

U.S. ARMY JUDGE ADVOCATE GENERAL'S CORPS

PREREQUISITES AND REQUIRED DOCUMENTS

FOR ACTIVE DUTY AND RESERVE APPLICANTS

PREREQUISITES FOR APPLICATION/ACCESSION

Active Duty

At a minimum, an applicant must:

- Be a citizen of the United States. (This requirement must be met by the time of entering Active Duty, not at application. Dual citizenship is not allowed.)
- Have earned a J.D. from an ABA-accredited law school by the time of entering Active Duty. (An LLM from an ABA-accredited law school in conjunction with a foreign J.D. is not sufficient.)
- Have been admitted to the bar of either a federal court or the highest court of any state in the United States or the District of Columbia. (This requirement must be met by the time of entering Active Duty, not at application.)
- Applicants must be able to serve 20 years of active commissioned service before reaching the age of 62. Thus, for most applicants with no prior military service, the age requirement is to be under the age of 42 at the time of entry onto Active Duty. (Prior enlisted service does not count toward the 20 years of service requirement, but commissioned service in the rank of CW2 and above is creditable toward the 20 year requirement.)
- Be of good moral character and possess leadership qualities.
- Be physically fit.

Army Reserve

At a minimum, an applicant must:

- Be a citizen of the United States. (This requirement must be met by the time of entering the Army Reserve, not at application. Dual citizenship is not allowed.)
- Have earned a J.D. from an ABA-accredited law school by the time of entering the Army Reserve. (An LLM from an ABA-accredited law school in conjunction with a foreign J.D. is not sufficient.)
- Have been admitted to the bar of either a federal court or the highest court of any state in the United States or the District of Columbia. (This requirement must be met by the time of entering the Army Reserve, not at application.)
- Applicants must be at least 21 years old. For appointment as a first lieutenant, applicants must be younger than 33 years of age. For appointment to captain, applicants must be younger than 39. (Waivers for those exceeding age limitations are available.)
- Be of good moral character and possess leadership qualities.
- Be physically fit.

The time of entry onto Active Duty or entry in the Army Reserve is typically 10-18 months after board results are released.

DOCUMENTS REQUIRED FOR APPLICATION

The documents listed below will be uploaded as part of your online application. All documents should be scanned as PDF files and correctly oriented (except for the photo). **DO NOT mail documents to JARO.**

- **Photograph (required):** A quality photo will show the applicant in professional attire in front of a plain background and will be a headshot or full body photograph. Current members of the military should submit an official DoD photo. Educational delay officers should submit a photo in their uniform, but should not wear JAG Corps branch insignia or the regimental crest. Educational delay officers are authorized to wear JAG Corps shoulder boards in the photo. All pictures should be uploaded as JPEG files.
- **Resume (required):** Your resume should describe all of your full-time and part-time legal and non-legal experience. For private practice experience, you should provide a description of the areas of law practiced and any significant cases you handled. For governmental legal experience, you should provide a description of the position, grade, and rating. For judicial office experience, you should provide a description of the jurisdiction of the court. For legal teaching experience, you should provide a list of the subjects taught.
- **Transcripts (required):** Transcripts are required for undergraduate, graduate, and law school institutions where the applicant completed coursework in excess of 12 credit hours. Transcripts can be official or unofficial, as long as the transcript was issued by the registrar. Transcripts must include your name, the school's name, the degree conferred, and the date that degree was conferred. 3Ls should upload a transcript showing classes in progress for the fall semester.
- **Certificate of Good Standing (required):** If you are currently a member of a bar, you must submit a certificate or letter from the clerk of the highest court of a state or federal court showing admission to practice and good standing before the bar. The certification or letter must be dated within three (3) months of the date of your application.
- **Personal Statement (required):** You must submit a statement regarding your interest, objectives, and motivation for applying for a commission in the Army JAG Corps. The personal statement is your opportunity to share why you want to join the JAG Corps with the selection board members. Your statement should not exceed 4,000 characters (this character count includes spaces).
- **Prior Military Service Documents (required if applicable):** If you have prior military service, you must submit a DD Form 214, Certificate of Release or Discharge from Active Duty. Applicants with prior military service must also submit copies of all Officer/Enlisted Evaluation Reports or performance evaluations. Service members currently on Active Duty or Reserve/National Guard should submit all evaluations, if applicable. A DD 214 is not necessary for those currently serving unless a prior DD 214 has been issued.
- **Writing Sample (optional):** A writing sample, 10 pages in length or less, may be submitted.

- **Letters of Recommendation (optional):** You may submit up to four (4) letters of recommendation. All letters of recommendation must be signed by the author. Letters should be addressed as “Dear President and Selection Board Members.” You may use the following address for the letterhead: Judge Advocate Recruiting Office, 9275 Gunston Road, Suite 3228, Fort Belvoir, Virginia 22060.” However, **DO NOT** mail letters of recommendation to JARO. If the recommender prefers to send the letter directly to JARO, provide the following instructions to the recommender:
 1. Digitally scan the signed letter of recommendation as a PDF file.
 2. Attach the recommendation PDF file to an email.
 3. Send the recommendation to: usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil
 4. Include the following information in the subject line: your last name, your first name, your middle initial, and indicate whether you are applying for Active Duty, Reserve, or Combined Active Duty and Reserve.

Call (866) ARMY-JAG with questions regarding application or eligibility.
