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

This change is effective immediately and updates 5J0X1 CFETP dated 1 October 2016.

1. Changes. Remove and replace pages.

<u>Page</u>	<u>Course Heading</u>	<u>Action</u>
i-ii	Table of Contents	Replace
31 – 54	STS	Replace

Replace STS in its' entirety to match task numbering in Training Business Area (TBA).

2. After necessary action, file this change in the back of the CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHRISTOPHER F. BURNE
Lieutenant General, USAF
The Judge Advocate General

2 Attachments:

1. Table of Contents
2. STS

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

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<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
1 CAREER LADDER PROGRESSION TR: AFIs 36-2201, 36-2855, 51-502, 51-802; AFECD; AFI 36-2254V1; AFPD 51-1, and 51-8									
1.1 Career Field Education and Training Plan (CFETP)	*						B	B	-
1.2 Progression in Paralegal Career Ladder	*						B	-	-
1.3 Paralegal Duties	*						B	-	-
1.4 TJAG Corps							-	-	-
1.4.1 Structure and Responsibilities	*						A	B	-
1.4.2 Air Reserve Component (ARC) Structure									
1.4.2.1 Individual Mobilization Augmentee (IMA)/Cat B							A	B	-
1.4.2.2 Traditional Unit Reservist (TR)/Cat A							A	B	-
1.4.2.3 Air National Guard (ANG)							A	B	-
1.4.3 Paralegal History	*						A	A	-
1.4.4 Paralegal Awards and Recognition	*						A	A	-
2 LAW OFFICE ADMINISTRATION TR: AFIs 33-328, 33-360; AFMAN 37-123; AFH 33-337; and HIPAA (45 CFR 160, 162, & 164)									
2.1 Law Library Management									
2.1.1 Determine Requirement							-	b	-
2.1.2 Conduct Inventory							-	b	-
2.1.3 Process Certificate of Transfer							-	b	-
2.1.4 Post Publications							-	b	-
2.1.5 Dispose of Obsolete Publications							-	b	-
2.1.6 Dispose of Excess Publications							-	b	-
2.1.7 Navigate NetRams Library Module							a	b	-
2.1.8 Law Library Validation							-	-	-
2.2 Use of Personal Computer									
2.2.1 Electronic Mail (email) Protocol							A	-	-
2.2.2 Electronic Publications & Forms							A	-	-
2.3 Utilize JAGC IT									
2.3.1 TJAGC Home Page	*						2b	-	3c
2.3.2 TJAG Online News Service (ONS)							A	-	-
2.3.3 Roster	*						2b	b	-
2.3.4 JAGUARS							-	A	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
2.3.5 Course Nomination System (CNS)							-	-	-
2.3.6 Learning Management Systems (i.e. CapSil)	*						b	-	-
2.3.7 Video Teleconferencing (VTC)							-	-	-
2.3.8 Web Conferencing							-	-	-
2.3.9 Suspense Programs							-	-	-
2.3.10 Judicial Docketing System (JDS)							-	-	-
2.3.11 Court Reporter Management Website							-	-	-
2.3.12 Air Reserve Component Statistical Reporting System (ARCStaRS)							-	-	-
2.4 Prepare Correspondence (official/unofficial memoranda)							2b	-	-
2.5 Records Management Familiarization	*						-	B	-
2.6 Conduct Legal Briefings	*						1a	-	-
3 LAW OFFICE AND PERSONNEL ADMINISTRATION									
TR: AFIs 23-111, 36-108, 36-401, 36-703, 36-2201, 36-2401, 36-2406, 36-2618, 36-2803, 36-2808, 36-2907, 36-3401; 38-204, 38-205, 65-601 V1, AFPAM 36-106; 36-2861, AFI 36-2241V1; AFMS 102A; and AFD 51-8									
3.1 Supervision									
3.1.1 Plan Work Assignment		*					-	b	-
3.1.2 Assign Duties to Personnel		*					-	b	-
3.1.3 Orient New Personnel		*					-	b	c
3.1.4 Total Force Integration/ARC Paralegals									
3.1.4.1 Participation Folders							-	B	-
3.1.4.2 ARC Tours							-	B	-
3.1.4.2.1 Military Personnel Appropriation Days							-	B	-
3.1.4.2.2 Quadrennial Tour/Home Station Support							-	B	-
3.1.4.2.3 Annual Tour/Inactive Duty Training (IDT)							-	B	-
3.1.4.2.4 Seasoning Training Program							-	B	-
3.1.4.2.5 Unit Training Assembly Participation System							-	B	-
3.1.5 Civilian Personnel Management							-	-	-
3.1.6 Conduct Self-Inspections/Assessments	*						-	b	-
3.1.7 Enlisted Data Sheet							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
3.2 Training									
3.2.1 Determine Need for Training		*					-	-	3c
3.2.2 Process Job Qualification Standards (AF Fm 797)		*					-	b	3c
3.2.3 Conduct Training	*						-	b	c
3.2.4 Evaluate Training Program		*					-	-	3c
3.2.5 Counsel Trainees on OJT Progress		*					-	-	c
3.2.6 Recommend Personnel for Upgrade		*					-	-	c
3.2.7 Maintain Training Records		*					-	-	b
3.2.8 Master Task List									
3.2.8.1 Master Task List Familiarization	*						-	B	-
3.2.8.2 Prepare Master Task List		*					-	-	-
3.2.9 Master Training Plan									
3.2.9.1 Master Training Plan Familiarization	*						-	B	-
3.2.9.1 Prepare Master Training Plan		*					-	-	-
3.2.10 Utilization and Training Workshop (U&TW)		*					-	A	B
3.3 Law Office Management									
3.3.1 Manpower									
3.3.1.1 Manpower Standard							-	-	-
3.3.1.2 Unit Manpower Document							-	-	-
3.3.1.3 Unit Manpower Personnel Roster							-	-	-
3.3.1.4 Security Access Requirement Management							-	-	-
3.3.2 Personnel Programs									
3.3.2.1 Retraining		*					-	-	-
3.3.2.2 Recognition (Total Force)							-	-	-
3.3.2.3 AEF Reporting Tool							-	-	-
3.3.3 Budget							-	-	-
3.3.4 Facilities							-	-	-
3.3.5 Equipment and Supplies							-	-	-
3.3.6 Continuity of Operations Plan (COOP)							-	-	-
3.3.7 Resolve Office/Personnel Issues							-	-	-
3.3.8 Develop SJA and Law Office Superintendent Relationship							-	-	-
3.3.9 Judge Advocate Officer Development							-	-	-
3.3.10 Article 6, Uniform Code of Military Justice (UCMJ)									
3.3.10.1 TJAG Article 6 Inspections							A	A	A

