



# Course Catalog

**FISCAL YEAR 2022**

**THE JUDGE ADVOCATE GENERAL'S SCHOOL, US ARMY**

# TABLE OF CONTENTS

<b>PROFESSIONAL MILITARY EDUCATION COURSES FOR JUDGE ADVOCATES .....</b>	<b>1</b>
1.    JA OFFICER BASIC COURSE.....	1
2.    JUDGE ADVOCATE OFFICER GRADUATE COURSE.....	2
3.    JUDGE ADVOCATE OFFICER ADVANCED COURSE.....	2
<b>COURSES FOR SENIOR JUDGE ADVOCATES .....</b>	<b>3</b>
1.    KEY LEADER COURSE.....	3
2.    WORLD-WIDE CONTINUING LEGAL EDUCATION COURSE .....	3
<b>ADMINISTRATIVE &amp; CIVIL LAW DEPARTMENT .....</b>	<b>4</b>
1.    ETHICS COUNSELOR COURSE .....	4
2.    INCOME TAX COURSE.....	5
3.    ADMINISTRATIVE LAW FOR MILITARY ORGANIZATIONS (ALMO) .....	5
4.    LEGAL ASSISTANCE COURSE.....	6
5.    FEDERAL LITIGATION COURSE .....	6
6.    LAW OF FEDERAL EMPLOYMENT COURSE (LOFE).....	7
7.    ADVANCED LAW OF FEDERAL EMPLOYMENT LAW (ALOFE) .....	7
<b>CRIMINAL LAW DEPARTMENT .....</b>	<b>8</b>
1.    INTERMEDIATE TRIAL ADVOCACY COURSE (ITAC).....	8
2.    MILITARY JUDGE COURSE .....	9
3.    SPECIAL VICTIM COUNSEL (SVC) COURSE:.....	9
4.    SPECIAL VICTIM COUNSEL – CHILD VICTIM & DOMESTIC VIOLENCE COURSE:.....	9
5.    MILITARY JUSTICE LEADERS COURSE .....	10
6.    MILITARY JUSTICE ADVISOR COURSE .....	10
<b>CONTRACT &amp; FISCAL LAW DEPARTMENT .....</b>	<b>11</b>
1.    GOVERNMENT CONTRACT LAW NEW DEVELOPMENTS COURSE.....	11
2.    FISCAL LAW COURSE .....	12
3.    CONTRACT ATTORNEYS COURSE.....	12
4.    ADVANCED CONTRACT LAW COURSE .....	13
5.    PROCUREMENT FRAUD ADVISORS COURSE.....	13
<b>NATIONAL SECURITY LAW DEPARTMENT.....</b>	<b>14</b>
1.    DOMESTIC OPERATION LAW COURSE .....	14
2.    NATIONAL SECURITY AND LAW OF ARMED CONFLICT COURSE.....	14
3.    INTELLIGENCE LAW COURSE .....	15
4.    EMERGENT TOPICS IN INTERNATIONAL AND OPERATIONAL LAW .....	16
<b>PARALEGAL COURSES .....</b>	<b>16</b>
1.    LAW FOR PARALEGALS COURSE .....	16
2.    ADVANCED LAW FOR PARALEGALS.....	17
3.    COMMAND & CHIEF PARALEGAL COURSE .....	17
4.    BASIC COURT REPORTER COURSE .....	18
5.    ADVANCED COURT REPORTER COURSE.....	18

<b>LEGAL ADMINISTRATOR COURSES .....</b>	<b>19</b>
1.    JA WARRANT OFFICER BASIC COURSE .....	19
2.    JA WARRANT OFFICER ADVANCED COURSE.....	19
3.    LAW OFFICE MANAGEMENT COURSE .....	20
4.    JA WARRANT OFFICER INTERMEDIATE LEVEL EDUCATION (ILE).....	20
<b>COMMANDER / LEADER LEGAL EDUCATION .....</b>	<b>21</b>
1.    SENIOR OFFICER LEGAL ORIENTATION .....	21
2.    GENERAL OFFICER LEGAL ORIENTATION.....	21
3.    CONGRESSIONAL STAFF LEGAL ORIENTATION.....	22

THE JUDGE ADVOCATE GENERAL'S SCHOOL  
**FY22 COURSE CATALOG**

**PROFESSIONAL MILITARY EDUCATION COURSES FOR JUDGE  
ADVOCATES**

## **1. JA Officer Basic Course**

**Prerequisites:** Licensed attorneys who are graduates of an American Bar Association (ABA) accredited law school and admitted to practice before by the highest court of any United States jurisdiction who have applied for and are selected for accession into any component of The Judge Advocate General's Corps.

**Length:** 55 Training Days

**Scope:** The Judge Advocate Officer Basic Course provides each officer with the foundation for success as a member of the Judge Advocate General's Corps (JAGC), ready to begin providing competent and principled counsel in all core practice areas (Administrative & Civil Law, Criminal Law, Contract Law, Fiscal Law, National Security Law, and Soldier & Family Legal Services), prepared to deliver premier legal services to the Army and the Nation, and inspired to develop as both officers and leaders. To achieve this, the course objectives are to:

- 1) Provide graduates with a baseline of competence in our core practice areas so that new Judge Advocates are qualified and certified under Article 27(b), UCMJ, to begin delivering premier legal services immediately in garrison or deployed.
- 2) Imbue the newest generation of Judge Advocates with a love of learning, intellectual curiosity to find the optimum solution, and a desire to share experiences through engagements, publishing, and reading.
- 3) Build the officers' pride in the Army and the JAGC.
- 4) Build a cohesive class to demonstrate principles of teamwork, leadership, and officership.
- 5) Build and improve physical fitness and inculcate the Warrior Ethos.
- 6) Build the new Judge Advocates' professional reputation in their class and in the Corps.

