1. This JALS Publication 1-1 revision incorporates and supersedes previously published Policy Memoranda by The Judge Advocate General (TJAG) that have evolved into enduring Judge Advocate General’s Corps (JAG Corps) policies. This update makes it easier for the members of the Judge Advocate Legal Service (JALS) to review, search, and reference the document. It provides guidance for individuals in the management of their own careers, as well as tools for leaders in mentoring and educating their subordinates.

2. This policy reference is separate from the personnel directory. This reference is a searchable digital document. To facilitate the regular and rapid revision of this publication, I encourage individuals to keep digital copies accessible on their computers rather than in hardcopy.

3. Where a policy is unclear or the approval authority for a policy exception is not identified, the clarification or exception sought should be sent to the Chief, PPTO. Send general comments and recommended changes to this publication to the Personnel, Plans and Training Office (PPTO), Office of The Judge Advocate General (OTJAG) at usarmy.pentagon.hqda-otjag.list.ppto-plans@mail.mil.

4. The policies in this publication are effective as of the date indicated in my digital signature below. All previous versions of this publication and JAGC Publication 1-1 are hereby rescinded.

FOR THE JUDGE ADVOCATE GENERAL:

TANIA M. MARTIN
Colonel, JA
Chief, Personnel, Plans and Training Office

[Digital signature]
SUMMARY of CHANGE

JALS Pub 1-1
Personnel Policies

This revision -

• Chapter 2 revision:
  • provides an exception for the Chief, JARO, to permit virtual interviews on a case-by-case basis when circumstances warrant; and
  • adds a requirement for the SJA/DSJA, or equivalent supervisor, to review FSO reports prior to submission

• Revises chapter 3 by including noncommissioned officers in the population eligible to apply for the Funded Legal Education Program.

• Chapter 6, paragraphs 6-1, 6-4, 6-7, 6-9, and 6-11 are updated to reflect changes in TJAG’s current policy, processes, and procedures concerning management of USAR Judge Advocates.

• Chapter 7, adds TJAG’s policy regarding ILE Board competition by USAR Judge Advocates selected for promotion to MAJ.

• Changes to Chapter 13 promulgate TJAG’s revised policies for management and professional development of civilian attorneys, including the hiring process and bar dues reimbursement.

• Makes administrative changes throughout.
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JALS Pub 1-1, June 2020
CHAPTER 1. INTRODUCTION

1-1. FORMAT AND SCOPE.

a. This publication outlines policies and procedures for the execution of The Judge Advocate General’s unique statutory duties defined in 10 U.S.C. § 7037, Secretarial-directed duties as delineated by the Secretary of the Army in General Order 2012-01, regulatory duties as listed in Army Regulation (AR) 27-1, Judge Advocate Legal Service, and all other regulations where The Judge Advocate General (TJAG) is the proponent or authority for personnel matters within The Judge Advocate General’s Corps (JAGC or JAG Corps) or the Judge Advocate Legal Service (JALS). It consolidates information and policies concerning personnel matters within the JAG Corps and JALS, with appropriate citations to applicable references and authorities. Consult these references for specific procedures. This publication also includes several sample formats, modified as appropriate to reflect procedures specific to the JAG Corps.

b. Where information in this publication conflicts with law, regulation, or policies by a more senior policy authority; the law, regulation, or more senior policy takes precedence.

c. Information in this publication is current as of the date published. Policies are subject to change. Revised editions of this publication are scheduled for release in March and September of each year. Interim policy changes and updates will be announced on JAGCNet and made available on the PPTO page until the next regularly scheduled release. Subject matter experts for the policies contained herein will submit changes, if any, no later 1 March and 1 September of every year. Negative reporting is required.

1-2. APPLICABILITY.

TJAG is the proponent for the JAG Corps and JALS. This publication codifies TJAG’s personnel policies and applies to all individuals under the authority of TJAG or within the JALS. In accordance with AR 27-1, the JALS includes officers, warrant officers, enlisted personnel, and other members of the Army detailed to the JAG Corps; Civilian attorneys for whom TJAG is the qualifying authority (see AR 690-300); executive level Civilian attorneys who are under the technical supervision of TJAG; and professional consultants, legal technicians, Civilian employees, and other personnel on duty with the JALS.

1-3. QUESTIONS AND CHANGES.

Submit questions and recommended changes to this publication by contacting the Personnel, Plans and Training Office (PPTO), Office of The Judge Advocate General (OTJAG) at usarmy.pentagon.hqda-otjag.list.ppto-plans@mail.mil.

1-4. JAG CORPS & JALS PERSONNEL POLICIES.

a. TJAG is the personnel policy proponent for the JAG Corps and the members of the JALS.

b. The Chief, PPTO is responsible for assisting TJAG in fulfilling his or her statutory and regulatory responsibilities as the JAG Corps branch proponent. The Chief, PPTO, is principally responsible for all personnel policies affecting personnel in the JALS except for those areas covered by The Judge Advocate General’s Legal Center and School (TJAGLCS). The Commander, TJAGLCS and the Chief, PPTO jointly assist TJAG in executing JAG Corps force modernization responsibilities.

c. Fair, candid, and open personnel management remains critical to meeting the JAG Corps’ mission to develop, employ, and retain a team of proactive professionals, forged by the warrior ethos, who deliver principled counsel and mission-focused legal services to the Army and the Nation. The expert flexible force produced by sound personnel management practices will realize the JAG
Corps leadership’s vision for the Corps to be one team, values-based, and committed to justice, with one focus: proactive legal support, while deployed and at home station, to enable the successful conduct of full spectrum operations for the Nation we serve.

d. Effective personnel management occurs only when the JAG Corps leadership, supervisors, and individual members of the Corps all share interest in individual and organizational professional development. Every member of the JALS should remember, however, that responsibility for a successful career ultimately remains the responsibility of the individual. To that end, all members of the JALS have a right to communicate directly with their appropriate personnel manager.

e. The Judge Advocate General’s Policy Memoranda (available on JAGCNet) provide guidance to the JALS as a whole or to a large segment of the Corps.

f. JALS members may submit policy suggestions or recommendations to the Strategic Planning Team at TJAGLCS through the “Virtual Suggestion Box” link found on the JAGCNet homepage (www.JAGCNet.army.mil) and JAGConnect (https://www.milsuite.mil/book/docs/DOC-352968).

1-5. PROFESSIONAL DEVELOPMENT OF JUDGE ADVOCATES.

TJAG is the primary personnel manager of judge advocates (JAs) under the statutory mandate of Title 10 U.S.C. §§ 806 and 7037(c)(2). While other Army and government guidance affect the management of Civilian employees and subordinate military personnel, TJAG has the principal obligation to prescribe personnel policy for JAs. Accordingly, developing Army officers is a key priority of the JAG Corps leadership. DA Pamphlet 600-3, Commissioned Officer Professional Development and Career Management, summarizes the Army’s philosophy and policies of officer professional development. JALS Publication 1-1 provides additional guidance for JAs. TJAG manages JAs in the Active Component and Reserve Components (AC/RC) through PPTO according to the career development models (Figures 1-1, 5-1, 5-2 and 6-1). This publication explains these models in greater detail in Chapters 5 and 6.

1-6. EQUAL OPPORTUNITY.

Equal opportunity for all members of the JALS is the only acceptable standard in the Army. This principle applies to every aspect of career development and utilization in the JAG Corps and is equally important in the recruitment process. The various thoughts and ideas offered by JALS members of diverse gender, cultural, racial, and ethnic background are a great source of strength for the JAG Corps. See TJAG Policy Memo 17-02 for specific guidance on this issue.
JA Career Model: Career Development Objective

JAGC Vision
In an increasingly complex and legally dynamic world, remain the most highly trained and values-based Corps of adaptive, ready, and dedicated legal and Army professionals who excel in our Joint Force and Army missions, at home and abroad, both today and against emerging threats.

JAGC Mission
Provide principled counsel and premier legal services, as committed members and leaders in the legal and Army professions, in support of a ready, globally responsive, and regionally engaged Army.

JAGC’s Career Development Objective: Versatility and Expertise
The Army and the JAGC develop, employ, and retain judge advocates who combine the versatility to practice in every legal function with the expertise to do so at the highest possible level in one or more particular functions. Versatility will remain essential throughout a judge advocate’s career. When called upon, all judge advocates must be competent to practice in any area. As they enter the field grade ranks, judge advocates develop deeper expertise in one or more legal functions, and may periodically be employed in ways that draw upon that expertise.

Captains: Company grade judge advocates are developed, and must develop themselves, to provide proactive legal counsel in any environment, and in any necessary legal function. Consistent effort, improvement, and success in multiple legal functions develops the versatility required for promotion to major.

Majors: Majors may be employed as practitioners, leaders, and advisors in any legal function at any echelon. Majors also continue to develop expertise in particular legal functions, and may periodically be assigned to positions that draw upon or build upon that expertise.

Senior Leaders: Senior judge advocates (LTC and higher) lead judge advocates, paralegals, and Army civilians in the provision of legal services. They are legal advisors to senior Army and joint force leaders. Success as a senior leader requires that a judge advocate be competent in all legal functions and expert in one or more.

Judge Advocate Role (FM 1-04)
No matter the level of command to which assigned, judge advocates have several roles. They are counselors, advocates, and trusted advisors to commanders and Soldiers. They are Soldiers, leaders, and subject matter experts in all the JAGC’s legal functions. In every respect of their professional lives, judge advocates serve the Army and the Nation with their expertise, dedication and selflessness.
Figure 1-2 Judge Advocate Leadership Development Model

<table>
<thead>
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<th>Judge Advocate Leadership Development Model</th>
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**Purpose:** To develop, employ, and refine the skills and mindsets necessary for ongoing, professional leadership development. Refine, mature mindset, and translate into behavioral change to promote leadership at all levels.

**Personal Commitment to the Army Values & Warrior Ethos is the Foundation of Successful Leadership:**

- Personal, continuous, and coherent process guided by the Army Values.
- Refine, mature mindset, and translate into behavioral change.
- Ongoing, professional leadership development.

**Judge Advocate Leadership Model:**

- Develop, employ, and refine the skills and mindsets necessary for ongoing leadership development.
- Refine, mature mindset, and translate into behavioral change.
- Ongoing, professional leadership development.

**Key Elements:**

- Personal Commitment to the Army Values & Warrior Ethos
- Continuous, coherent process guided by the Army Values
- Refine, mature mindset, and translate into behavioral change
- Ongoing, professional leadership development
CHAPTER 2. RECRUITING

2-1. GENERAL.

a. The Judge Advocate Recruiting Office (JARO) manages all aspects of recruiting and accessions for the Regular Army and the U.S. Army Reserve (USAR) (the latter in coordination with USAR Legal Command and U.S. Army Reserve Command). Army National Guard recruiting is handled by individual states in coordination with the National Guard Bureau.

b. All JAs should be familiar with JAG Corps recruiting procedures and the application process for each component. Information is available from JARO at DSN 223-0908; Commercial (703) 693-0908; Toll Free: (866) ARMYJAG or on JAGCNet.

2-2. INTERNS PROGRAM.

a. The JAG Corps traditionally hires approximately 70 second-year law students as summer interns in Army legal offices. The number of summer interns hired each year may vary based on available funding and current mission requirements. Designed to show law students the opportunities for the practice of law in the JAG Corps, the Intern Program’s success depends largely on the efforts of Staff Judge Advocates (SJA) and other supervisors to provide a balanced work program and a candid evaluation at the end of the work period.

b. Interns are selected yearly by a competitive selection board. Legal offices should contact JARO shortly after JARO announces the intern selections and inform JARO of the number of interns they wish to host during the upcoming summer. JARO will assign interns based on these requests and interns’ preferences.

c. Host offices will ensure interns are assigned a sponsor and are properly in-processed to their installations to ensure their pay is not delayed and they are prepared to work on the first day of their internship. Host offices will complete an Intern Evaluation Report for every intern. The evaluation should provide a meaningful assessment of the intern’s work performance and provide helpful information to the JAG Corps Accession Selection Board if the intern later applies for a JAG Corps appointment. The host office will submit the evaluation to JARO no later than two weeks after the end of the internship. The intern does NOT receive a copy of the evaluation. Additionally, host offices will ensure the intern completes a Feedback Form and submits it to JARO prior to the completion of the internship.

2-3. STUDENT VOLUNTEER EXTERN PROGRAM.

a. Each year, TJAG may accept a number of qualified law students as voluntary externs (to serve without pay) to perform legal duties at various locations. Student volunteers perform duties pursuant to academic credit programs at their law schools or to obtain legal work experience and are not employees of the U.S. Government. This program is designed to complement the Intern Program as a means of informing law students of practice opportunities in the JAG Corps. SJAs will develop a performance plan in concert with the student volunteer and the law school. During the externship, SJAs and supervisors will provide instruction, guidance, analysis, and evaluation equivalent to that given summer interns

b. Offices must submit a request to JARO to host a student volunteer extern. JARO will provide guidance, and process and forward such requests to OTJAG for final approval or disapproval. Host offices will complete an Extern Evaluation Report for externs in the same manner as required under the Intern Program. Externs will not receive a copy of their evaluation.

c. Offices may host other volunteers, e.g., paralegals and paraprofessionals, at their discretion. JARO does not oversee or approve these volunteers. Office should take care to complete volunteer service agreements and ensure all other procedures for accepting volunteers are followed.
2-4. FIELD SCREENING OFFICERS (FSOs).

TJAG annually appoints select active duty JAs to serve as Field Screening Officers (FSOs). FSOs visit American Bar Association-accredited law schools in their assigned regions to provide information about the JAG Corps and to interview and evaluate applicants the Intern Program, the Regular Army, and the USAR. FSOs will conduct in-person interviews unless the Chief, JARO, determines that exceptional circumstances warrant a virtual interview. Each FSO's SJA or Deputy SJA (or equivalent supervisor) will review his or her reports prior to submission to ensure they provide a thorough and candid assessment. No one will attempt to influence the FSO's recommendation or ranking of a candidate.
CHAPTER 3. ACCESSIONS

3-1. DIRECT COMMISSION AND ORDER TO ACTIVE DUTY.

a. Individuals interested in a Regular Army appointment in the JAG Corps submit an application requesting consideration by a selection board. See AR 27-1; AR 135-100, Appointment of Commissioned and Warrant Officers of the Army; AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army; and AR 614-100, Officer Assignment Policies, Details, and Transfers. TJAG, upon the recommendation of the Chief, PPTO, determines the number of candidates to be appointed each fiscal year. The goal is to appoint a sufficient number of quality JAs, within authorized manpower limitations, to accomplish the Army legal service mission while providing an opportunity for qualified officers to advance through the JAG Corps career model.

b. Generally, JAG Corps Accession Selection Boards meet at least once annually to consider eligible applicants to fill projected vacancies. The primary board is held in the fall with an application deadline of 1 October. Additional boards will be announced on an as-needed basis.

c. Accession Selection Boards consider all applicants for the JAG Corps, to include officers with prior service in the JAG Corps, another branch or component of the Army, or another service of the military.

d. Applicants will enter active duty in the JAG Corps in a Regular Army status. Applicants who have Regular Army status in another branch of the Army at the time of their selection for JAG Corps service will be re-appointed in the JAG Corps upon acceptance after their current branch executes a release via DD Form 368. Applicants who have Regular Army-equivalent status in another service will be re-appointed in or assigned to the Army JAG Corps in a Regular Army status.

e. Officers who enter or re-enter active duty in the grade of captain or above are not eligible, absent a waiver, for promotion consideration by boards that convene before the first anniversary of the effective date of the officer’s placement on the active duty list. See AR 600-8-29, Officer Promotions, paragraph 1-10e(5). Applicants should discuss their potential active date-of-rank (ADOR) adjustment and the timing of their subsequent promotion board consideration with the appropriate JAG Corps Assignment Officer in PPTO.

f. Applicants in another Service must request an inter-service transfer in accordance with that service’s regulations and submit an application for appointment in accordance with AR 27-1.

3-2. INITIAL ACTIVE DUTY GRADE.

a. Regular Army judge advocates, with no prior commissioned military service, will be appointed as first lieutenants and placed on the ADL. JAs ordered to active duty as first lieutenants are promoted to the grade of captain only upon completion of Initial Military Training, certification by TJAG as fully qualified for promotion, approval of the promotion list by the Secretary of Defense, and fulfillment of minimum time-in-grade requirements. See AR 135-100 and AR 600-8-29. For officers ordered to active duty in a grade other than first lieutenant, a date-of-rank determination will be made as soon as possible after entry on active duty. Individuals are responsible for providing the documentation required by AR 600-8-29, Table 2-2, to PPTO for submission to Human Resources Command (HRC).

b. For officers accepting an appointment to the Army Reserve, a date of rank determination will be made by HRC, in consultation with PPTO through JARO, and in accordance with AR 135-100, para. 3-12(4)b. Unless an officer has prior commissioned military service, most individuals are appointed as first lieutenants. First lieutenants are considered for promotion upon completion of all phases of the Judge Advocate Officer Basic Course (JAOBC) (including the Direct Commission Course, DCC) and after arrival at their initial duty station. Promotions to captain are processed three
times a year. Individuals are responsible for providing the documentation required by AR 600-8-29, Table 2-2, to PPTO for submission to HRC.

3-3. FUNDED LEGAL EDUCATION PROGRAM (FLEP).

(See 10 U.S.C. § 2004 and AR 27-1)

a. The FLEP authorizes the annual selection of up to 25 active duty commissioned or noncommissioned officers to attend law school at government expense. The program is limited to either officers serving in the rank of CPT or below with no fewer than two years nor more than six years of active duty, including warrant officer and enlisted service, on the date that legal training begins; or noncommissioned officers serving in the ranks of Sergeant (E-5) or Staff Sergeant (E-6) with no fewer than four years nor more than eight years of active duty on the date that legal training begins. Legal training begins on the first day of formal instruction at law school. These requirements are statutory and cannot be waived. Aviation officers, once selected for the FLEP, must forego Aviation Career Incentive Pay (ACIP). Applicants are required to submit a request for voluntary permanent disqualification for aviation service with the FLEP application for later processing, if selected. See AR 614-100, AR 600-105, and AR 27-1.

b. Applications must be submitted before 1 November each year for consideration by the FLEP Selection Board. This board is convened by TJAG and is composed of three JAs, two non-JAG Corps officers, and the Senior Enlisted Advisor. It normally meets in early December and selections are generally announced by late December.

c. An officer selected for the program retains his/her basic branch designation. A noncommissioned officer selected for the program retains his/her current rank and MOS. All participants are detailed to the JAG Corps until later appointed in or assigned to the JAG Corps. Officers who fail to complete the FLEP will be returned to the control of their basic branch. Noncommissioned officers who fail to complete the FLEP will be reassigned according to the needs of the Army. If appropriate, separation may be initiated.

d. Generally, FLEP participants will attend a state-supported law school in a state where they are eligible for in-state tuition rates or a private institution of comparable cost. Participants selected for the program must apply to at least one law school where the selectee qualifies for resident “in-state” tuition and may also be directed to apply to additional schools. The participant’s choice of law schools which he or she will attend is subject to the approval of TJAG.

e. FLEP participants accepted into the FLEP are assigned to field SJA and Trial Defense Service offices for on-the-job training (OJT) when classes are not in session. They may be assigned legal duties as described in paragraph 11-1d, below. Because they are not yet qualified attorneys, they will not give legal advice under any circumstances to individual clients or members of the command. This rule ensures only qualified lawyers provide such advice. It is intended to protect both clients and FLEP participants. Accordingly, during periods of OJT and until they are admitted to practice, FLEP officer participants will continue to wear the insignia of their basic branches. Noncommissioned officers participating in the FLEP will wear Officer Candidate School (OCS) insignia, but will not be part of the Army’s OCS program. See AR 27-1.

f. At the conclusion of each OJT period, officer FLEP participants will receive an OER covering the rated and non-rated time while in the program, in accordance with AR 623-3. Noncommissioned officer participants will receive a DA Form 1059 (Service School Academic Evaluation Report) for each school year. It will be completed by the OJT office and will cover the rated and non-rated time while in the program. Participants should direct questions on this matter to the PPTO FLEP Coordinator.

g. FLEP participants must take the first bar examination offered after graduation in the jurisdiction of the law school attended or in the jurisdiction of the participant’s domicile. FLEP
h. FLEP participants will not normally be assigned OCONUS until they have passed the bar examination. Chief, PPTO, may, on a case-by-case basis, assign a FLEP participant OCONUS.

i. If a FLEP participant fails a bar examination, the participant will pay all expenses incurred traveling to and from his or her duty station and the bar test site for a second exam. In addition, the participant will be in a leave status when traveling and taking the bar.

j. Officer FLEP participants who complete the FLEP and who are admitted to the bar will remain detailed to the JAG Corps for a minimum of one year to evaluate their qualifications for appointment or assignment in the JAG Corps. The one-year period commences on the date an officer FLEP participant completes the Judge Advocate Officer Basic Course. A board will convene after the officer FLEP participant serves one year and will consider these officers for appointment in the JAG Corps. Consideration is automatic and applications are unnecessary. Evaluation letters from supervising JAs, current DA photos, and new statements or certificates of good standing from the attorney’s licensing jurisdiction are required.

k. FLEP officer participants who have completed law school, been authorized to practice law in the JALS, and been assigned to a position within the JAG Corps become members of the JAG Corps competitive category for promotion consideration and will be considered for promotion by JAG Corps promotion selection boards. Authorization to practice law in the JALS is defined in AR 27-1. Until authorized to practice law in the JALS, officer FLEP participants remain members of their basic branches for retention and promotion purposes and are considered for retention or promotion by the retention or promotion selection board for those competitive categories, although TJAG may request an exemption from DA G-1. Before authorization to practice law in the JALS, officers detailed to the JAG Corps who are in the zone of consideration for promotion in their basic branches and fail to be selected will be considered for return to their basic branches. JAG Corps promotion zone timelines may not be the same as the officer’s basic branch promotion timeline.

l. Noncommissioned officer FLEP participants who complete law school and are admitted to the bar will be offered appointment into the JAG Corps as Regular Army officers at an entry grade determined in accordance with AR 600–8–29. Noncommissioned officer participants will be discharged from their enlisted status upon acceptance of said appointment when they report to JAOBC.

m. Upon graduation from law school and admission to practice, FLEP participants are expected to perform JAG Corps attorney duties. They will neither solicit nor encourage selection for federal or state judicial clerkships.

