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This directory implements AFPD 90-2, Inspector General – The Inspection System, AFI 90-201, Inspector General Activities, and PACAFI 90-201, PACAF Inspector General Activities. **Attachment 1** applies to wing level SJA functions and responsibilities assigned under the Objective wing structure. **Attachment 2** applies to Numbered Air Force SJA functions and responsibilities assigned under the Numbered Air Force structure. This publication does not apply to the Air Force Reserve Command (AFRC) or their units. This publication will be tailored when used to inspect Air National Guard (ANG) units.

Items critical to the proper operation of the functional areas are identified by a pound sign (#). The items listed do not constitute the order or limit the scope of an inspection. As a minimum, legal offices should use this directory in conjunction with Unit Self-Inspection. The objective is to identify deficiencies that preclude attainment of required capabilities. Offices can supplement this publication to add internal compliance items. Higher Headquarters may use this directory in whole or in part during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

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Staff Judge Advocate

Attachment 1**WING SJA MISSION PERFORMANCE CHECKLIST****A1.1. LEADERSHIP FUNCTION**

A1.1.1. (#) Have priorities and management goals for the office and each section/division been clearly established and aligned with the overall unit mission? (TJAG On-Line Newsletter, 3 Jan 2001, in Docushare)

A1.1.1.1. (#) Are newly assigned judge advocates and reserve judge advocates briefed on their responsibilities, office policies, and the nature and scope of legal assistance services? (AFI 51-504, paragraph 1.5.5)

A1.1.1.2. Do the SJA, LOM, and appropriate section leadership review appropriate management indicators (e.g., AFCIMS and AMJAMS) and take appropriate actions in response? (AFPD 51-2, attachment 1; AFPD 51-5, attachment 1; AFI 51-201, paragraph 12.9; AFI 51-502, paragraph 1.4.3)

A1.1.2. (#) Has the SJA ensured legal services required by commanders and staff agencies are provided? (AFI 51-102, paragraph 3.1)

A1.1.2.1. Has the SJA ensured that legal advice is readily available to commanders during non-duty hours? (AFI 51-102, paragraph 3.1)

A1.1.3. Does the SJA brief the wing staff at regular intervals on such matters as status of discipline, political activity restrictions, ethics, Law of Armed Conflict, homosexual inquiries/investigations, deployment readiness, professional relations and current preventive law topics? (AFI 51-102, paragraph 3.5; AFPD 51-4, paragraph 5; TJAG Policy Memorandum, CIV -1)

A1.1.3.1. (#) 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? (MCM 2002, RCM 104; AFI 51-201, paragraph 1.2)

A1.1.4. Are personnel identified in writing for detail to local Disaster and Accident Response Teams to support the task force or on-scene commander? (AFI 51-502, paragraph 1.4.5)

A1.1.5. Has the SJA established credibility, rapport, and effective communication with commanders, first sergeants, AFOSI, and Security Forces to include establishing effective coordination with AFOSI, and SFOI concerning on-going investigations even during non-duty hours? (AFI 51-102, paragraph 3.2; 10 USC 806(b); AFPD 51-1, paragraph 4.4; AFI 51-201, paragraph 12.9.2)

A1.1.6. Is the SJA appointed to and serving on the Family Advocacy Committee? (AFI 40-301, paragraph 1.12.1)

A1.1.7. Is a judge advocate appointed to and serving on the Family Maltreatment Case Management Team, Child Sexual Maltreatment Response Team and the High Risk for Violence Response Team? (AFI 40-301, paragraph 1.12.2)

A1.1.8. Is a judge advocate appointed to and serving on the wing Climate Assessment Committee? (AFI 36-2706)

A1.1.9. Is a judge advocate appointed to and serving as a non-voting legal advisor to the Nonappropriated Fund Council? (AFI 34-201, paragraph 2.6.1.2.1)

A1.1.10. (#) Does the SJA ensure a fair and efficient quality military justice program? (AFI 51-201, paragraphs 1.2, 1.3 and 12.9)

A1.1.11. (#) Does the SJA ensure a fair, efficient quality of claims program? (AFI 51-502, paragraph 1.4.3.7)

A1.1.12. (#) Does the SJA ensure that all judge advocates, reserve judge advocates and supervisors are familiar with the requirements of AFI 36-2909, Professional and Unprofessional Relationships? (AFI 36-2909, paragraphs 8 and 9; TJAG Policy Memorandum, Civ-1)

A1.1.13. Has the SJA established a proactive Preventive Law Program that identifies changing base legal assistance concerns and which designs and implements measures to meet those needs? (AFI 51-504, paragraph 3.2.1; AFD 51-5, section C, paragraph 12.5)

A1.1.14. (#) Has the SJA appointed a Preventive Law Officer to manage the base's program? (AFI 51-504, paragraph 3.3.1)

A1.1.15. (#) Are personnel subject to mobility identified and individually briefed by an attorney on the importance of making advance arrangements for wills, powers of attorney, childcare, and finances? (AFI 51-504, paragraph 1.1) Is their briefing annotated on their pre-deployment checklist? (PACAF/CC Command Interest Item)

A1.1.16. Is the SJA personally involved in implementing and 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? (AFI 51-504, paragraph 1.4.14)

A1.1.17. (#) Is all storage media containing sensitive material (For Official Use Only, attorney work product, 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, paragraph 1.8.2; AFMAN 37-123, paragraph 7.12.3.3)

A1.1.18. (#) Has a security manager been appointed in writing? (AFD 31-4, paragraph 7)

A1.1.19. Has there been a security incident within the past year involving JA personnel and were they promptly reported and investigated? (AFI 31-401, paragraph 9.7).

A1.1.20. Is information security training being conducted to include but not limited to, the following: Espionage, Sabotage, Terrorism, Subversion and Protection of the President? (AFI 71-101V2, paragraph 1.2)

A1.1.21. (#) 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 Memorandums TJS-2 and 5; AFI 51-504, paragraph 1.6)

A1.1.22. (#) Is required performance feedback provided to all personnel? (AFI 36-2406, paragraph 2.3)

A1.1.23. (#) Has the SJA ensured that all volunteers working in the legal office are aware of and comply with their responsibilities regarding client confidentiality and the Air Force Rules of Profes-

sional Conduct? (AFI 51-504, paragraphs 1.5.5.5 and 1.8; TJAG Policy Memorandums, TJS-2, 3, and 8)

A1.1.24. Does the SJA ensure that all personnel are properly and effectively recognized for awards? (AFI 36-2803, chapter 2)

A1.1.25. Are the SJA and LOM familiar with the guidelines for TJAG Article 6 visits? (TJAG Policy Memorandum, TJS-6)

A1.2. SELF-INSPECTION PROGRAM

A1.2.1. Does the office have an effective and comprehensive self-inspection program? (PACAF/JA Policy Letter 3)

A1.2.2. Have deficiencies observed in prior self-inspections, unit compliance inspections and staff assistance visits of this and other units been reviewed and addressed if necessary? (PACAF/JA Policy Letter 3)

A1.3. GENERAL ADMINISTRATION AND MANAGEMENT

A1.3.1. Do recall rosters reflect personnel changes in the office and are they kept current?

A1.3.2. Does the office maintain and manage the Unit Manpower Document and the Unit Personnel Management Roster? (PACAF/JA Policy Letter 6)

A1.3.3. Is the law library properly managed? (AFI 51-105, chapter 2)

A1.3.3.1. Is the Law Library Accountable Officer properly appointed? (AFI 51-105, paragraph 2.3.1)

A1.3.3.2. Are all items on library shelves stamped on the inside cover and front edge with "US Government" and listed on the inventory and properly managed? (AFI 51-105, paragraph 2.9)

A1.3.3.3. Are library materials properly maintained and current? (AFI 51-105, paragraphs 2.4.2 and 2.5)

A1.3.3.4. Is a complete inventory of all books taken annually in February, upon change of Law Library Accountable Officer, or as SJA directs? (AFI 51-105, attachment A2.4)

A1.3.3.5. Are law library shelf list cards or NETRAMS entries updated when making changes or receiving any library materials? (AFI 51-105, paragraph 2.6)

A1.3.4. 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? (AFI 32-1084, section C, paragraph 12.7)

A1.3.4.1. 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, paragraph 1.6.3)

A1.3.5. Are the legal office facilities adequate to meet increased manning? If not, have steps been taken to acquire additional space or to improve the quality of the facilities? (AFI 32-1024, paragraphs 6 and A2.1)

A1.3.6. Are security clearances current and do office personnel possess the required clearance to perform their duties? (AFPD 31-5, paragraph 4)

A1.3.7. Has the office established procedures for the safeguarding of classified information? (AFI 31-401, paragraphs 5.11 and 5.12)

A1.3.8. Are classified documents and information properly marked and handled? (AFI 31-401, paragraphs 4.1 through 4.7)

A1.4. DATA AUTOMATION AND INFORMATION MANAGEMENT

A1.4.1. Is the office adequately equipped with computer hardware and software to enhance efficiency? (AFI 51-105, paragraph 1.5.2)

A1.4.2. Are Automated Information Systems (AIS) properly accounted for and identified in both the Resource Allocation Management System (NETRAMS) and local Automated Data Processing Equipment (ADPE) management systems? (AFI 51-105, paragraphs 1.5.1 and 1.5.4; AFI 33-112, paragraph 11.2)