**Special information:** Officers MUST successfully complete the Judge Advocate Officer Basic Course in order to be formally accessed into The Judge Advocate General's Corps and to be certified to practice by The Judge Advocate General.

## 2. Judge Advocate Officer Graduate Course

**Prerequisites:** Judge Advocates from the Army selected for promotion to the rank of Major. Field Grade (or Field Grade select) Judge Advocates from other military services selected for attendance by that service. Attorneys from international partner nations who are approved for attendance through the Security Assistance Training Field Activity (SATFA).

**Length:** 41 Weeks

**Scope:** The Graduate Course is designed to educate, develop, and inspire Soldier-Leader-Lawyers for increasingly complex service in positions of greater responsibility across the broad spectrum of legal disciplines reflected in the JAGC Core Competencies. The course produces graduates to supervise, lead, and manage in military legal offices and serve as legal advisors to senior military commanders.

Graduates will have:

- 1) The refined strategic, critical thinking, reasoning, and judgment skills necessary to identify, analyze, and correctly resolve complex legal issues.
- 2) A deeper knowledge of substantive law, legal systems and institutions, and the defense establishment, and a dedication to lifelong learning.
- 3) Improved research, analytical, and communication skills.
- 4) Enhanced skills to lead and manage at the organizational and strategic levels.
- 5) Enduring professional relationships and camaraderie.

**Special information:** Graduates who meet degree requirements and are approved by the Dean and faculty are awarded a Master of Laws in Military Law pursuant to 10 U.S.C. § 7415.

## 3. Judge Advocate Officer Advanced Course

**Prerequisites:** Army Reserve and Army National Guard Judge Advocates in the rank of captain who are approaching the zone of consideration for promotion to Major. Majors who transfer into the Army Reserve without completing the Judge Advocate Graduate Course on active duty may also attend JAOAC. Officers must successfully complete Phase I by 1 October in order to be eligible to attend Phase II. Officers are generally expected to complete Phase I and Phase II within the same calendar year.

**Length:** Phase I: 75 Hours Distributed Learning on JAG University; Phase II: 9.5 Training Days in residence at TJAGLCS.

**Scope:** Graduates will be prepared for entrance into field grade ranks by understanding new developments in each of the six core areas of military practice focusing on issues and advancements important and applicable to the RC. They will be

able to apply key legal concepts in common situations faced in legal offices throughout the Reserves and National Guard. Officers will reinforce leadership doctrine and skills so that they are prepared to lead sections and offices as field grade officers. Officers will also build relationships and a network of peers, superiors, and professors for effective reach back during their practice in the field.

**Special information:** Beginning in 2023, personnel offices will specify year groups for the primary and secondary year of attendance for JAOAC Phases I and II.

## **COURSES FOR SENIOR JUDGE ADVOCATES**

### **1. Key Leader Course**

**Prerequisites:** Active duty and Reserve Component field grade Army Judge Advocates whose actual or anticipated assignment is as a newly assigned Staff Judge Advocate, Deputy Staff Judge Advocate, State Judge Advocate, LOD Commander, Regional Defense Counsel, or similar leader.

**Length:** 4.5 Days

**Scope:** The Key Leader Course educates, develops, and inspires newly selected SJAs, DSJAs, and similar leaders to effectively lead and manage a multi-generational, multifaceted military legal organization in the provision of principled legal counsel across the broad spectrum of legal disciplines reflected in the JAGC core competencies. The course will:

1. Familiarize students with JAGC policies, specified responsibilities, and reporting requirements.
2. Improve student understanding of emerging legal topics as well as common legal issues confronted by JAGC leaders.
3. Enable students to effectively provide principled legal counsel.
4. Enable students to effectively lead, manage, and develop their assigned organizations and personnel.

**Special information:** This course is BY INVITATION ONLY. Selection for attendance is by The Judge Advocate General, United States Army.

### **2. World-Wide Continuing Legal Education Course**

**Prerequisites:** Active duty and Reserve Component Army Judge Advocates and Senior Civilian attorneys serving in key strategic leadership positions across the Judge

Advocate General's Corps. Attendees will generally be in the rank of O-6 or higher (or civil service equivalent).

**Length:** 4.5 Days

**Scope:** This course educates and inspires Judge Advocate Generals Corps Senior Leaders to strategically evaluate global events, United States law and policy, and the mission and posture of our Armed Forces in order to lead and develop a world-class military organization equipped to address legal issues in any operational environment, enabling the Army, and the Joint Force, alongside our Coalition Partners, to fight and win the Nation's wars in a manner that undergirds our enduring respect for the rule of law. During this course, Leaders will:

1. evaluate the implications of current events to anticipate legal issues and develop appropriate solutions to enable mission success.
2. reflect upon the state of the Corps and develop strategic input to shape the mission, structure, and capabilities of the Corps today and into the future.
3. evaluate all core legal competencies and functions in light of current and anticipated law and policy in order to position the Corps to remain a key force multiplier in sustaining successful military operations.
4. refine their application of proven and innovative ways to lead their teams to accomplish the mission, provide principled counsel, and improve the Corps through the continuous development of themselves and future leaders.

**Special information:** This course is BY INVITATION ONLY. Selection for attendance is by The Judge Advocate General, United States Army.

## **ADMINISTRATIVE & CIVIL LAW DEPARTMENT**

### **1. Ethics Counselor Course**

**Prerequisites:** This is a by-invitation only course. An announcement will be posted on JAGCNET regarding the application process for those interested in attending. Those individuals selected to attend will be notified and provided with the necessary registration information which will open 45-days before the course begins. Military or civilian attorneys employed by the department of defense who are appointed, work as, or are pending assignment as ethics counselors may request to attend.

