

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
No. 690-2

28 May 2003

Civilian Personnel

AMC CIVILIAN CAREER PROGRAM FOR
ATTORNEY AND PATENT ADVISOR PERSONNEL

Local supplementation of this regulation is prohibited.

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*This supersedes AMC-R 690-2, 28 September 1992.

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Section I.
INTRODUCTION

1-1. Vision, Focus, Goal and Objectives.

a. The primary focus of the AMC Attorney Career Program is the people that work in AMC legal offices.

b. The objectives of the AMC Attorney Career Program are to:

(1) Attract and retain highly skilled and dedicated professionals.

(2) Provide extensive opportunities for training, professional development and promotion.

(3) Maximize communication between and among personnel at all AMC legal offices so that each person may benefit from the work products of their colleagues.

(4) Develop and sustain a fully integrated relationship among all attorneys and support staff within AMC. This relationship results in a law firm in which the sum total of the AMC legal community legal practice is greater than its component parts.

(5) Establish consistent guidelines for the application, referral and selection for attorney positions.

c. The vision and ultimate goal of the AMC Attorney Career Program has two equally important components. The first is external: To be viewed as the "best law firm in government," providing comprehensive legal services to a client base that understands and accepts our counsel as members of the management team. A second focus is internal: To provide a rewarding career, professional development and career opportunities to a highly trained and motivated workforce. This is accomplished through the exercise of team management and leadership. We are responsible for each other, with managers and supervisors responsible for those they manage and supervise.

1-2. Purpose.

a. This regulation governs the U.S. Army Materiel Command's (AMC) Civilian Program for Attorneys and Patent Advisors.

b. This regulation contains special provisions for program coverage, addressing the technical and administrative aspects for recruitment, registration, referral, career appraisal, training, attorney placement, conflict of interest issues, discipline, awards and recognition and career development of attorneys and patent advisors. The program recognizes the obligation to manage and advance the careers of paralegal specialists and support personnel.

c. The AMC Attorney Career Program is designed to attract and retain highly competent professionals through a comprehensive program of professional development, awards and recognition, training, varied job assignments and promotional opportunities.

d. The AMC Attorney Career Program recognizes that clients expect timely and effective legal advice, counsel and representation on a wide range of legal disciplines. The Army's transformation requires AMC attorneys to practice new and ever changing legal disciplines and provides opportunities for counsel to participate in the organization's managerial and decision making process. The AMC Attorney Career Program is designed to provide necessary flexibility to adjust to the transformation of the Army, so that we can continue to provide comprehensive legal services in this era of dynamic change and shifting missions.

e. The design of the AMC Attorney Career Program envisions a proactive and mutually supportive legal community, utilizing a philosophy of preventive law to anticipate the needs of our clients.

1-3. Applicability. Policies and procedures in this regulation apply to all AMC attorneys' (905), patent attorneys (1222), and patent advisors (1221).

1-4. References. AR 690-200, Chapter 213; AR 27-26; AR 690-300,302, Subchapter 7.

1-5. Responsibilities. The Command Counsel, Headquarters (HQ) AMC is the qualifying authority for the AMC Attorney and Patent Advisor Career Program. As such, the Command Counsel is responsible for the direction, coordination, and continuous evaluation of the program, to include Equal Employment Opportunity (EEO) responsibilities.

1-6. Definitions.

a. Command Counsel. The Command Counsel, HQ AMC.

b. Chief Counsel. The head of the legal office of a major subordinate command (MSC) legal office.

c. Entry level. AMC attorneys and Patent Advisors are those individuals who have just begun their legal careers, or their career with AMC, and who assist intermediate and senior level attorneys and patent advisors. A higher-level attorney as appropriate reviews their work. These positions are designed to introduce personnel to the unique legal issues and operational environment of the AMC and DA. The problems assigned to entry-level attorneys will be those involving the less complex issues, increasing in complexity as they progress. Generally, they should be on a standard position description that allows for a wide variety of duties. The grade will be based on such factors as experience required, and approved by the legal supervisory chain of command and the AMC Command Counsel as Qualifying Authority.