A1.4.3. Does the LOM check the organizational account daily in WEBFLITE and does the roster accurately reflect manpower authorizations? (TJAG Policy Memorandum, TJS-1; PACAF/JA Policy letter 4)

A1.4.4. Have a primary and alternate Organization Computer Manager been appointed in writing? (AFI 33-112, paragraph 7.14)

A1.4.5. Does the Equipment Custodian monitor the office account inventory of computer hardware, and software? (AFI 33-112, paragraph 11.1)

A1.4.6. Is the ADPE Inventory updated at least annually? (AFI 33-112, paragraph 11.1.1)

A1.5. PERSONNEL DEVELOPMENT AND MANAGEMENT

Judge Advocates

A1.5.1. Does the SJA support the JA accession program by publicizing FLEP and other programs, and by interviewing interested FLEP and DAP officers? (AFI 51-101, paragraph 2.5; TJAG Policy Memorandum, Per-1)

A1.5.2. Does SJA actively engage surrounding law schools and recruit DAP applicants and does SJA report any denial of law school access to AF/JAX (AF/JAX Requirement)? (TJAG Policy Memorandum, Per-1)

A1.5.3. (#) Does SJA insure judge advocates, to include reserve judge advocates, are actively engaged in appropriate level of PME? (TJAG Policy Memorandum, TJS-1)

A1.5.4. Does SJA insure judge advocates are nominated for legal education to include courses offered at the JAG Schools? (PACAF/JA letter dated 28 Nov 00, "Course Nomination Procedures", on PACAF/JA web page)

A1.5.5. Are judge advocates able to participate in Continuing Legal Education as required by their state of licensure? (AFI 51-103, paragraph 2.1)

A1.5.6. Have all military and civilian attorneys engaged in off-duty employment received written approval from their immediate supervisor and complied with command policies? (TJAG Policy Memorandum, TJS-7)

Paralegals

A1.5.7. Are paralegals used fully in enhanced roles within the limits of training and experience and are personnel empowered to act within the scope of their areas of responsibility? (TJAG Special Subject Letter, Personnel 1999-19, TJAG Philosophy on Paralegal Issues)

A1.5.8. Has the LOM taken actions to actively recruit cross-trainees into the 5J0X1 career field? (TJAG Policy Memorandum Per 2)

A1.5.9. Are the appropriate paralegal retraining checklists provided by TJAG being used? (TJAG Policy Memorandum Per-2)

A1.5.10. Do potential paralegal retrainees receive a comprehensive, documented interview from both the LOM and the SJA? (TJAG Policy Memorandum Per-2)

A1.5.11. Are interviews with potential paralegal retrainees reported in the prescribed format? (TJAG Policy Memorandum Per 2)

A1.5.12. Are paralegals rotated among the various functions of the office? (TJAG Policy Memorandum TJS-6, paragraphs 5A and 5C2)

Civilian Personnel

A1.5.13. (#) Has the supervisor for civilian employees in the legal office properly prepared a performance plan for each employee, and are the elements and standards realistic, measurable, and well conceived? (AFPAM 36-106, paragraphs 3.1 through 3.1.4; AFI 36-1001, paragraph 1.9)

A1.5.14. Has the office conducted and properly documented all civilian personnel training? (AFI 36-401, paragraph 6.2)

A1.5.15. Is the supervisor's employee work folder being properly maintained? (AFP 36-106, paragraphs 3 and 14)

A1.5.16. Are supervisors properly preparing AF Form 860A, Civilian Rating of Record? (AFI 36-1001, paragraph 1.2)

A1.5.17. Are civilian position descriptions checked for currency? (AFP 36-106, paragraph 7)

Education and Training

A1.5.18. (#) Is there a comprehensive training program for paralegals which emphasizes the functional aspects of the organization's mission(s)? (August 2002 CFETP 5J0X1, section A, paragraphs 2 and 2.2)

A1.5.19. Is there a structured approach to providing education, training, and on-the-job reinforcement of knowledge and skills to meet the needs of the workplace? (AFI 36-2201V3, paragraph 8.1; August 2002 CFETP 5J0X1; TJAG Policy Memorandum TJS-1)

A1.5.20. Are the SJA and LOM conducting a comprehensive OJT training program and then monitoring and evaluating its effectiveness? (AFI 36-2201V3, paragraph 8.2; TJAG Policy Memorandum TJS-1)

A1.5.21. (#) Is the Law Office Manager actively monitoring the status of each paralegal's training? Are initial evaluations being conducted on all newly assigned personnel? (August 2002 CFETP 5J0X1, paragraph 5.2.7)

A1.5.22. Are OJT task certifiers and task trainers properly trained and appointed? (AFI 36-2201V3, paragraphs 4.3.8, 6.3 and 8.8)

A1.5.23. 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 E8? (AFI 36-2201V3, paragraph 6.1.5)

A1.5.24. Is a current CFETP available and being used? (AFI 36-2201V3, paragraph 8.5; August 2002 CFETP 5J0X1)

A1.5.25. Has qualification training been started, documented, and transferred as required? (AFI 36-2201V3, paragraphs 8.3 and 8.8; August 2002 CFETP)

A1.5.26. Has a specific block of time been set-aside during normal duty hours to conduct training, and are all normal duty requirements discontinued during this time period? (August 2002 CFETP 5J0X1, paragraph 5.2.7)

A1.5.27. Are paralegals meeting acceptable timetables for upgrade and qualification training? (August 2002 CFETP 5J0X1, table 9, page 18)

A1.5.28. Does the Master Training Plan (MTP) include the CFETP and Master Task List (MTL)? (AFI 36-2201V3, paragraph 6.1.2)

A1.5.29. If required, is the office conducting Defense Paralegal training and does the Defense Paralegal's training program meet program requirements? (TJAG Policy Memorandum, Per-3, paragraphs 2E3 and 2E4)

A1.5.30. When required, are DP quarterly training reports completed and signed by the LOM, ADC and DP? (TJAG Policy Memorandum, Per-3, paragraph 2E5)

Reserve Matters

A1.5.31. (#) Has the SJA appointed an active duty member as the Reserve Training Supervisor for IMA Reserve Judge Advocates and has the SJA appointed an IMA as Reserve Coordinator? (AFI 51-801, paragraphs 3.4 and 5.1)

A1.5.32. (#) Has the SJA prepared and placed appropriate documentation in each Reserve Participation Folder? (AFI 51-801, paragraph 4.4)

A1.5.33. Is there a current reserve publication read-folder available to keep IMAs abreast of changes and present procedures? (AFI 51-801, paragraph 5.1.2.3)

A1.5.34. Has the SJA documented discussion of the "Standards of Conduct for Air Force Reserve Judge Advocates" with each attached reserve judge advocate? (TJAG Policy Memorandum, ARC-1)

A1.5.35. Has the SJA considered submitting award recommendations and conducting appropriate recognition ceremonies for reservists? (TJAG Policy Memorandum, ARC-2)

A1.5.36. (#) Does the unit of attachment properly maintain IMA Reserve Training Folders (a six-section folder) for each IMA? (AFI 51-801, paragraph 4.4 and attachment 2)

A1.6. CUSTOMER FOCUS AND SATISFACTION

A1.6.1. (#) Does the office have an established process to monitor customer satisfaction for claimants and legal assistance clients? (PACAF/JA Policy Letter 7)

A1.6.2. Is information obtained from customers accumulated, crossfed, and used to improve service standards? (PACAF/JA Policy Letter 7)

A1.7. MILITARY JUSTICE

A1.7.1. (#) Is the administration of military justice conducted in a timely manner? (UCMJ, Manual for Courts-Martial; AFD 51-2, paragraphs 1 and 6; AFI 51-201, paragraph 12.9; AFI 51-202, paragraph 3.3)

A1.7.2. (#) Are complete sets of NAF, MAJCOM, or TJAG policy letters pertaining to military justice available and being complied with? (TJAG web page; PACAF/JA and applicable NAF web pages)

A1.7.3. (#) Are special interest cases reported to the NAF/JA, PACAF/JA and AFLSA/JAJM as required and upon occurrence of significant events? (AFI 51-201, paragraph 12.8; AFLSA/JAJM letter, dated 19 Jan 00 found on JAJM web page; and PACAF/JA letter, dated 18 Jun 01; found on PACAF/JA "Guidance and Policy Letters" web page; and PACAF/JA letter dated 14 Nov 02, found on PACAF/JA "Military Law" web page)

A1.7.4. (#) Are critical investigations promptly reported and tracked in AMJAMS immediately following notice of investigation?

