

The Annual Bulletin of The Judge Advocate General's School, United States Army, contains the Commandant's annual report, the resident course catalog and schedule of courses, the nonresident course catalog, and information about the School and its academic programs.

CORRESPONDENCE ADDRESS:

Commandant
The Judge Advocate General's School, U.S. Army
ATTN: (*)
Charlottesville, Virginia 22901

(*)	
Director, School Support Dept	(General Information)
Director, Reserve Affairs Dept	(Reserve Affairs)
Director, Academic Dept	(Resident Courses)
Correspondence Course Officer	(Correspondence Courses)

TELEPHONE DIRECTORY:

(office)	(commercial no.)	(FTS no.)
General Information	804-293-6885	938-1393
Academic Department	804-293-2028	938-1260
Resident Course Quotas	804-293-6286	938-1304
Correspondence Courses	804-293-4046	938-1304

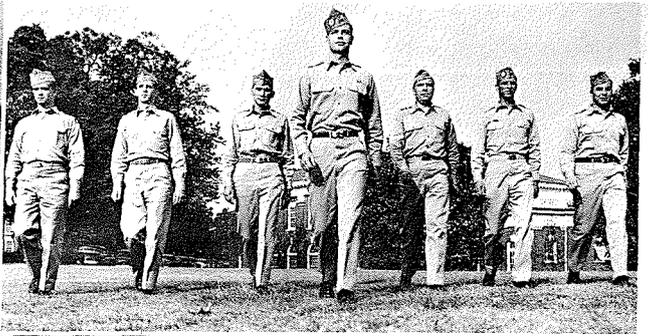
For AUTOVON calls, dial 274-7110 (U.S. Army Foreign Science and Technology Center) and ask the operator for the commercial number desired.

TABLE OF CONTENTS

General Information	1
Commandant's Report	4
Accreditation	8
Faculty	8
Library	9
Resident Program	10
The Basic Course	10
The Graduate Course	11
Continuing Legal Education Courses	12
Attendance at Resident Courses	12
Course Descriptions	13
Nonresident Program	20
General Information	20
Eligibility	21
Enrollment Procedures	21
Maintaining Enrollment	22
Miscellaneous Enrollment	22
Constructive and Equivalent Credit	23
Information for Reserve and National Guard Officers	23
Correspondence Course Programs	24
Officer Basic Correspondence Course	26
Officer Advanced Correspondence Course	27
Reserve Components General Staff Course	30
Law for Legal Clerks Correspondence Course	31
Legal Admin Technician Correspondence Course	32
Subcourse Descriptions - Legal Subjects	34
Subcourse Descriptions - Military Subjects	40
Resident Program, by Type of Course	46
Chronological Schedule of Courses	47

1980 - 1981

ANNUAL BULLETIN



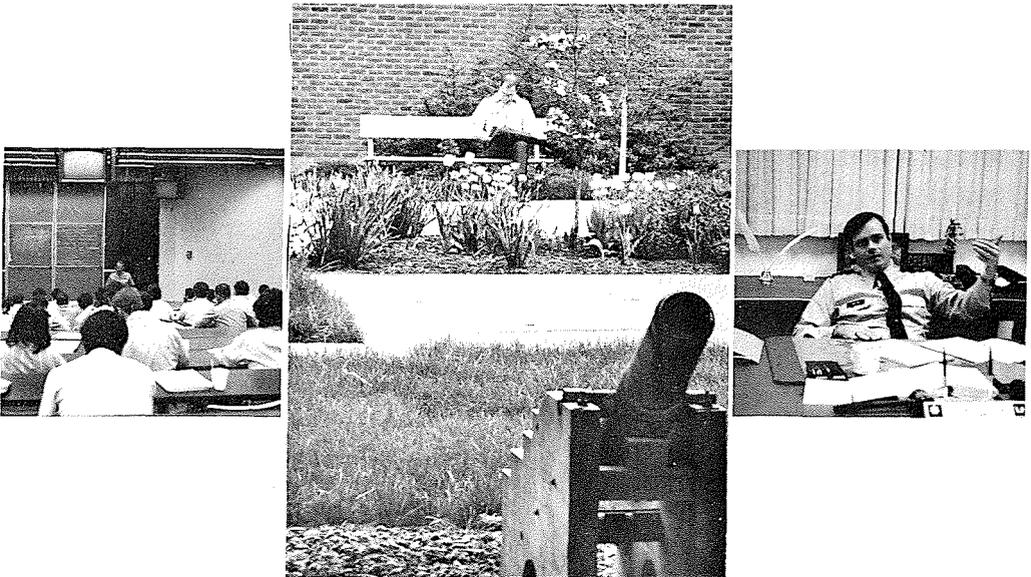
GENERAL INFORMATION

The Judge Advocate General's Corps has provided legal service to the Army community since 1775. However, not until World War II was an effort made to provide formal training and instruction to lawyers in the military. In February 1942, as the uniformed lawyer's responsibilities increased in volume and complexity, specialized training courses were commenced at the National University Law School (now George Washington University National Law Center) in Washington, D.C. The "The Home of the Army Lawyer" moved to the University of Michigan Law School in Ann Arbor in August 1942. Some 2,684 attorneys received training there. The School was deactivated in 1946 during the general demobilization after World War II.

Following deactivation, a study on the administration of military justice indicated a requirement for continued formal training of lawyers in the military. The passage of the Uniform Code of Military Justice and the beginning of the Korean conflict emphasized this need. As a result, the School was reactivated at Fort Myer, Virginia. The Army decided to establish a permanent branch service school for Army lawyers, located in an academic environment near Washington, D.C. A site at the University of Virginia was selected, and on 2 August 1951, The Judge Advocate General's School was established in Charlottesville. During the ensuing years the School operated from a facility which housed only administrative offices and a few Bachelor Officer Quarters. Classes were held in other University buildings, predominantly Clark Hall at the University of Virginia Law School.

In 1969 the School initiated planning for a new facility. Early in 1973 construction on a new building began. It was completed in May 1975, and officially dedicated on 25 June 1975. It is located near the University of Virginia Law School and the Darden School of Business Administration. The building, owned by the University, is leased by the Army. Facilities include classrooms and seminar rooms with seating capacities from 10 to 200, two practice courtrooms, an auditorium, a library, a bookstore, and 80 motel-type rooms for individuals attending continuing legal education courses.

The Judge Advocate General's School teaches the fundamentals of military law to attorneys newly commissioned as judge advocates and provides graduate legal training for career military officers. Numerous continuing legal education courses and seminars, lasting from two days to three weeks, are given annually. The School also administers an extensive correspondence course continuing legal education program. More than 2,200 attorneys attend resident courses during the year. Correspondence course enrollment exceeds 2,200.



Functions of the School are divided among four primary departments: Academic; School Support; Developments, Doctrine and Literature; and Reserve Affairs.

The Academic Department develops and conducts all of the School's resident courses and is responsible for all nonresident instruction including administration of correspondence courses and preparation of training material for judge advocates attending Army reserve schools or serving in reserve component units. The department also manages development of legal subject training materials for use Army-wide.

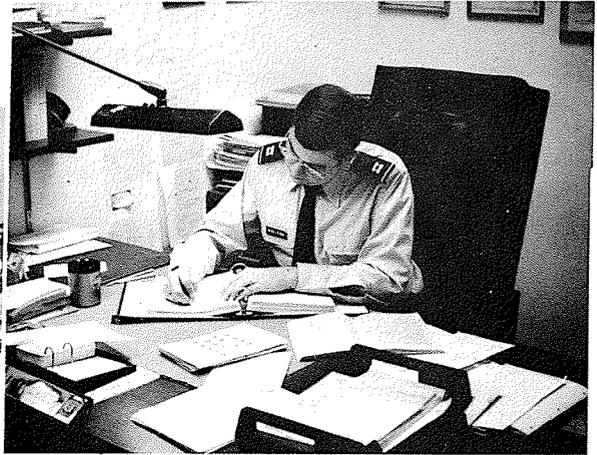
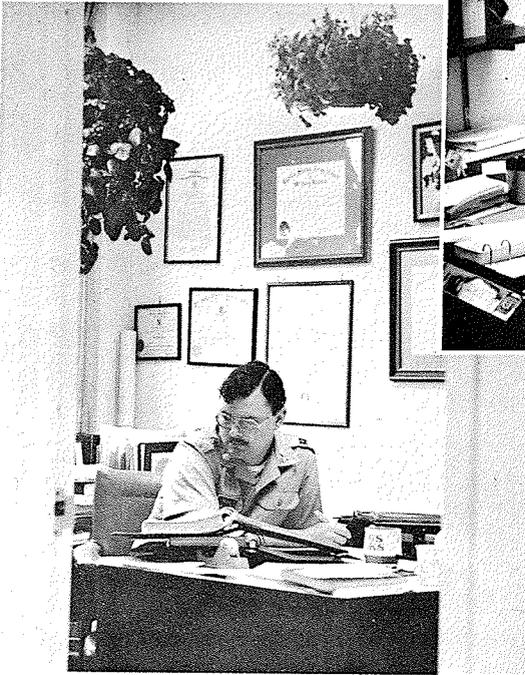
The Director, Department of School Support, serves as the principal administrative officer, controlling administrative, personnel, logistical, and budget matters. This department is responsible for conference planning, local claims and legal assistance service, and the School's law library.

The Developments, Doctrine and Literature Department determines in concept the tasks and problems likely to arise in the discharge of judge advocate functions in the Army of the future. This responsibility includes identification of problem areas in judge advocate mission performance, development of responses to existing or anticipated problems, as well as review of and participation in studies by other Army agencies to ensure legal accuracy and sufficiency. Additionally, this department publishes professional literature such as the Military Law Review and The Army Lawyer, and manages the Army Law Library Service.

The Department of Reserve Affairs is responsible for developing and providing programs to improve the readiness capability of Army Reserve Judge Advocate General's Corps personnel. The department provides career management for all Judge Advocate General's Corps reserve component officers and assists in the development and administration of technical training programs. The Reserve Affairs Department also supervises the operation of the Mobilization Designee Program for the School, the Office of The Judge Advocate General, the U.S. Army Legal Services Agency, and the U.S. Army Claims Service and approves assignments of JAGC, USAR, officers to all other MOB DES positions; monitors policies and projects which involve the operation of Judge Advocate General's Service Organization Detachments; and reviews applications for branch transfer and direct appointment into the JAGC, USAR, and for Federal Recognition.

COMMANDANT'S REPORT

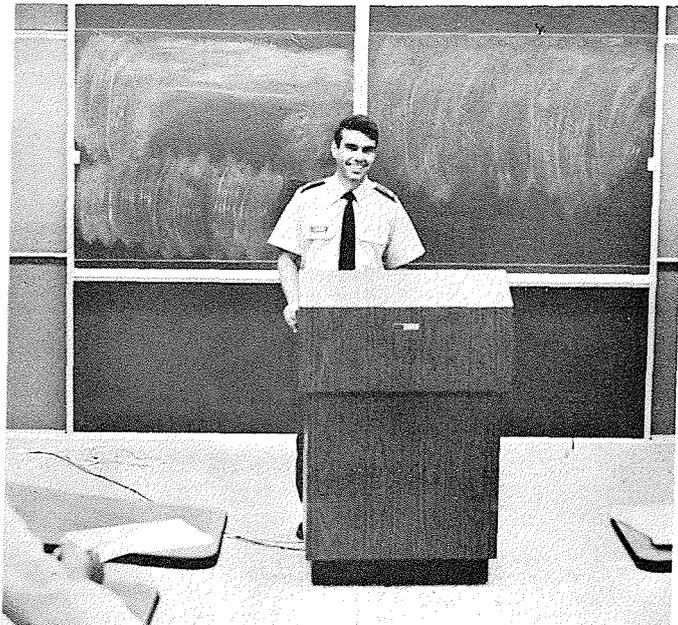
The practice of law today is certainly not for the weak of heart. As the pace of day-to-day life increases, the frequency and complexity of legal issues confronting attorneys and their clients expand geometrically. The law School's job—to prepare its graduates to meet these issues and succeed—is indeed a tough one, particularly, as here, where the law school is entrusted to provide instruction to attorneys who serve clients whose business is the national defense.



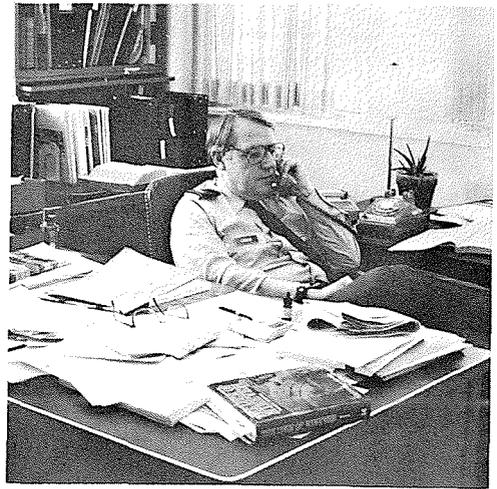
The staff and faculty are individually and collectively aware of the importance of their mission and continually seek and implement responsible thoughts for change while respecting what experience has taught. Both in curriculum and in methods of instruction, The Judge Advocate General's School offers variety to practicing attorneys from the Army (and other services), as well as civilian attorneys from agencies of the Federal Government. Our courses are designed to be responsive to the demands of contemporary legal practice.

