



QUALIFICATION STANDARD

Legal Officer Qualification

AJCK

REGULAR FORCE:

- 00204

PRIMARY RESERVE:

- N/A

SPECIAL FORCE:

- N/A

Training Authority: CDA

Basic Date: 26/06/14
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Amendments: 0

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RECORD OF AMENDMENTS

AMMENDMENT #	REQUESTING AGENCY (REF)	REVISION DESCRIPTION	APPROVAL (ref)	DATE
nil				

FOREWORD

1. Qualification Standard (QS) Legal Officer Qualification, is issued on the authority of the Commander of the Canadian Defence Academy (CDA).
2. This publication is based upon:
 - a. Occupational Specification Legal Officer dated 15/04/2009.
3. This QS was developed by DJAG Ops, COS JAG , DJAG Reg Svcs, DJAG MAL, DJAG MJ and CFMLC.
4. This publication is effective upon receipt.
5. Suggestions for changes shall be forwarded through the chain of command to CDA HQ.

CHAPTER 1 - GENERAL

AIM

1. The purpose of this Qualification Standard (QS) is to describe, in operational terms, the required outcome of individual training and education (IT&E).

BACKGROUND

2. This document contains the following Performance Objectives (POs) that the member shall achieve in order to meet the requirements of this Qualification:
 - a. PO 001 Explain the roles and responsibilities of the office of the JAG;
 - b. PO 002 Provide legal services IAW JAG policy directives;
 - c. PO 003 Resolve ethical issues arising from legal officer duties;
 - d. PO 004 Advise on the application of admin law & principles in CAF decision making;
 - e. PO 005 Advise on CAF organization and command;
 - f. PO 006 Advise on general principles of CAF service;
 - g. PO 007 Advise on the development and application of significant CAF policies;
 - h. PO 008 Advise on the administration of CAF service;
 - i. PO 009 Advise on complaint resolution;
 - j. PO 010 Advise on administrative investigations;
 - k. PO 011 Advise on Crown liability issues;
 - l. PO 012 Advise on agreements & arrangements;
 - m. PO 013 Advise on matters in conjunction with Department of Justice and OGD;
 - n. PO 014 Advise on disciplinary jurisdiction;
 - o. PO 015 Advise on legal issues related to custody;
 - p. PO 016 Advise on a disciplinary investigation;
 - q. PO 017 Provide pre-charge legal advice;
 - r. PO 018 Advise on conduct of CSD proceedings;
 - s. PO 019 Advise wrt post trial activities;
 - t. PO 020 Explain the role and responsibilities of counsel before military and appellate courts;
 - u. PO 021 Advise on the legal bases and authorities for CAF operations;
 - v. PO 022 Provide legal support during the planning of operations,
 - w. PO 023 Advise on the use of force.;
 - x. PO 024 Advise on legal issues pertaining to PW & detainees;
 - y. PO 025 Advise on targeting.;
 - z. PO 026 Advise on CAF operations; and
 - aa. PO 027 Advise on arrangements, agreements and legal policies.

USE OF QUALIFICATION STANDARD

3. This QS shall be used by the IT&E establishment to design, develop, conduct and evaluate the training program.
4. This QS will also be used by CDA Standards in support of Validation.

5. The Qualification Code(s)/title(s) supported by the POs:

Qualification Codes and/or Course IDs	National Qualification Title
AJCK	Legal Officer Qualification

CHAPTER 2 - PERFORMANCE OBJECTIVES

PO 001

1. Performance Statement: Explain the roles and responsibilities of the office of the JAG
2. Conditions.
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall describe how the roles and responsibilities of the Office of the JAG influence the legal officer's duties, functions and relationship with supported decision-makers in the CAF including:
 - a. Explain roles and responsibilities of the JAG
 - b. Explain the organization of the Office of the JAG
 - c. Explain the relationships between the Office of the JAG and supported commands, formations, units, and other elements of the CAF.
4. Remarks: Achieve and Sustain the JAG's mission to deliver independant, operationally focused, solution oriented legal support to the CAF, and the superintendence of military justice.

PO 002

1. Performance Statement: (DT0190, DT0145, DT0185, DT0195) Provide legal services IAW JAG policy directives
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall comply with JAG policy directives and direction when providing the legal services expected of general legal counsel including:
 - a. Explain general duties of a legal officer
 - b. (DT0020; DT0050; DT0055) Provide legal advice IAW JAG policy directives
 - i. (DT0055) Provide verbal legal advice
 - ii. (DT0050) Provide written legal advice
 - c. Provide base and unit level legal services
4. Remarks: Instruction will be limited to the nature of the relevant legal parameters as opposed to the specific content of the law: the nature of jurisdiction, the role of statutory decision makers, and hierarchy of law. The constitution of the Canadian Armed Forces will be taught under PO 002.

PO 003

1. Performance Statement: (DT0015) Resolve ethical issues arising from legal officer duties
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials
(including prior legal advice) plus limited supervision or mentoring
 - b. Denied: Nil
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically;
under austere conditions
3. Standard: The legal officer shall resolve professional ethical challenges arising in the course of the legal officer's duties with limited supervision or mentoring including:
 - a. Identify the legal ethical issue
 - b. Identify the applicable regime
 - c. Apply appropriate course(s) of action
4. Remarks: Apply provincial/territorial rules of professional conduct CBA Code of Conduct Unique
military legal ethical issues JAG policy directives

PO 004

1. Performance Statement: Advise on the application of admin law & principles in CAF decision making
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall advise on the application of administrative law and principles in CAF decision making process including:
 - a. Advise on sources of authority
 - b. Advise on jurisdiction
 - c. Advise on procedural fairness
 - d. Advise on substantive elements of decision making
 - e. Advise on consequences of a failure of fairness
4. Remarks: Advice may be given remotely

PO 005

1. Performance Statement: (CT0340) Advise on CAF organization and command
2. Conditions:
 - a. Given: Relevant factual context, policy, case law, reference material (including prior legal opinion)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed domestically or internationally; under austere conditions
3. Standard: The legal officer shall advise on CF organisation and command including:
 - a. Advise on the constitution of the CAF
 - b. Advise on CAF organisation
 - c. Advise on CAF Command
4. Remarks: Advice may be given remotely

PO 006

1. Performance Statement: Advise on general principles of CAF service
2. Conditions:
 - a. Given: Relevant factual context, legislations, policy, case law, reference materials (including prior legal opinion)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarter; deployed domestically or internationally; under austere conditions
3. Standard: The legal officer shall advise on general principles of CAF service including the nature of CAF service and human rights issues affecting CAF service including:
 - a. Advise on the nature of CAF service
 - i. Advise on the Crown-CF member relationship
 - ii. Advise on liability to serve
 - iii. Advise on universality of service
 - b. Advise on human rights issues affecting CAF members
4. Remarks: Advice may be given remotely

PO 007

1. Performance Statement: Advise on the development and application of significant CAF policies
2. Conditions
 - a. Given: Relevant factual context, legislation, policy, case law, reference material (including prior legal opinion)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed domestically or internationally; under austere conditions
3. Standard: The legal officer shall advise on the development and application of significant CAF policies including:
 - a. Advise on drug/ alcohol policy
 - b. Advise on public comment and conflict of interest
 - i. Advise on public comment by CAF members
 - ii. Advise on conflict of interest
 - iii. Advise on political activities
 - (1) Advise on election issues pertaining to the CAF
 - c. Advise on sexual misconduct and sexual disorders
 - d. Advise on removal from command positions
4. Remarks: Advice may be given remotely

PO 008

1. Performance Statement: (CT0210) Advise on the administration of CAF service
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference material
(including prior legal opinion)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed domestically or internationally;
under austere conditions
3. Standard: The legal officer shall advise on the administration of CAF service including:
 - a. Advise on the enrolment of CAF members
 - b. Advise on legal issues pertaining to career
 - i. Advise on conduct and performance deficiencies
 - ii. Advise on administrative actions WRT CAF members
 - iii. Advise on legal issues arising out of injury of CAF members
 - iv. Advise on civil and criminal court proceedings
 - c. Advise on CAF compensation and benefits issues
 - d. Advise on the release of CAF members
 - i. Advise on release issues
 - ii. Advise on pension and annuity related issues
 - iii. Advise on legal issues arising out of death of CAF members
 - (1) Advise on service estates
4. Remarks: Advice may be given remotely

PO 009

1. Performance Statement: Advise on complaint resolution
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal opinion)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed domestically or internationally; under austere conditions
3. Standard: The legal officer shall advise on complaint resolution including:
 - a. Advise on harassment prevention and resolution
 - b. Advise on grievances
 - c. Advise on other complaint resolution processes
4. Remarks: Advice may be given remotely

PO 010

1. Performance Statement: (CT0005) Advise on administrative investigations

2. Conditions:

- a. Given: Relevant factual context, legislation, policy, case law, reference material (including prior legal opinion)
- b. Denied: Direct supervision
- c. Environmental: CAF unit, base, or wing headquarters; deployed domestically or internationally; under austere conditions

3. Standard: The legal officer shall advise on admin investigations including:

- a. Advise on the appropriate type of investigation
- b. Advise on the convening orders for BOIs and terms of reference for SIs and informal investigations
- c. Advise on the conduct of administrative investigations
- d. Advise on the administrative investigation report
- e. Advise on post report action

4. Remarks: Advice may be given remotely

— Sources

- 1) Source
- 2) Advise on the Law of PF in CF A 1
- 3) NOAE
- 4) Specific Issues pertaining to a particular BOI and the C.O

