



DEPARTMENT OF THE AIR FORCE
THE JUDGE ADVOCATE GENERAL'S SCHOOL

MEMORANDUM FOR STAFF JUDGE ADVOCATE COURSE 13-A ATTENDEES

FROM: The Judge Advocate General's School

SUBJECT: Course Narrative Schedule

This schedule is designed to assist you in preparing for each hour of instruction. All lectures will be conducted at The Judge Advocate General's School (JAG School), Bldg 694. Seminar rooms will be assigned upon your arrival, and all seminars will be held in those rooms unless otherwise indicated. Joint or "TEAM" sessions with the Law Office Management Course are noted on the schedule. Classes will start promptly at the times indicated. Students must be seated and prepared for each period. Any absences must be reported immediately to the course director or the JAG School front office at 334-953-2802.

MONDAY, 10 JUNE 2013

0730-0820	TJAG BREAKFAST
0830-1000	LECTURE (TEAM) – TJAG LEADERSHIP PERSPECTIVE Lieutenant General Richard C. Harding, The Judge Advocate General, Pentagon Student Evaluators: 1-5
1010-1100	COURSE ADMIN Major Ryan Hilton, Course Director, JAG School Mr. Pete Stultz, Ms. Marjorie Bowden, Mr. Jim Musser, and Mr. Steve Stevens, Administrative Division, JAG School
1110-1200	LECTURE (TEAM) – SEIZING CONTROL OF YOUR JUSTICE PROGRAM Colonel David Dales, Chief, Military Justice Division, Air Force Legal Operations Agency, Joint Base Andrews, MD Student Evaluators: 6-10
1200-1300	LUNCH Bus schedules for trips to the BX area, Burger King and Maxwell Officers' Club to be posted

1300-1350 **LECTURE – USING AMJAMS TO MANAGE YOUR
MILITARY JUSTICE PROGRAM**
Major Tiffany Williams and Ms. Hattie Simmons, Military
Justice Division, Joint Base Andrews, MD
Student Evaluators: 11-15

1400-1450 **LECTURE (TEAM) – PRE-TRIAL ISSUES**
Maj Williams and Ms. Simmons
Student Evaluators: 16-20

1500-1630 **LECTURE (TEAM) – POST-TRIAL ISSUES**
Maj Williams and Ms. Simmons
Student Evaluators: 21-25

1800-2100 **SJAC/LOMC TEAM ICE BREAKER – BBQ DINNER**
Location: Ritchie Center

TUESDAY, 11 JUNE 2013

0730-0820 **LECTURE – JAS TOOLS YOU WILL USE TO MANAGE**
Mr. Dan O'Connor, Deputy Director, Legal Information
Services, Maxwell AFB, AL
Student Evaluators: 25-30

0830-1030 **LECTURE – HOW TO NEGOTIATE EFFECTIVELY**
Dr. Steffan Eisen, Jr., Air Force Negotiation Center for
Excellence, Spaatz Center, Air University, Maxwell AFB, AL
Student Evaluators: 31-36

1040-1130 **LECTURE – MANAGING YOUR ENVIRONMENTAL
LAW PROGRAM AND ATTORNEYS**
Major Charles Gartland, Environmental Liason Officer for Air
Force Materiel Command, Wright-Patterson AFB, OH
Student Evaluators: 1-5

1130-1230 **LUNCH**
Bus schedules for trips to the BX area, Burger King, and
Maxwell Officers' Club to be posted

1230-1320 **LECTURE – MANAGING YOUR LABOR AND
EMPLOYMENT LAW PROGRAM AND ATTORNEYS**
Mr. Danny Watson, Labor Law Attorney, Eglin AFB, FL
Student Evaluators: 5-10

1330-1530 **LECTURE - (TEAM) – MANAGING YOUR LEGAL ASSISTANCE PROGRAM**
Colonel Marlesa Scott, Chief, Community Legal Services
Division, Joint Base Andrews, MD
Student Evaluators: 11-15

1540-1630 **LECTURE – DISTANCE EDUCATION UPDATE**
Lieutenant Colonel Mark McKiernan, Chief, Professional
Outreach Division, JAG School, Maxwell AFB, AL
Student Evaluators: 16-20