Statistically, The Judge Advocate General's School offered 45 graduate-level courses. Fifty-nine students, including attorneys from Korea and Nigeria, completed the 40-week 28th Graduate Course. Some 235 attorneys attended three Basic Courses. Among these were lawyers from Great Britain and the Philippines. More than 2,000 students from all branches of the military services, numerous government agencies, and Germany and Canada attended Continuing Legal Education (CLE) courses ranging in length from a few days to three weeks. Over 2,200 students were enrolled in correspondence course programs. Faculty members visited 38 cities to conduct week-end sessions for some 1,000 U.S. Army Reserve judge advocates and taught five sessions for active duty lawyers in Korea and Europe.

In addition to the resident courses, the correspondence course program, and "on-site instruction," the School provides videotapes of many resident CLE offerings. Over 1,500 tapes were dubbed this year and sent to attorneys worldwide.



The Contract Law Division developed and taught three new courses during the past year. These were Negotiations, Changes, and Terminations; Contract Claims, Litigation, and Remedies; and Commercial/Industrial Type Activities. This latter course was presented twice. This division also conducted four Contract Attorneys Courses, two Fiscal Law Courses, and one Contract Attorneys Advanced Course.



The International Law Division has integrated new units of instruction on judge advocate responsibilities during combat pre-deployment. The focus of the instruction is upon the judge advocate's responsibilities to contribute to and review operations, plans, and rules of engagement. Students engage in protracted simulated staff play, the authenticity of which is insured by keying these simulations to current readiness exercises conducted worldwide. For this purpose, the International Law Division has established close links with judge advocates in combat commands, regularly assisting in and observing command post and combat exercises.

The Criminal Law Division initiated a Prosecution Advocacy Course. The division continued its CLE tape series, including a two-hour tape on the new Military Rules of Evidence. An exhaustive criminal law symposium on these rules was also prepared and published in the May issue of The Army Lawyer. In addition, the division prepared a comparison of the Military Rules of Evidence, the Federal Rules of Evidence, and the rules of evidence contained in the 1969 Manual for Courts-Martial.

The Administrative and Civil Law Division maintained its extensive offering of CLE courses. In conjunction with the Criminal Law Division, it developed and taught legal subjects for pre-command courses held at Fort Leavenworth for new battalion and brigade level commanders. A new addition this year was the development and delivery of legal instruction for General Officers assuming command of units or installations (General Officer Legal Orientation). The division also revised the officer elimination board demonstration and videotaped it for use in the field.

The School Support Department provided administrative and logistical support and service for the faculty and students.

The Reserve Affairs Department managed quadrennial training for over 100 judge advocate officers from Court-Martial Trial Teams throughout the United States. Phase VI of the Judge Advocate Officer Advanced (Nonresident/Resident) Course and the resident phase of the Judge Advocate Reserve Components General Staff Course were attended by a total of approximately 150 Reservists. During the year, 80 new Mobilization Designee positions were authorized at various judge advocate offices.

The Developments, Doctrine and Literature Department continued publication of The Army Lawyer and Military Law Review.

Through resident and nonresident courses of instruction, the incorporation of video and audio materials, the most relevant methods of instruction, and the publication of timely, informative literature, I believe the School met its mission of providing professional legal education for the Army lawyer.



David L. Minton

DAVID L. MINTON
Colonel, JAGC
Commandant



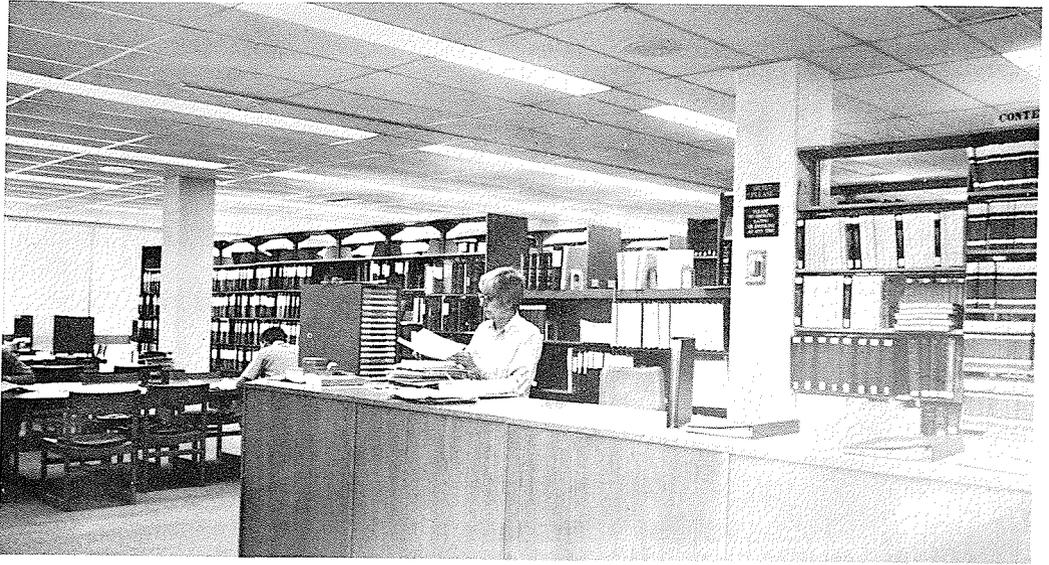


ACCREDITATION

The Judge Advocate General's School curriculum provides continuing legal education for military lawyers. The Graduate Course was approved by the American Bar Association as a graduate law program on 25 February 1958. Courses offered by the School are recognized in satisfaction of mandatory continuing legal education requirements in all of the states which have adopted such programs to date.

FACULTY

The Judge Advocate General's School Academic Department faculty consists of 26 military attorneys and one combat arms officer. Other attorneys on the School staff provide instruction periodically in areas of individual expertise. The faculty is supplemented by an extensive guest lecturer program. Faculty selections are based on academic qualifications, experience, and interest in teaching. Approximately one third have advanced degrees in law beyond the first professional degree. Most faculty members have considerable practical experience in the areas of the law they teach. Many of the instructors in the Criminal Law Division, for example, have served as military judges and all have extensive courtroom trial experience. Faculty members typically spend three to four years teaching, then return to other forms of legal practice. This rotation system aids in keeping instruction current and tied to the realities of military legal practice.



LIBRARY

The Judge Advocate General's School Library provides a place for research and study to faculty and students. The facility specializes in federal and military legal matters and maintains an extensive set of legal periodicals. The library provides ready access to the primary research materials needed in military legal practice. For more extensive research, students and faculty use the nearby Arthur J. Morris Law Library, and Alderman Library, on the main grounds of the University.



RESIDENT PROGRAM

THE BASIC COURSE.

The Basic Course is offered three or four times each year. It is a twelve-week introduction to the practice of law in the military society. Newly commissioned attorneys spend three weeks at Fort Lee, Virginia, learning basic military skills and becoming familiar with the day-to-day functions of the soldier and commander. The balance of the course is



taught at the School in Charlottesville. The curriculum is designed to teach legal rules and skills and to illustrate the nature of legal problems likely to occur in military legal practice in judge advocate offices throughout the world. Approximately one half of the course focuses on criminal law with emphasis on preparing the student to be a trial attorney in the military court-martial system. One third of the course introduces the student to civil and administrative law practice. The remainder of the program covers the military lawyer's role in government contract law and international law. These subjects are wide-ranging and realistically prepare the student for military practice. Each attorney participates in at least two practice courts and in several sessions built around specific courtroom evidentiary problems and in exercises structured to involve the student in typical law office situations. A graduate of the course can begin active practice with a minimum of "on-the-job" orientation.

THE GRADUATE COURSE.

The Graduate Course is comparable to an LLM program. The class consists of between 50 and 60 students selected from the Army, Navy, and Marine Corps. All students are attorneys with four to eight years of experience as practitioners. Attendance at the Graduate Course is competitive, with selection of Army lawyers made by a board of officers convened by The Judge Advocate General of the Army. The Graduate Course consumes a full resident academic year. It prepares experienced attorneys for supervisory positions and other positions of special responsibility within the Judge Advocate General's Corps.

Instruction in the Graduate Course varies in form, with lecture and socratic dialogue predominating. Emphasis is placed on use of the seminar approach when possible, and the case method where time and subject permit. Contract Law instruction is primarily technique and fact-oriented. Its goal is to give students specific practical skills in reviewing government contract law actions, and solving performance problems arising under government contracts at military installations located in the United States. International Law emphasizes practical application of the theory of both public and private international law principles as well as the law of war and such matters as status of forces agreements. The Criminal Law Division presents a balanced offering of procedural and evidentiary subjects. Spring semester material emphasizes practical problems in military justice management and problem solving. The mandatory curriculum is supplemented by electives in military jurisprudence, professional responsibility, scientific evidence, constitutional evidence, and advanced trial advocacy. The Administrative and Civil Law Division presents core instruction in the legal aspects of command of military installations, military and civilian personnel law, labor relations, management, and selected additional subjects. Administrative law elective offerings go into some of the core topics in greater detail and individually cover legal assistance, nonappropriated funds, and claims.

Graduate Course instruction is presented in the form of core courses, required of all students, and quarterly electives. In lieu of regular electives, the Graduate Course student may prepare a research paper suitable for publication.

CONTINUING LEGAL EDUCATION COURSES.

Each year the School offers more than twenty specialized continuing legal education courses. They vary in length from two days to three weeks. The courses provide a practice-oriented continuing legal education program for military attorneys. Most of the courses provide an update in the law of a particular field, while some serve as advanced qualification courses for positions such as a military judge. Some of the courses are designed to acquaint non-lawyers with the role of the law in military activities. Some 2,200 students attend these resident courses annually.

ATTENDANCE AT RESIDENT COURSES.

Selection for attendance at the resident Basic and Graduate Courses is made by a board of officers convened by The Judge Advocate General. Attendance at most resident continuing legal education courses is primarily managed through the allocation of quotas to various Army commands. Attendance at the Military Judges Course is controlled by the U.S. Army Judiciary. The Judge Advocate General controls attendance at the Staff Judge Advocate Orientation Course. The School does not normally accept individual applications from attorneys or judge advocate offices. Interested Army lawyers should request a quota assignment through the training office of their organization.

Allocation of quotas is made on an annual basis. The size of most short courses is controlled in order to insure quality education through direct contact between the instructor and the student, and through seminar discussion among students. In June of each year the School furnishes Army major commands, other services, and selected federal agencies with a course schedule and a quota allocation by course. Prerequisites for attendance are listed in this bulletin. Determinations as to who will attend courses offered by the School are made by the various commands and agencies based on their needs. All funding and publication of travel orders are accomplished by the attendees' parent organizations.

COURSE DESCRIPTIONS

JUDGE ADVOCATE OFFICER GRADUATE COURSE (5-27-C22)

LENGTH: 40 weeks.

PURPOSE: To provide branch training in and a working knowledge of the duties and responsibilities of field grade Judge Advocate General's Corps officers, with emphasis on the positions of deputy staff judge advocate and staff judge advocate.

PREREQUISITES: Commissioned career officer of the Armed Forces whose branch is JAGC or another service's equivalent, in fourth to eighth year of active commissioned service. Army officers are selected for attendance by The Judge Advocate General.

SERVICE OBLIGATION: Two years.

SUBSTANTIVE CONTENT: The Judge Advocate Officer Graduate Course prepares career military lawyers for future service in staff judge advocate positions. To accomplish this, the course is oriented toward graduate-level legal education comparable to the graduate programs of civilian law schools. The American Bar Association has approved the course as meeting its standards of graduate legal education. The course is conducted over a two-semester academic year totaling approximately 42 credit hours. It consists of the following curriculum elements:

1. Core Courses consisting of approximately 28 credit hours of criminal law, administrative and civil law, international law, contract law, military subjects, and communications.
2. Electives totaling approximately 14 credit hours.

JUDGE ADVOCATE OFFICER BASIC COURSE (5-27-C20)

LENGTH: 9 weeks.

PURPOSE: To provide officers newly appointed in the Judge Advocate General's Corps with the basic orientation and training necessary to perform the duties of a judge advocate.

PREREQUISITES: Commissioned officer who is a lawyer and who has been appointed or anticipates appointment in the Judge Advocate General's Corps or another service's equivalent. Security clearance required: None.

SUBSTANTIVE CONTENT: The course stresses military criminal law and procedure and other areas of military law which are most likely to concern a judge advocate officer in the first duty assignment. Specifically, it provides an introduction to the following: military criminal law and the practical aspects of criminal procedure and practice; personnel law (military and civilian); legal basis of command; claims; legal assistance; Army organization and management; the law of U.S. Government contracts; and the Law of War and Status of Forces Agreements.

STAFF JUDGE ADVOCATE ORIENTATION COURSE (5F-F52)

LENGTH: 4-1/2 days.

PURPOSE: To inform the newly assigned staff judge advocate of current trends and developments in all areas of military law.

PREREQUISITES: Active duty field grade Army judge advocate whose actual or anticipated assignment is as a staff judge advocate or deputy staff judge advocate of a command with general court-martial jurisdiction. Security clearance required: None. Selection for attendance is by The Judge Advocate General.

SUBSTANTIVE CONTENT: Major problem areas and new developments in military justice, administrative and civil law, contract law, and international law.

**MILITARY LAWYER'S ASSISTANT COURSE
(512-71D/20/30)**

LENGTH: 4-1/2 days.

PURPOSE: The course provides essential training in the law for legal clerks and civilian employees who work as professional assistants to Army judge advocates. The course is specifically designed to meet the needs of the Army legal clerk, MOS 71D, for skill level three training in paralegal duties.