d. Intermediate level. Attorneys and Patent Advisors at this level are considered to be thoroughly trained and capable of identifying and resolving significant legal issues which may cross office and functional command lines. Attorney and Patent Advisor position descriptions may indicate an area or areas of specialization. They may be assisted from time to time by attorneys or patent advisors at the entry level, and as required, perform in a supervisory or team leader capacity.

e. Senior level. AMC Attorneys and Patent Advisors are considered leaders within the AMC legal community. Through their years of experience, training and career development they are the "senior partners" of the AMC law firm community. The position description may indicate a broad area or areas of specialization, and may also call for supervision of attorneys or patent advisors at the intermediate and entry levels. They will be qualified by experience and training to handle any type of legal problem in their areas of specialization. AMC senior staff often calls upon these attorneys to participate in the development of Command business strategy as members of the "board of directors" of their Command.

f. Executive level. Attorneys in the Senior Executive Service. In addition to their significant legal management responsibilities, these attorneys are part of the AMC policy making team, involved in planning for the future, and anticipating the needs of our ultimate customer: the American soldier.

1-7. Standards of Conduct. AMC attorneys must comply with the same Standards of Ethical Conduct for Employees of the Executive Branch, required of all Army personnel, as prescribed in 5 C.F.R. Part 2635 and the DOD Joint Ethics Regulations, DOD 5500.7-R, and other applicable laws and regulations. Also, AMC attorneys must comply with all standards of professional conduct required by Federal and State statutes and their respective licensing organizations or activities including the Department of the Army Regulation 27-26, Subject: Rules of Professional Conduct for Lawyers, dated 1 May 1992. Any violations of the Standards of Conduct for employees of the Executive Branch or the Standards of Professional Conduct shall be reported through the appropriate MSC Chief Counsel, to the AMC Command Counsel. Additional guidance and responsibilities are contained in Sections VII and VIII.

Section II.
CAREER DEVELOPMENT AND TRAINING

2-1. Professional Development.

a. The need for continuous professional growth exists at all levels and throughout the career of each employee. The requirement for training relates to career development and the effective performance of the full range of activities that increase the individual's competence and potential, as an attorney, supervisor and manager. This includes all types of formal and informal training, on and off-duty courses and developmental activities, whether initiated by the individual or by the government. The goal of the AMC Attorney Career Program is that each attorney's career should be limited only to the extent of his and her ability and willingness to accept new challenges and new assignments.

b. Individual Development Plan. While it is the individual's responsibility to ensure that he or she receive adequate training, both the supervisor and employee must work together on a yearly basis to establish an Individual Development Plan (IDP) outlining prospective training, and stating whether the prior years IDP was completed. The IDP is part of each employee's performance plan/appraisal. It is each supervisor's responsibility to ensure that they receive managerial training for themselves and aspiring candidates that they supervise. Further, supervisors should encourage training of their subordinates by bringing training opportunities to the attention of employees.

c. AMC Continuing Legal Education (CLE) Program. An important component of the development of the AMC legal community and the communication necessary for an effective law firm is the annual AMC CLE. In addition to satisfying bar licensing requirements, professional growth, attendees get to know each other as individuals. The AMC Commander fully supports this program. Each legal office is urged to budget for maximum attendance. Further, each new AMC attorney should be provided the opportunity to attend an AMC CLE within two years of hiring.

2-2. Training Committee.

The AMC Command Counsel in consultation with the MSC Chief Counsel will convene a standing committee on training, comprised of attorneys and patent advisors. The primary purpose of this committee is to serve as a clearinghouse of information on training opportunities and related matters. Representation should include entry level, intermediate and senior level members chaired by an executive attorney.

2-3. Overall Training Plan.

a. The overall training plan for the Civilian Attorney and Patent Advisor Career Field is directed toward developing individuals to meet the immediate and long-range staffing needs of

AMC. This includes training and education in all aspects of government legal practice so as to broaden their knowledge and thus qualify them for positions of increased responsibilities within the AMC. In addition, supervisory training, management and business training will be considered. It may be necessary to modify the overall plan or change the sequence of subject matter coverage when the requirements of current job assignments and career goals of individual employees dictate. Some modifications and additions to the plan may also be made periodically as future developments occur, particularly when new courses, seminars, and other developmental opportunities become available.

b. Adherence to a training plan at all levels will help develop the abilities of attorneys and patent advisors to their highest potential, enhance employee morale, assist the individual to advance in the legal profession and assure the most competent staffing of legal positions in AMC.