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
3.3.10.2 AF/JAI Article 6 Inspections							A	A	B
4 PROFESSIONAL RESPONSIBILITIES									
TR: AF Rules of Professional Conduct AFI 51-110, atch 2; AF Standards for Civility in Professional Conduct AFI 51-110, atch 3; AF Standards for Criminal Justice AFI 51-201, Ch. 14 and atch 3									
4.1 Attorney-Client Privilege	*						A	B	C
4.2 Unauthorized Practice of Law (UPL)	*						A	B	C
4.3 Confidentiality	*						A	B	C
4.4 Reporting Professional Responsibilities Violations/Misconduct	*						A	B	C
4.5 Competence and Diligence	*						A	B	C
4.6 Conflicts of Interest	*						A	B	C
5 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)									
5.1 Health Insurance Portability and Accountability Act (HIPAA)	*						A	B	B
6 LEGAL RESEARCH									
6.1 Primary Sources	*						A	B	B
6.2 Secondary Sources	*						A	B	B
6.3 Finding Tools	*						A	B	B
6.4 Perform Manual Research	*						2b	b	3c
6.5 Perform Computerized Research	*						2b	b	3c
7 LEGAL WRITING									
7.1 Draft Legal Instruments	*						a	b	c
7.2 Facts, Issues, Rules, Application, and Conclusion (FIRAC) Method of Writing	*						A	-	C
8 JURISDICTION DETERMINATIONS									
8.1 Concurrent Jurisdiction	*						a	b	-
8.2 Exclusive Jurisdiction	*						a	b	-
8.3 Proprietary Jurisdiction	*						a	b	-
8.4 Reciprocal Jurisdiction							a	b	-
8.5 Foreign Jurisdiction							a	b	-
8.6 ANG and Reserve Personnel Jurisdiction		*					a	b	b
9 DISCOVERY MANAGEMENT									
9.1 Verify Sufficiency of Evidence	*						2b	b	-
9.2 Investigative Techniques	*						-	B	-
9.3 Collect Evidence	*						a	b	-
9.4 Evidence Redaction	*						-	B	-
9.5 Photographic Evidence	*						A	A	A
9.6 Prepare Discovery Requests	*						a	b	3c
9.7 Respond to Discovery Requests		*					a	b	3c

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
9.8 Depositions		*					A	B	-
9.9 Draft Stipulation of Fact		*					a	b	2b
9.10 Draft Stipulation of Expected Testimony		*					a	b	2b
9.11 Conduct Interview	*						2b	b	3c
10 INVESTIGATIONS									
10.1 Interview Witnesses (Claims, AIB, CDI, etc.)	*						a	b	c
10.2 Prepare Witness Statements	*						a	b	c
10.3 Obtain Reports from Other Agencies	*						a	b	c
10.4 Complete Required Notifications	*						a	b	-
11 MILITARY JUSTICE									
TR: AFIs 31-105, 31-501, 36-2110, 36-2604, 36-2608, 36-3024, 36-3206, 36-3208, 51-201, 51-202, 51-602, 51-604; AFMAN 51-203; MCM; TJS-02, and 05									
11.1 Determine Appropriate Military Rules of Evidence (MRE)	*						a	b	c
11.2 Determine Search and Seizure Procedures		*					a	b	c
11.3 Determine Apprehension Procedures		*					a	b	c
11.4 Article 31 U.C.M.J. Rights/Confessions	*						A	B	C
11.5 Determine Command Authority (G-Series Orders)	*						a	b	c
11.6 Determine Appropriate Punitive Article(s)	*						2b	b	3c
11.7 Draft Proof Analysis		*					a	b	3c
11.8 Evidence Strategy	*						A	B	-
11.9 Conduct Article 137 Briefing		*					-	c	-
11.10 Victim Witness Assistance Program (VWAP)									
11.10.1 Purpose	*						A	A	B
11.10.2 Roles/Responsibilities	*						A	A	B
11.10.3 Identify Forms to Provide to Victim(s)/Witnesses	*						a	b	b
11.10.4 Victim Transitional Compensation	*						-	B	B
11.10.5 Prepare Annual Report	*						-	b	b
11.10.6 Victim Liaison Program	*						-	B	B
12 NONJUDICIAL PUNISHMENT									
12.1 Provide Advice on Procedures	*						b	b	-
12.2 Prepare Specifications	*						2b	b	-
12.3 Prepare Punishment	*						2b	b	-
12.4 Process Appeal Action	*						b	b	-
12.5 Prepare AF Form 3070	*						b	b	-
12.6 Review AF Form 3070 for Accuracy		*					-	b	3c
12.7 Prepare Supplementary Actions									