A1.7.4.1. (#) Are Article 137, UCMJ briefings conducted as required? (AFI 51-201, paragraph 12.2)

A1.7.5. Does the SJA or Chief of Military Justice keep close liaison with investigators to ensure prompt and consistent disposition of cases? (AFI 51-201, paragraph 12.9.2)

A1.7.6. Has the SJA established an effective working relationship with the local U.S. Attorney's Office? (AFI 51-905, paragraphs 1.1.8 and 1.4)

A1.7.7. (#) Have effective working relations been established with the ADC and defense paralegal to efficiently handle military justice actions? (TJAG Policy Memorandum, MJ-1)

A1.7.7.1. Is a procedure in place to ensure that legal assistance clients with military justice problems are referred to the ADC for assistance? (AFI 51-504, paragraph 1.7.3)

A1.7.8. (#) Does the SJA provide assistance to the host installation liaison officer such as furnishing a court reporter, administrative support, and office space to any investigating officer or board? (AFI 51-503, paragraphs 3.5.1, 3.5.2, and 3.6.1; AFI 91-204, paragraph 4.2.1)

A1.7.9. (#) If a military magistrate has been appointed for the purpose of issuing search and seizure and/or apprehension authorizations, has the magistrate been appropriately appointed and briefed by the SJA concerning his/her duties? (AFI 51-201, paragraphs 3.1.1 and 3.1.2)

A1.7.10. (#) Is the office effectively involved in search and seizure authorizations? (AFI 51-201, paragraphs 3.1.2, 12.9, 12.10 and 12.11)

A1.7.11. (#) Are discharge cases processed in accordance with the applicable regulations? (AFI 36-3206 and AFI 36-3208)

A1.7.12. Are complaints of wrongs under Article 138, UCMJ, processed in accordance with AFI 51-904? (AFI 51-904, paragraph 4)

A1.7.13. (#) Is the office actively involved with the base urinalysis program, and does the program meet the requirements for randomness and chain of custody collection procedures needed to withstand judicial review? (AFI 44-120, paragraphs 4.7.1.3, 4.7.1.4, and 4.7.7.1)

A1.7.13.1. Does the SJA coordinate on all requests for urinalysis drug testing other than routine random inspections (i.e., unit sweep inspections, consent, probable cause, and commander directed testing)? (AFI 44-120, paragraph 4.7.7.3)

A1.7.13.2. (#) Does JA perform inspections of the urinalysis program (including laboratory and collection procedures), on at least a quarterly basis? (AFI 44-120, paragraph 4.7.7.6)

A1.7.13.3. Has the SJA performed an audit (no less than annually) of the urinalysis collection procedures at Geographically Separate Units? (AFI 44-120, paragraph 4.7.7.6)

A1.7.13.4. (#) Does the SJA notify the appropriate Air Force, Army, or other certified laboratory to retain the specimen when a positive specimen needs to be retained beyond 60 calendar days for discharge or administrative action? (AFI 44-120, paragraph 4.7.7.5)

A1.7.14. (#) Does the SJA advise and help the commander to evaluate the facts, determine what offense was committed, and assist the commander in properly alleging each offense to state a violation of the UCMJ prior to service of an Article 15 action? (AFI 51-202, paragraphs 3.1 and 3.8)

A1.7.14.1. (#) Are procedures in place to ensure that commanders of squadron sections or detachments properly assume or are appointed to command on special orders if they are to exercise Article 15 authority and are such orders kept on file? (AFI 51-604, paragraph 7.1)

A1.7.14.2. (#) When there has been a change of commanders between notification and punishment, has a notification of change of commander been issued? (AFI 51-202, paragraph 3.10)

A1.7.14.3. (#) Does the commander consult with the servicing SJA before imposing punishment except where impracticable due to military exigencies? (AFI 51-202, paragraph 3.15)

A1.7.14.4. (#) Do Article 15 actions comply with jurisdictional considerations, specification formats, commander punishment limitations, and post-action processing requirements? (AFI 51-202, paragraphs 3.17 and 6.5, tables 3.1 and 3.2)

A1.7.14.5. Do Article 15 actions receive appropriate separate reviews for legal sufficiency and GCM review? (AFI 51-202, paragraphs 6.5 and 6.7)

A1.7.14.6. Does JA prepare the AF Form 366 and 3070 using AMJAMS? (AFI 51-202, paragraph 6.5)

A1.7.14.7. Are Article 15 results appropriately processed to ensure timely and accurate finance and personnel actions and are the dates of delivery to the MPF and finance recorded on the AF Form 3070? (AFI 51-202, paragraphs 6.5.1.2; 6.5.1.4; and 6.5.1.5)

A1.7.14.8. Are copies of AF 1373 maintained as supporting documentation? (AFI 51-202, paragraph 6.12)

A1.7.14.9. Have the appropriate determinations and procedures regarding Article 15 placement in Promotion Selection Folders for officers and senior NCOs (E-7 and above) been completed? (AFI 51-202, paragraph 4.8; AFI 36-2608, paragraph 2.5)

A1.7.15. (#) Are procedures in place to track the progression of the “speedy trial clock” in each case? (MCM, RCM 304(a)(2-4) and 707(a)(2))

A1.7.15.1. Does the SJA or chief of military justice ensure pretrial investigating officers are not detailed to perform conflicting duties in connection with the trial? (UCMJ, article 27(a)(2))

A1.7.15.2. (#) Is pretrial confinement properly imposed? (AFI 51-201, paragraph 3.2; MCM, RCM 305(d))

A1.7.15.3. Has a letter order been issued appointing a reasonable number of qualified Pretrial Confinement Reviewing Officers to conduct pretrial confinement hearings? (AFI 51-201, paragraph 3.2.2)

A1.7.15.4. Are charges drafted properly? (AFI 51-201, paragraph 3.4)

A1.7.15.5. Do Article 15 and court-martial specifications properly state an offense under the UCMJ? (MCM, Part IV, Punitive Articles)

A1.7.15.6. (#) Are requests for discharge in lieu of trial by court-martial sent to the SPCM convening authority? (AFI 36-3208, paragraph 4.4)

A1.7.15.7. Has the convening authority delegated the authority to sign (not accept) pretrial agreements to the SJA or trial counsel? (AFI 51-201, paragraph 6.8)

A1.7.15.8. Are pretrial agreements limited to cases where the available evidence of guilt is convincing, where conviction is probable, and where there is some convincing reason to forego trial of the facts and issues? (AFPD 51-2, paragraph 8; PACAF/JA letter, dated 22 Jun 00)

A1.7.15.9. Are convening orders maintained on a fiscal year basis? (AFI 51-201, paragraph 10.1.4.1)

A1.7.15.10. Are there generally no more than two amendments prepared to a convening order? (AFI 51-201, paragraph 5.8.1)

A1.7.15.11. Are witness requests processed via proper funding authorities? (AFI 51-201, table 6.1)

A1.7.15.12. Are procedures for employment of expert witnesses followed? (AFI 51-201, paragraph 6.5)

A1.7.15.13. Are all judge advocates aware of the limitations on who may grant immunity to witnesses? (AFI 51-201, paragraph 6.6)

A1.7.15.14. (#) Does the SJA Addendum avoid inclusion of new matters when brought to the attention of the convening authority in the post-trial recommendation, and does the SJA comply with RCM 1106(f)(7)? (MCM, RCM 1106(f)(7))

A1.7.15.15. (#) Are SJA post-trial recommendations in BCD SPCMs properly prepared and served on the accused and counsel? (MCM, RCM 1106(d)(3)(f); AFI 51-201, paragraph 9.6)

A1.7.15.16. Are records of trial adequately prepared and assembled? (AFMAN 51-203, chapters 1 and 4; MCM, RCM 1103, 1305, and Appendices 13 through 15)

A1.7.15.17. Do appropriate records of trial have an AF Form 304, Request for Appellate Defense Counsel included? (AFI 51-201, paragraph 11.1.1)

A1.7.15.18. Are recommendations for excess leave properly processed? (AFI 51-201, paragraph 11.8.)

A1.7.16. (#) Are AMJAMS inputs made on a timely basis and do they accurately reflect offenses, punishments and other information? (AFI 51-201, paragraph 12.9.3; AFLSA/JAS' *AMJAM Practical Users Guide*, paragraphs 1.3 and 1.4; PACAF/JA guidance letter, 18 Jun 01; PACAF/JA policy letter 2003-01)

A1.7.16.1. Does the SJA monitor AMJAMS reports to ensure the system reflects the current status of cases in progress? (AFI 51-201, paragraph 12.9.3; AFI 51-202, paragraph 3.3)

A1.7.16.2. Do the SJA and Chief of Military Justice regularly analyze available AMJAMS data relating to each segment of court processing over which they have significant control to determine specific areas for improvement and implement appropriate management measures to maximize effectiveness and efficiency? (AFI 51-201, paragraph 12.9.3; AFI 51-202, paragraph 3.3)

A1.7.16.3. Does the SJA review, trend and analyze the base's performance on the Air Force metrics derived from AMJAMS? (AFPD 51-2, attachment 1)

A1.7.17. **Victim Witness Assistance Program**

A1.7.17.1. Does the installation commander or designee provide services to victims and witnesses as required by the Victim and Witness Assistance Program? (AFI 51-201, paragraph 7.7)

A1.7.17.2. (#) 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, paragraph 7.7)

A1.7.17.3. (#) Are victims personally notified of their rights? (AFI 51-201, paragraph 7.9, figure 7.1 and 7.4, paragraph 5a, items 1 through 7)

A1.7.17.4. Are commanders, first sergeants, JA, SG, AFOSI, HC, Family Support Center, and others, as necessary, adequately trained to meet the requirements of the Air Force VWAP? (AFI 51-201, paragraph 7.16)

A1.7.17.5. (#) Does JA have a program for ensuring VWAP training of all commanders and first sergeants? (AFI 51-201, paragraph 7.16.3)

