



DEPARTMENT OF THE ARMY
OFFICE OF THE JUDGE ADVOCATE GENERAL
2200 ARMY PENTAGON
WASHINGTON, DC 20310-2200

18 MAY 2020

DAJA-CW

MEMORANDUM FOR RECORD

SUBJECT: Judge Advocate Warrant Officer Accession Board Procedures

1. Applications are being accepted for trusted and highly qualified individuals who demonstrate character, competence, and commitment to serve as Judge Advocate General's Corps (JAGC) Warrant Officers. Our Warrant Officers, by leveraging aggressively trained technical expertise combined with leader attributes, operate, manage, and sustain the legal offices of our combat forces around the world, which ensures a ready, globally responsive, and regionally engaged Army JAG Corps.
2. **What is a JAGC Warrant Officer:** A JAGC Warrant Officer, or Legal Administrator, is a technical expert, legal office manager, and advisor in the World's most diverse, complex, and sophisticated legal practice. JAGC Warrant Officers are critical enablers. They are members of the Office of the Staff Judge Advocate leadership team who manage operations, systems, and resources for the delivery of legal services. Legal Administrators, through a unique combination of leader and technical acumen, drive the organization to more effectively manage risks, monitor compliance, improve systems, and incorporate technology to support legal operations across the spectrum of operations.
3. **How to Apply:** Each component has slightly different requirements, timelines, and submission processes. Guidance for each component is outlined in the enclosed application guidelines.
4. **Questions and Contact Info:** If you are interested in becoming a JAGC Warrant Officer, please contact any JAGC Warrant Officer after reading the requirements and resources listed in the guidelines.

A handwritten signature in blue ink, appearing to read "C. Peede".

CHARLES N. PEDE
Lieutenant General, USA
The Judge Advocate General

Encl

HOW TO APPLY – ARMY JAG CORPS WARRANT OFFICER 270A - LEGAL ADMINISTRATOR (LA)

1. Application Guidelines.

a. Active Component Judge Advocate Warrant Officer Accession Boards convene once a year, typically the last week of October, to consider all properly completed applications requesting appointment with subsequent call to active duty. Submit questions and completed applications electronically to usarmy.pentagon.hqda-otjag.mbx.ja-wo-careers@mail.mil. If the application exceeds email size limits, submit the application to the ja-wo-careers email using DoD SAFE, <https://safe.apps.mil/>. The deadline for applications, supporting documents, and interviews is normally mid-August for the October board. Refer to the U.S Army Recruiting Command (USAREC) 270A webpage for the specific application deadline and board date, <https://recruiting.army.mil/ISO/AWOR/270A/>. If a discrepancy exists between the following guidance and Army regulations or policy, the applicable regulation or policy will apply.

b. Submit National Guard Judge Advocate Warrant Officer applications at any time; they must include the documents required in the Army National Guard (ARNG) Warrant Officer Predetermination Checklist and the items contained under Paragraph 4. Documents referenced in both the ARNG Checklist and Paragraph 4 only need to be included once. Using the Warrant Officer Collaboration Strength Management Tool (SMT), the State Warrant Officer Strength Manager (WOSM) will submit applications through the National Guard Bureau Warrant Officer Accession Section to the Senior Legal Administrator, Office of the Chief Counsel (NGB-JA), National Guard Bureau. Applications are processed throughout the year.

c. Submit U.S. Army Reserve Judge Advocate Warrant Officer applications through Army Reserve Careers Division (ARCD). Applicants must coordinate the submission of their packets with an ARCD Officer Accessions NCO. For assistance in locating an Officer Accessions NCO, email usarmy.usarc.arcd.mbx.hq-ops-spcmsn-organizational-mailbox2@mail.mil. Submit USAR Packets in accordance with the board scheduled located here: https://recruiting.army.mil/ISO/AWOR/WHEN_TO_APPLY/

