



# **Legal Officer Specialty Track Study Guide**



## **CAP Pamphlet 219**

**NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama**

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<b>Table of Contents</b>	<b>Page</b>
Preface.....	3
Training Objectives.....	3
Knowledge and Training Requirements .....	3
Service Requirements .....	4
Performance Requirement .....	4
Guidance for Unit Commanders, Unit Professional Development Officers and Wing Legal Officers .....	4
Achieving the Technician Rating.....	4
Position Description .....	4
Knowledge and Training Requirements .....	5
Service Requirements .....	5
Key Information and Readings for Attaining the Technician Level .....	5
Technician Level Training Checklist.....	7
Achieving the Senior Rating.....	8
Position Description .....	8
Knowledge and Training Requirements .....	8
Service Requirements .....	8
Key Information and Readings for Attaining the Senior Level.....	8
Senior Level Training Checklist.....	9
Achieving the Master Rating .....	10
Position Description .....	10
Performance Requirement .....	10
Service Requirements .....	10
Master Level Training Checklist .....	10

## **PREFACE**

This pamphlet describes the requirements to attain the legal officer ratings of technician, senior and master, and provides guidance to the legal officer in fulfilling the requirements for professional appointment promotion in Civil Air Patrol (CAP). Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each section and apply the information to actual situations you find in your position. Your wing legal officer and other experienced legal officers can provide valuable insight into the responsibilities and activities of Civil Air Patrol legal officers. However, you should be able to learn much through self-study. CAPR 111-1, *Qualifications and Duties of Legal Officers*, provides specific guidance on supervisory, managerial and reporting relationships for the Legal Officer Corps.

Maintaining the integrity and improving the competence of the bar to meet the highest standards is the ethical responsibility of every lawyer. As CAP legal officers it is our responsibility to assist, train and guide each other in our professional relationship with our client, Civil Air Patrol.

This specialty track is governed by CAPR 50-17, *CAP Senior Member Professional Development Program* and CAPR 111-1, *Qualifications and Duties of Legal Officers*, and was developed by the Chief of the CAP Legal Officer Corps and his staff. Feedback on the contents of this study guide should be directed to CAP Headquarters, Office of the General Counsel, gc@capnhq.gov.

When you have fulfilled the position requirements for each level, you will be certified as having completed that level. For the technician and senior levels, your unit professional development officer or commander will certify completion. For the master level, the Chief of the CAP Legal Officer Corps will certify completion of the rating.

After you have been certified at a particular level, you may wear the leadership ribbon and the appropriate star. You also become eligible for consideration for promotion depending on the rating earned, provided you meet all of the promotion eligibility criteria outlined in CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*.

## **TRAINING OBJECTIVES**

Each level contains knowledge and training requirements and service requirements that must be completed in order to attain successive ratings. Only the master level has a performance requirement. In recognition of your training as an attorney, there are no written tests associated with this specialty track.

### **Knowledge and Training Requirements**

These requirements are derived from self-study and on-the-job experiences. In addition to helping the member progress in the legal officer track, these requirements are designed to guide a senior member's overall progress in the *CAP Senior Member Professional Development Program* as prescribed by CAPR 50-17.

## **Service Requirements**

These requirements are objectives describing what each member is expected to complete through active participation as a legal officer and are based primarily on time in service as a legal officer.

## **Performance Requirement**

This requirement describes a specific task or tasks each member must complete as part of the level where it is assigned.

## **Guidance for Unit Commanders, Unit Professional Development Officers and Wing Legal Officers**

On-the-job supervision is crucial to the success of the legal officer who is in training. In partnership with the unit's commander and the Wing legal officer, this pamphlet guides the legal officer through the knowledge, training, performance, and service requirements, as specified, for the rating the legal officer is pursuing.

Once the legal officer has satisfied all the requirements for the rating, the legal officer will approach the professional development officer or unit commander for award of the rating.

When the professional development officer or commander is satisfied that the member has fulfilled the requirements for the level applied for, and the member has met the service requirements, the professional development officer or commander will record award of the rating in the member's master record and will notify National Headquarters of the rating award through eServices.

