

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

1. Application Guidelines.

a. Active Duty Component applicants will submit applications in accordance with Warrant Officer Selection Board (WOSB) MILPER message and checklist. This document is to clarify 270A requirements. WOSB for 270A convenes annually between October and November. Submit questions and completed applications electronically to usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil.

b. Submit National Guard 270A applications at any time; applications must include the documents listed in the Army National Guard (ARNG) Warrant Officer Predetermination Checklist and the documents listed in Paragraph 4 of this Enclosure. Documents referenced in both the ARNG Checklist and Paragraph 4 only need to be included once. State Warrant Officer Strength Managers will submit applications through the National Guard Bureau Warrant Officer Accessions (ng.ncr.ngb-arng.list.warrant-officer-accessions-owner@army.mil) to the Chief Legal Administrator, Office of the Chief Counsel, National Guard Bureau. Applications are processed throughout the year.

c. Submit U.S. Army Reserve 270A 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@army.mil. Submit USAR Packets in accordance with the board scheduled located at https://recruiting.army.mil/ISO/AWOR/WHEN_TO_APPLY/

2. References.

a. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994

b. AR 350-100 (Officer Active Duty Service Obligations), 26 September 2017

c. DA PAM 601-6 (Warrant Officer Procurement Program), 23 September 2019

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, Warrant Officer MOS Specifications and Standard of Grade, <https://www.milsuite.mil/book/groups/smartbookdapam611-21>

f. Judge Advocate Legal Service Publication 1-1, Personnel Policies, May 2023
[https://www.jagcnet2.army.mil/Sites/jagc.nsf/88EADE44CD6B8F0385257A63005BC264/\\$File/pub1-1.pdf](https://www.jagcnet2.army.mil/Sites/jagc.nsf/88EADE44CD6B8F0385257A63005BC264/$File/pub1-1.pdf)

g. Refer to the Warrant Officer Recruiting website for 270A MOS specific requirements, <https://recruiting.army.mil/ISO/AWOR/270A/>. Visit the packets download area on the Warrant Officer Recruiting website for all current USAREC forms and templates, https://recruiting.army.mil/ISO/AWOR/HOW_DO_I_APPLY/.

3. Requirements for Appointment to 270A Candidacy.

a. Military Education (Not Waiverable). Successfully complete the “270A Prerequisite Course” on JAG University (JAGU).

(1) The “270A Prerequisite Course” is completed by distance learning (DL) through the JAGU platform.

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

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

(4) For further assistance, contact the Warrant Officer Education Department, at usarmy.charlottesville.hqda-tjaglcs.mbx.270a-pme-warrant-officer@army.mil.

b. Civilian Education

(1) **Not Waiverable**. Applicants must possess an associate’s degree or at least 60 semester hours of college credit towards a bachelor’s degree. Applicants must have six semester hours of college English Composition. Speech and public speaking courses may not be substituted for this requirement. All civilian education must be from an accredited institution.

(2) Desired civilian education and credentials. Bachelor’s degree or higher in the following concentrations: business, human resources, management, legal administration, or project management; Project Management Professional (PMP), Senior Professional in Human Resources (SPHR).

c. Military Education. Enlisted applicants must have completed the Basic Leaders Course. Desired military education for all applicants: How the Army Runs, Planning, Programming, Budgeting, and Execution, Lean Six Sigma Green/ Black Belt.

d. Experience. All applicants should be able to articulate the knowledge, skills, and behaviors that make them a desirable legal administrator applicant.

(1) Enlisted applicants must be a noncommissioned officer (E5) or above, with at least 60 months' time-in-service as a 27D, 36B, 42A, or 51C. Time in service is waivable with exceptional performance and potential as indicated by evaluations, letters of recommendation, applicant resume, and the structured interview. Feeder MOS waivers may be granted based on significant management and leadership experience as well as experience in the 270A core competencies listed in DA PAM 600-3.