2. References.

- a. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army)
- b. AR 350-100 (Officer Active Duty Service Obligations)
- c. DA PAM 601-6 (Warrant Officer Procurement Program)
- d. Smartbook DA Pam 600-3, Judge Advocate General's Corps (LA Characteristics and Competencies), <https://www.milsuite.mil/book/docs/DOC-378902>

e. Smartbook DA PAM 611-21, Ch. 8-270A,
<https://www.milsuite.mil/book/docs/DOC-144424>

f. Judge Advocate Legal Service Publication 1-1, Personnel Policies,
<https://www.jagcnet.army.mil/Sites/jagc.nsf/homeDisplay.xsp?open&documentId=933D03FDCB8D792F85258402004D8F4D>

g. FM 1-04, Legal Support to the Operational Army

h. The Judge Advocate Warrant Officer accessions guidance and templates are located on the JAG Google drive,
https://drive.google.com/drive/folders/1_YnIGNYIjHbkmjJISamOpC0-82KWci06.
The 270A Warrant Officer Prerequisites are updated annually and are located on the USAREC 270A webpage, <https://recruiting.army.mil/ISO/AWOR/270A/>.
Refer to the USAREC website for the current versions of required USAREC forms and templates, https://recruiting.army.mil/ISO/AWOR/HOW_DO_I_APPLY/.

3. Prerequisites for Appointment to Judge Advocate Warrant Officer Candidacy.

a. Military Education. Successfully complete the “270A LA Prerequisite Course” on JAG University (JAGU) when submitting an application (non-waivable).

(1) The “270A LA Prerequisite Course” is completed by distance learning (DL) through the JAGU platform. The course is designed to familiarize prospective Legal Administrators (LA) with education in basic level core competency subjects in preparation for accession as a Legal Administrator. The faculty at The Judge Advocate General’s Legal Center and School (TJAGLCS) leverages and builds upon learning in the prerequisite course during the resident program of instruction at the Warrant Officer Basic Course.

(2) To self-enroll in the course, applicants should login to JAGU at <https://jagu.army.mil>, log-in with your CAC, select “Enrollment” tab, and “270A LA Prerequisite Course.”

(3) From the day you self-enroll, you will have 120 days to complete the “270A LA Prerequisite Course.” After 120 days, you will be involuntary disenrolled.

(4) For further assistance, contact the Judge Advocate Warrant Officer Senior Instructor, CW3 Norma Pangelinan, at normajean.n.pangelinan.mil@mail.mil, or by phone at 434-971-3209.

b. Civilian Education. Applicants must possess an Associate’s Degree or have at least 60 semester hours towards a bachelor degree plan from an accredited college or university.

c. Military Experience. Applicants must be a noncommissioned officer (E5) or above, with at least five years' time-in-service. Waivers for this prerequisite must be approved by TJAG.

d. Administrative Qualification Requirements. Warrant Officer applicants must meet the basic qualifications IAW Army requirements. Refer to the USAREC Qualifications page for Army requirements, such as GT score, age, active federal service, Army fitness test, https://recruiting.army.mil/ISO/AWOR/BASIC_QUALIFICATION/.

4. Applications must contain the documents identified in paragraphs 4a. through 4q. and all documents must be in the specified order. AC and USAR applicants follow the "Application Enclosure Tabs" template; NG applicants follow the "NG WO Application Checklist." Applications must be clear, legible, full color, 8½ x 11, and consolidated into a single PDF file. The most current documents and templates are located on the Google drive (*) or USAREC website (**). See paragraph 2h for the hyperlinks. Before completing the application requirements, refer to the sample packet**.

a. Cover Sheet*. The first document in all applications is the JAG cover sheet. The cover sheet must include the applicant's e-mail and phone number(s).

b. Component Checklist*. Follow and include the appropriate component checklist.

c. Official Photo. Applicants must submit an official DA photograph in the Army Service Uniform. Only deployed Soldiers may submit a quality photo in their duty uniform in lieu of an official photograph. Photos should be clear, full page (8½ x 11), full color, high quality PDF format, and in portrait orientation.

d. DA Form 61 (Application for Appointment)**. The required Army Fitness Test score, height and weight statement must be included in Block 41, and verified/signed by the unit commander. Refer to the USAREC Form Downloads Sample.

e. Enlisted/Soldier Record Brief (ERB/SRB) or service equivalent.

f. USAREC Form 3.2 (Resume)**. Complete all resume blocks in narrative format. The resume summary will conclude with an explanation of each of the following:

(1) Why should you be an Army JAG Warrant Officer?