A1.7.17.6. Has effective liaison been established with the local community to ensure victims receive coordinated assistance and compensation from both military and civilian communities? (AFI 51-201, paragraphs 7.10, 7.10.1, 7.10.2, 7.10.3, 7.10.4, 7.10.12, 7.10.13, 7.10.14, and 7.10.17)

A1.7.17.7. 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, paragraphs 7.10.4 and 7.10.12)

A1.7.17.8. Is the victim informed of any decision not to prefer one or more charges? (AFI 51-201, paragraph 7.10.10.1)

A1.7.17.8.1. Is the victim informed of any decision concerning pretrial restraint or release of the alleged offender? (AFI 51-201, paragraph 7.10.10.3)

A1.7.17.8.2. Is the victim informed of pretrial dismissal of charges? (AFI 51-201, paragraph 7.10.10.2)

A1.7.17.8.3. Is the victim informed of negotiation of pretrial agreements and their potential terms? (AFI 51-201, paragraph 7.10.10.4)

A1.7.17.9. Is the DD Form 2702, *Court Martial Information for Victims and Witnesses of Crime*, explained to the victim/witness and is the date that the victim of a crime receives the DD Form 2702 annotated on the AF Form 3545, *Incident Report*? (AFI 51-201, paragraph 7.10.15)

A1.7.17.10. Is the victim/witness given a copy of DD Form 2703, *Post-Trial Information for Victim and Witnesses of Crime*, and is the information explained to the victim/witness? (AFI 51-201, paragraph 7.13.1)

A1.7.17.11. Is the victim/witness given a copy of DD Form 2704, *Victim Witness Certification and Election Concerning Inmate Status*, and is the information explained to the victim/witness? (AFI 51-201, paragraph 7.13.2)

A1.7.17.12. In each court-martial resulting in confinement, does the legal office forward a completed DD Form 2704 to the local confinement facility and HQ AFSPA/SPC? (AFI 51-201, paragraph 7.13.2)

A1.7.17.13. Have victims and witnesses been advised that their interests are protected by criminal sanctions under 18 U.S.C. 1512 and 1513 and the UCMJ, and that any attempted intimidation, harassment, or other tampering should be promptly reported to military authorities for investigations? (AFI 51-201, paragraph 7.10.5)

A1.7.17.14. If needed, have arrangements been made to reasonably protect victims from an accused? (AFI 51-201, paragraph 7.11.1.)

A1.7.17.15. Are questionnaires to assisted persons, individual case checklists, or other metric items used to measure program effectiveness? (AFI 51-201, paragraph 7.17)

A1.8. ETHICS LAW

A1.8.1. (#) Is legal advice on ethics matters accurate and timely and are ethics counselors designated in writing? (DOD 5500.7R, Joint Ethics Regulation (JER), paragraph 1-214)

A1.8.2. Does JA work with Military Personnel Flight (MPF) personnel to ensure new civilian employees receive an initial ethics orientation? (DOD 5500.7R, JER, paragraph 11-100)

A1.8.2.1. (#) Does JA ensure all employees designated by the Joint Ethics Regulation receive appropriate annual ethics training? (DOD 5500.7R, JER, paragraph 11-100)

A1.8.2.2. Does JA work with MPF personnel to ensure new entrants into "covered positions" timely file financial disclosure reports, whether public or confidential? (DOD 5500.7-R, JER, paragraphs 7-200 and 7-300)

A1.8.3. Does JA appropriately review and file OGE Forms 450/450a and forward to Higher Headquarters all SF 278s, as well as information required in the Annual Agency Ethics Report? (DOD 5500.7-R, JER, paragraphs 7-206 and 7-306)

A1.8.3.1. (#) Have all appropriate personnel submitted a properly completed OGE Form 450 or SF 278 in a timely manner? (DOD 5500.7-R, JER, paragraphs 7-200 and 7-300)

A1.8.4. Does the ethics counselor retain OGE Forms 450/450a in an appropriate location for six years, and ensure proper destruction of forms older than six years? (DOD 5500.7-R, JER, paragraph 7-307)

A1.8.5. 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, JER, paragraph 11-302)

A1.8.6. (#) 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, JER, chapter 10)

A1.8.7. Does JA properly advise commanders and individuals regarding standards for approval of off-duty employment? (DOD 5500.7-R, JER, chapters 3 and 8)

A1.8.8. Is sufficient emphasis placed on professional ethics training for the legal office staff? (TJAG Policy Memorandum TJS-2, TJS-3, and TJS-5)

A1.9. LEGAL ASSISTANCE AND PREVENTIVE LAW

A1.9.1. Have articles been submitted for publication in the base newspaper and other media on a periodic basis? (AFI 51-504, paragraph 3.2.1.6.1)

A1.9.2. Has the SJA established procedures to ensure that any client's legal assistance needs that exceed the capabilities of office personnel are addressed? (AFI 51-504, paragraph 1.5.5.3 and 3.2.1.9)

A1.9.3. Has the SJA clearly established appropriate limitations on the nature and extent of services available and has the SJA published the office's limits on non-mission related legal assistance? (AFI 51-504, paragraphs 1.4 and 1.5.5.4)

A1.9.4. (#) Does an attorney or appropriately trained/experienced paralegal or notary public supervise the execution of wills and ensure all legal formalities are met? (AFI 51-504, paragraphs 1.4.1.2.2, 2.1.3 and 2.1.7.2.2, attachment 3)

A1.9.5. (#) Has the office prepared current legal assistance and preventive law materials on various topics geared to local legal needs (e.g. adoptions, landlord-tenant disputes) and does the office actively educate and train the Air Force community to avoid legal problems? (AFPD 51-5, section C, paragraph 11; AFI 51-504, paragraphs 1.4.6, 1.4.12, and 3.2)

A1.9.6. Has the availability of legal assistance been properly publicized? (AFI 51-504, paragraph 3.2)

A1.9.7. (#) Are will clients individually interviewed by an attorney? (AFI 51-504, paragraph 1.4.1.3)

A1.9.8. (#) Are will executions conducted in a dignified, professional manner and environment? (AFI 51-504, paragraph 1.4.1.5, attachment 3)

A1.9.9. (#) Are legal assistance record forms properly completed or updated in the appropriate computerized database? (AFI 51-504, paragraph 1.9)

A1.9.10. (#) Does JA ensure units engage in adequate legal affairs pre-deployment planning? (AFPD 51-5, attachment 1, paragraph A1.1.3, and figure A1.3)

A1.9.11. Does the plan include advance preparation for units and individuals likely to deploy? (AFI 51-504, paragraph 3.2.2.1)

A1.9.12. Is the percentage of personnel tasked for deployment who are personally contacted about their personal legal needs or mission-related legal assistance documented every 15 months and reported by letter to JACA through HQ PACAF? (AFI 51-504, paragraph 1.10.1; AFPD 51-5, attachment 1, paragraph A1.1.3)

A1.9.13. (#) Has an active, aggressive, well-publicized tax program been established? (AFI 51-504, paragraph 1.4.14)

A1.10. READINESS AND OPERATIONS LAW

A1.10.1. (#) Does the office submit and update Unit Type Code (UTC) assessments in the AEF UTC Reporting Tool? (AFI 10-244, PACAF Supp 1, paragraph 3.8.4)

A1.10.2. (#) Does the office conduct regular LOAC training and then track and report the number of personnel trained on LOAC to HQ PACAF/JA? (DOD 5100.77; AFI 51-401, paragraphs 3.1 and 3.2)

A1.10.2.1. Is there an adequate plan in place for providing annual Law of Armed Conflict (LOAC) training to all installation active duty personnel? (AFPD 51-4, paragraph 5; AFI 51-401, paragraph 3)

A1.10.3. Has the Base Support Plan (BSP) been reviewed within the past 12 months? (AFI 10-404, paragraph 3.2)

A1.10.3.1. If the office has a unit type code deploying to a forward or co-located operating base (FOB/COB) under an OPLAN or CONPLAN, has it reviewed the BSP for the FOB/COB? (AFI 10-404, paragraphs 2.11 and 3.3.2)

A1.10.4. Is the SJA an active member of the Base Support Planning Committee (BSPC)? (AFI 10-404, paragraph 3.8)

A1.10.5. Are appropriate JA personnel knowledgeable of JA's taskings under OPLANS/ CONPLANS and the current and next Aerospace Expeditionary Force cycle? (AFI 10-404, paragraph 2.11)

A1.10.5.1. Is the SJA aware of the office's mobility commitments? (AFI 10-401, paragraph 19.2.2.3)

A1.10.6. If the legal office has a JAG deployment kit, i.e., "blue box," is it inspected regularly to ensure all items in the box are current and in proper working order, and are the personnel subject to deployment familiar with its contents? (PACAF/JA Policy Letter 1, dated 16 Dec 00)

A1.10.7. Is the office actively involved in preparing members and their families for deployment and providing other mission-related legal assistance? (AFI 51-504, paragraphs 1.1, 1.3, 1.4.1, and 1.10; AFPD 51-5, paragraph A1.1.3)

A1.11. INTERNATIONAL LAW

A1.11.1. Is legal advice on international law issues accurate and timely? (AFI 51-401 and AFI 51-701 through AFI 51-705)

A1.11.2. (#) Does the office maintain an effective working liaison with host nation law enforcement officials, prosecutors, and judicial authorities? (AFI 51-706, PACAF Supplement 1, paragraph 1-7a; Army Regulation 27-50, paragraphs 1-7 and 1-7a)

