

U.S. Army Reserve JAG Corps Officer Application Procedures

More than 3,000 Judge Advocates find rewarding part-time careers as members of the U.S. Army Reserve and Army National Guard. Service as a Reserve Component Judge Advocate is available to all qualified attorneys. Those who are selected have the opportunity to practice in areas as diverse as the field of law itself. For example, JAG Corps officers prosecute, defend, and judge, courts-martial, negotiate and review government contracts, act as counsel at administrative hearings, and provide legal advice in such specialized areas as international, regulatory, labor, patent, and tax law, while effectively maintaining their civilian careers. Appointments are processed under Army Regulation 135-100.

ATTORNEYS INTERESTED IN RESERVE COMPONENT DUTY MUST SUBMIT THE FOLLOWING DOCUMENTS:

- (1) A completed Department of the Army Form 61, Application for Appointment.
Instructions for completion of DA Form 61 (available at <ftp://pubs.army.mil/pub/eforms/pdf/a61.pdf>):
 - Block 1 Check the block next to "Commission Officer – Army Reserve"
 - Block 2 Enter: "AR 135-100"
 - Block 3 Enter: "1LT"
 - Blocks 4 and 5 Leave blank
 - Block 6 Place a "1" next to "JA;" leave all other blocks blank
 - Blocks 7 through 20c, Personal Data, complete as instructed. Unless you have prior military service, leave blocks 10 and 11 blank.
 - Block 17 IN PLACE OF MILITARY ADDRESS, ENTER AN E-MAIL ADDRESS
 - Blocks 21a through e, Civilian Education, complete as instructed. Provide COPIES of transcripts that support the hours listed.
 - Blocks 22-33 Self-explanatory
 - Block 34 KEY DATA – provide supporting documents
 - Blocks 35-39 Leave blank
 - Blocks 40-42 Self-explanatory
- (2) Personnel Security Requirement (NOTE: If you already have a security clearance, submit a copy of your DA Form 873 or a letter from your security manager stating the same.)
 - a. SF 86, Questionnaire for National Security Positions. (See accompanying information sheet entitled "Security Clearance SF86 Form" on how to electronically complete this form and forward it to the JARO-RC office.)
 - b. FD 258, Fingerprint Card (**in duplicate**)(obtained at local police station when you are fingerprinted).
 - c. Statement of Understanding for Appointment as a commissioned officer prior to NAC.
- (3) Chronological listing of civilian employment.
- (4) Detailed description of legal experience.
- (5) Certified transcripts of college and law school grades with the grading systems. Photostatic copies are acceptable.
- (6) **Recent** statement from the **clerk of highest court of a state** showing admission and current standing before the bar and any disciplinary action. If disciplinary action has been taken against you, explain circumstances in a separate letter and submit with application.
- (7) Three **recent** letters from lawyers, judges or military officers attesting to your reputation and professional standing.
- (8) Two recent photographs (full length official military photos or head and shoulder type, 3" x 5") on separate sheets of paper.

- (9) DA Form 5000-R, Applicant Interview Report. You must arrange an interview with a JAG officer (major or above) from the unit you wish to join.
- (10) Assignment request, either a. or b. (If you are submitting NGB FORM 62E there is a place for this information on the bottom of page 3 of the form.)
 - a. Troop Program Unit. Statement from unit commander (AR135-100, paragraph 2-3.a(3) with unit UIC, paragraph, line, and position number).
 - b. DA Form 2976, Application for Individual Mobilization Augmentation Program Assignment.
- (11) Acknowledgment of Service Requirements, **either a. or b.**
 - a. DA Form 3574 (Individuals without prior service or with less than 8 years prior service)
 - b. DA Form 3575 (Individuals with more than 8 years prior service)
- (12) Certified copy of your birth certificate.
- (13) Statement of Acknowledgment of Accommodations of Religious Practices.
- (14) If prior service, Military Service Record - Either a. or b. or a statement indicating your efforts to obtain the records.
 - a. Official Military Personnel File (OMPF) microfiche plus copies of recent evaluations not on fiche.
 - b. Copy of DA Form 2-1 and copies of 3 recent evaluations.
- (15) Submission of Medical Examination: Military physical taken within the last 24 months. Civilian applicants can receive assistance from his or her Reserve Unit to schedule an examination. **A sample memorandum is provided that must be sent by a representative of your prospective Reserve unit directly to the Command Surgeon, Human Resource Command, St. Louis, MO.** Complete copies of the Exam (DD Form 2808) and Medical History (DD Form 2807-1) must be attached to memorandum with a courtesy copy sent to the Judge Advocate Recruiting Office together with the rest of the application packet before your file can be submitted to the Accessions Board for appointment consideration
- (16) Submit a signed statement with your age, height, and weight. You must meet the standards of AR 600-9, Army Weight Control Program. If you exceed the standards, you must submit a body fat percentage worksheet.
- (17) Request for age waiver. If you cannot complete 20 years of service by age 60 and/or meet the maximum age for rank at time of appointment (usually less than age 33 for first lieutenant), you must include a letter with your application requesting an age waiver be granted. The letter should include positive statements concerning your value to the JAGC; e.g. prior military and/or legal experience.
- (18) Statement of Understanding for Ineligibility for Retirement. (only if you will not be able to complete 20 years of service by age 60)
- (19) If currently serving in another branch, submit a conditional release from the other branch of the Armed Services.
- (20) Statement of Eligibility - for applicants who are serving or once served as an officer of a Reserve Component of an U.S. Armed Service.
- (21) Civilian or military resume - optional.
- (22) One separate, complete copy of items 1-21.

