

3131. OCCUPATIONAL FIELD 44, LEGAL SUPPORT

1. Introduction. The Legal Services OccFld consists of MOS 4421. Legal Services Specialist/Reporter. Personnel in this MOS provide services required in the operational, managerial, legal, administrative, typing, clerical and courts-martial reporting/transcribing areas necessary for the proper functioning of a legal services support section (LSSS), legal services support team (LSST), Office of the Staff Judge Advocate (OSJA), or other agencies/commands in support of a Marine Judge Advocate. Marines entering the OccFld receive MOS 4400, Basic Legal Services Marine. Formal schooling is provided to all Marines entering the OccFld. The appropriate command shall initiate action to void the MOS of any Marine in OccFld 44 who receives NJP or is convicted by a court-martial or civilian court for any offense involving drugs. Also, action shall be initiated to void the OccFld 44 MOS if convicted by courts-martial or civilian court for any offense involving controlled substances or for any offense involving moral turpitude as defined in reference (bg), Manual for Courts Martial, United States, current edition.

2. MOS 4421, Legal Services Specialist (MGySgt to Pvt) PMOS

a. Summary. The Legal Services Specialist MOS encompasses every facet of legal administration. General duties involve the legal operational, managerial, clerical and administrative duties incident to an LSSS, LSST, or OSJA. Typical duties include research, preparation and typing of general correspondence, forms, reports, wills, powers of attorney, and other documents dealing with legal and quasi-legal matters; checking all completed work for typographic accuracy; maintaining office correspondence files, directives and publications; if senior in grade, will act as the Legal Services Chief and Senior Enlisted Advisor directly responsible to the OIC/SJA for the overall assignment, performance, training, counseling, morale, discipline and welfare of all enlisted personnel. The Legal Services Chief is the active liaison between the command dealing with enlisted policy and duty assignments and advisor to the judge advocates with regard to enlisted instruction and supervision. Selected Marines may attend follow-on training at the Legal Services Court Reporter Course.

b. Prerequisites

(1) Must have GT score of 105 waiverable to 102 and CL score of 110 not waiverable.

(2) Must have received no NJPs or been convicted by courts-martial or civilian court for any offense involving controlled substances, nor convicted by courts-martial or civilian court for any offense involving moral turpitude.

(3) Must be a high school graduate or have obtained a GED.

(4) Marines requesting lateral move must meet the prerequisites for PMOS 4421 and NMOS 4422.

(5) Must be U.S. Citizen.

c. Requirements

(1) Marines assigned to OccFld 44 through recruit accession or lateral move are required to attend the formal Legal Services Specialist

Course (N0558X1) at Naval Justice School, Naval Station, Newport, RI. Upon completion of this course, MOS 4421 is assigned. MOJT for MOS 4421 not authorized.

(2) Demonstrate a typing proficiency of 25 words per minute and complete that Legal Services Specialist Course (N0558X1).

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
N0558X1	Legal Services Specialist	Newport, RI

d. Duties. For a complete listing of duties and tasks, refer to reference (bh), Legal Services Training and Readiness Manual.

e. Related Standard Occupational Classification (SOC) Title and Code

(1) Law Clerks 23-2092.

(2) Legal Secretaries 43-6012.

(3) Paralegals and Legal Assistants 23-2011.

f. Related Military Skill. Administrative Specialist, 0111.

3. MOS 4422, Legal Services Court Reporter (MGySgt to Cpl) NMOS (4421) #

a. Summary. Legal Services Court Reporters are responsible for the closed mask capture, transcription and distribution of legal proceedings and assembly of typewritten, summarized or verbatim transcripts. Legal Services Court Reporters transcribe verbatim records of legal proceedings. Legal Services Court Reporters serve as reporters to Staff Judge Advocates of major base or station commands and to the officer-in-charge of an LSSS/LSST that provides legal services support to a major Marine Forces command. Reporters record the proceedings of special and general courts-martial, formal investigations, administrative boards, staff meetings, and other similar bodies (hearings); and prepare or supervise preparation and assembly of typewritten, summarized or verbatim transcripts, and review records of proceedings for administrative completeness and technical accuracy.

b. Prerequisites

(1) Must be a U.S. Citizen.

(2) Security requirement: Secret security clearance eligibility.

(3) Must hold primary MOS 4421.

(4) Must score no less than 12.9 grade level in vocabulary and comprehension on the Nelson/Denny reading test.

(5) Must be an NCO at the time of application. Lance Corporals may apply with the recommendation of their supervisor.

