

Intermediate Paralegal Course 1 (IPC1)

ATRRS Information

Course Number: 512-27D30-DL

Course Length: 60 Days (self-paced)

Prerequisites: applicable for Paralegal NCOs only

- a. Must be a Staff Sergeant or Sergeant.
- b. Must be a graduate of BLC/WLC/PLDC.
- c. Must have completed Structured Self Development (SSD) Level 2.
- d. Must possess a valid security clearance of at least Secret.

COURSE DESCRIPTION

IPC1 is a 60-day, self-paced distributed learning course open to civilian paralegals and eligible paralegal NCOs. It is a mandatory graduation requirement for paralegal NCOs attending ALC. The course is designed similarly to online college courses and will guide you through skill level two and three paralegal NCO skills. You will receive training on, criminal law, pretrial procedures, referral to courts-martial, effective Army writing, the Army legal assistance program, and broad-scope office management.

ENROLLMENT

To self-enroll in IPC1 (formerly known as Pre-ALC) you will need to go to the ATRRS website via <https://www.atrrs.army.mil/> and click on COURSE CATALOG, then type in the COURSE NUMBER box "512-27D30-DL" (without the quotation marks), and click on SEARCH THE ATRRS COURSE CATALOG. A new page will load, click on the COURSE number, it's a hyperlink (it is underlined), and a new page will load with available class dates. If you look on the far left column, you will see the word REGISTER next to available class numbers and dates. Next to whichever class you would like to register for, simply click on the word REGISTER, it's a hyperlink (it is underlined). You will be required to login using your CAC next. Once you are logged in, update your unit information and the rest is self-explanatory.

If you experience any issues with enrollment, submit a help desk ticket through JAGU. To access the help desk and your course, log directly into JAGU (preferably using Firefox or Google Chrome web browsers) at <https://jagu.army.mil/> (turn off compatibility view to load in Explorer).

| IPC 1 Schedule FY17 | | |
|---------------------|------------|-----------|
| COURSE | START DATE | END DATE |
| IPC 1 001-17 | 22 Oct 16 | 21 Dec 16 |

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|--------------------------|-----------|-----------|
| IPC 1 002-17 | 3 Jan 17 | 4 Mar 17 |
| IPC 1 003-17 (Tentative) | 15 Mar 17 | 14 May 17 |
| IPC 1 004-17 | 1 Apr 17 | 31 May 17 |
| IPC 1 005-17 | 6 Jun 17 | 5 Aug 17 |

The course requires an in-course registration to verify eligibility (Soldiers only). The course page will be available on JAGU 15 days prior to the start date of the course. In ATRRS that date will be displayed as “Report Date.” Course content (modules) will not be accessible on the start date until completion (to include grading) of the registration process.

Intermediate Paralegal Course 2 (IPC2)

ATRRS Information

Course Number: 512-27D40-DL

Course Length: 60 Days (self-paced)

Prerequisites: applicable for Paralegal NCOs only

- a. Must be a Sergeant First Class or Staff Sergeant.
- b. Must be a graduate of ALC/BNCOC.
- c. Must have completed Structured Self Development (SSD) Level 3.
- d. Must possess a valid security clearance of at least Secret.

COURSE DESCRIPTION

IPC2 is a 60-day self-paced distributed learning course open to civilian paralegals and eligible paralegal NCOs. It is a mandatory graduation requirement for paralegal NCOs attending SLC. The course is designed similarly to online college courses and will guide you through skill level three and four paralegal NCO skills. You will receive training on reviewing military legal correspondence, the law of war, the role of the NCO in leadership, full spectrum operations, leadership, financial liability investigation of property loss (FLIPL), and basic manpower management.

ENROLLMENT

To self-enroll in IPC2 (formerly known as Pre-SLC) you will need to go to the ATRRS website via <https://www.atrrs.army.mil/> and click on COURSE CATALOG, then type in the COURSE NUMBER box "512-27D40-DL" (without the quotation marks), and click on SEARCH THE ATRRS COURSE CATALOG. A new page will load, click on the COURSE number, it is a hyperlink (it is underlined) and a new page will load with available class dates. If you look on the far left column you will see the word REGISTER next to available class numbers and dates. Next to whichever class you would like to register for simply click on the word REGISTER, it is a hyperlink (it is underlined). You will be required to login using your CAC next. Once logged in, update your unit information and the rest is self-explanatory.

If you experience any issues with enrollment, submit a help desk ticket through JAGU. To access the help desk and your course, log directly into JAGU (preferably using Firefox or Google Chrome web browsers) at <https://jagu.army.mil/> (turn off compatibility view to load in Explorer).

| IPC 2 Schedule FY17 | | |
|---------------------------------|-------------------|------------------|
| COURSE | START DATE | END DATE |
| IPC 2 001-17 | 22 Oct 16 | 21 Dec 16 |
| IPC 2 002-17 | 3 Jan 17 | 4 Mar 17 |
| IPC 2 003-17 (Tentative) | 15 Mar 17 | 14 May 17 |
| IPC 2 004-17 | 1 Apr 17 | 31 May 17 |
| IPC 2 005-17 | 6 Jun 17 | 5 Aug 17 |

The course requires an in-course registration to verify eligibility (Soldiers only). The course page will be available on JAGU 15 days prior to the start date of the course. In ATRRS that date will be displayed as "Report Date." Course content (modules) will not be accessible on the start date until completion (to include grading) of the registration process.