IN GENERAL, APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. Be at least 21 years old and for appointment as a first lieutenant be younger than 33, and for appointment to captain be younger than 39 (waivers for those exceeding age limitations are available in exceptional cases).

2. Be a graduate of an ABA-approved law school.
3. Be a member in good standing of the bar of the highest court of a state or federal court.
4. Be of good moral character and possess leadership qualities. Applicants for appointment as JAGC officers may be appointed before completion of a security investigation or obtaining a Secret clearance provided they sign a statement of understanding.
5. (5) Be physically fit. **As part of the application process, you will be instructed to obtain a military physical examination that shows you are qualified for Officer Commissioning. This exam will include a Drug and Alcohol Test (DAT). If height and weight listed in block 41 of DA Form 61 are not within Army limits (see Army Regulation 600-9), you will also be given a body/fat test. You must also be prepared to take an Army Physical Fitness Test.**

APPOINTMENT ELIGIBILITY AND GRADE –

Grade of rank at the time of appointment is determined by the number of years of service credit to which an individual is entitled. As a general rule, an approved applicant receives three years constructive credit for law school attendance; plus, any prior active or reserve commissioned service. An applicant who has had no previous military commissioned service can expect to be commissioned as a first lieutenant.

PARTICIPATION REQUIREMENTS - The JAG Corps Reserve Program is multifaceted, with the degree of participation determined largely by the individual. Officers are originally assigned to a Troop Program Unit (TPU). Follow on assignments may include service as an Individual Mobilization Augmentee (IMA). TPU officers attend monthly drills and perform two weeks of annual training a year. Upon mobilization, they deploy with their unit and provide legal services commensurate with their duty positions.

IMA officers are assigned to active duty agencies or installations where they perform two weeks of on-the-job training each year. During the remainder of the year, they do legal assistance, take correspondence courses, or do project work at their own convenience in order to earn points towards retirement. Upon mobilization, these officers go to their assigned positions and augment the legal services provided by that office. Officers may also transfer from one unit to another or between units and IMA positions depending upon the availability of vacancies. This flexibility permits the Reserve Judge Advocate to tailor his or her participation to meet personal and professional needs. Newly appointed officers will usually serve in TPU assignments.

Individuals applying for a specific Troop Program Unit or an Individual Mobilization Augmentee vacancy will forward the application through the commander and any intermediate commanders where assignment is requested.

SCHOOLING - New officers are required to complete the Judge Advocate Officer's Basic Course within 12 months of commissioning as a condition of appointment. This course consists of two phases: Phase I is a four-week resident course in general military subjects at Fort Lee, Virginia. Phase II is a ten week course on military law. This second phase may be completed in residence at Charlottesville, Virginia or by correspondence. In addition to the basic course, various other legal and military courses are available to the reservist and may be taken either by correspondence or in residence at The Judge Advocate General's School in Charlottesville, Virginia.

SERVICE OBLIGATION - In general, new appointees incur a statutory service obligation of eight years. Individuals who have previous military service do not incur an additional obligation as a result of a new appointment.

U.S. ARMY RESERVE COMPONENT INFORMATION - You can obtain further information, application forms, and instructions by calling (866) ARMY JAG. For more information, check out the Judge Advocate Recruiting Office web site www.jagcnet.army.mil/jaro or at jag.goarmy.com.

Army Judge Advocate Recruiting Office
ATTN: RC/NG Accessions
1777 North Kent Street, Suite 5200
Rosslyn, VA 22209-2194