**Length:** 4 1/2 Days

**Scope:** To provide ethics counselors and leaders supervising ethics counselors' fundamentals for their duties as ethics counselors. The course is primarily designed for attorneys with little experience in the area or former ethics counselors who, after some

time, have been recently re-designated to provide ethics advice. Topics include: ethics counselor fundamentals; gifts; conflicts of interest; outside activities; post-government employment restrictions; completion and review of financial disclosure reports; relationships with non-federal entities and private organizations; travel and transportation rules; the Joint Ethics Regulation; program reviews; dealing with contractors in the workplace; and running an effective ethics program.

**Special Information:** Supervisory military and civilian paralegals performing significant duties in this area of the law are also eligible to attend. Others may attend by INVITATION ONLY. Due to the demand for this course, students are ineligible to attend if they have attended this course in the last thirty-six (36) months.

## 2. Income Tax Course

**Prerequisites:** Military or civilian attorneys employed by the U.S. Government, who assist authorized personnel and family members with the filing of federal or state income tax returns. This course is limited to those who have not attended an Income Tax CLE in the past twenty-four (24) months or who have little or no tax return preparation experience. It is also open to military and civilian paralegals who will be managing tax assistance centers.

**Length:** 3 1/2 days

**Scope:** This course presents an overview of federal income taxation for individuals, with special attention devoted to provisions of the Internal Revenue Code directly affecting military personnel. Topics addressed during the course include the following: introduction to federal income taxation principles; overview of tax forms; and instruction on filing status, gross income, itemized deductions, rental property, real estate taxation, individual retirement arrangements (IRAs), credits, and tax on capital gains; deployment and casualty tax issues; and tax program management.

**Special Information:** None

## 3. Administrative Law for Military Organizations (ALMO)

**Prerequisites:** Military or civilian attorneys employed by the Department of Defense who work or are pending assignment in administrative and civil law. This course is also open to military and civilian paralegals who will be managing administrative and/or civil law offices or performing duties in supervisory positions requiring knowledge of these areas of the law. Persons who have attended this or the Judge Advocate Officer Graduate Course (5-27-C22) within the last twenty-four months preceding the course starting date are not eligible to attend.

**Length:** 4 1/2 days



**Scope:** This course presents both basic law and current developments in areas of interest to military attorneys in administrative and civil law assignments. Topics include: administrative investigations; civilian personnel law; ; federal-state relations; military-related First Amendment issues and command authority matters; federal labor-management relations; military support to civilian law enforcement; morale, welfare, and recreation operations; government information practices; military personnel law; standards of conduct; environmental law; wounded warrior and veterans law; handling of equal opportunity and sexual harassment complaints; fiscal law; and accountability for military property. Classes taught during the course present areas of general applicability to installation-related legal practice.

**Special Information:** None

## 4. Legal Assistance Course

**Prerequisites:** Military or civilian attorneys employed by the U.S. Government who work or are pending assignment in legal assistance or those attorneys who provide legal assistance services in the regular course of their duties. Reserve Component attorneys may attend if they render legal assistance to eligible military members on a regular basis. This course is also open to military and civilian paralegals who will be managing legal assistance offices or performing duties in supervisory positions requiring knowledge of these areas of the law. Persons who have attended this course in the twenty-four (24) months preceding the course starting date are not eligible to attend. Foreign National Attorneys that are employed by the United States Department of Defense may attend this course as long as they are working in Legal Assistance.

**Length:** 4 1/2 days

**Scope:** This course presents basic law and current developments in areas of interest to military legal assistance attorneys with an emphasis on consumer law, family law, and estate planning. Core course offerings include: introduction to estate planning, wills, and trusts; estate tax; probate; using the unified credit; preserving the marital deduction; drafting estate planning documents; survivor benefits; domestic violence survivor support; divorce and separation agreements; child support; child custody; family care plans and deployment. Other core courses include: consumer protection; landlord-tenant; taxation; immigration and naturalization; and the Servicemembers Civil Relief Act. Students may receive optional training in professional responsibility.

**Special Information:** Persons who have attended this course in the twenty-four (24) months preceding the course starting date are not eligible to attend.

## 5. Federal Litigation Course

**Prerequisites:** This course is limited to military or civilian attorneys employed by the U.S. Government and whose primary duties are to defend the government's interests in

federal civil litigation and military and civilian paralegals assigned to support those attorneys.

**Length:** 3 1/2 days

**Scope:** This is a demanding, practice-oriented course that presents intensive instruction and exercises encompassing problems confronting government attorneys in federal litigation. Instruction is provided in federal litigation subjects, including the following: the federal rules of civil procedure; case management; discovery; judicial review; official immunity; pleadings and motion practice; and mediation in federal courts.

**Special Information:** This course was formerly held at Fort Belvoir, but is now being held at the Judge Advocate General's Legal Center and School.

## **6. Law of Federal Employment Course (LOFE)**

**Prerequisites:** This course is by INVITATION ONLY to DoD military and civilian attorneys who are serving in, or are pending assignment to, a federal labor and employment law position. Since this course is designed to be a fundamentals course in federal labor and employment law, applicants should have no more than three years of federal labor and employment law experience. Paralegals, legal administrators, and others who provide legal support to federal labor and employment law attorneys may also apply. All prospective students must complete the course application provided by the Course Manager.

**Length:** 3 1/2 days

**Scope:** This course presents the fundamentals of federal employment law and labor-management relations to Department of Defense (DoD) military and civilian attorneys. Core topics include: performance and misconduct based adverse actions, Merit Systems Protection Board practice and procedure, federal labor management relations, Fair Labor Standards Act litigation, alternate avenues of redress, Equal Employment Opportunity substantive law and procedure, and a mock hearing.

**Special Information:** None

## **7. Advanced Law of Federal Employment Law (ALOFE)**

**Prerequisites:** This course is by INVITATION ONLY to DoD military and civilian attorneys who are serving in a federal labor and employment law position, acting in a labor counselor capacity for at least 50% of their portfolio. Since this course is designed as an advanced course in federal labor and employment law, applicants should have no less than three years of federal labor and employment law experience. Previous attendance at the Law of Federal Employment Course, or other equivalent course

preferred. All prospective students must complete the course application provided by the Course Manager.