c. Activities such as participating in bar association programs and committees, conducting preventive law programs, presentations, writing and submitting legal articles, and teaching various courses at colleges and universities are encouraged and should be undertaken on the individual's own initiative. All of these activities will be conducted in accordance with AMC policies on outside employment.

d. Whenever possible and appropriate, attorneys who demonstrate interest and potential should be encouraged to attend supervisory, business and leadership type courses. Attendance by attorneys in these courses is essential to their professional development and enhances their ability to serve our clients.

e. In recognition of the work AMC does, and to maintain the highest degree of ethical awareness, each attorney and patent advisor should receive ethics training every year. The specific details of this type training will be developed and implemented by the Chief of each legal office. Attendance at the AMC Continuing Legal Education Program (CLE) is an excellent way to receive this training and active participation is strongly encouraged.

f. AMC-designed training and education. It is recognized that AMC attorneys and patent advisors have a wealth of knowledge to share with other AMC attorneys. To this end, there will be increased efforts to hold subject matter focused workshops and hold regular videoconferences on specific legal subjects and issues. The AMC Command Counsel Newsletter is an excellent vehicle for the sharing of information and work products. Further, the AMC CLE Program is a preeminent tool for educating AMC attorneys in an annual session devoted to significant legal developments and current AMC and Army issues. It is the responsibility of each AMC Chief Counsel to maximize attendance at this important activity.

g. Sharing Information. The AMC Command Counsel website will contain a training section with a link that will describe training opportunities, entries on recent training programs attended, with reviews and recommendations on the course.

2-4. Job Rotation/Cross Training.

a. Consistent with the needs of the Office of Command Counsel, and each AMC legal office, attorneys and patent advisors may be rotated for familiarization and training purposes for a temporary period of time within their current office or between other AMC legal offices.

b. Mobility is an excellent way to progress through the AMC Attorney Career Program. It is recognized, of course, that family and other concerns may make mobility from one office to another a difficult move. However, even within a specific legal office, the willingness to learn new legal disciplines and to take on varied assignments is an excellent way to maximize professional growth and development.

c. Developmental Assignments. Attorneys may also be temporarily detailed to non-legal positions to widen their breath of experience. When a senior command leader proposes such an assignment, the MSC Chief Counsel should staff the request to the AMC Command Counsel. Consideration should be given to each request, and approval of such assignments is encouraged.

2-5. Budgeting for Training. The Command Counsel and Chief Counsels at each AMC installation and activity will use their best efforts to obtain the requisite training funds for their staffs.

2-6. Training Goal. Forty hours of formal professional training per individual per year is a realistic goal for each AMC counsel. These training goals should be reduced to writing and set forth in the employees IDP that is developed annually by the employee and supervisor.

2-7. Supervisory and Managerial Training.

a. Current DA policies mandate that supervisors and managers complete regular and periodic training to ensure that they are best equipped to handle the myriad issues that arise in these two job categories. The AMC Legal community is committed to ensure that each legal manager and supervisor receives training prior to assuming a position in the managerial and supervisor ranks. Additional, it is strongly recommended that formal Team Leaders be included in this type of training as part of their career progression.

b. Additionally, each AMC manager and supervisor shall successfully complete periodic courses in management and supervision to ensure a continued emphasis in this area.

c. The Chief Counsel, or installation head of Legal Office shall work with the local installation training coordinator and training coordinators within the MSC Legal Office structure to ensure that this requirement is fully satisfied.

Section III.
PERFORMANCE EVALUATION

3-1. Introduction.

a. The Performance Appraisal Process is the periodic evaluation of an employee's performance of duties and responsibilities as measured by the performance objectives for the position.

b. Performance ratings may be used as an evaluation criteria and factor for screening panels and selecting officials.

c. The performance rating is a reflection of an employee's accomplishment of assigned duties and responsibilities.

3-2. Basic Provisions for Assessing Career Potential.

a. Supervisors play a major role in the appraisal system and in the counseling of employees.

b. The appraisal and counseling efforts of supervisors are centered around the individual's performance objectives and may address--

- (1) Experience.
- (2) Actual performance.
- (3) Knowledge.
- (4) Professional legal skills.
- (5) Professional development.
- (6) Client and customer feedback.