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
12.7.1 Remission	*						2b	b	-
12.7.2 Mitigation	*						2b	b	-
12.7.3 Set Aside	*						2b	b	-
12.7.4 Suspension	*						2b	b	-
12.7.5 Vacation	*						2b	b	-
12.8 Review Supplementary Actions for Accuracy		*					-	b	3c
12.9 Process Completed Action	*						b	b	-
13 TYPES OF COURT PROCEEDINGS									
13.1 Summary Court-Martial (SCM)	*						A	B	-
13.2 Special Court-Martial (SPCM)	*						A	B	-
13.3 General Court-Martial (GCM)	*						A	B	-
13.4 Other (Rehearings, Dubai, Contempt, Gov't Appeals, In Camera)							-	A	-
14 PRE-TRIAL PROCEDURES									
14.1 Preliminary Inquiry into Reported Offenses	*						A	B	-
14.2 Create Working Case Folder							2b	-	2b
14.3 Complete Administrative Hold Procedures	*						-	b	-
14.4 Process Permission to Proceed (TS-SCI)	*						-	b	-
14.5 Draft Specifications	*						2b	b	3c
14.6 Determine Pretrial Restraint Procedures	*						b	b	-
14.7 Prepare Preferral of Charges	*						2b	b	3c
14.8 Complete Case Docketing Procedures	*						a	a	-
14.9 Process Article 32 Preliminary Hearing Investigation	*						b	b	c
14.10 Process Pretrial Advice		*					a	b	c
14.11 Court-Martial Member Selection Process		*					-	B	-
14.12 Prepare Referral of Charges	*						2b	b	3c
14.13 Prepare Court-Martial Convening Order		*					2b	b	3c
14.14 Process Request for Discharge in Lieu of Trial by Court-Martial (Chapter 4)		*					a	b	b
14.15 Prepare Sexual Assault Legal Review (non-prosecution memo)		*					-	a	2b
14.16 Process Officer Resignation for The Good of the Service (RILO) Request		*					a	b	b
14.17 Process Pretrial Agreements		*					a	b	b
14.18 Notify Trial Participants	*						b	b	-
14.19 Brief Bailiff on Responsibilities	*						a	b	-
14.20 Assemble Trial Folders	*						-	b	-
14.21 Exhibits	*						A	B	-
14.22 Prepare Findings Worksheet		*					b	-	b
14.23 Prepare Sentencing Worksheet		*					b	-	b

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
14.24 Witnesses									
14.24.1 Defense Travel System (DTS) Utilization	*						-	B	-
14.24.2 Prepare Travel Orders	*						a	b	c
14.24.3 Process Payment Vouchers	*						a	b	c
14.24.4 Coordinate Travel Arrangements	*						a	b	c
14.24.5 Determine Status	*						a	b	-
14.24.6 Determine Funding Authority	*						a	b	c
14.25 Process Witness Documents									
14.25.1 Request	*						a	b	b
14.25.2 Subpoena	*						a	b	b
14.25.3 Expert Witness Memorandum of Agreement (MOA)		*					a	b	b
14.25.4 Draft Immunity Request		*					-	b	3c
14.26 Prepare Courtroom	*						2b	b	-
14.27 Draft Motions		*					-	b	3c
15 TRIAL PROCEDURES									
15.1 Article 39(a) Sessions	*						A	B	-
15.2 Voir Dire	*						A	B	-
15.3 CARE Inquiry (Guilty Plea Inquiry)	*						A	B	-
15.4 Arraignment	*						A	B	-
15.5 Motions	*						A	B	-
15.6 Findings	*						A	B	-
15.7 Sentencing	*						A	B	-
16 POST-TRIAL PROCEDURES									
16.1 Prepare Confinement Order (DD Form 2707)	*						2b	b	-
16.2 Process Deferment of Confinement (Article 57(d))		*					-	b	-
16.3 Prepare Victim/Witness Certification and Election Concerning Inmate Status (DD Fm 2704)	*						2b	b	-
16.4 Prepare Report of Result of Trial Memorandum	*						2b	b	3c
16.5 Prepare Submission of Matters Letters (Accused/Victims)	*						a	b	-
16.6 Process Victim Request for Record of Trial	*						a	b	-
16.7 Prepare Request for Appellate Defense Counsel (AF Fm 304)	*						b	b	-
16.8 Prepare Deferment of Forfeitures under Article 57(a)		*					a	b	2b
16.9 Prepare Deferment/Waiver of Forfeitures under Article 58(b)		*					a	b	2b
16.10 Prepare 14-Day Notification Letter	*						a	b	2b
17 RECORDS OF TRIAL (ROT)									

