



# *The Judge Advocate General's School Master Curriculum Plan: Military Justice Administration Course*

*Course Code: MJA  
May 2012*

**Instructions:** *The Master Curriculum Plan is the charter for the course. Course Directors use the Plan to make decisions about curriculum content, including preparation of new lessons and revising existing ones, evaluation/assessment methods, identifying support requirements, and constructing course schedules. The Plan is available for review by JAGC members, their supervisors, CLE and other accrediting authorities, and others seeking information about JAG School courses and methods.*

## **A. General Information**

Location: The Judge Advocate General's School, Maxwell AFB AL.

Length of course: 4.5 days.

Student quota and profile: No hard quota. Newly assigned chiefs of military justice (CMJs) and NCOICs of military justice (NCOICs). When practical, CMJs and NCOICs assigned to the same office will attend at the same time.

## **B. Strategic Course Direction**

**Instructions:** *Set out the elements of the Strategic Course Direction as provided below. Consider them carefully, as each decision on the course must be consistent with the stated mission, vision, and values.*

Mission: To prepare newly assigned CMJs and NCOICs to meet the unique challenges of managing a military justice section while meeting the goals of celerity, justice, and efficiency.

Vision: Practical and theoretical instruction in the fundamentals of military justice administration, tailored to the attorney and paralegal who already have some exposure in military justice, but may be leading a military justice section for the first time, and emphasizing critical thinking, experiential methods, best practices, and available resources to assist in the effective management of a military justice section.

Values: Fostering Air Force Core Values, attorney-paralegal teaming, expertise in military justice, celerity, efficiency, good judgment, candor, effective communication, problem solving, and attention to detail.

## **C. Instructional Areas and Strategic Learning Objectives**

**Instructions:** *Determine the broad subject areas (blocks) to be covered by the course. Determine the overall learning objectives for each block, setting out the cognitive level of learning. Include affective objectives, if appropriate. Consider these carefully, as they will your guide in planning the individual lessons within each block. See AFM 36-2236, Guidebook for Air Force Instructors, and consult the Academic Director.*

**1. Block I: Course Introduction, Administration, and Graduation (series 100)**

Block objectives:

Comprehend the mission and learning objectives for the Military Justice Administration Course (MJAC)

Know the administrative, logistical, and academic requirements for students attending MJAC

Characterize attentive, active, and constructive participation in MJAC as important to successful service as a CMJ or NCOIC.

**2. Block II: Professional Legal Knowledge for the CMJ and NCOIC (series 200)**

Block objectives:

Comprehend legal issues and principles of special interest to CMJs and NCOICs.

Comprehend the metrics and measurements that ensure celerity in administering military justice.

Apply knowledge of how to achieve the goal of celerity in processing courts-martial raised by factual scenarios.

Comprehend common pre-trial and post-trial issues.

Apply knowledge of common pre-trial and post-trial issues raised by factual scenarios.

Comprehend the unique challenges posed by sexual assault allegations and cases with computer forensic evidence, urinalysis evidence, and other special interest cases.

Comprehend how to properly docket a case for trial.

Apply knowledge of how to properly docket a case for trial raised by factual scenarios.

**3. Block III: Legal Skill Sets for the CMJ and NCOIC (series 300)**

Block objectives:

Comprehend the regulations and resources guides available to CMJs and NCOICs to assist in the proper management of a military justice section.

Comprehend principles of effective communication with AFOSI, the ADC, wing leadership, and higher headquarters.

Comprehend principles of effective writing in compiling Special Interest Reports and other requests routed to Senior Leadership.

Characterize proficiency in effective writing, communication, and attention to detail as essential to successful service as a CMJ or NCOIC.

#### 4. **Block IV: Universal Skills for the CMJ and NCOIC (series 400)**

##### Block objectives:

Comprehend the importance of attorney-paralegal teaming in the successful management of a military justice section.

Comprehend principles of effective leadership, candor, and office administration in the context of a military justice section.

Characterize effective celerity and meeting of metrics and measurements as consistent with Air Force Core Values supportive of the Air Force Mission.

### ***D. Methods of Instruction, Faculty, and Evaluation/Assessment***

**Instructions:** *Describe who will teach the course, how they will teach it, how student performance will be evaluated or instructional effectiveness assessed. If there is no evaluation, so state. See AFM 36-2236, Guidebook for Air Force Instructors, for information and guidance on selection of teaching methods. Consult the Academic Director as needed.*

JAG School resident faculty, adjunct faculty from the AFLOA Military Justice Division (JAJM), and guest speakers provide instruction.

Methods of instruction will be lectures, guided discussions, and seminar exercises. The lectures will welcome discussion, feedback, and questions during the presentations. Each seminar will be led by an experienced military justice practitioner. Students will receive seminar problems beforehand will be expected to have read and contemplated the issues presented therein. The seminars will provide opportunities for application of information provided in prior informal lectures, requiring participants to use critical thinking and problem-solving skills.

There are no academic requirements for MJAC graduation. Accordingly, participant performance is not formally evaluated, although seminar facilitators will provide contemporaneous feedback on performance during guided discussions and seminar exercises. Attendees are expected to participate attentively, actively, and constructively.

Assessment of instructional effectiveness will be course critiques prepared by participants during each lecture or seminar, an end-of-course participant critique, and graduate assessments of students and their supervisors.

### ***E. JAG Corps Major Knowledge Areas***

**Professional Legal Knowledge.** Knowledge of the law and processes involved in JAG Corps fields of practice.

**Legal Skill Sets.** Knowledge of the lawyering skills that attorneys and paralegals must maintain or be able to support (e.g., advocacy, client services, discovery management, interviewing, investigating, legal and factual research, legal writing, and litigation).

**Universal Skills.** Skills required by all who (1) lead and work with people and (2) manage and use resources. These skills include communications, information technology, interpersonal skills, leadership, mentoring, office management, and personnel development.

**Professional Situational Awareness.** Knowledge that provides context on national security issues and on JAG Corps, unit, command, and Air Force history, missions, organizational structures, and perspectives.

## ***F. Lesson Fields***

### **Professional Legal Knowledge Fields**

Military Criminal Law

Court-martial and Nonjudicial Punishment Procedure

Ethics and Professional Responsibility

Administrative Law

Special Interest Subjects (e.g., Sexual Assault Cases, Special Interest Reports, Suicide Prevention)

### **Legal Skill Set Fields**

Legal research

Database utilization

Inter-agency and command relations

Effective legal writing

### **Universal Skills Fields**

Leadership

Followership

Personnel Management

Resource Management

Office Administration

### **Professional Situational Awareness Fields**

JAG Corps Leadership Perspectives

## ***G. Student Requisites and Selection***

Participant selection will be made by JAX following nominations made by Wing, NAF, and MAJCOM legal offices. Wing legal offices should nominate either newly appointed CMJs or NCOICs or attorneys and paralegals that are expected to soon work in the military justice section.