scenarios been included in local exercises? (AFSPC/JA Policy Number 8)			
5.4.5. Is a judge advocate or paralegal a member of the Exercise Evaluation Team? (AFSPC/JA Policy Number 8)			
5.5. AIR OPERATIONS CENTER (AOC) AND CRISIS ACTION TEAM (CAT) INVOLVEMENT (CRITICAL ITEMS)			
5.5.1. Has the SJA arranged for judge advocates and/or paralegals to be immediately available to the AOC/CAT staff to address legal issues? (AFSPC/JA Policy Number 8)			
5.5.2. Reserved			
5.6. AIR OPERATIONS CENTER (AOC) AND CRISIS ACTION TEAM (CAT) INVOLVEMENT (NON-CRITICAL ITEMS)			
5.6.1. Has a continuity book been developed with adequate operations checklists and background papers and other references for proper rendering of legal advice in an AOC/CAT? (AFSPC/JA Policy Number 8)			
5.6.2. Have realistic operations law scenarios (other than LOAC; e.g., contingency contracting; fiscal constraints; organization/command authority deficiencies; ROE inadequacies) been included in local exercises? (AFSPC/JA Policy Number 8)			