3-4. SERVICE OBLIGATION.

a. Individuals who enter active duty for an initial tour incur a four-year active duty service obligation (ADSO), except those who received ROTC scholarships, who must serve for a period commensurate with their ROTC scholarship terms. Branch or inter-service transferees incur a four-year ADSO that begins upon transfer.

b. Individuals who successfully complete the FLEP incur a two-year obligation for each year of law school (or part thereof) attended under the program. Service of this obligation begins upon reporting to the JA Officer Basic Course or when the officer begins performing legal duties as
prescribed by TJAG, whichever occurs first. This obligation must be served in consecutive JAG Corps assignments, and runs consecutively, not concurrently, with any other ADSOs, to include future ADSOs incurred. See AR 27-1 and AR 350-100, Officer Active Duty Service Obligations.

c. Curtailment of ADSOs will not normally be granted to allow for resignation prior to a scheduled expiration of term of service (ETS). In the event an officer resigns or is released before completing his or her ADSO, recoupment of a pro-rata share of a ROTC scholarship or FLEP law school tuition will be required.

d. After completion of the Graduate Course, officers will remain on active duty for at least two years after graduation. After the completion of two years of service following Graduate Course graduation, regulatory ADSOs may be considered for waiver based on JAG Corps personnel strength.
CHAPTER 4. JUDGE ADVOCATE OFFICER INCENTIVE PROGRAM

4-1. GENERAL INCENTIVE PROGRAM INFORMATION.

The Judge Advocate Officer Incentive Program (JAOIP) currently includes the Judge Advocate Student Loan Repayment Program (JASLRP) and Judge Advocate Officer Retention Bonus (JAORB). The JAOIP was created to facilitate the accessing and retaining of lawyers in the Regular Army, Active Component (AC) JAG Corps. The program is limited to AC JAs on the ADL in the rank of lieutenant through captain who meet specific eligibility criteria. All programs are subject to the annual availability of funds.

4-2. JUDGE ADVOCATE STUDENT LOAN REPAYMENT PROGRAM.

a. Purpose: The JASLRP exists to encourage lawyers to access into the Regular Army as a JA. It accomplishes this by assisting in the repayment of student loans incurred prior to accessing into the Regular Army as a JA.

b. Application Submission: JASLRP applications are available on the PPTO page of JAGCNet under the Active Component link.

(1) New Accessions: Officers who have not completed the Judge Advocate Officer Basic Course (JAOBC). New Accessions who elect to participate in the Program must submit the JASLRP application prior to graduating from the JAOBC.

(2) Senior Accessions: Officers who previously completed the JAOBC as USAR or ARNG officers, have been serving in a Reserve Component, and are now accessing into the Regular Army JAGC. Senior Accessions must submit the JASLRP application within ninety days after accessing.

c. Eligibility: Individuals are eligible for JASLRP under the following conditions:

(1) Access into the Regular Army JAG Corps to serve an initial four-year active duty service obligation (ADSO).

(2) Be in the rank of lieutenant through captain. All other ranks are NOT eligible.

(3) At the time of the individual’s accession into the Regular Army JAG Corps, they:

(a) Have complied with all accession requirements into the RA JAG Corps including completion of a DA Form 160-R, agreeing to serve an initial four-year ADSO in the JAG Corps; and

(b) Possess qualifying loans that are in good standing and have not received a law school education funded through the United States Armed Forces.

(4) Maintain the highest levels of ethical, professional, and personal conduct; moral behavior; and legal proficiency. Acts that constitute a failure to adhere to these standards, as determined by TJAG, may result in denial of payment and/or termination from the JASLRP.

(5) An officer’s eligibility for payment under the JASLRP expires upon the expiration of the officer’s initial ADSO. Any request for payment by the officer after the expiration of eligibility will be returned without action.

d. Loan Repayment Criteria and Procedures: The maximum loan repayment amount is $65,000. Loans incurred after acceptance of a written agreement to serve in the RA JAG Corps for four years may not be included in the repayment amount. If existing, qualifying loans are consolidated after acceptance of the written agreement, the Incentives Program Manager may require proof that the consolidated debt is otherwise qualified for JASLRP.
(1) Eligible loans: The Army is authorized to pay on the following loans:

(a) Any loan made, insured, or guaranteed under part B of Title IV of the Higher Education Act of 1965 (20 U.S.C. § 1071 et seq.);

(b) Any loan made under part D of such Title (the William D. Ford Federal Direct Loan Program, 20 U.S.C. § 1087a et seq.);

(c) Any loan under part E of such Title (20 U.S.C. § 1087a, et seq); or

(d) Any loan incurred for educational purposes made by a lender that is:

(i) an agency or instrumentality of a state;

(ii) a financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any state;

(iii) a pension fund approved by the Under Secretary of Defense for Personnel and Readiness for the purposes of this program.

(iv) a non-profit entity designated by a state, regulated by such state, and approved by the Under Secretary of Defense for Personnel and Readiness for the purposes of this program.

(2) Loan repayment procedures:

(a) The Incentives Program Manager at PPTO will notify JASLRP participants to begin the payment request process two to three months prior to the date their requests (Judge Advocate Officer Incentive Program (JAOIP) Form 1) are due. Participants must complete the “Servicemember Data” and “Loan Data” sections on the Form 1 in accordance with the instructions provided by PPTO. The Form 1(s) are then signed by a lieutenant colonel or higher judge advocate in the officer’s supervisory chain as the Verifying Official (see para 4-2h(3)). Participants will then submit the JAOIP Form 1 to all qualifying lenders for completion of the Lender Verification portion.

(b) Upon receipt of the JAOIP Form 1 from a loan servicer, the Incentives Program Manager at PPTO will ascertain the authorized amount of payment. The portion or amount of a loan that may be repaid is 33 and 1/3 percent of up to $65,000 in qualifying verified unpaid principal or $1500, whichever is greater, based on the established amount of unpaid principal in a participant’s first year of eligibility. Repayments of loans are made after each complete year of active service performed by the JASLRP participant. The amount repaid each year is calculated from the total remaining original unpaid principal verified by the loan holder. However, the remaining principal cannot exceed the total original amount borrowed. The second and third payments cannot exceed the amount of the first payment.

(c) Interest, even interest recapitalized into the principal, cannot be repaid. No reimbursement will be paid for payments previously made by anyone on the principal or interest to lenders.

(d) Repayments under the JASLRP are subject to federal and state income taxes as taxable income in the year repayment is made. The Defense Finance and Accounting Service will withhold applicable federal and state taxes. DFAS will issue a Form W-2 separate from the Form W-2 received for military pay.

(e) An officer upon whom a Suspension of Favorable Personnel Actions “Flag”, pursuant to AR 600-8-2, is imposed is NOT eligible to receive payments under the JASLRP. Once the Flag is
removed, TJAG or his/her designee will determine the disposition of any outstanding JALSRP payment request.

(f) JASLRP participants who have served on initial active duty for ten months, or for ten months since becoming eligible for the first or second JASLRP payment, and have not received a notice of payment eligibility from PPTO should contact the JASLRP manager via email at USARMY Pentagon HQDA OTJAG Mailbox PPTO Incentives, or via USPS at:

HQDA, DAJA-PT  
ATTN: Incentives Manager  
c/o: Army Legal Center and School  
600 Massie Road  
Charlottesville, VA 22903

e. Initial ADSO: Officers participating in the JASLRP must be serving in the Regular Army pursuant to an initial four-year ADSO. An officer who, voluntarily or because of misconduct, fails to satisfactorily serve the period required by AR 350-100, Table 3-1 may be required to reimburse the United States. An obligation to reimburse the United States imposed under this program is a debt owed to the United States. Further, a discharge in bankruptcy under Title 11 entered less than five years after the termination of the JASLRP contract agreement does not discharge this debt.

f. Disqualification and Termination.

(1) Standards. At the time of application and continuing through the final payment, officers must maintain the highest levels of ethical, professional, and personal conduct, moral behavior, and legal proficiency. Acts that constitute a failure to adhere to these standards, as determined by TJAG, may result in denial of payment and/or termination from the JASLRP.

(2) Procedures.

(a) The judge advocate is notified in writing that TJAG or his/her designee intends to deny payment and/or terminate the officer from the JASLRP. The officer signs a written acknowledgment and receipt, or the officer’s supervisor signs a memorandum indicating the officer received notification.

(b) The officer may submit matters in writing to TJAG or his/her designee, within 14 calendar days from the date the officer receives notification of the reason(s) for denial of payment and/or termination. If no matters are received within 14 calendar days, the officer forfeits any opportunity to respond. If the officer submits matters, the SJA or equivalent supervisor may comment. However, if the SJA or equivalent supervisor includes additional matters not previously provided to the officer, the officer must be provided with the new information and allowed 14 calendar days to respond. The Chief of PPTO may grant reasonable extensions to the response time on behalf of TJAG.

(c) The SJA or equivalent supervisor will forward all documentation to PPTO for consideration and action.

g. Relationship to other pay and allowances: Loan repayment under this program is in addition to any other pay and allowances to which the officer is entitled.

h. Specific requirements: Responsibilities identified as necessary for implementation.

(1) OTJAG-PPTO:

(a) Process all applications for the JASLRP.
(b) Contact and provide JAOIP Form 1 to all eligible JASLRP participants about three months prior payment eligibility.

(c) Upon receipt of completed JAOIP Form 1 from loan holder, notifies officer of such receipt, authorizes and submits eligible amount of payment and payment information to DFAS for disbursement.

(d) Provides e-mail notification to officer of pending payment.

(e) Assists Program participants in any disputes regarding authorized payments.

(2) Defense Finance and Accounting Service (DFAS):

(a) Disburses approved payments (less withheld state or federal tax).

(b) Disburses payment(s) to loan holder.

(c) Reports to PPTO the completed transaction.

(d) Identifies tax codes associated with payment.

(e) Provides Soldier with Form W-2 at tax year end for payments disbursed under the JASLRP, separate from the W-2 received from military pay.

(3) Judge advocate supervisor, lieutenant colonel or higher, signs the JAOIP Form 1 as the Verifying Official to certify that the officer maintained the highest levels of ethical, professional, and personal conduct; moral behavior; and legal proficiency during the period in which the payment was earned, i.e. the year preceding the officer’s RA accession anniversary.

(4) JASLRP Participant:

(a) Maintains the highest levels of ethical, professional, and personal conduct; moral behavior; and legal proficiency.

(b) Ensures JASLRP application is completed and submitted prior to departure from the Judge Advocate Officer Basic Course.

(c) Dis-enrolls from the Montgomery GI Bill, if applicable.

(d) Maintains loans in good standing.

(e) Submits the JAOIP Form 1 to lender(s) as soon as practicable after receipt of eligibility notice from PPTO.

(f) Maintains contact with lender through the payment process to ensure payment is received, and applied to intended loans.

(g) Includes JASLRP payments in taxable income at the tax year end.

4-3. JUDGE ADVOCATE OFFICER RETENTION BONUS.

a. Purpose: The Judge Advocate Officer Retention Bonus (JAORB) serves to encourage judge advocates in the rank of captain to remain on active duty.

b. Judge Advocate Officer Retention Bonus: The JAORB replaces the Judge Advocate Continuation Pay program. General bonus authority for officers is consolidated under Title 37 U.S.C.
§ 332, Subchapter II. Under the program, qualified judge advocates who have completed their initial ADSO, in exchange for entering into an additional four-year ADSO, receive, upon approval of such request, a gross lump sum payment of $60,000. Taxes are withheld from the payment, as it is regular income. An officer is eligible to apply for JAORB during the fiscal year in which her/his initial ADSO as a judge advocate expires. Applications must be submitted to PPTO Plans no later than 15 September in the fiscal year of eligibility (or the first duty day thereafter in years where 15 September falls on a non-duty day). Applicants are highly encouraged to submit requests NLT 30 days prior to initial ADSO expiration. There is no requirement to wait until the ADSO expires to submit an application. Once the JAORB payment is made to the officer, official records are updated to reflect the officer is serving a four-year ADSO. (See JAOIP Form 2).

c. Eligibility and procedures:

(1) An officer, to be eligible for the total ($60,000) JAORB payment:

(a) Is a Regular Army (RA) judge advocate;

(b) Is currently serving as a captain;

(c) Has completed his/her initial ADSO as a JA; and

(d) Has maintained the highest levels of ethical, professional, and personal conduct; moral behavior; and legal proficiency. Any condition that constitutes a failure to adhere to these standards, as determined by TJAG, may result in disqualification from or termination of JAORB eligibility.

(2) All officers applying for JAORB who are eligible in accordance with the criteria above, will complete the Lump Sum ($60,000) JAORB application, JAOIP Form 2, available on the PPTO page of JAGCNet. Applications must be received by PPTO Plans no later than 15 September in the fiscal year of eligibility as outlined in 4-3b. Payment of JAORB can only occur upon completion of the officer’s initial ADSO. Applications for JAORB will include an agreement to incur an additional four-year ADSO in exchange for payment of $60,000. The four-year JAORB ADSO will commence on the expiration of the officer’s initial ADSO period or the date the application for JAORB is accepted by PPTO Plans, whichever is later. Applications will be submitted to PPTO Plans for processing.

(3) The total ($60,000) JAORB is paid in a lump sum payment.

(4) JAORB is not available to Active Guard-Reserve or FLEP officers.

(5) No officer will receive more than $60,000 in total payments under the JAORB program during the officer’s lifetime.

d. SJA or equivalent supervisory JA:

(1) Recommendation to Approve. All requests for JAORB will be processed through the SJA or equivalent supervisor. The SJA or equivalent supervisor will make a recommendation for approval or disapproval using JAOIP Form 2-1a, available on the PPTO page of JAGCNet. Approval recommendations must, at a minimum, state whether the applicant meets Army height and weight standards and include any appropriate comments concerning the applicant’s performance and potential. Comments should be brief.

(2) Recommendation to Disapprove. Disapproval recommendations must include the information listed above and specific reasons for the recommendation to disapprove. Reasons for recommending disapproval may include, but are not limited to:

(a) Ongoing or pending investigation into a military or civil offense(s);
(b) Pending involuntary separation action in accordance with AR 600-8-24; or,

(c) Misconduct or substandard duty performance rendering the officer a poor candidate for retention on active duty.

(3) Notification procedures for a JAORB request with a recommendation to disapprove.

(a) The applying judge advocate for whom the recommendation to disapprove is being made must be counseled on the reason(s) for such a recommendation by the SJA or equivalent supervisor. In such a case the SJA or equivalent supervisor must provide the judge advocate with a written notification that he/she has recommended disapproval along with a copy of the disapproval recommendation and have the applicant sign a written acknowledgment of receipt (see para 4-3g(6) below for navigation to samples of these memoranda).

(b) Applicants may submit a rebuttal to the supervisor’s recommendation to disapprove within 14 calendar days from the date the officer acknowledges receipt of the notification memorandum. If no rebuttal is received within 14 calendar days, the JAORB applicant forfeits any opportunity to respond. If the JAORB applicant provides a rebuttal to the disapproval memorandum, the SJA or equivalent supervisor may comment further on the merits of the applicant’s submission. However, if the SJA or equivalent supervisor includes additional matters not previously provided to the JAORB applicant, the applicant must be provided with the new information and allowed 14 calendar days to respond. SJAs or equivalent supervisors may grant reasonable extensions to the response time.

(c) The SJA or equivalent supervisor will forward all documentation to PPTO Plans. The Chief, PPTO, will, on behalf of TJAG, act on the request for JAORB.

e. The following officers are not eligible for continuation pay:

   (1) Officers flagged under the provisions of AR 600-8-2.

   (2) Officers with an approved separation or retirement date.

   (3) Officers non-selected for promotion to major.

   (4) Active Guard Reserve officers.

   (5) Funded Legal Education Program officers.

f. Recoupment:

   (1) Officers who involuntarily do not remain on active duty for the entire period for which a four-year JAORB ADSO was incurred, except as otherwise provided, will reimburse the United States Government that portion of the payment that is equal in percentage to that portion of the obligated service not performed.

   (2) The Secretary of Army may remit or cancel a Soldier’s debt(s) to the U.S. Army, if such action is in the best interest of the United States, the debt was incurred while on active duty or on active status, and the Soldier received an honorable discharge (if separated from active duty).

   (3) An obligation to reimburse the United States under an agreement described in the Judge Advocate Retention Bonus Application is a debt owed to the United States. A discharge in bankruptcy under Title 11, United States Code, which is entered less than five years after the termination of an agreement under this program does not discharge the judge advocate signing the application from a debt arising under such agreement.
(4) An officer, after receiving the lump sum JAORB payment may not voluntarily repay any amount of it to reduce or cancel any portion of the active duty service obligation incurred due to acceptance of the JAORB payment.

g. Miscellaneous:

(1) The JAORB ADSO runs concurrently with permanent change of station (PCS), graduate course, and Command and General Staff College ADSOs. The JAORB ADSO runs consecutively or in addition to all other ADSOs.

(2) All JAORB payments are single lump sum payments.

(3) Disbursement of JAORB is subject to normal Defense Finance and Accounting Service (DFAS) processing time. JAORB is taxable income, thus state and federal taxes will be withheld by DFAS. The individual officer is liable for payment of all federal, state, and local taxes on any amounts paid under this program.

(4) In the event an officer serving under a JAORB ADSO dies before receiving the lump sum payment, it will be paid as a lump sum in the settlement of the deceased officer’s final military pay account, provided the officer’s death was in the line of duty, not due to misconduct.

(5) The Chief, PPTO is delegated authority to administer the Judge Advocate Retention Bonus program and to execute continuation pay contracts and, where appropriate, approve and disapprove exceptions. The Chief, PPTO is NOT the authority for approving or denying requests an ADSO, regardless of the reason incurred, be waived or terminated for the purpose of allowing an officer so obligated to resign from the Regular Army.

(6) JAOIP Forms 2 and 2-1, JAORB Request and SJA or Equivalent Supervisor Recommendation, respectively, are available on the PPTO page of JAGCNet under the Active Component link. These forms will be completed digitally, including signatures, and emailed to PPTO Plans. When saving these documents for transmittal to PPTO, place in the file name used the requesting officer’s last name, the funding FY, and the form number, i.e. “SMITH FY19 JAOIP Form 2” and “SMITH FY19 JAOIP Form 2-1”. The transmittal email’s subject will include the requesting officer’s last name and that it is a JAORB request, i.e. “SMITH – JAORB Request”.

4-4. JUDGE ADVOCATE CRITICAL SKILLS RETENTION BONUS PROGRAM.

The Judge Advocate Critical Skills Retention Bonus Program was discontinued at the end of FY13. Questions should be directed to PPTO.

4-5. BAR DUES REIMBURSEMENT (BDR) PROGRAM

a. References

(1) Title 10, USC section 2015

(2) Under Secretary of Defense (Personnel and Readiness) Memo, Payment of Professional Credentialing Expenses for Military Members (16 July 2009)


(4) Army Directive 2018-08 (The Army Credentialing Assistance Program, 6 June 2018

(5) Memorandum, DCS (G-1), 28 August 2019, subject: Exception to Army Directive
b. Summary. This policy provides guidance on the criteria and procedures for reimbursing Army active duty judge advocate attorney license fees from available funds.

c. Authority for Paying Bar Dues.