Length: 3 1/2 days

Scope: This course presents advanced federal employment law and labor-management relations topics to Department of Defense (DoD) military and civilian attorneys. Core topics include: Equal Employment Opportunity substantive law, procedure, and best practices, reasonable accommodation, federal litigation practice, procedure, and settlement strategies, federal labor-management relations, personnel management, Merit Systems Protection Board substantive law, procedure, and best practices, Fair Labor Standards Act litigation, and Alternative Dispute Resolution.

Special Information: This course is by INVITATION ONLY.

## **CRIMINAL LAW DEPARTMENT**

### **1. Intermediate Trial Advocacy Course (ITAC)**

**Prerequisites:** This course is limited to judge advocates certified as counsel under Article 27(b) of the Uniform Code of Military Justice who are currently assigned to trial advocacy positions. Applicants must have tried three contested courts-martial and have completed the following training: (1) Judge Advocate Officer Basic Course (JAOBC) and (2) either the New Prosecutor's Course (NPC) or the Basic Trial Advocacy Course (BTAC) and/or the Defense Counsel Assistance Program (DCAP) DC 101 course, or applicant's service equivalent.

**Length:** 2 Weeks

**Scope:** The ITAC is an intensive two-week course designed to prepare intermediate judge advocates to serve as first chair litigators in contested special victim and general crime cases. The course offers a mix of classroom instruction, workshops, expert witness preparation, and mock court-martial exercises. The course focuses on case analysis, trial strategy, trial advocacy, and effective use of the military rules of evidence in a mock-trial competition format. Special emphasis will be placed on: argument construction, witness and evidence presentation, voir dire, expert witness testimony, and courtroom technology.

Each student serves as both a TC and DC during the two-week course. Each student tries a special victim case and a general crimes case. Each student delivers an opening statement, conducts a direct and cross examination of a lay witness and an expert witness, and delivers a closing argument.

**Special Information:** Attendance at this course is by INVITATION ONLY. Self-registration is not authorized. This course is offered twice per year.

## 2. Military Judge Course

**Prerequisites:** This course is limited to Judge Advocates who are military judges or about to begin assignments as military judges. Army officers are selected for attendance by the Chief Trial Judge, U.S. Army Judiciary. Students from other services are nominated by the chiefs of their respective service judiciaries.

**Length:** 3 Weeks

**Scope:** Provides military attorneys with advanced schooling required to qualify as full-time military judges at courts-martial. Topics covered include the following: substantive military criminal law; trial procedures; defenses; instructions; evidence; current military judicial issues; and professional responsibility.

**Special Information:** Attendance at this course is BY INVITATION ONLY.

## 3. Special Victim Counsel (SVC) Course:

**Prerequisite:** This course is limited to Judge Advocates selected to become SVCs. Pursuant to TJAG Sends (dated 1 Nov 13), if at all practicable, selected SVCs should have trial experience. Attendance is authorized, if seats are available, for paralegals serving in military justice or legal assistance positions in support of SVCs. Security clearance required: None.

**Length:** 4.5 Days

**Scope:** This course prepares judge advocates to effectively serve as Special Victim's Counsel (SVC) when appointed. Completion of the course is a prerequisite to performing SVC duties. Core instruction provides a program and policy overview before focusing on the roles, relationships, and professional responsibilities of SVCs throughout sexual assault cases, to include post-trial matters. Special emphasis is placed upon substantive military law directly related to Special Victim crimes as well as instruction on victim behavior, services, and medical issues. Guest lecturers discuss counseling techniques and judge advocates offer practical insight into the SVC Program (SVCP). Participation in practical scenario-driven exercises is a substantial portion of the course.

**Special Information:** This course is BY INVITATION ONLY.

## 4. Special Victim Counsel – Child Victim & Domestic Violence Course:

**Prerequisite:** This course is limited to Judge Advocates who have already attended the SVC Certification Course. Attendees should have experience as an SVC with adult

clients prior to attending this course. Paralegals serving in military justice or legal assistance positions in support of SVCs may also be considered.

**Length:** 3.5 Days

**Scope:** This course builds upon the Certification Course introducing issues and dynamics specifically inherent in representing child victim clients. Completion of the course is a prerequisite to SVC representation of child victims. Core instruction is taught via a multitude of experts in the field of child psychology, child development and child forensic interviews. Additional instruction on utilization of Family Advocacy Programs to obtain Guardians Ad Litem will be provided. There will be panel discussions with veteran SVCs who have represented children and can provide best practices from the field. A practical rapport building exercise will allow attendees an opportunity to utilize skills taught throughout the course.

**Special Information:** This course is BY INVITATION ONLY.

## 5. Military Justice Leaders Course

**Prerequisite:** This course is designed for active duty Judge Advocates from all services who currently serve, or are scheduled to serve, as military justice managers, in particular, chiefs of justice and senior defense counsel. Reserve component Judge Advocates, senior non-commissioned officers and senior civilian personnel may also attend on a space available basis.

**Length:** 4.5 Days

**Scope:** The Military Justice Leaders Course provides military justice leaders with specialized training on the effective management of criminal justice legal systems, processes, and personnel. Through classroom instruction and highly qualified peer mentorship, students will learn how to supervise, train and develop their subordinate counsel; obtain an in-depth understanding of the rules and methodologies of pretrial preparation and processes (selecting panel members, negotiating plea agreements, utilizing the new procedures available under Article 30a), achieve an understanding of the rules and best practices of post-trial court-martial actions, while exploring select specialized topics, e.g., working with Special Victim Counsel.

**Special Information:** This is an INVITATION ONLY Course.

## 6. Military Justice Advisor Course

**Prerequisite:** This course is designed for active duty Judge Advocates from all services who currently serve, or are scheduled to serve, as military justice advisors.