PO 011

1. Performance Statement: (CT0155) Advise on Crown liability issues
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters, deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall advise on Crown liability issues including:
 - a. Advise on risk assessment
 - i. Advise on liability waivers
 - b. Advise on claims for/ against the crown
 - c. Determine claims for/ against the crown
 - i. Recover debts to the Crown
 - ii. Approve payment of claims
4. Remarks: Advice may be given remotely

PO 012

1. Performance Statement: (CT0230) Advise on agreements & arrangements
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall advise on agreements & arrangements including:
 - a. Advise on provision of services policy
 - b. Advise on MOUs and other arrangements
4. Remarks: Advice may be given remotely

PO 013

1. Performance Statement: Advise on matters in conjunction with Department of Justice and OGD
2. Conditions:
 - a. Given: Relevant factual context, legislation, policy, case law, reference materials (including prior legal advice)
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters, deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall advise on matters in conjunction with Department of Justice and OGD including:
 - a. Advise on legal issues relating to public and non public property
 - b. Advise on provision of health services
 - c. Advise on official language issues
 - d. Advise on access to information (ATI) and privacy issues
 - e. Advise on labour law issues affecting the CAF
 - f. Advise on environmental law
 - g. Advise on federal-provincial jurisdictional issues
 - h. Advise on Aboriginal law issues
4. Remarks: Advice may be given remotely

PO 014

1. Performance Statement: (AT0035) Advise on disciplinary jurisdiction
2. Conditions:
 - a. Given: Alleged misconduct; COC Investigator references; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Consitution Act, 1867; Constitution Act, 1982 including Canadian Charter of Rights and Freedoms; National Defence Act; Criminal Code of Canada; QR&O vols I & II; B-GG-005-027/AF011, Military Justice at the summary trial level vol. 2.2; Military Police policies and technical procedures
 - b. Denied: Direct Supervision
 - c. Environmental: CAF unit, base, or wing Headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The legal officer shall advise on disciplinary jurisdiction wrt:
 - a. Advise on jurisdiction related to Investigations
 - b. Advise on disciplinary jurisdiction related to custody
 - c. Advise on jurisdictional considerations relating to trial
 - i. Advise on jurisdictional considerations relating to election to court martial
 - ii. Advise on jurisdictional considerations relating to charge laying
 - iii. Advise on jurisdictional considerations relating to charge referral
 - iv. Advise on jurisdictional considerations relating to Trial & Punishment
 - v. Advise on jurisdictional considerations relating to the review of a summary trial
4. Remarks: Advise may be provided remotely

PO 015

1. Performance Statement: (AT0010) Advise on legal issues related to custody
2. Conditions:
 - a. Given: Alleged misconduct; COC Investigators references; Detention room or barracks; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Constitution Act 1867; Constitution Act, 1982 and Canadian Charter of Rights and Freedom; National Defence Act; Criminal Code of Canada; QR&O Vols I, II & IV; B-GG-005-027/AF-011, Military Justice at the summary trial level V 2.2; Defence Control Access Area Regulations
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The Legal Officer shall advise on legal issues related to custody to include:
 - a. Advise on arrest
 - b. Review unit delegation, designations and authorisations
 - c. review custody related documents
 - d. Advise wrt the requirements of custody
 - e. Advise the CRO wrt the decision to be made
 - f. support the hearing before military judge
4. Remarks: Advise may be provided remotely

PO 017

1. Performance Statement: (AT0040) Provide pre-charge legal advice
2. Conditions:
 - a. Given: Alleged misconduct; COC Investigator references; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Consitution Act, 1867; Constitution Act, 1982 including Canadian Charter of Rights and Freedoms; National Defence Act; Criminal Code of Canada; QR&O vols I & II; B-GG-005-027/AF011, Military Justice at the summary trial level vol. 2.2
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The Legal Officer shall provide pre-charge advice to include:
 - a. Review investigation
 - b. Advise on further investigative requirements, if any
 - c. Review draft RDP
 - d. Evaluate sufficiency & admissibility of evidence
 - e. Advise on suitability of laying charges
 - f. Advise on requirement for further legal advice
4. Remarks: The advice may be provided remotely

*Advise on
charges*

PO 018

1. Performance Statement: (AT0105) Advise on conduct of CSD proceedings
2. Conditions:
 - a. Given: Accused; COC References; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Consitution Act, 1867; Constitution Act, 1982 including Canadian Charter of Rights and Freedoms; National Defence Act; Criminal Code of Canada; QR&O; B-GG-005-027/AF011, Military Justice at the summary trial level vol. 2.2
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The Legal Officer shall advise on conduct of CSD proceedings to include:
 - a. Provide advice on the conduct of summary trial
 - i. Provide pre-trial advice
 - ii. Provide legal advice during conduct of ST
 - b. Advise on sentencing and powers of punishment
 - c. Advise on referral of charges to DMP
4. Remarks: Advice can be provided remotely

PO 019

1. Performance Statement: Advise wrt post trial activities
2. Conditions:
 - a. Given: Disciplinary finding; COC References; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Consitution Act, 1867; Constitution Act, 1982 including Canadian Charter of Rights and Freedoms; National Defence Act; Criminal Code of Canada; QR&O; B-GG-005-027/AF011, Military Justice at the summary trial level vol. 2.2
 - b. Denied: Direct Supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The Legal Officer shall advise wrt to post trial activities to include:
 - a. Advise on summary trial reviews by review authority
 - b. Advise on post-trial administration
 - c. Advise on the legal issues related to detention
4. Remarks: Advice can be provided remotely

PO 020

1. Performance Statement: Explain the role and responsibilities of counsel before military and appellate courts
2. Conditions:
 - a. Given: Matter referred to a court; References; Relevant documentation; Relevant case law; Other relevant law and policy; Sufficient telecommunications; Consitution Act, 1867; Constitution Act, 1982 including Canadian Charter of Rights and Freedoms; National Defence Act; Criminal Code of Canada; QR&O
 - b. Denied: Nil
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere conditions
3. Standard: The Legal Officer shall be capable of generally describing the role and responsibilities of counsel before military and appellate courts to include:
 - a. Explain the roles and responsibilities of counsel at court martial
 - b. Explain the roles and responsibilities of counsel at a show cause hearing.
 - c. Explain the process of appealing a court martial judgment
4. Remarks: Specific skills and knowledge relating to the role and function of counsel before a court martial or appellate court will be taught, as required, by the relevant OPI within the Office of the JAG (e.g. DMP, DDCS)

PO 021

1. Performance Statement: Advise on the legal bases and authorities for CAF operations
2. Conditions:
 - a. Given: References including: Legislation; OIC Orders; Directives and authorisations; Functioning telecommunications and network; Hardware
 - b. Denied: Direct supervision
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere or stressful conditions.
3. Standard: The legal officer shall advise on the legal bases and authorities for CAF operations including:
 - a. Advise on legal bases and authorities pertaining to international CAF operations
 - b. Advise on legal bases and authorities pertaining to domestic CAF operations
 - c. Advise on legal bases and authorities pertaining to continental CAF operations
4. Remarks: The legal bases equates to the legal foundations or authorities. they also relate to the jurisdiction of a particular level of government.

PO 022

1. Performance Statement: Provide legal support during the planning of operations
2. Conditions:
 - a. Given: References, including: description of the operational level planning as conducted by the CAF; when and where it is used; Joint Operational Planning Group (JOPG); types and steps to be followed.
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; under austere or stressful conditions.
3. Standard: The legal officer shall provide timely, effective and solution-oriented legal support during the planning of CAF operations including:
 - a. ~~Provide legal input to the Operational Planning Process (OPP)~~
 - b. ~~Provide legal advice on OPP products~~

*Check EO 022.01
Provide legal advice
during OP Process*
4. Remarks: Support may be given remotely.

PO 023

1. Performance Statement: Advise on the use of force.
2. Conditions.
 - a. Given: References, including: ROE; directives and authorizations; CAF Use of Force manual; self-defense doctrine; functioning telecommunications and network hardware.
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; sometimes under austere or stressful conditions.
3. Standard: The legal officer shall advise on the use of force to include:
 - a. Advise on Rules of Engagement (ROE)
 - i. Advise on generation of ROE
 - ii. Advise on application of ROE
 - b. Advise on self-defence
4. Remarks: Nil

PO 024

1. Performance Statement: Advise on legal issues pertaining to PW & detainees
2. Conditions:
 - a. Given: References, including: Geneva Conventions III & IV plus amplification and commentaries; Use of Force in CF Operations Manual; and PW Handling, Detainees and Interrogation and Tactical Questioning in International Operations Manual.
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; sometimes under austere or stressful conditions.
3. Standard: The legal officer shall advise on legal issues pertaining to PW & detainees including:
 - a. Advise on status
 - b. Advise on status determination
 - c. Advise on standard of treatment
 - d. Advise on interrogation and questioning
 - e. Advise on release, transfer or return
4. Remarks: Advice may be given remotely.

01. Legal Framework
 2 - Status
 3 - Standard of T
 4 In

PO 025

1. Performance Statement: (BT0110) Advise on targeting.
2. Conditions:
 - a. Given: References, including: the CAF Targeting Framework and specific operational legal targeting issues (e.g. dual use targets, combatants, unprivileged belligerents and other persons who take part in hostilities, military objectives, target lists, collateral damages issues).
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; CAOC; deployed internationally or domestically; sometimes under austere or stressful conditions.
3. Standard: The legal officer shall advise on targeting to include:
 - a. Advise on targeting doctrine and directives
 - b. Advise during targeting process
4. Remarks: Nil.

