**Tip on Checklist**

- Do not be afraid

- Like the toolkit, the checklist chronologically follows the stages of a court-martial

- While 30+ pages can feel daunting…

-- Use the Table of Contents to focus your efforts

--- *I.e.*, Don’t worry about Tabs I-Y (pps 15-33) when drafting your proof analysis

-- There are not as many items for TC as you might think

--- Tasks are divided among the Trial Team, the Justice Section, and VWAP

--- By way of example, TC has 10 tasks in pages 1-8

--- Incorporate the checklist items into your “to do” list

-- References are included for each item, which helps with context and guidance

- Reviewing the checklist periodically makes it manageable…and surprisingly helpful

-- Do a Checklist Meeting with the Trial Team and CMJ for 15 minutes every 1-2 weeks

-- During the meeting

--- Discuss items completed since last meeting

--- Make sure they are properly saved/placed in the appropriate folders

--- Divide responsibilities IAW the checklist’s POCs

- While most of the checklist items will be executed when utilizing the toolkit, the toolkit is not a substitute for the checklist

- The checklist serves as a safety net to make sure nothing is missed

- The checklist is located in [JAJM MJ Deskbook](https://aflsa.jag.af.mil/apps/jade/collaborate/course/view.php?id=1142), (Chapter 5 for checklists)