**Length:** 4.5 Days

**Scope:** The Military Justice Advisor Course provides military justice advisors with specialized training on executing the duties related to a military justice advisor including knowledge of the applicable justice legal systems, processes, and personnel relevant to those duties. Through classroom instruction and practical exercises, students will learn how to advise commanders on all aspects of military justice, but with a specific focus on command actions on allegations of misconduct, investigations, pre-referral investigative procedures, nonjudicial punishment, courts-martial, and administrative separations. Through classroom instruction and written exercises, students will also learn how to provide timely and accurate legal advice to military law enforcement in the execution of criminal investigations, including but not limited to searches and seizures, investigative warrants and subpoenas, and providing probable cause opinions. Finally, students will learn best practices on how to effectively manage case loads, paralegal support, and commander relationships.

**Special Information:** This is an INVITATION ONLY Course.

## **CONTRACT & FISCAL LAW DEPARTMENT**

### **1. Government Contract Law New Developments Course**

**Prerequisites:** Attendees must have successfully completed the Contract Attorneys Course (5F-F10), or equivalent training, and have a minimum of five years of experience as a contract or fiscal law attorney. Attorneys may only enroll in one of the following resident courses per year: Contract Attorneys Course (5F-F10), Government Contract and Fiscal Law New Developments Course (5F-F11).

**Length:** 3 1/2 days

**Scope:** The course updates senior government attorneys on significant changes in government contract and fiscal law and policy by providing attendees the opportunity to hear the views of prominent individuals from the government and private sectors. The course features guest speakers and seminars with emphasis on new developments, policy insights, and advanced instruction in selected contract and fiscal law topics. The course also serves as the focal point for the continuing education needs of program manager attorneys and includes seminars designed to meet the interests of senior military and civilian attorneys in the field of government procurement law. With a focus on policy, this course is designed for senior-level contract and fiscal law attorneys.

**Special Information:** Senior (GS 14 and above, Military Grade of O5 and above) U.S. Government attorneys with significant acquisition law (contract or fiscal) experience.

## 2. Fiscal Law Course

**Prerequisites:** Department of Defense civilian and military attorneys actively engaged in administrative law, operational law, or government contract law. Paralegals in the grade of E-6 or GS-7 or higher and who are assigned to, or on orders for a position that requires the paralegal to provide fiscal law support to an attorney or commander may attend. Legal Administrators in the grade of CW2 or above may attend. The LCS CSM and Chief Warrant Officer will review Paralegal and Legal Administrator applicants to approve attendance. Enrollment in this course is limited to individuals who have not attended this course (5F-F12), the Distributed Learning Fiscal Law Course (8F-DL12) or Comptroller Accreditation and Fiscal Law Course (5F-F14) within the previous four years. Non-Department of Defense Federal Government Attorneys may enroll in this course by exception.

**Length:** 4.5 Days

**Scope:** This course provides a foundational review and update of fiscal law authorities, restrictions, and analysis for military and civilian attorneys conducting fiscal legal reviews within the Department of Defense. The course is heavily focused on practice within the military departments. The course covers the legal authorities for the expenditure of appropriated funds including: the concepts of purpose, time, and amount; the requirements, prohibitions, and application of law and policy concerning the Antideficiency Act; the rules and regulations applicable to military construction projects; and funding authorities governing military operations in the contingency and humanitarian assistance environment.

**Special Information:** None

## 3. Contract Attorneys Course

**Prerequisites:** Department of Defense attorneys with two years or less of recent government contract law experience. Attorneys must currently be assigned to Department of Defense positions that require them to provide legal advice to U.S. Government contracting officers on contract formation and administration issues, or be designated to fill such positions upon course completion. Individuals who have completed this course within the prior three years are not eligible for enrollment. Paralegals in the grade of E-7 or GS-9 and higher who are assigned to, or on orders for a position that requires legal support to a contracting activity or command (AMC, MICC, etc.) may attend. Legal Administrators in the grade of CW2 or above may attend. The LCS CSM and Chief Warrant Officer will review Paralegal and Legal Administrator applicants to approve attendance. Attendees may only enroll in one of the following resident government courses per year: Contract Attorneys Course (5F-F10), Government Contract and Fiscal Law New Developments Course (5F-F11).

**Length:** 8.5 days

**Scope:** This course presents instruction regarding the basic legal concepts pertaining to the authority of the government and its personnel to enter into contracts; statutorily mandated competition requirements; contract formation (sealed bidding and competitive negotiation), including basic contract types, labor standards, and socioeconomic policies; contract performance, including modification, termination, inspection, and acceptance; disputes, including remedies of unsuccessful offerors and appeals; and introduction to procurement fraud.

**Special Information:** None

## 4. Advanced Contract Law Course

**Prerequisites:** Military or civilian attorneys employed by the U.S. Government. Attendees must have successfully completed the Contract Attorneys Course (5F-F10), or equivalent training, and have at least two years' experience as a contract law attorney, or equivalent. Non-Department of Defense Federal Government Attorneys may enroll in this course by exception.

**Length:** 4.5 Days

**Scope:** This course provides advanced instruction on specialized acquisition topics. It is intended for non-supervisory contract law attorneys with more than two years of contract law experience. The course addresses a wide variety of topics which vary with each course.

**Special Information:** This course will next be held in 2023

## 5. Procurement Fraud Advisors Course

**Prerequisites:** Military attorneys, civilian attorneys employed by the U.S. Government, or non-attorney investigative personnel employed by the U.S. Government who have been detailed as procurement fraud advisors or procurement fraud and irregularities coordinators, or who are expected to serve in such capacity (or investigative personnel performing procurement fraud investigations as a significant part of their duties).