PO 026

1. Performance Statement: (BT0010, BT0015, BT0045) Advise on CAF operations
2. Conditions:
 - a. Given: For international operations, references including: the UN Charter (Chapters VI, VII and VIII); UN Security Council Resolutions; coalition forces operations; UN peace support operations (e.g. legal bases for peacekeeping); humanitarian operations; and non-combatant evacuation operations.
On domestic operations, references including legal principles on defence of Canada, on sovereignty operations, on aid to the civil power, on peace officer status, on public service under 273.6(1) of NDA, on CF Armed Assistance Directives (CFAAD), on Provision of Service (POS), on search and rescue operations and on other governmental department (OGD) operations.
On CF operations of mixed international and domestic nature, references including legal principles on maritime operations at the international and domestic level (i.e. UNCLOS, maritime zones, controlled access zone orders, CF support to RCMP counter drug operations, fisheries Act, Coastal Fisheries Protection Act), legal issues related to intelligence and information operations and on special operations.
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; CAOC; coalition headquarters; deployed internationally or domestically, sometimes under austere or stressful conditions.

3. Standard: The legal officer shall advise on international CAF operations including:
 - a. Advise on international CAF operations
 - i. Advise on legal issues common to all international CAF operations
 - ii. Advise on peace support operations
 - iii. Advise on humanitarian assistance operations
 - iv. Advise on non combatant evacuation operations (NEO)
 - b. Advise on domestic CAF operations
 - i. Advise on defence of Canada
 - ii. Advise on sovereignty operations
 - iii. Advise on aid of the civil power
 - iv. Advise on ALEA
 - v. Advise on public service under 273.6(1) of NDA
 - vi. Advise on Provision of Service (POS)
 - vii. Advise on search and rescue operations
 - viii. Advise on operations involving other governmental department (OGD) operations
 - c. Advise on CAF operations of mixed international and domestic nature
 - i. Advise on maritime ops
 - ii. Advise on legal issues related to intelligence operations
 - iii. Advise on legal issues related to info ops
 - iv. Advise on legal issues related to special operations
4. Remarks: Advice may be given remotely.

PO 027

1. Performance Statement: Advise on arrangements, agreements and legal policies
2. Conditions:
 - a. Given: References, including: legal principles relating to international or domestic arrangements and agreements in support of CF operations; operational documentation pertaining to the use of force on international operations; liaison with governmental authorities on legal issues related to international and domestic operations and on legal policy pertaining to operations.
 - b. Denied: Direct supervision.
 - c. Environmental: CAF unit, base, or wing headquarters; deployed internationally or domestically; sometimes under austere or stressful conditions.
3. Standard: The legal officer shall advise on arrangements, agreements and legal policies to include:
 - a. Advise on arrangements and agreements in support of domestic CAF operations
 - b. Advise on arrangements & agreements in support of International CAF operations
 - i. Advise on operational documentation pertaining to the use of force on international operations
 - ii. Advise on preparation of international agreements and arrangements in support of CAF operations
 - c. Liaise with governmental authorities on legal issues related to international and domestic operations
4. Remarks: Advice may be given remotely.

ANNEX A - TASK DISPOSITION

Task No	Task Statement	PO No	Learning Pathway	Substantiation for learning pathway
	Explain general duties of a legal officer	002	training	
	Advise on CAF operations of mixed international and domestic nature	026	training	
	Advise on the application of admin law & principles in CAF decision making	004	training	
	Advise on general principles of CAF service	006	training	
	Advise on the development and application of significant CAF policies	007	training	
	Advise on complaint resolution	009	training	
	Advise on matters in conjunction with Department of Justice and OGD	013	training	
	Advise wrt post trial activities	019	training	
	Explain the role and responsibilities of counsel before military and appellate courts	020	training	
	Advise on the legal bases and authorities for CAF operations	021	training	
	Provide legal support during the planning of operations	022	training	
	Advise on the use of force.	023	training	
	Advise on legal issues pertaining to PW & detainees	024	training	
	Advise on arrangements, agreements and legal policies	027	training	
AT0005	Advise on a disciplinary investigation	016	training	
AT0010	Advise on legal issues related to custody	015	training	
AT0020	Advise on arrest	015	training	
AT0035	Advise on disciplinary jurisdiction	014	training	
AT0040	Provide pre-charge legal advice	017	training	
AT0105	Advise on conduct of CSD proceedings	018	training	
BT0010, BT0015, BT0045	Advise on CAF operations	026	training	
BT0110	Advise on targeting.	025	training	

CT0005	Advise on administrative investigations	010	training	
CT0155	Advise on Crown liability issues	011	training	
CT0210	Advise on the administration of CAF service	008	training	
CT0230	Advise on agreements & arrangements	012	training	
CT0340	Advise on CAF organization and command	005	training	
DT0005	Provide legal assistance to individual CAF members IAW CFAO 56-5		no-train	
DT0015	Resolve ethical issues	003	training	
DT0020; DT0050; DT0055	Prepare a legal opinion	002	training	
DT0030	Identify legal issues		no-train	
DT0035	Research legal issues		no-train	
DT0040	Analyse legal issues		no-train	
DT0045	Conduct negotiations		no-train	
DT0050	Communicate in writing	002	training	
DT0055	Communicate orally	002	training	
DT0060	Practice advocacy		no-train	
DT0065	Set up/ maintain a legal office		no-train	
DT0070	Evaluate legal courses of action		no-train	
DT0135	Review AT/ Privacy Act requests		no-train	
DT0140	Participate in Federal-Provincial consultation		no-train	
DT0145	Advise on legal instrument selection		no-train	
DT0150	Advise on legal policy development		no-train	
DT0160	Oversee establishment & maintenance of Office of the JAG resources		no-train	
DT0165	Advise on legislative drafting issues		no-train	
DT0170	Review draft legislation		no-train	
DT0175	Draft legislation		no-train	
DT0180	Advise on legal instrument preparation issues		no-train	
DT0185	Review legal instruments		no-train	
DT0190, DT0145, DT0185, DT0195	Prepare legal instruments for review/ approval	002	training	

DT0195	Conduct co-drafting of legal instruments		no-train	
DT0200	Prepare a Memorandum to Cabinet (MC)		no-train	
ET0005	Identify legal support requirements		no-train	
ET0010	Coordinate legal support functions		no-train	
ET0015	Coordinate tasking of legal personnel		no-train	
ET0020	Coordinate legal requirements for operations		no-train	
ET0025	Provide legal input for the development of defence policy		no-train	
ET0035	Promote legal functions and products		no-train	
ET0040	Develop legal branch policies		no-train	
ET0045	Review legal branch policies		no-train	
ET0055	Implement legal policies		no-train	
ET0065	Manage legal support		no-train	
ET0070	Review strategic legal assessments/ objectives		no-train	
ET0090	Manage legal-office		no-train	
ET0095	Evaluate legal proficiency		no-train	
ET0100	Coordinate legal priorities		no-train	
ET0130	Supervise personnel		no-train	
ET0135	Manage legal careers		no-train	
FT0005	Review Training and Education documents		no-train	
FT0010	Identify Training and Education needs		no-train	
FT0015	Identify Training and Education opportunities for personnel		no-train	
FT0020	Design and develop legal training and education		no-train	
FT0030	Prepare lesson plans		no-train	
FT0030, FT0085	Instruct personnel		no-train	
FT0035	Approve lesson plans		no-train	
FT0040	Design tests		no-train	
FT0045	Mark and administer tests		no-train	
FT0050	Administer and review course critiques		no-train	
FT0060	Coordinate the acquisition of training resources		no-train	

FT0075	Organize and Conduct legal training and education activities, schedule, sequencing and resources		no-train	
FT0095	Monitor training progress of personnel		no-train	
FT0100	Initiate corrective actions during training		no-train	
FT0105	Maintain student training records		no-train	
FT0110	Recommend Returned to Units (RTUs)		no-train	
FT0120	Prepare course reports		no-train	
FT0130	Evaluate instructor performance		no-train	
FT0135	Evaluate legal training and education programmes		no-train	
FT0140	Evaluate instructional strategies		no-train	
FT0145	Provide data for validation		no-train	

ANNEX B - REFERENCES

Formal publications referred to in Task and PO Standards (both English and French reference titles, where they exist, must be provided in the table below):

ANNEX C - RECORD OF DECISIONS

TITLE Legal Officer Qualification
LOCATION OF BOARD CDA
DATE 29 Oct - 17 Jun 14
BOARD COMPOSITION

Position	Person	Unit
CFMLC Director	LCol MJ Gendron	CFMLC
CFML IC Stds	Maj RG Fowler	CFMLC
CFMLC LSO Trg & Ed Dev (Military Justice)	LCdr JCP Levesque	CFMLC
CFMLC LSO Trg & Ed Dev (OpLaw)	LCdr JRDM Paille	CFMLC
CFMLC LSO Trg & Ed Dev (Admin law)	LCdr RMC Barnet	CFMLC
CFMLC instructor	Lt(N) MA Baker	CFMLC
DJAG Military Justice	Col RF Holman	DJAG MJ
D Law MJ Strat	LCol SS Strickey	DJAG MJ
D Law Admin Law	LCol MJ Dow	DJAG MAL
CJOC Senior LegAd	LCol JMPP Cambron	DJAG Ops
AJAG Central Region	Cdr SM Sukstorf	DJAG Reg Svcs
D Law CBP&E	LCol RC Strum	DJAG MAL
DJA Borden	LCdr KW Osborne	DJAG Reg Svcs
DJA Kingston	Maj ML Tran	DJAG Reg Svcs
Canada Com Legal-2	LCdr TRO Park	DJAG Ops
D Law CBP&E 3	Maj VE Saunders	DJAG MAL
ACOS Training	Maj MC Levesque	COS JAG
LKM Legal Analyst (library)	Diane St-Laurent	COS JAG

DATE	DETAILS	ACTION
18 Jun 14	The training objectives in this publication are based upon the Job Based Specification (JBS) for the Legal Officer Occupation described in the Canadian Forces Manual of Military Occupational Structure, Volume 2, Part 1, approved 21 May 2007. However, the QS reflects training objectives and subject matter derived from consultation between the Canadian Forces Military Law Centre (CFMLC) at CDA HQ and representatives of each relevant division of the Office of the Judge Advocate General, responsible for Military Administrative Law, Military Justice and Operational Law.	