PREREQUISITES: The course is open only to enlisted service members and civilian employees who are serving as paraprofessionals in a military legal office, or whose immediate future assignment entails providing professional assistance to an attorney. Students must have served a minimum of one year in a legal clerk/legal paraprofessional position and must have satisfactorily completed the Law for Legal Clerks Correspondence Course. Security clearance required: None.

SUBSTANTIVE CONTENT: The course focuses on Army legal practice, with emphasis on the client service aspects of legal assistance and criminal law. The course builds on the prerequisite foundation of field experience and correspondence course study. Coverage includes legal research and bibliography; administrative eliminations and board procedures; legal assistance areas of Soldiers' and Sailors' Civil Relief Act; family law, consumer protection, landlord-tenant, and taxation; military criminal law areas of crimes and defenses, role of court personnel, jurisdiction, pretrial procedures, and evidence; written communication; interviewing techniques; and professional responsibility.

**SENIOR OFFICERS LEGAL ORIENTATION COURSE
(5F-F1)**

LENGTH: 4-1/2 days.

PURPOSE: To acquaint general and special courts-martial convening authority commanders and other senior officers with the legal responsibilities and issues commonly faced by installation, division, brigade, and battalion commanders.

PREREQUISITES: Active duty and reserve component commissioned officers in the grade of major general, brigadier general, colonel, lieutenant colonel, and promotable majors assigned as, or about to be assigned as installation commander or deputy; division commander or assistant commander; service school commandant; principal staff officer (such as chief of staff, provost marshal, inspector general, director of personnel) at division, brigade, or installation levels; brigade commander or commander who will exercise special courts-martial convening authority. Security clearance required: None.

SUBSTANTIVE CONTENT: Administrative and Civil Law: Judicial review of military activities, military aid to civil authorities, legal basis of installations and unit command, labor-management relations, civilian personnel law, nonpunitive options, nonappropriated funds, civil rights, legal assistance, claims, environmental law, government information practices, and fraternization. Criminal Law: Survey of principles relating to search and seizure, confessions, nonjudicial punishment, and command control. Emphasis is placed on the options and responsibilities of convening authorities before and after trial in military justice matters, including the theories and effects of sentencing. International Law: Responsibilities of command and staff under the law of armed conflict and national implementing policy; legal responsibilities of command and staff overseas under status of forces agreements and other stationing agreements. Contract Law: An overview of the CITA program, the Anti-Deficiency Act, and the contracting process.

**CONTRACT ATTORNEYS COURSE
(5F-F10)**

LENGTH: 2 weeks.

PURPOSE: To provide basic instruction in the legal aspects of government acquisition at the installation level. Completion of this course also fulfills one half of the requirements of Phase VI of the nonresident Judge Advocate Officer Advanced Correspondence Course and covers one half of the material presented in the USAR School Judge Advocate Officer Advanced Course (BOAC) ADT Phase VI.

PREREQUISITES: Active duty or reserve component military attorneys or appropriate civilian attorneys employed by the U.S. Government, with six months or less contract experience. Persons who have completed this course or the Graduate Course within the two-year period immediately preceding the date of this course are not eligible to attend. Security clearance required: None.

SUBSTANTIVE CONTENT: Basic legal concepts regarding the authority of the government and its personnel to enter into contracts; contract formation (formal advertising and negotiation), including appropriations, basic contract types, labor standards, and socioeconomic policies; contract performance, including modifications, terminations, inspection, and acceptance; and disputes, including remedies of unsuccessful offerors and appeals.

CONTRACT ATTORNEYS ADVANCED COURSE (5F-F11)

LENGTH: 5 days.

PURPOSE: To provide continuing legal education and advanced expertise in the statutes and regulations governing government acquisition and to provide information on changes at the policy level. This course is revised annually.

PREREQUISITES: Active duty or reserve component military attorneys or appropriate civilian attorneys employed by the U.S. Government. Applicants must have successfully completed the Contract Attorneys Course (5F-F10), or equivalent training, or have at least one year's experience as a contract law attorney. Security clearance required: None.

SUBSTANTIVE CONTENT: Advanced legal concepts arising in connection with the practical aspects of contracting, funding, competitive negotiation, socioeconomic policies, government assistance, state and local taxation, modifications, weapons system acquisition, truth in negotiations, terminations, labor relations problems, contract claims, and litigation. Course will normally be theme oriented to focus on a major area of contract law. Intensive instruction will include current changes in the laws, regulations, and decisions of courts and boards.

FISCAL LAW COURSE (5F-F12)

LENGTH: 3-1/2 days.

PURPOSE: To provide a basic knowledge of the laws and regulations governing the obligation and expenditure of appropriated funds and an insight into current fiscal issues within the Department of the Army. The course covers basic statutory constraints and administrative procedures involved in the system of appropriation control and obligation of funds within the Department of Defense. This course emphasizes the methods contracting officers and legal and financial personnel working together can use to avoid over-obligations.

PREREQUISITES: Active duty commissioned officer of an armed force, or appropriate civilian employee of the U.S. Government actively engaged in contract law, contracting, or administering funds available for obligation on government contracts. Must be an attorney, contracting officer, comptroller, finance and accounting officer, budget analyst, or equivalent. Attendees should have completed TJAGSA Contract Attorneys Course, a financial manager's course, a comptrollership course, or equivalent. Security clearance required: None.

SUBSTANTIVE CONTENT: Practical legal and administrative problems in connection with the funding of government contracts. Basic aspects of the appropriations process, administrative control of appropriated funds, the Anti-Deficiency Act, Industrial and Stock Funds, and the Minor Construction Act will be covered.

NEGOTIATIONS, CHANGES, AND TERMINATIONS COURSE (5F-F14)

LENGTH: 5 days.

PURPOSE: To provide the experienced contract attorney with an in-depth examination of the negotiation method of acquisition and the changes and terminations aspects of contract administration—including disagreement between the parties—for both fixed price and cost contracts. Emphasis will be placed on the pricing aspects of negotiated contracts and attorney involvement in contract changes and termination actions and how those actions affect the pricing of the original contract.

PREREQUISITES: Active duty or reserve component military attorneys or civilian attorneys employed by the U.S. Government. Applicants must have successfully completed the Contract Attorneys Course (5F-F10), or equivalent training, or have at least one year's experience as a contract attorney. Security clearance required: None.

SUBSTANTIVE CONTENT: The course will focus on legal concepts in negotiating larger fixed price and cost type contracts, the authority for modifying a contract whether by change or by termination, determining the reasonableness of price of negotiated contracts, pricing changes to existing contracts, and making cost allowability decisions in light of the cost principles. The Truth in Negotiations Act, and DAR Sections III, VIII, and XXVI will serve as the statutory and regulatory basis for course materials. The course will be a mix of lectures, seminars, and small workshops.

**CITA ATTORNEYS COURSE
(5F-F16)**

LENGTH: 3 days.

PURPOSE: To provide a working understanding of the policies and procedures associated with implementing the Commercial/Industrial Type Activities (CITA) Program of OMB Circular A-76.

PREREQUISITES: Active duty or reserve component military attorney or appropriate civilian attorney employed by the U.S. Government who has successfully completed the Contract Attorneys Course (5F-F10), or who will be involved with a CITA program at his or her installation or activity. Security clearance required: None.

SUBSTANTIVE CONTENT: This course will examine OMB Circular A-76 and its implementation, the contracting process associated with the "firm bid" cost comparison, litigation resulting from previous CITA efforts, and federal employee rights during a CITA action. Socioeconomic policies and FOIA problems associated with CITA will be discussed.

**FEDERAL LABOR RELATIONS COURSE
(5F-F22)**

LENGTH: 4-1/2 days.

PURPOSE: To provide a basic knowledge of federal civilian personnel law and federal labor-management relations.

PREREQUISITES: Active duty or reserve component military attorney or civilian attorney employed by the U.S. Government. Reserve officer must have completed the Judge Advocate Officer Basic Course. Although appropriate for reservists, enrollment is not recommended unless the individual is working, or expects to work, in the area covered by the course. Persons who have completed this course or the Graduate Course within a two-year period immediately preceding the date of this course are not eligible to attend. Security clearance required: None.

SUBSTANTIVE CONTENT: Law of Federal Employment: Hiring, classification, promotion, and discharge of employees under current Civil Service laws and regulations; roles of the Office of Personnel Management and the Merits Systems Protection Board; grievance and adverse action procedures; substantive standards for adverse actions; reduction-in-force procedures; and equal employment opportunity law. Federal Labor-Management Relations: Rights and duties of management and labor under Title VII of the Civil Service Reform Act of 1978; representation activities, negotiation of labor contracts, unfair labor practice complaints; administration of labor contracts; and procedures for arbitration of grievances. Government Contract Law: An overview of the responsibility of military officials when government contractors experience labor disputes and an overview of the current Commercial/Industrial Type Activities (CITA) Program.

**LEGAL ASSISTANCE COURSE
(5F-F23)**

LENGTH: 4-1/2 days.

PURPOSE: To provide a working knowledge of both the administrative and substantive aspects of legal assistance.

PREREQUISITES: Active duty military attorneys and civilian attorneys employed by the U.S. Government who are, or will be working in legal assistance. Reserve component officers who are rendering legal assistance to military members on a regular basis (substantiation will be required). Security clearance required: None.

SUBSTANTIVE CONTENT: The course will present both basic law and current developments in areas of interest to military legal assistance attorneys, including consumer protection, family law, state and federal taxation, survivor benefits, Soldiers' and Sailors' Civil Relief Act, small claims court procedures, and ethics.

**ADVANCED MILITARY ADMINISTRATIVE LAW COURSE
(5F-F25)**

LENGTH: 4-1/2 days.

PURPOSE: To provide continuing legal education, advanced expertise, important legal trends, and recent developments in military administrative law.

PREREQUISITES: Active duty Army lawyer or civilian attorney employed by the Department of the Army. All students must either be graduates of the Judge Advocate Officer Graduate Course or have at least one year's experience in the subject area. Security clearance required: None.

SUBSTANTIVE CONTENT: Advanced legal concepts in areas of military administrative law including legal basis of command, military personnel law, civilian personnel law, nonappropriated funds, due process, government information practices, federal labor relations, and standards of conduct. Recent developments in some areas will be emphasized. The instruction is presented with the assumption that students will have at least one year's experience in military administrative law or have completed the Graduate Course.

**ENVIRONMENTAL LAW COURSE
(5F-F27)**

LENGTH: 3-1/2 days.

PURPOSE: To provide instruction in the basic principles of environmental law as they affect federal installations and activities.

PREREQUISITES: Active duty or reserve component military lawyer or civilian attorney employed by the U.S. Government. Reserve officers must have completed the Judge Advocate Officer Basic Course. Security clearance required: None.

SUBSTANTIVE CONTENT: Basic principles of environmental law applicable to military installations, including the National Environmental Policy Act and its requirement for preparation of environmental impact statements, the Clean Air Act, and the Clean Water Act. The course also includes a brief discussion of other environmental laws and the roles of the Environmental Protection Agency and the Army Corps of Engineers in environmental regulation.

**GOVERNMENT INFORMATION PRACTICES COURSE
(5F-F28)**

LENGTH: 2-1/2 days.

PURPOSE: To provide basic knowledge of the requirements of the Freedom of Information Act and the Privacy Act. This course is designed primarily for practicing military lawyers in the field.

PREREQUISITES: Active duty or Reserve component military lawyer or civilian attorney employed by the U.S. Government. Reserve officers must have completed the Judge Advocate Officer Basic Course. Persons who have completed this course or the Graduate Course within a two-year period immediately preceding the date of this course are not eligible to attend. Security clearance required: None.

SUBSTANTIVE CONTENT: The access provisions of the Freedom of Information Act; the exemptions from disclosure and their interpretation by the federal courts; the restrictions on the collection, maintenance, and disclosure of personal information imposed by the Privacy Act; the relationship between the two Acts and their implementation by the Army.

**UNITED STATES MAGISTRATE COURT WORKSHOP
(5F-F53)**

LENGTH: 2 days.

PURPOSE: Aimed primarily at the prosecutor in a U.S. Magistrate Court, this Workshop presents an opportunity for exchange of new ideas on current problems experienced in the operation of a U.S. Magistrate Court on military installations. Installations desiring to send attorneys to attend the Workshop will be asked to submit a problem for presentation in the Workshop.

PREREQUISITES: Civilian or active duty military attorney of the Department of the Army. Preference will be given to attorneys serving as prosecutors in a U.S. Magistrate Court. Security clearance required: None.

SUBSTANTIVE CONTENT: Jurisdiction: Statutes affecting jurisdiction; types of federal crimes; the Assimilative Crimes Act; and the authority of JAG officers to prosecute. Practice and Procedure in the U.S. Magistrate Court: Forfeiture of collateral plans; violation notices, informations, and complaints; bench warrants and contempt; right to appointed counsel and trial by jury; providency of plea inquiries and authority of prosecutor to dismiss cases. In addition, eight hours of workshop problems will cover current topics of interest to the attorney involved with the U.S. Magistrate Court.

**ADMINISTRATIVE LAW FOR MILITARY INSTALLATIONS COURSE
(5F-F54)**

LENGTH: 3-1/2 days.

PURPOSE: To provide instruction in administrative law affecting military installations. This course is designed primarily for military attorneys in staff judge advocate or legal offices who are or will be practicing administrative law.

PREREQUISITES: Active duty or civilian attorney employed by the Department of Defense. Persons who have completed the resident Army Judge Advocate Officer Graduate Course are not eligible to attend. Security clearance required: None.