**Length:** 2.5 Days

**Scope:** This course provides basic instruction on the legal and practical aspects of developing an installation procurement fraud program. The course focuses on advising installation and agency contracting and investigatory personnel regarding procurement fraud matters, and proper and timely referral of procurement fraud matters to appropriate agencies. Instruction covers the following: identification of procurement fraud indicators; fraud statutes; fraud investigation procedures; criminal and civil jurisdiction; suspension and debarment; contractual remedies; and coordination of remedies.



**Special Information:** This course is offered at the School every two years on even years; the next course will be held in 2022.

## **NATIONAL SECURITY LAW DEPARTMENT**

### **1. Domestic Operation Law Course**

**Prerequisites:** U.S. military attorneys, U.S. Government civilian attorneys, and Department of Defense paralegals serving in or pending assignment to a position that requires knowledge of domestic operational law and/or homeland security.

Completion of the Incident Command System (ICS) 100 and 200 online training courses is required prior to attending the Domestic Operational Law Course. These courses are offered online through FEMA's Emergency Management Institute. For more information, please see IS-100.b - Introduction to Incident Command System, ICS-100 (<http://training.fema.gov/EMIWeb/IS/is100b.asp>), and IS-200.b - ICS for Single Resources and Initial Action Incidents (<http://www.training.fema.gov/EMIWeb/IS/is200b.asp>).

**Length:** 4.5 days

**Scope:** This course provides military lawyers with a full understanding of the role of the Department of Defense in homeland security. Although some instruction is provided in the area of homeland defense, the majority of the course focuses on the military's support to civilian operations, such as domestic emergencies, civil disturbances, disaster relief, and law enforcement. The course will cover the constitutional, statutory, and regulatory bases for military support provided to civilian authorities. Other topics will include crisis management, interagency coordination efforts at the federal and state levels, information operations, and the use of force in domestic operations.

**Special Information:** Offered by the National Security Law Department and the Center for Law and Military Operations (CLAMO).

### **2. National Security and Law of Armed Conflict Course**

**Prerequisites:** This course is BY INVITATION ONLY and is intended for military or civilian attorneys and paralegals employed by the U.S. Government who are currently serving in or pending assignment to a position that requires knowledge of national security law. This course requires a SECRET security clearance, confirmation of which must be received by the School before the course begins. Security clearances must be confirmed through JPAS or in writing by the sending unit's security manager. This course is potentially open to a limited number of international students, pursuant to

OTJAG strategic engagement priorities, quota management through SATFA, and verification/acceptance of the requisite sending-nation security clearance.

**Length:** 9.5 days

**Scope:** This course is offered annually and focuses on the role of legal advisors in joint and multinational military operations, whether in garrison or in a deployed environment. Lectures cover topics such as: the law of armed conflict; the legal basis for the use of force, rules of engagement and targeting; human rights; war crimes; investigations in the deployed environment; operational funding; international agreements; intelligence law; cyber law; detention and interrogation operations; information and cyber operations law; and air and sea law. Lectures also cover a broad range of timely topics including: theater updates; emerging threats; developments and advancements in technology applicable to battlefield next; and critical takeaways from recent CTC rotations. Small group seminars and exercises complement lectures and provide students with the opportunity for practical application of the material covered.

**Special Information:** Individuals who have completed the Judge Advocate Officer Basic Course (5-27-C20) within the preceding two years are not eligible to attend absent compelling circumstances. This course is intended to train mid- to senior-grade Captains that have developed a broad range of experiences following OBC, but have not yet been selected to attend the Graduate Course. Individuals who have previously completed this course or the Judge Advocate Officer Graduate Course (5-27-C22) are not eligible to attend. Students may request an exception from any of these restrictions from the Chair, National Security Law Department.

### 3. Intelligence Law Course

**Prerequisites:** This course is BY INVITATION ONLY and is intended for military or civilian attorneys and paralegals employed by the U.S. Government who are new to the field of intelligence law and who are assigned, or pending assignment, to a billet where the attorney will be advising on intelligence or intelligence related activities. For judge advocates, completion of the Judge Advocate Officer Basic Course is required. This course requires a SECRET security clearance, confirmation of which must be received before the course begins. Security clearances must be confirmed in writing or through JPAS by the sending unit's security manager. This course is potentially open to a limited number of international students from the FVEY community, pursuant to OTJAG strategic engagement priorities, quota management through SATFA, and verification/acceptance of the requisite sending-nation security clearance.

**Length:** 4.5 days

**Scope:** This course is offered annually and introduces legal practitioners to the field of intelligence law. It provides a basic understanding of the legal framework associated with intelligence laws, policies, and regulations, as well as instruction in current

intelligence law issues, including cyber, that arise at the tactical and operational levels. Lectures and panels cover foundational topics, an introduction to specific intelligence disciplines, best practices, and insights from senior legal advisors to intel organizations.

**Special Information:** Individuals who previously completed this course are not eligible to apply absent compelling circumstances. Students may request an exception from the Chair, National Security Law Department.

## 4. Emergent Topics in International and Operational Law

**Prerequisites:** This course is BY INVITATION ONLY and is intended for military or civilian attorneys and paralegals employed by the U.S. Government who are serving in or pending assignment to a position that requires knowledge of the selected emergent international and operational legal issues, typically field grade, SNCO, or equivalent civilian personnel. Prior attendance at an NSLOAC Course (5F-F47) or the Judge Advocate Officer Graduate Course (5-27-C22) is preferred but not required. This course is potentially open to a limited number of international students, pursuant to OTJAG strategic engagement priorities, quota management through SATFA, and verification/acceptance of the requisite sending-nation security clearance.

**Length:** 2.5 days

**Scope:** This course is offered annually and addresses emerging and/or emergent legal issues that are likely to confront Judge Advocates and other practitioners assigned to national security law billets. This course is ideal for experienced practitioners who wish to examine the selected focus area in depth. The course provides TJAGLCS and the JAG Corps with operational flexibility to address emergent topics in international and operational law, and therefore the focus of instruction for each course will change in accordance with evolving legal issues.