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
17.1 Assemble	*						b	b	2b
17.2 Verbatim	*						B	B	-
17.3 Summarized	*						B	B	-
17.4 Summary Court-Martial	*						B	B	-
17.5 Other (Rehearings, Dubai, Contempt, Gov't Appeals, In Camera)							-	B	-
17.6 Identify Allied Papers	*						a	b	b
17.7 Verify Authentication	*						b	b	-
17.8 Post Certificate of Correction	*						-	b	-
17.9 Service of Record of Trial	*						b	b	-
18 STAFF JUDGE ADVOCATE RECOMMENDATION (SJAR)									
18.1 Draft		*					a	b	3c
18.2 Process	*						a	b	c
19 CLEMENCY MATTERS									
19.1 Process Clemency Matters	*						a	b	c
20 ADDENDUM TO THE STAFF JUDGE ADVOCATE RECOMMENDATION									
20.1 Draft		*					a	b	c
20.2 Process	*						b	b	c
21 ACTION OF THE CONVENING AUTHORITY									
21.1 Prepare Action of the Convening Authority		*					2b	b	3c
22 24-HOUR ACTION MESSAGE									
22.1 Process 24-Hour Action Message	*						a	b	b
23 COURT-MARTIAL ORDERS									
23.1 Draft		*					2b	b	3c
23.2 Process	*						b	b	c
24 PROCESS EXCESS/APPELLATE LEAVE									
24.1 Voluntary		*					-	b	c
24.2 Involuntary		*					-	b	c
25 APPELLATE REVIEW									
25.1 Article 64(a), UCMJ (GCM SJA)	*						A	B	-
25.2 Article 69 UCMJ (TJAG)							A	B	-
25.3 Article 66 UCMJ (Air Force Court of Criminal Appeals (AFCCA))							A	B	-
25.4 Article 67 UCMJ (United States Court of Appeals for the Armed Forces (CAAF))							A	B	-
25.5 Article 67(a) UCMJ (U.S. Supreme Court)							A	B	-
25.6 Appellate Court Decisions							A	B	-
26 PROCESS OTHER POST-TRIAL MATTERS									
26.1 Vacation of Suspension							-	b	-
26.2 Inquiries							-	b	-
26.3 Supplementary Court-Martial Orders		*					a	b	c

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
26.4 Return to Duty Program							-	a	-
27 AUTOMATED MILITARY JUSTICE ANALYSIS AND MANAGEMENT SYSTEM (AMJAMS)									
27.1 INVESTIGATION MODULE									
27.1.1 Verify Personal Data	*						2b	-	3c
27.1.2 Input Investigation Data	*						2b	-	3c
27.1.3 Dispose of Investigation	*						2b	-	3c
27.1.4 Input Special Interest Report (SIR) Data	*						a	-	3c
27.2 ARTICLE 15 DATA INPUT									
27.2.1 Specifications	*						2b	-	-
27.2.2 Punishment	*						2b	-	-
27.2.3 Subsequent Actions	*						2b	-	-
27.3 COURT-MARTIAL DATA INPUT									
27.3.1 Pretrial	*						2b	-	3c
27.3.2 Trial	*						2b	-	3c
27.3.3 Post-Trial	*						2b	-	3c
27.3.4 Appellate							-	-	-
27.4 Review Inputs for Accuracy		*					-	b	3c
27.5 Analyze Management Reports		*					-	b	3c
28 ADVERSE ACTIONS									
TR: AFIs 36-2905, 36-2503, 36-2907, 36-3206, 36-3207, 36-3208, AFI 90-507, 51-602; AFPAM 36-3210; and AFI 36-3209									
28.1 ADMINISTRATIVE SEPARATION ACTIONS									
28.1.1 Determine Basis and Characterization							a	b	b
28.1.2 Determine Board Entitlement/Eligibility							a	b	b
28.1.3 Process Notification Discharge							a	b	b
28.1.4 Process Board Proceedings							a	b	b
28.1.5 Prepare Legal Review							a	b	b
28.1.6 Assistant to the Recorder							-	B	-
28.2 OFFICER SEPARATION ACTIONS									
28.2.1 Determine Basis and Characterization							-	b	b
28.2.2 Process Discharge							-	b	b
28.3 Web Administrative Separation Program (WASP)							-	A	-
28.4 QUALITY FORCE MANAGEMENT									
28.4.1 Enlisted Demotions		*					A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
28.4.2 Administrative Counseling, Admonitions, and Reprimands							-	B	-
28.4.3 Unfavorable Information File (UIF)	*						A	B	-
28.4.4 Control Roster	*						A	B	-
28.4.5 Drug Demand Reduction Program							-	A	-
28.4.6 Process Officer Selection Record							-	b	-
28.4.7 OFFICER PROMOTION PROPRIETY ACTIONS									
28.4.7.1 Process Not Qualified for Promotion (NQP)							-	b	-
28.4.7.2 Officer Grade Determination (OGD)							-	b	-
29 GENERAL LAW TR: MCM, AFIs 10-404, 33-332, 34-223, 36-2910, 36-3101, 36-3204, 90-401, 51-301, 51-501, 51-502, 51-503, 51-504, 51-507, 51-601, 51-901, 51-902, 51-903, 51-904, 51-905, 90-401, 91-204; AFMAN 23-220, 33-361; DOD 5500.7-R; DODD 5500.07, DODR 5400.7 AF Sup; and HIPAA (45 CFR 160, 162, & 164)									
29.1 CLAIMS									
29.1.1 Organizational Structure	*						A	B	-
29.1.2 Responsibilities of Claims Personnel	*						A	B	-
29.1.3 Policies	*						A	B	-
29.1.4 Navigate Air Force Claims Service Center (AFCSC) Web Site	*						a	-	b
29.1.5 Terminology	*						A	B	-
29.1.6 EMERGENCY OPERATIONS CENTER (EOC)									
29.1.6.1 Emergency Operations Kit	*						A	B	B
29.1.6.2 Key Personnel		*					A	B	C
29.1.6.3 Disaster Response		*					A	B	C
29.1.6.4 Major Accident Response		*					A	B	C
29.1.7 Create Potential Claims File	*						a	b	c
29.1.8 CLAIMS INSPECTIONS									
29.1.8.1 Conduct	*						b	b	-
29.1.8.2 Prepare Report	*						b	b	-
29.1.8.3 Request Assistance							b	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
from other Agencies									
29.1.9 Fraudulent Claims							A	B	-
29.1.10 INITIAL CLAIMS PROCESSING PROCEDURES									
29.1.10.1 Determine Claimant Eligibility	*						b	b	-
29.1.10.2 Determine Appropriate Jurisdiction	*						b	b	-
29.1.10.3 Determine Appropriate Chapter/Acts	*						b	b	-
29.1.10.4 Provide Proper Forms and Instructions	*						b	b	-
29.1.10.5 Annotate Receipt of Claim	*						b	b	-
29.1.10.6 Process to Appropriate Settlement Authority	*						b	b	-
29.1.11 INCIDENT TO SERVICE CLAIMS									
29.1.11.1 Process Claims Under The Military Personnel And Civilian Employees' Claims Act (Personnel Claims)									
29.1.11.1.1 Notice of Loss and/ Or Damage							b	b	-
29.1.11.1.2 Partial Emergency Payments							a	b	-
29.1.12 TORT CLAIMS									
29.1.12.1 Tort Law	*						A	B	C
29.1.12.2 Prepare Case File	*						a	b	-
29.1.12.3 Draft Seven Point Memorandum							a	b	b
29.1.12.4 Draft Summary Adjudication Memorandum	*						a	b	3c
29.1.12.5 Prepare Settlements	*						a	b	c
29.1.13 ANTI-GOVERNMENT CLAIMS									
29.1.13.1 Federal Tort	*						B	B	C