(1) 10 U.S.C. § 2015 (reference (1)) permits DoD to pay expenses for members of the Armed Forces to obtain and maintain professional credentials. On 16 July 2009, USD (P&R) authorized the Service Secretaries to implement professional credentialing expense programs for military members (reference (2)), and on 11 March 2015, Army Directive 2015-12 authorized the use of appropriated funds for reimbursement of professional credentials, licenses, and certifications (reference (3)). On 28 August 2019, the Deputy Chief of Staff, G-1 approved an exception to Army Directive 2018-08 (reference (4)) authorizing the payment of credentialing assistance associated with Juris Doctor degrees (reference (5)). On 28 August 2019, The Judge Advocate General approved a program for reimbursing bar dues for Army Judge Advocates.

(2) This policy does not replace existing command licensing fee reimbursement programs. Judge advocates may alternatively seek reimbursement from local commands. If no such program exists locally, or if a request is denied at the local command level, eligible judge advocates may request reimbursement through BDR.

d. Criteria for Reimbursement.

Discretionary Payment. Reimbursement is a discretionary tool to enhance job performance and satisfaction. It is not an entitlement or benefit of employment. Continued payment of licensing expenses is not guaranteed. Payment is subject to the availability of funds.

e. Eligibility:

(1) Judge Advocates Meeting the Following Criteria May Be Eligible for BDR:

(a) Judge Advocates in the Regular Army Judge Advocate General's Corps who have served a minimum of 12 months on active duty,

(b) Title 10 Active Guard-Reserve Judge Advocates who have served a minimum of 12 months on active duty, and

(c) USAR and ARNG Judge Advocates who mobilized under Title 10 for at least 365 days within a span of 13 consecutive months, at least 180 days of which were in the FY of application.

(2) Judge Advocates NOT eligible for BDR:

(a) Officers approved for any type of separation from the Army that limits service to less than 179 days in the fiscal year of application.

(b) Officers flagged for any reason under the provisions of AR 600-8-2.

f. Qualifying Expenses

(1) Judge advocates may be reimbursed once each fiscal year for the costs of membership in a state or U.S. territorial bar required to maintain a valid law license and remain in good standing in accordance with AR 27-1 and Chapter 11-2. All costs of membership must have been incurred while in military service with the Army. Judge advocates who are bar members in more than one jurisdiction may be reimbursed for qualifying expenses for only one state or territorial bar in a given
year. If a member of multiple bars, the judge advocate can only claim the lower costing bar (e.g., if a
jurisdiction waives or reduces costs for an attorney on active duty, that judge advocate cannot claim
another licensing authority’s higher fees). Membership in a jurisdiction’s bar association may be
reimbursed only if the jurisdiction requires such membership in order to practice law.

(2) Reimbursement is subject to TJAG or designee approval of the program at the onset of
every fiscal year. Qualifying expenses incurred after TJAG approval of the program may be claimed
for reimbursement. Retroactive reimbursement is not permitted. (e.g., prior FY reimbursement)

(3) Mandatory charges associated with bar membership are reimbursable, including periodic
dues and universally-assessed fees and surcharges. However, reimbursement of expenses
associated with obtaining academic degrees (including juris doctorate and master of laws degrees)
or maintaining membership in professional societies, associations, or bar sections is not authorized.
Reimbursement of expenses for examination preparation courses, examination fees, any voluntary
fee or donation, costs for continuing legal education (CLE) events or materials, CLE waiver fees,
payments in lieu of CLE, online payment or processing fees (unless online payment is mandatory),
convenience fees, late fees, fees for more than one bar license, travel costs, or costs incurred to
obtain other professional certifications are also not reimbursable.

(4) Reimbursement is only authorized for qualifying expenses incurred after appointment as
a judge advocate.

g. Procedures for Reimbursement.

(1) Authorization and Annual Rate Setting: Each fiscal year, TJAG or a designee will issue
an authorization allowing all eligible judge advocates to request reimbursement of bar dues
expenses incurred that fiscal year. PPTO will set the annual rate of reimbursement for the fiscal
year, based on the purpose for the program, the number of eligible Judge Advocates, historical
reimbursement rates, and available funds.

(2) Claim: After incurring qualifying expenses, an eligible judge advocate files a claim for
reimbursement by certifying personal eligibility under the program and the qualifying nature of any
claimed expenses. After completing the certification, the judge advocate then uploads proof of
payment and a signed OF 1164, Claim for Reimbursement for Expenditures on Official Business
through JAGCNet. Reserve Component officers who were mobilized IAW the above criteria must
provide a DD Form 214 (if mobilization complete) or mobilization orders (if still mobilized) as
evidence of the mobilization. Acceptable forms of proof of payment are a valid receipt, paid invoice,
or an email confirmation. All forms of proof of payment must show the state bar name, amount
due/paid, appropriate dates, and the claimant’s name. If qualifying and non-qualifying expenses
were paid in the same transaction, the claimant must clearly identify the qualifying portion(s).

(3) Verification: PPTO reviews the supporting documentation and OF 1164. No one may
verify his or her own documentation.

(4) Payment: Upon verification, PPTO approves the claim and transmits a judge advocate’s
OF 1164 and supporting documentation to DFAS for payment.

h. Send your questions to the Personnel, Plans and Training Office, OTJAG, at:
usarmy.pentagon.hqda-otjag.list.ppto-plans@mail.mi
CHAPTER 5.  ACTIVE COMPONENT CAREER MANAGEMENT AND PROGRESSION

5-1. ASSIGNMENTS AND PROFESSIONAL DEVELOPMENT.

a. Judge advocate professional development occurs through progressively more challenging assignments to Army and Joint Force organizations in the field and at higher headquarters, and through school and versatility opportunities. The general career development and education models for JAs are at Figures 1-1 through 5-1. This chapter explains the JAG Corps’ active component (AC) career progression, professional development, and assignment philosophy.

b. The JAG Corps mission and vision form the foundation of AC career management. From that mission and vision, the Career Development Objective (CDO) outlines the “what, how, and why” of career development and management. “The Army and the JAG Corps develop, employ, and retain JAs who combine the versatility to practice in every legal function with the expertise to do so at the highest possible level in one or more particular function(s). Versatility will remain essential throughout a JA’s career; when called upon, all JAs must be competent to practice in any area. As they enter field grade ranks, JAs are expected to develop greater expertise in one or more function(s), and may periodically be employed in ways that draw upon that expertise.” (Figure 1-1).

c. The Judge Advocate Career Model applies the CDO throughout an officer’s career, providing objectives and goals at different points along a career path (Figure 5-1). The CDO and the Career Model provide the basis for the Assignment Factors. The Assignment Factors are, in order of priority: (1) the needs of the Army, (2) the needs of the JAG Corps, and (3) personal interests (Figure 5-2). While personal interests are considered, individual desires are subordinate to the needs of the Army to fill mission-critical assignments and the needs of the JAG Corps to develop both versatility and expertise across the Corps.

d. Developing JAs. Proven performance and potential from a diversity of assignments are the key factors in deciding the best qualified officer for an assignment. The JAG Corps assignment process is designed to meet all Army requirements while facilitating the development of versatility and expertise in its officers. At junior levels, PPTO works to ensure officers are afforded a diverse pattern of assignments and opportunities, providing each JA opportunities for experience, leadership, and education in a variety of legal functions in a variety of assignments with increasing responsibility. As JAs increase in seniority, they will have more opportunities to develop and employ functional expertise in particular functions.

e. Company Grade Assignments. Company grade, pre-Graduate Course (GC) assignments are key developmental milestones for JAs. Company grade duties include the core legal functions rather than specific jobs, supporting the goal of developing versatile officers. Initial company grade assignments provide JAs opportunities to develop basic technical skills and learn about the Army. Company grade JAs are developed – and must develop themselves – to provide proactive legal counsel in any environment, and in any necessary legal function. Consistent effort, improvement, and success in multiple legal functions develops the versatility required for promotion to Major. Examples of company grade assignments are listed in the Career Model (Figure 5-1). Progressive company grade assignments of increasing responsibility may provide officers the chance to begin developing expertise in a particular area of the law, or serve as a command legal advisor. SJAs and other heads of legal offices will rotate company grade officers through as many different duties as sound officer management and the local mission allow. This rotation provides a firm foundation for future training and assignments and helps officers make more informed career choices as they become more senior in grade. Officers whose initial assignments are to organizations whose missions are more limited may be reassigned during their initial obligated tour to have the opportunity for assignment to offices with a greater diversity of duties.

f. Field Grade Assignments (Major). Officers selected for promotion to major attend the GC. The GC prepares JAs to become mid-level leaders and managers, and to further develop functional
expertise in complex practice areas. After the GC, officers may be employed as practitioners, leaders, and advisors in any legal function at any echelon. They are typically assigned to positions where they supervise other JAs, noncommissioned officers (NCOs) and paralegals (such as command legal advisors or branch chiefs). Majors also continue to develop functional expertise in particular legal functions, and may be assigned to positions that draw upon or build upon that expertise. Officers may also be assigned to versatility opportunities (such as joint, NATO, interagency positions, or fellowships). Examples of major assignments are listed in the Career Model (Figure 5-1). Regardless of the assignment, continued proven performance and potential in positions of increasing responsibility remains the hallmark of field grade officer success. As majors, officers reach eligibility for ILE and compete for Command and General Staff College (CGSC) and advanced civilian schooling during their initial post-GC assignments.

g. Field Grade Assignments (Lieutenant Colonel). After promotion to lieutenant colonel, officers enter the JAG Corps’ senior leader ranks. Lieutenant colonels are assigned to positions where they lead JAs, paralegals, and Army Civilians in the provision of legal services. They may serve as legal advisors to senior Army and Joint Force leaders, and they are expected to apply functional expertise. Success as a senior leader requires that a JA be competent in all legal functions and expert in one or more. Examples of lieutenant colonel assignments are listed in the Career Model (Figure 5-1). Regardless of the assignment, continued proven performance and potential in positions of increasing responsibility remains the hallmark of field grade officer success. Most officers nearing promotion to Colonel become eligible for selection to attend resident Senior Service College or the Army War College Distance Education Program.

h. Field Grade Assignments. (Colonel). Colonels will typically be considered for assignment as command legal advisors to senior Army and Joint Force leadership; as leaders in OTJAG, U.S. Army Legal Services Agency (USALSA), or TJAGLCS; as senior interagency legal advisors; or as Military Judges. Examples of colonel assignments are listed in the Career Model (Figure 5-1).

i. No single assignment in the JAG Corps is a prerequisite for either future assignments or future promotion. Sustained superior performance over time and in a variety of assignments that develop and display each officer’s skills as an attorney, manager, and leader are the keys to success.

j. “Functional Expertise.” The Army and Joint Force need versatile JAs, but the JAG Corps also recognizes the need for JAs to further develop expertise in critical practice areas. The Army’s, the Joint Force’s, and the JAG Corps’ needs are mutually reinforcing. Versatile JAs, by understanding the interrelationship of the various legal functions, are better practitioners and better able to serve their clients, even in areas requiring the development of functional expertise. Functional expertise is not sole-function specialization. As such, developing expertise in a particular legal function does not guarantee exclusive utilization within that core competency. Officers with functional expertise must continue to seek diverse assignments of increasing responsibility, inside and outside their area of expertise, to remain the most competitive for promotion, schooling, and assignments.

k. The JAG Corps recognizes its obligation to distribute high quality officers fairly throughout the Army and Joint Force: between TDA and MTOE units, between continental United States (CONUS) and outside the continental United States (OCONUS) commands, between the National Capital Region and the field, and between instructors who educate the JAG Corps and the Army and the legal advisors supporting commanders in day-to-day operations. The JAG Corps’ assignment, schooling, and promotion practices reflect these competing requirements. Distributing these officers throughout the Army, the Joint Force, and the JAG Corps is critical to developing a force of versatile officers with sufficient expertise to succeed at the highest levels.
5-2. RESPONSIBILITIES.

   a. Pursuant to 10 USC §§ 806 and 7037, TJAG assigns all SJAs (including rear-detachment SJAs of deploying units) and has final authority over all JAG Corps assignments. See also AR 614-100, para. 1-4.

   b. The Chief, PPTO is responsible for recommending field grade assignments to TJAG, unless otherwise delegated or directed.

   c. Assignments of military judges are made as described in Chapter 7, below.

   d. The Chief, PPTO is delegated authority for all other assignments.

   e. The Chief, PPTO, is responsible for recommending to TJAG whether officers selected for promotion should be “frocked” to the next higher grade. SJAs, their deputies, or other supervisors of officers’ whose commands intend to frock them to the next higher grade are responsible for notifying the Chief, PPTO, as soon as they learn of the proposed frocking action.

   f. SJAs, their deputies, and other heads of legal offices participate fully in the assignment process. They are the JAG Corps’ primary trainers. They must encourage and facilitate their subordinate JAs’ continued development. JAG Corps leaders must understand the JAG Corps Career Model and assignment process, be able to provide career advice to their subordinates, tailor assigned JAs’ duties according to their stages of professional development, identify their office’s needs to PPTO, and make recommendations to PPTO about follow-on assignments for their officers. JAG Corps leaders must be the Corps’ primary talent scouts, identifying junior officers who display aptitude in particular legal functions so expertise may be further developed and employed.

   g. Each officer is ultimately responsible for his or her own career. The individual JA is the most critical link in the personnel management process. All officers may communicate directly with their Career Manager in PPTO. However company grade JAs should first discuss their assignment preferences with their supervisory JA, as PPTO collects company grade assignment preferences from these supervisors. JAs and their supervisors should review the career model slides (Figures 1-1, 5-1, and 5-2) when developing assignment preferences and discussing career management goals and opportunities.

5-3. TALENT MANAGEMENT.

   a. Talent is “the intersection of three dimensions - skills, knowledge and behaviors - that create an optimal level of individual performance …. By better understanding the talent of our people and the talent needed by unit [and JAG Corps] requirements, we can more effectively … develop, employ, and retain the right talent, at the right time. Talent management is about more than assignment satisfaction. Talent management is a way to enhance Army readiness by maximizing the potential of the Army’s greatest asset - our people.” (US Army Talent Management Strategy).

   Restated for the JAG Corps, talent management is the development of leaders who are versatile enough to practice in all the Corps’ functional areas and possess true expertise in one or more, and who are assigned to positions that generate the greatest benefit for our client, the Army.

   b. Legal Function Leads (“Bench Builders”). TJAG identifies Legal Function Leads, also known as “Bench Builders,” and charges them to assist in the identification and tracking of JAs in each legal function who display an interest and exceptional proficiency in a particular legal function. Bench Builders accomplish this task by maintaining strong relationships with leaders in the field who are in the best position to identify talented JAs through direct observation. Bench Builders will exercise a sense of active ownership in identifying skilled practitioners in their legal function to “build the bench” and ensure the JAG Corps has a deep pool of talented JAs in a particular legal function. Bench Builders will track such individuals and meet with PPTO career managers to review Senior Leader
Talent Scout reports and billets that support continued development in a particular legal function. The designated Bench Builders by legal function are as follows:

(1) Military Justice: Chief, Criminal Law Division, OTJAG, will develop and maintain information on talented JAs in the area of Military Justice with the assistance of Staff Judge Advocates; Regional Defense Counsels, Military Judges; Chief, TDS; Chair, Criminal Law Department, TJAGLCS; Chief, TCAP; Chief, DCAP; Chief, GAD; Chief, DAD; and Chief, Litigation Division, USALSA, who will provide their assessment of particularly talented military justice practitioners and skilled litigators for the Chief, CLD, to share with PPTO Career Managers.

(2) Administrative and Civil Law: Chief, Administrative Law Division, OTJAG, will develop and maintain information on talented JAs in the area of Administrative and Civil Law with the assistance of Staff Judge Advocates; Chief of the OTJAG Labor and Employment Law Division; Chief of the USALSA Environmental Law Division; and Chair, Administrative and Civil Law Department, TJAGLCS; who will provide their assessment of particularly talented practitioners in their areas of law for the Chief, Administrative Law Division, to share with PPTO Career Managers.

(3) National Security Law: Chief, National Security Law Division, and Defense Intelligence Senior Level, OTJAG, will develop and maintain information on talented JAs in the area of National Security Law with the assistance of Staff Judge Advocates; JA leaders at Combatant Commands, Special Mission Units, Combat Training Centers, and the Center for Law and Military Operations; and Chair, National Security Law Department, TJAGLCS; who will provide their assessment of particularly talented practitioners in their areas of law for the Chief, National Security Law, to share with PPTO Career Managers.

(4) Contract and Fiscal Law: Chief, Contracts & Fiscal Law Division, USALSA, will develop and maintain information on talented JAs in the area of Contract & Fiscal Law with the assistance of Staff Judge Advocates; Chief of Contract and Fiscal Actions Division, OTJAG; and Chair, Contract and Fiscal Law Department, TJAGLCS; who will provide their assessment of particularly talented practitioners in their areas of law for the Chief, Contract & Fiscal Law Division, to share with PPTO Career Managers.

(5) Soldier & Family Legal Services: Director, Soldier & Family Legal Services will develop and maintain information on talented JAs in the areas of Legal Assistance, Claims, and Special Victim Counsel with the assistance of Staff Judge Advocates; Commander, USARCS; Chief, Legal Assistance Policy Division; and the Special Victim Counsel Program Manager, who will provide their assessment of particularly talented practitioners in their areas of law for the Director, Soldier & Family Legal Services to share with PPTO Career Managers.

c. Senior Leader Talent Scouts (“Talent Scouts”): Senior Leader Talent Scouts of the JAG Corps are those officers in Staff Judge Advocate (SJA) or other key leadership billets described above in paragraphs 5-3b(1)-(5), as well as other leaders throughout the JAG Corps with direct observation of talented JAs. Talent Scouts form an integral component of the JAG Corps’ talent management process through identification and development of JAs who are versatile and expert in one or more legal functions. Talent Scouts will annually complete a talent scouting report to identify JAs within their organizations, or JAs they personally observed, who display both an interest and proficiency in one of the JAG Corps’ legal functions. Career Managers and Bench Builders will use talent scout reports as one factor among many when considering future assignment options.

d. Talent Scouts will keep Bench Builders updated on a regular basis when talented JAs are identified. Each March, Bench Builders will submit a consolidated report of Talent Scout observations from across the JAG Corps to identify officers with both an interest and proficiency within the legal functions identified above in paragraphs 5-3b(1)-(5). Each May, PPTO will evaluate the Talent Scout report and Bench Builder input. The results of these collaborative efforts will be synthesized within PPTO’s talent management system and will assist in the assignments process, including the General Officer Steering Committee.
5-4. ASSIGNMENT CYCLE PROCESS (FIELD GRADES).

a. The annual assignment cycle normally begins during the 3rd and 4th quarter of the fiscal year preceding the fiscal year in which the assignments will occur. In addition to the talent management process described above, generally:

(1) In May, PPTO solicits office requirements from all Offices of the Staff Judge Advocate (OSJAs) and joint/interagency legal offices. Based on this office input, PPTO develops office personnel requirements and identifies officers who may need to change duty stations or duty positions to meet the needs of the Army, the JAG Corps, and officers’ development.

(2) In August, based on the input from OSJAs and legal offices, PPTO will publish the list of jobs at each pay grade. Based on the potentially available jobs, PPTO solicits preferences from officers in the potential assignment cycle window. Majors, lieutenant colonels, and colonels submit their preferences using the online preference sheet. When completing preference sheets, JAs should remember to do three things: ONE: Review the Judge Advocate Career Model found in Figures 1-1, 1-2, and 5-1; TWO: Discuss career development with supervisors or mentors and their respective PPTO Career Manager (field grade officers); and THREE: Ask themselves whether they are considering potential assignments that would best develop them to meet the needs of the Army and JAG Corps.

(3) After preferences have been collected, PPTO career managers discuss potential assignments with supervising SJAs (or SJA equivalents) and SMEs, as needed, and collect additional data to inform the assignment process. The career managers may also directly discuss assignment options with each JA to ensure JAs remain within the Judge Advocate Career Model, furthering development while also taking into account the needs of the Army, the needs of the JAG Corps, and personal interests (Figure 5-2). Based on this information, the career managers prepare potential slates of proposed assignments.

(4) Between late October and early December, PPTO career managers develop and present a slate of proposed assignments to the Judge Advocate Assignment General Officer Steering Committee (JAA-GOSC). Consisting of the Deputy Judge Advocate General (DJAG) and other senior JAs appointed by TJAG (normally including all brigadier general officers), the JAA-GOSC is an advisory body that reviews PPTO’s proposed assignment slate (which usually consists of a primary and two or three alternates for each assignment). The JAA-GOSC meets as often as necessary to review and discuss proposed assignments. Once the JAA-GOSC agrees on a proposed assignment slate, PPTO presents that proposed assignment slate to TJAG. TJAG makes the final decision on all field grade JA assignments.

b. Once TJAG approves an assignment, PPTO informs the officer and issues an assignment instruction (AI) soon thereafter. Approved assignments generally begin in July, but the exact time that any particular assignment begins is always subject to the needs of the Army.

