



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

DAJA-ZA

5 JUN 2023

MEMORANDUM FOR RECORD

SUBJECT: Legal Administrator (MOS 270A) Accession Board Procedures

- 1. JOIN US:** Apply to lead, manage, develop, and improve legal systems, operations, and processes to support a ready, globally responsive, and regionally engaged Army JAG Corps. We seek steadfast and highly qualified teammates who demonstrate character, competence, commitment, and care to serve as Legal Administrators within the Judge Advocate General's Corps (JAGC).
- 2. What is a Legal Administrator:** A Legal Administrator, is a leader and manager who oversees, operates, and sustains legal operations processes and systems in support of the Army's multifaceted legal practice. Legal Administrators are critical enablers. They are members of the Office of the Staff Judge Advocate leadership team who apply multidisciplinary operations and management insight in planning, programming, resource management, personnel management, security management, and systems integration to support legal service delivery. Legal Administrators allow the organization to manage risks, monitor compliance, develop contingencies, and improve and incorporate business practices, tools, and systems to accelerate operations across the spectrum of legal functions.
- 3. How to Apply:** Each component has slightly different requirements, timelines, and submission processes. Guidance for each component is outlined in Enclosure A.
- 4. Questions and Contact Info:** If you are interested in becoming a Legal Administrator, please contact your installation's Senior Legal Administrator after reading the requirements and resources listed in Enclosure A.

2 Encls

1. Enclosure A: Application Guidelines
2. Enclosure B: Interview Guidance

A handwritten signature in black ink, appearing to read "S. W. Risch".

STUART W. RISCH  
Lieutenant General, USA  
The Judge Advocate General