



27D TRAINING TASK LIST



Discipline	Action	Task	Location of Instruction									
			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC		
Basics	OSJA Operations	Identify Unlawful Command Influence	☑								R	
		Brief the Concept of Unlawful Command Influence			☑							R
		Analyze Unlawful Command Influence										☑
		Identify Legal Roles and Support to Operations	●	☑				R				
		Conduct Automated Legal Research	☑				R					
		Conduct Advanced Automated Legal Research (Intermediate)						☑			R	
		Conduct Advanced Automated Legal Research										☑
		Employ Basic MJO Reports			☑							
		Employ Adobe Pro	●	☑								
		Prepare a Preservation Request for Electronic Communication		☑								
		Draft Warrant or Order for Electronic Communication		☑								
		Draft a Subpoena		☑								
		Implement Filing of Legal Records		☑								
		Prepare an Excess Leave Form		☑								
		Develop a Preventive Law Program										☑
	Prepare Legal Correspondence	Prepare Military correspondence	☑				R					
		Prepare Legal Correspondence	☑				R	R				
		Draft a Reprimand	★									
		Review Legal Correspondence for Errors	☑		R			R				
	Professional Responsibility	Apply the Rules of Professional Responsibility	☑				R					
Protect the Lawyer-Client Relationship		☑				R						
Communicate Required Information to Clients		☑				R						
Protect Confidentiality		☑				R						
Prevent Conflict of Interest		☑				R						
Prevent Ex-Parte Discussions		☑				R						
Key												
Task is assigned / taught	☑	Task is reinforced from a previous level of instruction	R	Task is in development stages with TDD	★	Task is not assigned but taught	●					

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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC
Basics Cont.	Military/Legal Writing	Describe the uses of military versus legal writing	●		☑					
		Describe the uses of different document types	●		☑					
		Discuss the styles and types of documents required based on key indicators			☑					
		Describe the fundamentals of effective writing			☑					R
		Identify types of punctuation and their uses	●		☑	R	R			R
		Describe appropriate uses of capitalization	●		☑	R	R			R
		Identify methods that can help improve spelling			☑					
		Describe the elements of effective writing			☑					R
		Recognize the principles of Military Writing			☑	R	R			
		Recognize the elements of effective writing			☑					
		Demonstrate Effective Army Writing for Paralegals			☑	R	R			R
		Describe the difference between active and passive voice			☑	R	R			
		Identify the sentence structure for active voice			☑					
		Apply active voice sentence structure			☑	R	R			
		Identify the creative thinking principles of effective writing			☑					
		Identify the critical reasoning principles of effective writing			☑					
		Describe the standards of critical reasoning			☑					
		Identify the stages of the research process			☑					
		Identify the steps in the planning process			☑					
		Identify references for writing			☑					
		Describe the steps of the writing process			☑					
		Identify key portions of a legal essay			☑					
		Review the importance of purpose and thesis statements			☑					
		Reviewing sentence structure for writing in active voice			☑					
		Review paragraphs for meaningful elements			☑					
		Ensure paragraphs are written effectively			☑					
		Apply proper formatting	●		☑	R	R			R
		Implement writing guidelines			☑					
		Prepare documents for intended audience	●		☑					
		Prepare essays reference documents			☑					
Describe the proofreading steps			☑							
Identify errors using proofreading steps			☑							
Refine Army Writing for Paralegals			☑							
Key										
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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC								
Military Justice	Nonjudicial Punishment	Employ the Manual for Courts-Martial	☑														R	
		Employ the Military Judge's Benchbook	☑															R
		Identify Commander Administrative Actions	☑															
		Identify the reference materials used regarding NJP	●			☑												
		Identify UCMJ Violations	☑															
		Identify NJP authority	●			☑												
		Draft UCMJ Charges and Specifications	☑															
		Employ Military Justice Online	☑															
		Employ Advanced Military Justice Online			☑													