(6) Must be able to type a minimum of 30 words per minute on a 5-minute typing test.

c. Requirements

(1) Marines assigned the NMOS 4422 must first attend and complete the Legal Services Court Reporter Course (N05LN31) at Naval Justice School, Naval Station, Newport, RI. This is an approximately 12 week course in closed-mask capture and speech recognition transcription methods. Upon successful completion of the course, students will be sworn as Official Court-Martial Court Reporters.

(2) Complete the Legal Services Court Reporter Course (N05LN31).

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
N05LN31	Legal Services Court Reporter	Newport, RI

d. Duties. For a complete listing of duties and tasks, refer to reference (bh), Legal Services Training and Readiness Manual.

e. Related Standard Occupational Classification (SOC) Title and Code. Court Reporters 23-2091.

f. Related Military Skill. None.

# MOS 4422 The Base Education Center administers and grades the tests for prerequisites #4. If there isn't an education center where the Marine is located, tests will be mailed to the Command.

MGySgt	4421	4422
MSgt	4421	4422
GySgt	4421	4422
SSgt	4421	4422
Sgt	4421	4422
Cpl	4421	4422
LCpl	4421	
PFC	4421	
Pvt	4421	

MOS	Title
4421	Legal Services Specialist (PMOS)
4422	Legal Services Court Reporter (NMOS)

Figure 3-23.--Legal Support

MOS 4421, Legal Services Specialist (PMOS)

MGYSGT Required Training:  
Skill Progression:  
Skill Enhancement: Law Office Management Course (F11LPT1)  
MOS Assignment: **OPFOR:** MEF HQ  
**SE:** HQMC/MCI

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MSGT Required Training:  
Skill Progression: Legal Services Post Trial Review Course (N05KJG1)  
  
Legal Services Administrative Law Course (N05KLK1)  
  
Legal Services Military Justice Course (N05KLJ1)  
  
Legal Services Administrative Board Recorder Course (N05KLH1)  
Skill Enhancement: Law Office Management Course (F11LPT1)  
  
Senior Paralegal Course (A06LNF1)  
  
Senior Paralegal Course (A06LNF1)  
  
Army Military Justice Managers Course (Unit Funded)  
MOS Assignment: **OPFOR:** MLG/MARFOR HQ/DIV HQ  
**SE:** HQMC/MCI/Instructor

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GYSGT Required Training:  
Skill Progression: Legal Services Post Trial Review Course (N05KJG1)  
  
Legal Services Administrative Law Course (N05KLK1)  
  
Legal Services Military Justice Course (N05KLJ1)  
  
Legal Services Administrative Board Recorder Course (N05KLH1)  
  
Legal Services Court Reporter Course (N05LN31)

Figure 3-23.--Legal Support

Skill Enhancement:	Senior Paralegal Course (A06LNF1)
	Legal Assistance Managers Course (USN)
	Legal Services Court Reporter Course (N05LN31)
	Legal Assistance for Paralegals Course (USN)
	Law Office Management Course (F11LPT1)
	Legal Services Senior Paralegal Course (A06LNF1)
	Army Military Justice Managers Course (Unit Funded)
MOS Assignment:	<b>OPFOR:</b> MLG/DIV HQ
	<b>SE:</b> HQMC/MCI/TECOM/Instructor
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SSGT	Required Training:
	Skill Progression:
	Legal Services Post Trial Review Course (N05KJG1)
	Legal Services Administrative Law Course (N05KLG1)
	Legal Services Military Justice Course (N05KLJ1)
	Legal Services Administrative Board Recorder Course (N05KLH1)
	Legal Services Court Reporter Course (N05LN31)
Skill Enhancement:	Legal Assistance Paralegal Course (USN)
	Senior Paralegal Course (A06LNF1)
	U.S. Marine Corps Managed On-the Job Training (MOJT)
	Legal Assistance for Paralegals Course (USN)
	Law Office Management Course (F11LPT1)
	Legal Services Senior Paralegal Course (A06LNF1)
	Army Military Justice Managers Course (Unit Funded)
MOS Assignment:	<b>OPFOR:</b> MLG/DIV HQ/MAW HQ
	<b>SE:</b> HQMC/MCI/MCAS/MCRD/TECOM/Instructor
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Figure 3-23.--Legal Support (continued)

