

27D Institutional Training

Additional Qualification Courses

❖ **Court Reporter Course** is a 7-week course that provides Paralegal Specialists with the training necessary to perform Court Reporter duties. The course focuses on essential voice writing techniques, speech recognition, and court reporter training for Army Paralegal NCOs and Paralegal Specialists. Those attending the Basic Court Reporter Course must complete the Court Reporter Candidate Course through JAGU (www.jagu.army.mil) prior to attendance.

❖ **Advanced Court Reporter Course** is a 4 ½ day course that provides training and procedural guidance to government court reporters, as well as to adopt best practices. Further, this course will prepare court reporters for higher leadership positions by incorporating instruction for the development and training of court reporters within their jurisdiction. This will enable the students to grow and mentor less-experienced personnel, while assisting their respective Office of the Staff Judge Advocate in processing records of trial and post-trial actions. This course is geared towards SGT-SSG (E5-E6). The course is held annually.

Functional Courses

- ❖ **Law for Paralegals**
- ❖ **Advanced Law for Paralegals**
- ❖ **Command and Chief Paralegal New Developments Course**
- ❖ **Military Justice Managers' Course**
- ❖ **Paralegal Warrior Training Course**

Self-Development Courses

- ❖ **Intermediate Paralegal Course I ***
- ❖ **Intermediate Paralegal Course II ***

* Under refinement

Organizational Tasks

Skill Level 10

- Employ Adobe Pro
- Apply Knowledge of the Office of the Staff Judge Advocate Operations
- Employ Client Information System
- Perform Logistical Support for Courts-Martial
- Process an Administrative Separation of an Enlisted Member
- Process a Witness for Trial
- Draft a Subpoena
- Assemble RCM 1106 Matters for Defense

Skill Level 20

- Conduct a Legal Briefing
- Process a Chapter 10 Administrative Separation
- Prepare a Victim/Witness Notification
- Employ Advanced Military Justice Online
- Process a Military Justice Report
- Process an Officer Elimination
- Perform an Initial Review of a Line of Duty Investigation
- Process a Financial Liability Assessment of Property Loss

Skill Level 30

- Employ Case Map Software
- Employ Sanction Software
- Prepare a Convening Authority's Supplemental Action
- Prepare an Excess Leave Form
- Draft Legal Annex to Base Operations Order
- Draft Legal Appendices to a Base Operations Order
- Conduct Brigade Legal Operations in a Degraded Environment

Skill Level 40

- Process a Tort Claim
- Perform Initial Review of an Operations Plan for National Security Law Concerns
- Prepare a Report of Law of War Violation Allegation
- Process a Travel Order for a Court-Martial Witness
- Process a Voucher of Payment for a Court-Martial Witness

Army Paralegal Specialist Institutional Training

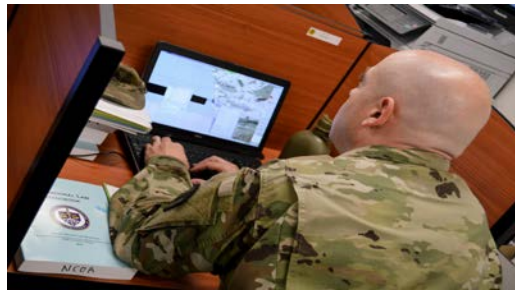


2019-2022

ADVANCED INDIVIDUAL TRAINING

Paralegal Specialist (27D) Advanced Individual Training is a ten-week, three day course at The Judge Advocate General's Paralegal Specialist Training Center in Fort Lee, Virginia. The course provides students with critical skills and knowledge necessary to provide legal services. The students are given an introduction Military Justice, National Security Law, Administrative Law, and Client Services; Field Training Exercises with the Quartermaster Brigade on Fort Lee; as well as an introduction to the Brigade Legal Operations with critical tasks assessed:

- ❖ Prepare Military Correspondence
- ❖ Prepare Legal Correspondence
- ❖ Conduct Automated Legal Research
- ❖ Apply the Rules of Professional Responsibility
- ❖ Prepare a Record of Summarized Proceedings for Art 15
- ❖ Prepare a Record of Formal Proceedings for Art 15
- ❖ Prepare Supplemental Action of Art 15
- ❖ Prepare a Charge Sheet for Preferral
- ❖ Process a Summary Court-Martial
- ❖ Facilitate an Article 32 Preliminary Hearing
- ❖ Prepare a Summarization of Testimony
- ❖ Prepare a Warrant or Order for Electronic Communication
- ❖ Prepare a Confinement Order
- ❖ Employ Military Justice Online
- ❖ Employ the Manual for Courts-Martial
- ❖ Employ the Military Judge's Benchbook
- ❖ Prepare an Enlisted Administrative Separation
- ❖ Identify, Report, and Track Legal Significant Activities in support to National Security Law
- ❖ Process an AR 15-6 Investigation
- ❖ Determine Client Eligibility for Legal Services
- ❖ Perform Notarial Services
- ❖ Draft a Power of Attorney



ADVANCED LEADERS COURSE

Paralegal NCO (27D) Advanced Leaders Course is a five week, five day course taught at the NCO Academy, The Judge Advocate General's Legal Center and School. ALC provides selected Paralegal Noncommissioned Officers, Sergeant and Staff Sergeant, with branch-specific technical training and an opportunity to acquire the critical skills and knowledge necessary to channel their technical expertise into broad-scope operational planning, legal service support, and legal office management aspects with critical tasks assessed:

- ❖ Review Legal Correspondence for Errors
- ❖ Implement Proper Filing of Legal Actions
- ❖ Conduct Advanced Automated Legal Research
- ❖ Prepare a Court-Marital Convening Order (CMCO)
- ❖ Prepare an Amendment to a CMCO
- ❖ Prepare a Findings Worksheet
- ❖ Prepare a Sentencing Worksheet
- ❖ Prepare a Statement of Trial Results
- ❖ Prepare a Court-Martial Chronology Sheet
- ❖ Prepare a Staff Judged Advocate's Advice on Clemency
- ❖ Prepare a Convening Authority's Action for Clemency
- ❖ Prepare a Convening Authority's Action for Clemency
- ❖ Assemble a Record of Trial
- ❖ Process a Record of Trial
- ❖ Conduct a Witness Interview
- ❖ Review a Financial Liability Assessment of Property Loss
- ❖ Review an AR 15-6 Investigation
- ❖ Process Foreign Claims
- ❖ Perform Paralegal Support Command Post Operations

NCO Common Core Competencies (C3)

- ❖ Army Standards and Discipline
- ❖ Servant Leadership
- ❖ NCO Professional Development
- ❖ Coaching, Counseling, and Mentorship
- ❖ Conduct Research using a Case Study
- ❖ Persuasive Essay
- ❖ Military Briefing
- ❖ Mission Orders, TLP, and MDMP
- ❖ Training Management

<https://tjaglcspublic.army.mil/ncoa>

SENIOR LEADERS COURSE

Paralegal Specialist (27D) Senior Leaders Course is a four-week, five-day course taught at NCO Academy, The Judge Advocate General's Legal Center and School. SLC provides students with critical skills and knowledge necessary to channel their technical expertise into broad-scope operational planning, legal service support, and legal office management aspects. The students expand their knowledge of Military Justice principles, Domestic Operations, Administrative Law concerns, Preventive Law, Management, and Mission Command with critical tasks assessed:

- ❖ Prepare a Court-Martial Panel Selection
- ❖ Draft SJA Panel Selection Advice
- ❖ Process Panel Member Excusals
- ❖ Process a Plea Agreement
- ❖ Draft Warrant or Order for Electronic Communication
- ❖ Define Search and Seizure
- ❖ Define Unlawful Command Influence
- ❖ Provide Legal Support for Domestic Operations
- ❖ Identify Administrative Law Concerns
- ❖ Develop Preventative Law Program
- ❖ Manage Military Paralegals
- ❖ Employ Manpower Management

NCO Common Core Competencies (C3)

- ❖ The Ethical Leader
- ❖ Feedback, Coaching, and Mentoring Techniques
- ❖ Leadership Case Study
- ❖ The Analytical Essay
- ❖ The Combined Arms Team
- ❖ Mission Command Warfighting Function
- ❖ Inform and Influence Audiences
- ❖ The Rapid Decision and Synchronization Process (RDSP)
- ❖ Planning and Mission Rehearsals
- ❖ Military Briefings
- ❖ The Basic Principles of Negotiations
- ❖ Training Management Plan for a Platoon or Section
- ❖ Physical Fitness Program for a Platoon

