

Paralegal Task Breakdown

(Skill Level 1 – Private through Specialist)

TASK	INSTITUTIONAL	ORGANIZATIONAL/OPERATIONAL	SELF-DEVELOPMENT
Prepare Military Correspondence	X – AIT	S	
Rules of Professional Responsibility	X – AIT	S	
Administrative Separations	X – AIT	S	
Officer Eliminations	X – AIT	S	
Prepare Confinement Orders	X – AIT	S	
MCM utilization	X – AIT	S	
Basic Legal Research	X – AIT	S	
Article 15 Preparation	X – AIT	S	
Article 15 Supplemental Actions	X – AIT	S	
Charge Sheet through Referral	X – AIT	S	
POA Execution	X – AIT	S	
CIS Utilization	X – AIT	S	
Notary Services	X – AIT	S	
Personnel Claims through Adjudication	X – AIT	S	
MJO	X – AIT	S	
Logistical Support to CM/Admin Hearings	X – AIT	S	
Summarized Transcription	X – AIT	S	
Adobe Pro Utilization	X – AIT	S	
MJO-Courts		X	X

Paralegal Task Breakdown

(Skill Level 2 – Sergeant/E5)

TASK	INSTITUTIONAL	ORGANIZATIONAL/OPERATIONAL	SELF-DEVELOPMENT
Prepare Article 32 Investigation	X – Law for Paralegal		
Prepare Courts-Martial Convening Orders	X – Law for Paralegal		
Prepare Victim/Witness Notifications	X – Law for Paralegal		
Produce Witnesses for Trial	X – Law for Paralegal		
Conduct Advanced Legal Research	X – Law for Paralegal		
Witness Interviews	X – Law for Paralegal		
Prepare/Process MJR Report	X – Law for Paralegal		
MJO-Courts	X – Law for Paralegal		
Legal Writing – Stipulation of Fact	X – Law for Paralegal		
Case Map Software Utilization	X – Law for Paralegal		
Sanction Software Utilization	X – Law for Paralegal		
Introduction to Legal Writing			X – Pre-ALC
Legal Assistance Operations			X – Pre-ALC
FLIPLs			X – Pre-ALC
Criminal Law Overview			X – Pre-ALC
OSJA Operations			X – Pre-ALC
Adjudicate Personnel Claims		X	
Prepare SJA Post-Trial Recommendation		X	
Prepare Defense RCM 1105 Matters		X	
Prepare SJA Addendum		X	
Prepare SJA Post-Trial Advice		X	
Prepare Convening Authority Action		X	
Prepare Courts-Martial Prom Order		X	
Prepare Courts-Martial Chronology		X	

Paralegal Task Breakdown

(Skill Level 3 – Staff Sergeant/E6)

TASK	INSTITUTIONAL	ORGANIZATIONAL/OPERATIONAL	SELF-DEVELOPMENT
Process Foreign Claims	X - ALC		
Process Soldiers for Confinement	X – ALC		
Conduct Legal Briefings	X – ALC		
Review ROT for Completion/Accuracy	X - ALC		
Prepare SJA Post-Trial Recommendations	X – ALC		
Prepare Defense RCM 1105 Matters	X – ALC		
Prepare SJA Addendum	X – ALC		
Prepare SJA Post-Trial Advice	X – ALC		
Prepare Convening Authority Action	X – ALC		
Prepare Courts-Martial Prom Orders	X – ALC		
Prepare Excess Leave	X – ALC		
Prepare Courts-Martial Chronology	X – ALC		
Review Legal Correspondence			X – Pre-SLC
Military Justice – Pretrial Operations Overview			X – Pre-SLC
Manpower Management			X – Pre-SLC
Law of War			X – Pre-SLC
Review/Process AR 15-6 Investigations	X – Adv Law for Paralegal		
Conduct Advanced Legal Research	X – Adv Law for Paralegal		
Legal Writing - Motions	X – Adv Law for Paralegal		
Legal Writing – Drafting Legal Opinions	X – Adv Law for Paralegal		
Case Map Software Utilization	X – Adv Law for Paralegal		
Sanction Software Utilization	X – Adv Law for Paralegal		
Court-Martial Panel Selection Process		X	

Paralegal Task Breakdown

(Skill Level 4 – Sergeant First Class/E7)

TASK	INSTITUTIONAL	ORGANIZATIONAL/OPERATIONAL	SELF-DEVELOPMENT
Court-Martial Panel Selection Process	X - SLC		
Conduct Legal Briefings	X - SLC		
Perform an Initial Review of OPLAN	X - SLC		
Draft Legal Annex to Base Orders	X - SLC		
Provide Unit Level ROE/SROE Training	X - SLC		
Provide Unit Level RUF Training	X - SLC		
Process AR 15-6 Investigations	X - SLC		
MTOE/TDA Personnel Management	X – New Developments		
FMSWEB Utilization	X – New Developments		
Advanced MJO Utilization	X – New Developments		
Civilian Personnel Management		X	X