

Paralegal Task Breakdown

(Skill Level 10 - Private through Specialist)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL
Conduct Automated Legal Research	X-AIT	
Prepare Military Correspondence	X-AIT	
Prepare Legal Correspondence	X-AIT	
Apply the Rules of Professional Responsibility	X-AIT	
Process Foreign Claims	X-Intro AIT	
Determine Client Eligibility for Legal Services	X-AIT	
Perform Notarial Services	X-AIT	
Draft a Power of Attorney	X-AIT	
Identify, Report, and Track Legal Significant Activities	X-AIT	
Process a Summary Court-Martial	X-AIT	
Prepare a Charge Sheet for Preferral	X-AIT	
Prepare a Warrant or Order for Electronic Communication	X-AIT	
Facilitate an Article 32 Preliminary Hearing	X-AIT	
Prepare a Record of Trial by Summary Court-Martial	X-AIT	
Prepare a Confinement Order	X-AIT	
Prepare a Record of Summarized Proceedings under Article 15, UCMJ	X-AIT	
Prepare a Record of Formal Proceedings under Article 15, UCMJ	X-AIT	
Prepare Supplemental Action for Article 15, UCMJ	X-AIT	
Prepare a Summarization of Testimony	X-AIT	
Employ the Manual for Courts-Martial	X-AIT	
Employ Military Justice Online	X-AIT	
Prepare an Administrative Separation of an Enlisted Member	X-AIT	
Conduct a Witness Interview	X-Intro AIT	
Employ the Military Judge's Benchbook	X-Intro AIT	
Employ Adobe Pro		X
Apply Knowledge of the Office of the Staff Judge Advocate Operations		X
Employ Client Information System		X
Perform Logistical Support for Courts-Martial		X

Process an Administrative Separation of an Enlisted Member		X
Process a Witness for Trial		X
Draft a Subpoena		X
Assemble RCM 1106 Matters for Defense		X

(Skill Level 20 - Sergeant)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL
Preform an Initial Review of a Line of Duty Investigation	X - Law for Paralegal	
Conduct a Legal Briefing		X
Process a Chapter 10 Administrative Separation		X
Prepare a Victim/Witness Notification Utilizing DD Form 2704		X

(Skill Level 30 - Staff Sergeant)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL
Process an AR 15-6 Investigation	X-ALC	
Review an AR 15-6 Investigation	X-ALC	
Conduct Initial In-Brief to AR 15-6 Investigating Officers	X-ALC	
Conduct Advanced Automated Legal Research	X-ALC	
Review Legal Correspondence for Errors	X-ALC	
Implement Proper Filing of Legal Actions	X-ALC	
Process Foreign Claims	X-ALC	
Facilitate Unit Level Rules for Use of Force (RUF)	X-ALC	
Facilitate Unit Level Rules of Engagement (ROE)	X-ALC	
Facilitate Unit Level Standing Rules of Engagement (SROE)	X-ALC	
Provide Unit Level Law of Armed Conflict (LOAC) Training	X-ALC	
Prepare a Charge Sheet for Referral	X-ALC	
Prepare a Findings Worksheet	X-ALC	
Prepare a Sentencing Worksheet	X-ALC	
Prepare a Statement of Trial Results	X-ALC	
Process a Soldier for Pre-Trial Confinement	X-ALC	
Process a Solder for Post-Trial Confinement	X-ALC	
Prepare a Court-Martial Chronology Sheet	X-ALC	
Prepare a Staff Judge Advocate's Advice on Clemency	X-ALC	
Prepare a Convening Authority's Action for Clemency	X-ALC	
Assemble a Record of Trial	X-ALC	
Process a Record of Trial	X-ALC	

Process a Military Justice Report	X-ALC	
Conduct a Witness Interview	X-ALC	
Employ the Military Judges Benchbook	X-ALC	
Employ Advanced Military Justice Online	X-ALC	
Perform Paralegal Support Command Post Operations	X-ALC	
Process a Claim Under Article 139, UCMJ	X-ALC	
Employ Case Map Software		X
Employ Sanction Software		X
Process an Officer Elimination		X
Prepare an Excess Leave Form		X
Conduct Brigade Legal Operations in a Degraded Environment		X

(Skill Level 40 - Sergeant First Class)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL
Provide Legal Support for Domestic Operations	X-SLC	
Process a Travel Order for a Court-Martial Witness	X-SLC	
Process a Voucher of Payment for a Court-Martial Witness	X-SLC	
Prepare a Staff Judge Advocate's Pre-Trial Advice Memorandum	X-SLC	
Process a Plea Agreement	X-SLC	
Prepare a Court-Martial Panel Selection	X-SLC	
Prepare a Court-Martial Convening Order	X-SLC	
Prepare an Amendment to a Court-Martial Convening Order	X-SLC	
Draft SJA Panel Selection Advice	X-SLC	
Process Panel Member Excusals	X-SLC	
Manage Military Paralegals	X-SLC	
Employ Manpower Management	X-SLC	
Process a Tort Claim		X
Draft Legal Annex to Base Operations Order		X
Draft Legal Appendices to a Base Operations Order		X
Perform Initial Review of an Operations Plan for National Security Law Concerns		X
Prepare a Report of Law of War Violation Allegation		X
Prepare a Convening Authority's Supplemental Action		X