WEDNESDAY, 12 JUNE 2013

0730-1000 **LECTURE (TEAM) – WING BUDGETING AND FINANCIAL MANAGEMENT SYSTEMS**
Air Force Financial Management School, Maxwell AFB, AL
Student Evaluators: 21-25

1010-1100 **LECTURE – HOW TO BUILD AN EFFECTIVE PARALEGAL TRAINING PLAN**
Chief Master Sergeant Tavia Whitley, Superintendent, JAG
School, Maxwell AFB, AL
Student Evaluators: 26-30

1110-1200 **LECTURE – ENLISTED ASSIGNMENTS PROCESS**
Senior Master Sergeant Samuel Ezernack, Functional Manager,
Paralegal Assignments, Headquarters Air Force Personnel
Center, Randolph AFB, TX
Student Evaluators: 31-36

1200-1300 **LUNCH**
Bus schedules for trips to the BX area, Burger King, and
Maxwell Officers' Club to be posted

1300-1350 **LECTURE – MANAGING YOUR CONTRACTS AND FISCAL LAW PROGRAM AND ATTORNEYS - (VTC)**
Colonel Barbara Shetsko, Director, AF/JAQ and AFLOA/JAQ,
Joint Base Andrews, MD
Student Evaluators: 1-5

1400-1520 **LECTURE – EFFECTIVE MANAGEMENT OF GUARD
AND RESERVE PROGRAMS**
Colonel Michael Jonasson, Air Reserve Component Advisor to
The Judge Advocate General, Pentagon
Student Evaluators: 6-10

1500-1650 **LECTURE – MANAGING ENLISTED CAREER
DEVELOPMENT**
CMSgt Whitley
Student Evaluators: 11-15

THURSDAY, 13 JUNE 2013

0730-0900 **LECTURE – PROFESSIONAL DEVELOPMENT
DIRECTORATE OVERVIEW**
Major Matt Osborn, Chief, Officer Assignments Branch,
Professional Development Directorate, Office of The Judge
Advocate General, Pentagon
Student Evaluators: 16-20

0910-0950 **ASSIGNMENTS EXERCISE**
Student Evaluators: 21-25

1000-1045 **ASSIGNMENTS EXERCISE DISCUSSION**
Student Evaluators: 26-30

1100-1220 **LECTURE – JAG ACCESSIONS, DAP INTERVIEWS
AND ONLINE APPLICATION PROCESS**
Major Tamona Bright, Chief, Officer Accessions, Professional
Development Directorate, Office of The Judge Advocate
General, Pentagon
Student Evaluators: 31-36

1220-1400 **LUNCH**
Bus schedules for trips to the BX area, Burger King, and
Maxwell Officers' Club to be posted

1400-1530 **ACCESSIONS BOARD EXERCISE**
Student Evaluators: 1-5

1540-1630

LECTURE – EFFECTIVELY MANAGING CIVILIAN PERSONNEL

Mr. Tracy Taylor, Director of Administration, JAG School,
Maxwell AFB, AL

Student Evaluators: 6-10

FRIDAY, 14 JUNE 2013

0730-0820

LECTURE – COMMUNICATING WITH THE STARS – (VTC)

Mr. John Martinez, Policy and Special Projects Branch, TJAG
Action Group, Office of The Judge Advocate General,
Pentagon

Student Evaluators: 11-15

0830-0950

LECTURE – MANAGING AN EFFECTIVE TRAINING PROGRAM – (VTC)

Mr. Dave Houghland, Chief, Education Training and
Development, Training and Readiness Directorate, Joint Base
Andrews, MD

Student Evaluators: 16-20

1000-1100

LECTURE – VIEW FROM THE BENCH: REDUCING MILITARY JUSTICE RISKS

Lieutenant Colonel W. Shane Cohen, Military Judge, Travis
AFB, CA

Student Evaluators: 21-25

1110-1200

LECTURE – DRAFTING EFFECTIVE OFFICER PERFORMANCE REPORTS

Colonel Mark D. Stoup, Deputy Commandant, The Air Force
Judge Advocate General's School, Maxwell AFB, AL

Student Evaluators: 26-30

1200-1330

LUNCH

Bus schedules for trips to the BX area, Burger King, and
Maxwell Officers' Club to be posted