A1.11.3. (#) Has the SJA properly appointed Military Legal Advisors (MLAs) to advise Air Force members facing foreign criminal charges of their rights? (AFI 51-703, paragraph 7)

A1.11.4. Has the SJA ensured there are an adequate number of JAGs properly appointed and trained to act as a trial observer for trials of US personnel by foreign courts or tribunals? (AFJI 51-706, PACAF Supplement 1, paragraph 1-8a; Army Regulation 27-50, paragraph 1-8a)

A1.11.5. (#) Is the trial observer's report properly prepared? (AFJI 51-706, PACAF Supplement 1, paragraph 1-8d; Army Regulation 27-50, paragraphs 1-8c and 1-8d)

A1.11.6. Does the office disseminate adequate information about host nation laws, SOFA provisions, and foreign criminal jurisdiction? (AFJI 51-706, PACAF Supplement 1, paragraph 1-5; Army Regulation 27-50, paragraph 1-6) (*This item is NAF Specific, and will only apply to 5th AF and 7th AF in PACAF*)

A1.11.7. (#) Are appropriate waivers of jurisdiction sought from the host nation? (AFJI 51-706, PACAF Supplement 1, paragraph 1-7; Army Regulation 27-50, paragraph 1-7)

A1.11.8. (#) Are official duty certifications issued in all appropriate cases? (AFJI 51-706, PACAF Supplement 1, paragraph 1.7d)

A1.11.9. Do all judge advocates understand the laws, regulations, and directives governing negotiation and conclusion of international agreements? (AFI 51-701, attachment 2)

A1.12. CLAIMS

A1.12.1. Are all claims processed to meet established goals and time standards? (AFPD 51-5, attachment 1, paragraphs A1.1 through A1.1.2)

A1.12.2. Is claims data accurately and timely entered into AFCIMS? (AFCIMS User Guide 2.1b)

A1.12.3. Are required uploads/system data transfers performed in a timely manner? (AFCIMS User Guide 2.1b)

A1.12.4. Are the claims files and records prepared and maintained in accordance with the records disposition schedules in AFI 37-133, Volume 2, Disposition of Air Force Record? (AFI 51-502, paragraph 1.4.3.4)

A1.12.4.1. Is each claim marked or stamped to show the date received, and signature or initials of the claims employee? (AFI 51-502, paragraphs 2.87.12.2 and 2.87.12.3)

A1.12.4.2. Are personnel claims processed within time guidelines—80 percent within 10 days or less? (AFI 51-502, paragraph 1.4.3.7.2)

A1.12.4.3. Is there a copy of the payment voucher in the claims file and has the comeback voucher been updated in AFCIMS? (AFI 51-502, paragraphs 1.5.5.2 and 1.5.5.3; AFCIMS User Guide 2.1b)

A1.12.4.4. Is a copy of the verified DD Form 1131, Cash Collection Voucher included in the file and updated in AFCIMS? (AFI 51-502, paragraph 3.19.1.1)

A1.12.4.5. Do files contain sufficient, but not excessive evidence to support settlements; e.g., witness statements, annotated photographs, and properly assembled? (AFI 51-501, attachment 2; AFI 51-502, Section 2H)

A1.12.4.6. Are claimants advised that their claims must be filed within two years of the incident? (AFI 51-502, paragraph 2.87.4)

A1.12.4.6.1. Is a sign-in log maintained of all customers visiting claims? (AFI 51-502, paragraph 2.87.1)

A1.12.4.7. Has the SJA taken all reasonable measures to ensure that claimants actually receive payment expeditiously following approval? (AFI 51-502, paragraph 2.87.22.4)

A1.12.4.8. Are claimants with insurance being told to file claim with insurance company? Is there a document on file that indicates follow-up action was taken with insurance company? (AFI 51-502, paragraphs 2.74 and 2.75)

A1.12.4.9. 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 or the bank? (AFI 51-502 paragraphs 1.5.5.2 and 3.19.1.1)

A1.12.5. Do pro-government claims activities indicate an aggressive effort to recoup government resources? (AFI 51-502, paragraphs 4.1, 4.10, 5.2.1, and 5.15)

A1.12.6. Have appropriate designations and delegations of authority been made in writing? (AFI 51-502, paragraph 1.2 and table A.2.1)

A1.12.6.1. Has the SJA made reasonable delegation of approval authority to paralegals? (AFI 51-502, paragraphs 1.2.7.1.1, 1.2.7.2.1, and 1.2.7.3.1)

A1.12.6.2. Has the settlement authority delegated claims authority to a claims examiner to both adjudicate and settle personnel claims with an amount claimed of \$100 or less? (AFI 51-502, paragraph 1.2.7.2)

A1.12.6.3. If appointed, are Assistant Claims Officers either attorneys, NCOs with at least six months claims experience, or GS-6 or above Air Force employees with at least six months claims experience? (AFI 51-502, paragraph 1.4.4.2)

A1.12.7. Are tort claims thoroughly researched under the law, properly prepared, supported, and forwarded in accordance with governing directives? (AFI 51-501, paragraphs 1.8 and 1.9)

A1.12.8. Does the SJA or Claims Officer reconcile the funds log with the Financial Services Office (FSO), and is it properly documented? (AFI 51-502, paragraphs 1.5.5.6 and 1.5.5.7)

A1.12.8.1. Does the SJA ensure that vouchers, CR checks and funds are properly managed? (AFI 51-502, paragraphs 1.5.5 and 3.19)

A1.12.9. Are all Carrier Recovery checks promptly deposited within five workdays? (AFI 51-502, paragraph 3.19.1)

A1.12.10. Is the SJA or claims officer promptly notified whenever an aircraft, missile, nuclear or space accident occurs? (AFI 51-502, paragraph 1.4.5.1.1)

A1.12.10.1. Does the SJA provide assistance to the host installation liaison officer such as furnishing a court reporter, administrative support, and office space to any investigating officer or board? (AFI 51-503, paragraphs 3.5.1, 3.5.2, and 3.6.1; AFI 91-204, paragraph 4.2.1)

A1.12.11. Is wreckage and other evidence retained and preserved as required giving adequate consideration to chain of custody issues? (AFI 51-503, paragraphs 10.4 through 10.7.2.6)

A1.12.12. Is the Claims Officer a member of the installation's Disaster Control Group and do the Claims Disaster and Deployment Kits contain sufficient supplies and reference material to meet the needs during an exercise or accident? (AFMAN 32-4004, paragraph 1.2.12; Claims Clips, Dec 97, paragraph 4, and Jan 98, paragraph 10)

A1.12.13. Are claims personnel knowledgeable of emergency claims procedures? (AFI 51-502, paragraphs 1.2.2.2, 1.5.5.9.2, 2.27.3, and 2.87.15)

A1.12.13.1. Are partial payments handled properly in emergency situations when conditions warrant? (AFI 51-502, paragraph 2.87.15)

A1.12.14. Is there effective liaison with the hospital registrar ensuring notification of potential claims? (AFI 51-502, paragraph 5.11)

A1.12.15. Are HR cases forwarded to higher authority as appropriate? (AFI 51-502, paragraph 5.5)

A1.12.16. Are HR claims properly settled, compromised or waived when appropriated? (AFI 51-502, paragraph 5.8)

A1.12.17. 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, paragraph 5.2.3)

A1.12.18. Are adequate measures taken to protect the government's interest in collecting G claims (e.g., SFS blotters and coordination with SFS, LG and CE) to identify potential claims and timely assertion of G claims when there exists a reasonable chance of recovery? (AFI 51-502, paragraphs 4.1 and 5.11)

A1.12.19. Are CR claims promptly and accurately presented upon the completion of the underlying PT claims? (AFI 51-502, paragraph 3.6)

A1.12.20. Are the DD Forms 1840 and 1840R dispatched within 75 days to carriers and local agents notifying them of loss or damages? (AFI 51-502, paragraph 2.79)

A1.12.21. Are CRs forwarded for setoff after 130 days, or sooner if it is apparent that negotiations will not be fruitful or rejected by the carrier? (AFI 51-502, paragraph 3.20)

A1.12.22. Are DPM claims forwarded to the right contracting agency 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, paragraphs 3.20.2.3 and 3.20.2.4)

A1.12.23. Are NTS claims forwarded to the right agency for setoff? (AFI 51-502, paragraphs 3.3.6 and 3.20.2.2)

A1.12.24. Have the proper documents been forwarded to JPPSO to recoup unearned transportation charges? (AFI 51-502, paragraph 3.25)

A1.12.25. Are medical malpractice claims promptly investigated and forwarded to the medical law consultant within time limits? (AFI 51-501, paragraph 1.16)

A1.12.26. Are approved NAF claims promptly forwarded to NAF authorities? (AFI 51-502, paragraph 1.4.8)

A1.12.27. Has an effective system been established to monitor turn-in of items to salvage where the government has rights to property? (AFI 51-502, paragraph 2.72)

A1.12.28. Is a copy of the turn-in document maintained in the claim file? (AFI 51-502, paragraph 2.72.3.4)

A1.12.29. Does the SJA review, trend, and analyze the base's performance using the Air Force metrics derived from AFCIMS? (AFPD 51-5, attachment 1; AFI 51-502, paragraph 1.4.3.7; Claims Handbook, Ch 1, pp.9-10)