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
Claims Act (FTCA) Statutory Requirements									
29.1.13.2 MILITARY CLAIMS ACT (MCA)									
29.1.13.2.1 Distinguish Between Tort and Noncombat Activity	*						b	b	b
29.1.13.2.2 Statutory Requirements	*						B	B	C
29.1.13.2.3 Process Appeals							a	b	c
29.1.13.2.4 Process Advance Payments							a	b	-
29.1.13.3 Foreign Claims Act (FCA)							-	B	-
29.1.13.4 Medical Malpractice Claims							-	B	-
29.1.13.5 International Agreement Claims Act							-	B	-
29.1.13.6 Use of Government Property Claims Act							-	B	-
29.1.13.7 National Guard Claims Act							-	B	-
29.1.13.8 Non-Appropriated Funds Claims							-	B	-
29.1.13.9 Admiralty Claims							-	B	-
29.1.13.10 Civil Air Patrol (CAP) Claims							-	B	-
29.1.14 PRO-GOVERNMENT CLAIMS									
29.1.14.1 TORTS IN FAVOR OF THE GOVERNMENT							-	-	-
29.1.14.1.1 Review Source Documents	*						b	b	c
29.1.14.1.2 Prepare Demand Letter	*						b	b	-
29.1.15 Article 139 UCMJ							-	B	-
29.1.16 Real Estate Claims							-	B	-
29.1.17 FINAL CLAIMS PROCESSING PROCEDURES									

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
29.1.17.1 PREPARE SETTLEMENT VOUCHER									
29.1.17.1.1 Public Voucher for Purchases And Services Other than Personal (SF 1034)	*						a	b	-
29.1.17.1.2 Cash Collection Voucher (DD Fm 1131)	*						a	b	-
29.1.17.1.3 Judgment Fund Transmittal, Data and Voucher (FMS Fms 194, 196, and 197)							-	a	-
29.1.18 Finalize Claims	*						a	b	-
29.1.19 WEB-BASED ARMED FORCES CLAIMS INFORMATION MANAGEMENT SYSTEM (WebAFCIMS)									
29.1.19.1 INPUT									
29.1.19.1.1 Anti/Pro Torts							-	-	-
29.1.19.1.2 MCA/ FTCA	*						-	-	-
29.1.19.1.3 G-Claims	*						-	-	-
29.1.19.1.4 Foreign Claims							-	-	-
29.1.19.2 Use Letter Templates							-	-	-
29.1.19.3 Use Utilities Functions							-	-	-
29.1.19.4 Transfer Claims	*						-	-	-
29.1.19.5 Utilize Information Management and Reports Module							-	-	-
29.1.19.6 Utilize Suspense Management Module							-	-	-
29.2 LEGAL ASSISTANCE AND PREVENTIVE LAW									
29.2.1 AIR FORCE LEGAL ASSISTANCE PROGRAM									
29.2.1.1 Overview	*						B	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
29.2.1.2 Determine Eligibility	*						b	b	-
29.2.1.3 Determine Scope	*						b	b	-
29.2.1.4 Recommend Referral Agencies	*						b	b	-
29.2.1.5 Utilize Legal Assistance Website (LAWS)	*						b	b	b
29.2.1.6 Sexual Assault Prevention and Response Training Requirements		*					A	B	-
29.2.2 WEBLIONS (When WebLIONS is not available record client data on AF Form 1175, and manually prepare powers of attorney)									
29.2.2.1 Input Client Data	*						2b	b	-
29.2.2.2 Identify Conflicts of Interest	*						2b	b	-
29.2.2.3 Prepare Powers of Attorney	*						2b	b	-
29.2.2.4 Retrieve Reports		*					a	b	-
29.2.3 ESTATE PLANNING									
29.2.3.1 Terminology	*						A	B	C
29.2.3.2 Health Care Instruments	*						A	B	B
29.2.3.3 Navigate the DL Wills Program	*						-	-	3c
29.2.3.4 Prepare Basic Wills	*						-	b	3c
29.2.3.5 Prepare Health Care Documents	*						-	b	3c
29.2.3.6 Will Execution Procedures	*						B	B	B
29.2.4 Other Legal Documents	*						A	B	-
29.2.5 NOTARY PUBLIC									
29.2.5.1 Perform Notarial Acts	*						2b	b	-
29.2.5.2 Maintain Notary Log	*						2b	b	-
29.2.6 TAX ASSISTANCE PROGRAM									
29.2.6.1 Overview							-	A	-
29.2.6.2 Annual Tax Report							-	A	-
29.2.7 PREVENTIVE LAW PROGRAM									
29.2.7.1 Purpose	*						A	B	-
29.2.7.2 Management							A	B	-
29.3 ADMINISTRATIVE INQUIRIES AND INVESTIGATIONS									
29.3.1 Process Freedom of Information Act (FOIA) Request		*					a	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
29.3.2 Process Privacy Act Request		*					a	b	c
29.3.3 Release of Information for Litigation							-	B	C
29.3.4 Article 138, UCMJ Complaints							-	B	C
29.3.5 Congressional and High Level Inquiries							-	B	-
29.3.6 Conscientious Objectors		*					A	B	B
29.3.7 Civil Liberties (religious accommodation, voting rights, etc.)							-	-	-
29.4 DRAFT OTHER LEGAL REVIEWS									
29.4.1 Line of Duty Determination (LOD)		*					a	b	3c
29.4.2 Report of Survey (ROS)		*					a	b	3c
29.4.3 Private Organization Charter and By-Laws		*					-	b	c
29.4.4 Fundraising Requests	*						-	b	c
29.4.5 Offers of Gifts to the Air Force							-	A	-
29.4.6 Base Supplements and Publications							-	A	-
29.4.7 Barments							-	A	-
29.4.8 Driving Revocations							-	-	-
29.4.9 Base Exchange/ Commissary Privilege Revocations							-	-	-
29.4.10 Off-Duty Employment Requests	*						a	b	c
29.4.11 G-Series Orders		*					a	b	c
29.4.12 Unfavorable Information File (UIF) Review		*					a	b	2b
29.5 Accident Investigation Boards (AIB)							-	B	C
29.6 AIB Recorder Duties							-	B	C
29.7 FEDERAL MAGISTRATE COURT SYSTEM									
29.7.1 Web-Based Magistrate Court Program (WebMAG)							-	-	-
29.7.2 Determine Jurisdiction							-	b	-
29.7.3 Draft Information Sheet							-	b	-
29.7.4 Research State and Federal Law							-	b	-
29.7.5 Assemble Court Files							-	b	-
29.7.6 Coordinate Case Docketing							-	B	-
29.8 Host-Tenant Support Agreements							-	A	-
29.9 Memoranda of Agreement/ Understanding							-	-	-
29.10 ETHICS									