5-5. ASSIGNMENT CYCLE PROCESS (COMPANY GRADES).

a. For company grade officers moving in the summer, the assignment cycle begins when PPTO solicits preferences from officers in the potential assignment cycle window. The current assignment preference sheet is available on the PPTO JAGCNet page during the assignment window. Company grade officers submit their assignment preferences using the online preference sheet. SJAs/DSJAs should counsel and mentor their JAs on appropriate assignment preferences. In these counseling sessions, the SJA/DSJA and the officers should review the Judge Advocate Career Model found in Figures 1-1, 1-2, and 5-1. The SJA/DSJA should discuss the officer’s assignment history, reviewing the diversity of professional experiences, and focus on developing versatility and expertise along a career path. Considering these factors, the SJA/DSJA and junior JA should develop assignment preferences that will best support the officer’s development.
b. SJAs and DSJAs should compile their company grade JAs’ assignment preferences on the assignment cycle spreadsheet. Once all assignment preferences are collected, SJAs/DSJAs should return the completed spreadsheet to PPTO. Career managers will review the spreadsheets. Career managers will coordinate with SJAs (or SJA equivalents) to collect additional information to inform the assignments process as needed.

c. After coordinating with SJAs, the Company Grade Career Manager will apply the Judge Advocate Career Model and develop the assignment slate for company grade JAs. During this process, the career manager will consider the assignment factors. Found in Figure 5-2, the Assignment Factors are, in order of priority: (1) meeting the needs of the Army, (2) meeting the needs of the JAG Corps, and (3) the individual JA’s personal interests.

d. The Company Grade Career Manager presents proposed assignments to the Chief, PPTO for approval. Once an assignment is approved, the Career Manager will notify the officer of the new assignment, generally through the SJA or DSJA. PPTO will also issue the AI. Once the AI is released, the officer should be contacted by HRC via e-mail. The officer can then take the AI to the servicing personnel center for orders processing. If a company grade officer notified of a summer assignment has not received an AI by the middle of April, the officer should have his or her SJA or DSJA contact PPTO.

e. Although most company grade officers move during the summer cycle, a large number of company grade assignments occur off-cycle. For these assignments, the same general process and considerations apply, but the timeline is driven by the requirement. Officers notified of an off-cycle assignment should generally receive their AIs no later than 90 days before the report date.

5-6. TOUR LENGTH.

a. Tour lengths in the continental United States (CONUS) differ based on assignment and grade. With the exception of assignments to military schools, typical geographical assignments for Captains will normally be three years with the possibility of four years. Senior officers should expect two-year to three-year tours as conditions permit. Tour lengths for overseas tours (OCONUS) have additional requirements and are outlined in AR 614-30. Such tours are typically three years. All officers will embrace the fact that the above assignment policies are aspirational and subject to the following in order of priority: 1) needs of the Army; 2) needs of the JAG Corps; and, 3) personal interest.

b. A judge advocate serving as a military justice advisor, trial counsel, or defense counsel will remain in that duty position for a minimum of 18 months, absent a compelling reason to shorten that period. The time is cumulative between two jobs.

c. Officers are subject to reassignment for developmental and mission-related needs during their initial service obligation. An officer will be reassigned prior to the end of an initial service obligation if initially assigned to serve in a short tour area (one-year or two-year tour, unaccompanied or accompanied). Officers assigned OCONUS will normally complete the overseas tour prescribed by regulation before being reassigned.

5-7. INITIAL ASSIGNMENT PRACTICES.

a. Recently accessed JAs typically attend the JAOCB in route to their first duty stations, although a few may be assigned in a delayed schooling status to installations before attending the JAOCB. All officers are eligible for overseas assignment as an initial assignment. Newly commissioned officers and officers detailed to the JAG Corps serving in their initial JAG Corps assignments are not normally assigned to the following organizations:

(1) OTJAG (including U.S. Army Claims Service);
(2) The Judge Advocate General’s Legal Center and School;

(3) The United States Military Academy’s Department of Law;

(4) Headquarters for the following commands: U.S. Army Europe (USAREUR), U.S. Army Pacific (USARPAC), Eighth U.S. Army, Forces Command (FORSCOM), Training and Doctrine Command (TRADOC), US Army Futures Command (AFC), Army Materiel Command (AMC), and Criminal Investigation Command (USACIDC);

(5) Trial Defense Service (TDS) offices requiring assignment of experienced military attorneys (see paragraph 5-9 below); and,

(6) Offices with limited supervision and or limited junior officer job opportunities.

b. Initial officer assignments normally will not be made to the state in which the officer is admitted to practice, the state in which the officer attended law school, or a FLEP officer’s on-the-job training (OJT) station. This policy ensures that new JAs are given a full opportunity to become acclimated to the broader military environment.

c. Officers assigned to CONUS stations are subject to reassignment for developmental and mission-related needs during their initial service obligation. An officer will be reassigned once prior to the end of an initial service obligation if initially assigned to serve in a short tour area (one-year or two-year tour). Officers assigned OCONUS will normally complete the overseas tour prescribed by regulation before being reassigned.

5-8. OVERSEAS SERVICE.

a. As with all assignments, the paramount consideration for service OCONUS remains the needs of the Army. To the maximum extent practicable, an officer’s overseas service will be alternated between long and short overseas tours. Officers assigned to overseas locations may serve an accompanied tour or an “all others” tour, as prescribed in AR 614-30.

b. Overseas tours, including Alaska and Hawaii, are normally three years. Tours in Korea vary from 12 to 24 months. Overseas tour lengths are prescribed by AR 614-30.

5-9. FOREIGN SERVICE TOUR (FST) EXTENSION.

Foreign Service Tour Extensions will be granted only when in the best interests of the Army. Requests will be submitted through and endorsed by the supervising JA, SJA, or commander concerned, to PPTO.

5-10. TRIAL DEFENSE SERVICE (TDS).

a. TDS assignments are considered a critical part of career development in the JAG Corps. To ensure a balance of experience and to minimize permanent change of station costs, transfers of JAs between TDS and the installation SJA office should be made whenever practicable. When assigning a transferred defense counsel directly into a trial counsel position, SJAs will take care to avoid any real or apparent conflict of interest.

b. Regional defense counsel, senior defense counsel, and trial defense counsel will normally be assigned to TDS for 24 months.

c. As a general rule, JAs graduating from the JAOBC will not be assigned to TDS as their initial assignment. Exceptions will be made based on individual qualifications and the needs of the Army. To ensure necessary training and supervision, any assignment of JAOBC graduates to TDS will be
carefully monitored. Basic Course graduates assigned to TDS will normally be placed in larger TDS offices that can provide the necessary training and supervision.

d. The Chief, U.S. Army Trial Defense Service, exercises independent supervision, control, and direction over all Trial Defense Service personnel and their mission. All Trial Defense Service personnel will wear the unit patch of the U.S. Army Trial Defense Service.

5-11. BRIGADE COMBAT TEAMS.

a. General. JA officers assigned to Brigade Combat Teams (BCTs), regiments, groups, and other brigade equivalents must be prepared to operate under the command and control of the higher headquarters with which they have a habitual relationship. The BCT legal section is led by the Brigade/Regimental/Group/Command Judge Advocate [hereinafter BJA], who is the senior legal officer assigned. The SJA of the servicing Office of the Staff Judge Advocate will provide technical guidance to the BCT as necessary.

b. TJAG, through the Chief, PPTO, assigns officers and senior paralegals to the BCT. It is the SJA’s responsibility to monitor the professional development of JAs assigned to BCTs. Specific details regarding the roles and responsibilities of BCT members can be found in AR 27-1, paragraph 3-6.

5-12. COMPASSIONATE REASSIGNMENTS.

Compassionate reassignments are governed by ARs 614-100 and 614-30. Reassignment consideration will be given in cases of extreme hardship that can be alleviated only by an assignment to a specified area. The needs of the Army will be the final determining factor.

5-13. DUAL MILITARY COUPLES.

(See AR 614-100)

a. A number of married couples jointly serve on active duty. Some couples are JA spouse teams and others are JAs married to a member of another branch of the Army or Sister Service. When possible, these couples are assigned to the same general locality. This is not always possible, particularly when one member is attending Professional Military Education (PME). When spouses are assigned to the same location, they will not have contemporaneous assignments as trial counsel and trial defense counsel. Although TJAG cannot control other branch assignments, every effort is made to coordinate with other branches to facilitate a joint domicile assignment. Service couples are eligible for assignment to unaccompanied assignments and deployments.

b. Joint domicile assignments cannot be made if the Career Manager is not aware of the marriage. Therefore, it is the responsibility of each JA to ensure his/her official file reflects the officer’s marriage to another service member and that the information is brought to the Career Manager’s attention as part of the assignment preference process. AR 614-100 governs the timeline for enrollment in the Married Army Couples Program (i.e., not later than 30 days from the date of marriage). JAs should also directly notify PPTO if they marry a service member and provide a copy of the enrollment in the Married Army Couples Program. Notification should include name, grade, date of rank, social security number, and branch of service of the spouse.

c. Officers who change their names on their official military records will submit a copy of the approved name change documents to PPTO.

5-14. SPONSORS.

The appointment of qualified, conscientious sponsors is an essential means of assisting officers upon initial and subsequent assignments. SJAs and other supervisors are responsible for ensuring
that each new arrival is promptly welcomed and assisted by a sponsor. Assistance for outgoing Soldiers should also be considered in accordance with AR 600-8-8.

5-15. ARMY MILITARY HUMAN RESOURCE & SELECTION BOARDS RECORDS MANAGEMENT.

a. Army Military Human Resource Records (AMHRR). AMHRRs are governed by AR 600-8-104. HRC is the custodian of each JA's AMHRR. The AMHRR is used for Headquarters Department of the Army (HQDA) promotion and school selection boards and when adjudicating Active Date of Rank (ADOR) determinations for senior accessions placed on the active duty list (ADL). Officers should send documents (see AR 600-8-104, appendix B for a listing of authorized documents) for inclusion in their AMHRR through their local servicing Military Personnel Division (MPD). All authorized documents for filing in the AMHRR must have the soldiers Department of Defense (DoD) Identification Number (ID) listed legibly on the upper right-hand corner of the document when being submitted for filing. It is the officer's responsibility to ensure that their AMHRR is accurate and current. Accordingly, JAs are encouraged to review their AMHRR on a regular basis to ensure that documents such as awards, OERs, course completion certificates, official transcripts, and their DA Photo are properly filed. Officers can access their files online through the HRC record portal (www.hrc.army.mil). Officers can use the links at the bottom of the website to review the AMHRR, Officer Record Brief (ORB), and DA photo. Officers should also contact their local human resources personnel office to review and update their ORBs.

b. Officer Record Brief (ORB). The ORB is used by PPTO for personnel career management purposes (e.g., assignments) and by HQDA for selection boards. Most of the data on the ORB is entered by the local servicing military personnel office. In some cases, officers will be required to provide original documents to support changes. Officers are required to audit the ORB and provide corrections to the local personnel office at least annually (preferably during the officer's birth month). Officers may view their ORBs online at the HRC Self Service portal.

c. As outlined in AR 600-8-29, officers are notified of upcoming selection boards via HQDA/HRC military personnel (MILPER) messages. Officers eligible for selection will be individually notified of their eligibility through Army Knowledge Online (AKO) and the My Board File (MBF) application on the Self Service portal of the HRC website. The MBF opens approximately 60 days prior to the convene date of each board. Officers are responsible for presenting accurate information to the promotion selection board. Officers must review their MBFs and contact their servicing S-1 to correct and update their records. Failure to apply due diligence is not a basis for reconsideration for promotion.

d. Officers who are not being considered for selection must use their local MPD/S-1 to correct and update their records. If all efforts have been exhausted in an attempt to get records updated by the local MPD/S-1, Career Managers can assist officers being considered for selection with the correction and updating of their records. Officers submitting such requests for assistance to their Career Managers should copy their Deputy Staff Judge Advocate/Regional Defense Counsel/or equivalent supervisor on all correspondence with the Career Manager.

5-16. DA PROMOTION SELECTION BOARDS PROMOTION PLANS

a. Officers selected for promotion will be promoted based on a TJAG approved promotion plan, which is typically released to the field within ten days of Senate confirmation of the promotion list.

b. Officers are promoted in order of seniority as determined by HRC.
# Judge Advocate Career Model

**JAGC’s Career Development Objective:** The Army and the JAGC develop, employ, and retain Judge Advocates who combine the versatility to practice in every legal discipline with the expertise to do so at the highest possible level in one or more particular disciplines. Versatility will remain essential throughout a Judge Advocate’s career; when called upon, all Judge Advocates must be competent to practice in any area. As they enter the Field Grade ranks, Judge Advocates are expected to develop deeper expertise in one or more disciplines, and may periodically be employed in ways that draw upon that expertise.

## Assignments

<table>
<thead>
<tr>
<th>Year</th>
<th>Rank</th>
<th>Company Grade Assignments</th>
<th>Field Grade Assignments</th>
<th>Senior Leader Assignments</th>
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<tbody>
<tr>
<td></td>
<td>1LT</td>
<td>CFT</td>
<td>MAJ</td>
<td>LTC</td>
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<tr>
<td>Goal</td>
<td></td>
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<td></td>
<td>Lead and develop Judge Advocates, provide expert legal counsel to senior leaders.</td>
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<tr>
<td>Duties</td>
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<td></td>
<td>Advisor/DSJA/Leader at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, COCOM, or higher HQ</td>
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<td>Legal Advisor to senior Army leadership</td>
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<td>Leader at OTJAG, USALSA, or TJAGLCS</td>
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<td>Military Judge</td>
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<td>SJA at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, COCOM, or higher HQ</td>
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<td>SJA, Installation</td>
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## Education: Continuous professional and personal development

<table>
<thead>
<tr>
<th>Self-develop</th>
<th>State CLE, Professional Reading (military, legal, history, doctrine), Military Leadership, Professional Writing/Publication</th>
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<tbody>
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<td>Prof. Mil. Educ.</td>
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<td>CBC</td>
<td>Airborne, Air Assault, JATSOC</td>
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<td>DCC</td>
<td>Grad Crs</td>
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<tr>
<td>ILE-AOC, ILE, LLM</td>
<td>SGC</td>
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<tr>
<td>TJAGLCS Short Courses</td>
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Figure 5-2 JA Assignment Factors

<table>
<thead>
<tr>
<th>JA Assignment Factors</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Needs of the Army</strong></td>
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<tr>
<td>• Goal. Support the Army and the Joint Force.</td>
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<tr>
<td>• Priority. First</td>
</tr>
<tr>
<td>• Factors.</td>
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<tr>
<td>• Mission</td>
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<tr>
<td>• Availability of Personnel</td>
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<tr>
<td>• Need for expertise</td>
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<tr>
<td>• Comply with Army Policy: EFMP, Married Army Couples Program, etc.</td>
</tr>
<tr>
<td>• Method. Match qualified and available JAs with current mission requirement. Army service is a privilege that, at times, requires sacrifice.</td>
</tr>
<tr>
<td><strong>2. Needs of the JAGC</strong></td>
</tr>
<tr>
<td>• Goal. Develop and employ judge advocates with expertise and versatility.</td>
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<tr>
<td>• Priority. Second.</td>
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<tr>
<td>• Factors.</td>
</tr>
<tr>
<td>• Develop expertise and versatility in the right combination to support the mission.</td>
</tr>
<tr>
<td>• Equity of deployments / mobilizations.</td>
</tr>
<tr>
<td>• Education and development appropriate to the officer.</td>
</tr>
<tr>
<td>• Functional expertise, especially for field grades, may be developed or employed to meet JAGC needs.</td>
</tr>
<tr>
<td>• Method. Assign JAs to duties that develop and employ expertise and versatility as officers and lawyers.</td>
</tr>
<tr>
<td><strong>3. Personal Interest</strong></td>
</tr>
<tr>
<td>• Goal. Consider each JA’s preferences and goals,</td>
</tr>
<tr>
<td>• Priority. Third.</td>
</tr>
<tr>
<td>• Factors.</td>
</tr>
<tr>
<td>• Career managers consider individual preferences.</td>
</tr>
<tr>
<td>• Reaffirms the JAGC’s commitment to Soldiers and Families.</td>
</tr>
<tr>
<td>• Method. JAGC considers personal preferences while meeting all Army requirements.</td>
</tr>
</tbody>
</table>
6-1. ARMY RESERVE ASSIGNMENTS AND TENURE.

a. The following policy applies within the United States Army Reserve.

b. All Army Reserve JA positions in the grade of colonel or lieutenant colonel; any Staff, Command, Group, or Brigade Judge Advocate position; all positions in the 13th LOD-E, all Individual Mobilization Augmentee (IMA) positions, and all O4 positions with Army Reserve Elements (AREs) serving with active commands are tenured positions. Assignment to these positions will not exceed three years. Tenure to serve in a double-slot position (i.e. S1/S3 double-slotted with the Deputy Commander) will not exceed two years. Upon expiration of the tenure, JAs will be transferred to the IRR unless TJAG approves another tenured assignment, a tenure extension, or overstrength request prior to the expiration of the tenure.

(1) Only one officer will be assigned to a tenured position, unless an exception to policy is approved by TJAG or TJAG’s designee. IMA positions will not be double slotted.

(2) To ensure all qualified Army Reserve JAs have an opportunity to be considered for assignment to tenured positions, vacancies must be advertised on milBook (https://www.milsuite.mil/book/groups/jagconnect-reserve-ppto/overview) for a period of at least 60 days. Vacancy announcements must be provided to PPTO for posting to milBook.

(3) The senior JA in each organization is responsible for: 1) tracking all tenured personnel, 2) notifying PPTO of new JA force structure modifications, 3) notifying PPTO of vacant positions in a timely manner, 4) complying with PPTO requests to advertise vacancies, and 5) transferring JAs to the IRR upon their tenure expiration. PPTO is responsible for transferring IMA Soldiers to the IRR.

(4) All requests for overstrength assignments and tenure extensions will be forwarded through command channels to PPTO for TJAG decision. Applicants will forward their requests to TJAG (DAJA-PT/Army Reserve Management), at usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil.

c. Tenure Assignment Process. There are two competitive methods by which judge advocates receive a tenured position: The General Officer Steering Committee and the Tenured Personnel Slate.

(1) General Officer Steering Committee (GOSC).

(a) Applications for the following assignments will be considered twice per year or on an as needed basis by a panel of Reserve Component JAG Corps general officers, who will recommend personnel for each assignment. Membership of any GOSC will be determined by TJAG.

(i) Any Staff, Command, or Brigade Judge Advocate (S/C/BJA) position,

(ii) All colonel positions, and

(iii) All military judge positions, including appellate judges.

(b) PPTO will post GOSC application materials and instructions on milBook and JAGCNet and will email the materials and instructions to all reserve judge advocates. Application materials must strictly comply with the instructions and deadlines.

(c) The recommended assignments will be staffed by PPTO to TJAG for final approval. In the event that there is only one applicant for a TJAG tenured assignment as of the advertised
closing date, PPTO may staff the applicant to TJAG for approval without prior consideration of the GOSC. Officers will be selected based on their complete record of military service using the following criteria:

(i) Demonstrated performance as recorded in the Officer Evaluation Reports (OERs)
(ii) Levels of responsibility in military and civilian employment;
(iii) Diversity of assignments (includes duty title and variety of unit)
(iv) Military and civilian education;
(v) Record of active duty and combat duty as an officer;
(vi) Awards and decorations;
(vii) Staff and command experience; and
(viii) Embodiment of Army Values and Warrior Ethos.

(2) Tenured Personnel Slate.

(a). To ensure maximum competition and talent management principles, PPTO-RC will conduct assignment cycles throughout the year. These positions will be referred to as the “Tenured Personnel Slate” or (“TPS”).

(b). At the request of PPTO, senior judge advocates will compile a list of positions with tenure end dates between PPTO’s requested time period. All two-star commands and direct reporting units to USARC will complete the requested information for their subordinate units. This information will be returned to PPTO for advertisement.

(c). All positions will be advertised by PPTO for at least 60 days. Positions will be advertised on the Reserve Component milBook page at https://www.milsuite.mil/book/groups/jagconnect-reserve-ppto and by email to all USAR judge advocates. Applicants will apply to the POC listed for the position by sending their DA photo, ORB, last two OERs, and DA Form 705. Applicants will also complete an applicant preference form listing their preferred position(s) in rank order. Applicants will then send the preference form to usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil. The title of the form will contain the applicant’s rank and first and last name.

(d). Upon conclusion of the advertisement period, units/organizations will compile their order of merit on the fillable form sent by PPTO and posted on the RC milBook page. The individual signing the form must certify that the ranked “candidates have been appropriately vetted and approved” by any higher echelon if required. This form will be returned to PPTO by the suspense provided.

(3) Military Judges.