A1.12.30. Does the SJA receive a periodic report of claims activities, including AFCIMS reflecting the time to adjudicate claims and amount paid versus amount claimed? (AFPD 51-5, attachment 1; AFI 51-502, paragraph 1.4.3.7)

A1.12.30.1. 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? (AFPD 51-5, attachment 1; AFI 51-502, paragraph 1.4.3.7)

A1.13. ADVERSE ADMINISTRATIVE ACTIONS

A1.13.1. (#) Has the SJA immediately reported, through command channels, all potential or actual court-martial, civil litigation, and/or discharge actions involving allegations of homosexual conduct? (TJAG Special Subject Letter 2002-03)

A1.13.2. Is administrative discharge processing adequately coordinated with the Military Personnel Flight (MPF) and command to ensure proper and expedient case processing? (AFI 36-3206, paragraph 4.14.1; AFI 36-3207; AFI 36-3208, and AFI 36-3209)

A1.13.3. Do officer and enlisted discharge cases reflect appropriate legal office coordination? (AFI 36-3206, paragraph 1.2; AFI 36-3207, paragraphs 1.11 and 2.28; AFI 36-3208, paragraphs 1.21, 2.4, 4.12, 5.3.4, and 6.57.1; AFI 36-3209, paragraphs 2.5.2, 2.36.7.2.2, 2.42.2.3, 3.2.2, and 3.21.6)

A1.13.4. Has JA properly coordinated on administrative demotion actions? (AFI 36-2503, paragraph 4.3)

A1.13.5. Has JA properly coordinated on the processing of Officer Promotion Propriety and Retirement Grade determinations? (AFI 36-2501, table 5.1, rules 1, 11, 14, and 15; AFI 36-3203, table 2.2, rules 17 and 19)

A1.13.6. (#) Do commanders, investigators, and judge advocates receive annual training on DOD homosexual conduct policy? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.13.6.1. Has the most current homosexual policy guidance been incorporated into briefings required by Article 137, UCMJ? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.13.6.2. Does the training used comply with the guidelines laid out in the 10 Mar 00 CSAF letter? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.13.6.3. Have all supervisors received training within 60 days of assuming such positions IAW 10 Mar 00 CSAF letter? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.13.6.4. Are all notification and coordination requirements, as established by TJAG and HQ USAF/JAG, being met before initiating inquiries based on homosexual conduct (statements or acts)? (TJAG Special Subject Letter 2002-03)

A1.13.7. Do commanders and judge advocates coordinate with the commander exercising general court-martial convening authority and his/her SJA prior to the initiation of commander-directed inquiries into homosexual conduct? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.13.8. (#) Are requests to conduct "substantial" inquiries, as defined in the 10 Mar 00 CSAF letter, requested through command channels to the VCSAF and approved by the Undersecretary of the Air Force? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A1.14. CIVIL LAW MATTERS

A1.14.1. Do the civil law opinions and reviews on the following reflect thorough consideration of facts and issues, and reach reasoned, supportable decisions; and are they rendered in a timely manner:

A1.14.1.1. Line of Duty determinations? (AFI 36-2910, paragraphs 2.5 and 3.6, table 2.1)

A1.14.1.2. Reports of Survey? (AFMAN 23-220, paragraphs 2.3.15, 3.3.6, 4.1.7, 5.3.7, 5.3.9, 5.4.3, 9.5.2, 10.2.2.12, 10.2.3.2, 13.2.5.8, 13.3.3, and 18.2)

A1.14.1.3. FOIA? (DODD 5400.7RC6.1.2.5 and C8.1.5)

A1.14.1.4. Privacy Act? (AFI 33-332, paragraphs 4.4, 5.3 and 9.5)

A1.14.1.5. Separating Commissioned Officers? (AFI 36-3206, paragraph 1.2)

A1.14.1.6. Administrative Separation of Airmen? (AFI 36-3208, paragraphs 1.21, 2.4, 4.12, 5.3.4, and 6.57.1)

A1.14.2. Are legal opinions on denial of information (FOIA and PA) accurate, thorough and promptly rendered? (AFI 33-332, paragraph 4.4; DODD 5400.7R, paragraphs C1.4.4, C1.4.5, and C5.2)

A1.14.3. Does the office take an active role in assisting in or with the commander's initiatives for eliminating sexual harassment from the workplace? (AFPAM 36-2705, page 15; AFI 36-2706, paragraphs 2.12, 4.10.1, 4.18.3, 4.28.2, 4.28.7, 4.34.6, and 4.36.2)

A1.14.4. 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, attachment 4)

A1.14.5. Does the office actively participate in the IG Complaints Program? (AFI 90-301, chapter 2, paragraphs 2.3.4, 2.4.3, 2.34.6, 2.35.2, 2.36, 2.38, 2.39, and 2.55)

A1.14.6. Does JA counsel and advise Investigating Officers appointed to investigate IG complaints? (AFI 90-301, paragraphs 2.34.4 and 2.34.6)

A1.14.7. Does JA provide written legal review of Inspector General Reports of Investigations (ROI)? (AFI 90-301, paragraphs 2.55 and 2.55.1, tables 2.13 and 2.14)

A1.14.8. Does JA review the constitution and by-laws of proposed private organizations and requests for fund raising events before they are submitted to the installation commander for consideration? (AFI 34-223, section c, paragraph 9)

A1.14.9. Is timely and adequate response afforded to Congressional and other high-level inquiries? (AFI 90-401, paragraphs 1.1 and 1.4; AFI 51-201, paragraphs 12.3 and 12.4)

A1.15. CONTRACT LAW

A1.15.1. (#) Is there meaningful JA participation in all stages of the procurement process, beginning prior to solicitation and continuing through award, performance, and resolution of any contractor claims or other problems? (AFFARS 5301.602-2; PACAFFARS 5301.602-2)

A1.15.2. Is the SJA and legal staff aware of the requirements of the procurement integrity act and related statutory provisions concerning conflicts of interest and pre- and post-retirement employment restrictions? (18 U.S.C. 207, et seq; 41 U.S.C. 423; FAR 3.104-2)

A1.15.3. Is the legal office involved with agency and GAO protests, preparing a Memorandum of Law in opposition to the protest and assisting the Contracting Officer with preparation of the Document Release Memorandum? (FAR 33; AFFARS 5333; PACAFFARS 5333.291)

A1.15.4. Does the SJA ensure timely preparation of an acceptable initial remedies plan and six month updates for each significant procurement fraud case involving the installation? (AFI 51-1101, paragraph 1.1.6)

A1.15.5. Does the SJA follow the special requirements for ratifications of unauthorized commitments, including specific concurrence/non-concurrence? (PACAFFARS 5301.602-3(b)(3)(vii))

A1.16. LABOR LAW

A1.16.1. Does the office properly coordinate on actions submitted by the Civilian Personnel Office and command on civilian personnel and labor law issues? (AFI 51-301, paragraphs 1.3, 1.5, 3.3.3, 3.3.4.2, 3.3.5; AFI 36-701, paragraph 7)

A1.16.2. Is JA actively involved in pending lawsuits, disciplinary actions, and other adverse actions likely to result in the removal or reduction to lower grade? (AFPD 51-3, paragraph 1; AFI 51-301)

A1.16.2.1. Is the office aware of and participating in current MSPB, EEOC and ULP cases? (AFI 36-102; AFI 36-103; AFI 36-704; and AFI 36-1201)

A1.16.3. Does JA coordinate on proposed adverse civilian personnel actions prior to initiation and on proposed final decisions? (AFI 36-704, paragraph 6.2)

A1.16.4. Does the SJA advise local commanders of action to take in the event of labor disputes, including those involving contractor personnel? (AFI 36-701, paragraphs 7 and 8)

A1.16.5. Has a specific attorney been designated to monitor and handle labor relations problems? (AFI 36-701; AFI 36-704, and AFI 36-1201)

A1.17. ENVIRONMENTAL LAW

A1.17.1. Does the "SJA or military or civilian attorney designated to handle environmental issues for the legal office" (SJA/Attorney) have a working knowledge all areas of environmental law including federal, state and local policies, laws, regulations and other legal requirements?

A1.17.2. For installations outside the U.S. or its territories: (FGS; AFI 32-7006; DODD 6050.16)

A1.17.2.1. Does the SJA/Attorney thoroughly understand the application of the country specific Final Governing Standards?

A1.17.2.2. Does SJA/Attorney provide legal advice and assistance on cleanup, compliance, conservation and pollution prevention management activities in foreign countries?

A1.17.3. Does the SJA/Attorney have an effective working relationship with command and staff responsible for complying with environmental rules?

A1.17.4. Is the legal advice on environmental law matters accurate and timely?

A1.17.5. (#) Is SJA/Attorney an active participant in the Environmental Protection Committee and the installation's internal ECAMP assessments? (AFI 32-7045, AFI 32-7005, and 32 C.F.R. Part 989(3)(g))

A1.17.5.1. Does SJA/Attorney review all negative ECAMP findings and proposed solutions?

A1.17.6. (#) Are proposed base actions reviewed for compliance with the environmental impact analysis process (EIAP), the National Environmental Policy Act (NEPA), 42 U.S.C. 4321, et seq., the Council on Environmental Quality (CEQ) regulations, 40 C.F.R. 1500-1508, and 32 C.F.R. Part 989?

