



Competitive Professional Development (CPD) for  
Civilian Paraprofessional Attendance at the  
Legal Administrators Course

Announcement Number: CP56/PPRO-FY15-07

**Date Opened: 26 MARCH 2015**

**Date Closed: 27 April 2016**

**All applicants must create a GoArmyEd student account prior to applying for any ACTEDS funded training opportunities.** Applications are not to be created and submitted through GoArmyEd, only the creation of an account is required at this time. Applications will be submitted via e-mail as indicated below. [\[Click for additional information on GoArmyEd\]](#).

**Additionally, all applicants must have a Government Travel Card (GTC), as this training opportunity will require travel.**

**Location:** The Judge Advocate General's Legal Center and School (TJAGLCS), Charlottesville, VA.



The Judge Advocate General's  
Legal Center and School EST. 1951

**Course Dates:**

Legal Administrators Course: 22 June – 26 June 2015

**Course Description:** This course for legal administrators focuses on the technical and mid-level management aspects of Army Staff Judge Advocate Office administration, operations, and support services.

**Additional Information:** CP-56 will centrally fund TDY (per diem & travel – no rental cars). Salary will continue to be paid by the individual's command.

**Who May Apply:** Permanently appointed U.S. Army civilian paraprofessionals in the CP-56 Legal Career Program (to include Local Nationals) who support an Army legal office in a legal administrator capacity. Applicants must have at least three years tenure as a permanent Army Civilian employee, any waivers to this

requirement must be sought in accordance with AR 350-1, para. 3-103.

**Application packet must contain:**

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#)
2. [Employee's Statement of Interest \[Online\]](#): Explain how the proposed training furthers your personal development and detail what you hope to gain from the training.
3. Current Resume
4. [Utilization Plan \[Online\]](#): Plan should reflect the anticipated measureable Return of Value/Return on Investment to the organization and/or Army, *i.e.*, what will be the benefit of the applicant's participation in the training. **MUST BE COMPLETED AND SIGNED BY SUPERVISOR**
5. Last three Performance Ratings
6. Civilian Record Brief (*available through <https://acpol.army.mil>*)
7. Head of Legal Office Endorsement (not required if Utilization Plan is executed by the head of the legal office)

**E-mail completed application packets and address questions to:**

**Ms. Sarilyn Leary**

[sarilyn.e.leary.civ@mail.mil](mailto:sarilyn.e.leary.civ@mail.mil)

**CP-56 Assistant Chief**

**NLT 27 APRIL 2015**

Place in subject line: *Application for CP-56, Legal Administrators Course (FY15)*

Digitally attach all required documents in a single PDF



**CP-56**

*Recruit, Train, Educate, Develop, Promote and Retain*