SGT	Required Training:	Legal Services Specialist Course (N0558X1)
	Skill Progression:	
	Skill Enhancement:	Legalman/Legal Specialist Mid-Career Course (N05LNW1)
		Senior Paralegal Course (A06LNF1)
		U.S. Marine Corps Managed On-the Job Training (MOJT)
		Legal Services Court Reporter Course (N05LN31)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/MAW HQ/MEB HQ/MEU HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/ TECOM/Instructor
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CPL	Required Training:	Legal Services Specialist Course (N0558X1)
	Skill Progression:	
	Skill Enhancement:	U.S. Marine Corps Managed On-the Job Training (MOJT)
		Legal Services Court Reporter (N05LN31)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/MAW HQ/MEB HQ/MEU HQ <b>SE:</b> MCB/MCRD/MCCDC/MCLB/MCD/MCAS/MATSG/ HQMC
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LCPL	Required Training:	Legal Services Specialist Course (N0558X1)
	Skill Progression:	
	Skill Enhancement:	U.S. Marine Corps Managed On-the Job Training (MOJT)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/MAW HQ/MEB HQ/MEU HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/TECOM
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PFC	Required Training:	Legal Services Specialist Course (N0558X1)
	Skill Progression:	
	Skill Enhancement:	U.S. Marine Corps Managed On-the Job Training (MOJT)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/MAW HQ/MEB HQ/MEU HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/TECOM
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PVT	Required Training:	Legal Services Specialist Course (N0558X1)
	Skill Progression:	
	Skill Enhancement:	U.S. Marine Corps Managed On-the Job Training (MOJT)

Figure 3-23.--Legal Support (continued)

MOS Assignment: **OPFOR:** MLG/MARFOR HQ/MEF HQ/Div HQ/MAW  
HQ/MEB HQ/MEU HQ  
**SE:** HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/TECOM

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MOS 4422, Legal Services Court Reporter (NMOS)

MGYSGT Required Training: Legal Services Court Reporter Course  
(N05LN31)  
Skill Progression:  
Skill Enhancement: Law Office Management Course (F11LPT1)  
MOS Assignment: **OPFOR:** MEF HQ  
**SE:** HQMC/MCI

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MSGT Required Training: Legal Services and Court Reporter  
Course (N05LN31)  
Skill Progression:  
Skill Enhancement: Law Office Management Course (F11LPT1)  
MOS Assignment: **OPFOR:** MLG/MARFOR HQ/DIV HQ  
**SE:** HQMC/MCI/Instructor

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GYSGT Required Training: Legal Services Court Reporter Course  
(N05LN31)  
Skill Progression:  
Skill Enhancement: Law Office Management Course (F11LPT1)  
  
Court Reporter Redictation Course  
(USA)  
  
Senior Court Reporter Course (USA)  
  
Senior Paralegal Course (A06LNF1)  
  
Legalman/Legal Specialist Mid-Career  
Course (N05LNW1)  
MOS Assignment: **OPFOR:** MLG/DIV HQ  
**SE:** HQMC/MCI/TECOM/Instructor

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SSGT Required Training: Legal Services Court Reporter Course  
(N05LN31)  
Skill Progression:  
Skill Enhancement: Legalman/Legal Specialist Mid-Career  
Course (N05LNW1)  
  
Senior Paralegal Course (A06LNF1)  
  
U.S. Marine Corps Managed On-the Job  
Training (MOJT)  
  
Court Reporter Redictation Course  
(USA)  
  
Senior Court Reporter Course (USA)

Figure 3-23.--Legal Support (continued)



	MOS Assignment:	<b>OPFOR:</b> MLG/DIV HQ/MAW HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/TECOM/ Instructor
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SGT	Required Training:	Legal Services Court Reporter Course (N05LN31)
	Skill Progression:	
	Skill Enhancement:	Legalman/Legal Specialist Mid-Career Course (N05LNW1)
		Senior Paralegal Course (A06LNF1)
		U.S. Marine Corps Managed On-the Job Training (MOJT)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/ MAW HQ/MEB HQ/MEU HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/ Instructor
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CPL	Required Training:	Legal Services Court Reporter Course (N05LN31)
	Skill Progression:	
	Skill Enhancement:	U.S. Marine Corps Managed On-the-Job Training (MOJT)
	MOS Assignment:	<b>OPFOR:</b> MLG/MARFOR HQ/MEF HQ/Div HQ/ MAW HQ/MEB HQ/MEU HQ <b>SE:</b> HQMC/MCI/MCAS/MCRD/MCCDC/MCLB/ Instructor
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Figure 3-23.--Legal Support (continued)