A1.17.6.1. (#) Does the SJA/Attorney comply with the EIAP process requirements outlined in 32 C.F.R. Part 989.3(g)(1)-(4)?

A1.17.6.2. Do local procedures (at the initial planning stage) include prior SJA/Attorney review of command actions having potential environmental impact?

A1.17.6.3. Does SJA/Attorney ensure that the appropriate level of environmental impact analysis is accomplished and the documents are properly completed?

A1.17.7. Has the SJA/Attorney received the appropriate education, training, and on-the-job reinforcement of knowledge and skills to meet the legal needs of the installation in the area of environmental law? (AFI 36-2201)

A1.17.8. Does SJA/Attorney review environment fines, penalties, fees, assessments or payments for environmental regulatory permits before approval for payment? (Comprehensive Environmental Response, Compensation and Liability Act Section 121e; 42 U.S.C. 9621)

A1.17.9. (#) Does the SJA/Attorney notify AFLSA/JACE, PACAF/JAV, and the appropriate regional environmental counsel by phone, fax, and (or email) when the base receives suits, notices of intent to sue, notices of violation, notices of non-compliance, compliance order, or any other notifications from a federal, state or local environmental agency that challenges or alleges Air Force violation of any environmental law and regulation? (AFI 51-301 CH 5)

A1.17.9.1. Is the SJA/Attorney promptly informed of any hazardous substance spills or exposure, to ensure appropriate reporting requirements under federal, state, and local laws and regulations are met?

A1.17.9.2. Is the SJA/Attorney familiar with hazardous waste existing, generated, or disposed of (including recycled) on base or transportation off base to ensure compliance with applicable statutory and regulatory requirements?

A1.17.9.3. Has SJA/Attorney reviewed the installation's hazardous waste management plan to ensure it meets the requirements of AFI 32-7042?

A1.17.10. Does SJA/Attorney review the installation restoration program (IRP) requirements?

A1.17.10.1. Does SJA/Attorney know where the IRP sites are, what hazards they pose, and what plans have been made to restore or monitor them?

A1.17.10.2. Has SJA/Attorney reviewed the administrative record for all projects using defense environmental restoration account funding?

A1.17.10.3. Does SJA/Attorney participate in all Restoration Advisory Boards and other public meetings involving IRP?

Attachment 2**NAF SJA MISSION PERFORMANCE CHECKLIST****A2.1. LEADERSHIP FUNCTION**

A2.1.1. (#) Have priorities and management goals for the office and each section/division been clearly established and aligned with the overall unit mission? (TJAG On-Line Newsletter, 3 January 2001, in Docushare)

A2.1.2. (#) Do the SJA, LOM, and appropriate section leadership review appropriate management indicators (e.g., AFCIMS and AMJAMS) and take appropriate actions in response? (AFPD 51-2, attachment 1; AFPD 51-5, attachment 1; AFI 51-201, paragraph 12.9; AFI 51-502, paragraph 1.4.3)

A2.1.3. (#) Has the SJA ensured legal services required by the commander and staff agencies are provided? (AFI 51-102, paragraph 3.1)

A2.1.4. Have all military and civilian attorneys engaged in off-duty employment received written approval from their immediate supervisor and complied with command policies? (TJAG Policy Memorandum, TJS-7)

A2.1.5. Are all storage media containing sensitive material (For Official Use Only, attorney work products, 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, paragraph 1.8.2; AFMAN 37-123, paragraph 7.12.3.3)

A2.1.6. (#) Are all attorneys familiar with the applicable Air Force Standards of Professional Conduct and Responsibility, and required to review them at least annually? (TJAG Policy Memorandum, TJS-2 and 5; AFI 51-504, paragraph 1.6)

A2.1.7. (#) Is required performance feedback provided all personnel? (AFI 36-2406, paragraph 2.3)

A2.1.8. (#) Do all judge advocates and civilian attorneys receive annual homosexual conduct policy training and does JA ensure commanders receive the training? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A2.1.9. (#) Do subordinate unit SJAs consult with the NAF SJA prior to initiation of any commander-directed inquiries concerning homosexual conduct, and does the NAF SJA advise the NAF commander prior to initiation of such inquiries? (AF Homosexual Policy Guidance letter, dated 10 Mar 00, on PACAF/JA web page)

A2.2. SELF-INSPECTION PROGRAM

A2.2.1. (#) Does JA have an effective and comprehensive self-inspection program? (PACAF/JA Policy Letter 3)

A2.2.2. (#) Have deficiencies observed in prior self-inspections, UCIs, and staff assistance visits of this and other units been reviewed and addressed if necessary? (PACAF/JA Policy Letter 3)

A2.3. GENERAL ADMINISTRATION AND MANAGEMENT

A2.3.1. (#) Has JA established procedures for the safeguarding of classified information? (AFI 31-401, paragraphs 5.11 and 5.12)

A2.3.1.1. (#) Are classified documents and information properly marked and handled? (AFI 31-401, paragraphs 4.1 through 4.7)

A2.3.2. (#) Are security clearances current and do office personnel possess the required clearance to perform their duties? (AFI 31-5, paragraph 4)

A2.3.3. Is the law library properly managed? (AFI 51-105, chapter 2)

A2.3.4. (#) Is the Law Library Accountable Officer (LLAO) properly appointed? (AFI 51-105, paragraph 2.3.1)

A2.3.5. Are all items on library shelves stamped on the inside cover and front edge with "US Government" and listed on the inventory and properly managed? (AFI 51-105, paragraph 2.9)

A2.3.6. Are library materials properly maintained and current? (AFI 51-105, paragraphs 2.4.2 and 2.5)

A2.3.7. (#) 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, paragraph 1.6.3)

A2.3.8. Does the office maintain and manage the Unit Manpower Document and the Unit Personnel Management Roster? (PACAF/JA Policy Letter 6)

A2.4. DATA AUTOMATION AND INFORMATION MANAGEMENT

A2.4.1. Does the office utilize an Electronic Filing System, which corresponds to the hard copy office file plan, and is it being used to properly maintain legal opinions, agreements, briefings, and other required electronic media? (AFI 33-322, paragraph 9)

A2.4.2. Is the office adequately equipped with computer hardware and software to enhance efficiency of office operations? (AFI 51-105, paragraph 1.5.2)

A2.4.3. Are Automated Information Systems (AIS) properly accounted for and identified in both the Resource Allocation Management System (NETRAMS) and local Automated Data Processing Equipment (ADPE) management systems? (AFI 51-105, paragraphs 1.5.1 and 1.5.4; AFI 33-112, paragraph 11.2)

A2.4.4. Does the LOM check the organizational account daily in WEBFLITE and does the roster accurately reflect manpower authorizations? (TJAG Policy Memorandum, TJS-1; PACAF/JA Policy letter 4)

A2.4.5. Have all judge advocates filed and forwarded a timely PDI? (AFI 51-102, paragraph 4; PACAF/JA Policy Letter 5)

A2.5. PERSONNEL DEVELOPMENT AND MANAGEMENT

A2.5.1. (#) Is there a comprehensive training and OJT program for paralegals which emphasizes the functional aspects of the organization's mission(s)? (August 2002 CFETP 5J0X1, section A, paragraphs 2 and 2.2)

A2.5.2. Has qualification training been started, documented, and transferred as required? (AFI 36-2201V3, paragraphs 8.3 and 8.8; August 2002 CFETP)

A2.5.3. Does the Master Training Plan (MTP) include the CFETP and Master Task List (MTL)? (AFI 36-2201V3, paragraph 6.1.2)

A2.5.4. (#) Are paralegals meeting acceptable timetables for upgrade and qualification training? (August 2002 CFETP 5J0X1, table 9, page 18)

A2.5.5. Is an AF Form 623 maintained for each individual in grades E-1 through E-6 and for each individual retraining in grades E-7 and E-8? (AFI 36-2201V3, paragraphs 6.1.5)

A2.5.6. Are OJT task certifiers and task trainers properly trained and appointed by the commander? (AFI 36-2201V3, paragraphs 4.3.8, 6.3 and 8.8)

A2.5.7. (#) Are judge advocates able to participate in Continuing Legal Education (CLE) as required by their state of licensure? (AFI 51-103, paragraph 2.1)

A2.5.8. Has a specific block of time been set-aside during normal duty hours to conduct training, and are all normal duty requirements discontinued during this time period? (August 2002 CFETP 5J0X1, paragraph 5.2.7)

A2.5.9. Are supervisors properly preparing AF Form 860A, Civilian Rating of Record? (AFI 36-1001, paragraph 1.2)

A2.5.10. Has JA conducted and properly documented all civilian personnel training? (AFI 36-401, paragraph 6.2)

A2.6. MILITARY JUSTICE

A2.6.1. (#) Is the administration of military justice conducted in a timely manner? (UCMJ, Manual for Courts-Martial; AFPD 51-2, paragraphs 1 and 6; AFI 51-201, paragraph 12.9; AFI 51-202, paragraph 3.3)

A2.6.2. Do JA personnel ensure command officials are trained on military justice processes, and that they understand the prohibitions against unlawful command influence? (MCM 2002, RCM 104 and Articles 37 and 98; R.C.M. 104; and AFI 51-201, paragraph 1.2)