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
29.10.1 APPLY RULES OF JOINT ETHICS REGULATION									
29.10.1.1 Gifts	*						a	b	c
29.10.1.2 Travel	*						a	b	c
29.10.1.3 Other	*						a	b	c
29.10.2 CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (OGE 450) AND PUBLIC FINANCIAL DISCLOSURE REPORT (SF 278)									
29.10.2.1 Conduct Preliminary Review							-	b	-
29.10.2.2 Draft Annual Report							-	b	-
29.10.3 PAYMENTS FROM A NON-FEDERAL SOURCE (31 U.S.C. 1353)									
29.10.3.1 Review Requests							-	b	-
29.10.3.2 Draft Semi-Annual Reports							-	b	-
29.10.4 Draft Legal Review on Use of Government Resources							-	b	-
29.10.5 Institutional Ethics	*						A	-	C
29.10.6 Personal Ethics	*						A	-	C
30 INTERNATIONAL AND OPERATIONS LAW									
30.1 General Orders							A	B	C
30.2 Situation Reports							A	B	C
30.3 Prepare After Action Reports (AAR)							a	b	2b
30.4 Contingency Plans							A	B	-
30.5 Classified Communication Technology							A	B	-
30.6 Sister Services Familiarization							A	B	-
30.7 Joint Publications							-	-	-
30.8 INTERNATIONAL LAW									
30.8.1 STATUS OF FORCES AGREEMENTS (SOFA)									
30.8.1.1 Coverage							-	A	B
30.8.1.2 Privileges							-	A	B
30.8.1.3 Apply Provisions							-	a	2b
30.8.2 FOREIGN CRIMINAL JURISDICTION (FCJ) PROGRAM									
30.8.2.1 U.S. Procedures for FCJ Cases							-	A	B