**Special Information:** This course is for experienced practitioners and may be suitable for repeat attendance depending on the selected topics; however, priority will be given to students who have not attended the course in the last three years.

## PARALEGAL COURSES

### 1. Law for Paralegals Course

**Prerequisites:** Paralegals in the grade of E4 through E5, with a minimum of 2-years' time in service as a paralegal specialist, GS-6 through GS-9, or other service military personnel of equivalent grade and specialty, who are assigned as paralegal specialist/NCO or employed by the U.S. Government as a civilian paralegal.

**Length:** 5 days

**Scope:** This course focuses on essential legal principles and practical skills for military and civilian Army Paralegals within the core practice areas of the Judge Advocate General's Corps. Instruction will focus on specific areas of emphasis within current JAGC operations. The curriculum is designed to provide an understanding of the substantive legal framework for the area of practice, as well as techniques, procedures, and best practices to best support Judge Advocates and attorneys in the field. Practice areas addressed may include Military Justice, Administrative Law; Civil Law, Contract and Fiscal Law, Operational Law, Legal Assistance, and Claims.

**Special Information:** None

## 2. Advanced Law for Paralegals

**Prerequisites:** Paralegals in the grade of E-6 - E7 who have served 7 - 9 years as a paralegal, civilian paralegals in the grade of GS-9 or above, or military personnel from other services with equivalent grade and specialty.

**Length:** 4.5 days

**Scope:** This course focuses on more complex legal principles and practical skills for Army Paralegals, both military and civilian, within the core practice areas of the Judge Advocate General's Corps (JAGC). Additionally, the course emphasizes leadership and management techniques and best practices within those legal practice areas, as well as the more nuanced understanding of law and policy required at Corps and higher levels of command. Classes will focus on specific areas of emphasis within current JAGC operations. The curriculum is designed to provide enhanced understanding of the substantive legal framework for the area of practice and best practices for teaching, managing, and leading subordinate Paralegals to accomplish practical Paralegal skills to best support Judge Advocates and attorneys in the field. Practice areas addressed may include Military Justice, Administrative & Civil Law, Contract and Fiscal Law, Operational Law, Legal Assistance, and Claims.

**Special Information:** None

## 3. Command & Chief Paralegal Course

**Prerequisites:** Paralegals in the grade of E7 - E9 who are serving in Command or Chief Paralegal positions, civilian paralegals in the grade of GS-11 or above, or military personnel from other services with equivalent grade and specialty will be considered for invitation to the course.

**Length:** 4.5 days

**Scope:** This course focuses on strategic and operational level Paralegal training, leadership, and legal updates for U.S. Army Command Paralegals, and select Chief Paralegals based on their duty assignment and level of responsibility. The curriculum for this course is developed u, in coordination with the JAG Corps Regimental Command Sergeant Major, to advance The Judge Advocate General's strategic objectives for Paralegal support to the Judge Advocate General's Corps.

**Special Information:** This course is by INVITATION ONLY. The approval authority for enrollment is the JAG Corps Regimental Command Sergeant Major.

## 4. Basic Court Reporter Course

**Prerequisites:** Attendees must possess 27D, Paralegal Specialist, as a primary MOS and be in the grade of E4 through E6 (Soldiers in the grade of E1 through E3 and those in the grade of E7 are approved on a case-by-case basis); pass a hearing test; pass the APFT within 6 months of attending the course; meet height and weight requirements IAW AR 600-9; complete the Court Reporter Candidate Course.

**Length:** 7 weeks

**Scope:** This course 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. Included in the curriculum are the following topics: MS Word; basics of court reporting (grammar, proofreading, closed- and open-microphone dictation, and speech recognition); voice theory; court-martial terminology; stages of trial; courtroom management; verbatim records of trial, Military Justice Online, post-trial, and preparation of records of trial. Note: Those attending the Basic Court Reporter Course must complete the Court Reporter Candidate Course through JAGU ([www.jagu.army.mil](http://www.jagu.army.mil)) prior to attendance.

**Special Information:** Students must have 24 months' time in service remaining upon completion of the course.

## 5. Advanced Court Reporter Course

**Prerequisites:** Attendees must be a graduate of the Basic Court Reporter Course.

**Length:** 9.5 days

**Scope:** The focus of the course is to provide 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.

## **LEGAL ADMINISTRATOR COURSES**

### **1. JA Warrant Officer Basic Course**

**Prerequisites:** Selection for appointment as a Judge Advocate Warrant Officer, MOS 270A, or warrant officers approved for branch transfer to MOS 270A; and Army Warrant Officer Candidate School graduate or sister service equivalent. Personnel selected for attendance must complete the Pre-Warrant Officer Basic Distance Learning Course on Army JAG University, <https://jagu.army.mil> no later than 30 days prior to the start date of the course.

**Length:** 6 weeks

**Scope:** This course educates newly appointed Warrant Officers in the fundamentals of military law office management. Instruction is built around the Judge Advocate Warrant Officer core competencies and includes Knowledge Management, Resource Management, Force Management, Security Management, Legal Personnel Management, Legal Systems Integration and Innovation, Leadership, and professional writing. In addition, each student is responsible for completing a proposal paper prior to graduation.

**Special Information:** None

### **2. JA Warrant Officer Advanced Course**

**Prerequisites:** Judge Advocate Warrant Officers must possess at least two years' time in grade as a Chief Warrant Officer Two as of the start date of the course to be eligible for attendance. Personnel who do not possess the requisite time in grade may request an exception to policy through the Chair, Legal Administrator and Paralegal Studies Department, TJAGLCS to the Regimental Chief Warrant Officer. Personnel selected for attendance must complete the Pre-WOAC Distance Learning Course on Army JAG University, <https://jagu.army.mil> no later than 30 days prior to the start of the course.

