

# CHAPTER 48



LEGALMAN  
(LN)

NAVPERS 18068F-48E  
Change 81

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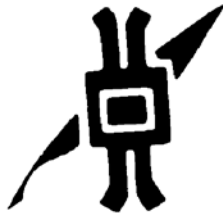
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## NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LEGALMAN (LN)



### SCOPE OF RATING

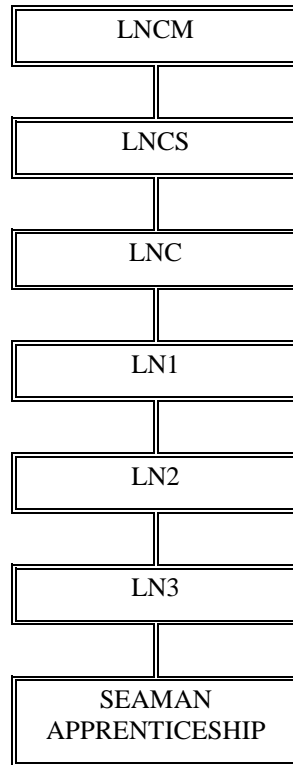
Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates to provide and administer legal services in support of military justice matters, administrative discharges, claims, admiralty law, and legal assistance; record and transcribe proceedings of Courts-Martial (CMs), Courts of Inquiry (COIs), investigations, and military commissions, and prepare and submit necessary records and reports; prepare legal correspondence; draft charges and associated documents required for Non-Judicial Punishment (NJP) and Courts-Martial (CMs); conduct interviews; perform legal research; provide trial and defense paralegal support; and provide advice and assistance to personnel and commands on matters of legal administration.

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This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 48.

## GENERAL INFORMATION

### CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

### **SAFETY**

**The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.**

**Job Title****Senior Paralegal****Job Code****001469****Job Family**

Legal

**NOC**

TBD

**Short Title (30 Characters)**

SENIOR PARALEGAL

**Short Title (14 Characters)**

SEN PARALEGAL

**Pay Plan**

Enlisted

**Career Field**

LN

**Other Relationships and Rules**

NEC AXXX series or other NECs as assigned.

**Job Description**

Senior Paralegals work under the direct supervision of an attorney, or independently, to investigate the facts of cases and ensure that all relevant information is considered; identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases; analyze and organize the information and prepare written reports that attorneys use in determining how cases should be handled; help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials; organize and track files of all important case documents and make them available and easily accessible to attorneys; draft trust instruments, wills, and estate planning documents; provide timely and accurate advice to commanders in an international environment and support operational law activities; and serve as managers, providing training and supervision to junior personnel and maintaining office budgets.

**DoD Relationship****Group Title**

Legal

**DoD Code**

151200

**O\*NET Relationship****Occupation Title**

Paralegals and Legal Assistants

**SOC Code**

23-2011.00

**Job Family**

Legal

**Skills***Critical Thinking**Writing**Reading Comprehension**Speaking**Complex Problem Solving**Time Management**Monitoring**Active Listening**Coordination**Management of Material Resources***Abilities***Written Expression**Inductive Reasoning**Problem Sensitivity**Deductive Reasoning**Written Comprehension**Oral Expression**Oral Comprehension**Information Ordering**Category Flexibility**Speed of Closure***ADMINISTRATIVE AND CIVIL LAW****Paygrade****Task Type****Task Statements**

E5

CORE

Advocate for command interests at Administrative Separation (ADSEP) boards

E4

CORE

Conduct administrative research

E4

CORE

Conduct Administrative Separation (ADSEP) processing and counseling

E5

CORE

Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)

E6

CORE

Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)

E6

CORE

Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)

E6

CORE

Conduct Line of Duty Investigations (LODIs)

E7

NON-CORE

Conduct Manual of the Judge Advocate General (JAGMAN) investigations (e.g., dual-purpose investigations, command investigations, preliminary investigations, etc.)

E6

NON-CORE

Conduct Operational Law (OPLAW) research

E6

CORE

Coordinate Complaints of Wrongs adjudications and responses

E7

CORE

Coordinate delivery of personnel to foreign authorities

E7

CORE

Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)

E6

CORE

Coordinate ships' return to home port customs clearance

## ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Develop Operational Law (OPLAW) briefings
E5	CORE	Draft Administrative Separation (ADSEP) board opening statements and closing arguments
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage administrative and civil law programs, products, and personnel
E7	CORE	Manage command Freedom of Information Act (FOIA) programs
E7	CORE	Manage command Privacy Act programs
E7	CORE	Manage law office administration
E7	CORE	Manage Legalman (LN) rating conversion processes
E7	CORE	Manage Legalman Paralegal Education Program (LPEP)
E7	CORE	Manage liberty risk program
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries

## ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEO), Inspector General (IG), etc.)
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

## LEGAL ASSISTANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E7	CORE	Manage legal assistance programs, products, and personnel
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance

## **MILITARY JUSTICE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards



### **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E7	CORE	Maintain chain of custody of physical evidence
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E7	CORE	Manage military justice programs, products, and personnel
E7	CORE	Manage Military Protective Order (MPO) processes
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms

## **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Supervise paralegal teams assisting attorneys with trial preparations
E7	CORE	Support Admiral's Masts

### **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E7	CORE	Support Disciplinary Review Boards (DRBs)
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

**Job Title****Paralegal****Job Code****001477****Job Family**

Legal

**NOC**

TBD

**Short Title (30 Characters)**

PARALEGAL

**Short Title (14 Characters)**

PARALEGAL

**Pay Plan**

Enlisted

**Career Field**

LN

**Other Relationships and Rules**

NEC AXXX series or other NECs as assigned.