3-3. Awards and Recognition. The timely and appropriate recognition of individual or group professional achievement is essential to successful career development programs. At appropriate times in the appraisal and counseling process, supervisors should recognize employee achievements for which honorary or monetary awards are warranted. Requests for such recognition will be submitted in accordance with incentive awards program policies at each installation/activity. AMC Chief Counsels' have a management responsibility to ensure that they consider and nominate qualified counsel and patent advisors for formal award recognition.

Section IV.
REGISTRATION AND REFERRAL

4-1. Objectives. The objectives of the employee referral system are--

- a. To provide management with a list of available qualified persons to fill a vacant position.
- b. To ensure that qualified candidates are considered for vacancies.
- c. To provide opportunities for employees to advance within their field.
- d. To ensure that full and fair consideration is given to all candidates for vacant positions.
- e. To serve the best interests of the AMC.

4-2. Registration.

a. Central inventory--AMC Form 2693. The Office of Command Counsel will maintain a central inventory--AMC Form 2693 (see Appendix A). The Form will include such data as qualifications, experience, education, awards, appraisals, and availability of employees for lateral and promotional job assignments.

b. Employee registration. Employee registration is mandatory. Registration for all Attorneys and Patent Advisor employees in the 905, 1221, and 1222 series is a prerequisite for referral eligibility. Registration is accomplished through submission of the AMC Form 2693 to the Office of Command Counsel, Headquarters, U.S. Army Materiel Command. Individual employees will prepare the registration form and submit the form to the Office of Command Counsel. Employees will also keep their career records current, promptly reporting changes. For example, it is important that each attorney updates the Form to include the latest performance appraisal--and that the form contains the last three appraisals. Each attorney and patent advisor is ultimately responsible for ensuring that he/she is registered.

c. Supervisors are responsible for assuring that their subordinates are aware of the registration process and are provided the necessary forms to become registered in the central inventory file. The need to keep career program registration current should be raised during mid-year and end of the year performance discussions.

4-3. Referral and Consideration.

a. Referral and consideration of qualified candidates from the central qualification inventory file is mandatory prior to filling each vacant position.

b. In requesting referral lists of candidates for attorney and patent advisor positions, installations and activities will submit a request through the MSC Chief Counsel to the Office of Command Counsel. Requests will be in memorandum format. The memorandum should include a description of the position, and the requirements of the selecting official.

c. The Command Counsel, MSC Chief Counsel or designee is the selecting official for attorneys within the AMC legal structure.

d. The Command Counsel will query the database for an initial list of eligible candidates, and contact each to confirm interest.

e. The Command Counsel will then issue a list of candidates to the requesting office. A request to expand the area of consideration beyond AMC is permissible if there is an insufficient number of highly qualified candidates from within the career program system, or the position is deemed so important to the success of a legal offices' mission that the selecting official would like to expand the area of consideration. Only the AMC Command Counsel, as the Career Program Manager, has the authority to make decisions on expanding recruitment beyond AMC. All resumes of outside candidates must be sent to the Command Counsel for a qualification determination.

f. In addition to the information contained on AMC Form 2693, the selecting official may request additional information from candidates, such as a resume, performance appraisals, references and writing samples. To receive consideration for a position, the candidate must comply with all requirements of the selecting official.

g. When a candidate is selected from a referral list by the selecting official, the Command Counsel will be informed in writing along with the rationale for selection which will be substantive in nature and consistent with the evaluation criteria for the position. The Command Counsel will in turn notify the selecting agency of approval or disapproval to hire/promote. In all cases, the selecting official will inform non-selectees of the decision and advise who was selected. Additionally, upon request from a candidate who was non-selected, the selecting official will provide guidance as to what the candidate can do to be more competitive in the future. This feedback is a way of boosting morale of the non-selectee, and providing substantive guidance as to steps that can be taken to enhance developmental opportunities.

4-4. Reporting Personnel Actions.

a. The Office of Command Counsel shall be furnished a copy of personnel actions that

result in a change of grade, reassignment, disciplinary action and change in employment status. This is needed in order to maintain an up-to-date file on each attorney as mandated by AR 690-200.

b. A copy of the yearly career appraisal on each attorney will be forwarded to HQ AMC, ATTN: AMCCC-A.