CAP members may not be appointed as legal officers without the approval of the appropriate wing or region legal officer, or in some cases the Chief of the CAP Legal Officer Corps, in accordance with CAPR 111-1, *Qualifications and Duties of Legal Officers*.

## **ACHIEVING THE TECHNICIAN RATING**

### **Position Description**

Civil Air Patrol is the client of each and every attorney assigned as a legal officer. As such, every legal officer owes a fiduciary duty to the Corporation, notwithstanding that the legal officer's advice and counsel are rendered to CAP through constituents acting on behalf of CAP. At the technician level, a CAP legal officer is expected to:

- Provide advice and counsel to the unit command,
- Know the legal officer chain of command,
- Understand that the CAP corporation is the client, not the individual members or command of CAP, and
- Study the structure of the CAP rules and regulations to enable the legal officer to know where to look for applicable rules and regulations as needed.

## **Knowledge and Training Requirements**

To achieve the technician rating, the candidate must:

- Complete Level I of the CAP Senior Member Professional Development Program as outlined in CAPR 50-17,
- Must be appointed as a CAP legal officer in eServices. See CAPR 35-5, Section E, para. 5-1(d), and CAPR 111-1, and
- Possess a basic knowledge of the CAP publications and directives listed below.

## **Service Requirements**

Technician candidates have fulfilled the service requirements for the technician rating upon appointment as a CAP legal officer.

## **Key Information and Readings for Attaining the Technician Level**

To be successful as a legal officer at the technician level, you must be familiar with a variety of terms, publications, and procedures.

### **Terms**

As you study this track, you will need to study certain directives. CAP has three types of publications:

- **CAP Regulations (CAPR):** CAP regulations provide directives that establish programs and procedures. They tell the “what.” Following the abbreviation CAPR, the directives have a hyphenated number, e.g., CAPR 111-1. The number before the hyphen represents the series from which it comes. Different series have different numbers. For example, training directives have the series number 50 and are numbered 50 through 59. Personnel directives have the series number 30 and are numbered 30-39. Legal Officer Corps and General Counsel regulations have a 110 or 111 designation. Following these hyphenated numbers, these directives have a title. Most directives (regulations and manuals) become known by their number, as it is convenient shorthand.
- **CAP Manuals (CAPM):** CAP manuals usually go into more detail on the “how” of a particular subject.
- **CAP Pamphlets (CAPP):** CAP pamphlets do not have a directive nature. CAP uses pamphlets for information or training purposes.
- **Air Force Instruction (AFI):** These are documented instructions for members of the United States Air Force and are intended for use by active duty, guard, and reserve members and associated civilians. Some AFI’s govern how the USAF interacts with Civil Air Patrol. The USAF also issues CAP-USAF Instructions to guide CAP-USAF personnel in their dealings with Civil Air Patrol.

## Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the legal officer program. You should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the legal officer program. For this reason, Civil Air Patrol National Headquarters (NHQ) provides this list of publications and directives for you to study and learn. Those in bold are critical for your role as a legal officer.

