* Customer Location:  **Norfolk, VA**
* Customer Phone Number:

Lt Col Pierson Special Staff SJA site edits to page:

* Customer inputs on what his site will look like
* See if page needs anything besides OOB (out of box)
* Speak on putting items that are text (Mission, POC, Goals)

[JECC Special Staff (IG, SJA, Surgeon) - Home (sharepoint-mil.us)](https://runtime-app.apps.appsplatform.us/sites/JECC-HQ-SpecialStaff/SitePages/SJA.aspx)

\*\*\*\*\* Email From Customer \*\*\*\*\*\*

**From:** Pierson, Michael A Lt Col USAF TRANSCOM JECCJPSE (USA) <[michael.a.pierson14.mil@mail.mil](mailto:michael.a.pierson14.mil@mail.mil)>  
**Sent:** Friday, June 21, 2024 12:20 PM  
**To:** Holland, Anthony L CTR TRANSCOM JECCCS (USA) <[anthony.l.holland3.ctr@mail.mil](mailto:anthony.l.holland3.ctr@mail.mil)>; Wymer, Jason R CTR (USA) <[jason.r.wymer.ctr@mail.mil](mailto:jason.r.wymer.ctr@mail.mil)>  
**Subject:** RFS: JECC/JA Digital Spaces

Gentlemen,

Great speaking with you about the JECC/JA digital spaces.  I appreciate the brainstorming session.

As discussed, the JECC/JA office would like to work with you on creating a better digital space for JECC/JA operations, activities, and investments (OAIs).

*Operational Approach*

**PROBLEM STATEMENT**: JECC/JA lacks a digital information sharing space and a data-enabled workflow manager in order to drive data driven decisions on legal support.

**CURRENT STATE:**(A) JECC/JA does not have nor maintain a known digital information sharing space; (B) JECC/JA does not have a data collection mechanism for legal support requirements.  Each of these states drive important considerations in driving towards a new desired end state that tackles some of these problems.

For (A) two considerations come to mind.  (1) Freshness/Staleness: How can information be placed in the shared space that is able to be maintained and not become stale.  For example, are other tools in existence whereby linking to other information is preferred versus actual placement of a tool or information in the site.  An example of this may be in the international agreements sub-domain, where the Department of the Air Force maintains a rigorously updated database on country entry requirements around the globe called the Foreign Clearance Guide (FCG).  Linking to the FCG versus trying to replicate Status of Forces Agreements may ensure a higher degree of refresh over a self-maintained information set as well as rely on synergies between the data reducing manhour costs.  (2) Relevancy: What information is maintained and what is the relevance of that information.  We discussed that legal support generally falls into three legal domains: Civil Law (aka Administrative Law); International & Operational Law; and Military Justice.  Below these domains are readily known sub-domains (e.g. ethics) that enable users to identify quickly the relevance of an area of interest.  We may also consider what capability exists to possible allow crow-sourcing of relevance as well for instance what capabilities exist to front information that is widely accessed etc.

For (B) the nature of legal work requires that certain information be privileged, and other information is subject to privacy considerations and laws.  This is not necessarily present in other workflows in the JECC.  For example, there is likely little privacy/privilege concerns with workflow in the IT services support area.  We discussed potential mitigations to reduce risk to this consideration.  One is entirely excluding a sub-domain or domain from the workflow process.  For example, we discussed not including military justice as a workflow area as it almost always has privilege or privacy at play.  Other areas, ethics, regulatory/statutory compliance etc. do not have these concerns.  Some areas like contracts may have these concerns, but likely they could be discussed in a way that mitigates the concern.  We discussed have disclaimers on any workflow here that may allow for collection and reporting on workflow, but still allow the workflow tool to be utilized.

**ENDSTATE:**We discussed two end states that help tackle the problem statement.  (1) JECC/JA has a digital information sharing space accessible across the JECC to inform legal considerations on command OAIs.  (2) JECC/JA has a digital tool to observe, collect, and report on legal support operations and activities.

*Tactical Approaches*

**SharePoint Information Sharing Space**: Create a SharePoint page for information sharing.  The overall framework will provide information in three domains (civil law, MJ, and Ops and Int’l) set out in the attached JAG brochure.  Underneath these will be the various sub-domains (e.g., for civil law: ethics, contracts and fiscal, labor and employment).  The goal would be the user would be able to look at the JAG brochure and see a mirror image on SharePoint, and then be able to navigate to the sub-domains via folder, or something similar.  Once the user accesses the sub-domain (e.g., ethics) they would then have presented to them various documents on the topic as well as links to external sites for information.  The sub-domain folders would be editable by the SJA office to add/delete material.  A bonus feature would be any capability to track access and potentially ranking documents that are most frequently accessed.