SUBSTANTIVE CONTENT: The following subjects will be covered: nonappropriated funds; civil litigation involving the government; substantive law on military installations (legal basis of command); crisis management (counter-terrorism) from the LBC standpoint both in CONUS and overseas; and legal aspects of Army standards of conduct.

**MILITARY JUDGE COURSE
(5F-F33)**

LENGTH: 3 weeks.

PURPOSE: To provide military attorneys advanced schooling to qualify them to perform duties as full-time military judges at courts-martial.

PREREQUISITES: Active duty or reserve component military attorneys. Security clearance required: None. Army officers are selected for attendance by The Judge Advocate General.

SUBSTANTIVE CONTENT: Trial procedure, substantive military criminal law, defenses, instructions, evidence, current military problems, and professional responsibility.

**DEFENSE TRIAL ADVOCACY COURSE
(5F-F34)**

LENGTH: 4-1/2 days.

PURPOSE: To improve and polish the experienced trial attorney's defense advocacy skills.

PREREQUISITES: Active duty military attorney certified as counsel under Article 27b(2), UCMJ, with six to twelve months' experience as a trial attorney and with current or prospective immediate assignment as a defense counsel at the trial level. An individual is ineligible to attend if he or she has attended a TJAGSA Criminal Law CLE course within the previous twelve months. Security clearance required: None.

SUBSTANTIVE CONTENT: Intensive instruction, keyed to defense counsel's needs, encompassing problems from pretrial investigation through appellate review. Issues in evidence, professional responsibility, procedure, trial advocacy, and topical aspects are considered.

**PROSECUTION TRIAL ADVOCACY COURSE
(5F-F32)**

LENGTH: 4-1/2 days.

PURPOSE: To improve and polish the experienced trial counsel's advocacy skills.

PREREQUISITES: Active duty military attorney certified as counsel under Article 27b(2), UCMJ, with at least six to twelve months' experience as a trial attorney. Must currently be serving as trial counsel or designated to fill position upon course completion. An individual is ineligible to attend if he or she has attended a TJAGSA Criminal Law CLE course within the previous twelve months. Security clearance required: None.

SUBSTANTIVE CONTENT: Intensive instruction and exercises encompass problems confronting trial counsel from pretrial investigation through appellate review. Issues in evidence, professional responsibility, procedure, trial advocacy, and topical aspects of current military law are considered.

**CRIMINAL LAW NEW DEVELOPMENTS COURSE
(5F-F35)**

LENGTH: 3 days.

PURPOSE: To provide counsel and criminal law administrators with information regarding recent developments and trends in military criminal law. This course is revised annually.

PREREQUISITES: This course is limited to active duty judge advocates and civilian attorneys who serve as counsel or administer military criminal law in a judge advocate office. Students must not have attended TJAGSA resident Criminal Law CLE, Basic, or Graduate courses within the twelve-month period immediately preceding the date of the course. Security clearance required: None.

SUBSTANTIVE CONTENT: Developments during the past year in military criminal procedure, substantive criminal law, professional responsibility, evidence, and advocacy.

**LAW OF WAR WORKSHOP
(5F-F42)**

LENGTH: 4-1/2 days.

PURPOSE: To provide both judge advocate and non-judge advocate officers basic knowledge of the law of war, the major changes now impending in this field, and the practical aspects of mission planning and accomplishment in accordance with the law of war and of law of war advice and instruction.

PREREQUISITES: Active duty or reserve component military attorney or appropriate civilian attorney employed by the Department of Defense, as well as non-attorney officers who are to be involved in any aspect or level of the law of war process: command, operational, staff, advisory, or instructional. Security clearance required: None.

SUBSTANTIVE CONTENT: International customary and treaty rules affecting the conduct of forces in military operations in all levels of hostilities; the Hague and Geneva Conventions and their application in military operations, to include problems on reporting and investigating war crimes, treatment and control of civilians, treatment and classification of detainees; the substantial change to the law of war impending as a result of the 1977 Protocols to the 1949 Geneva Conventions, including extensive new obligations of commanders and military attorneys. Practical emphasis is given to all levels of mission planning and accomplishment in accordance with the law of war, to the law of war responsibilities of attorney and non-attorney staff officers and of commanders, and to law of war instruction, including techniques and instructional aids.

NONRESIDENT PROGRAM

GENERAL INFORMATION



The Nonresident Instruction Program parallels resident instruction and provides a means for students to increase their knowledge, acquire new skills, and improve job proficiency. Instructional materials are mailed to the student postage-paid, and prepaid envelopes are provided for returning the materials.

A subcourse consists of one or more lessons pertaining to a specific subject. Each lesson has a study assignment in texts provided with the subcourse, or contains a practical exercise. After studying the text assignment, the student completes the lesson to test understanding of the text material, and then consults the approved solutions (which are furnished in the subcourse packet) to ascertain whether the lesson objective has been accomplished. When the student has completed all the lessons, the examination (which is also furnished with the subcourse materials) is taken.

A course consists of a series of subcourses or separate lessons designed to provide comprehensive instruction at a particular grade level, or in a particular job-oriented subject area. Normally, three subcourses are mailed at one time to a student enrolled in a course. As subcourses are completed and returned, additional subcourses are mailed.

ELIGIBILITY

The following individuals are eligible for enrollment:

- Members of all components of the armed forces of the United States.
- ROTC students.
- Civilian employees of any agency of the federal government whose official duties require knowledge obtainable through correspondence course study.

Restrictive eligibility requirements and course prerequisites are listed at the beginning of each course when applicable.

ENROLLMENT PROCEDURES

Applications for enrollment should be submitted on DA Form 145. This form is available through normal military distribution or may be obtained by mail from this School. The DA Form 145 should be submitted through one of the following channels:

- Individuals on extended active duty with the U.S. Army should submit applications to their commanding officer.
- Members of the USAR not on extended active duty should send applications to the commanding officer who is the custodian of their military personnel records jacket.
- Non-unit reservists should send applications to: U.S. Army Reserve Component Personnel and Administration Center, 9700 Page Boulevard, St. Louis, Missouri 63132.
- Members of the Army National Guard not on extended active duty should submit applications to their commanding officer.
- ROTC students should submit applications to the professor of military science.

- Members of any component of the Armed Forces of the United States other than a component of the U.S. Army should submit applications as prescribed by the individual's branch of service.

- Civilian employees of the U.S. Government should submit applications to their supervisors.

MAINTAINING ENROLLMENT

Students enrolled in selected subcourses must complete all subcourses in which enrolled or 30 credit hours, whichever is less, during each enrollment year.

Advanced Course students must complete 120 credit hours in each enrollment year. Basic Course students must complete 75 credit hours in each enrollment year.

Students enrolled in any course must complete the course in the time limitation listed at the beginning of each course.

Failure to participate for a period of six months constitutes a basis for canceling the enrollment.

Awards of resident credit will apply toward the annual requirements for enrollment for the enrollment year in which the award is made. Awards of constructive and equivalent credit will not apply toward annual requirements for enrollment.

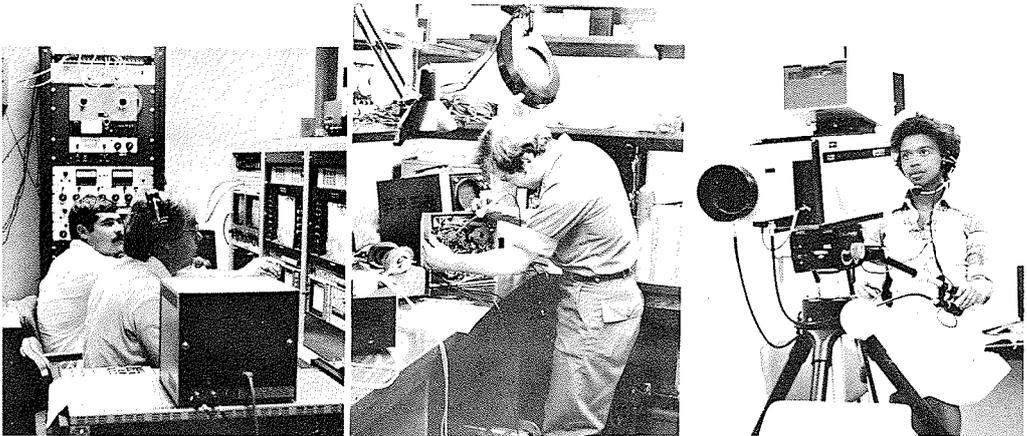
MISCELLANEOUS ENROLLMENT

An applicant who does not meet the eligibility requirements for enrollment in one of the judge advocate correspondence courses or who wishes only to take selected subcourses may enroll in specific subcourses provided the applicant's duties or prospective duties require the training that may be accomplished by means of such subcourse. Enrollment as a miscellaneous student requires that the student complete 30 credit hours per year or the individual subcourse, whichever is less.

CONSTRUCTIVE AND EQUIVALENT CREDIT

Equivalent or constructive credit may be awarded for portions of the Basic and Advanced Courses. Equivalent credit will be granted upon satisfactory completion of essentially the same program of instruction at another military or civilian institution, and for completion of individual subcourses covering the same material when the subcourse was taken previously and not as part of either the Basic or the Advanced Course. Constructive credit may be granted for truly unique, in-depth, specialized experience. Inasmuch as the purpose of this School is to provide military legal education and not to award credit for education, constructive or equivalent credit will be given principally when little purpose would be served by insisting that the student undergo a program of instruction for which the student already has met the qualifications or when the student has taken a similar course at another institution. Normal military legal experience will not qualify for constructive credit.

Written applications for constructive or equivalent credit may be submitted along with a resume of qualifications. Address such requests to the Correspondence Course Officer.



INFORMATION FOR RESERVE AND NATIONAL GUARD OFFICERS

Judge Advocate General's Corps officers in the Army Reserve and Army National Guard may fulfill military educational requirements for promotion through correspondence course programs. Completion of the Officer Basic Correspondence Course meets the requirements for promotion to captain. Completion of the Judge Advocate Officer Advanced Correspondence Course is required for promotion to major.

Members of the USAR and ARNGUS not on active duty may earn retirement points by participating in the Army Correspondence Course Program. One retirement point is earned for successful completion of three credit hours of correspondence course work. This School forwards statements of credit hours earned by reserve students to the servicing data processing centers within two weeks after the end of the reservist's retirement year. Retirement points for Army National Guard personnel are computed by National Guard Headquarters from copies of subcourse completion reports the School sends to students through their enrollment channels.

A reserve officer who wishes to attend a resident course phase should submit DA Form 1058, Application for Active Duty for Training. A National Guard officer should complete NGB Form 64, National Guard Bureau Application for School Training. The applicant should indicate in block 14 of the form the resident course for which application is made. An information copy of the form should be forwarded directly to: Commandant, The Judge Advocate General's School, U.S. Army, ATTN: Director, Reserve Affairs, Charlottesville, Virginia 22901.

Individuals who desire more information about the Army Judge Advocate reserve program should correspond with the Director, Reserve Affairs.

C O R R E S P O N D E N C E C O U R S E P R O G R A M S

The nonresident program includes an officer Basic and Advanced Course, a Command and General Staff Course for Reserve attorneys, an introductory course for paralegals, and a course for warrant officers in the legal field. The detailed structure of each of these appears on the next several pages, and descriptions of individual subcourses follow.

The Basic Course is designed for the new Reserve component military attorney. It offers fundamental legal instruction and serves as a brief overview of military legal practice. The course is not intended as a substitute for the resident class for those officers going on active duty.

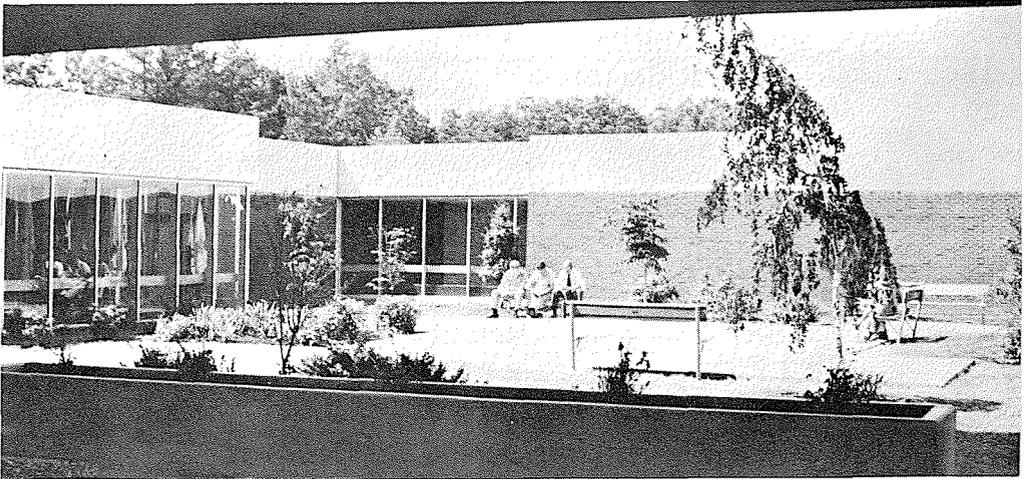
The Advanced Course is the nonresident version of the Graduate Course, described under the resident program in this booklet. The course provides graduate level instruction in criminal, contract, international, and administrative and civil law. Many of the subjects are offered in resident continuing legal education courses taught at the JAG School, and the School hosts a USAR school each summer to cover one of the legal subject phases. The common military subjects of Phases I, III, and V are also presented at USAR schools. Students may complete the Advanced Course by any combination of resident and nonresident work. A more detailed memorandum covering the relationship of the correspondence course program, USAR school courses, and resident CLE courses is provided to students when they enroll.