Number	Title
Not numbered	CAP Constitution and Bylaws
CAP Index 0-2	Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids
CAP Index 0-9	Numerical Index of CAP Forms, Test Materials, and Certificates
<b>CAPR 1-1</b>	<b>Ethics Policy</b>
<b>CAPR 1-2</b>	<b>Personally Identifiable Information</b>
<b>CAPR 1-3</b>	<b>Disclosure of Confidential Information by Volunteer Members</b>
<b>CAPR 1-4</b>	<b>Conflict Of Interest</b>
CAPR 10-1	Preparing Official Correspondence
CAPR 20-1	Organization of Civil Air Patrol
CAPR 35-1	Assignment and Duty Status
<b>CAPR 35-3</b>	<b>Membership Termination</b>
CAPR 35-5	CAP Officer and NCO Appointments and Promotions
<b>CAPR 35-8</b>	<b>Membership Action Review Panel</b>
<b>CAPR 36-1</b>	<b>Civil Air Patrol Nondiscrimination Program</b>
CAPR 36-2	Complaints Under The Civil Air Patrol Nondiscrimination Policy
CAPM 39-1	CAP Uniform Manual
<b>CAPR 39-2</b>	<b>Civil Air Patrol Membership</b>
<b>CAPR 52-10</b>	<b>CAP Cadet Protection Policy</b>
<b>CAPR 70-1</b>	<b>CAP Acquisition Regulation</b>
<b>CAPR 111-1</b>	<b>Qualifications and Duties of Legal Officers</b>
<b>CAPR 111-2</b>	<b>Memorandum of Understanding</b>
<b>CAPR 112-10</b>	<b>Indemnification</b>
<b>CAPR 123-2</b>	<b>Complaints</b>
<b>CAPR 173-4</b>	<b>Fund Raising/Donations</b>
CAPR 900-3	Firearms and Assistance to Law Enforcement Officials
CAPR 900-5	Civil Air Patrol Insurance/Benefits Program
<b>CAPP 50-2</b>	<b>CAP Core Values</b>
<b>CAPP 151</b>	<b>Respect on Display</b>
Not numbered	<b>Legal Officer Handbook (Request from <a href="mailto:gc@capnhq.gov">gc@capnhq.gov</a>)</b>

## Other Publications

Individual wings often supplement national directives with local regulations and policy letters pertaining to a variety of subjects. The new legal officer should read through these local directives before progressing through this level of the specialty track. Copies of supplements can be obtained through your unit administration officer, unit commander or the administration officer at the next higher headquarters.

## Forms

Legal officers should be thoroughly familiar with and be able to correctly complete and submit forms pertinent to the CAP program. The legal officer should be able to:

- Identify how most forms are used.
- Correctly complete forms and forward to higher headquarters.
- Have the ability to download the forms online from the forms and publications page on CAP's website. Answers to most questions concerning the use of and completion of forms are contained in the directive overseeing the form. If the legal officer cannot find the answer by consulting the prescribing directive, then ask the squadron commander, wing legal officer or higher headquarters, or consult other legal officers via the redirector.

## CAPLaw E-mail Redirector

All legal officers are subscribed to the CAPLaw e-mail redirector. Most communication relevant to CAP legal officers is sent via redirector e-mail. Participation in the redirector is limited to currently serving legal officers in order to preserve confidentiality and the attorney work product privilege where available. Exceptions to this policy may only be made by the Chief of the Legal Officer Corps or the General Counsel.

Once you are appointed as a legal officer in eServices, send an e-mail to [gc@capnhq.gov](mailto:gc@capnhq.gov) or to [CAPLaw-list-owner@mail-list.com](mailto:CAPLaw-list-owner@mail-list.com) to get subscribed if you are not already. Be aware; the only e-mail address that can be subscribed is your primary e-mail address as listed first in eServices.

## TECHNICIAN LEVEL TRAINING CHECKLIST

To complete the technician level of this specialty track, the member must:

<b>Knowledge, Training, and Service Requirements</b>	<b>Unit CC or Unit PDO Initials and Date</b>
Complete Level I and have completion certified in eServices.	
Receive appointment as a CAP legal officer (verify in eServices).	
Self-certify that the applicant has read and become familiar with the publications listed above.	

# ACHIEVING THE SENIOR RATING

## Position Description

The senior rating involves developing a broader knowledge of legal officer activities and duties on a statewide or wing level. It prepares legal officers to function in supervisory roles in positions from the group to the wing level. A legal officer at the senior level is expected to:

- Comprehend the duties and tasks associated with CAP's wing legal officer positions.
- Understand the relationship between legal officers and inspectors general (IG).
- Mentor new CAP legal officers.

## Knowledge and Training Requirements

To achieve the senior rating, the candidate must have earned the legal officer technician rating and demonstrate an advanced knowledge of CAP's legal officer duties and responsibilities.

## Service Requirements

Each legal officer senior rating candidate must have served a minimum of three years as an assigned legal officer or assistant legal officer at any level and have completed Level II of the Senior Member Professional Development Program.

## Key Information and Readings for Attaining the Senior Level

To be successful as a legal officer at the senior level, you must be familiar with a variety of terms, publications, and procedures.

## Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the legal officer program. You should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the legal officer program. For this reason, Civil Air Patrol National Headquarters (NHQ) provides this list of publications and directives for you to study and learn.

Number	Title
CAPP 110-1	Federal Statutes Affecting Civil Air Patrol
AFPD 10-27	Civil Air Patrol
AFI 10-2701	Organization and Function of the Civil Air Patrol
AFI 10-2702	Board of Governors of the Civil Air Patrol
Not numbered	Cooperative Agreement between Civil Air Patrol and United States Air Force
10-2701	CAP-USAF Instruction
Not numbered	AF Hold Harmless Agreement (HHA)
Not numbered	Statement of Work
Not numbered	CAP Adverse Membership Action Handbook (Request from gc@capnhq.gov)

CAPP 50-7	MENTORING: Building our Members
CAPP 50-8	Civil Air Patrol Mentor's Guide
Not numbered	Subordinate Unit Inspection Guide and Wing Inspection Guide (available on-line or from the IG)

### **Mentoring**

This rating is designed to assist you in becoming a group or wing legal officer. In this position you will be involved in mentoring either in a formal or informal setting. Review CAPP 50-7, *MENTORING: Building our Members* for guidance and CAPP 50-8, *Civil Air Patrol Mentor's Guide*.

### **Inspections**

Every unit, at one time or another will go through a compliance inspection. CAP legal officers are uniquely positioned to assist the IG and unit staff with preparing for compliance inspections as legal officers should have an excellent working knowledge of the regulations and standards. The CAP Subordinate Unit Inspection Guide provides a minimum list for inspections of units below the wing level. Legal officers should familiarize themselves with this document so they can assist other departments in preparing for an inspection.

The [CAP Wing Inspection Guide](#) is the document that you will need to be familiar with as you prepare for a compliance inspection at the wing level.

Both of these documents can be found on the Inspector General's web page on the National Headquarters website, by typing [Subordinate Unit Inspection Guide](#) or CAP Wing Inspection Guide into the search box or by using the [CAP Knowledgebase](#).

## **SENIOR LEVEL TRAINING CHECKLIST**

**To complete the senior level of this specialty track, the member must:**

<b>Knowledge, Training, and Service Requirements</b>	<b>Unit CC or Unit PDO Initials and Date</b>
Complete Level II and have completion certified in eServices.	
Have served three years as a CAP legal officer or assistant legal officer since completion of the technician rating.	
Self-certify that the applicant has read and become familiar with the publications listed above.	

# ACHIEVING THE MASTER RATING

## Position Description

The master rating involves implementing senior legal officer activities and duties, accepting a leadership role, providing Legal Officer Corps policy recommendations to the Chief of CAP Legal Officer Corps and the General Counsel’s office. The master rating prepares legal officers for service at the region and national level. A legal officer at the master level is expected to:

- Comprehend all duties and responsibilities associated with all CAP’s volunteer legal officer positions.
- Develop supervisory skills within the Legal Officer Corps structure.

To achieve the master rating, the candidate must have earned the legal officer senior rating; demonstrate an in-depth knowledge of CAP’s Legal Officer Corps programs and functions, be able to make policy recommendations and give legal advice, when needed, to the Chief of CAP Legal Officer Corps and the General Counsel’s office, and graduate from the National Legal Officer’s College (NLOC).

## Performance Requirement

To achieve the master rating, the candidate must have completed the National Legal Officer’s College.

## Service Requirements

Each legal officer master rating candidate must have served a minimum of four years as an assigned legal officer or assistant legal officer at any level after achieving the senior rating, and have completed Level III of the Senior Member Professional Development Program.

# MASTER LEVEL TRAINING CHECKLIST

To complete the master level of this specialty track, the member must:

Knowledge, Training, Service, and Performance Requirements	Unit CC or Unit PDO Initials and Date
Complete Level III and have completion certified in eServices.	
Serve a minimum of four years as a CAP legal officer or assistant legal officer since achieving the senior rating.	
Attend the National Legal Officer’s College:	

(The Chief of the Legal Officer’s Corps approval will be received through the online specialty track module in eServices.)