**Job Description**

Paralegals work under the supervision of attorneys and Senior Paralegals to draft legal documents and papers, such as appeals, motions, pleadings, pretrial agreements, legal briefs, routine legal assistance documents, and legal correspondence; provide routine assistance to Legal Assistance, Personal Representation, and Defense clients; prepare vouchers for witness fees; conduct advanced legal research and compile statistics for submission of required reports; provide routine advice to commanders on military justice and administrative measures; respond to complaints and conduct client and witness interviews; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and serve as supervisors, providing training and supervision to junior personnel.

**DoD Relationship****Group Title**

Legal

**DoD Code**

151200

**O\*NET Relationship****Occupation Title**

Paralegals and Legal Assistants

**SOC Code**

23-2011.00

**Job Family**

Legal

**Skills***Critical Thinking**Writing**Reading Comprehension**Speaking**Complex Problem Solving**Time Management**Active Listening**Coordination**Judgment and Decision Making**Management of Material Resources***Abilities***Written Expression**Inductive Reasoning**Deductive Reasoning**Problem Sensitivity**Written Comprehension**Oral Expression**Category Flexibility**Information Ordering**Speed of Closure**Oral Comprehension***ADMINISTRATIVE AND CIVIL LAW****Paygrade****Task Type****Task Statements**

E5

CORE

Advocate for command interests at Administrative Separation (ADSEP) boards

E4

CORE

Conduct administrative research

E4

CORE

Conduct Administrative Separation (ADSEP) processing and counseling

E5

CORE

Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)

E6

CORE

Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)

E6

CORE

Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)

E6

CORE

Conduct Line of Duty Investigations (LODIs)

E6

NON-CORE

Conduct Operational Law (OPLAW) research

E6

CORE

Coordinate Complaints of Wrongs adjudications and responses

E7

CORE

Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)

E6

CORE

Coordinate ships' return to home port customs clearance

E6

NON-CORE

Develop Operational Law (OPLAW) briefings

E5

CORE

Draft Administrative Separation (ADSEP) board opening statements and closing arguments

## ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage law office administration
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEQ), Inspector General (IG), etc.)

## ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

## LEGAL ASSISTANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support

## MILITARY JUSTICE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)

## **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems

## **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds



### **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Support Admiral's Masts
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

**Job Title****Journeyman Paralegal****Job Code****001482****Job Family**

Office and Administrative Support

**NOC**

TBD

**Short Title (30 Characters)**

JOURNEYMAN PARALEGAL

**Short Title (14 Characters)**

JOUR PARALEGAL

**Pay Plan**

Enlisted

**Career Field**

LN

**Other Relationships and Rules**

NEC AXXX series or other NECs as assigned.

**Job Description**

Journeyman Paralegals work under the supervision of attorneys and paralegals to prepare and process legal documents and papers, such as legal assistance documents, summonses, subpoenas, complaints, appeals, motions, pleadings, and pretrial agreements; serve as court reporters and provide clerical support for the conduct of administrative investigations; mail, electronically transmit, or arrange for delivery of legal correspondence to clients, witnesses, and court officials; receive and place telephone calls, schedule and make appointments, and make copies of correspondence, documents, and other printed matter; organize and maintain law libraries, correspondence, and case files; assist attorneys in collecting information such as employment, medical, and other records; attend legal meetings, such as client interviews, hearings, or depositions and take notes; draft and type office memos; review legal publications; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and perform database searches to identify laws and court decisions relevant to pending cases

**DoD Relationship****Group Title**

Administration

**DoD Code**

151000

**O\*NET Relationship****Occupation Title**

Legal Secretaries

**SOC Code**

43-6012.00

**Job Family**

Office and Administrative Support

**Skills***Critical Thinking**Writing**Speaking**Reading Comprehension**Active Listening**Time Management**Complex Problem Solving**Coordination**Management of Material Resources**Judgment and Decision Making***Abilities***Written Expression**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Comprehension**Oral Expression**Information Ordering**Category Flexibility**Oral Comprehension**Speed of Closure***ADMINISTRATIVE AND CIVIL LAW****Paygrade****Task Type****Task Statements**

E5	CORE	Advocate for command interests at Administrative Separation (ADSEP) boards
E4	CORE	Conduct administrative research
E4	CORE	Conduct Administrative Separation (ADSEP) processing and counseling
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)

## **ADMINISTRATIVE AND CIVIL LAW (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Prepare liberty risk program documents
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

## **LEGAL ASSISTANCE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)

## **MILITARY JUSTICE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E4	CORE	Conduct victim and witness interviews
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E4	CORE	Distribute Records of Trial (ROTs)

## **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Draft charge sheets
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E4	CORE	Maintain Unit Punishment Books (UPBs)
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E4	CORE	Notify personnel of trial information
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E4	CORE	Prepare drug laboratory report requests
E4	CORE	Prepare findings and sentencing worksheets
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E4	CORE	Process counsel requests
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence

### **MILITARY JUSTICE (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E4	CORE	Serve Court-Martial (CM) charges
E4	CORE	Summarize witness interview notes
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)