The Reserve Components C&GS Course is a special program restricted to Army Reserve Judge Advocate General's Corps Officers. The course is a two-part offering: a correspondence phase with three subcourses and a two-week resident session held at the JAG School.

The Law for Legal Clerks Correspondence Course is the introductory phase of the resident Military Lawyer's Assistant Course and consists of basic material in legal research, criminal law, and organization of a staff judge advocate office.

The Legal Administrative Technician Correspondence Course covers communication skills, management, and selected legal subjects. It is designed to cover skills needed by the military law office manager.





JUDGE ADVOCATE OFFICER BASIC CORRESPONDENCE COURSE

PURPOSE: To provide basic branch orientation and training for Reserve component officers who are receiving a commission in the Judge Advocate General's Corps without concurrent orders to active duty. This course serves as a branch qualification course for Reserve officers.

PREREQUISITES: The course is open to attorneys who are pending appointment or who have been appointed in the Reserve component to the Judge Advocate General's Corps.

ACADEMIC REQUIREMENTS: Students must complete a minimum of 75 credit hours each enrollment year.

NUMBER	SUBCOURSE TITLE	HOURS
Phase I	Military Subjects	
AG 5	Benefits for Servicemen and Their Families	9
AG 1	Department of Defense Organization	4
AG 46	Fundamentals of Management	12
AG 367	Military Boards and Investigations	10
IT 100	Safeguarding of Defense Information	10
ISO 235	Equal Opportunity (Race Relations)	2
ISO 236	Drug Abuse	3
ISO 248	Military Leadership	4
ISO 283	Civil Affairs Orientation	2

Phase II	Legal Subjects	
JA 12	Government Contracts	6
JA 20	Introduction to Administrative and Civil Law, and Military Legal Bibliography	6
JA 21	Legal Basis of Command	15
JA 22	Military Personnel Law and Boards of Officers	6
JA 23	Civilian Personnel Law and Labor-Management Relations	6
JA 24	Civil Rights	3
JA 25	Claims	9
JA 26	Legal Assistance	6
JA 36	Fundamentals of Military Criminal Law and Procedure	24
JA 43	The Law of Land Warfare	12
JA 58	Staff Judge Advocate Operations	9
		<u>102</u>
	Total Credit Hours:	158

JUDGE ADVOCATE OFFICER ADVANCED CORRESPONDENCE COURSE

PURPOSE: To provide a working knowledge of the duties and responsibilities of field grade Judge Advocate General's Corps officers. This course is the nonresident version of the Judge Advocate Officer Graduate Course.

PREREQUISITES: The course is open to individuals who are (1) commissioned officers assigned to the Judge Advocate General's Corps (or another service's equivalent legal branch) and (2) have completed or received credit for the Judge Advocate Officer Basic Course.

ACADEMIC REQUIREMENTS: Students must complete a minimum of 120 credit hours each enrollment year and must complete the entire course within five years. Students should note that there may be other, more stringent requirements imposed by their appointment process or career management authority. The five-year, 120-hour per year requirement of this paragraph is the academic requirement for maintaining enrollment.

NUMBER	SUBCOURSE TITLE	HOURS
Phase I	Military Subjects	
ISO 205	Personnel Management	4
ISO 233	Financial Management	3
ISO 239	Organization of Brigade and Battalion	3
ISO 246	Military Leadership	3
ISO 265	Civil Disturbance	3
ISO 275	Individual and Group Communication	6
ISO 284	Civil Affairs	2
		<u>24</u>
	or	
JA 144	Law of the Sea	24
Phase II	Criminal Law Subjects	
JA 130	Jurisdiction of Courts-Martial	12
JA 131	Courts-Martial Evidence	15
JA 132	Constitutional Evidence	15
JA 133	Pretrial Procedure	18
JA 134	Trial Procedure	18
JA 135	Post Trial Procedure and Review	15
JA 136	Appellate Review	15
JA 137	Military Crimes	12
		<u>120</u>
Phase III	Military Subjects	
ISO 208	Command and Staff Procedures	10
ISO 240	Brigade Command and Control	3
ISO 241	Infantry Brigade and Battalion	5
ISO 249	Equal Opportunity—Race Relations	2
ISO 273	Division Support Command	2
		<u>22</u>
	or	
JA 145	The International Protection of Human Rights	24

Phase IV	Administrative and Civil Law Subjects	
JA 120	Judicial Review of Military Activities	12
JA 121	Legal Basis of Command: Command of Installations	21
JA 122	Legal Basis of Command: Military Aid to Law Enforcement	6
JA 123	Legal Basis of Command: Environmental Law	12
JA 124	Legal Basis of Command: Nonappropriated Fund Instrumentalities	6
JA 125A	Law of Federal Employment	24
JA 125B	Law of Federal Labor-Management Relations	9
JA 126	Government Information Practices	9
JA 127	Military Personnel Law	9
JA 128A	Federal Tort Claims Act	12
JA 128B	Military Personnel and Civilian Employees Claims Act/Affirmative Claims	6
JA 129	Legal Assistance Programs, Administration and Selected Problems	<u>12</u>
		138

Phase V	Military Subjects	
AG 400	The Army Records Management Program	5
ISO 203	Division Administration Operations	1
ISO 238	Drug Abuse	3
ISO 254	Intelligence	3
ISO 287	The Insurgency Problem	<u>3</u>
		15

or

JA 115	Fiscal Law	12
--------	------------	----

Phase VI	Contract and International Law Subjects	
JA 112	Government Contract Law	60
JA 141	Law of Peace	36
JA 142	Law of War	36
JA 143	Special International Aspects of Judge Advocate Operations	<u>15</u>
		147

Phase VII	Legal Research and Writing	
JA 150	Legal Research and Writing Program	65
FI 63	Office Management	<u>18</u>
		83

or

JA 151	Fundamentals of Military Legal Writing	65
FI 63	Office Management	<u>18</u>
		83

Total Credit Hours, Standard Curriculum	549
Total Credit Hours, Elective Curriculum	548

NOTE: Total Standard and Elective Credit Hours may vary, depending on the options selected in Phases I, III, and V.

JUDGE ADVOCATE RESERVE COMPONENTS GENERAL STAFF COURSE

PURPOSE: To prepare selected JAGC Reserve officers for duty as staff officers of divisions and support commands; to provide these officers with an understanding of the duties of general staff officers of corps and field armies (to include their combat service support system), and of combat arms participation in joint and combined operations.

PREREQUISITES: Commissioned JAGC Reserve officers who meet the following prerequisites are qualified for enrollment (waivers will not be granted): 1. A captain selected for promotion, or higher. 2. Completed or been awarded equivalent or constructive credit for a JAGC Officer Advanced Course. 3. Not have completed the resident course at the U.S. Army Command and General Staff College, nor the USACGSC Nonresident/Resident Course through USAR Schools or correspondence.

ACADEMIC REQUIREMENTS: This course is offered annually through The Judge Advocate General's School and is intended as a one-year program. Students should enroll between September and January and should be prepared to complete the nonresident phase by summer. Successful completion of the nonresident material is a prerequisite for attending the summer session.

NONRESIDENT PHASE: The nonresident phase consists of three subcourses prepared by the Command and General Staff College. Coverage includes military intelligence, organization, command and staff procedures, winning the land battle, combat service support and other topics.

RESIDENT PHASE: The resident portion of the course is conducted in the summer over a two-week period at the JAG School in Charlottesville. Students who participate in the nonresident phase will be mailed information concerning attendance at the resident course.

NOTE: This course will not be administered after 1981.

LAW FOR LEGAL CLERKS CORRESPONDENCE COURSE

PURPOSE: To provide Army legal clerks with the substantive legal knowledge for performing duties as a lawyer's assistant and a foundation for resident instruction in the Military Lawyer's Assistant Course.

PREREQUISITES: This course is designed for active duty legal clerks and paralegal personnel, and the material has been prepared with the assumption that students have had experience working in a military legal office. There are no restrictions on enrollment, but students should recognize that this is a course oriented to an experienced audience. Primary consideration is given active duty enlisted legal clerks and civilian law office assistants of any grade.

NUMBER	SUBCOURSE TITLE	HOURS
JA 20	Introduction to Administrative and Civil Law, and Military Legal Bibliography	6
JA 30	Military Criminal Law for Paralegals	30
JA 58	Staff Judge Advocate Operations	9
		<hr/> 45

LEGAL ADMINISTRATIVE TECHNICIAN CORRESPONDENCE COURSE

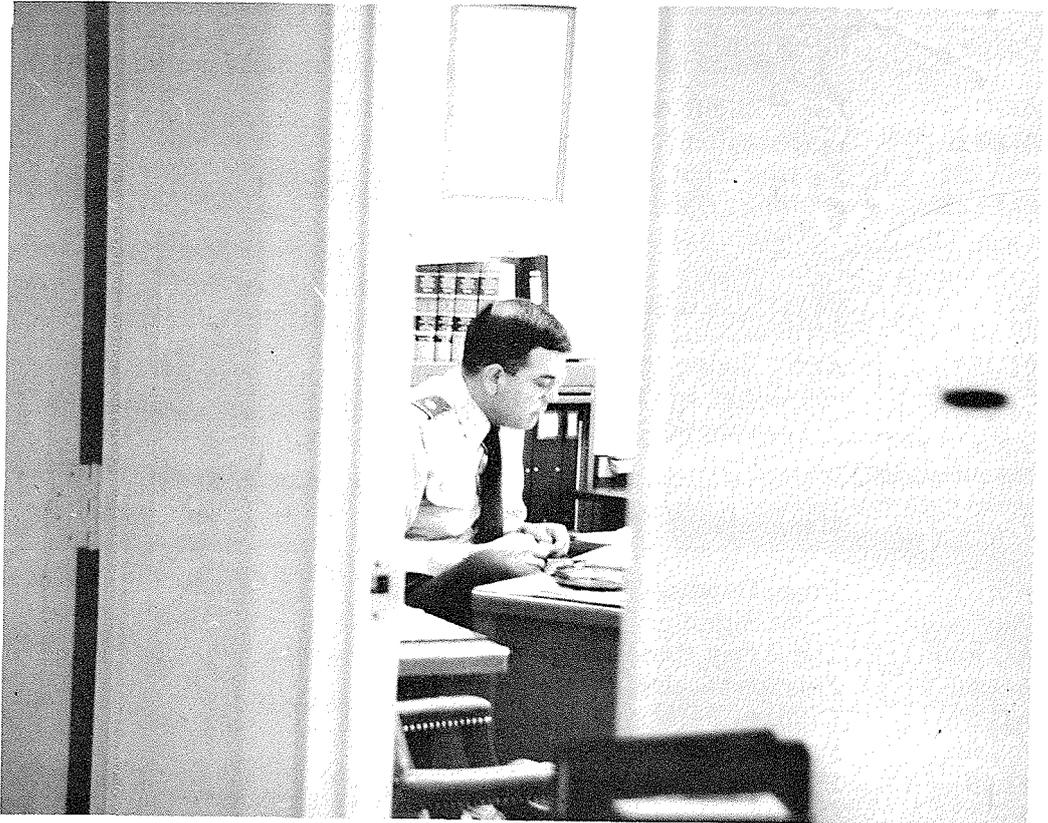
PURPOSE: To prepare Army members to perform or to improve the proficiency of performing duties of a Legal Administrative Technician, MOS 713A.

PREREQUISITES: The course is open to military personnel who are serving with a primary MOS of 713A, 71D, or 71E, and who are warrant officers or enlisted members in the grade of E-6 or above. Enlisted personnel must complete the Law for Legal Clerks Correspondence Course before enrolling in the Legal Administrative Technician Correspondence Course.

ACADEMIC REQUIREMENTS: Students must complete 75 credit hours per enrollment year.

NUMBER	SUBCOURSE TITLE	HOURS
Phase I		
	Introduction and Writing	
AG 1	Department of Defense Organization	4
AG 120	Preparation for Writing	6
AG 121	Putting Your Thoughts on Paper	7
AG 122	Spelling, Abbreviation, and Capitalization	4
AG 123	Punctuation	4
AG 124	Reviewing Your Writing	5
IT 100	Safeguarding of Defense Information	10
FI 988	Army Budgeting I	20
ISO 275	Individual and Group Communication (Advanced)	6
		<u>66</u>
Phase II		
	Management	
AG 21	Department of Army Publications Management	7
AG 400	The Army Records Management Program	5
AG 46	Fundamentals of Management	12
AG 67	Civilian Personnel Management	10
AG 68	Position and Pay Management	12
FI 48	Manpower Management	13
AG 354	Correspondence Management	6
AG 356	Files Management	8
FI 63	Office Management	18
		<u>91</u>

Phase III	Legal Subjects	
JA 21	Legal Basis of Command	15
JA 25	Claims	9
JA 26	Legal Assistance	6
JA 125A	Law of Federal Employment	24
JA 127	Military Personnel Law	9
JA 133	Pretrial Procedure	18
JA 135	Post Trial Procedure and Review	<u>15</u>
		96
	Total Credit Hours	253



SUBCOURSE DESCRIPTIONS - LEGAL SUBJECTS

The following subcourses cover legal material and are prepared by The Judge Advocate General's School. These subcourses are available for individual enrollment under the miscellaneous student category.

JA 12 GOVERNMENT CONTRACTS

(Six lessons and examination - 6 credit hours)

An introduction to fundamental aspects of Department of Defense acquisition policies and practices, including formation and type of contracts, methods of acquisition, parties, the contracting officer's team, performance, termination, and disputes resolution.