18 Jun 14	This QS was developed by the Canadian Forces Military Law Centre (CFMLC) with contributions from the Chief of Staff for the Judge Advocate General (COS JAG), Deputy Judge Advocate General (DJAG) Regional Services (including the Deputy Judge Advocates (DJA) for CFB Kingston, CFB Toronto and CFB Borden), DJAG Military Justice, DJAG Administrative Law (including Director of Law (D Law) Administrative Law), DJAG Operations (including the Legal Advisor to the Combined Joint Operational Command), and the Legal Knowledge Management Analyst from the Office of the JAG.	
18 Jun 14	The table in Annex A - Task Disposition reflects the relevant tasks identified in the Job Based Specification (JBS) for the Legal Officer Occupation described in the Canadian Forces Manual of Military Occupational Structure, Volume 2, Part 1, approved 21 May 2007. However, during consultations with the Office of the JAG throughout the development of this QS, additional tasks not enumerated in the JBS were identified as necessary training objectives. Additionally, during these consultations, the titles, descriptions or nomenclature of some tasks, enumerated in the JBS, were modified when incorporated in the QS. These changes reflect a more accurate representation of the tasks. During the initial working groups and subsequent consultation, some tasks described in the JBS were identified as 'no train' tasks. The reasons for these determinations were varied. In some cases, tasks enumerated in the JBS were duplicative of other tasks or portions thereof. In other cases, enumerated tasks were subsequently expanded and described in multiple additional tasks, which were included as training objectives. All determinations regarding which tasks would be included as training objectives, and which would not, were made during the collaborative working groups and the subsequent consultation with the Office of the JAG.	
18 Jun 14	The following Working Groups were conducted in order to develop this QS: (a) 28 to 31 Oct 13 - Initial Planning and Military Justice (MJ) Working Group; (b) 26 to 28 Nov 13 - Military Administrative Law (MAL) Working Group; (c) 10 to 12 Dec 13 - Operational Law (OpLaw) Working Group; (d) 3 to 5 Mar 14 - Foundational Knowledge and Ethics Working Group; and (e) 25 Apr 14 - Pre-LOQ Distributed Learning Working Group. COS JAG provided a representative (ACOS Trg) to discuss the means of completing training that was previously captured by Legal Officer Basic Training (LOBT). LOBT was principally a self-study package followed by on-line test.	
18 Jun 14	The QS Working Groups were chaired by Director CFMLC and, in addition to CFMLC staff, included collaborative participation from relevant legal advisors from the Office of the JAG.	

18 Jun 14	Additionally, the CFMLC conducted the following back-briefs to select personnel within the Office of the JAG, principally the JAG and Deputy Judge Advocates General (the Deputies): (a) 27 and 28 Jan 14, Director CFMLC, IC Standards and IC MJ Development briefed DJAG MJ, MAL and Ops on QS and TP development; (b) on 10 Mar 14, Director CFMLC and IC Standards briefed the JAG and COS JAG on QS and TP development; and (c) On 6 May 14, Director CFMLC and IC Standards briefed COS JAG, DJAG MJ and DJAG Ops on the development of the Foundational Knowledge and Ethics PO.	
18 Jun 14	The draft QS was submitted to the JAG and Deputies 12 May 14 for their review and recommendations. Confirmation of their approval (including nil returns) were received by 17 June 2014.	
19 Jun 14	Annex B - References appears to be empty. All relevant references have been identified in the Training Plan (TP). However, it is not presently feasible to transfer references from the training Plan Management System (TPMS) to the Qualification Standard Management System (QSMS). Nevertheless, relevant references for each performance objective (PO) and enabling objective (EO) have been identified in the TP.	

ANNEX D - RESOURCE IMPACT MATRIX

1. Overall content of this QS (in comparison with the existing one, if applicable)

Ser	Item	Existing QS	Proposed QS	Remarks
a.	Number of POs	3	27	The PO for the existing QS are identified as the relevant 'pillar' of military law: Military Administrative Law (MAL); Military Justice (MJ); and Operational Law (OpLaw). The proposed QS identifies specific PO for each 'pillar' as well as for foundational knowledge and ethics.
b.	Estimated course duration	Two phases, each of 2-week duration: (a) Phase I - MAL and MJ; (b) Phase II - OpLaw. Each phase conducted as a separate course.	Four subject areas taught over three modules.	For the proposed QS, the subject areas are: (a) Foundational knowledge and ethics (PO 001 to 003); (b) Military Administrative Law (PO 004 to 013); (c) Military Justice (PO 014 to 020); and (d) Operational Law (PO 021 to 027). The Modules are: (a) Foundational knowledge and ethics and MAL; (b) MJ; and (c) OpLaw.
c.	Any potential impact(s) on training	The ammended QS offers a rationalised approach to training, allowing students to optimaly assimilate notions, through a carefully planned and structured Task analysis of the occupation. Using Distance Learning (DL) to conduct initial training could diminish the face-to-face portion of the course, allowing the latter to be carried out continuously. However, modularization should be retained in order to offer flexible training opportunities for Reserve Force legal officers.		

2. Proposed training strategies:

- a. Residential (military TE):

☒Yes ☐No
- b. Residential (non-military Training Provider):

☐Yes ☒No
- c. Potential for DL:

☒Yes ☐No
- i. Specific POs or Components of POs:

- (1) Initial foundational knowledge can be taught prior to the residential portion of the course through DL. This would include significant self-study for the review of legislation, case-law and policy. This will optimize the training value for the residential portion while minimizing its duration.

d. Potential for OJT: ☐ Yes ☒ No

3. Identification of new equipment/resources required to meet job specifications:

- a. CFMLC, acting as a TE, has established initial contact with DLN cell at CDA HQ to determine training requirements. Students will require computer hardware and software access (internet) in order to access the training.

4. Will identified tasks for training in this QS be duplication of any other training provided in another QS? ☐ Yes ☒ No

Note: Approval of this QS does not equal approval of resources. This information is collected and forwarded to the TE in preparation for the design phase.

ANNEX E - SCALAR DIAGRAM

Legal Officer Qualification (AJCK)

The scalar annex is available as a separate PDF and also online. Follow the link below to view the scalar for this QS online.

http://s3.ongarde.net/isa/qsms/qsms_export.php?doc=1300&scalar=1

CANADIAN FORCES MANUAL OF MILITARY OCCUPATIONAL STRUCTURE

VOLUME 2 PART 1

JOB BASED SPECIFICATION (JBS)

for the

LEGAL OFFICER OCCUPATION

Date Approved

21 May 2007

CCM Mercury # 889827

2606

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TABLE OF AMENDMENTS

[illegible]

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FOREWORD

1. The primary purpose of this Job Based Specification (JBS) is to describe the job performance requirements of the Legal Officer (Legal O) occupation for the Special Force (Spec F), Primary Reserve (P Res), and Regular Force (Reg F).
2. Section 1 describes the occupational requirements and Section 2 contains the normal career development information in terms of employment opportunities and training requirements. The job performance requirements (i.e. tasks, skills and knowledge) that must be performed by Legal O are detailed in Section 3 of this JBS or the applicable Occupational Speciality Specifications (OSS).
3. The information in this specification does not limit the potential employment, promotion, or training that a Legal O may receive. Specific policies affecting those subjects are contained in other official publications.
4. This specification is designed to be used:
 - a. as a basis for identifying and developing related performance oriented training requirements;
 - b. as a guide for Legal O resource management to ensure that the right person is placed in the right job at the right time;
 - c. as a source of career information for potential recruits and serving Legal O;
 - d. as a basis for coding, recording and reporting Legal O occupational qualifications in the appropriate Chief Military Personnel (CMP) Management Information System; and
 - e. to provide guidance for the selection, enrolment, assignment and career planning of Legal O.
5. Comments or suggested amendments to this document must be submitted in the format of red ink annotations on a copy of the applicable page(s) and processed with concurrence of the appropriate Branch Advisor, Attention: Director Personnel Generation Requirements (DPGR)-Specification Maintenance.

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SECTION 1 – GENERAL

INTRODUCTION

1. This JBS describes the Legal O job requirements in the Spec F, P Res, and Reg F. These requirements serve as the foundation for Legal O occupational employment in each component.

MILITARY OCCUPATIONAL STRUCTURE

2. The Military Occupational Structure (MOS) for Legal O is comprised of the following occupations listed separately by component:

- a. Spec F Legal O has one occupation: Legal Officer;
- b. P Res Legal O has one occupation: Legal Officer; and
- c. Reg F Legal O has one occupation: Legal Officer.