(a) The 150th Legal Operations Detachment and the 13th LOD-E which has administrative control of Associate Appellate Judges serving on the Army Court of Criminal Appeals will coordinate with PPTO for judge vacancies and advertisement to the field. Military Judge and Associate Appellate Judge positions will be advertised for 60 days and filled utilizing a General Officer Steering Committee. The Judges General Officer Steering Committee is not the same assignment GOSC in para. 6-1c(1). The GOSC will prepare its recommended slate of judges and will forward the recommendations to PPTO for final approval by TJAG.
(b) The selection criteria of Military Judges serving in the 150th LOD, may be located at para. 8-2. Additional information on the tenure of Military Judges may be located at para. 8-6b.

(c) Additional information on the selection and assignment of Associate Appellate Judges may be located at para. 8-5.

(4) Officers assigned to a tenured position may not vacate their assignments before their tenure end date without the prior, written consent of TJAG or designee (except for mobilization, see paragraph four below). Officers may not apply for another TJAG-tenured assignment until six months before their tenure end date unless an exception to policy is approved by TJAG or TJAG’s designee before the officer submits an application.

(5) If officers wish to mobilize in a position other than their TJAG-tenured positions, the following restrictions apply:

(a) DIMA officers must voluntarily transfer to the Individual Ready Reserve (IRR) prior to mobilization. The tenured position will then be advertised and filled in accordance with Chapter 7 of this publication;

(b) Embedded officers must receive written consent from their O-6 or higher commander and TJAG or his or her designee prior to mobilization. Upon approval, such officers may be required to resign from their tenured positions and transfer to the IRR. The embedded position will then be advertised and filled;

(c) Officers assigned within the USARLC must receive written consent from their LOD Commander, the Commander, USARLC, and TJAG or his or her designee. Upon approval, such officers may be required to resign from their tenured positions and transfer to the IRR. The tenured position will then be advertised and filled.

d. COL Assignments. All GOSC colonel assignments except for the Commander, 150th LOD are two-year assignments. The Commander, 150th LOD, is a three-year assignment.

e. Assignment Nomenclature

(1) Correct naming of positions on TDAs and MTOEs is vitally important to maintain consistency throughout the USAR and for career progression. Below is a brief description of positions, along with a table of examples, which will be used to correct variations between the guidance provided below and a unit’s TDA or MTOE. Where a discrepancy exists on a TDA or MTOE, the supervisory judge advocate within the command will work with PPTO RC Plans to correct the discrepancy. The examples provided in the Table are non-exhaustive.

(a) Staff Judge Advocates. Staff Judge Advocates are officers assigned by TJAG to tenured positions who are the primary legal advisor to a two-star general officer. Staff Judge Advocates are also assigned to Army Reserve Garrison Legal Offices at Fort McCoy, Fort Buchanan, Fort Dix, and Fort Hunter-Liggett. Staff Judge Advocates are primarily in the rank of colonel and, in a few exceptions, in the rank of lieutenant colonel. Position descriptions may be used based on the level of command, such as Theater Staff Judge Advocate.

(b) Command Judge Advocates. Command Judge Advocates are officers assigned by TJAG to tenured positions who are the primary legal advisor to a one-star general officer. Command Judge Advocates may be in the rank of colonel, lieutenant colonel, or major. Command Judge Advocates serve in commands such as Civil Affairs Commands, Training Divisions and Sustainment Commands (Expeditionary).

(c) Group Judge Advocates. Group Judge Advocates are officers assigned by TJAG to tenured positions who are the primary legal advisor to a colonel. Group Judge Advocates may be in
the rank of lieutenant colonel or major. Group Judge Advocates serve in commands such as Regional Support Groups.

(d) Brigade Judge Advocates. Brigade Judge Advocates are officers assigned by TJAG to tenured positions who are the primary legal advisor to a colonel. Brigade Judge Advocates may be in the rank of major or captain. Brigade Judge Advocates serve in brigades.

(e) Team Chief. Team Chiefs are officers assigned by TJAG to tenured positions within a Legal Operations Detachment to an O-5 billet. Team Chiefs are primarily in the rank of lieutenant colonel and major.

(f) Team Leader. Team Leaders are not assigned by TJAG and these positions are not tenured. Officers serving as Team Leaders may be in the rank of major or captain.

(g) Senior Legal Advisors. Senior Legal Advisors are officers assigned by TJAG to tenured positions and serve as the senior judge advocate Individual Mobilization Augmentees within the unit. Senior Legal Advisors are usually in the rank of colonel and work within the OSJA.

(h) Legal Advisors. Legal Advisors are officers assigned by TJAG to tenured positions and serve as Individual Mobilization Augmentees within the unit. Legal Advisors are usually in the rank of lieutenant colonel or major and work within the OSJA.

<table>
<thead>
<tr>
<th>Position</th>
<th>Rank</th>
<th>Example</th>
<th>Commander’s Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Judge Advocate</td>
<td>Colonel or Lieutenant Colonel</td>
<td>79th Theater Sustainment Command</td>
<td>Major General</td>
</tr>
<tr>
<td>Command Judge Advocate</td>
<td>Colonel, Lieutenant Colonel, or Major</td>
<td>311th Sustainment Command (Expeditionary)</td>
<td>Brigadier General</td>
</tr>
<tr>
<td>Group Judge Advocate</td>
<td>Lieutenant Colonel or Major</td>
<td>654th Regional Support Command</td>
<td>Colonel</td>
</tr>
<tr>
<td>Brigade Judge Advocate</td>
<td>Major or Captain</td>
<td>96th Sustainment Brigade</td>
<td>Colonel</td>
</tr>
<tr>
<td>Team Chief</td>
<td>Lieutenant Colonel or Major</td>
<td>Legal Operations Detachment</td>
<td>Colonel</td>
</tr>
<tr>
<td>Team Leader</td>
<td>Major or Captain</td>
<td>Legal Operations Detachment</td>
<td>N/A</td>
</tr>
<tr>
<td>Senior Legal Advisor</td>
<td>Colonel</td>
<td>Office of the General Counsel</td>
<td>N/A</td>
</tr>
<tr>
<td>Legal Advisor</td>
<td>Lieutenant Colonel or Major</td>
<td>US Special Operations Command</td>
<td>N/A</td>
</tr>
</tbody>
</table>

6-2. OVERSTRENGTH ARMY RESERVE JA ASSIGNMENTS.

a. Army Reserve JAs may only be assigned at up to 200% of authorized levels, as permitted under AR 140-1, paragraph 2-5. In addition to the approval authorities in AR 140-1, all overstrength assignment of Army Reserve JA officers in the grades of O-5 and O-6 must be approved, in advance, by TJAG.

b. SJAs and LOD Commanders (CDRs) should counsel JAs on the benefits of assuming vacant positions (especially embedded positions), and afforded the opportunity to voluntarily fill vacant
positions at the earliest opportunity. Should these measures be insufficient to fill existing vacancies within the Ready Reserve Corps (RRC), RRC SJAs and LOD CDRs will identify excess or overstrength officers to, within existing regulatory authority (see AR 140-1), involuntarily transfer to existing vacancies, subject to tenure policies outlined above.

c. Under no circumstances will SJAs or LOD CDRs remove Army Reserve JAs in the grades of O-5 and O-6 from valid Unit Manning Roster (UMR) positions and transfer them to overstrength categories (i.e., 999X positions) solely for the purpose of creating additional vacancies in which to slot overstrength JAs. Exceptions to this policy must be approved by TJAG or designee.

d. Management of JA assets in accordance with this policy will be a matter of interest during Uniform Code of Military Justice Article 6 inspections. Further, PPTO monitors the total number of officers on hand versus the total number of authorizations by grade in a unit to ensure compliance with this policy.

6-3. OVER-GRADE ASSIGNMENTS.

a. In fulfilling the statutory responsibility to assign JAs, TJAG will normally assign or approve the assignment of a JA to a position with the same grade as the officer’s current grade.

b. Occasionally, circumstances warrant assigning an Army Reserve JA to a position one grade lower than the grade of the officer. Such an assignment will be made only upon the prior written approval of TJAG or designee. The duration of an over-grade assignment will be at the discretion of TJAG but will normally not exceed one year.

c. The criteria used to evaluate a request for an over-grade assignment includes the following:

   (1) needs of the JAG Corps and the command;

   (2) whether the officer is an incumbent SJA or CJA in a tenured position and the amount of time remaining in his or her tenure;

   (3) availability of other JAs in the grade of the vacant position;

   (4) availability of other JA positions in the requesting officer’s grade; and

   (5) the officer’s past performance.

d. Officers requesting approval of an over-grade assignment must submit the request by memorandum (see Figure 6-2) through their chains-of-command to TJAG (DAJA-PT/Reserve Component Management) at usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil.

6-4. PROMOTIONS DURING PERIODS OF MOBILIZATION OR DEPLOYMENT.

a. An Army Reserve officer selected for promotion must be assigned to an authorized billet in the grade in which the officer is to be promoted to effectuate the promotion (See AR 135-155). Unless the officer declines the promotion, he/she is promoted when he/she reaches the maximum time-in-grade as defined in 10 U.S.C. § 14304(a) and AR 135-155 or upon transfer to the IRR. If an officer selected by a promotion board has a maximum time-in-grade date that is before the approval date of the board, the officer’s promotion date and effective date will be no earlier than the date of the approval of the board or the date of Senate confirmation, if required.

b. If a JA who is mobilized or deployed is serving in a lower grade than the grade in which he/she has been selected for promotion, TJAG may approve the over-grade promotion IAW AR 135-155, para. 4-9. Requests for TJAG approval shall include a copy of the mobilization or deployment orders and will be sent to usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil.
6-5. ARMY RESERVE AND ARMY NATIONAL GUARD NON-JAG CORPS ASSIGNMENTS.

a. As special branch officers, USAR and Army National Guard JAs are expected to serve as JAs and perform legal duties for their entire career. In exceptional cases, based solely on the needs of the Army and not on the individual desires of the officer, a JA may serve in one out-of-branch assignment during the course of the officer’s career which may last up to three years. All out-of-branch assignments and the duration of the assignments are subject to TJAG’s approval. This paragraph applies to both USAR JAs and Army National Guard JAs who serve in a Title 10, United States Code status. TJAG may refer any request for non-JAG Corps assignments to a GOSC for a recommendation.

b. A Reserve Component JA may not serve in a non-JAG Corps assignment unless the officer receives prior written approval of TJAG or his or her designee. RC officers requesting approval to serve in a non-JAG Corps assignment must submit a request by memorandum through the officer’s first supervisory JA, to the Office of The Judge Advocate General (DAJA-PT/Reserve Component Management) at usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil. Except with respect to Emergency Preparation Liaison Officer (EPLO) positions or Defense Support to Civil Authority (DSCA) positions, as authorized under section d of this paragraph, each request must include a statement from the gaining commander (see Figure 6-2).

c. Reserve Component JAs who intend to compete for a non-JAG Corps assignment, such as through a USAR command assignment board, must obtain TJAG approval for the assignment.

d. A Reserve Component JA may request TJAG approval to apply for a Federal Emergency Management Agency EPLO or Defense Support to Civil Authority (DSCA) position only if the officer is an O-6 and has at least three years remaining until the officer’s Mandatory Retirement Date. The officer may not apply for an EPLO or DSCA position until TJAG signs a memorandum authorizing the officer to accept the position if selected. No more than five Reserve Component JAs will be permitted to serve in EPLO or DSCA positions at any one time.

e. The criteria used to evaluate each request to serve in an out-of-branch assignment will include, but will not be limited to:

   (1) the needs of the Army and the JAG Corps;

   (2) the needs of the requesting command;

   (3) the professional development of the requesting officer;

   (4) the availability of non-JAs to fill the position;

   (5) the requesting officer’s past performance and demonstrated leadership skills;

   (6) whether the officer served in another branch before being appointed as a JA; and

   (7) whether the officer has received any training relevant to the assignment.

6-6. POSITION VACANCY BOARDS.

The written permission of TJAG is required prior to any Army Reserve JA officer or position being considered before an Army Reserve position vacancy board.
6-7. ARMY RESERVE ACTIVE GUARD RESERVE (AGR) JUDGE ADVOCATES.

   a. All Army Reserve AGRs are on active duty under the provisions of 10 U.S.C. § 12301(d). Current authorizations for Army Reserve AGR JAs are at the Army Reserve training commands, the Army Reserve Headquarters – Fort Bragg (ARH-FB), and at other Army Reserve Headquarters – Fort Bragg direct reporting commands. Army Reserve AGR JAs can expect reassignment every two to four years based on the needs of the Army.

   b. AGR applicants typically apply to the AGR Program following service with the active component or after serving in traditional reserve component assignments or after some combination of active and reserve component service. Optimally, AGR JAs will be accessed before or after selection for promotion to major. Those selected for an AGR assignment must have a successful track record as a JA, a well-rounded background, diverse assignment experience, and exposure to the full range of legal subject matters.

   c. AGR JAs are accessed onto active duty on an initial close-ended three-year active duty service tour. AGR JA performance records are reviewed in the third year of the initial tour to determine the officer’s eligibility for continued service in the program for an indefinite period. AGR JAs may also be offered an opportunity to attend the Graduate Course.

6-8. RETIREMENT POINT CREDIT FOR ARMY RESERVE TRAINING IN A NON-PAY STATUS.

   a. Army Reserve officers may earn retirement points in a non-pay status in a number of ways. Examples include participating in battle assemblies, completing correspondence courses, and serving as board members (See Table 2-1, AR 140-185). In addition to these examples, Army Reserve JAs may earn retirement points under Rule 16, Table 2-1, AR 140-185, for “performing certain legal duties.” The following are legal duties eligible for retirement-point credit under Rule 16:

   (1) Serving as a duly appointed investigating officer;

   (2) Providing legal assistance as authorized in AR 27-3;

   (3) Providing Defense Services as authorized by Chief, TDS;

   (4) Drafting scholarly legal articles for publication, provided such assignments are approved in advance by the SJA/CJA/LOD commander to which the officer is assigned or attached;

   (5) Providing legal review of investigations, reports of survey, and other actions that have been assigned by the SJA/CJA of the organization to which the officer is assigned or attached;

   (6) Serving as a JA recruiting officer with the authorization of the Chief, Judge Advocate Recruiting Office.

   (7) Attending military continuing legal education conferences; and

   (8) Attending civilian continuing legal education conferences and other professional conferences of military value in accordance with para. 3-29e, AR 140-1. As an exception to AR 140-1, JAs need not obtain prior approval from Guard and Reserve Affairs. Prior approval should be obtained, however, from the next most senior supervising JA.

   b. Retirement points may not be awarded for professional reading unless such reading is conducted in conjunction with authoring a scholarly legal article.
6-9. RETIREMENT POINT CREDIT FOR ARMY RESERVE TRAINING IN A NON-PAY STATUS - IRR ATTACHMENT

   a. All IRR attachments exceeding one year are hereby terminated.

   b. The preferred method of assignment is through the General Officer Steering Committee and the Tenured Personnel Slate if not eligible by grade to take non-tenured assignments. With prior TJAG approval, Judge Advocates serving in the IRR may be attached to a unit to earn points IAW AR 140-10, para. 2-36. The attachment process, IAW AR 140-10, para. 2-37 will be followed. In addition, a request for attachment will originate with the unit’s supervisory attorney and should be sent to usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil. The request must include the period of attachment and the duties the JA will perform during the attachment. All approved attachments will be for one year or less.

6-10. DRILLING INDIVIDUAL MOBILIZATION AUGMENTEE MANAGEMENT.

   a. General. All DIMA billets are three-year tenured positions. The senior JA in each organization is responsible for following all of the provisions listed above in paragraph 6-1(b). In addition, they must ensure their DIMAs receive administrative support through coordination as applicable with the Legal Command, their installation or activity DIMA Coordinator/RC liaison.

   b. DIMAs occupy critical positions in Mobilization Tables of Distribution and Allowances (MOBTDA). The DIMA program develops members of the Selected Reserve capable of reporting to their JA DIMA assignments upon mobilization or presidential call-up, fully prepared to perform their mobilization duties. SJAs/DIMA supervisors and JA activities should both work to maximize DIMA training to achieve this goal. Annually, SJAs must ensure that each civilian employee in their office who holds a reserve commission or DIMA assigned to their office are not key government employees as defined in AR 135-133, paragraph 2-10. If a civilian employee or a DIMA becomes a key employee, the requirements of AR 135-133, paragraph 2-12, will be followed.

   c. DIMA Positions on the MOBTDA. The SJA should coordinate with force structure planners to ensure the MOBTDA meets the mobilization mission. The command may submit MOBTDA changes to HQDA only during the periods of January to March and July to September. These periods are referred to as the management of change (MOC) windows. The MOBTDA must be reviewed annually. Not all mobilization “plus up” positions need to be DIMA, but only those so critical as to require pre-trained officers with experience in the position. Positions that are no longer required because of changes in the mobilization mission, or that are no longer compatible with the organization’s personnel structure because of grade, specialty, or other characteristics, should be deleted or modified on the MOBTDA.

   d. Training.

      (1) Each DIMA is required to perform twelve days of annual training (AT), exclusive of travel time, each fiscal year. The primary objective is to become an expert in the duties and functions the DIMA will perform upon mobilization. See AR 140-145. Every authorized DIMA position allows for an officer to perform up to 24 calendar days (48 Inactive Duty Training (IDT) periods) of additional paid inactive duty training per year with the agency, subject to availability of funds. No travel pay is provided for IDT. SJAs are responsible for the training and utilization of their DIMAs, and should afford DIMAs the opportunity to perform IDT. Inactive duty training is documented with the DA Form 1380, Record of Individual Performance of Reserve Duty Training.

      (2) SJAs should coordinate with their DIMAs well in advance of annual training. All requests for AT must be received by HRC at least 60 days prior to the requested reporting date; and, in any event, not later than the annual DIMA fund accounting deadline established by HRC, currently 31 March. SJAs must coordinate with the activity or installation’s DIMA coordinator/RC liaison who is
responsible for ensuring that requests for AT are properly processed and that each DIMA is administratively processed during their AT.

6-11. JUDGE ADVOCATE MOBILIZATION MANAGEMENT.

a. For mobilization and deployment of RC personnel, OTJAG PPTO determines and directs the method of filling all vacancies and requirements within Regular Army, USAR or ARNG units. OTJAG PPTO’s determination and directives relating to this decision are binding on FORSCOM, Army Reserve Headquarters - Fort Bragg, and National Guard Bureau (NGB). Mobilization and deployment determinations will be based upon current operational concerns, the best interests of the Army, available JAGC assets and the criteria below: Judge Advocates assigned to tenured positions are eligible for mobilizations or deployments outside of the current unit of assignment, subject to the guidance in para 6-1c(4).

b. RC JAs interested in volunteering for mobilization or deployment will contact OTJAG PPTO Reserve Component Management. JAs will not solicit units in the field directly for mobilization/deployment opportunities. Conversely, units seeking augmentation or backfill JAs will submit requests to the OTJAG PPTO, Reserve Component Management section at usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil and will not solicit JAs directly. The following guidelines apply to any unit seeking RC personnel for mobilization or deployment:

(1) All positions will be published to the field and advertised on JAGCNet and on the Reserve Component milBook page at https://www.milsuite.mil/book/groups/jagconnect-reserve-ppto for at least 60 days prior to a selection being made. This includes those positions where the unit intends to extend the incumbent beyond the end date of the initial tour. In the case of emergent requirements, a unit may request a shorter advertisement period by exception to policy from the Chief, PPTO. The ETP request must include sufficient justification.

(2) Positions requiring a fill will not be considered until multiple applications have been received by PPTO.

(3) Units requiring RC support must provide notice to PPTO at least 120 days prior to the start date of the mobilization.

c. Involuntary Transfer Between Units (“Cross-Leveling”) of RC JAGC Personnel for Purposes of Mobilization. For purposes of mobilization, RC JAGC personnel may neither be cross-leveled between units nor transferred between components (e.g., TPU, DIMA, or IRR) to fill positions without the prior approval of OTJAG PPTO. The Commander, U.S. Army Reserve Legal Command (USARLC) is authorized to direct the cross-leveling of personnel within the USARLC.

d. For further guidance, please consult Annex L of the Army Mobilization Operations Planning and Execution System (AMOPES) and AR 27-1.
Figure 6-1: Reserve Component JA Career Model - Assignments

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JALS Pub 1-1, June 2020</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Education:**
- Continue professional and personal development.
- Complete degree requirements.
- Maintain professional credentials.
- Attend professional development seminars.
- Complete mandatory training.
- Attend leadership seminars.
- Participate in community service.