**Length:** 4 weeks

**Scope:** This course educates Judge Advocate Warrant Officers to prepare them for assignment at or above the operational level of command. Instruction is built around the Judge Advocate Warrant Officer core competencies and includes Knowledge Management, Resource Management, Force Management, Security Management, Legal Personnel Management, Legal Systems Integration and Innovation, Leadership,

and professional writing. In addition, each student is responsible for completing a proposal paper prior to graduation.

**Special Information:** None

### **3. Law Office Management Course**

**Prerequisites:** Army warrant officers serving in MOS 270A. Warrant officers of the sister services in equivalent positions may also attend. Civilians performing duties equivalent to MOS 270A as defined in DA Pam 600-3 are permitted to attend. Staff Judge Advocates desiring this course for any person not serving in such capacity will send a request for exception to the Chair, Legal Administrator and Paralegal Studies Department, TJAGLCS.

**Length:** 4 1/2 days

**Scope:** This course focuses on the technical and mid-level management aspects of military law office management.

### **4. JA Warrant Officer Intermediate Level Education (ILE)**

**Prerequisites:** Judge Advocate Warrant Officers must possess at least two years' time in grade as a Chief Warrant Officer Three as of the start date of the course to be eligible for attendance. Personnel selected for attendance must also complete WOILE Phase I & II prior to the start of the course. Personnel who do not possess the requisite time in grade or who have not completed Phase I & II of WOILE may request an exception to policy through the Chair, Legal Administrator and Paralegal Studies Department, TJAGLCS to the Regimental Chief Warrant Officer.

**Length:** 2 weeks

**Scope:** This course educates Judge Advocate Warrant Officers to prepare them for assignment at or above the strategic level of command. Instruction is built around the Judge Advocate Warrant Officer core competencies and includes Knowledge Management, Resource Management, Force Management, Security Management, Legal Personnel Management, Legal Systems Integration and Innovation, Leadership, and professional writing. In addition, each student is responsible for completing a formal briefing prior to graduation.

# COMMANDER / LEADER LEGAL EDUCATION

## 1. Senior Officer Legal Orientation

**Prerequisites:** Army officers in the rank of colonel or lieutenant colonel selected for brigade or equivalent levels of command where they will exercise special court-martial convening authority. Centrally funded attendance is available for commanders who will exercise special court-martial convening authority by contacting the Officer Personnel Management Division, U.S. Army Human Resources Command, (502) 613-6445. Commanders who do not exercise SPCMCA (generally battalion level) and whose commands will fund travel costs may register in ATRRS on the wait list and attend on a Space-A basis. Seats will be allocated to these officers (up to the course capacity) beginning 45 calendar days prior to the course start date.

**Length:** 4.5 Days

**Scope:** To develop in Brigade and equivalent level commanders of all components the ability to properly exercise their quasi-judicial role inherent in the special court-martial convening authority attached to that level of command. SOLO instruction is designed to enhance legal knowledge, develop and promote judicial temperament, and refine the officer's seasoned and experienced judgment informed by the legal and moral principles that form the basis of the Constitutional republic which the Army serves. Topic areas include the myriad legal and policy responsibilities and issues that fall within the authority of installation, brigade combat team, and other O6-level commanders assuming special court-martial convening authority including the Uniform Code of Military Justice, investigations, military and civilian personnel law, fiscal law, national security law, and soldier benefits. Specific legal and policy issues, while important, are only the means by which commanders develop their ability to apply legal principles and judgment to all facts and circumstances in consultation with their servicing Judge Advocate.

**Special Information:** Beginning in FY22, Battalion Commanders receive their legal orientation as part of the Tactical and Functional courses at the Pre-Command Course at Fort Leavenworth. Consequently, **only** commanders with Special Court-martial Convening Authority will be able to attend SOLO beginning in FY23.

## 2. General Officer Legal Orientation

**Prerequisites:** United States Army active duty general officers or promotable colonels in or going into command or other key leadership assignments. Priority for attendance is for those whose position includes General Court-martial Convening Authority (GCMCA). Attendance is arranged through the General Officer Management Office, (703) 697-7031.



**Length:** 1 Day

**Scope:** The General Officer Legal Orientation provides focused instruction on key legal practice areas tailored to a General Officer's command. Instruction is conducted one on one. Required topics include: Standards of Conduct (Govt Ethics), Properly Handling Sexual Assault Cases, Unlawful Command Influence, Prohibited Relationships/Fraternization, Fiscal Law, and Administrative Investigations. Generals and their staff Judge Advocates choose from elective topics to help focus instruction. Electives include Sexual Harassment, Command Authority on the Installation, Equal Employment Opportunity, Federal Labor Relations, Foreign & Deployment Claims, Government Information Practices / FOIA, Military Personnel Issues (Adverse Actions/Separations), Morale, Welfare & Recreation, Wounded Warrior & Veteran's Law, Duties of a Convening Authority, Non-judicial Punishment / Article 15, Search & Seizure, The Command, Digital Media & The Law, Bid Protest, Government Contract Overview, Operational Funding, Procurement Fraud, Command Responsibility and War Crimes, Cyber Law, Intelligence Law, and International Human Rights Law.

### **3. Congressional Staff Legal Orientation**

**Prerequisites:** BY INVITATION ONLY. Congressional Staff personnel, Policy proponents from the Office of the Judge Advocate General, and members of the OCLL staff only.

**Length:** 1.5 Days

**Scope:** This course is conducted as a Congressional Delegation visit in coordination with the office of the Chief Legislative Liaison, Department of the Army. The course presents key Congressional staff members with military interpretation and policy implementation of legislation. Problem areas and Soldier impacts are highlighted. The course is conducted in seminar format so that there is direct discussion between the Judge Advocates advising commanders on legislation and the staffers that helped to write the legislation.