(2) Commissioned officer applicants must be in the rank of MAJ or below (**Not Waiverable**) and have demonstrated high performance and exceptional potential. All commissioned officers, to include those with MOS 27A and MOS 27B, must request an MOS waiver. Judge advocate applicants will request a waiver through the Chief, Personnel, Plans, and Training Office to the Deputy Judge Advocate General. All other commissioned officer applicants will request an MOS waiver through the 270A Proponent.

(3) Civilian applicants must have at least three years of experience as a law office manager for an office that employs no less than 10 personnel. DA Civilian applicants in series 0901 must have at least one year of experience performing legal administrator duties.

e. Performance.

(1) Applicants should demonstrate a history of sustained excellent performance and potential observable in, for example, annual evaluation reports/performance appraisals, and academic evaluation reports. Sustained excellent performance, though not all encompassing, can be demonstrated as:

- a) DA Form 2166-8. Exceeding the standard (Excellence). Rated by the Rater (Part Va) as "Among the Best" with strong Senior Rater comments.
- b) DA Form 2166-9-1. "Met Standard" in Part IVc-h, with strong Rater comments in Part IV i. "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
- c) DA Form 2166-9-2. Preponderance of "Far Exceeded Standard" or "Exceeded Standard" in Part IVc-i, with strong Rater comments in Part IVj; "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
- d) All – Outstanding performance should be articulated by specific, quantifiable comments by the Rater. Senior Rater potential comments should be clearly quantified and qualified. Technical competence should be clearly stated in the evaluations.

- (2) NCOs must have always “MET STANDARD” for character relating to the Army Values, SHARP, EO, and EEO as documented on DA Forms 2166-9-1 or 2166-9-2, PART IVc. Officers must have always adhered to the Army Values relating to SHARP, EO, and EEO as documented on DA Form 67-10-1, PART IVc., or DA Form 67-10-2 PART IV d1. All applicants must have always “FULLY SUPPORTED SHARP, EO, AND EEO” as documented on DA Form 1059, PART IIa.
- (3) NCO applicants must not have any Did Not Meet Standard or Qualified ratings within the last five evaluations. Officer applicants must not have any Capable or Qualified ratings on any evaluations.

f. 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/. These requirements will also be covered in the WOSB MILPER message.

4. Applications must contain the documents identified in paragraphs 4a. through 4o. and all documents must be in the specified order. AC and USAR applicants follow the “USAREC Application Checklist”; 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 (not PDF Portfolio). All current documents and templates are located on the Warrant Officer Recruiting website. Before submitting, ensure your application is complete and submit IAW paragraph 1 of this Enclosure. See paragraph 2h for the hyperlinks. Before completing the application requirements, refer to the sample packet on the <https://recruiting.army.mil/ISO/AWOR/270A/>.

a. USAREC Checklist. Follow and include the appropriate component checklist.

b. DA Form 61 (Application for Appointment). Effective 1 April 2023, applications are required to include the ACFT fitness verification statement in block 41 of the DA Form 61. Height and weight verification and first level UCMJ signature remain an application requirement in block 41 of the DA Form 61 unless the applicant has achieved an ACFT score of at least 540 and obtains a minimum of 80 points in each event. The Warrant Officer Recruiting website has the specific language necessary to complete this portion of the form. National Guard applicants should use NGB Form 62E available at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>.

c. Soldier Talent Profile (STP) or service equivalent.

d. USAREC Form 3.2 (Resume). Complete all resume blocks in narrative format. Military and civilian assignments should capture duties and responsibilities that indicate why the applicant qualifies to serve in MOS 270A. The resume summary will conclude with an explanation of each of the following:

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

(2) What skills and experience do you have that directly correlates to the Legal Administrator core competencies in DA PAM 600-3?