JA 20 INTRODUCTION TO ADMINISTRATIVE AND CIVIL LAW, AND MILITARY LEGAL BIBLIOGRAPHY

(One lesson and examination - 6 credit hours)

Military administrative law, its legal basis, and primary sources of authority for military administrative decisions; military legal research.

JA 21 LEGAL BASIS OF COMMAND

(Eight lessons and examination - 15 credit hours)

Ownership of military installations; legislative jurisdiction; substantive law applicable on military installations; the authority of the commander to control installation activities; the federal magistrate court system as it functions on a military installation; operation of nonappropriated fund activities on a military installation; restrictions on military aid to law enforcement authorities; environmental law considerations in planning and executing Army activities; and release of Army records pursuant to the Freedom of Information Act.

JA 22 MILITARY PERSONNEL LAW AND BOARDS OF OFFICERS

(Six lessons and examination - 6 credit hours)

Study of the composition of the Army; officer appointment, promotion, and separation; enlistment and induction; enlisted grades, reduction, and separation.

JA 23 CIVILIAN PERSONNEL LAW AND LABOR-MANAGEMENT RELATIONS

(Three lessons and examination - 6 credit hours)

Statutory and regulatory basis for civilian personnel in the federal service; minor personnel actions; procedures for adverse actions against civilian employees; basic principles of labor relations in the federal service; collective bargaining and labor contract negotiations in the federal service.

JA 24 CIVIL RIGHTS

(Four lessons and examination - 3 credit hours)

Basic regulations and statutes devoted to civil rights; the equal opportunity program.

JA 25 CLAIMS

(Five lessons and examination - 9 credit hours)

The Army claims program; Military Personnel and Civilian Employees' Claims Act; Federal Tort Claims Act; affirmative claims.

JA 26 LEGAL ASSISTANCE

(Four lessons and examination - 6 credit hours)

Legal assistance program; Soldiers' and Sailors' Civil Relief Act; domicile and Soldiers' and Sailors' Civil Relief Act tax provisions; survivor benefits and Survivor Benefit Plan.

JA 30 MILITARY CRIMINAL LAW FOR PARALEGALS

(Fifteen lessons and examination - 30 credit hours)

An introduction to military criminal law for the non-lawyer, legal office paraprofessional. The course covers jurisdiction, nonjudicial punishment, courts-martial procedure, the punitive articles of the UCMJ, defenses, and other topics. This is an introductory course, designed for the non-lawyer, but the student should have had experience working as a legal clerk or paraprofessional. An individual who has not worked in a military legal office may find the material too technical.

JA 36 FUNDAMENTALS OF MILITARY CRIMINAL LAW AND PROCEDURE

(Fourteen lessons and examination - 24 credit hours)

An introduction to fundamental aspects of military criminal law and procedure, including: jurisdiction over the person and over the offense; nonjudicial punishment; classification of courts-martial; preparation and disposition of charges; Article 32 investigation; pretrial advice; convening courts-martial; courts-martial personnel; the Article 39(a) session; arraignment, motions, pleas; trial procedure; findings and sentences; appellate review and new trials; matters of defense; the punitive articles.

JA 43 THE LAW OF LAND WARFARE

(Five lessons and examination - 12 credit hours)

Basic rules and principles; commencement of hostilities; forbidden conduct with respect to persons; forbidden means of waging warfare; bombardments, assaults, sieges, and strategems; treatment of property during combat; remedies for violation of international law; prisoners of war; the wounded and sick; treatment of civilian persons; treatment of internees, information bureaus, central agency, and relief societies.

JA 58 STAFF JUDGE ADVOCATE OPERATIONS

(Five lessons and examination - 9 credit hours)

The staff judge advocate and relations with the commander and staff; organization and function of a staff judge advocate section; responsibilities of the staff judge advocate.

JA 112 GOVERNMENT CONTRACT LAW

(Fourteen lessons and examination - 60 credit hours)

Introduction and general principles; funding and fund limitations; contract types; contracting methods, formal advertising, and negotiations; remedies of unsuccessful offerors; contract attorney responsibilities; contract modifications; contract termination - default; termination for convenience; inspection, acceptance and warranties; disputes and remedies; selected labor standards; socioeconomic policies; and nonappropriated funds.

JA 115 FISCAL LAW

(Six lessons and examination - 12 credit hours)

Legal and administrative problems in connection with the funding of government contracts, budgeting and appropriations, administrative control of appropriated funds, the Anti-Deficiency Act, and the Minor Construction Act.

JA 120 JUDICIAL REVIEW OF MILITARY ACTIVITIES

(Examination - 12 credit hours)

Study of the scope of judicial review of military activities, the general grants of jurisdiction to the federal courts used to review military cases, the exhaustion of remedies doctrine, and class actions.

JA 121 LEGAL BASIS OF COMMAND: COMMAND OF INSTALLATIONS

(Seven lessons and examination - 21 credit hours)

A study of the scope of command authority of military installations and troops under the Constitution, statutes, and regulations of higher authority. The lesson addresses sources of command authority; legislative jurisdiction; substantive civil and criminal law applicable at installations; law enforcement; and the constitutional limitations on command under the first, fourth, and fifth amendments.

JA 122 LEGAL BASIS OF COMMAND: MILITARY AID TO LAW ENFORCEMENT

(Two lessons and examination - 6 credit hours)

The Posse Comitatus Act and its application; "Exceptions" to the Posse Comitatus Act; consequences of violation of the Act; martial rule; military assistance to civil authorities authorized by statute; legal problems involved in civil disturbance operations.

JA 123 LEGAL BASIS OF COMMAND: ENVIRONMENTAL LAW

(Eight lessons and examination - 12 credit hours)

The National Environmental Policy Act of 1969; the environmental consideration process; environmental impact statements; the Clean Air Amendments of 1970; the Federal Water Pollution Control Act Amendment of 1972; and the effect of pollution control laws on the activities of federal facilities.

JA 124 LEGAL BASIS OF COMMAND: NONAPPROPRIATED FUND INSTRUMENTALITIES

(One lesson and examination - 6 credit hours)

The different types of nonappropriated fund instrumentalities; their status as instrumentalities; authority to establish nonappropriated fund instrumentalities; operation and control of nonappropriated fund instrumentalities; and nonappropriated fund employees.

JA 125A LAW OF FEDERAL EMPLOYMENT

(Examination - 24 credit hours)

Employment criteria and preference; classification of service, appointment in the federal service; employee discipline—authority and procedure; substantive reasons for removal; political activities; reductions-in-force and employee grievances; judicial review; equal employment opportunity in the federal government.

JA 125B LAW OF FEDERAL LABOR-MANAGEMENT RELATIONS

(Five lessons and examination - 9 credit hours)

The representation process; scope of collective bargaining; impasse resolution; unfair labor practices; grievances and arbitration.

JA 126 GOVERNMENT INFORMATION PRACTICES

(Two lessons and examination - 9 credit hours)

An analysis of the Freedom of Information Act, the Privacy Act, and the relationship between them.

JA 127 MILITARY PERSONNEL LAW

(Six lessons and examination - 9 credit hours)

A review of substantive and procedural aspects of military personnel law to include emphasis in the areas of conflicts of interest, military status, administrative separations, and military administrative remedies.

JA 128A FEDERAL TORT CLAIMS ACT

(Examination - 12 credit hours)

Introduction to the FTCA; jurisdictional and procedural requirements; proper claimants under the FTCA; the FTCA cause of action; exceptions to government liability; and individual liability of government employees.

JA 128B MILITARY PERSONNEL AND CIVILIAN EMPLOYEES CLAIMS ACT/AFFIRMATIVE CLAIMS

(Two lessons and examination - 6 credit hours)

Personnel claims processing from submission and evaluation of the claim to final payment or denial; recovery of claims from third parties on behalf of the government.

JA 129 LEGAL ASSISTANCE PROGRAMS, ADMINISTRATION, AND SELECTED PROBLEMS

(Six lessons and examination - 12 credit hours)

Analysis of the organization and administration of military legal assistance programs and military aspects of the following selected substantive areas: family law; state taxation of income and property; Soldiers' and Sailors' Civil Relief Act; personal finance and consumer affairs; and estate planning and survivors' benefits.

JA 130 JURISDICTION OF COURTS-MARTIAL

(Four lessons and examination - 12 credit hours)

Nature, sources, and exercise of military jurisdiction; habeas corpus proceedings; rules governing authority to convene courts-martial; the inception and termination of courts-martial jurisdiction over persons; war and peacetime jurisdiction over civilians; jurisdiction over offenses; the service-connection requirement.

JA 131 COURTS-MARTIAL EVIDENCE

(Ten lessons and examination - 15 credit hours)

Witnesses; competency, credibility, types, examination. Content of witnesses' testimony: relevance, the problem of relevant but prejudicial evidence, presumptions and inferences, the best evidence rule, the hearsay rule, exceptions to the hearsay rule, privileges. Substitutes for witnesses' testimony: depositions, judicial notice, stipulations.

JA 132 CONSTITUTIONAL EVIDENCE

(Seven lessons and examination - 15 credit hours)

The Fourth Amendment: searches and seizures, legality of searches and seizures, standing, the exclusionary rule. The Fifth Amendment and Article 31: theories of self-incrimination, involuntary confessions, unwarned confessions, and related procedural issues. The Sixth Amendment: eyewitness identification, pretrial confrontation, and in-court identification.

JA 133 PRETRIAL PROCEDURE

(Seven lessons and examination - 18 credit hours)

Sources of procedural rules; nonjudicial punishment; courts-martial personnel - convening authority, military judge, court members, defense counsel, trial counsel, other participants; preparation and drafting of charges and specifications; disposition of charges; Article 32 investigation; staff judge advocate's pretrial advice; convening courts.

JA 134 TRIAL PROCEDURE

(Five lessons and examination - 18 credit hours)

Court-martial convening orders; Article 39(a) sessions; challenges; arraignment; motions and pleas; opening statements; presentation of evidence; motions based on the evidence; final arguments; findings; presentencing procedure; instructions; sentencing; actions after sentencing.

JA 135 POST TRIAL PROCEDURES AND REVIEW

(Six lessons and examination - 15 credit hours)

Preparation of record-arrangement, alteration, authentication, correction, disposition, and revision proceedings; functions of the convening authority and staff judge advocate; initial review of findings and sentence by the staff judge advocate and the convening authority; nature and effect of legal errors as noted and evaluated during the initial review by the staff judge advocate and convening authority; form, content, disposition of the review.

JA 136 APPELLATE REVIEW

(Eight lessons and examination - 15 credit hours)

The scope of appellate review; appellate functions of The Judge Advocate General; powers of Court of Military Review with respect to findings and sentence; procedures, orders, and decisions of Court of Military Review; action following review by Court of Military Review; review by the Examination Branch, United States Army Judiciary, review by the United States Court of Military Appeals - its organization, jurisdiction, powers, and limitations; action following review by the Court of Military Appeals; review of inferior courts-martial.

JA 137 MILITARY CRIMES

(Five lessons and examination - 12 hours)

Absence without leave, desertion, missing movement; offenses relating to the superior-subordinate relationship; combat offenses; the General Articles; matters in defense.

JA 141 THE LAW OF PEACE

(Thirteen lessons and examination - 36 credit hours)

The international system of state relations and the role of regional and international organizations, including the requirements of statehood and the various forms of recognition of states and governments; the various jurisdictional concepts within international law; jurisdictional immunities; state responsibility and nationality; the treaty-making process and treaty obligations.

JA 142 THE LAW OF WAR

(Eight lessons and examination - 36 credit hours)

The law of war in its various settings in international and internal conflicts; the evolution of this law into its modern day concept; conflict management and the role of various international organizations with respect to the use of force and intervention; the legality of tactical operations and weapons employment; the application of the Hague and Geneva Conventions to hostilities.

JA 143 SPECIAL INTERNATIONAL ASPECTS OF JUDGE ADVOCATE OPERATIONS

(Seven lessons and examination - 15 credit hours)

Development of the necessity for and various types of military jurisdiction arrangements; the fundamental differences between the civil and common law systems of criminal processes; the basic NATO SOFA rules; the basic provisions of AR 27-50, and the jurisdictional arrangements in Korea, Japan, and Germany; international protection of human rights; the international law of the sea; legal aspects of the Code of Conduct.

JA 144 LAW OF THE SEA

(Seven lessons and examination - 24 credit hours)

This elective will serve as an introduction to the basic concepts of the law of the sea. It will deal primarily with jurisdiction over vessels and maritime areas and, in so doing, will focus upon such topics as the territorial sea, internal waters, archipelagoes, the continental shelf, the deep sea bed, jurisdiction over national and foreign vessels, international straits and canals, fishing rights, and international rivers. A portion of the elective will be devoted to the work of the law of the sea conferences to upgrade the law of the sea.

JA 145 THE INTERNATIONAL PROTECTION OF HUMAN RIGHTS

(Seven lessons and examination - 24 credit hours)

This elective has a three-fold purpose: (1) To develop an awareness as to the peculiar nature, function, and application of the international law of human rights. (2) To become familiar with the most valuable "tools of the trade" in the research, analysis, and proposed international or national solution of human rights problems. (3) To explore the potential, apply the rules, and outline new avenues of development with regard to some of the major human rights issues confronting the community of nations today. The course is divided into four phases. In the first phase, the development of human rights at the international level will be traced from historical beginnings during the age of Grotius to the creation of a so-called International Bill of Human Rights by the United Nations. The second phase will focus upon other areas of human rights achievement under the U.S. system. In addition, the problem of State sovereignty and the ratification of human rights treaties will be treated. In the third phase, the regional approach to human rights protection will be explored, with particular emphasis placed on the European and inter-American systems. In the final phase, the role of the overseas staff judge advocate and the military lawyer in human rights matters will be considered, as well as the doctrines of humanitarian intervention and protection of nationals abroad. For purposes of review, some basic questions of the protection of human rights will also be examined.