		Prepare a Record of Summarized Proceedings under Article 15, UCMJ	☑															
		Process a Record of Summarized Proceedings under Article, UCMJ	☑															
		Prepare a Record of Formal Proceedings under Article 15, UCMJ	☑															
		Process a Record of Formal Proceedings under Article 15, UCMJ	☑															
		Prepare Supplemental Action for Article 15, UCMJ	☑															
		Process Supplemental Action for Article 15, UCMJ	☑															
		Conduct a Legal Briefing		★						R								R
	Intro to MJ	Identify the purpose of the military justice system	●			☑												
		Identify military and civilian justice system differences				☑												
	Courts-Martial	Identify Reserve Component summary court-martial differences				☑												
		Employ the Manual for Courts-Martial	☑						R								R	
		Employ the Military Judge's Benchbook	☑														R	
		Identify UCMJ Violations	☑															
		Identify summary courts-martial convening authority	●			☑												
		Confirm what information is required on a DA Form 5111				☑												
		Draft Court-Martial Charges and Specifications	☑															
		Identify a charge sheet	●			☑			R									
		Identify information required for drafting a charge sheet	●			☑												
		Prepare a Charge Sheet for Preferral	☑				R											
		Draft an Appointment Memorandum for Article 32 Hearing	☑															
	Facilitate an Article 32 Preliminary Hearing	☑																
	Key																	
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Military Justice Cont.	Courts-Martial Cont.	Prepare a DD Form 457 Preliminary Hearing Officer Report	☑								
		Perform Logistical Support for Courts-Martial		☑							
		Prepare Summarized Transcripts	☑								
		Review Article 34, UCMJ and Pretrial Advice information			☑		R		R		
		Review the content in a Pretrial Advice memorandum			☑		R		R		
		Prepare an SJA's Pre-Trial Advice Memorandum			☑		R		R		
		Analyze Staff Judge Advocate's Pre-Trial Advice					☑				
		Review distribution and other considerations of the Pretrial Advice			☑		R		R		
		Process a Pre-Trial Agreement					☑				
		Identify the elements of referral	●		☑		R				
		Prepare a Charge Sheet for Referral	☑			R		R			
		Process a Charge Sheet for Referral	●		☑		R				
		Review Charge Sheet for Referral					☑				
		Analyze Stipulations					☑				R
		Identify Discovery Issues		☑	R	R				R	
		Identify the legal basis for Discovery and Production			☑	R				R	
		Identify Discovery and Production personnel			☑	R				R	
		Define the paralegal's role in a courts-martial			☑						
		Identify the major rules pertaining to Discovery and Production			☑	R				R	
		Manage Discovery Issues						★			
		Process Discovery			☑						
		Process Post-Trial Documents for a Summary Court-Martial	☑			R					
		Prepare a Record of Trial by Summary Court-Martial	☑			R					
		Prepare a Confinement Order	☑			R		R			
		Process a Witness for Trial		☑							
		Process a Travel Order for a Court-Martial Witness		☑							
		Process a Voucher of Payment for a Court-Martial Witness		☑							
		Prepare a Victim/Witness Notification Utilizing DD Form 2704	●		☑			R			
		Review Victim/Witness Certification & Elections						☑			
		Analyze RCM 305						☑			
		Analyze Pre-Trial Confinement Procedures						☑			
		Prepare Checklist for Pretrial Confinement						☑			
Key											
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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC
Military Justice Cont.	Courts-Martial Cont.	Prepare a Staff Judge Advocate's Pre-Trial Advice Memorandum			☑		R			
		Process a Soldier for Pre-Trial Confinement			☑		R			
		Analyze Post-Trial Confinement Procedures					☑			
		Process a Soldier for Post-Trial Confinement			☑		R			
		Prepare a Findings Worksheet					☑			
		Prepare a Sentence Worksheet					☑			
		Prepare a Statement of Trial Results					☑			
		Analyze Deferment and Waiver					☑			
		Analyze Foundations of Post-Trial Submissions					☑			
		Assemble RCM 1106 Matters for Defense		☑						
		Prepare a Staff Judge Advocate's Advice on Clemency			☑			R		
		Analyze Staff Judge Advocate's Advice on Clemency						☑		
		Analyze a Convening Authority's Action for Clemency						☑		
		Prepare a Convening Authority's Supplemental Action		☑						
		Prepare Entry of Judgement						☑		
		Assemble a Record of Trial						☑		
		Prepare a Court-Martial Chronology Sheet						☑		