1330-1420

LECTURE – MENTORING TRIAL COUNSEL AND PREPARING FOR TRIAL

Colonel Don Christensen, Chief, Government Trial and
Appellate Counsel Division, Joint Base Andrews, MD

Student Evaluators: 31-36

1430-1630

**LECTURE – DOMESTIC OPERATIONS AND
DISASTER PREPARATION AT THE INSTALLATION
LEVEL**

Lieutenant Colonel Chris Supernor, Chief, Doctrine and
International Law, Operations and International Law
Directorate, Pentagon
Student Evaluators: 1-10

SATURDAY, 15 JUNE 2013
(OVERSEAS SJAS ONLY)

0800-0850

**LECTURE – FOREIGN AND INTERNATIONAL
CLAIMS**

Lt Col Supernor

0900-1020

LECTURE – INTERNATIONAL AGREEMENTS

Lt Col Supernor

1030-1200

**LECTURE – FOREIGN CIVIL AND CRIMINAL
JURISDICTION**

Lt Col Supernor

MONDAY, 17 JUNE 2013

- 0730-0750 **COURSE WELCOME AND ADMIN (Week 2 Only Attendees)**
Major Ryan Hilton, Course Director, JAG School
Mr. Pete Stultz, Ms. Marjorie Bowden, Mr. Jim Musser, and
Mr. Steve Stevens, Administrative Division, JAG School
- 0800-0950 **LECTURE (TEAM) – MILITARY JUSTICE HOT TOPICS**
Major Dan Mamber, Chief, Joint Service Policy and
Legislation, Military Justice Division, Joint Base Andrews, MD
Student Evaluators: 11-15
- 1000-1050 **LECTURE (TEAM) – CHARGING AND PROOF ANALYSIS**
Col Don Christensen
Student Evaluators: 16-20
- 1100-1150 **LECTURE (TEAM) – MAXIMIZING RELATIONSHIPS WITH DEFENSE COUNSEL**
Colonel Donna Verchio, Chief, Trial Defense Division, Joint
Base Andrews, MD
Student Evaluators: 21-25
- 1200-1300 **LUNCH (*PACAF and AM C Breakout/Working Lunch*)**

LUNCH
Bus schedules for trips to the BX area, Burger King, and
Maxwell Officers' Club to be posted
- 1300-1350 **LECTURE (TEAM) – APPELLATE UPDATE**
Col Don Christensen
Student Evaluators: 26-30
- 1400-1630 **MILITARY JUSTICE SEMINAR**
Seminar rooms posted
Student Evaluators: 31-35

TUESDAY, 18 JUNE 2013

- 0730-0830 **LECTURE (TEAM) – TJAG PERSPECTIVE ON SEXUAL ASSAULT PREVENTION AND THE AIR FORCE VICTIM COUNSEL PROGRAM – (VTC)**
Lieutenant General Richard C. Harding, The Judge Advocate General, Pentagon
Student Evaluators: 36-45
- 0840-1140 **LECTURE (TEAM) – SPECIAL VICTIM COUNSEL UPDATE AND VICTIM COUNSEL USE AT THE INSTALLATION LEVEL**
Lieutenant Colonel Dawn Hankins, Chief, Special Victims' Counsel Directorate, Joint Base Andrews, MD
Student Evaluators: 46-55
- 1140-1300 **LUNCH**
OPTIONAL PROFESSIONAL RESPONSIBILITY CLE
Bus schedules for trips to the BX area, Burger King, and Maxwell Officers' Club to be posted
- 1300-1700 **LECTURE (TEAM) – AIR FORCE SEXUAL ASSAULT PREVENTION PROGRAM AND EVALUATING SEXUAL ASSAULT CASES**
Lt Col Hankins
Student Evaluators: 56-60

WEDNESDAY, 19 JUNE 2013

- 0730-0820 **MILITARY JUSTICE ROUNDTABLE**
TBD
Student Evaluators: 61-65
- 0830-0950 **LECTURE – ADMINISTRATIVE LAW UPDATE AND ETHICS HOT TOPICS**
Mr. Gregory Girard, Deputy Director, Administrative Law Directorate, Pentagon
Student Evaluators: 1-5
- 1000-1200 **JOINT LEGAL OFFICE MANAGEMENT SEMINAR (TEAM)**
Seminar Rooms Posted
Student Evaluators: 6-10