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

e. Panel Interviews. Interviews will be conducted by members of the Judge Advocate General's Corps serving as the SJA/LOD Commander/State JA (Active duty applicants must be interviewed by Active duty OSJAs), Deputy Staff Judge Advocate, Senior Legal Administrator, and Command/Chief Paralegal of the organization to which the applicant is assigned. Applicants not assigned to an OSJA or LOD with a leadership team, as well as applicants assigned to OTJAG, USALSA, and TJAGLCS, must contact proponent to make interview arrangements. See Enclosure B, Interview Guidance, for guidance on conducting the structured panel interview for legal administrator applicants. Every interviewing office will submit one Interview Memorandum/ Recommendation along with the final Applicant Interview Record to usarmy.pentagon.hqda-otjag.mbx.ja-wo-careers@army.mil. The Interview Memorandum/Recommendation and Applicant Interview Record for National Guard applicants should be sent to the NGB Chief Legal Administrator. Applicants will submit a confirmation memorandum located on <https://recruiting.army.mil/ISO/AWOR/270A> in place of the interview memorandum (in the application packet) when submitting the completed packet.

f. USAREC Form 3.3 - Letters of Recommendation. Applicants must submit one letter of recommendation from a Senior Legal Administrator (CW3 or CW4) in the component for which you are applying. The letter attests to your technical and tactical competence. A maximum of two additional letters of recommendation may be included in the application. The two additional letters of recommendation must come from individuals **who have worked with the applicant in the last five years, but do not need to be from the chain of command**. All letters of recommendation must be submitted on USAREC Form 3.3.

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

h. 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.

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

j. Statement of Understanding (SOU). Refer to the website packet download area for current version. Read the document, update the signature block and sign. **Do not remove any paragraphs.**

k. USAREC Form 3.1 (Results of Medical Examination Form). Print the current version from the website download area and take with you for your physician to complete when completing your commissioning physical. National Guard applicants must complete this requirement and include medical results in the proponent pre-determination packet.

l. Security Clearance Verification Review Form. At a minimum, applicants must have an adjudicated SECRET security clearance (non-waivable). Security managers must complete the Security Clearance Verification Review form found on the website download area.

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

n. Request for Waiver(s). Waiver requests will be in memorandum format and must be included in the application submission. Templates are available on the Warrant Officer Recruiting website, https://recruiting.army.mil/ISO/AWOR/WAIVERS_ETP/.

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

(a) The prime candidate for accession has 5 - 8 years of active federal service (AFS) and meets all other prerequisites. An active federal service waiver is required if an applicant has more than 12 years of service at the time the DA 61/NGB 62E is signed by the applicant.

(b) An age waiver is required if the applicant will be older than 46 years old when they pin WO1.

(c) Tattoos must comply with Army Regulation 670-1, paragraph 3-3, dated 26 January 2021. Tattoos are not authorized below the wrist, above the neck, or on the hands. Service members not in tattoo compliance must request an exception to policy by following the guidance on the USAREC Waivers/ETP(s) webpage.

(d) 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 \$100 or more. Information on when conduct or moral waiver is required and a template is available on the USAREC Waivers/ETP(s) webpage.

(2) If a commissioning physical medical waiver is recommended IAW AR 40-501, Chapter 2, submit all commissioning physical pages i.e. DD 2808, DD 2807-1, UF 3.1, commissioning labs, audiogram report if not annotated on DD 2808, VA C&P exam

reports if received or receiving VA disability, medical treatment records and pharmacy records for disqualifying condition(s) and APPLICABLE profile(s) for medical waiver processing after administrative qualification by the WORC. Optional, submit clearance letter or MFR from the physician or primary care provider with diagnosis, treatment performed, treatment/monitoring required, and any restrictions. Refer to the website for detailed submission instructions.

(3) The 270A Proponent will act upon requests for waiver(s) other than those listed above.

o. Additional Documents. Any additional documents the applicant wants the board to consider.

5. Point of Contact for all applications:

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

b. NGB Chief Legal Administrator, 703-607-2611, miguel.r.flores.mil@army.mil.

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