		Process a Record of Trial						☑		
		Facilitate Court-Martial Panel Selection						☑		R
		Prepare a Court-Martial Panel Selection Action (Analyze)						☑		R
		Prepare a Court-Martial Convening Order (Draft)						☑		R
		Process Panel Member Excusals						☑		R
		Manage Court-Martial Panel Excusals								★
		Prepare an Amendment to a Court-Martial Convening Order (Amend)						☑		R
		Draft Motions					●	★		R
Analyze Search and Seizure								☑		
Key										
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Military Justice Cont.	Administrative Separations	Identify involuntary administrative separation provisions	●		☑						
		Recognize when to use the notification or board procedure	●		☑						
		Identify the administrative separations approval authority	●		☑						
		Prepare an Administrative Separation of an Enlisted Member	☑		R						
		Process an Administrative Separation of an Enlisted Member	●	☑							
		Employ Military Justice Online	☑								
		Employ Advanced Military Justice Online Reports					★				
		Process a Military Justice Report		☑							
		Prepare Summarized Transcripts	☑			R					
		Process a Chapter 10 Administrative Separation		☑							
		Process an Officer Elimination		☑	R	R					
Legal Assistance	Legal Assistance Operations	Interpret the legal basis for the Army Legal Assistance Program	●		☑					R	
		Verify Client Eligibility for Legal Services	☑		R	R					
		Identify the legal assistance personnel	●		☑	R					
		Identify legal assistance eligibility	●		☑	R					
		Prevent Conflict of Interest	☑		R	R					
		Demonstrate Professionalism and Courtesy during Client Interactions	☑		R						
		Interpret what services paralegals can and cannot provide	●		☑						
		Analyze the Difference between General Legal Info and Legal Advice	☑							R	
		Conduct Automated Legal Research	☑								
		Apply FOIA and Privacy Act		☑					R		
		Perform Notarial Services	☑			R					
		Maintain Notarial Log	●	☑							
		Process a Claim under Article 139, UCMJ		☑							
		Process Immigration/Citizenship Action		☑							
		Employ Client Information System		☑		R					
		Draft a Power of Attorney	☑								
		Conduct a Witness Interview		☑		R					
		Draft a Client Tracker		☑		R					
		Provide Support to Casualty Assistance		☑	R						
		Define Family Support			☑	R					
Key											
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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC	
Legal Assistance Cont.	SCRA	Define SCRA and who is eligible			☑	R					
		Demonstrate SCRA procedural legal protections			☑	R					
		Identify service member financial protections			☑	R					
		Annotate SCRA contract protections			☑	R					
		Identify SCRA voting and taxation residence rules			☑	R					
		Interpret SCRA		☑	R	R					
	Wills	Recognize purpose of POA and the paralegal's role			☑						
		Recognize wills and estate planning services			☑						
		Recognize dependent support of trusts and guardianship			☑						
		Define surviving family members benefits			☑						
		Draft a will			☑						
	Family Support	Recognize the Army Regulation governing interim support in the absence of a court order or agreement between parties			☑	R					
		Identify how federal law provides benefits for former spouses of service members			☑	R					
		Familiarize themselves with the many rules and laws that impact child custody and child support			☑	R					
	National Security Law	NSL & LOAC Overview	Report Legal Significant Activities	☑							
A history of the Law of Armed Conflict (LOAC)					☑	R			R		
LOAC Principles					☑	R	R	R	R		
Specifics of Geneva Convention (GC) I, GC III, and GC IV					☑	R			R		
War Crimes					☑						
Apply Law of Armed Conflict Principles							☑			R	
Prepare Report of Law of Armed Conflict Violation Allegation				☑							
ROE & SROE		Review rules for the use of force			☑	R	R	R	R	R	
		Communicate how to evaluate the escalation of force			☑	R		R	R		
		Communicate how to provide the appropriate level of force			☑			R			
		Communicate how to properly escalate use of force			☑	R		R	R		
		Analyze Foundations of Escalation of Force					☑	R		R	
		Analyze Foundations of Rules of Force					☑	R		R	
Facilitate Unit Level Rules for Use of Force (RUF) Training			☑								
Key											
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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC	