JA 150 LEGAL RESEARCH AND WRITING PROGRAM

(65 credit hours)

An individual legal research and writing project requiring a documented paper of at least 3,000 words dealing with a subject relevant to military legal practice. This subcourse will normally be issued only after the student has completed the three legal subject phases (II, IV, VI) of the Judge Advocate Officer Advanced Correspondence Course.

JA 151 FUNDAMENTALS OF MILITARY LEGAL WRITING

(Five lessons - 65 credit hours)

This subcourse deals with using military legal citations and with drafting typical items of correspondence encountered in the military legal office. The requirements include preparing draft changes to a regulation, writing a post trial review, and drafting several short items of correspondence such as forwarding indorsements, decision papers, memoranda, and military letters. The source materials will be provided. The student should not need to do independent research.

SUBCOURSE DESCRIPTIONS - MILITARY SUBJECTS

The following subcourses are prepared by other service schools and are used in portions of the Basic, Advanced, and Legal Administrative Technician Courses. These subcourses are available from The Judge Advocate General's School only to students enrolled in one of the full courses. Students who wish to take these subcourses on an individual basis should submit DA Form 145 to the Army's centralized correspondence course office at this address:

Army Institute for Professional Development
U.S. Army Training Support Center
Newport News, Virginia 23628

AG 1 DEPARTMENT OF DEFENSE ORGANIZATION

(Two lessons and examination - 4 credit hours)

General discussion of organization for national defense, identification of major command and staff elements of both Department of Defense and Department of the Army.

AG 5 BENEFITS FOR SERVICEMEN AND THEIR FAMILIES

(Four lessons and examination - 9 credit hours)

Study of personnel services, to include legal affairs and benefits authorized for servicemen, veterans of wartime and peacetime service, their dependents, and survivors. Discussion of estate planning, the Civilian Health and Medical Program of the Uniformed Services, pensions, compensation, social security, and the Survivor Benefit Plan.

AG 21 DEPARTMENT OF ARMY PUBLICATIONS MANAGEMENT

(Three lessons and examination - 7 credit hours)

Study of the organization of the Army publications system, the types and characteristics of the various Army publications, initial and subsequent distribution, and the methods used and procedures designed to meet special supply needs.

AG 46 FUNDAMENTALS OF MANAGEMENT

(Six lessons and examination - 12 credit hours)

Introduction to, and principles and policies of management; a study of the functions of management.

AG 67 CIVILIAN PERSONNEL MANAGEMENT

(Four lessons and examination - 10 credit hours)

The role of civilian and military supervisors in employee-management relations. Orientation to the civil service system, to include classification and wage policies, placement, evaluation and training, career management, incentive awards, discipline, grievances, separations, and retirement.

AG 68 POSITION AND PAY MANAGEMENT

(Eight lessons and examination - 12 credit hours)

A study of the objectives and authorities of position and pay management; job analysis and evaluation, to include Classification Act and Wage Grade jobs; development and use of standards; job or position classification; and fixing pay within occupational areas.

AG 120 PREPARATION FOR WRITING

(One lesson and examination - 6 credit hours)

Explanation of the need for improving Army writing; definition of effective writing; techniques to help the writer organize thoughts and define the problem, purpose, and reader; the steps involved in making an outline; organizing topics and subtopics into logical order; the basic patterns of writing organization; the steps involved in problem solving; and the practical exercise involving the solving of a typical Army administration problem.

AG 121 PUTTING YOUR THOUGHTS ON PAPER

(Three lessons and examination - 7 credit hours)

The principles of effective writing. Recognizing "gobbledygook" and unneeded words; vague, ambiguous words; complex, stilted, and trite words and phrases; and buried verbs. Substituting clear, precise, and forceful words and phrases. Restating needlessly complex sentences as simple sentences. Recognizing and correcting misused modifiers and faulty pronoun references. Effective use of parallel construction. Construction of complete and unified sentences. Basic techniques for adding emphasis and strength to sentences. Organizing and developing effective paragraphs. Review of the basic principles of grammar and practical exercises designed to provide the student an opportunity to apply these basic grammatical principles, to correct trite and abstract expressions, and to recognize clear sentences and paragraphs.

AG 122 SPELLING, ABBREVIATION, AND CAPITALIZATION

(Two lessons and examination - 4 credit hours)

Recognizing and correcting misspelled words; selecting the appropriate words among the most frequently used homonyms; use of Army abbreviations; capitalization; and practical exercises that require the student to apply the basic principles of instruction in spelling, abbreviation, and capitalization.

AG 123 PUNCTUATION

(One lesson and examination - 4 credit hours)

The basic principles of punctuation, including those governing the use of commas, colons, semi-colons, dashes, quotation marks, italics, hyphens, apostrophes, parentheses, brackets, and exclamation points. Practical exercises requiring the student to use these punctuation marks correctly.

AG 124 REVIEWING YOUR WRITING

(One lesson and examination - 5 credit hours)

Recognizing and correcting false reasoning and appeals to emotion within writing; reviewing writing for organization and understandability; use of transitional words; and practical exercises requiring the student to review, recognize, and correct errors in reasoning, organization, and understandability.

AG 354 CORRESPONDENCE MANAGEMENT

(Three lessons and examination - 6 credit hours)

Fundamentals of correspondence management, prescribed correspondence formats, form and guide letters, and quality control.

AG 356 FILES MANAGEMENT

(Four lessons and examination - 8 credit hours)

The history and basic principles of files planning and management. Files procedures, equipment, supplies, and space. Files management in the higher headquarters and in the small unit.

AG 367 MILITARY BOARDS AND INVESTIGATIONS

(Five lessons and examination - 10 credit hours)

Purposes, categories, functions, composition, and jurisdiction of military boards. Duties of board members, board procedures; rights and privileges of respondents; reports, actions by appointing and reviewing authority. Duties of investigating officers and line-of-duty determinations.

AG 400 THE ARMY RECORDS MANAGEMENT PROGRAM

(One lesson and examination - 5 credit hours)

The organization, staffing, training, and surveying techniques needed to conduct a records program. It includes the management of correspondence, reports, forms, directives, and publications; word processing and source data automation; micrographics, mail, and distribution; copiers files equipment; and maintenance, utilization, and disposition of records, and responsibilities under Freedom of Information and Privacy Acts.

FI 48 MANPOWER MANAGEMENT

(Four lessons and examination - 13 credit hours)

Familiarization with the organization for manpower management. Discussions concerning manpower requirements and authorizations and the manpower survey program, to include principles, forms, and guides used in conducting manpower surveys.

FI 63 OFFICE MANAGEMENT

(Six lessons and examination - 18 credit hours)

Principles and functions of management as related to office administration. Organizational structure and organization charts. Services and communications, office supplies and equipment, job structure and job descriptions, performance analysis and performance standards, compilation and use of statistics, the work simplification program, human relations and morale factors, conference techniques, and The Reports Control System.

FI 988 ARMY BUDGETING

(Five lessons and examination - 16 credit hours)

Discussion on the historical and regulatory background of the Army budget as a portion of the Federal budget; the Army's financial coding concept; distribution and administrative control of funds; principles of obligations, reimbursements, cross-service transactions, and the operation and maintenance of facilities; and the development of the activity segments of the installation operating budget.

IT 100 SAFEGUARDING OF DEFENSE INFORMATION

(Four lessons and examination - 10 credit hours)

Discussion of the provisions of AR 380-5, "Safeguarding Defense Information," and policies pertaining to marking, storing, transmitting, recording, destroying, and accounting for the major categories of classified material, including a survey of various DA Forms used to control classified documents and policies which govern access to classified information and the granting of security clearances to civilian and military personnel.

ISO 203 DIVISION ADMINISTRATIVE OPERATIONS (U.S. ARMY ADJUTANT GENERAL SCHOOL)

(One lesson and examination - 1 credit hour)

Organizational concept of the division administration company and division rear echelon, personnel replacement operations, and rear echelon displacement.

ISO 205 PERSONNEL MANAGEMENT (U.S. ARMY ADJUTANT GENERAL SCHOOL)

(One lesson and examination - 4 credit hours)

The commander's role in personnel management. Personnel services available to the commander. Officer career management including counseling, and preparation, indorsement, and review of the officer efficiency report. The enlisted evaluation system as a function of personnel management. Enlistment and reenlistment, classification and reclassification, appointment and reduction, assignment, and separation of enlisted personnel. The use of personnel records and personnel control devices.

ISO 208 COMMAND AND STAFF PROCEDURES (U.S. ARMY ARMOR SCHOOL)

(Three lessons and examination - 10 credit hours)

Organization of the brigade and battalion staff; duties and functions of principal and special staff officers and staff action as it relates to the commander's decision at brigade and battalion level. Staff estimates.

ISO 233 FINANCIAL MANAGEMENT (U.S. ARMY FINANCE SCHOOL)

(One lesson and examination - 3 credit hours)

Functions of financial management as it relates to the individual and organization, to include the area of programming and budgeting, command analysis, and internal review. Program and budget formulation, execution, and review at command level. The characteristics, capabilities, and limitations of the internal review function at command level.

ISO 235 EQUAL OPPORTUNITY (RACE RELATIONS) (U.S. ARMY INFANTRY SCHOOL)

(One lesson - 2 credit hours)

Instruction covering the contemporary issue of race relations to include the contributions made to American military and civilian history by blacks and other minority groups; an insight into the impact that slavery had on the individual and the family structure; some of the most prevalent complaints of minority group soldiers; a discussion of the regional attitude that soldiers may have when they enter the service; and an explanation of the Army's position on equal treatment and equal opportunity with emphasis on the small unit leader.

ISO 236 DRUG ABUSE (U.S. ARMY INFANTRY SCHOOL)

(One lesson - 3 credit hours)

Instruction addressing the contemporary issue of drug abuse to include an explanation of the physiological and psychological effects of abusing drugs, the legal considerations pertaining to drug-related offenses, and the responsibility of the leader in supporting the drug and alcohol abuse prevention/control program.

ISO 238 DRUG ABUSE (U.S. ARMY INFANTRY SCHOOL)

(One lesson and examination - 3 credit hours)

Instruction addressing the issue of drug abuse in the military, to include an explanation of the psychological and physiological effects of abusing drugs; the legal considerations pertaining to drug-related offenses, and the responsibility of the commander in supporting the drug and alcohol abuse prevention/control program.

ISO 239 ORGANIZATION OF BRIGADE AND BATTALION (U.S. ARMY INFANTRY SCHOOL)

(One lesson and examination - 3 credit hours)

Organization, equipment, capabilities, limitations, and missions of the ROAD brigade and battalion; "tailoring" a brigade into an infantry, armored, or mechanized unit; organization, capabilities, limitations, employment, and mission of the airborne brigade.

ISO 240 BRIGADE COMMAND AND CONTROL (U.S. ARMY INFANTRY SCHOOL)

(One lesson and examination - 3 credit hours)

Arrangement of brigade headquarters to include a discussion of primary function, relative location, and relationship to adjacent, higher, and subordinate headquarters; detailed organization of each echelon to identify the composition and function of all units; elements and key personnel.

ISO 241 INFANTRY BRIGADE AND BATTALION (U.S. ARMY INFANTRY SCHOOL)

(Two lessons and examination - 5 credit hours)

Infantry in the combined arms team; organization for combat; employment of the rifle and mechanized rifle company, the infantry and mechanized infantry battalion, and the infantry division brigade in offensive, defense, and retrograde operations.

ISO 246 MILITARY LEADERSHIP (U.S. ARMY INFANTRY SCHOOL)

(One lesson and examination - 3 credit hours)

Concept of leadership; factors which influence the adjustment and motivation of the American soldier; techniques of solving command problems in training and combat; senior-subordinate commander relations; staff officer-subordinate commander relations; control of fear; restoring combat effectiveness; handling of attached and allied units; maintaining momentum in the attack; evaluation of combat performance and independent operations.

ISO 248 MILITARY LEADERSHIP (U.S. ARMY INFANTRY SCHOOL)

(One lesson - 4 credit hours)

Description of the basic concept of military leadership; development and evaluation of the indications of leadership; fundamentals of human behavior, including religious and spiritual values as motivating factors; characteristics of a good officer; basis and evidence of good morale; adjustment to Army life; counseling program; development of the will to fight; senior-subordinate relationships.

ISO 249 EQUAL OPPORTUNITY (RACE RELATIONS) (U.S. ARMY INFANTRY SCHOOL)

(One lesson and examination - 2 credit hours)

Instruction reviewing minority group history and slavery and their effect on soldier attitudes; a discussion of the indicators of possible unrest and complaints most often cited by minority personnel, the leader's responsibility for fair and impartial leadership, and the Army's position on equal opportunity for treatment with emphasis on pertinent regulations and agencies that the commander has at his disposal to assist in solving problems of a racial nature.

ISO 254 INTELLIGENCE (U.S. ARMY INTELLIGENCE SCHOOL)

(One lesson and examination - 3 credit hours)

Management functions and responsibilities of the intelligence officer (G2) at division or higher; review of the intelligence cycle; intelligence support for combat units; survey of counterintelligence activities to include safeguarding of defense information and subversion and espionage directed against the U.S. Army.

