

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 September and November. Submit questions and completed applications electronically to usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil.

b. Submit National Guard Judge Advocate Warrant Officer applications at any time; applications 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, the State Warrant Officer Strength Manager will submit applications through the National Guard Bureau Warrant Officer Accession Section to the Senior Legal Administrator, Office of the Chief Counsel, 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), 1 September 1994

b. AR 350-100 (Officer Active Duty Service Obligations), 26 September 2014

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, February 2022

[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/](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 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 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 Shaniqua Coley, at shaniqua.i.coley.mil@army.mil, or by phone at 434-971-3209. After 15 July 2022, contact CW2 Latoya Cooper, latoya.n.cooper3.mil@army.mil.

b. Civilian Education. Applicants must possess a Bachelor’s Degree from an accredited college or university. An education waiver for individuals who possess an associate’s degree or over 60 college credits towards a bachelor’s degree must be approved by TJAG or his or her designee.

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. Commissioned officers and/or warrant officers may apply and do not require the minimum time-in service.

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

- (1) Applicants who were assessed as “Highly Qualified” or higher in their two most recent evaluations prior to their application submission, and, who were not assessed lower than “Qualified” in any of their three most recent evaluations.
- (2) Applicants who have achieved course standards as captured on DA Form 1059, PART IIIa., for their two most recent Academic Evaluation Reports (AERs). Applicants who have failed to achieve course standards, as documented by their two most recent AERs, must address that failure in a memorandum endorsed by their supervisor to the Judge Advocate Warrant Officer Proponent.
- (3) NCOs who have always “MET STANDARD” for character relating to the Army Values, SHARP, EO, and EEO as documented on DA Form 2166-9-1 PART IVc.
- (4) Officers who 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.
- (5) Applicants who have always “FULLY SUPPORTED SHARP, EO, AND EEO” as documented on DA Form 1059, PART IIa.

e. 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 4q. 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. All current documents and templates are located on the Warrant Officer Recruiting website. Before submitting application ensure your application is complete and submit IAW submission instructions on the website. 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 15 March 2022, applications will not contain the APFT verification statement on the DA Form 61, Block 41. Height and weight verification and first level UCMJ signature remain an application requirement on DA Form 61, Block 41. Warrant Officer Recruiting website packet download area.

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

d. 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?

e. Staff Judge Advocate/LOD Commander, Legal Administrator, and Chief Paralegal NCO Interviews. Interviews will be conducted by members of the Judge Advocate General's Corps serving as the SJA/LOD (Active duty members should be interviewed by Active duty OSJAs) Commander, Legal Administrator, and Chief/Command Paralegal of the organization to which the applicant is assigned. Applicants not assigned to an OSJA or LOD must reach out to the component POC listed in Paragraph 5 for guidance. See Enclosure B, Interview Guidance, for guidance on conducting the structured panel interview for legal administrator applicants. Every interviewing office will submit one SJA (LOD Commander) Interview Memorandum/ Recommendation along with the final Applicant Interview Record to CW3 Aseba Green at aseba.a.green.mil@army.mil prior to 15 July 2022 and to CW3 Qunnette McCoy at qunnette.d.mccoy.mil@army.mil if submitting after 15 July 2022. 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 – 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**.

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.

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 LA 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) An active federal service waiver is required if an applicant has more than 12 years of service at the time the DA 61 is signed by the applicant.

(b) An age waiver is required if 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 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 Judge Advocate General, or designee, will act upon requests for waiver(s) other than those listed above.

o. 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, aseba.a.green.mil@army.mil; Incoming AC 270A Career Manager, gunnette.d.mccoy.mil@army.mil

b. NG Senior 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.