**Duties:**
- Serve as a Judge Advocate
- Lead and develop Judge Advocates
- Provide expert legal counsel to
- Federal Judge Advocates
- Senior Judge Advocates
- Field Judge Advocates

**Assignments:**
- Serve as a Judge Advocate
- Provide expert legal counsel
- Lead and develop Judge Advocates
- Provide expert legal counsel to
- Federal Judge Advocates
- Senior Judge Advocates
- Field Judge Advocates

**Develops:**
- Expertise in legal matters
- Leadership skills
- Professional conduct
- Military law
- Strategic thinking

**Goals:**
- Develop expertise in legal matters
- Enhance leadership skills
- Maintain professional conduct
- Stay current with military law
- Improve strategic thinking

**Mission:**
- Advise commanders on legal matters
- Represent the service in legal matters
- Provide legal counsel to commanders

**Career Development Objective:**
- The Army and the Judge Advocate Corps will provide training and development opportunities to promote career progression.
MEMORANDUM FOR The Judge Advocate General (DAJA-PT/Army Reserve Management), 2200 Army Pentagon, Room 2B517, Washington, DC 20310

SUBJECT: Gaining Commander’s Statement – Selection of a judge advocate for a non-JAG Corps Assignment

1. I certify the judge advocate (JA) named below was selected by me to occupy a non-JAG Corps position within my unit:

   **Selected judge advocate’s full name**

   **Position Description including UIC/Paragraph Line Number**

2. My reasons for selecting the above named judge advocate to fill a non-JAG Corps position are as follows: *This paragraph is critical to the approval process. Strong justification language is necessary for TJAG’s approval of this assignment.*

3. I understand the selected officer may not perform any judge advocate duties or legal functions of any kind without approval of The Judge Advocate General or his or her authorized designee.

4. I also understand the selected officer is required to attend, at a minimum, one LCS, on-site CLE program per year.

5. The assignment of the JA officer will not occur until the accompanying request is approved by The Judge Advocate General or his or her authorized designee.

Commander’s Signature Block
7-1. JUDGE ADVOCATE SCHOOLING PLAN.

a. The JAG Corps integrates legal education with PME in other Army schools to prepare JAs for duties at each level of professional development. Summarized below are the progressively more advanced resident and nonresident courses offered to JAs, followed by detailed discussion about them and other schooling opportunities.

<table>
<thead>
<tr>
<th>School</th>
<th>Years of Service*</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Commissioned Officer Course (DCC)</td>
<td>0-1</td>
<td>7-2</td>
</tr>
<tr>
<td>Officer Basic Course (JAOBC)</td>
<td>0-1</td>
<td>7-2</td>
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<tr>
<td>Continuing Legal Education (CLE)</td>
<td>0-RET</td>
<td>7-11, 12, &amp; 13</td>
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<tr>
<td>Judge Advocate Tactical Staff Officer Course (JATSOC)</td>
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<tr>
<td>Graduate Course (MEL 6 and Qualification Course for JPME I &amp; MEL 4)</td>
<td>7-11</td>
<td>7-5</td>
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<tr>
<td>Intermediate Level Education (MEL 4 &amp; JPME I)</td>
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<td>7-7</td>
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<tr>
<td>Advanced Civilian Schooling</td>
<td>9-17</td>
<td>7-8</td>
</tr>
<tr>
<td>Senior Service College (MEL 1 &amp; JPME II)</td>
<td>16-23</td>
<td>7-9</td>
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*Times listed are approximate eligibility windows. See specific paragraphs for details.

b. Officers may be relieved of assignment to professional military schooling based on any of the following: misconduct, relief for cause, incidents involving moral turpitude, or substandard performance.

c. Officers who are not in compliance with the standards set in AR 600-9, cannot attend professional military schools. Further, Soldiers scheduled for attendance at professional military schools that require completion of a DA Form 1059, Service School Academic Evaluation, must be screened prior to departing their home stations or losing commands for height, weight, and ability to pass the Army Combat or Physical Fitness Test (ACFT/APFT) as appropriate. The Soldier’s height and weight must be recorded on his/her temporary duty (TDY) order or PCS packet. Applicable provisions of Army Directive 2012-20, including paragraphs 2 and 3, apply to the following TJAGLCS courses: NCO Advanced Leaders Course, NCO Senior Leaders Course, JA OBC, JA Advanced Course/Graduate Course, JAWOBC, Warrant Officer Advanced Course, and the Court Reporter Course. Notably, Army Directive 2012-20 paragraphs 2 and 3 require removal of students who fail retests of the ACFT/APFT or Height/Weight and requires the issuance of AERs, reflecting “Failed to Achieve Course Standards.” (See AR 600-9, AR 350-1, and Army Directive 2012-20).

7-2. DIRECT COMMISSION OFFICER COURSE (DCC) AND JUDGE ADVOCATE OFFICER BASIC COURSE (JAOBC).

a. Prior to attending JAOBC, all officers (including FLEP officers) will in-process and attend the six-week DCC course at Fort Benning, GA. DCC provides JAs with Soldier and leadership training designed to instill the Warrior Ethos and build esprit de corps. DCC also provides an environment where JAs will work and train alongside each other in a tactically focused field setting.
b. Upon graduation from DCC, officers attend JAOBC at TJAGLCS. The ten-and-one-half week TJAGLCS Phase of JAOBC stresses military law in a law school environment. All newly accessed JAs and FLEP officers will complete DCC/JAOBC. Failure to complete the course satisfactorily will result in return to basic branch, discharge, or other appropriate action.

c. Army Reserve reservations for DCC/JAOBC, orders, and attendance is managed through OTJAG, PPTO, ATTN: DAJA-PT (JARO), 9275 Gunston Road, Fort Belvoir, VA 22060. Army National Guard quotas are managed by the officer’s individual state in coordination with JARO.

d. TJAG is the approval authority for exceptions to DCC attendance. This authority is delegated to the Chief, PPTO.

7-3. RESERVE COMPONENT BIFURCATION OF DCC AND OBC.

Reserve Component JAs may request to delay JAOBC if attendance immediately following DCC only if such a delay is in the best interest of the Army and JAG Corps based on an individual’s unique circumstances. A request for bifurcation will be sent in memorandum format through the military supervisory chain of the requesting officer to the Chief, PPTO, for disposition. If the requesting officer does not have a military supervisory chain, the officer will submit the request directly to the Chief, PPTO. The Chief, PPTO, will assess the officer’s situation and make a determination based on the needs of the JAG Corps and the needs of the individual officer. If a bifurcation is granted, JAOBC must be completed within one year of completion of DCC.

7-4. JUDGE ADVOCATE TACTICAL STAFF OFFICER COURSE (JATSOC).

a. Active and RC JAs with 48 or fewer months of commissioned service must complete JATSOC within one year of enrollment in the course and prior to enrollment in the Judge Advocate Officer Advanced Course or attendance at the Graduate Course. JATSOC is designed to familiarize JAs with the tactical staff officer skills necessary to function effectively as part of a tactical-level staff. JATSOC consists of self-paced instruction on key Army Doctrines and staff skills.

b. JAs access JATSOC via The Judge Advocate General’s University (JAGU).

c. JAs are enrolled in JATSOC immediately upon graduation from the JAOBC. JAs who are required to take JATSOC will be notified via course e-mail that they have been enrolled in the course. JAs who receive a JATSOC enrollment e-mail but believe they are exempt from JATSOC, should submit a support desk ticket through the JAGU home page. Those required to complete the course must complete the course in which they are enrolled. Completion of the JATSOC Elective discussed below will not satisfy the mandatory educational requirement.

d. The JATSOC Elective is a self-development course on JAGU, and is available to all members of the JAG Corps at any time for professional development. Completion of the elective does not meet the educational requirement of those required to complete JATSOC. The JATSOC Elective is a self-enroll course for officers, enlisted Soldiers and civilian members of the Corps, to include JAs with more than 48 months of service. Those who lack operational experience or otherwise believe they may benefit from the course are strongly encouraged to complete the JATSOC Elective. Supervising JAs should ensure that subordinates are aware of this opportunity.

7-5. JUDGE ADVOCATE OFFICER GRADUATE COURSE.

a. All officers selected for promotion to major will attend the next academic year Graduate Course unless otherwise approved by TJAG. This resident course provides JAs and selected Department of the Army Civilian attorneys with education and training in all areas of military law, legal leadership, and professional communications. Because it prepares officers for middle and senior grade legal positions, Graduate Course attendance generally comes after selection for promotion to major and at least two company-grade assignments that will have adequately prepared
the JA to fully participate in the curriculum. It is an essential element in career development and the
keystone in the JAG Corps’ professional development plan; accordingly, all active component JAs
will attend the forty-one-week Graduate Course.

b. Those students meeting the academic requirements established by TJAGLCS and the
American Bar Association (ABA) for award of a graduate law degree receive a Master of Laws
(LL.M.) in military law. The ABA has approved the School’s Master of Laws Program as meeting its
graduate-level education standards. The course is conducted over a four-quarter, 41-week
academic year. Army attorneys attend along with a number of officers from the other military
services, U.S. agencies, and allied nations. JAs incur a two-year service obligation, which begins
upon completion of the course.

c. The Chief, PPTO, assigns officers to attend this course. Consideration for attendance is
automatic for majors; promotable captains or those in the current zone of consideration; and captains
who will have completed five years of service as a captain and who will have completed an
OCONUS tour or 24 months of a CONUS assignment as of 1 September of the next academic year
may also be considered. Active Component officers desiring exceptions to the criteria in paragraph
c, above, may address their requests through the supervising JA or commander concerned to PPTO,
who will consider such requests on a case-by-case basis consistent with the needs of the Corps and,
where appropriate, make a recommendation to TJAG.

d. The Chief, PPTO, may permit earlier attendance when the needs of the Army or the officer’s
professional development require such attendance. For more senior officers, attendance at the
Graduate Course will generally be scheduled within one year of an officer’s promotion to major.
TJAG is the approval authority for requests to defer the Graduate Course. Deferrals are limited to
compelling reasons.

e. Officers who have been considered, but not recommended for promotion to major, will not
attend the Graduate Course, whether or not previously designated for attendance.

f. Officers who have completed the RC Judge Advocate Officer Advanced Course, obtained an
advanced law degree, or completed an advanced course at another service school will still attend the
resident Graduate Course if they meet the criteria and are selected for attendance by PPTO.

7-6. RESERVE COMPONENT JUDGE ADVOCATE OFFICER ADVANCED COURSE.

a. The JAOAC is mandatory for the career progression and promotion eligibility for all Reserve
Component company grade JAs. It is a blended course divided into two phases. Phase I is an
online nonresident course administered by the Educational Technology & Distributed Learning
Directorate of the Legal Center at TJAGLCS. Phase II is a two-week resident course at TJAGLCS
each December.

b. Phase I (nonresident online): Phase I is limited to USAR and ARNG JAs who have
successfully completed JAOBC and JATSOC. Prior to enrollment in Phase I, students must have
obtained the rank of CPT and must have completed three years of service since completion of
JAOBC. If, at the time of accession into the JAGC, an officer is transferring into the JAGC from prior
commissioned service (a “branch transfer,” as opposed to a direct commission), the requirement to
have obtained three years of service post-JAOBC may be waived. However, branch transfers must
have at least two years of service in an active or reserve component unit. Other cases are reviewed
on a case-by-case basis. Phase I is a prerequisite for Phase II. For further information regarding
enrollment in Phase I, go to JAGU and find JAOAC registration information at the “Enrollment” tab.

c. Phase II (resident): Phase II is offered each December at TJAGLCS. Students must have
completed and passed all non-writing Phase I modules by 2359 1 September to be eligible to attend
Phase II in the same calendar year as the 1 September deadline. Students must have submitted all
Phase I writing exercises for grading by 2359 1 September to be eligible to attend Phase II in the
same calendar year as the 1 September deadline. Enrollment in Phase II will be specifically managed by USAR PPTO and National Guard Bureau for USAR and ARNG JAs respectively.

7-7. INTERMEDIATE LEVEL EDUCATION.

Intermediate Level Education (ILE) continues to provide a standard experience across all career fields and functional areas, but the term Command and General Staff Course has been reinstituted to describe one of the four ILE options detailed below. Officers are eligible for consideration to attend ILE one year after completing the graduate course. The majority of officers who attend are selected in their first two years of eligibility. ILE is intended to prepare field grade officers for service in division, corps, echelons above corps, and joint staffs. More information may be found at the ILE Homepage, https://www.hrc.army.mil/site/protect/branches/leaderDev/MilSchool/ILE/index.htm

a. ILE options. There are four ways in which an officer can become MEL-4 qualified: Command and General Staff College (CGSC) (formally called ILE Advanced Operations Course (AOC) and ILE Common Core) at Fort Leavenworth; ILE Common Core at Course Locations (ILE CL); Army Distributed Learning (DL); and USAR non-resident ILE.

(1) CGSC (“The Resident Course”). CGSC is a DA board-selected 10.5 month course that consists of two sub-courses, the ILE Common Core and AOC (ILE AOC). The first 3.5 months of the Leavenworth ILE is the same common core curriculum taught at the ILE CLs. The second part of CGSC, AOC, is covered in the remaining 7 months of the course. Annually, the JAG Corps receives a limited number of seats to CGSC. The course starts in August and ends in June.

(a) All Regular Army JAs will compete in the ILE board their first year of eligibility; that board typically convenes in August the year following completion of the JA Graduate Course (i.e., approximately 15 months after Graduate Course completion). JAs cannot decline consideration by their first ILE selection board. The Chief PPTO, in coordination with HRC, may grant an exception to these eligibility requirements. Requests for exception should be submitted to PPTO no later than six months prior to ILE selection board, which normally occurs in August.

(b) All U.S. Army Reserve JAs selected for promotion to MAJ will compete in the USAR ILE Board in their first year of eligibility. The USAR ILE Board typically convenes in August. USAR JAs will only be considered once in the USAR ILE Board. If not selected for CGSC or ILE CL Resident, USAR JAs will complete ILE either through the Distance Learning or USAR Non-Resident option.

(c) CGSC is a broadening opportunity. Both the subject (the military’s role in national security) and the environment (a college of joint, interagency, and international students) at CGSC provide a unique educational opportunity. CGSC is the Army’s preparatory course for successful service as staff officers in division through echelons-above-corps. Though CGSC is not a prerequisite for any position, it is excellent preparation for service in key positions at divisions, corps, and higher headquarters.

(2) ILE CL Resident (“The Short Course”). This 3.5-month course is the same course as the ILE Common Core portion of CGSC taught at Fort Leavenworth. It is currently taught at four satellite locations: Fort Gordon, Fort Lee, Fort Belvoir, and Redstone Arsenal. The JAG Corps receives an annual allocation of slots. This allocation is sub-divided by location and course date. Only officers assigned to HQDA (OTJAG and USALSA) will be centrally funded; attendance for all others is funded by the officer’s unit. Officers who attend this course are ineligible to attend CGSC. PPTO will not schedule an officer for attendance at ILE CL during the year following completion of the Graduate Course. The Chief, PPTO may grant exceptions.

(3) Distributed Learning Army Distance Learning is a web-based version of ILE that is for students who are unable to attend one of the ILE CLs. Officers must obtain approval from Chief,
PPTO, to enroll in this course and are not eligible to attend ILE CL or CGSC. This version will mirror the USAR non-resident ILE (see below) and may allow USAR officers to switch between options at phase breaks. This option provides students flexibility in completing ILE requirements. After receiving approval, officers may enroll online at: https://cgsc2.leavenworth.army.mil/DDE/enrollinstructions.asp. (Note: Before visiting this page, log in with an AKO password is required.) This program generally takes 12 to 18 months to complete.

(4) USAR Non-resident ILE. Non-resident ILE is a course taught by the USAR. Non-resident ILE consists of three phases taught over approximately 13 months: Phase I (two weeks TDY in the summer), Phase II (October through May in an evening or weekend format), and Phase III (two weeks TDY the following summer). Non-resident ILE is not currently an MTSA-approved school, so funding will come from the unit’s Operations and Maintenance Army funds. This option is primarily designed for RC officers, who have priority for attendance. However, Regular Army officers have been admitted when spaces are available. Active Component officers must obtain approval from Chief, PPTO, to enroll in this course and they must decline attendance at the ILE CLs. Officers who plan on attending should contact their Army Training Requirements and Resources System (ATRRS) manager as soon as possible. HRC will fund ILE for non-mobilized reserve officers. More information, to include enrollment procedures, course dates and locations, can be found at the Non-resident ILE website, https://cgsc2.leavenworth.army.mil/nrs/dir_welcome.asp. RC officers may enroll in the Army DL, should they be unable to attend any phase in an active duty training (ADT) or IDT status. Officers who attend this course are ineligible to attend CGSC.

b. Officers seeking to enroll in an ILE course must be graduates of JAOAC or the Graduate Course.

c. ORB Military Course Codes. Officers who attended the ILE Common Core course at either Fort Leavenworth or at a CL will have the annotations “ILE Common Core” and “ILE Qualification Course” in the Military Course location on the ORB. Officers who are board-selected as primaries to attend CGSC will have “CSC-selectee” annotated on their ORB. This annotation will remain on the ORB if the officer is in a deferral status, but is removed once the officer either attends ILE or declines attendance to CGSC.

d. Qualification Course for MEL 4 and JPME I. Upon completion of the Graduate Course or JAOAC and the ILE Common Core course, JAs receive MEL 4 and JPME I education certification.

e. Officers attending resident ILE-level schooling incur a two-year service obligation, which begins upon completion of the course.

7-8. ADVANCED CIVILIAN SCHOOLING.

(See AR 621-1, Training of Military Personnel at Civilian Institutions)

a. LL.M. candidates are selected from the CGSC board results. Using these results, a limited number of outstanding career officers may be selected by TJAG to attend civilian institutions for one year at government expense (with the exception of books, computers, supplies, and application fees) to obtain advanced legal education in specialized areas in which requirements exist (e.g., cyber intelligence law, health care law, international law, criminal law, contract law, national security law, information technology law, environmental law, labor and employment law, and tax law). Officers selected must complete all work required to receive the LL.M. degree, including any thesis, prior to the report date for their initial follow-on assignment and not later than one year after commencing studies. Failure to complete all requirements on time may be reflected in Section III of the Academic Efficiency Report as a failure to complete the course. See AR 623-3.

b. This training is limited to career officers who are eligible for consideration by the CGSC Board and would have fewer than 17 years active federal commissioned service as of 1 October of the academic year in which the course begins.
c. Officers completing this program incur a three-year active duty service obligation and will serve a utilization tour.

d. Selection for advanced civilian schooling precludes attendance at the Fort Leavenworth CGSC Resident Course. However, enrollment in the LL.M. program is not a substitute for completion of military educational requirements such as ILE and these officers must meet this requirement through one of the alternative options described in paragraph 7-7.

e. Officers who do not complete the three-year service obligation before leaving active duty may be subject to recoupment for the costs of their schooling.

7-9. SENIOR SERVICE COLLEGE (SSC).

Senior Service College (SSC) prepares officers for duty as commanders and staff officers at the highest levels. Normally, each year, four JAs attend the Army War College, two JAs attend the Dwight D. Eisenhower School for National Security and Resource Strategy, two JAs attend the National War College, and two JAs are selected to fill Army War College Fellowships with the Department of Justice and the Office of the Director of National Intelligence. Officers are typically selected to attend SSC as senior lieutenant colonels or junior colonels. Additionally, one JA normally attends the Naval War College biannually. Attendees are selected by a board of officers convened under procedures prescribed by HQDA. Eligible JAs are considered automatically and have the option to decline consideration. Eligibility criteria are announced annually through an Army MILPER message. The JAG Corps has mirrored the recent change to the Army Competitive Category (ACC) Senior Service College (SSC) active federal commissioned service (AFCS) eligibility guidelines, reducing the AFCS ceiling from 25 years to 23 years and reducing the FLEP exemption to this rule from 36 months to 24 months. Eligibility for consideration for SSC requires officers have credit for completing intermediate level education (MEL4), be in the date of rank zone articulated in the MILPER (generally, no less than two years of time-in-grade as a LTC; the MILPER will also include an upper limit for COLs), and not have attended, declined attendance, enrolled, dis-enrolled, or graduated from the US Army War College Distance Education Program. LTCs previously non-selected for the rank of COL are not eligible.

7-10. US ARMY WAR COLLEGE (USAWC) DISTANCE EDUCATION COURSE.

The objective of the course is to make USAWC level education more widely available to qualified officers. The JAG Corps receives a limited annual quota of seats. PPTO will contact eligible officers by virtue of board selection and offer them the opportunity to enroll. In addition to those eligible by SSC Board selection, promotable lieutenant colonels may be permitted to enroll if sufficient quotas exist. PPTO will contact them and offer them the opportunity to enroll. Once enrolled in USAWC, the officer foregoes consideration by a future SSC Board, even if the officer later dis-enrolls from the course.

7-11. CONTINUING LEGAL EDUCATION (CLE) REQUIREMENTS FOR LICENSURE.

Each attorney (JA and Civilian) is individually responsible for fulfilling the requirements of his or her state bar for CLE to remain in good standing with his/her state licensing authority. Even if not required by a state licensing authority, in recognition of the need for lifetime learning and self-development, TJAG requires all attorneys to participate in CLE. See para 11-17 and TJAG Policy Memo 17-01, Professional Responsibility. Supervisors should monitor their attorneys' compliance with CLE requirements. Any questions concerning state CLE requirements must be addressed directly to the state bar.

