

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330-5000

Air Force Job Qualification Standard
5J0X1 - 3
20 December 2016

AIR FORCE JOB QUALIFICATION STANDARD (AFJQS)
SPECIAL VICTIM PARALEGAL (SVP)



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AIR FORCE JOB QUALIFICATION STANDARD

SPECIAL VICTIM PARALEGAL

5J0X1 - 3

TABLE OF CONTENTS

Part I

Section A – General Information

Purpose.....3

Section B – Training Requirements

Implementation..... 3

Section C – Training Standards

Task Qualification4

Performance Task4

Knowledge Task4

Section D – Training Documentation

Training Business Area4

Identification4

Locally Required Tasks.....4

Part II

Attachment

Attachment 1 – 5J0X1 - 3 Air Force Job Qualification Standard..... 5

OPR: AFLOA

Certified by: HQ AF/JAX (CMSgt Bo Stout)

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SECTION A – GENERAL INFORMATION

- 1. Purpose.** This Air Force Job Qualification Standard (AFJQS) identifies tasks and duty requirements for individuals performing duties as a Special Victim Paralegal (SVP). It provides specific training requirements and standards necessary to successfully perform SVP tasks. This AFJQS must be utilized at all installations conducting court-martial and related proceedings, and serves as a roadmap to develop the Master Training Plan (MTP) and the Individual Training Plan (ITP).

Note: Civilian personnel occupying associated positions may use this document as a guide to support duty position qualification training.

SECTION B – TRAINING REQUIREMENTS

- 2. Implementation.** This document will be used as a guideline for task qualification training in concert with governing Air Force Instructions. Special Victim Paralegals must meet, at minimum, all prescribed training requirements within this AFJQS to be considered fully qualified.

Note: This AFJQS identifies training requirements only. Refer to the Air Force Enlisted Classification Directory (AFECD) and the Special Duty Catalog (SPECAT) to view duties, responsibilities, and eligibility related information.

- 2.1.** Special Victim Paralegals (SVP) are required to complete all prescribed training outlined in this AFJQS within 90 days of assignment.

SECTION C – TRAINING STANDARDS

- 3. Task Qualification.** Task qualification training must be conducted by a qualified person to a standard that meets or exceeds local demands for proficiency, accuracy, and timeliness.

Note: A qualified person is defined as someone who has successfully demonstrated the ability to perform the task, is task certified in Training Business Area and has completed the Air Force Training Course.

- 3.1. Performance task** training is considered complete when the Trainee is able to successfully demonstrate they can do all parts of the task on their own.

- 3.2. Knowledge task** training is considered complete when the Trainee can successfully identify why and when a task must be done and why each step is needed.

SECTION D – TRAINING DOCUMENTATION

- 4. Training Business Area (TBA).** As prescribed in AFI 36-2201, Air Force Training Program, the Paralegal Career Field Manager has made it mandatory for all members regardless of duty assignment to use the automated training management system, Training Business Area (TBA), to document technical qualification.
- 5. Identification.** In the automated training record User Profile section, the Unit Training Manager (UTM) will assist individuals in creating or re-assigning their training record and assign them to the correct work center upon in-processing into the unit.
- 6. Locally Required Tasks.** Use AF Form 797 Job Qualification Standard Continuation Sheet to record additional, locally required tasks specific to duty positions.

CMSgt Bo Stout
Paralegal Career Field Manager

Attachment:

5J0X1 - 1 Job Qualification Standard

PART II. AFJQS SPECIAL VICTIM PARALEGAL				
Column 1 TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	Column 2 START DATE	Column 3 COMPLETE DATE	Column 4 TRAINEE INITIALS	Column 5 TRAINER INITIALS
SPECIAL VICTIM PARALEGAL (SVP) DUTIES TR: AFI 36-2110, SVC Checklist; SVC SharePoint Site				
1. Client Screening Procedures				
1.1. Determine Eligibility/Conflicts				
1.2. Determine if Restricted or Unrestricted Reporting				
1.3. Schedule/Attend/Conduct Intake Interview				
1.4. Provide Suspect Rights Advisement				
1.5. Prepare Client for Third-Party Interviews (OSI, Child Interviews, etc.)				
2. Draft/Distribute Transfer of SVC Memorandum				
3. Draft/Distribute Scope of Representation (Adult and/or Child) Memorandum				
4. Prepare Memorandum Detailing Special Victim's Counsel (Restricted and/or Unrestricted)				
5. Comprehend roles and responsibilities of the SVC and SVP				
6. Assist in Expedited Transfers of Victim				
7. Provide Case Status Updates to Clients				
8. Input/Update Client Information in SVC SharePoint				
9. Prepare Circuit Reports				
10. Draft Notice of Representation Letter				
11. Draft Victim Preference				
12. Draft Victim Impact Statements				
13. Identify local forms/procedures for state sponsored victim assistance programs (local claims)				
14. Identify local resources, referral agencies, and training materials				
15. Special Victim Paralegal/Special Victim Counsel Partnership				
15.1. Assist with trial preparation				
15.2. Conduct Legal Research				
15.3. Assist with Drafting Motions				
15.4. Assist with Clemency (Victim Impact)				
16. Prepare required reports				

17. Outreach Programs				
17.1. Liaise with Family Advocacy Program (FAP), OSI, SARC, CC, CCF, local civilian agencies				
17.2. Conduct SVC briefings at Airman Leadership Schools, Newcomers' Orientations, Noncommissioned Officers Academies (if at a base with a NCOA), First-Term Airmen Centers and Commanders' Calls				
18. Correspond with Higher Headquarters on behalf of clients (i.e. AFPC, CFM)				
19. Coordinate Exceptional Circumstances Requests				