- 1200-1330 **LUNCH**
OPTIONAL PROFESSIONAL RESPONSIBILITY CLE
 Bus schedules for trips to the BX area, Burger King, and Maxwell Officers' Club to be posted
- 1330-1420 **LECTURE (TEAM) – THE INSPECTION SYSTEM AND LESSONS LEARNED**
 Lieutenant Colonel Chris Brown, Deputy Director, Training and Readiness Directorate, Joint Base Andrews, MD
 Student Evaluators: 11-15
- 1430-1520 **LECTURE – DEALING WITH THE MEDIA – (VTC)**
 Lieutenant Colonel Erik Coyne, Chief, Strategic Communication, TJAG Action Group, Office of the Judge Advocate General, Pentagon
 Student Evaluators: 16-20
- 1530-1600 **LECTURE (TEAM) – JAGZILLA: SJA/LOS WARGAME OVERVIEW**
 Mr. Kenneth Black, Air Force Wargaming Institute, Maxwell AFB, AL
- 1610-1700 **NAF SJA JAGZILLA Briefing**
 Mr. Kenneth Black

THURSDAY, 20 JUNE 2013

- 0715-0730 **TRANSIT TO AIR FORCE WARGAMING INSTITUTE (AFWI)**
 Bus will depart the JAG School at 0715 for AFWI
- 0730-1215 **JAGZILLA: SJA/LOS TEAMING WARGAME**
 AFWI, Maxwell AFB
- 1215-1230 **TRANSIT TO AFJAGS**
 Bus will depart AFWI at 1145 for the JAG School
- 1230-1330 **LUNCH**
 Bus schedules for trips to the BX area, Burger King, and Maxwell Officers' Club to be posted

1330-1420 **LECTURE – JAX UPDATE PART I (VTC and Live)**
Colonel John Hartsell, Director, Professional Development
Division, Pentagon
Major Matt Osborn, Chief, Officer Assignments Branch,
Professional Development Division, Pentagon
Major Lee Sanderson, Chief, Expeditionary Branch,
Professional Development Division, Pentagon
Major Tamona Bright, Chief, Accessions Branch, Professional
Development Division, Pentagon
Student Evaluators: 21-25

1430-1520 **LECTURE (TEAM) – SENIOR PARALEGAL
MANAGER'S PERSPECTIVE**
Chief Master Sergeant Steven Wallace, Senior Paralegal
Manager, Office of The Judge Advocate General, Pentagon
Student Evaluators: 26-30

1530-1630 **LECTURE – JAX UPDATE PART II (VTC and Live)**
Col Hartsell, Maj Osborn, Maj Elameto, Maj Sanderson,
Maj Bright
Student Evaluators: 31-35

1700-1900 **MAJOR GENERAL DAVID C. MOREHOUSE LECTURE**
Brigadier General Malinda Dunn, U.S. Army, Retired

FRIDAY, 21 JUNE 2013

0730-0820 **END OF COURSE CRITIQUE, COMPUTER TURN-IN
(TEAM)**

0830-0920 **LECTURE (TEAM) – LEGAL OFFICE BUDGET
MANAGEMENT AND AIR FORCE BUDGET ISSUES –
(VTC)**
Mr. David Sprowls, Director, Civilian Career Development,
Plans and Programs Directorate

0930-1020 **LECTURE (TEAM) – ARTICLE 6 PROTOCOL AND
EXECUTIVE COMMUNICATION (VTC)**
Colonel Charles Killion, Executive Assistant to The Judge
Advocate General, Pentagon
Student Evaluators: 36-40

1030-1150

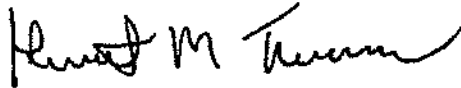
**LECTURE (TEAM) – DJAG LEADERSHIP
PERSPECTIVE**

Major General Steven J. Lepper, Deputy Judge Advocate
General, Pentagon

Student Evaluators: 41-45

1150-1200

CLOSING REMARKS



KENNETH M. THEURER, Colonel, USAF
Commandant