

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

**Air Force Job Qualification Standard  
5J0X1 - 1  
20 December 2016**

**AIR FORCE JOB QUALIFICATION STANDARD (AFJQS)  
AIR FORCE COURT REPORTER**



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# AIR FORCE JOB QUALIFICATION STANDARD

## AIR FORCE COURT REPORTER

### 5J0X1 - 1

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OPR: AFLOA

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

Supersedes: N/A

Pages: 6

## **SECTION A – GENERAL INFORMATION**

- 1. Purpose.** This Air Force Job Qualification Standard (AFJQS) identifies tasks and duty requirements for individuals performing duties as an Air Force Court Reporter. It provides specific training requirements and standards necessary to successfully perform court-reporting 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 Air Force Manual (AFMAN) 51-203, *Records of Trial*. Court Reporters must meet, at a 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.** Enlisted Court Reporters (ECR) 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 AIR FORCE COURT REPORTER				
Column 1 TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	Column 2 START DATE	Column 3 COMPLETE DATE	Column 4 TRAINEE INITIALS	Column 5 TRAINER INITIALS
<b>1. PRE-COURT/HEARING COURT REPORTING DUTIES</b> TR: AFMAN 51-203				
<b>1.1. Automated Systems Familiarization</b>				
<b>1.1.1.</b> Judicial Docketing System (JDS)				
<b>1.1.2.</b> Air Force Court Reporter SharePoint Site				
<b>1.1.3.</b> Defense Travel System (DTS)				
<b>1.2.</b> Perform Court-Reporting Equipment Set-Up				
<b>1.3.</b> Perform Court/Hearing Room Set-Up				
<b>1.4. Review Pre-Trial Documents</b>				
<b>1.4.1.</b> Exhibit List				
<b>1.4.2.</b> Witness List				
<b>1.4.3.</b> Convening Order(s)				
<b>1.4.4.</b> Previously recorded/transcribed matters				
<b>2. IN-COURT/HEARING COURT REPORTING DUTIES</b> TR: AFMAN 51-203				
<b>2.1.</b> Record opening and closing times of all sessions				
<b>2.2.</b> Monitor confidence monitor during live proceeding				
<b>2.3.</b> Check recording equipment during breaks to ensure proper operations				
<b>2.4. Court/Hearing Exhibits</b>				
<b>2.4.1.</b> Create/Maintain Exhibit List				
<b>2.4.2.</b> Properly mark exhibits (admitted/rejected)				
<b>2.5.</b> Annotate Gestures/Ad-Lib Remarks in Log Notes				
<b>2.6.</b> Annotate all openings/closings/notable entries during proceedings				
<b>2.7.</b> Annotate Military Judge Ordered Sealed Exhibits				
<b>2.8.</b> Perform live audio playback during proceedings				
<b>3. POST COURT/HEARING COURT REPORTING DUTIES</b> TR: AFMAN 51-203				
<b>3.1.</b> Secure/Safeguard Exhibits				
<b>3.2.</b> Obtain original signed authentication memorandum and counsel certificates of review				
<b>3.3.</b> Ensure proper procedures followed for sealed exhibits/materials				

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<b>3.4. Provide Materials to Case Paralegal</b>				
<b>3.4.1.</b> Exhibits				
<b>3.4.2.</b> Electronic copy of audio and lognotes				
<b>3.5. Determine appropriate transcription format</b>				
<b>3.5.1.</b> Verbatim Transcript				
<b>3.5.2.</b> Summarized Transcript				
<b>3.5.3.</b> Abbreviated Transcript				
<b>3.6.</b> Transcribe Court/Hearing Proceedings				
<b>3.7. Forward Items to Host Legal Office</b>				
<b>3.7.1.</b> Authenticated Electronic Trial/Hearing Transcript				
<b>3.7.2.</b> Attestation				
<b>3.7.3.</b> Chronology				
<b>3.7.4.</b> Master Index				
<b>3.8.</b> Upload electronic trial transcript to WebDocs (DO NOT UPLOAD SEALED OR PII INFORMATION)				
<b>3.9.</b> Maintain/purge audio, lognotes and hearing documents IAW AFRIMS Disposition Instructions				