Note: The Legal O MOS is integrated into the Human Resources Management System (HRMS) as three MOSID entities. Additional sub-divisions, not documented in this specification, may be added to HRMS to satisfy other HR management requirements.

MANAGEMENT STRUCTURE

3. Except when referring to a specific component, the term Legal O as used in the JBS applies collectively to Legal O in all components.

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Component	Occupation	Sub-Occupation	Occupational Abbreviation	Pay Sub-Division Abbreviation (HRMS Management Function)	MOSID	Component ¹	Sub-Component ²	Element ³	Sub-division (HRMS Management Function) ⁴
Special Force	Legal – Military Justice	N/A	LEG – MJ	LEG MJ	00204	3	Z	S, L, A	01
	Legal – Operations	N/A	LEG – OPS	LEG OPS	00204	3	Z	S, L, A	02
	Legal – General Military Law	N/A	LEG – GML	LEG GML	00204	3	Z	S, L, A	03
	Legal – Military Personnel	N/A	LEG – PL	LEG PL	00204	3	Z	S, L, A	04
Primary Reserve	Legal Officer	N/A	Legal O	Legal O	00204	2	P	S, L, A	01
Regular Force	Legal Officer	N/A	Legal O	Legal O	00204	1	Z	S, L, A	01

Table 1-1 Military Occupational Management Structure

OFFICER GENERAL SPECIFICATION

4. The Officer General Specification (OGS) reflects the tasks, skills and knowledge that are common to all CF Officers and are in addition to specific military occupational performance requirements as outlined in this specification.
5. As serving CF Officers, Legal O are required to maintain the performance requirements detailed in the OGS for their component. Detail of the OGS may be found at http://hr.ottawa-hull.mil.ca/dgpgp/dpgr/downloads/specifications/english/00002_ogs_e.doc

OCCUPATIONAL SPECIALTY SPECIFICATIONS

6. Occupational Specialty Specifications (OSS) describe those additional tasks, skills and knowledge required for employment in a specific position where the required competencies are not described in this JBS or in the OGS. OSSs may be unique (applicable to one occupation) or common (applicable to more than one occupation). OSS for Legal O may be found at http://hr.ottawa-hull.mil.ca/dgpgp/dpgr/engraph/specifications_e.asp?sec=2&doc=qualspec

¹ Component: 1 = Reg F, 2 = Res F, 3 = Special Force
² Sub-Component: P = Primary Reserve. Other possible values C = Cadet Instructor Cadre, R = Rangers, S = Supplementary Reserve and Z = not applicable
³ Although there is only one digit for element, HRMS input panels display S=Sea, L=Land, A=Air and they can be selected in any combination
⁴ Sub-Division is a HRMS coding convention to display occupation, sub-occupation and pay sub-division

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WORKING REQUIREMENTS

7. The following working requirements describe the basic level of performance. For Legal O, these requirements are in addition to the performance requirements detailed in the OGS. Legal O will experience a variety of working conditions, including deployed operations. This information is derived from the Legal Branch Review and job description development.

- a. **Responsibility.** Legal O are responsible for the provision of legal advice to the CF/DND on operational law, military justice, military administrative law and other areas of law, such as, claims and civil litigation, public and labour law, legislative drafting and materiel, environment and real property law. Legal O may serve in CF establishments across Canada and overseas, including deployed operations. They may also serve within the Office of the DND/CF Legal Advisor. Duties may require Legal O to work without supervision for extensive periods. Specific duties include, but are not limited to, the following:
 - (1) **Services.** The primary duty of a Legal O is to practice law in the military milieu, and includes:
 - a. the provision of legal advice on international and domestic law to the commander of a deployed force;
 - b. the provision of legal advice and services to CF commanders of bases and units;
 - c. the provision of legal advice on operational law, military administrative law, military justice, and other areas of law to the CF and DND;
 - d. the prosecution and representation of CF members at Court Martial and appearance before the Court Martial Appeal Court; and
 - e. the development and delivery of training on military law to CF members, including legal officers;
 - (2) **Personnel.** Legal O are responsible for the physical and mental welfare of those personnel assigned as subordinate to them. Legal O are responsible for the professional development, career progression and professional well being of persons assigned to them both in their usual places of employment and while on deployed operations. A Legal O may be responsible for as few as one subordinate to as many as 30 or more military and civilian subordinates in multiple directorates;
 - (3) **Resources.** To accomplish their mission, Legal O may direct and control a legal office (division/directorate/section). They are also charged with safeguarding sensitive solicitor-client privileged information. Legal O may be delegated the authority to approve substantial disbursements of money for payments of claims against the Crown. In addition, Legal O can be responsible for safeguarding and controlling money, equipment, stores and documents associated with routine administration of legal offices; and
 - (4) **Legal Regulatory Compliance.**
 - (a) **Accountability.** Legal O as members of both the profession of arms and the profession of law, are accountable to several different authorities for their conduct and practice. As military officers, they are

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subject to the Code of Service Discipline (CSD) and to the National Defence Act (NDA) and to the same regulations, orders and directives as other members of the CF. As Legal O, they are responsible to the Judge Advocate General (JAG) for their provision of timely and accurate legal services. As members of the Bar, they are further responsible to their respective Provincial or Territorial Law Societies with respect to their professional regulation and conduct;

- (b) **Confidentiality.** Solicitor-client privilege applies during the provision of legal advice in accordance with the solicitor-client relationship. Due to the often sensitive nature of the work being performed, Legal O is expected to be cognizant of confidentiality issues at all times, and to ensure that confidentiality is preserved; and
- (c) **Consequence of Error.** The potential consequences of a failure to properly discharge the Legal O responsibilities could have adverse effect on CF operations and administration and the careers of CF members. Errors on the part of Legal O due to a lack of professional knowledge, skill or judgment can result in injury or death of personnel, jeopardize operations, or military and/or national security, contribute to faulty decision-making with respect to military, national and/or international situations, cause embarrassment to the Government or the CF, create adverse political and public reactions, lead to a loss of public funds, create Crown liability and contribute to poor morale.

b. **Effort**

- (1) **Physical Effort.** Legal O share in the rigours of service life, and are expected to perform their duties under circumstances and conditions similar to those of the personnel to whom they advise. Physical stress-producing situations are related to the turbulence of frequent and prolonged periods of temporary duty/deployment and the frequent requirement to operate independently and isolated from additional legal resources and support. Normally, the duties of Legal O require little to moderate physical effort, however moderate to extreme physical fatigue may be experienced depending on the operational tempo.
- (2) **Mental Effort.** Mental stress-producing situations are related to the constraints of time, resources and other pressures when advising on complex legal problems. When serving with operational units, a Legal O could be exposed to a full range of stress disorders encountered by personnel in operational units. When advising commanders, a Legal O's stress is often directly proportional to the possibility of a significant adverse impact on mission/task success or Crown liability. In addition, there is significant stress related to performing advocate's work before courts martial, the Court Martial Appeal Court, or the Federal Court. These situations can be aggravated in any situation involving unique circumstances necessitating innovative approaches bearing on subject matter known to be controversial or unsettled at law. Generally, the duties of Legal O require significant mental effort. Moderate to extreme mental fatigue may be produced by lengthy periods of intense concentration, pressure and the complexity of the task at hand.
- (3) **Comprehension and Judgment.** Legal O must have a comprehensive understanding of both the Canadian military and civilian legal systems, in addition to international law impacting on the operations of the CF and DND. They must exercise judgment, often independently in situations that are unique,

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urgent and critical. Legal O must recognize those areas that require special knowledge and coordination in order to refer, as required, to a specialist legal officer for resolution. Legal O must possess a highly developed analytical ability to facilitate the recognition, exploitation and analysis of information likely to affect military operations, national policies and objectives. They must consistently exercise sound judgment. They must be able to express themselves exceptionally well both in writing and orally. Legal O must be able to provide sound advice to senior Commanders, often as the sole Legal Advisor.

c. **Working Conditions**

- (1) **Environmental.** Legal O are employed in varying climates and operational conditions and under potentially hazardous environments. A Legal O may be exposed to the full range of environmental conditions encountered by operational units. Legal O may also be required to wear cumbersome protective clothing or equipment, or work in cramped quarters. Legal O are normally required to travel extensively under all climatic conditions.
- (2) **Exposure.** While serving with operational units a Legal O may be exposed to extremes of heat and cold, noxious odours, noise, wet, dirty or dusty conditions for a prolonged period of time.
- (3) **Hazards.** Legal O serving with operational units are subject to all hazards that may befall operational personnel including death, wounds or physical/mental injuries.

SPECIAL REQUIREMENTS

8. This information was verified as correct at the time of publication but may have been subsequently amended. Any questions or suggested changes should be addressed to the OPI with D Mil C and DPGP as information addressees.

- a. **Medical Standards.** CF Medical standards are detailed in A-MD-154-000/TP-000. The minimum Medical standard for assignment to the Legal O is:

V	CV	H	G	O	A
4	3	3	3	3	5

NOTE: The Medical standard shown is for initial assignment to the Legal O occupation. Experienced personnel who have their medical category lowered will be considered for retention, occupational transfer or released by an Administrative Review (Medical Employment Limitations).