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
30.8.2.2 Reporting Procedures							-	A	B
30.8.2.3 Host Nation Support Procedures							-	A	-
30.8.3 INTERNATIONAL AGREEMENTS									
30.8.3.1 Host Nation Support Agreements							-	A	B
30.8.3.2 Acquisition and Cross-Servicing Agreements							-	-	-
30.8.4 Space Law							-	-	-
30.8.5 Air and Sea Law							-	-	-
30.8.6 Article 98, ICC Treaty							-	-	-
30.9 OPERATIONS LAW									
30.9.1 JOINT DOCTRINE									
30.9.1.1 Joint Operations							-	A	A
30.9.1.2 Joint Legal Support for Military Operations							-	A	B
30.9.1.3 Legal Support Doctrine							A	A	B
30.9.1.4 Joint Force Air Component Commander (JFACC)							-	A	B
30.9.1.5 Commander Air Force Forces (COMAFFOR)							-	A	B
30.9.2 RULES OF ENGAGEMENT (ROE)									
30.9.2.1 Joint Chief of Staff (JCS) Standing ROE							A	B	B
30.9.2.2 Theater Specific ROE							-	-	-
30.9.2.3 Determine Current ROE							a	b	b
30.9.2.4 Supplemental ROE							A	B	B
30.9.3 Hostile Act							A	B	B
30.9.4 Hostile Intent							A	B	B
30.9.5 AIR TASKING ORDER (ATO) CYCLE									
30.9.5.1 Strategy							-	-	-
30.9.5.2 Guidance Apportionment and Target							-	-	-
30.9.5.3 Master Air Attack Plan (MAAP)							-	-	-
30.9.6 LAW OF ARMED CONFLICT (LOAC)									
30.9.6.1 Provide LOAC Training		*					-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
30.9.6.2 APPLY LOAC PRINCIPLES									
30.9.6.2.1 Military Necessity		*					a	b	3c
30.9.6.2.2 Unnecessary Suffering		*					a	b	3c
30.9.6.2.3 Proportionality		*					a	b	3c
30.9.6.2.4 Distinction		*					a	b	3c
30.9.6.2.5 Protective Symbols and Emblems		*					a	b	3c
30.9.6.3 IDENTIFY STATUS OF PERSONNEL									
30.9.6.3.1 Combatants		*					a	b	3c
30.9.6.3.2 Noncombatants		*					a	b	3c
30.9.6.3.3 Unlawful Combatants		*					a	b	3c
30.9.6.3.4 Civilian Contractors		*					a	b	3c
30.9.6.4 Report LOAC Violations		*					-	b	3c
30.9.6.5 ENEMY PRISONERS OF WAR (EPW)									
30.9.6.5.1 Status							-	-	A
30.9.6.5.2 Treatment							-	-	A
30.9.6.6 DETAINEE OPERATIONS									
30.9.6.6.1 Status							-	-	A
30.9.6.6.2 Treatment							-	-	A
30.9.6.6.3 Procedures for Handling Asylum or Temporary Refuge							-	-	-
30.9.7 International Criminal Court (ICC)							-	A	-
30.9.8 International Committee of the Red Cross (ICRC)							-	A	A
30.9.9 Military Commissions							-	A	-
30.9.10 NONCOMBATANT EVACUATION OPERATION (NEO)									
30.9.10.1 Authority to Conduct NEO							-	A	-
30.9.10.2 Status of Evacuees							-	A	-
30.9.10.3 Air Force Responsibilities							-	A	-
30.9.11 Peace Operations and Humanitarian Assistance							-	A	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
30.9.12 DEPLOYMENT FISCAL LAW									
30.9.12.1 General Principles							A	B	C
30.9.12.2 Identify Contracting Issues							a	b	2b
30.9.12.3 Identify Construction Issues							a	b	2b
30.9.12.4 Humanitarian Assistance and Disaster Response (HA/DR)							-	-	A
30.9.12.5 Disaster Relief							-	-	A
30.9.13 FORCE PROTECTION									
30.9.13.1 Deployed Commanders' Responsibilities							-	A	B
30.9.13.2 Rules for Use of Force							-	A	B
30.9.13.3 Homeland Security							-	A	B
31 NUMBERED AIR FORCE (NAF) PARALEGAL FUNCTIONS TR: AFIs 51-201, 51-202, 51-501 & 51-502									
31.1 Manage Subordinate Unit Training Programs							-	-	-
31.2 Perform Liaison Duties							-	-	-
31.3 Conduct Staff Assistance Visits							-	-	-
31.4 Manage GCM Military Justice Activities							-	-	-
31.5 Manage GCM Witness Budget							-	-	-
31.6 Manage Single-Service Claims Responsibility							-	-	-
31.7 Operational Law Matters							-	-	-
31.8 Perform NAF Office Management Functions							-	-	-
32 MAJOR COMMAND (MAJCOM) PARALEGAL FUNCTIONS TR: AFIs 36-2201, 36-2626, 38-205; AFMAN 10-401 V2; and AFMS 102A									
32.1 Manage Retraining Program							-	-	-
32.2 Manage Formal/Informal Training Programs							-	-	-
32.3 Conduct Staff Assistance Visits							-	-	-
32.4 Manage Manpower							-	-	-
32.5 Personnel Issues							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
32.6 Consolidate Reports							-	-	-
32.7 Monitor TJAGC IT Applications							-	-	-
32.8 Coordinate Air Reserve Component Paralegal Issues							-	-	-
32.9 Conduct MAJCOM Workshops							-	-	-
32.10 Perform Deployment FAM Duties							-	-	-
32.11 Monitor Subordinate Unit Budgets							-	-	-
32.12 Augment Inspection Teams							-	-	-
32.13 Manage Accident Investigation Board (AIB) Program							-	-	-
33 AIR RESERVE COMPONENT (ARC) PARALEGAL FUNCTIONS TR: AFIs 51-801, 51-802, ARC Paralegal Guide									
33.1 AIR RESERVE COMPONENTS STATISTICAL REPORTING SYSTEM (ARC STARS)									
33.1.1 Overview and Familiarization							-	-	-
33.1.2 Input Personal Data							-	-	-
33.1.3 Input Tour Data							-	-	-
33.2 ENLISTED FORCE DEVELOPMENT									
33.2.1 Review Enlisted Force Development Plan							-	-	-
33.2.2 PARALEGAL ENLISTED DEVELOPMENT BOARD (PEDB)									
33.2.2.1 Overview and Purpose							-	-	-
33.2.2.2 Understand Process							-	-	-
33.3 Unit Training Assembly Participation System (UTAPS)							-	-	-
33.4 Home Station Support							-	-	-
33.5 Quadrennial Training Tours							-	-	-
34 ENVIRONMENTAL LAW TR: AFIs 32-7040; 32-7042; and 32-7044									
34.1 Terminology							-	-	-
34.2 Draft Responses to Compliance Issues							-	-	-
34.3 Track Notice of Violations (NOVs)							-	-	-
34.4 Draft Discovery Responses							-	-	-
34.5 Review Restoration and Decision Documents							-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
34.6 National Environmental Policy Act (NEPA)									
34.6.1 Understand Environmental Analysis							-	-	-
34.6.2 Review AF Form 813, Environmental Impact Analysis Process (EIAP) for Proposed Action							-	-	-
34.6.3 DETERMINE APPROPRIATE LEVEL OF ANALYSIS							-	-	-
34.6.3.1 Categorical Exclusion (CATEX)							-	-	-
34.6.3.2 Environmental Assessment							-	-	-
34.6.3.3 Environmental Impact Statement							-	-	-
34.6.3.4 Draft Legal Review							-	-	-
34.6.4 ENVIRONMENTAL BASELINE SURVEY									
34.6.4.1 Review for Compliance							-	-	-
34.6.4.2 Draft Legal Review							-	-	-
34.7 CLEAN AIR ACT									
34.7.1 Criteria Air Pollutants							-	-	-
34.7.2 Hazardous Air Pollutants							-	-	-
34.8 CLEAN WATER ACT (CWA)									
34.9 SAFE DRINKING WATER ACT (SDWA)							-	-	-
34.10 ENDANGERED SPECIES ACT (ESA)							-	-	-
34.11 Hazardous Waste							-	-	-
34.12 Solid Waste							-	-	-
35 LABOR AND EMPLOYMENT LAW									
TR: AFI 36-2706, 29 CFR 1614, Title VII Civil Rights Act of 1964, as amended; and A/O Handbook									
35.1 Terminology							-	B	A
35.2 Process Case Files							-	B	-
35.3 Review Disciplinary and Adverse Actions							-	-	a
35.4 Draft Discovery Requests and Responses							-	-	b
35.5 Assist with Administrative Hearings (i.e. MSPB, EEOC, Mediation)							-	-	-
35.6 EQUAL OPPORTUNITY (EO) DISCRIMINATION COMPLAINTS									
35.6.1 Informal Complaint							-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
35.6.2 Formal Complaint							-	-	-
35.6.3 Application of EO Process							-	-	-
35.6.4 Types of Prohibited Discrimination							-	-	-
35.6.5 Complaint Processing							-	-	-
35.6.6 Offers of Resolution							-	-	-
35.6.7 Negotiated Settlement Agreements							-	-	-
35.6.8 EO Hearing							-	-	-
35.6.9 Administrative Judge's (AJ) Decision							-	-	-
35.6.10 Appeal of AJ's Decision by either party							-	-	-
35.6.11 Appellate Procedures (Office of Federal Operations (OFO) and Fed District Court)							-	-	-
35.7 MERIT SYSTEM PROTECTIONS BOARD (MSPB) PROGRAM APPEALS									
35.7.1 Appealable Adverse Actions							-	-	-
35.7.2 Determine Jurisdiction							-	-	-
35.7.3 Performance-Based Actions							-	-	-
35.7.4 Disciplinary Actions							-	-	-
35.7.5 Application of MSPB Procedures							-	-	-
35.7.6 Processing MSPB Appeal							-	-	-
35.7.7 Acknowledgement Order Requirements							-	-	-
35.7.8 Preliminary Settlement Conference							-	-	-
35.7.9 MSPB Hearing							-	-	-
35.7.10 Administrative Judge's (AJ) Decision							-	-	-
35.7.11 Appeal of AJ's Decision by either party							-	-	-
35.7.12 Appellate Procedures (Full MSPB Board)							-	-	-
35.8 FEDERAL LABOR RELATIONS AUTHORITY (FLRA) PRACTICES									
35.8.1 Memorandum of Agreement (MOA)							-	-	-
35.8.2 Labor-Management Relations							-	-	-
35.8.3 GRIEVANCE PROCEDURES (UNION MEMBERS)									
35.8.3.1 Individual Grievance							-	-	-
35.8.3.2 Group Grievance							-	-	-