4-5. Approval Authority.

AR 690-200, Chapter 213, Subchapter 4, delegates to the Command Counsel, AMC, without power of redelegation, authority to approve qualifications, appointments, transfers, reassignments, or promotions of civilian attorneys and patent advisors in grades GM/GS-15 and below. In essence, the AMC Command Counsel must approve any personnel action taken with respect to or affecting civilian attorney or patent advisor personnel. Exceptions are name change, request for classification review, change in position sensitivity, leave without pay, return to duty, change in work schedule hours, long-term training, yearly cost of living increases, and cash awards.

4-6. Interviews.

Upon compilation of the final referral list at the field legal office, the selecting official or designee will interview the remaining candidates if the position is supervisory or at the GM/GS 14 or 15 grades. Interviews are not required if the list is comprised only of candidates from within the selecting major subordinate command, if all candidates on the final referral list are otherwise known by the selecting official, or if the position involves an accretion of duties. The interviews can be personal, telephonic, or a combination of the two, at the discretion of the selecting official. Local policies contrary to this must be approved in advance by the Command Counsel. When interviews are conducted the selecting official will decide upon membership of the panel.

Section V.
DISCIPLINE/ADVERSE ACTIONS

5-1. Notification. Before any adverse or disciplinary action is taken against an attorney or patent advisor the Command Counsel, AMC will:

a. Be notified in writing by the AMC MSC Chief Counsel of any personnel action involving involuntary reassignment, suspension, separation, reduction in grade, or the issuance of a written reprimand.

b. Ensure that no adverse personnel or disciplinary action is taken against an attorney for rendering complete and accurate legal advice.

c. Be notified of any type of investigation pending or to be instituted involving an attorney or patent advisor that impacts his or her professional standing.

5-2. Responsibility.

Each AMC attorney and patent advisor has an affirmative duty and responsibility to timely inform his or her supervisor in the event of any investigation into his or her fitness to practice law. This specifically includes any investigation by a state-licensing agency where the attorney is admitted to practice law. The employee's failure to timely report such investigation constitutes grounds for appropriate disciplinary action.

Section VI
ATTORNEY PLACEMENT PROGRAM

6-1. Assistance to AMC Attorneys and Patent Advisors Affected by Personnel Actions.

It is the AMC Command Counsel's policy to assist the affected attorney in obtaining another comparable position in AMC when a current AMC civilian attorney or patent advisor is to be separated or reduced in grade for reasons unrelated to personal conduct, performance, or qualifications. If placement in AMC is not possible, the person will be enrolled in the Department of the Army Attorney Placement Assistance Program as outlined in AR 690-200, Chapter 213, Subchapter 4, paragraph 4-14.

Section VII.
CONFLICT OF INTEREST

7-1. Definition of Conflict of Interest.

An attorney named in a grievance, complaint, appeal or similar personnel action, shall not be deemed disqualified from that matter simply because he or she is named in the complaint or because legal advice was provided in connection with an action. There must be some specific and credible allegation or information that indicates that the attorney or patent advisor either took an unlawful action or failed to take a required legal action beyond providing legal advice and counsel.

These issues should be resolved and reported under the procedure contained in the paragraph 7-2.

7-2. Raising Conflict.

When an AMC attorney or patent advisor perceives that he or she has a conflict of interest in representing officials within its Command, the matter will be raised immediately through command legal channels. The matter should be resolved at the lowest possible level. A detailed factual report describing the nature of the alleged conflict of interest will be prepared. If the matter cannot be resolved at the installation or MSC level, the Command Counsel will make a determination on the conflict matter. If it is determined that a conflict exists, alternative representation will be provided by contacting another AMC installation or command. Only the AMC Command Counsel can make a request for alternative legal representation from outside AMC. A copy of the report and resolution of the conflict issue will be provided to the AMC Command Counsel.

Section VIII.
OUTSIDE PRACTICE OF LAW & OUTSIDE EMPLOYMENT

8-1. General.