OPI D Med Pol

- b. **Second Language.** The second language requirements for Legal O are:

- (1) **Spec F.** The second language requirement is based on the language requirement of the specific position.
- (2) **P Res.** The second language requirement is based on the language requirement of the specific position.
- (3) **Reg F.** The second language requirement is based on the language requirement of the specific position. In accordance with CANFORGEN 110/04, the

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minimum linguistic profile for Legal O positions of the Capt/Lt (N), Maj/LCdr and LCol/Cdr positions is BBB. SLT will not generally be provided to Military Legal Training Plan (MLTP) entry Legal O upon transfer to the Legal Branch. In accordance with CANFORGEN 045/01, the minimum linguistic profile for Legal O of Col/Capt (N) rank is CBC.

OPI - DOL

c. **Security Clearance.** The security clearance requirements are as reflected in the OGS:

- (1) Spec F – Level 3 (Top Secret);
- (2) P Res – Level 3 (Top Secret); and
- (3) Reg F – Level 3 (Top Secret).

OPI - DPM Secur 2

d. **Education.** The academic standards for enrolment in the CF are described in CFAO 49-10 (P Res) and DAOD 5002-1. Academic standards for transferees through the MLTP (Reg F) are found in CFAO 9-62. The preferred educational standard for enrolment into the occupation is an undergraduate baccalaureate degree IAW DAOD 5031-7, and a baccalaureate degree in either common (LL.B.) or civil (LL.L.) law. The following are the minimum education standards required for enrolment into the occupation.

OPI – DPGR-2-4

DEO	Required	Be called to the Bar of a province or territory of Canada; and Be in good standing as a practicing or non-practicing member of a provincial law society	and	Demonstrated leadership potential	and	Normally have practice experience in a discipline/field identified as relevant to the JAG mission
MLTP	Required	Possess a level of education sufficient to qualify for admission to a faculty of law at a recognized Canadian university	and	Proven leadership potential	and	Meet minimum requirements as set out in CFAO 9-62 for MLTP applicants

Table 1-2 - Legal Officer-- Minimum Enrolment Requirements

- e. **Prior Qualifications.** On entry, Legal O already must have been admitted to a Provincial or Territorial Bar of Canada and be a member in good standing of a Provincial or Territorial law society, as described in DAOD 5002-1 (Reg F) and CFAO 49-10 (P Res).
- f. **Operational Functional Point.** For the purpose of Personnel Production and for the Personnel Management system as a whole, the meaning of “Operational Functional Point (OFP)” is the point at which a member could be posted to a functional position. A Legal O reaches their OFP and becomes fully occupationally qualified, upon successful completion of Initial Assessment Period (IAP) and Basic Officer Training Programme (BOTP), or its equivalent for members of the P Res, achievement of a second language profile of BBB (for non-MLTP entry Reg Force Legal O only, ref: CANFORGEN 110/04) and then LOBT followed by OJT, followed by LOIT. The requirement to undertake training in this successive manner may be waived in exceptional circumstances with the approval of the Deputy Judge Advocate General/ Chief of Staff (DJAG/ COS). Further, Legal O will concentrate on learning the organizations duties and

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responsibilities, applicable orders and regulations and the functions of DND, the CF, and the context in which law is practiced throughout. Though a Legal O may be undergoing training, they are fully employable in the occupation prior to reaching the OFP, while under the supervision of an occupationally qualified Legal O.

RELATED CIVILIAN OCCUPATIONS

9. The Civilian occupations listed below are related to the Spec F sub-divisions indicated and are derived from the National Occupational Classification (NOC) catalogue.

Military Job	Lawyer (NOC 4112)	Judge (NOC 4111)
General Legal Counsel (GLC)	*	*
Assistant Judge Advocate General (RHQIS)	*	
Director of Law (MLS)	*	*
Director of Defence Counsel Services (DDCS)	*	*
Director of Military Prosecutions (DMP)	*	*
Deputy Judge Advocate General (DJAG)	*	
DJAG / Reserves	*	

TABLE 3 – Related Civilian Occupations

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SECTION 2

PROFESSIONAL DEVELOPMENT

INTRODUCTION

1. This section is divided into three sub-sections, by component, as follows:
 - a. Sub-Section A – Spec F;
 - b. Sub-Section B – P Res; and
 - c. Sub-Section C – Reg F.
2. This section describes the occupational jobs that provide the foundation for the Integrated Occupational Framework (IOF) for Legal O training in all three Components. Occupational Progression, and Employment and Training patterns specific to each Component are described in the Sub-Sections.

OFFICER DEVELOPMENT

3. There are four Developmental Periods (DP) in the Officer Professional Development System (OPDS) as detailed in DAOD 5031-8 and complimented at http://cda-acd.mil.ca/dpd/engraph/home_e.asp in each DP, members are trained and/or employed and given the opportunity to develop additional occupational and/or professional skills and knowledge.

OCCUPATIONAL JOBS

4. **Occupational Jobs.** Occupational jobs provide the overall competency foundation for an occupation and a framework for member career development. The following are the occupational jobs for Legal O; these jobs are further amplified in Job Descriptions.
 - a. **General Legal Counsel (GLC)** – GLC are responsible for the provision of general legal advice and support to the assigned units and organizations of DND and the CF on all aspects of military law and other areas of law and policy affecting the CF. GLC may be asked to provide legal opinions on operational law, military justice, military administrative law and other areas of law, and may also be required to conduct court martial proceedings. GLC may serve as Deputy Judge Advocates (DJA) assigned to the Office of an Assistant Judge Advocate General (AJAG), as legal advisors within specialized directorates of the Office of the JAG or with CF operational and strategic commands, as legal advisors within the Office of the DND/CF Legal Advisor, or as prosecutors or defence counsel within the Directorate of Military Prosecutions or Directorate of Defence Counsel Services respectively;
 - b. **Regional/ Headquarters Legal Supervisor (RHQLS)** – RHQLS are those senior Legal O employed as Assistant Judge Advocates General or as senior legal advisors to operational level headquarters. RHQLS are responsible for the provision of legal support to the Regular and Reserve Force units/commands/formations in the CF. RHQLS play a fundamental role in advising commanders on both military law and other areas of law and policy affecting the CF. RHQLS also provide legal advice to the Military Police employed at local bases and wings. Many RHQLS also serve as the supervisor of a field office, and are responsible for several DJA who also serve as GLC. In addition to their functions as senior legal practitioners within their areas of expertise, RHQLS are responsible for the management and administration of their offices/Directorates; these

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responsibilities include human resource management (civ and mil), budgets and business planning;

- c. **Military Legal Supervisor (MLS)** -- MLS are those senior Legal O employed as Directors of Law, Special Assistant to the JAG and the deputy directors of the Directorate of Military prosecutions and Defence Counsel Services. MLS provide legal advice to DND officials and CF authorities on a wide variety of legal matters including operations, military justice, military law and other areas of law. MLS directly supervise legal officers within their areas of responsibility and serve as legal managers within the Office of the JAG within the national capital region. In addition to their functions as senior legal practitioners within their areas of expertise, MLS are responsible for the management and administration of their offices/Directorates; these responsibilities include human resource management (civ and mil), budgets and business planning;
- d. **Director of Defence Counsel Services (DDCS)** - DDCS holds office upon appointment by the MND. DDCS is responsible for the provision of legal counsel services, in accordance with QR&O 102.20, to persons subject to the Code of Service Discipline, and their assisting officers, who have been detained, held in custody, are the subject of administrative or disciplinary investigations or are required to attend hearings before a military judge. DDCS also provides legal counsel to accused persons and their assisting officers, at courts martial, and at appellate courts. DDCS acts as counsel in respect of appeals. DDCS is responsible for the management and administration of the Directorate; these responsibilities include human resource management (civ and mil), budgets and business planning;
- e. **Director of Military Prosecutions (DMP)** - DMP holds office upon appointment by the MND. DMP is responsible for the preferring of all charges to be tried by court martial and the conduct of all prosecutions at courts martial. DMP acts as counsel in respect of appeals. In addition to these statutory responsibilities, DMP is also the legal advisor to the Canadian Forces National Investigation Service (CFNIS) in the conduct of its investigations. DMP is responsible for the management and administration of the Canadian Military Prosecution Service; these responsibilities include human resource management (civ and mil), budgets and business planning;
- f. **Deputy Judge Advocate General (DJAG)** - DJAG are responsible for providing senior DND officials and CF authorities with legal advice on a broad area of legal issues in areas as diverse as operational law, military justice, military administrative law and other areas of law. DJAG perform the function of JAG Deputy, and provide the JAG with advice with respect to the organization and management of the Legal Branch. As managers of individual legal divisions, DJAG oversee the supervision of all legal officers and civilian/military staff within their division; these responsibilities include human resource management (civ and mil), budgets and business planning;
- g. **DJAG/ Reserves (DJAG/ Res)** -- DJAG/Res is the senior Reserve Legal O within the Legal Branch, and serves as the senior advisor to the JAG on Reserve Force issues dealing with Reserve Legal O.

INTEGRATED OCCUPATIONAL FRAMEWORK

5. Functional training for occupational jobs is based upon Job Performance requirements and is normally delivered by occupational qualification training. Depending upon the rank and DP at which a job is performed, additional professional development qualifications based upon the OGS requirements may also be required in order to perform a particular occupational job.

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6. The following table documents the Legal O Integrated Occupational Framework (IOF). Asterisks on the left of the list of jobs indicate which occupational construct performs each job. An asterisk on the right of the list of jobs indicates the normal rank(s) at which each job is performed, but does not preclude employment in the job at a different rank.