	2. Core Tasks		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	A	B	C
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	3-lvl Course	5-lvl CDC	7-lvl Course
35.8.3.3 Union Grievance							-	-	-
35.8.3.4 Unfavorable Labor Practices (ULPs)							-	-	-
35.8.4 ADMINISTRATIVE GRIEVANCE (NON-UNION MEMBERS)									
35.8.4.1 Informal Grievance							-	-	-
35.8.4.2 Formal Grievance							-	-	-
35.8.4.3 Excludable Matters							-	-	-
35.8.4.4 Final Decision (Installation CC)							-	-	-
36 CONTRACT LAW TRs: Federal Acquisition Regulation; Defense Federal Acquisition Regulation; OMB Circular A-76 DoD 5500.7-R; 41 USC 423									
36.1 Terminology							-	A	-
36.2 Legal Reviews							-	A	-
36.3 Process Case Files							-	-	-
36.4 Process Litigation Reports							-	-	-
36.5 Identify Documents							-	-	-
36.6 Assist with Administrative Hearing							-	-	-
36.7 Review Case Files							-	-	-
36.8 Review Awards							-	-	-
36.9 Review Justification & Approvals (J&As)							-	-	-
36.10 Review Blanket Purchase Agreements							-	-	-
36.11 Review Chaplain Service Contracts							-	-	-
36.12 Review Non-Appropriate Fund Instrumentality (NAFI) Contract							-	-	-
36.13 Review Small Business Association Compliance							-	-	-
36.14 Review Terminations							-	-	-
36.15 Procurement Fraud							-	-	-
36.16 Contractor Suspensions/Debarments							-	-	-
36.17 Ratification Actions							-	-	-
37 FISCAL LAW TRs: 10 USC 401; 10 USC 2801; 10 USC 2805; DoDD 2205.2; and DoDI 2205.3									
37.1 Terminology							-	A	A
37.2 General Principles							-	A	B
37.3 Anti-Deficiency Act Violations							A	B	-