National Security Law Cont.	ROE & SROE Cont.	Analyze Foundations of National Security Law					☑	R		R	
		Analyze Foundations of ROE					☑	R		R	
		Facilitate Unit Level ROE Training			☑						
		Analyze Foundations of SROE					☑	R		R	
		Facilitate Unit Level SROE Training			☑						
		Facilitate Unit Level LOAC Training			☑						
		Analyze Status of Displaced Persons			☑			R			
	Detainee Ops	Provide Support to Detainee Operations						●		★	
	DOMOPS	Establish Legal Support for Domestic Operations						●		☑	
		Integrate Law of Armed Conflict in Cyberspace Operations						●		☑	
Administrative Law	15-6	Annotate how an AR 15-6 investigation is initiated	★		☑		R				
		Recognize the legal characteristics of an AR 15-6 investigation	★		☑	R	R				
		Identify the legal review and its importance	★		☑	R	R				
		Recognize the actions of the appointing authority	★		☑	R	R				
		Inspect the basics of Board of Officers investigation and AR 15-6			☑						
		Conduct Initial in-Brief to AR 15-6 Investigating Officers			☑		R				
		Process an AR 15-6 Investigation	★				R				
		Facilitate a Witness Interview	★			R					
		Prepare DA Form 1574-1	★								
		Prepare DA Form 1574-2	★								
		Review an AR 15-6 Investigation					☑				
	Conduct Initial In-Brief to AR 15-6 Investigating Officers			☑		R					
	FLIPL	Process a Financial Liability Investigation of Property Loss				☑	R				
Review a Financial Liability Investigation of Property Loss						☑					
Key											
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			AIT	ORG	APCC	LfP	ALC	NSL-P	ALfP	SLC	
Administrative Law Cont.	LOD	Interpret LOD investigations' impact and operation			<input checked="" type="checkbox"/>	R					
		Review possible findings of an LOD investigation			<input checked="" type="checkbox"/>						
		Calculate LOD investigation's effect on Soldier benefits			<input checked="" type="checkbox"/>						
		Conduct a basic LOD investigation "two-step analysis"			<input checked="" type="checkbox"/>						
		Recognize the due process rules of LOD investigation			<input checked="" type="checkbox"/>						
		Perform an Initial Review of a Line of Duty Investigation				<input checked="" type="checkbox"/>					
	Fiscal Law	Recognize Fiscal Law Issues			<input checked="" type="checkbox"/>	R					
		Identify principle of Purpose spending limits			<input checked="" type="checkbox"/>	R					
		Identify principle of Time spending limits			<input checked="" type="checkbox"/>	R					
		Identify principle of Amount spending limits and the Anti-Deficiency Act			<input checked="" type="checkbox"/>	R					
		Recognize construction funding			<input checked="" type="checkbox"/>	R					
		Recognize operational funding			<input checked="" type="checkbox"/>	R					
	Basics	Analyze Administrative Law Concerns								<input checked="" type="checkbox"/>	
	Personnel Tasks	Personnel Tasks	Lead Judge Advocate Legal Services (JALS) Personnel					<input checked="" type="checkbox"/>			
			Manage Judge Advocate Legal Services (JALS) Personnel								<input checked="" type="checkbox"/>
Manage Military Paralegals										<input checked="" type="checkbox"/>	
Mission Command	Mission Command	Identify Legal Roles and Support to Operations	<input checked="" type="checkbox"/>					R		R	
		Identify Legal Support Role in the MDMP		<input checked="" type="checkbox"/>				R			
		Implement Legal Support Role in the MDMP					<input checked="" type="checkbox"/>				
		Analyze Base Operations Order for Legal Equities		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			R	
		Conduct Brigade Legal Operations in a Degraded Environment	●				<input checked="" type="checkbox"/>			R	
		Perform Paralegal Support Command Post Operations	●	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			R	
		Perform Legal Operations in a Simulated Garrison Environment	●	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			R	
		Evaluate Legal Operations in a Simulated Garrison Environment		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
		Draft a Legal Tab to Base Operations Order		<input checked="" type="checkbox"/>				R		R	
		Perform Initial Review of an Operations Plan for National Security Law Concerns								★	
Claims	Foreign Claims	Process Foreign Claims			<input checked="" type="checkbox"/>						
		Review Foreign Claims		<input checked="" type="checkbox"/>				R			
Key											
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