7-12. CONTINUING LEGAL EDUCATION (CLE) COURSES AT TJAGLCS.
a. Courses at TJAGLCS are scheduled and designed to meet training needs that support excellence in legal support across the core legal practice areas established by the Army Judge Advocate General’s Corps. While TJAGLCS does register for and process CLE credits for all state licensing authorities that require those credits, TJAGLCS provides that service as a convenience for those personnel selected to attend the course based on the training requirements of the Corps and the individual’s requirements for career development. Consequently, members of the Corps are not guaranteed attendance at a TJAGLCS course annually to meet their state licensing authority’s CLE requirements. Maintaining good standing with the requirements of their licensing jurisdiction remains an individual responsibility.

b. Attendance at resident and on-site CLE courses at TJAGLCS requires a confirmed reservation. Reservations for CLE courses are managed through the Army Training Resources and Requirements System (ATRRS).

c. Active duty service members must obtain reservations through their directorates of training or through equivalent agencies. RC personnel must obtain reservations through their unit training offices. IRR/IMA personnel must obtain reservations through the Office of The Judge Advocate General, Personnel, Plans & Training Office, ATTN: DAJA-PT (RC Management), 2200 Army Pentagon, Room 2B517, Washington, DC 20310, e-mail: usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil. Army National Guard personnel request reservations through their unit training offices.

d. Officers requesting a reservation should know the following:

LCS School Code is 181.
Course name and number - (Example: Contract Attorneys Course, 5F-F10).
Class number - (Example: 148th Contract Attorneys Course).

Specific course information is published in on TJAGLCS’ public web site, and in ATRRS itself. ATRRS automatically sends an e-mail notification to the student after the training office has entered the reservation into the system. Notification includes the status of the reservation: Reservation, Wait, or Canceled. Students may also verify reservation status through their individual AKO accounts. Students should not call the School to verify reservations. It is the student’s responsibility to confirm his or her reservation prior to travel. Students with a confirmed reservation who find that they cannot attend the class as scheduled must cancel their reservation through the local training office or the School so other students on the wait list may attend in their place. Students who do not cancel reservations will receive a "No-Show" on their ATRRS student record that may result in their organization losing quotas in future year course allocations.

7-13. OTHER MILITARY TRAINING.

a. Airborne, Ranger, and Air Assault training is available to qualified JAs designated for assignment to organizations requiring those skills. Airborne training may be available to JAOBC students immediately following graduation. After coordination with TJAGLCS, JAOBC students desiring to attend Basic Airborne School will gain approval from their gaining SJA office. After SJA approval, TJAGLCS will inform PPTO. Other JAs interested in attending Airborne or Air Assault schools may be permitted to do so in conjunction with a PCS. JAs should contact their Career Manager for information and quotas if they desire to attend other Army schools (e.g., Ranger or Pathfinder school).

b. The JAG Corps encourages officers to volunteer for these military schools. For newly accessed officers, it provides an introduction to challenging military training. It also provides a cadre of JAs trained for possible future assignment to Airborne, Air Assault, and Special Operations units.

c. Language school training may be available to selected career JAs who will be assigned to a position requiring specialized language training. Officers interested in applying should submit a
Defense Language Aptitude Battery (DLAB) score to their Career Manager. When required by position, language training is available at the Defense Language Institute, Presidio of Monterey, California.

7-14. PROFESSIONAL DEVELOPMENT PROFICIENCY CODES (PDPC).

a. Professional Development Proficiency Codes (PDPCs). PDPCs identify individuals with specialized expertise in military justice, contract and fiscal law, and national security law in accordance with DA Pam 611-21, Military Occupational Classification and Structure. These PDPCs are an important indication of expertise in a legal function. PDPCs are a significant factor in the assignment process, and possession of the appropriate level of PDPC as outlined in the enclosed Legal Function Opportunity Charts (Figures 7-1 through 7-3) will be strongly considered during the assignment process. Though needs of the Army and needs of the JAG Corps remain paramount in the assignment process, the Career Development Objective includes employing field grade JAs based on expertise.
Figure 7-1: Military Justice Opportunities

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Education and EJ Experience: Continuous Professional and Personal Development

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<td>Judge Advocate General, Office of the Judge Advocate General, Department of Defense (OJAG)</td>
<td>Judge Advocate General, Office of the Judge Advocate General, Department of Defense (OJAG)</td>
</tr>
</tbody>
</table>

Assignments Opportunities

have a special expertise in Military Justice to address the Army's emerging needs.

<table>
<thead>
<tr>
<th>Year</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
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<tbody>
<tr>
<td>JALS</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
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</tr>
</tbody>
</table>

Military Justice Expertise Objective: The Army and the JAG develop, employ, and retain Judge Advocates skilled in Military Justice.
# Contract and Fiscal Law Opportunities

## Contract and Fiscal Law Expertise Objective
The Army and the JAGC develop, employ, and retain Judge Advocates skilled in Contract and Fiscal Law (KFL) emphasizing legal tasks and competency in the KFL legal function. These Judge Advocates are versatile and capable of performing successfully in any core legal function, but have a special expertise in Contract and Fiscal Law to address the Army’s emerging needs.

## Assignment Opportunities

<table>
<thead>
<tr>
<th>Year</th>
<th>Rank</th>
<th>Skill Identifier Tier</th>
<th>Assignment Opportunities</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1LT</td>
<td>Basic Acquisition Law Practitioner**</td>
<td>- Contact &amp; Fiscal Law Attorney, DIV/ CORPS &lt;br&gt; - Trial Attorney, Contract &amp; Fiscal Law Div. (KFLD) &lt;br&gt; - Contract Law Attorney, HQ ACC &lt;br&gt; - Contract Law Attorney and DCJA, Contracting Sup. Brigade (CSB) &lt;br&gt; - Contact &amp; Fiscal Law Attorney, ASCC &lt;br&gt; - CJA, SF BN</td>
<td>Develop foundation of KFL skills through a variety of KFL assignments.</td>
</tr>
<tr>
<td>8</td>
<td>CPT</td>
<td>Basic/Senior Acquisition Law Practitioner**</td>
<td>- Fiscal Law Attorney, Contract &amp; Fiscal Actions Division (KFAD) &lt;br&gt; - Trial Attorney, KFLD &lt;br&gt; - Procurement Fraud Attorney, Procurement Fraud Div. (PFD) &lt;br&gt; - Contract Law Attorney, ACC &lt;br&gt; - CJA, CSB &lt;br&gt; - Deputy Chief, KFL, ASCC/TSC &lt;br&gt; - Associate Professor, TJAGLCS (ADK) &lt;br&gt; - Action Officer, U.S. Army Futures Command</td>
<td>Use core disciplines, develop specialized KFL expertise, and lead teams of professionals</td>
</tr>
<tr>
<td>14</td>
<td>MAJ</td>
<td>Senior Acquisition Law Practitioner**</td>
<td>- Legal Advisor, Joint Staff, K&amp;FL &lt;br&gt; - Chief or Legal Advisor, COCOM, K&amp;FL &lt;br&gt; - Dep. Chief, KFAD &lt;br&gt; - Trial Team Chief, KFLD &lt;br&gt; - Chief, OCONUS Contracting Branch, ACC &lt;br&gt; - CJA, CSB &lt;br&gt; - Contract and General Law, MCC &lt;br&gt; - Professor and Chair/Vice Chair, TAgLCS (ADK) &lt;br&gt; - DSJA, Army Futures Command &lt;br&gt; - Chief, KFL, ASCC</td>
<td>Lead and develop Judge Advocates, provide legal counsel to senior leaders, and apply specialized KFL expertise.</td>
</tr>
<tr>
<td>20</td>
<td>LTC</td>
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<td></td>
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<tr>
<td>30</td>
<td>COL</td>
<td></td>
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</tr>
</tbody>
</table>

## Education and KFL Experience
**Continuous professional and personal development**

- Self-Develop: State CLE, Professional Reading (military, legal, history, doctrine), Military Leadership, Professional Writing/Publication

<table>
<thead>
<tr>
<th>Year</th>
<th>Self-Develop</th>
<th>State CLE, Professional Reading (military, legal, history, doctrine), Military Leadership, Professional Writing/Publication</th>
<th>Grad Crs w/ KFL focus</th>
<th>ILE-AOC, ILE, LLM with KFL focus</th>
<th>Joint Distance Learning</th>
<th>SSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OBC</td>
<td>TJAGLCS, DAU, and GAO courses (regular attendance throughout career)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>DCC</td>
<td></td>
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<tr>
<td>14</td>
<td>Grad Crs w/</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>KFL focus</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td></td>
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</tr>
</tbody>
</table>

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*This is not an exhaustive list of KFL opportunities, nor is any assignment or Skill Identifier a prerequisite for any other assignment. When consistent with the needs of the Army and the needs of the JAGC, the annotated level of Skill Identifier will be strongly considered when determining whether an officer is qualified for the positions indicated. Officers should consult their SUAs, RDGs, Mentors, and Career Managers for additional information.*
### Figure 7-3 National Security Law Opportunities

#### Self-Developed

**Education and NSL Experience: Continuous Professional and Personal Development**

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Security Law Opportunities</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Assimilative Opportunities

- Experience in National Security Law to address the array’s needs in positioning and critical risk.
- National Security Law Expertise and Proficiency in national security law.
- NSL (Demographic Competency and Expertise in national security law). Over the Special Operations, Oral Arguments, and Court.

#### National Security Law Objective: The Army and the NSC Develop, Deploy and Retain Judges' Advocates in National Security Law

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NSL Experience and Skills</strong></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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*JALS Pub 1-1, June 2020*
b. Military Justice PDPCs. The military justice PDPCs are based on a combination of formal education, additional training, and experience. The criteria for each of the four levels of Military Justice PDPC are contained in Figure 7-4. Each PDPC builds on both schooling and either courtroom advocacy or justice management experience, and encourages counsel to deepen their understanding of the military justice legal function. These PDPCs highlight the JAG Corps’ desire to maintain a sustained proficiency in military justice. Military justice experience includes time spent mobilized or on active duty in attorney positions substantially devoted to the investigation, prosecution, or defense of potential violations of the Uniform Code of Military Justice, or the management, supervision, or appellate review thereof. Counsel and supervising JAs will ensure the focus remains on providing the best military justice support to commanders and the best representation of clients, not on acquiring a PDPC. Counsel should not be detailed to a case solely to obtain the necessary prerequisites for a PDPC. Absent an exception to policy approved by the Chief of CLD, credit will only be given for first or second chair counsel. All JAs will apply for the appropriate PDPC within 6 months of qualifying for the PDPC. Although not required, Reserve and National Guard JAs who obtain the necessary requirements during periods of active duty are encouraged to apply for PDPCs. Request for a military justice PDPC should be made using the online application process through JAGCNet Applications website at https://www.jagcnet4.army.mil/852578BF005F9028. If there are problems accessing the online database, or there are questions regarding applications, waivers, exceptions or other matters related to this policy, contact the Operations Branch, OTJAG-CLD. Once the PDPC approval is uploaded into the JA’s OMF by the servicing S-1 office, the appropriate PPTO Career Manager should be notified so that the PDPC can be updated on the JA’s ORB.
### Military Justice PDPC Criteria

<table>
<thead>
<tr>
<th>Basic (PDPC 3I)</th>
<th>1.</th>
<th>Basic Course completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.</td>
<td>At least 18 months as trial counsel, defense counsel, or military justice advisor; <strong>OR</strong> at least 15 adversarial proceedings, which may include first chair on boards, 3 of which must be courts-martial as first or second chair</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Trial Advocacy I within 6 months of assuming duty as a trial or defense counsel</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>1 x additional TCAP/DCAP training within 12 months of assuming duty as a trial or defense counsel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior (PDPC 3M)</th>
<th>1.</th>
<th>Awarded PDPC 3I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.</td>
<td>Trial Advocacy II within 18 months of assuming duty as a trial or defense counsel, and one additional military/criminal justice course</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>30 total months as trial counsel, defense counsel, or military justice advisor; <strong>AND</strong> at least 10 total courts-martial as first or second chair (at least 3 contested with at least 1 panel case); <strong>OR</strong> 24 months as TC/DC/MJA <strong>AND</strong> 24 months at GAD, DAD, TCAP, or DCAP <strong>AND</strong> 5 total courts-martial as first or second chair</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>Letter of recommendation from one of the following so long as the recommender is the applicant’s supervisor at the time of application or immediate previous supervisor: RDC, SJA, Appellate Military Judge, Military Judge, or the Chief DAD, GAD, TCAP, TDS-HQ, CLD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expert (PDPC 3P)</th>
<th>1.</th>
<th>Awarded PDPC 3M</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.</td>
<td>Graduate Course Completion with 3 Graduate Course elective credit hours in Criminal Law, or a 3 credit primer on a criminal law topic or approved post-GC equivalent</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>48 total months military justice experience or other litigation experience; <strong>AND</strong> Direct or supervisory involvement at trial or on appeal in at least 50 courts-martial; <strong>OR</strong> at least 20 courts-martial as first chair, including at least 10 contested cases and at least 3 panel cases</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>Letter of recommendation from one of the following so long as the recommender is the applicant’s supervisor at the time of application or immediate previous supervisor: RDC, SJA, Appellate Military Judge, Military Judge, or the Chief DAD, GAD, TCAP, TDS-HQ, or CLD</td>
</tr>
<tr>
<td></td>
<td>5.</td>
<td>Trial Advocacy III and one other advanced military justice course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master (PDPC 3T)</th>
<th>1.</th>
<th>Awarded PDPC 3P</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.</td>
<td>80 total months military justice or other litigation experience</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Prior service as RDC, Chief of Military Justice, Division or Corps, Deputy or Chief of TCAP or DCAP, Deputy or Chief of TDS HQ, Deputy or Chief of CLD, Deputy or Chief DAD or GAD, SJA*, Military Judge, or tTJAGLCS Law Professor**; and **Other military justice positions may qualify upon application to the Chief, CLD</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>Letter of recommendation from one of the following so long as the recommender is the applicant’s supervisor at the time of application or immediate previous supervisor: RDC, SJA, Appellate Military Judge, Military Judge, or the Chief DAD, GAD, TCAP, TDS-HQ, CLD</td>
</tr>
</tbody>
</table>

#### Note 1
Credit will only be given for first or second chair absent an exception from the Chief, OTJAG Criminal Law Division, or after consultation between the Chief, Trial Defense Service, and Chief, OTJAG Criminal Law Division.

#### Note 2
Other litigation experience may be used to qualify for PDPC 3P and 3T (Expert and Master MJ Practitioner). Other litigation experience includes actual appearance at a tribunal in an adversarial proceeding, civil or criminal, military or civilian. For reference, a civilian felony jury trial is typically equivalent to a contested panel case and a bench trial comparable to a guilty plea.

#### Note 3
Based on substantial MJ duties, duty as a Staff Judge Advocate (SJA), Deputy Staff Judge Advocate (DSJA), Brigade Judge Advocate (BJA), Command Judge Advocate (CJA), Officer in Charge (OIC), Special Victim Counsel (SVC), Battalion Judge Advocate, Legal Advisor, or Special Assistant United States Attorney (SAUSA) may qualify based on written justification provided in the application to the Office of The Judge Advocate General – Criminal Law Division (OTJAG-CLD).
c. Contract and Fiscal Law Professional Development Proficiency Code. The contract and fiscal law (KFL) PDPCs are based on a combination of formal education, additional training, and experience. The criteria for each of the two levels of (KFL) PDPC are contained in Figure 7-5. All JAs will apply for the appropriate PDPC within 6 months of qualifying for the PDPC. Although not required, Reserve and National Guard JAs who satisfy the requirements are encouraged to apply for PDPCs. Applications for a KFL PDPC will be coordinated with an applicant’s supervisory chain, and may be submitted to the Chief, Contract and Fiscal Law Division (KFLD), USALSA for approval through the KFL PDPC application on JAGCNet. SJAs are encouraged to use the fillable templates available on JAGCNet’s ‘Legal Functions’ page for recommending approval of an applicant’s request. Once the PDPC approval is uploaded into the JA’s OMF by the servicing S-1 office, the appropriate PPTO Career Manager should be notified so that the PDPC can be updated on the JA’s ORB.

Figure 7-5 Contract and Fiscal Law Professional Development Proficiency Code Criteria

<table>
<thead>
<tr>
<th>Contract and Fiscal Law (KFL) PDPC Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of the Judge Advocate Officer Basic Course</td>
</tr>
<tr>
<td>2. At least 18 months of acquisition law experience (see Notes 1 and 3)</td>
</tr>
<tr>
<td>3. Completion of the Contract Attorney Course offered by The Judge Advocate General’s Legal Center and School (see Note 2), OR award of a KFL specialization in conjunction with the Judge Advocate Graduate Course, OR award of an LL.M degree in Acquisition/Contract Law (earned either through the U.S. Army JAG Corps’ LL.M program, or through other means), OR for Reserve and National Guard JAs, an additional 12 months of acquisition law experience (see Note 3)</td>
</tr>
<tr>
<td>4. Memorandum of recommendation from SJA</td>
</tr>
<tr>
<td>5. Approval of Chief, KFLD, USALSA</td>
</tr>
</tbody>
</table>

Basic (PDPC 3B)

| 1. Completion of the Judge Advocate Officer Basic Course |
| 2. Completion of the Judge Advocate Graduate Course, OR the Judge Advocate Officer Advanced Course (for Reserve and National Guard JAs) |
| 3. At least 36 months of acquisition law experience (see Notes 1 and 3) |
| 4. Completion of the Contract Attorney Course offered by The Judge Advocate General’s Legal Center and School (see Note 2), OR award of a KFL specialization in conjunction with the Judge Advocate Graduate Course, OR award of an LL.M degree in Acquisition/Contract Law (earned either through the U.S. Army JAG Corps’ LL.M program, or through other means), OR for Reserve and National Guard JAs, an additional 12 months of acquisition law experience (see Note 3) |
| 5. Memorandum of recommendation from SJA |
| 6. Approval of Chief, KFLD, USALSA |

Senior (PDPC 3G)

Note 1: For Reserve and National Guard JAs, this requirement can be satisfied through Active Duty, Reserve, and/or National Guard service, service in a civilian capacity (including, but not limited to, service as a U.S. government employee and/or private practitioner), or any combination thereof.

Note 2: The requirement to complete the Contract Attorney Course (CAC) is considered satisfied for Active Duty, Reserve, and National Guard members of the Contract and Fiscal Law Department (ADK) faculty of The Judge Advocate General’s Legal Center and School who have served at least 12 months with ADK and/or have served as a member of the CAC teaching team.

Note 3: Reserve and National Guard JAs who have not completed the Contract Attorney Course offered by The Judge Advocate General’s Legal Center and School, who do not possess a KFL specialization in conjunction with the Judge Advocate Graduate Course, and who have not been awarded an LL.M degree in Acquisition/Contract Law will need to possess a minimum of 30 months of acquisition law experience to qualify for award of PDPC 3B, and a minimum of 48 months of acquisition law experience to qualify for award of PDPC 3G.
d. National Security Law Professional Development Proficiency Code. The national security law PDPCs are based on a combination of formal education, additional training, and experience. The criteria for each of the four levels of National Security Law PDPC are contained in Figure 7-6. Local SJAs or senior supervising attorneys are the approval authorities for the Basic level, PDPC 3J. Upon approval, SJAs will notify both the Chief of National Security Law, OTJAG, and the appropriate PPTO Career Manager that a Basic level, PDPC 3J, has been awarded to the relevant officer. The officer is responsible for taking the SJA’s approval memorandum to the S1 to have it uploaded into iPERMS. Once the PDPC approval is uploaded into the Service section of iPERMS of his/her AMHRR, the officer will then notify his or her career manager that the approval memorandum is in the AMHRR and request that the career manager update the officer’s ORB. All JAs will apply for the appropriate PDPC within 6 months of qualifying for the PDPC. Although not required, Reserve and National Guard JAs who obtain the necessary requirements during periods of active duty are encouraged to apply for PDPCs. Requests for Senior through Master level PDPCs (3Q, 3U, and 3V) will be routed through the requesting officer’s supervisory chain to the Chief, National Security Law, OTJAG, for approval.

(1) PDPC 3Q, 3U, and 3V applications will contain: a memorandum from the SJA or senior supervisory attorney outlining the requisite assignment experience of the applicant; a description of any educational qualifications (degrees, resident courses and short courses completed) that satisfy the requirements for the PDPC; and a statement from the SJA or senior supervisory attorney explaining why the applicant is qualified to receive the PDPC.