To illustrate the process flow and layering: SJA SharePoint Page è Civil Law è Ethics è Information on Ethics (e.g., documents, links) (Information organized by demand)

**Workflow Management**: Create a workflow management tool and/or work request tool via the JECC Internal Ticket System (JITS).  Like the JECC Photo Lab Request once past the basic user info, the user would be given various options of support.  The JECC Photo lab request has two topics: Graphics Job Request; Photo Job Request.  I would like to have the following topic requests: Ethics, Contracts and Fiscal Law, Labor and Employment Law, Legal Readiness (aka Legal Assistance), Regulatory/Statutory Compliance; Operations Legal Support; International Agreements (e.g., Status of Forces Agreements (SOFAs); Law of War; and Intelligence Law/Force Protection.  As discussed within each topic there would be different data field contained within each particular topic.  Below is a nominal break down of fields by subject.

|  |  |
| --- | --- |
| Topic | Data Fields |
| Ethics | 1. Ethics Review Request Type (Select One): Travel, Fundraiser, Gifts, Post-Government Employment; Relations with Non-Federal Entities; Use of Official Resources 2. Requested Return Date 3. Data Fields By Topic    1. Travel: Same fields as USTC/JA Ethics Dashboard    2. Fundraiser: Same fields as USTC/JA Ethics Dashboard    3. Gifts: Same fields as USTC/JA Ethics Dashboard    4. Post-Government Employment: Embed a link to DD Form 2945 and request completion of form and request adding as attachment to request    5. Relations with Non-Federal Entities: Name of Non-Federal Entity; proposed activity    6. Use of Official Resources: No specific fields 4. General Description / Notes Field with ability to add attachments |
| Contracts and Fiscal Law | 1. Legal Review Request Type: Contracts, Fiscal, Contractor Visit 2. Requested Return Date 3. General Description/Notes Field with ability to add attachments 4. **Disclaimers on Contract Sensitive or Contractor Proprietary Information**“Please do not enter information that is Controlled Unclassified Information (CUI) in the categories of PROCURE, SSEL, SBIZ, PROPIN or any other sensitive contract information or applicable CUI category.  Such information can be emailed directly to the legal office for review.” |
| Labor and Employment Law | 1. Are you a supervisor or employee : Supervisor/Employee/ Other (Please Describe) 2. Requested Return Date 3. General Description/Notes Field with ability to add attachments 4. **Disclaimer on Privacy Act Material**“Please do not enter content or information that may or is subject to the Privacy Act of 1974 (5 U.S.C. Section 552(a)).  Information of this nature may be emailed directly to the legal office for review.” |
| Legal Readiness (aka Legal Assistance) | 1. Legal Support Requested: Power of Attorney, Notary, Will, General Legal Assistance 2. Requested Return Date 3. General Description/Notes Field with ability to add attachments 4. **Disclaimers: No privacy act material**“Please do not enter content or information that may or is subject to the Privacy Act of 1974 (5 U.S.C. Section 552(a)).  Information of this nature may be emailed directly to the legal office for review.”**; no sensitive information**“For General Legal Assistance please only provide a generic description of the support you would like to discuss (e.g., child support) do not enter any specifics of your situation into this system (e.g., my ex-spouse says I’m delinquent on a child support obligation).  If you would like to provide additional information on your situation, please email such information directly to the legal office.” |
| Regulatory/Statutory Compliance | 1. Requested Return Date 2. General Description/Notes Field with ability to add attachments |
| Operations Legal Support | 1. Requested Return Date 2. General Description/Notes Field with ability to add attachments 3. **Disclaimer: No classified information**“This system is only rated to process up to Controlled Unclassified Information.  Do not enter any classified information in this system. Such information can be sent to the legal office on the appropriate information system to process that information.” |
| International Agreements (e.g., Status of Forces Agreements (SOFAs)) | 1. Requested Return Date 2. General Description/Notes Field with ability to add attachments 3. **Disclaimer: No classified information**“This system is only rated to process up to Controlled Unclassified Information.  Do not enter any classified information in this system. Such information can be sent to the legal office on the appropriate information system to process that information.” |
| Law of War | 1. Requested Return Date 2. General Description/Notes Field with ability to add attachments 3. **Disclaimer: No classified information**   “This system is only rated to process up to Controlled Unclassified Information.  Do not enter any classified information in this system. Such information can be sent to the legal office on the appropriate information system to process that information.” |
| Intelligence Law/Force Protection | 1. Requested Return Date 2. General Description/Notes Field with ability to add attachments 3. **Disclaimer: No classified information**   “This system is only rated to process up to Controlled Unclassified Information.  Do not enter any classified information in this system. Such information can be sent to the legal office on the appropriate information system to process that information.” |

I think this sums up our discussion and answers the action items I had, but please let me know what I missed and what questions you have.  Again, appreciate your help with this initiative.

V/r

Lt Col Pierson

MICHAEL A. PIERSON, Lt Col, USAF

Staff Judge Advocate

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