A2.6.3. Is there a conscientious effort to ensure there is no inequality in the administration of adverse actions based on sex, race, color, or ethnic origin? (Constitution of the United States, Amendment 14; AFPD 51-2, paragraphs 1 and 17.3)

A2.6.4. If the GCMCA has delegated authority to sign an endorsement referring charges to trial, is the delegation in writing and on file? (AFI 51-201, paragraph 4.7)

A2.6.5. If the GCMCA has delegated authority to excuse individual court members, is the delegation a matter of record? (AFI 51-201, paragraph 5.8.4)

A2.6.6. Are the SJA and Chief of Military Justice aware of the limitations on grants of immunity? (AFI 51-201, paragraph 6.6)

A2.6.7. Are pretrial agreements limited to cases where the available evidence of guilt is convincing, where conviction is probable, and where there is some convincing reason to forego trial of the facts and issues? (AFPD 51-2, paragraph 8; PACAF/JA letter, dated 22 Jun 00)

A2.7. ETHICS LAW (some items may be handled by host wing legal office; if so, identify)

A2.7.1. (#) Is legal advice on ethics matters accurate and timely and are ethics counselors designated in writing? (DOD 5500.7R, Joint Ethics Regulation (JER), paragraph 1-214)

A2.7.2. (#) Does JA ensure all employees designated by the Joint Ethics Regulation receive appropriate annual ethics training? (DOD 5500.7R, JER, paragraph 11-100)

A2.7.3. (#) Does JA appropriately review and file OGE Forms 450/450a and forward to Higher Headquarters all SF 278s, as well as information required in the Annual Agency Ethics Report? (DOD 5500.7-R, JER, paragraphs 7-206 and 7-306)

A2.7.4. Does JA retain OGE Forms 450/450a in an appropriate location for six years, and ensure proper destruction of forms older than six years? (DOD 5500.7-R, JER, paragraph 7-307)

A2.7.5. 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, JER, section 11-302)

A2.7.6. Does JA 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, JER, chapter 10)

A2.8. READINESS AND OPERATIONS LAW (some may not apply to your NAF, if so, identify)

A2.8.1. (#) Does JA ensure 100% of personnel assigned to the NAF and its subordinate units are being trained in LOAC and that information is being forwarded to the MAJCOM for subsequent forwarding to HQ USAF/JAI? (AFI 51-401, paragraph 3.2)

A2.8.2. (#) Are JA personnel trained on their responsibilities to report, advise, and review investigations of the allegations when notified of possible violations of LOAC? (AFI 51-401, paragraph 5.3.)

A2.8.3. (#) Has JA reviewed all command plans, policies, procedures, and operations in the coordination process to determine that they meet current US legal obligations under LOAC? (DOD 5100.77, paragraph 5.8.6; AFI 51-401, paragraph 3.1)

A2.8.4. Are JA personnel aware of the appropriate procedures to follow in case of requests being made for political asylum or temporary refuge? (AFPD 51-7, section D)

A2.8.5. If your office is tasked to serve as advisor to a JFACC, are your JA personnel familiar with joint doctrine for air campaign planning? (JT Pub 3-56.1, Command and Control for Joint Operations, 14 Nov 1994)

A2.8.6. Has JA reviewed OPLANS, CONPLANS, and exercise OPLANS to identify potential legal issues, to include identifying projected changes in military and dependent populations that will impact legal services? (AFI 51-102, paragraph 3.6, AFI 10-403, paragraph 1.5.20)

A2.8.7. (#) Are JA personnel knowledgeable of the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) Standing Rules of Engagement and any NAF AOR specific ROE? (CJCSI 3121.01)

A2.8.8. (#) Are all JA personnel assigned to a mobility position fully qualified to perform the requirements of the UTC? (AFI 10-403, paragraph 1.5.20)

A2.8.9. (#) Is the required equipment necessary to meet the office's UTC tasking on hand and ready for deployment? (AFI 10-403, paragraph 1.5.20, PACAF/JA Policy Letter 1, attachment 1)

A2.8.10. Has JA consolidated and validated the quarterly Operational Readiness Reports of the NAF's subordinate unit legal offices and forwarded the reports to HQ PACAF/JA? (PACAF/JA Policy Letter 1, attachment 1)

A2.9. INTERNATIONAL LAW (some may not apply to your NAF, if so, identify)

A2.9.1. Is legal advice on international law issues accurate and timely? (AFI 51-401 and AFI 51-701 through AFI 51-705)

A2.9.2. (#) Has JA reported all new International Agreements that have been negotiated and concluded? (AFI 51-701, paragraph 2.2)

A2.9.3. Do judge advocates understand the laws, regulations, and directives governing negotiation and conclusion of international agreements? (AFI 51-701, attachment 2)

A2.9.4. (#) Is JA meeting its obligations under the rules pertaining to foreign criminal jurisdiction? (AFI 51-706; Army Regulation 27-50)

A2.10. CLAIMS (some may not apply to your NAF, if so, identify)

A2.10.1. (#) Does JA notify AFLSA/JACT of serious incidents having tort liability potential? (AFI 51-501, paragraph 1.2.5.1)

A2.10.2. Does JA investigate incidents with tort claims potential that occur in areas where they have single service geographic claims responsibility? (AFI 51-501, paragraph 1.2.5.2)

A2.10.3. Does JA deny or negotiate settlement of tort claims in areas where they have single service geographic claims responsibility. (AFI 51-501, paragraph 1.2.5.3)

A2.10.3.1. Does JA coordinate with the receiving state on claims investigations? (AFI 51-501, paragraph 4.7.1)

A2.10.3.2. Does JA audit receiving state bills to ensure that all paid claims properly fall within the agreement and object when they do not? (AFI 51-501, paragraph 4.7.2)

A2.10.3.3. Does JA process under the FCA those tort claims arising from the conduct of US personnel acting outside the scope of their official duties? (AFI 51-501, paragraph 4.7.3)

A2.10.3.4. Does JA arrange for payment of the US' pro-rata share of settled claims? (AFI 51-501, paragraph 4.7.4)

A2.10.4. Are seven point memorandums prepared by JA for all tort claims in accordance with applicable directives and is the analysis and recommendation supported and timely forwarded in accordance with governing directives? (AFI 51-501, paragraph 1.8.5)

A2.10.5. Are appeals reviewed and forwarded by JA to the appropriate appellate authority in a timely manner? (AFI 51-501, paragraph 1.11).

A2.10.6. Does the SJA or Claims Officer reconcile the funds log with the Financial Services Office (FSO), and is it properly documented? (AFI 51-502, paragraphs 1.5.5.6 and 1.5.5.7)

A2.10.7. Are claims processed and tracked using AFCIMS? (AFCIMS User Guide 2.1b; AFLSA/JAS AFCIMS Reports)

A2.10.7.1. Are presented claims entered into the AFCIMS database in a timely manner? (AFCIMS User Guide 2.1b; AFLSA/JAS AFCIMS Reports)

A2.10.7.2. Is AFCIMS statistical data available within the office and does management review it to assist in decision-making? (AFCIMS User Guide 2.1b; AFLSA/JAS AFCIMS Reports)

A2.10.8. Have any designations and/or delegations of authority made and, if so, have they been reduced to writing? (AFI 51-502, paragraph 1.2 and table A.2.1)

A2.11. CIVIL LAW

A2.11.1. Do opinions and reviews on the following and in any other areas of civil law reflect thorough consideration of facts and issues, reach reasoned, supportable decisions, and are they rendered in a timely manner:

A2.11.1.1. Reports of Survey? (AFMAN 23-220, paragraphs 2.3.15, 3.3.6, 4.1.7, 5.3.7, 5.3.9, 5.4.3, 9.5.2, 10.2.2.12, 10.2.3.2, 13.2.5.8, 13.3.3, and 18.2)

A2.11.1.2. Separating Commissioned Officers? (AFI 36-3206, paragraph 1.2)

A2.11.1.3. Administrative Separation of Airmen? (AFI 36-3208, paragraphs 1.21, 2.4, 4.12, 5.3.4, and 6.57.1)

A2.11.2. Is JA aware of and prepared to provide advice to the commander concerning the latter's role in sexual harassment complaints investigated by commanding officers? (AFPAM 36-2705, page 15; AFI 36-2706, paragraphs 2.12, 4.10.1, 4.18.3, 4.28.2, 4.28.7, 4.34.6, and 4.36.2)

A2.11.3. Does JA actively participate in the IG Complaints Program? (AFI 90-301, chapter 2, paragraphs 2.3.4, 2.4.3, 2.34.6, 2.35.2, 2.36, 2.38, 2.39, and 2.55)

A2.11.3.1. Does JA counsel and advise Investigating Officers appointed to investigate IG complaints? (AFI 90-301, paragraphs 2.34.4 and 2.34.6)

A2.11.3.2. Does JA provide written legal review of IG Reports of Investigations (ROI)? (AFI 90-301, paragraphs 2.55 and 2.55.1, tables 2.13 and 2.14)

A2.11.4. Are JA responses to Congressional and other high-level inquiries timely and accurate? (AFI 90-401, paragraphs 1.1 and 1.4; AFI 51-201, paragraphs 12.3 and 12.4)

A2.11.5. Are JA personnel aware of environmental compliance authorities that may impact NAF operations? (Executive Orders 11850 & 12114, DODD 6050.7; DODD 6050.16, and DODI 4715.2 through DODI 4715.10)