

APCC Enrollment

What (Course Name): Army Paralegal Competence Course (APCC)

Course Title: 512-27D30-DL

Course Hours: 55

Course Type: Functional. Courses listed in ATRRS are authorized promotion points at the rate of four promotion points per week (defined as 40 training hours) of military training. Students must contact their S1/G1 to update promotion point worksheet. Courses may take up to 12 days to populate from the date of course completion to the automated promotion point worksheet for promotion points. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion.

ERB/ARB updates adding APCC are made through eMILPO (RA) or USAR systems. TDD is currently working with TRADOC to add the course in eMILPO and USAR systems.

When (Course start/end dates): Students may enroll into the course at any time. Once enrolled, students have 60 days to complete the entire course.

Phase: No Phase

POC Information: MSG Ericca Cole, ericca.o.cole.mil@mail.mil, Office: (434) 971-3223, Distance Learning Instructor/Developer, Training Developments Directorate, The Judge Advocate General's Legal Center & School, 600 Massie Road, Charlottesville, VA 22903

Who (Prerequisites): Successfully completed Advance Individual Training (AIT), and served in the unit a minimum of one year after completion of AIT. Sergeant First Class and promotable Staff Sergeant that re-class into the MOS27D, may take this course after the completion of AIT. Soldier must not be flagged for failure to meet height/weight and/or Army Physical Fitness Test standards to attend training.

Where (Location/enrollment): To self-enroll in APCC students use 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. In the far left column, 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). Students are required to login using a CAC. Once logged in, students must update their unit information and the rest is self-explanatory. If students experience any issues with enrollment, they should submit a help desk ticket through JAGU. To access the help desk and the 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).

Why (Readiness): APCC consist of five modules and 29 lessons. In this course students gain a solid foundation in the law and paralegal profession through an interactive online learning platform focusing on effective legal writing, client services, administrative law, Military Justice, and Fiscal Law. APCC provides knowledge that increase critical reasoning skills and aids creative thinking skill. This course bridges the learning gap between a paralegals Advanced Individual Training and Advance Leaders Training. The course cover the following topics: effective military writing, writing fundamentals, elements of effective writing, writing in active voice, principles of writing, research and planning, the writing process, writing a draft, applying formatting, revision and proof reading, legal assistance, Service member Civil Relief Act, estate planning, family support, AR 15-6 investigations, line of duty investigations, overview of Military Justice, basic of Non Judicial punishments, summary court Martial, prepare a charge sheet, article 34, UCMJ and pretrial advice, discovery and production, administrative separations, overview of the Law of armed conflict, rules for the use of force, and fiscal law overview.

Special Information:

For additional information go to Information for School 681 on ATRRS, contact the Training Developments Directorate (TDD), at (434) 971-3223, DSN 521, or visit our website <http://www.jagcnet.army.mil/TJAGLCS>.