(2) What skills and experience do you have that directly correlates to Legal Administrator competencies?

(3) What makes you a must-select applicant for this Accession Board above your peers?

g. Staff Judge Advocate/LOD Commander, Legal Administrator, and Chief Paralegal NCO Interviews*. Applicants will undergo a structured interview by a panel consisting of

the Staff Judge Advocate/LOD Commander, Sr. Legal Administrator, and Command/Chief Paralegal NCO. Applicants not assigned to an OSJA or LOD must reach out to their component POC (AC 270A Career Manager, NG Senior Legal Administrator, or USAR Senior Legal Administrator). SJAs/LOD Commanders, Senior Legal Administrators and Command/Chief Paralegal NCOs please see the accompanying “**Interview Guidance for Assessing Legal Administrator Applicants.**” Every interviewing office will submit one SJA (LOD Commander) Interview Memorandum/ Recommendation along with the final Applicant Interview Record.

h. USAREC Form 3.3 - Letters of Recommendation – Optional**. A maximum of two letters of recommendation may be submitted. Letters of recommendation must be submitted on USAREC Form 3.3. These letters of recommendation must come from individuals who have worked with the applicant in the last five years.

i. College Transcripts. An official or unofficial transcript is authorized, but it must bear the official stamp/seal of the institution.

j. NCOERs / AERs (1059s) / Awards and Certificates. Include the last 10 years of NCOERs, all AERs (1059s), and any awards and training certificates you would like considered by the board.

k. DA Form 160 (Application for Active Duty)**. Not required for National Guard applications.

l. Statement of Understanding (SOU)**. Refer to the USAREC Form Downloads page for the current SOU.

m. USAREC Form 3.1 (Results of Medical Examination Form)**. Print the most current form from the USAREC Form Downloads page prior to your commissioning physical.

n. Security Clearance Verification Review Form**. Applicants must possess an active SECRET security clearance or higher to apply (non-waivable). Security managers must use USAREC’s, “Security Clearance Verification Review” form to verify clearance data.

o. 270A LA Prerequisite Course (DL) Completion Certificate. As prescribed by paragraph 3a.

p. Request for Waiver(s). Waiver requests will be in memorandum format and must be included in the application submission. Templates are available on the Google drive (*) or USAREC website (**).

(1)** Department of the Army G-1 will act upon active federal service, age, tattoo, and moral waivers.

(a)** A waiver is required if an applicant has 12 or more years of active federal service and/or are age 46 or older when the DA Form 61 is signed.

(b)** Tattoos must comply with Army Regulation 670-1, paragraph 3-3, dated 25 May 2017. Tattoos are not authorized below the wrist, above the neck, or on the hands unless the Soldier is grandfathered and has a tattoo validation memorandum in their iPERMS. Servicemembers not in tattoo compliance must request an exception to policy by following the guidance on the USAREC Waivers/ETP(s) webpage.

(c) A conduct or moral waiver may be required under certain circumstances, such as when the final finding of a court or of another adjudicating authority is a conviction or other adverse adjudication. For instance, fines, imprisonment, placed on probation, paroled or pardoned, or ever ordered to deposit bail or collateral for a violation of any law, police regulation or ordinance, including traffic violations involving a fine or forfeiture of \$500 or more. Information on when conduct or moral waiver is required and a template is available on the USAREC Waivers/ETP(s) webpage.

(2) U.S. Army Recruiting Command G-3 will act upon medical waivers. A medical waiver request requires a complete copy of the applicant's USAREC Form 3.1, DD Form 2808, any supporting documents, and applicable profile. The physician must provide comment on the USAREC Form 3.1.

(3)* The Judge Advocate General, or designee, will act upon requests for waiver(s) other than those listed above.

q. Additional Documents. Any additional documents for board consideration.

5. Point of Contact for all applications, by component, and further guidance:

a. AC 270A Career Manager, 703-693-4466,
usarmy.pentagon.hqda-otjag.mbx.ja-wo-careers@mail.mil.

b. NG Senior Legal Administrator, 703-607-2611, miguel.r.flores.mil@mail.mil.

c. USAR Senior Legal Administrator, 910-570-9039,
wesley.i.westbrook.mil@mail.mil.