ISO 265 CIVIL DISTURBANCES (U.S. ARMY MILITARY POLICE SCHOOL)

(One lesson and examination - 3 credit hours)

Principles of the control of civil disturbances to include historical examples of troop use, conditions under which Federal troops may be employed, requests of civil authority, unit formations and tactics, use of riot control chemical agents, sources of panic and measures of control, Army intervention to accomplish internal security missions, protection of classified government material, principles of military necessity and use of minimum force, commanders' liability, and duties of commanders and staff.

ISO 273 DIVISION SUPPORT COMMAND (U.S. ARMY QUARTERMASTER SCHOOL)

(One lesson and examination - 2 credit hours)

DISCOM organization, mission, functions, employment; unit relationships; requisitioning and distributing material; rear area protection.

ISO 275 INDIVIDUAL AND GROUP COMMUNICATION (ADVANCED) (U.S. ARMY ARMOR SCHOOL)

(Three lessons and examination - 6 credit hours)

Concepts and methods involved in establishing effective senior-subordinate communication in an individual or group situation, to include interview and listening techniques.

ISO 283 CIVIL AFFAIRS ORIENTATION (U.S. ARMY CIVIL AFFAIRS SCHOOL)

(One lesson and no examination - 2 credit hours)

Definition and scope of civil affairs activities; the role of the individual soldier in civil affairs with emphasis on stability operations; rules and conventions of war concerning treatment of civilians and civilian institutions; civil affairs capabilities of military units other than civil affairs units, particularly for civil action in stability operations; organization and functions of civil affairs staffs and units.

ISO 284 CIVIL AFFAIRS (ADVANCED) (U.S. ARMY CIVIL AFFAIRS SCHOOL)

(One lesson and examination - 2 credit hours)

Civil affairs doctrine as documented in publications of the Joint Chiefs of DA, and of other departments of the U.S. Government; civil affairs unit organizations and functions; the utilization of civil affairs personnel and units as well as tactical units and other administrative units to accomplish missions of controlling and supporting civilian institutions; the recurring civil affairs problems in battle areas and civil action problems in areas of active insurgency. Emphasis upon brigade and division level application.

ISO 287 THE INSURGENCY PROBLEM (THE U.S. ARMY INSTITUTE FOR MILITARY ASSISTANCE)

(One lesson and examination - 3 credit hours)

The nature of subversive insurgency and basic prerequisites for successful insurgency. The changing tactics of international communism and the protected war. Mobilization of the civilian population and the military forces. The strategy, training, and tactics for insurgent warfare.

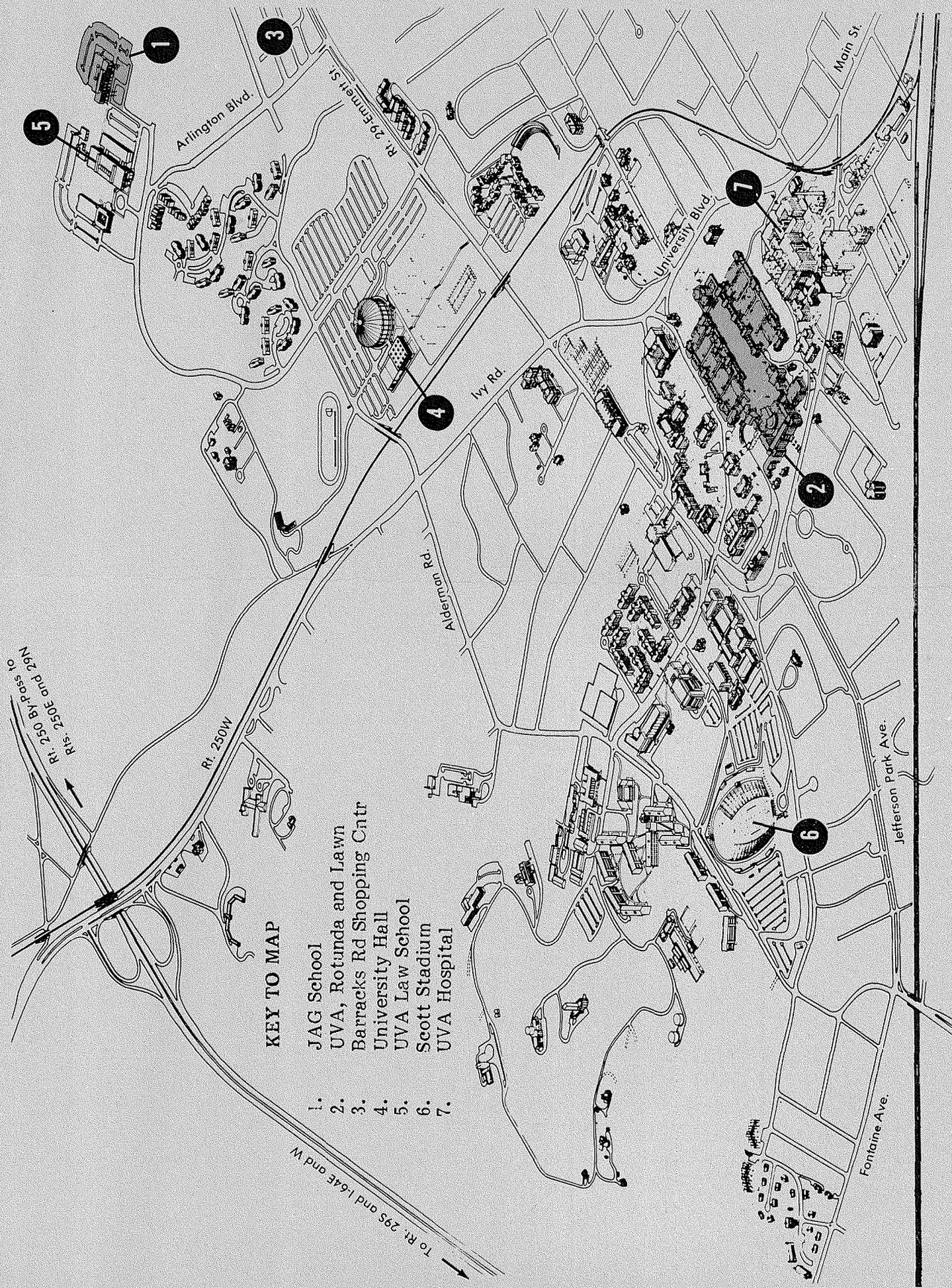
1980 - 1981 RESIDENT PROGRAM, BY TYPE OF COURSE

Number	Course Title	Dates
5-27-C22	29th Judge Advocate Officer Graduate	18 Aug 80—22 May 81
5-27-C22	30th Judge Advocate Officer Graduate	17 Aug 81—22 May 82
5-27-C20	94th Judge Advocate Officer Basic	20 Oct—19 Dec 80
5-27-C20	95th Judge Advocate Officer Basic	2 Feb—3 Apr 81
5-27-C20	96th Judge Advocate Officer Basic	3 Aug—2 Oct 81
	JAG Conference and CLE Seminars	14-17 Oct 80
	JAGSO Reserve Training (Military Law Centers, Legal Service Teams)	15-26 Jun 81
	USAR School Branch Officer Advanced (Ph IV)	6-17 Jul 81
	JAG Reserve Component C&GSC Resident Phase	6-17 Jul 81
5F-F52	11th Staff Judge Advocate Orientation	27 Apr—1 May 81
512-71D/20/30	3d Military Lawyer's Assistant	4-8 May 81
5F-F1	57th Senior Officers Legal Orientation	17-21 Nov 80
5F-F1	58th Senior Officers Legal Orientation	26-30 Jan 81
5F-F1	59th Senior Officers Legal Orientation	6-10 Apr 81
5F-F1	60th Senior Officers Legal Orientation (at War College)	4-8 May 81
5F-F1	61st Senior Officers Legal Orientation	8-12 Jun 81
5F-F1	62d Senior Officers Legal Orientation	10-14 Aug 81
5F-F1	63d Senior Officers Legal Orientation	28 Sep—2 Oct 81
5F-F10	86th Contract Attorneys	8-19 Dec 80
5F-F10	87th Contract Attorneys	9-20 Mar 81
5F-F10	88th Contract Attorneys	1-12 Jun 81
5F-F10	89th Contract Attorneys	20-31 Jul 81
5F-F11	11th Contract Attorneys Advanced	5-9 Jan 81
5F-F12	12th Fiscal Law	4-7 Nov 80
5F-F12	13th Fiscal Law	8-11 Sep 81
5F-F14	2d Negotiations, Changes, and Terminations	12-16 Jan 81
5F-F16	3d CITA Attorneys	18-20 Feb 81
5F-F22	20th Federal Labor Relations	2-6 Mar 81
5F-F23	8th Legal Assistance	19-23 Jan 81
5F-F25	8th Advanced Military Administrative Law	8-12 Dec 80
5F-F27	10th Environmental Law	2-5 Feb 81
5F-F28	5th Government Information Practices	15-17 Dec 80
5F-F53	3d U.S. Magistrate Court Workshop	13-14 Apr 81
5F-F54	1st Administrative Law for Military Installations	11-15 May 81
5F-F33	22d Military Judge	18 May—5 Jun 81
5F-F33	23d Military Judge	20 Jul—7 Aug 81
5F-F34	9th Defense Trial Advocacy	9-13 Feb 81
5F-F32	2d Prosecution Trial Advocacy	23-27 Feb 81
5F-F35	5th Criminal Law New Developments	24-26 Aug 81
5F-F42	15th Law of War Workshop	17-21 Nov 80
5F-F42	16th Law of War Workshop	5-9 Jan 81
5F-F42	17th Law of War Workshop	21-25 Sep 81

1980 - 1981 CHRONOLOGICAL

SCHEDULE OF COURSES

Number	Course Title	Dates
5-27-C22	29th Judge Advocate Officer Graduate	18 Aug 80—22 May 81
	JAG Conference and CLE Seminars	14-17 Oct 80
5-27-C20	94th Judge Advocate Officer Basic	20 Oct—19 Dec 80
5F-F12	12th Fiscal Law	4-7 Nov 80
5F-F1	57th Senior Officers Legal Orientation	17-21 Nov 80
5F-F42	15th Law of War Workshop	17-21 Nov 80
5F-F25	8th Advanced Military Administrative Law	8-12 Dec 80
5F-F10	86th Contract Attorneys	8-19 Dec 80
5F-F28	5th Government Information Practices	15-17 Dec 80
5F-F42	16th Law of War Workshop	5-9 Jan 81
5F-F11	11th Contract Attorneys Advanced	5-9 Jan 81
5F-F14	2d Negotiations, Changes, and Terminations	12-16 Jan 81
5F-F23	8th Legal Assistance	19-23 Jan 81
5F-F1	58th Senior Officers Legal Orientation	26-30 Jan 81
5F-F27	10th Environmental Law	2-5 Feb 81
5-27-C20	95th Judge Advocate Officer Basic	2 Feb—3 Apr 81
5F-F34	9th Defense Trial Advocacy	9-13 Feb 81
5F-F16	3d CITA Attorneys	18-20 Feb 81
5F-F32	2d Prosecution Trial Advocacy	23-27 Feb 81
5F-F22	20th Federal Labor Relations	2-6 Mar 81
5F-F10	87th Contract Attorneys	9-20 Mar 81
5F-F1	59th Senior Officers Legal Orientation	6-10 Apr 81
5F-F53	3d U.S. Magistrate Court Workshop	13-14 Apr 81
5F-F52	11th Staff Judge Advocate Orientation	27 Apr—1 May 81
5F-F1	60th Senior Officers Legal Orientation (at War College)	4-8 May 81
512-71D/20/30	3d Military Lawyer's Assistant	4-8 May 81
5F-F54	1st Administrative Law for Military Installations	11-15 May 81
5F-F33	22d Military Judge	18 May—5 Jun 81
5F-F10	88th Contract Attorneys	1-12 Jun 81
5F-F1	61st Senior Officers Legal Orientation	8-12 Jun 81
	JAGSO Reserve Training (Military Law Centers, Legal Service Teams)	15-26 Jun 81
	JAG Reserve Component C&GSC Resident Phase	6-17 Jul 81
	USAR School Branch Officer Advanced (Ph IV)	6-17 Jul 81
5F-F10	89th Contract Attorneys	20-31 Jul 81
5F-F33	23d Military Judge	20 Jul—7 Aug 81
5-27-C20	96th Judge Advocate Officer Basic	3 Aug—2 Oct 81
5F-F1	62d Senior Officers Legal Orientation	10-14 Aug 81
5-27-C22	30th Judge Advocate Officer Graduate	17 Aug 81—22 May 82
5F-F35	5th Criminal Law New Developments	24-26 Aug 81
5F-F12	13th Fiscal Law	8-11 Sep 81
5F-F42	17th Law of War Workshop	21-25 Sep 81
5F-F1	63d Senior Officers Legal Orientation	28 Sep—2 Oct 81



KEY TO MAP

- 1. JAG School
- 2. UVA, Rotunda and Lawn
- 3. Barracks Rd Shopping Cntr
- 4. University Hall
- 5. UVA Law School
- 6. Scott Stadium
- 7. UVA Hospital

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

To Rts. 295 and 164E and W

Rts. 250E and 29N

Rt. 250W

Arlington Blvd

Rt. 29 Emmett St

Ivy Rd

Alshannon R. d.

University Blvd

Main St

Jefferson Park Ave.

Fontaine Ave.