SPEC F	P RES	REG F	Occupational Jobs	Capt/Lt(N) (TRAINED)	Major/LCdr	LCol/Cdr	Col/Capt(N)
*	*	*	GLC	*	*	*	
*		*	RHQLS			*	
*		*	MLS			*	
*		*	DDCS			*	
*		*	DMP				*
*		*	DJAG				*
	*		DJAG/ Res				*

Unique Occupational Specialty Specifications							
		AEAO	Post Graduate Training – International Law		*	*	
		AEAP	Post Graduate Training – Contract Law		*	*	
	AEAW	AEAW	Advocacy		*		
		AEAX	Post Graduate Training – Constitutional Law		*	*	
		AEAY	Post Graduate Training – Criminal Law		*	*	
		AEBA	Post Graduate Training – Military Law		*	*	

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		AHQ	Post Graduate Training -- Legislative Drafting		*	*	
		AHXI	Post Graduate Training - Administrative Law		*	*	
	AEBB	AEBB	Operations Law		*		
		AEBD	Law of War -- International		*	*	
Common Occupational Specialty Specifications							
		AEKL	Law of war Workshop (Any)		*		
		AEKM	Law of War Combined Operations (Any)		*		
		AEKN	International Law of Armed Conflict (Any)		*		
		AECT	Project Management (Any)		*	*	
		AFAU	Middle Management and Leadership Development Course (Any)		*	*	
		AHCH	Basic Instructional Techniques (Any)	*	*		

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		AIMU	Advanced Instructional Techniques (Any)	*	*		
		AHCJ	Instructor Supervisor (Any)		*		
		AIDD	Analysis, Design and Evaluation (Any)	*	*		
		AETX	Training Manager (Any)		*	*	

Table 2-1 – Integrated Occupational Framework (IOF)

EMPLOYMENT AND TRAINING

7. While Legal O may perform several jobs at a given rank level, it is essential only that they are qualified to perform those mandatory jobs that provide them with the experience required for progression to the next higher rank level. Members of an occupation also become, by virtue of their experience and professional development, qualified or suitable for employment in staff and training jobs.

8. In each sub-section, employment patterns are described showing progression through core occupational jobs recommended by the Branch that ensures necessary development in the Component and optimizes potential to serve in higher ranks. Tables in the sub-section indicates when in a member's career they become eligible for such employment and also identifies the training that Legal O are expected to undertake at each rank level to support their occupational and professional development. Categories of training and employment include:

- a. **Mandatory.** The compulsory military, occupational, occupational specialty or professional employment and training required to ensure development of skills required at the next level;
- b. **Recommended.** Branch recommended employment and training that, in addition to mandatory employment and training builds on occupational expertise and helps develop the member along the recommended career paths;
- c. **Staff.** Staff employment requiring occupational expertise and experience;
- d. **Training.** Employment in training organizations requiring occupational expertise and experience; and
- e. **Occupational.** Listing of occupational jobs, in a progression order, that individuals are expected to be employed in each DP.

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SECTION 2

SUB-SECTION A – SPEC F

GENERAL

1. Subsection 16 (1) of the *National Defence Act* provides: 16 (1) In an emergency, or if considered desirable in consequence of any action undertaken by Canada under the United Nations Charter, the North Atlantic Treaty or any other similar instrument for collective defence entered into by Canada, the Governor in Council may establish and authorize the maintenance of a component of the Canadian Forces, called the special force consisting of:

- a. officers and non-commissioned members of the Reg F who are placed in the Spec F under conditions prescribed in regulations;
- b. officers and non-commissioned members of the Res F who, being on active service or having applied and been accepted for continuing, full-time military service, are placed in the spec f under conditions prescribed in regulations; and
- c. officers and non-commissioned members not of the Reg F or the Res F who are enrolled in the spec f for continuing, full-time military service.

2. In a state of national emergency, concerns for career and job variety are replaced with the necessity to quickly select, enrol, train to a minimum acceptable standard and otherwise prepare large numbers of people or various categories of specialized personnel to a state of readiness for active military service roles during the crisis.

3. Consequently, all jobs currently performed by members of the Reg F and/or Res F could potentially be performed in the Spec F. What really changes under the Spec F is the number of personnel, often increased significantly, assigned to specific jobs. However, there may be jobs uniquely performed under Spec F conditions. When identified, these unique Spec F jobs are described in this section.

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SECTION 2

SUB-SECTION B – P Res

GENERAL

1. The legal occupation (P Res) draws its Officers by Direct Entry Officer (DEO) enrolment, Occupational Transfer (OT), and from the Reg F under Component Transfer (CT) or Supplementary Reserve. Legal O (P Res) will normally enter the Occupation in the rank of Capt/Lt (N). Depending on their previous military and/or occupational experience, members could be assigned to any Legal O job at the appropriate rank level. A common occupational development pattern will govern the careers of Legal O (P Res).

OCCUPATIONAL DEVELOPMENT

2. **Occupational Progression.** Legal O (P Res) progress from Capt/Lt (N) to Col/Capt (N). The general requirements for rank progression in the P Res are detailed in CFAO 49-10 and DAOD 5031-8.

3. The methods of qualification for Legal O (P Res) are determined by the Managing Authority (MA), in consultation with the JAG, based on the job performance requirements detailed in Section 3 of this JBS and the P Res Qualification Framework defined in Section 2. The specific qualifications required for progression are detailed below.

OCCUPATIONAL QUALIFICATION		TO PROGRESS	
Qualification	Codes	From	To
Legal Officer Basic Training (LOBT)	ADER	Capt/Lt (N)	Maj/LCdr
Legal Officer Intermediate Training (LOIT)	AICK		
		Maj/LCdr	LCol/Cdr
		LCol/Cdr	Col/Capt (N)

Table 2-5 Legal O (P Res) Occupational Progression

4. **Operational Functional Point (OFP).** Legal O (P Res) attain the OFP following completion of Basic Officer Training⁵ (BOT), LOBT, OJT and then LOIT in that order. The requirement to undertake training in this successive manner may be waived in exceptional circumstances with the approval of DJAG/COS. Though a Legal O may be undergoing training, they are fully employable in the occupation prior to reaching the OFP, while under the supervision of an occupationally qualified Legal O. Legal O (P Res) are not required to complete Second Language Training.

5. **Employment and Training.** Legal O (P Res) occupational employment and training requirements in each DP are summarized in Table 2-6. Legal O (P Res) may also require OSS training to the competencies necessary for employment in certain jobs. At all DPs, Legal O (P Res) will be introduced to a wide variety of subject matter to ensure continued professional development consistent with skill and knowledge levels identified in the Legal O JBS. To enhance professional development, Legal O (P Res) may be assigned to temporary duty taskings in support of the Reg F or assigned to a Reg F position

⁵ Basic Officer Training for Legal O (P Res) may be completed through a variety of courses offered by individual Environmental Commands and CFLRS.

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establishment. They may also be deployed in support of CF operations. When available and required, Legal O (P Res) will attend other courses and seminars relevant to their jobs.

	EMPLOYMENT			TRAINING	
	Occupational	Staff	Training	Mandatory ⁶	Recommended
Capt/Lt (N) DP1	GLC			BOT (Pres) LOBT OJT LOIT CLE ⁷	SLT OPME
Maj/L.Cdr DP2	GLC			CLE	OPME JRCSC Post Graduate Degree (PG) in Law
LCol/Cdr DP3	RHQLS GLC			CLE	NATO Defence College SLT PG in Law
Col/Capt (N) DP4		DJAG/ Reserves		CLE	SLT NATO Defence College NSSC AMSC PG

Table 2-6 Legal O (P Res) Officer Employment and Training Requirements

6. **Career Paths.** A career path is a succession of jobs that optimizes the appropriate development of skills, knowledge and certifications/qualifications (professional competencies) necessary to meet successively higher ranks and ultimately Senior CF roles. For Legal O (P Res), the career path developed in the job development process are those within an Occupation that leads to the DJAG/ Reserves job performed at the rank of Col/Capt (N). The end result is a hierarchy of jobs that from a job requirements perspective creates a preferred sequence of employment that an individual ideally will follow from entry level through subsequent DPs. He/she is properly prepared in terms of their overall professional development model to successfully perform the job at the next higher level.

7. An ideal career path for Legal O (P Res) should systematically progress through the occupational jobs. The early development of Legal O (P Res) should focus on developing the skills and knowledge required for employment as a GLC. This early foundation is later built upon to further enhance their occupational and OSS skill and knowledge levels. Throughout a Legal O (P Res) career, they should continue to build upon this early foundation by attendance on more advanced occupational, specialty and leadership/management courses. Legal O (P Res), through increasingly responsible and diverse positions, are expected to master the practice of military law, and be able to provide timely and accurate legal advice to CF and DND personnel. Legal O (P Res) will be provided with advanced specialty training, in order to broaden their depth of knowledge and understanding.

8. Legal O (P Res) are responsible for the provision of legal advice in support of all reserve military activities. Duties encompass activities related to providing of legal and training services. In addition to the primary tasks, the Legal O (P Res) are required to perform staff, training and administration duties related to their practice.

⁶ Legal O training follows a natural progression, and as such, all mandatory training in each rank level must be completed prior to commencement of additional mandatory training at the new rank level. BOT is considered mandatory training prior commencing LOBT, unless specifically exempted by DJAG/ COS.

⁷ Continuing Legal Education as mandated by Provincial and Territorial Law Societies.

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9. Legal O (P Res) will normally enter the occupation at DP1 in the rank of Capt/Lt (N). During DP 1, all Legal O (P Res) are required to successfully complete BOT, LOBT, OJT and then LOIT in that order. Commencement of occupational training prior to completion of the prerequisite qualification may occur in exceptional circumstances with the approval of DJAG/ COS. Selected Legal O (P Res) may complete specialty courses before being employed in specific, designated positions. During DP3 and DP4, Legal O (P Res) are required to undergo any required training for employment.