This policy supersedes all other policy or draft policy statements concerning outside practice of law and outside employment. This policy supplements the general limitation on outside employment contained in the Joint Ethics Regulation (JER), 5 CFR 2635, and the DOD Directive 5500.7-R. The JER and DOD Directive require prior approval to engage in certain outside employment. AR 690-200 requires prior approval to engage in the outside practice of law. Army Regulation (AR) 690-200, Chapter 213, Subchapter 4, provides guidance on Army civilian attorneys who participate in the outside practice of law. The JER, 5 CFR2635 and DOD Directive 5500.7-R, provides guidance in the area of ethics. The JER and DOD 5500.7-R have additional limitations on general outside activities and require prior approval to engage in some outside employment.

8-2. Outside Practice of Law Policy.

a. No AMC civilian attorney will engage in the outside practice of law without the prior written approval of the AMC Command Counsel, acting as Qualifying Authority.

b. Requests for approvals will be submitted in writing through legal office command channels and will include any applicable justification.

c. If approved, the AMC Office of Command Counsel will forward copies of the request and response to the Office of the General Counsel, Department of the Army.

d. For purposes of this policy, the practice of law means representing, advising or providing other legal services for a client or employer with or without compensation. It does not include teaching, lecturing or writing for publication. It also does not include the infrequent, occasional rendering of legal advice or assistance without compensation to personal friends and relatives when not inconsistent with other restrictions.

e. Prior to forwarding a request for approval of the outside practice of law, the responsible AMC MSC Chief Counsel will obtain sufficient information to evaluate potential conflicts of interest. AMC Chiefs Counsel may recommend blanket approvals for the requestor to take certain kinds of cases only if the recommendation explicitly excludes clients employed by the serviced organization(s). AMC Chief Counsel will not recommend permission to engage in the outside practice of law with respect to any matters involving government personnel who may receive service in an official capacity from his or her legal office. This restriction exists not only to preclude civilian attorneys from personally profiting from their positions but also to prevent the possibility of conflict of interest or favoritism. In no event will an AMC civilian patent attorney be permitted to engage in outside employment involving patent law.

8-3. Outside Employment Policy.

a. General. Even with written approval to participate in the outside practice of law, no AMC Civilian attorney will engage in such practice in violation of law or other regulations, including the JER and the DOD Directive 5500.7-R.

b. Outside Employment Policy. AMC civilian attorneys will not engage in any outside activity that:

(1) Interferes, or is incompatible with the proper and effective performance of their Government Duties.

Creates a conflict of interest or appearance of one.

(2) May reasonably be expected to reflect adversely on the Government or the Department of the Army.

(3) If referred from his or her legal office.

(4) He or she is, or may be expected to become involved in an official capacity.

(5) Involves Government personnel serviced by his or her legal office. (The legal office is the entire legal office, not divisions or sections of an office. In most cases attorneys may not take as an outside client anyone who works at their installation).

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to the Commander, USAMC, ATTN: AMCCC, 5001 Eisenhower Avenue, Alexandria, VA 22333- 0001.

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APPENDIX A

ATTORNEY QUALIFICATION RECORD (AMC-R 690-2) (See instructions on reverse)					
(1) REGISTRATION <input type="checkbox"/> BASIC <input type="checkbox"/> CHANGE		(2) NAME (Last, First, MI)		(3) SSN	(4) PDCG
(5) EXPERIENCE A-Current Position B & C - Previous Positions					
A. FROM	TO	SERIES	GRADE	POSITION TITLE	EMPLOYING OFC/LOCATION
B. FROM	TO	SERIES	GRADE	POSITION TITLE	EMPLOYING OFC/LOCATION
C. FROM	TO	SERIES	GRADE	POSITION TITLE	EMPLOYING OFC/LOCATION
MAJOR DUTY ASSIGNMENTS (Current & previous positions)					
(6) EDUCATION (College, Law School, Post Graduation Work)					
FROM	TO	MAJOR	DEGREE	SCHOOL	LOCATION (City/State)
(7) TRAINING AND SELF-DEVELOPMENT					
FROM	TO	COURSE TITLE		LOCATION (City/State)	
(8) AWARDS AND RECOGNITION					
DATE	KIND OF AWARD/NATURE OF ACHIEVEMENT			LAST 3 GPAS/MERIT PAY RATINGS	
(9) AVAILABILITY: PROMOTION (1) LATERAL (2) BOTH (3) (Put number in box)					
<input type="checkbox"/> AL <input type="checkbox"/> AR <input type="checkbox"/> CO <input type="checkbox"/> PA <input type="checkbox"/> MD <input type="checkbox"/> MI <input type="checkbox"/> NJ <input type="checkbox"/> NY <input type="checkbox"/> OK <input type="checkbox"/> UT					
<input type="checkbox"/> AZ <input type="checkbox"/> CA <input type="checkbox"/> IL <input type="checkbox"/> KY <input type="checkbox"/> MA <input type="checkbox"/> MO <input type="checkbox"/> NM <input type="checkbox"/> NC <input type="checkbox"/> TX <input type="checkbox"/> VA					
DATE			SIGNATURE OF EMPLOYEE		

