

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington DC 20330-5000

Air Force Job Qualification Standard  
5J0X1 - 2  
20 December 2016

**AIR FORCE JOB QUALIFICATION STANDARD (AFJQS)  
DEFENSE PARALEGAL**



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# AIR FORCE JOB QUALIFICATION STANDARD

## DEFENSE PARALEGAL

### 5J0X1 - 2

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OPR: AFLOA

Certified by: HQ AF/JAX (CMSgt Bo Stout)

Supersedes: N/A

Pages: 6

## ***SECTION A – GENERAL INFORMATION***

- 1. Purpose.** This Air Force Job Qualification Standard (AFJQS) identifies tasks and duty requirements for individuals performing duties as a Defense Paralegal. It provides specific training requirements and standards necessary to successfully perform defense paralegal tasks. This AFJQS must be utilized at all installations with an Area Defense Counsel Office with an authorized Defense Paralegal, and serves as a roadmap to develop the Master Training Plan (MTP) and the Individual Training Plan (ITP).

*Note: Civilian personnel occupying associated positions may use this document as a guide to support duty position qualification training.*

## ***SECTION B – TRAINING REQUIREMENTS***

- 2. Implementation.** This document will be used as a guideline for task qualification training in concert with Air Force Instructions. Defense Paralegals must meet, at minimum, all prescribed training requirements within this AFJQS to be considered fully qualified.

*Note: This AFJQS identifies training requirements only. Refer to the Air Force Enlisted Classification Directory (AFECD) and the Special Duty Catalog (SPECAT) to view duties, responsibilities, and eligibility related information.*

- 2.1.** Defense Paralegals are required to complete all prescribed training outlined in this AFJQS within 90 days of assignment.

## ***SECTION C – TRAINING STANDARDS***

- 3. Task Qualification.** Task qualification training must be conducted by a qualified person to a standard that meets or exceeds local demands for proficiency, accuracy, and timeliness.

*Note: A qualified person is defined as someone who has successfully demonstrated the ability to perform the task, is task certified in Training Business Area and has completed the Air Force Training Course.*

- 3.1. Performance task** training is considered complete when the Trainee is able to successfully demonstrate they can do all parts of the task on their own.

- 3.2. Knowledge task** training is considered complete when the Trainee can successfully identify why and when a task must be done and why each step is needed.

***SECTION D – TRAINING DOCUMENTATION***

- 4. Training Business Area.** As prescribed in AFI 36-2201, Air Force Training Program, the Paralegal Career Field Manager has made it mandatory for all members regardless of duty assignment to use the automated training management system, Training Business Area (TBA), to document technical qualification.
  
- 5. Identification.** In the automated training record User Profile section, the Unit Training Manager (UTM) will assist individuals in creating or re-assigning their training record and assign them to the correct work center upon in-processing into the unit.
  
- 6. Locally Required Tasks.** Use AF Form 797 Job Qualification Standard Continuation Sheet to record additional, locally required tasks specific to duty positions.

CMSgt Bo Stout  
Paralegal Career Field Manager

**Attachment:**

**5J0X1 - 1 Job Qualification Standard**

**PART II. AFJQS DEFENSE PARALEGAL**

Column 1 TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	Column 2 START DATE	Column 3 COMPLETE DATE	Column 4 TRAINEE INITIALS	Column 5 TRAINER INITIALS
<b>DEFENSE PARALEGAL</b>				
TR: AFI s 31-401, 51-201; 51-202, AFMAN 37-123; and TJAG POLICY MEMORANDUM: PERSONNEL 3; JAS Web Page; JAJD OI 51-205; AFI 51-104				
<b>1. Clients</b>				
1.1. Determine Eligibility/Conflicts				
1.2. Schedule Appointment/Refer to Other Agencies				
1.3. Provide Suspect Rights Advisement				
1.4. Conduct Client Interview				
1.5. Conduct Initial Review of Response to Adverse Actions				
1.6. Assist in Preparation of Client's Responses/Statements				
1.6.1. Adverse Actions (LOC/LOA/LOR/UIF)				
1.6.2. Administrative Discharge Rebuttal				
1.6.3. Nonjudicial Punishment (Art 15) Response				
1.6.4. Court-martial Sworn/Unsworn Statement				
<b>2. DEFENSE PARALEGAL/AREA DEFENSE COUNSEL PARTNERSHIP</b>				
2.1. Assist with trial preparation				
2.2. Conduct legal research				
2.3. Draft Defense Motions				
2.4. Gather character references				
2.5. Prepare sentencing packages				
2.6. Prepare clemency packages				
<b>3. AUTOMATED DEFENSE ELECTRONIC REPORTING (ADER)</b>				
3.1. Open Cases				
3.2. Close Cases				
3.3. Transfer Client				
3.4. Process Reports				
3.4.1. Administrative Discharges				
3.4.2. Adverse Actions				
3.4.3. Nonjudicial Punishment (Art 15)				

**PART II. AFJQS DEFENSE PARALEGAL**

Column 1 TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	Column 2 START DATE	Column 3 COMPLETE DATE	Column 4 TRAINEE INITIALS	Column 5 TRAINER INITIALS
3.4.4. Courts-Martial				
<b>4. Prepare Regional Reports</b>				
4.1. Monthly Report				
4.2. Workload Count (Quarterly)				
4.3. Defense Paralegal Quarterly Training Report (UGT)				