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SECTION 2

SUB-SECTION C – REG F

GENERAL

1. The legal occupation (Reg F) draws its officers by DEO enrolment, OT, MLTP and from the P Res under CT. Legal O (Reg F) will normally enter the Occupation in the rank of Capt/Lt (N). Depending on their previous military and/or occupational experience, members could be assigned to any Legal O job at the appropriate rank level. A common occupational development pattern will govern the careers of Legal O (Reg F).

OCCUPATIONAL DEVELOPMENT

2. **Occupational Progression.** Legal O (Reg F) progress from Capt/Lt (N) to Col/Capt (N). The general requirements for rank progression in the Reg F are detailed in CFAO 49-10 and DAOD 5031-8.
3. The methods of qualification for Legal O (Reg F) are determined by the Managing Authority (MA) in consultation with the JAG, based on the job performance requirements detailed in Section 3 of this specification and the Occupational Framework defined in Section 2. The specific qualifications required for progression are detailed below.

OCCUPATIONAL QUALIFICATION		TO PROGRESS	
Qualification	Codes	From	To
LOBT	ADER	Capt/Lt (N)	Maj/LCdr
LOIT	AJCK		
		Maj/LCdr	LCol/Cdr
		LCol/Cdr	Col/Capt (N)

Table 2-8 – Reg F Legal O Occupational Progression

4. **Operational Functional Point.** A Legal O (Reg F) reaches their OFP and becomes fully occupationally qualified, upon successful completion of Initial Assessment Period (IAP), Basic Officer Training Programme (BOTP), achievement of a second language profile of BBB (for non-MLTP entry Reg Force Legal O only, (ref: CANFORGEN 110/04), LOBT, OJT, and LOIT in that order. The requirement to undertake training in this successive manner may be waived in exceptional circumstances with the approval of DJAG/ COS. Though a Legal O may be undergoing training, they are fully employable in the occupation prior to reaching the OFP, while under the supervision of an occupationally qualified Legal O.
5. **Employment and Training.** Legal O (Reg F) occupational employment and training requirements in each DP are summarized in Table 2-9. Legal O (Reg F) may also be provided with specialty training prior to employment in certain jobs and will require professional development training to obtain the competencies and attributes necessary to fill the most senior positions. At all DPs, Legal O (Reg F) will be introduced to a wide variety of subject matter to ensure continued professional development consistent with skill and knowledge levels identified in the Legal O JBS. To enhance professional development, Legal O (Reg F) may be deployed in support of CT operations. When required, Legal O (Reg F) will attend courses relevant to their jobs.

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	EMPLOYMENT			TRAINING	
	Occupational	Staff	Training	Mandatory ⁸	Recommended
Capt/Lt (N) DP1	GLC	GLC	GLC	IAP BOTP SLT ⁹ LOBT OJT LOIT CLE ¹⁰	OPME
Maj/LCdr DP2	GLC	GLC	GLC	CLE OPME	CSC PG in Law
LCol/Cdr DP3	RHQLS MLS DDCS	MLS	MLS	CLE	NATO Defence College SLT PG in Law
Col/Capt (N) DP4	DMP DJAG	DJAG		CLE	NATO Defence College NSSC AMSC PG SLT

Table 2-9 Legal O (Reg F) Employment and Training

6. **Career Paths.** A career path is a succession of jobs that optimizes the appropriate development of skills, knowledge and certifications/qualifications (professional competencies) necessary to meet successively higher ranks and ultimately Senior CF roles. For Legal O (Reg F), the career path developed in the job development process are those within an Occupation that leads to the DJAG job performed at the rank of Col/Capt (N). The end result is a hierarchy of jobs that from a job requirements perspective creates a preferred sequence of employment that an individual ideally will follow from entry level through subsequent DPs. He/she is properly prepared in terms of their overall professional development model to successfully perform the job at the next higher level.

7. An ideal career path for Legal O (Reg F) should systematically progress through the occupational jobs, and provide exposure to a variety of areas of both military and other areas of law. The early development of Legal O (Reg F) should focus on developing the skills and knowledge required for employment as a GLC. This early foundation is later built upon to further enhance their occupational, skill and knowledge levels. Throughout a Legal O (Reg F) career, they should continue to build upon this early foundation by attendance on more advanced occupational, specialty and leadership/management courses. Maj/LCdr have the greatest range of employment options available to them to broaden their occupational expertise and to improve their leadership and supervisory skills. Legal O (Reg F), through increasingly responsible and diverse positions, are expected to master the practice of military law, and be able to provide timely and accurate legal advice to CF and DND personnel. Legal O (Reg F) will be provided with advanced specialty training, including post-graduate study, in order to broaden their depth of knowledge and understanding.

8. Legal O (Reg F) are responsible for the provision of legal advice in support of all Military activities. Duties encompass activities related to providing of legal and training services. In addition to the primary tasks, the Legal O (Reg F) are required to perform staff, training and administration duties related to their practice.

⁸ Legal O training follows a natural progression, and as such, all mandatory training in each rank level must be completed prior to commencement of additional mandatory training at the new rank level. IAP/BOTP must be completed prior to commencing LOBT unless specifically exempted by DJAG/ COS.

⁹ SLT is not generally provided to MLTP entry Legal O.

¹⁰ Continuing Legal Education as mandated by Provincial and Territorial Law Societies.

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9. Legal O (Reg F) will normally enter the occupation at DP1 in the rank of Capt/Lt (N). During DP 1, all Legal O (Reg F) are required to successfully complete IAP/BOTP, LOBT, OJT and then LOIT in that order. Commencement of occupational training prior to completion of the prerequisite qualification may occur in exceptional circumstances with the approval of DJAG/ COS. Selected Legal O (Reg F) may complete specialty courses before being employed in specific, designated positions. During DP3 and DP4, Legal O (Reg F) are required to undergo any required training for employment.

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SECTION 3

OCCUPATIONAL PERFORMANCE REQUIREMENTS

INTRODUCTION

1. This section documents the Legal O occupational performance requirements for the Legal O occupational jobs defined in Section 2.
2. These Legal O requirements must be read in conjunction with the performance requirements, and the applicable performance requirements found in the OGS, as well as any applicable OSS, in order to obtain a complete picture of Legal O job performance requirements.
3. These performance requirements are the minimum performance level that Legal O must achieve in order to perform each job.

QUALIFICATION LEVELS

4. Occupational qualifications can be defined at either the basic level (Qual Level – “Qualified”) or, for selected occupations, at the basic and advanced (Qual Level – “Advanced”) levels.
5. Tables in Section 2 associate Legal O occupational Jobs with specific occupational and/or OSS qualifications for Spec F, P Res and Reg F. These qualifications serve as the building blocks for occupational development and progression within each Component.

DUTY AREAS AND TASK STATEMENTS

6. A Duty Area represents a major activity in the work performed by most members of an occupation. A task is a discrete segment of work forming a logical and necessary part of a duty and has a definite beginning and end.
7. The performance requirements identified in this section are organized by Duty Area. In each Duty Area, if a task statement applies to a job(s) a number (1-5) representing the proficiency level will appear in the applicable job column. If the task statement does not apply, the column is left blank.

SKILL AND KNOWLEDGE STATEMENTS

8. A skill is a practised mental and/or physical activity, which requires a measured degree of proficiency. Knowledge is the minimum theoretical and/or practical understanding of a subject required to support the performance of duties and/or tasks. If a skill or knowledge statement applies to a job (s), a number between 1 and 5 will appear in the applicable job column to indicate the proficiency level of skill or knowledge required. Skills are generally inherent to Tasks and are not normally documented separately.
9. Knowledge statements in this section are organized by Duty Area. When statements can be directly related to task statements they share the same common letter identifier as the task Duty Area in which the tasks are located. Those statements that apply across several Duty Areas are not preceded by a prefix and are listed following the last Duty Area.

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PROFICIENCY LEVELS

10. The five numerical skill and knowledge levels are strictly relative in nature. They are intended as broad parameters of depth/scope, which Qualification Standards and Training Plan Writing Board members may use to assist in determining precise standards through further analysis. Training staffs may add to the skills and knowledge listing when preparing training documentation. However, unless there is an increase in the level of skills or knowledge associated with new occupational or speciality jobs they will not normally be retrained on successive courses.

11. The levels of proficiency for tasks, skills, and knowledge are defined as:

Level	Tasks and Skills	Knowledge
1	The level of proficiency required to perform under continuous supervision.	An awareness of the basic definitions and concepts associated with a topic or a body of knowledge.
2	The level of proficiency normally required to perform under non-continuous supervision.	The level of understanding of definitions and basic concepts that enables the relating of this knowledge to job requirements.
3	The level of proficiency required to perform independently and correctly.	The level of understanding of theory and principles of a topic or a body of knowledge, that enables critical thought and independent performance, and is usually gained through formal training, education, and job experience.
4	The level of proficiency that usually can be acquired by considerable training and extensive practical job experience.	The level of knowledge that enables the synthesis/integration of theory, facts, and practical lessons learned to support the identification of solutions to non-routine problems; this knowledge is gained from formal training, education, and considerable job experience.
5	The level of proficiency indicated by a mastery of techniques and expert application of procedures.	A recognized level of expertise that includes a mastery of theory and application, related to a given body of knowledge.

Table 3-1 -- Proficiency levels



Legal section three