**INSTRUCTIONS FOR COMPLETING
AMC FORM 2693-R-E, ATTORNEY QUALIFICATION RECORD
(Only one continuation page can be used)**

- ITEM 1: REGISTRATION:** Place an "X" in the appropriate box. (If this is a change only, the whole form must be completed to include the change.)
- ITEM 2: NAME:** Enter last name, first name, middle initial.
- ITEM 3: SOCIAL SECURITY NUMBER:** Enter 9 digits for social security number.
- ITEM 4: PROMOTION DATE CURRENT GRADE:** Using exactly 4 digits, enter the month and year in which you first entered the grade in which currently serving. If you held a higher grade previously, so state on a continuation sheet - use bond paper.
- ITEM 5: EXPERIENCE:** Current and previous positions must be recorded in this section:
- a. **FROM:** Using 4 digits, enter the month and year of appointment to current position. Example: "03 59" for March 1959.
 - b. **TO:** Using 4 digits, enter the month and year in which this appointment terminated, in the case of the first job listed, enter the abbreviation "PRES."
 - c. **OCCUPATIONAL SERIES:** Enter the appropriate occupational series using 4 digits. Example: the 905 series will be reported as "0905."
 - d. **GRADE:** Using 3 characters combining alpha and numeric, record your grade as follows: "GS-13" is "G13."
 - e. **POSITION TITLE:** Enter appropriate title, i.e., Attorney Advisor, Patent Attorney, etc.
 - f. **EMPLOYING OFFICE AND LOCATION:** Self explanatory.
 - g. **MAJOR DUTY ASSIGNMENTS:** Enter a complete description covering the most significant aspects of duties and responsibilities. **IT IS IMPERATIVE YOU FILL THIS OUT COMPLETELY AS THIS PORTION DESCRIBES YOUR STRENGTHS TO A SELECTING OFFICIAL.** Combine current and previous duties. If more room is needed, continue on bond paper.
- ITEM 6: EDUCATION:** Record not more than 3 line entries to reflect the dates of attendance, degrees received, the major and minor subject studies, and the name and location of the college or university attended.
- ITEM 7: TRAINING AND SELF-DEVELOPMENT:** Self explanatory. If more room is needed, continue on bond paper.
- ITEM 8: AWARDS AND RECOGNITION/GPAS OR MERIT PAY RATINGS:** Enter information on performance, special act or service, and other significant awards and/or pertinent official recognition. For GPAs or Merit Pay ratings, enter the year and "E" for exceptional, "HS" for highly successful; "FS" for fully successful; or "M" for marginal. If more room is needed, continue on bond paper. **IT IS VERY IMPORTANT TO KEEP THIS CURRENT.**
- ITEM 9: AVAILABILITY:** Availability shown by the employee should reflect true willingness to accept an assignment in the geographic areas indicated, including accepting permanent change of station, if required. Employees will be considered only for the positions occurring in those areas for which they have indicated availability. Indicate a (1) for promotion; (2) for lateral; or (3) for both.

PRIVACY ACT STATEMENT: Title 5 of the U.S. Code, sections 1302, 3301, 3304, is the authority for gathering employment data. The principal purpose of this form is to collect information needed to determine qualifications for position change (reassignment, promotion, etc.). It is in your best interest to furnish all necessary information to receive appropriate credit, although it is not mandatory to do so. Disclosure of your SSN is mandatory to obtain the services, benefits, or processes that you are seeking and is authorized by E.O. 9397. The SSN is used as an identifier throughout the period your application is valid. The information gathered through the use of the SSN will be used only when necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.