(2) In addition to the SJA or senior supervisory attorney memorandum described above, PDPC 3Q, 3U, and 3V applications will contain: the applicant’s ORB; OERs for each qualifying job; certificates of completion for short courses attended; a copy of the diploma (or transcript signifying a diploma was awarded) for any Graduate Course LLM or civilian LLM obtained in National Security Law; proof of ILE-AOC or nonresident ILE completion, and any published articles that are a basis for awarding a PDPC. Applicants may also include other relevant documentation for consideration by the approval authority.

(3) NSL PDPC applications will be uploaded and submitted for review onto the OTJAG NSLD portal page. SJAs and senior supervisory attorneys will use the memorandum templates provided on the portal page when approving applicants for award of the Basic National Security Law Practitioner (3J) and when recommending applicants for approval of the Senior (3Q), Expert (3U), and Master (3V) PDPCs. Applications will not be received via electronic mail.

(4) PDPC 3J applications approved by an SJA or senior supervisory attorney will be forwarded to the Chief, National Security Law Division, OTJAG and the officer’s career manager so that they can be tracked. All PDPC applications approved by the Chief, National Security Law Division, OTJAG, will be sent back via the portal page to the individual applicant who will take them to their unit S1 to upload into iPERMS. Once completed, the JA will ask the career manager to update his/her ORB. Disapproved or incomplete applications will be sent back to the applicant via the portal page for further action.
### Figure 7-6 National Security Law Professional Development Proficiency Code Criteria

<table>
<thead>
<tr>
<th>NSL PDPC CRITERIA</th>
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</thead>
<tbody>
<tr>
<td><strong>Basic (PDPC 3J)</strong></td>
</tr>
<tr>
<td>1. Basic Course completion</td>
</tr>
<tr>
<td>2. At least 12-18 months in qualifying position(s)</td>
</tr>
<tr>
<td>3. Attendance at TJAGLCS/Interagency/other short course on NSL topic</td>
</tr>
<tr>
<td>4. SJA approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Senior (PDPC 3Q)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Awarded PDPC 3J or satisfied requirements for PDPC 3J</td>
</tr>
<tr>
<td>2. Additional 24 months in qualifying position(s) <strong>AND</strong></td>
</tr>
<tr>
<td>3. Judge Advocate Graduate Course Completion OR Grad Course equivalent (two-week resident JAOAC for RC/NG)</td>
</tr>
<tr>
<td>4. Attendance at TJAGLCS/Interagency/other short course on NSL topic (cannot use same course from PDPC 3J application)</td>
</tr>
<tr>
<td>5. OTJAG NSLD approval with letter of recommendation from an SJA or Interagency Supervisor regarding actual NSL duties performed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expert (PDPC 3U)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Awarded PDPC 3Q or satisfied requirements for PDPC 3Q</td>
</tr>
<tr>
<td>2. Additional 24 months in qualifying position(s) <strong>AND</strong></td>
</tr>
<tr>
<td>3. ILE-AOC Completion OR ILE (nonresident) and LL.M. in NSL OR ILE (nonresident) and publication of NSL-related scholarly article in peer-reviewed publication</td>
</tr>
<tr>
<td>4. OTJAG NSLD approval with letter of recommendation from an SJA or Interagency Supervisor regarding actual NSL duties performed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Master (PDPC 3V)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Awarded PDPC 3U or satisfied requirements for PDPC 3U</td>
</tr>
<tr>
<td>2. At least 24 additional months advising on National Security Law matters at the operational and/or strategic level</td>
</tr>
<tr>
<td>3. OTJAG NSLD approval with letter of recommendation from an SJA or Interagency Supervisor regarding actual NSL duties performed</td>
</tr>
</tbody>
</table>

**Note 1.** Applicant may receive credit for a position one time within requested PDPC level or higher. This accounts for JAs working in positions designated for more senior officers. If, however, applicant seeks a higher PDPC level at a later date, the applicant may not use same experience to validate higher PDPC.

**Note 2.** Deployments in positions identified in attachment are credited at 2 for 1.

**Note 3.** Additional practice time may be used to offset education requirements. Similarly, extraordinary education may offset practice time.

**Note 4.** Other civilian work experience directly related to National Security will also be considered for PDPC assessment.

e. SJAs, RDCs, and senior supervising attorneys, are the approval authority for the Basic Level PDPC for Military Justice and National Security Law. The appropriate approval authority will notify the Legal Function Lead (Bench Builder) for the appropriate legal function, and the Chief, PPTO, when a Basic level PDPC is awarded. Any exceptions to policy for a Basic level PDPC will require approval by the Legal Function Lead (Bench Builder). For Senior through Master levels in military justice and national security law, and all levels of contract and fiscal law, the approval authority is the relevant Legal Function Lead (Bench Builder), who will notify PPTO Career Managers to process the PDPC upon approval. Approval memos will explicitly detail the reasoning for any exceptions to policy granted by the Legal Function Lead (Bench-Builder) or any other deviations from the qualifying criteria listed above.

f. Joint Qualification. Unlike for competitive category officers, the Secretary of the Army may waive the requirement Judge Advocates be jointly qualified to compete for brigadier general. Accordingly, the joint qualified SIs (3A: Joint Duty Assignment Qualified and 3L: Joint Qualified Officer) are not regularly utilized for Judge Advocates and do not affect the opportunity to compete for brigadier general.

g. Mandatory Counseling and Application Process: As senior leaders in the JAGC, SJAs, RDCs, and other senior supervisors have a solemn responsibility to steward the profession. A critical aspect of stewarding the profession is knowing what skills and capabilities exist within the JAGC. SJAs, RDCs, and senior supervisors are required to counsel their Judge Advocates upon completion of an assignment to determine whether their service qualifies for obtaining or upgrading a PDPC. If so, the Judge Advocate is required to apply for the PDPC. The senior supervising attorney (SJA,
RDC, or equivalent supervisor) is responsible for ensuring Judge Advocates apply for the appropriate PDPC.

7-15. ACTIVE DUTY SERVICE OBLIGATIONS ASSOCIATED WITH TRAINING.

The following ADSOs are associated with participation in military training:

   a. Officers who attend the Graduate Course incur a two-year ADSO; the FLEP ADSO cannot be served concurrently with the Graduate Course ADSO.

   b. Officers who attend a SSC, ILE (including ILE CL, but not Non-Resident (Distance) ILE), equivalent foreign military schools, or equivalent training (e.g., with DoJ or ODNI) incur a two-year ADSO.

   c. Newly appointed warrant officers with concurrent call to active duty incur a six-year ADSO upon completion of the Warrant Officer Basic Course (WOBC). This ADSO does not apply to warrant officers who already hold a warrant officer MOS. Warrant officers who attend Army-directed professional development courses, including the Warrant Officer Advanced Course, Warrant Officer Intermediate Level Education, and Warrant Officer Senior Service Education (WOAC, WOILE, WOSSE), do not incur a service obligation.

7-16. JUDGE ADVOCATE WARRANT OFFICER SCHOOLING PLAN.

   a. The JAG Corps requires the development of Judge Advocate Warrant Officers (JAWO) consistent with the best practices and current standards of the Army’s professional military education (PME) model for technical branch warrant officers. In addition to the progressively more advanced resident courses summarized below, the United States Army Warrant Officer Career College (USAWOCC) and TJAGLCS may prescribe prerequisite distance learning, as appropriate, in preparation for resident education.
### School Years of JAWO Service*

<table>
<thead>
<tr>
<th>School</th>
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*Times listed are approximate eligibility windows. See specific paragraphs for details.

b. Officers may be relieved of assignment to professional military schooling based on any of the following: misconduct, relief for cause, incidents involving moral turpitude, or substandard performance.

c. Newly appointed warrant officers who attend Warrant Officer Basic Course (WOBC) will incur a six-year ADSO upon graduation. This ADSO does not apply to warrant officers who already hold a warrant officer MOS. Warrant Officers who attend Army-directed professional development courses, including the Warrant Officer Advanced Course, Warrant Officer Intermediate Level Education, and Warrant Officer Senior Service Education (WOAC, WOILE, WOSSE), do not incur a service obligation. See AR 350-100.

d. Officers who are scheduled for course attendance will be designated a primary year for attendance. Those officers who wish to defer from their primary year may request the same through the Command Chief Warrant Officer, TJAGLCS.

#### 7-17. WARRANT OFFICER CANDIDATE SCHOOL AND THE WARRANT OFFICER BASIC COURSE.

a. All personnel selected for accession as a JAWO must attend and successfully complete the Warrant Officer Candidate School (WOCS) at Fort Rucker, Alabama or an equivalent course at a Regional Training Institute (RTI). WOCS or RTI provides the basic skills necessary to prepare the enlisted Soldier to become an effective Army warrant officer, who will make the morally, ethically, and legally correct decisions at all times; both on duty and off duty.

b. Upon successful completion of WOCS or RTI, all officers selected for accession as a JAWO will attend the Warrant Officer Basic Course (WOBC) at TJAGLCS in Charlottesville, VA. The WOBC educates newly accessed officers on their duties and responsibilities as Legal Administrators and provides the foundation for them to serve as members of a leadership team. Successful completion results in the award of Warrant Officer MOS 270A and MEL code 7. Officers who successfully complete these courses may be assigned to billets graded for CW2.

c. Failure to successfully complete WOCS will result in return to enlisted status, discharge, or other appropriate action. Failure to complete WOBC will result in branch transfer, discharge, or other appropriate action.

d. TJAG is the approval authority for accession into the JAG Corps as a JAWO.
7-18. WARRANT OFFICER ADVANCED COURSE.

a. This resident course provides JAWOs with education and training in Legal Administrator core competencies and equips these officers to serve at assignments at the operational level of command. Successful completion of this course is a prerequisite for assignment as a Senior Legal Administrator in billets graded for CW3 and results in the award of MEL 6.

b. Consideration is automatic for any officer in the grade of CW3 or above, and for any promotable CW2. Officers will not be eligible to attend this course until they have served at least two years as a CW2.

c. All officers must complete the prerequisite coursework prior to the start date of the course. These prerequisites currently include the Pre-Warrant Officer Advanced Course on JAG University and the Action Officer Development Course.

d. Failure to complete any of these prerequisites renders an officer ineligible for attendance at this course.

7-19. WARRANT OFFICER INTERMEDIATE LEVEL EDUCATION.

a. WOILE is a branch-immaterial distance learning and resident course conducted by the WOCC, Fort Rucker, AL. The course focuses on the intermediate level staff officer and leadership skills needed to serve in CW4 positions. Officers who successfully complete all phases of this course may be assigned to billets graded for CW4.

b. WOILE follow-on, conducted at TJAGLCS, provides JAWOs with education and training in Legal Administrator core competencies and equips these officers to serve at assignments at the strategic level of command. Officers will be awarded MEL Q after all phases of WOILE are successfully completed.

c. The JA WO Senior Instructor/Writer selects officers to attend this course. Consideration is automatic for any officer in the grade of CW4 or above, and for promotable CW3s. Officers will not be eligible to attend this course until they have served at least two years as a CW3.

d. The CWOC may permit earlier attendance when the needs of the Army or the officer’s professional development require such attendance. For more senior officers, attendance at WOILE will be prioritized.

7-20. WARRANT OFFICER SENIOR SERVICE EDUCATION.

a. WOSSE is the capstone for WO PME conducted at the WOCC, Fort Rucker, AL. The course focuses on the senior level staff officer and leadership skills required to serve in CW5 positions. WOSSE provides JAWOs with education and training in Legal Administrator core competencies and equips these officers to serve at assignments at the senior executive level. Officers will be awarded MEL L after all phases of WOSSE are successfully completed. To be assigned to billets graded for CW5, officers must successfully complete all phases of WOSSE.

b. Consideration is automatic for any officer in the grade of CW5 or above, and for any promotable CW4. Officers will not be eligible to attend this course until they have served at least two years as a CW4.

7-21. CIVILIAN EDUCATION OPPORTUNITIES.

a. The Army’s civilian educational goal for WOs is a branch specialty-related associate degree, or its equivalent, before entry into career status for Regular Army WOs, and prior to completing eight years of WO service for RC personnel. WOs should obtain baccalaureate degrees prior to
promotion to CW3 and are encouraged to obtain advanced degrees and/or certifications, further enhancing their qualifications and abilities.

b. In view of this goal, a limited number of outstanding career officers may be selected by TJAG to attend civilian institutions under the auspices of the Degree Completion Program to obtain advanced education in specialized areas in which requirements exist.

7-22. CONTINUING EDUCATION.

a. Recognizing the need for lifetime learning and self-development, all JAWOs are required to participate in CE. Supervisors should monitor their JAWOs compliance with CE requirements.

b. The Law Office Management Course is the JAG Corps' primary mode for ensuring that JAWOs have relevant and contemporary education beyond the PME courses listed in this section. JAWOs are also required to attend the annual Total Force Readiness Exercise in their region. Supervisors must ensure that JAWOs attend this course on a consistent basis.

c. Supervisors are encouraged to assist JAWOs in the pursuit of other CE opportunities.
CHAPTER 8. SELECTION, CERTIFICATION, AND ASSIGNMENT OF JUDGES

8-1. SELECTION AND CERTIFICATION OF ACTIVE DUTY MILITARY TRIAL JUDGES.

a. TJAG selects active duty JAs to serve as military trial judges who will meet the following criteria:

(1) have at least three years of trial experience as a court-martial trial or defense counsel; two years of court-martial trial experience and at least one year as chief of criminal law, regional defense counsel, or criminal law instructor; or three years as a SJA in an active criminal law jurisdiction;

(2) are serving in the grade of colonel, lieutenant colonel, or major (promotable);

(3) have completed ILE or the equivalent, or are willing to enroll and complete such course;

(4) have demonstrated mature judgment and high moral character; and

(5) have been nominated for selection by the Chief Trial Judge, in coordination with the Chief, PPTO.

b. To be certified as a military trial judge, selectees must graduate from TJAGLCS Military Judge Course with a grade of 77 or higher. The Military Judge Course is a three-week resident course at TJAGLCS held every spring.

8-2. SELECTION AND CERTIFICATION OF USAR TRIAL JUDGES.

a. TJAG selects USAR JAs to serve as military trial judges who will meet the following criteria:

(1) have at least three years criminal law experience as: (a) a full-time civilian trial or appellate judge, or U.S. Magistrate Judge; (b) a criminal trial practitioner, with recent extensive experience in federal, state, or military courts; or (c) a full-time criminal law instructor in a military or civilian school);

(2) have demonstrated familiarity with the military justice system (for example, have documented service on active duty as a court-martial trial or defense counsel, or have documented observation of multiple active duty courts-martial);

(3) are serving in the grade of colonel, lieutenant colonel, or major (promotable);

(4) have demonstrated mature judgment and high moral character; and

(5) have been nominated for selection by the screening committee referenced below.

b. To be certified as a military trial judge, selectees must graduate from TJAGLCS Military Judge Course with a grade of 77 or higher. The Military Judge Course is a three-week resident course at TJAGLCS held every spring.

c. Upon selection by TJAG and prior to attending the Military Judge Course at TJAGLCS, USAR military judge candidates will be assigned to the 150th Military Judge - Legal Operations Detachment (MJ-LOD).
8-3. SELECTION AND CERTIFICATION OF NATIONAL GUARD (NG) MILITARY JUDGES.

   a. NG applications to attend the Military Judge Course must be endorsed by the senior JA or state SJA, as applicable, and sent through the Office of the Chief Counsel, National Guard Bureau, (NGB), following NGB procedures, to the Chief Trial Judge, United States Army Trial Judiciary for final decision. Attendance at the Military Judge Course is limited to those NG JAs who meet the below criteria for certification; accordingly, application packets must contain information sufficient to demonstrate compliance with the certification criteria. Quotas are limited so applications should contain additional information (beyond the required information) to distinguish otherwise qualified candidates. To allow sufficient time for processing, complete applications should be received by the Chief Trial Judge NLT 15 February for the course beginning in June of that year.

   b. For a NG JA to be certified as a military judge by TJAG, the following criteria must be met:

      (1) have at least three years criminal law experience as (a) a full-time civilian trial or appellate judge, or U.S. Magistrate Judge, (b) a criminal trial practitioner, with recent extensive experience in federal, state, or military courts, or (c) a full-time criminal law instructor in a military or civilian school;

      (2) have demonstrated familiarity with the military justice system (for example, have documented service on active duty as a court-martial trial or defense counsel, or have documented observation of multiple active duty courts-martial;

      (3) are serving in the Army National Guard in the grade of colonel, lieutenant colonel, or major (promotable);

      (4) have demonstrated mature judgment and high moral character; and

      (5) currently is assigned (or, upon graduation from the Military Judge Course, immediately will be assigned) as a state military judge or assigned to a duty position in which military judge duties are exclusively performed.

   c. To be certified as a military trial judge, selectees must graduate from TJAGLCS’ Military Judge Course with a grade of 77 or higher. The Military Judge Course is a three-week resident course at TJAGLCS held every spring.

   d. In that certification by TJAG of a Title 32 National Guard Judge Advocate as a Military Judge is limited to Special Courts-Martial under Article 26, UCMJ, in the event that a National Guard Judge Advocate certified as a military judge is placed in Title 10 status as a military judge IAW para. 8-4c, the Chief Trial Judge will simultaneously request that the NG military judge receive general court-martial certification from TJAG.

8-4. TRIAL JUDICIARY ASSIGNMENTS.

   a. TJAG assigns military judges to the Trial Judiciary after receiving the recommendation of the Chief Trial Judge, United States Army Trial Judiciary, and the Chief, PPTO.

   b. As a general rule, officers below the grade of colonel will not receive consecutive trial judge assignments. Upon the completion of a tour as a trial judge, the officer typically will be reassigned to a position related to the field of criminal law such as SJA, Regional Defense Counsel, Deputy SJA, Criminal Law Division at OTJAG, TJAGLCS, or one of the Appellate Divisions in USALSA. Military judges are eligible and compete for military and civilian schooling on the same basis as any other JAs. School assignments are considered intervening assignments for purposes of determining eligibility for a subsequent assignment as a trial judge.
c. Upon request by the Chief Trial Judge, with the concurrence of the 150th LOD Commander or the Assistant to the Chief Counsel, NGB respectively, a USAR or NG military judge may be mobilized to active duty as a military judge in Title 10 status.

8-5. SELECTION AND ASSIGNMENT OF APPELLATE MILITARY JUDGES.

a. General. Assignments of appellate military judges to the U.S. Army Court of Criminal Appeals are made by TJAG upon recommendation of the Chief Judge, U.S. Army Court of Criminal Appeals, and the Chief, PPTO.

b. Grade Requirements. Appellate judges will normally be in the grade of colonel. Exceptional lieutenant colonels with at least two years’ time-in-grade may be considered for a waiver of the grade requirement.

c. Experience Requirements. Appellate judges should have at least two years of experience as a GCM trial judge, previous service as an appellate judge, two years of experience as an SJA of a general court-martial jurisdiction, or two years of experience as a regional defense counsel. Appellate judges should also have at least two years of criminal law experience as a trial counsel, chief of military justice, criminal law instructor, or trial defense counsel.

d. Military Education Requirements. Appellate judges must be a graduate of ILE or its equivalent. Appellate judges must graduate from TJAGLCS’ Military Judge Course with a grade of 77 or higher. TJAG may grant waivers to these requirements.

8-6. TENURE FOR MILITARY JUDGES.

a. Trial Judges. Judge advocates are certified as military judges by TJAG and assigned to the Trial Judiciary for a minimum of three years, except under any of the following circumstances:

(1) The military judge is assigned to the Republic of Korea or other such area where officers are normally assigned for a one-year or two-year tour; in such cases the military judge will typically be appointed to a one-year or two-year term;

(2) The military judge voluntarily requests to be reassigned to other duties, and TJAG approves such reassignment;

(3) The military judge retires or otherwise separates from military service;

(4) The military judge is reassigned other duties by TJAG based on the needs of the service in a time of war, contingency operation, or national emergency;

(5) The military judge has been mobilized from the USAR or NG for a shorter duration; or

(6) The officer’s certificate as a military judge is withdrawn by TJAG for good cause.

Trial Judges are rated by the Chief Circuit Judge, Chief Trial Judge, or Chief Judge in accordance with their date of rank, and senior rated by the Chief Judge.

b. USAR judge advocates certified by TJAG as military judges are assigned to the 150th MJ-LOD for a minimum of three years and rated by their Active Duty Chief Circuit Judge and senior rated by the Chief Judge, IMA. If they are senior by date of rank to the Chief Circuit Judge, the military judge will be rated and senior rated by the Chief Judge, IMA. USAR military judges are detailed to courts-martial by their Chief Circuit Judge or the Chief Trial Judge, United States Army Trial Judiciary. Upon the completion of a three-year tour as a military trial judge, a USAR military judge can request three-year extensions (through the Chief Trial Judge, 150th MJ-LOD, and the Chief Trial Judge, United States Army Trial Judiciary) from TJAG. In the event a USAR military
judge is mobilized for an assignment inconsistent with the role of a military judge, that officer will be reassigned from the 150th MJ-LOD and may reapply for a position in the unit upon demobilization. A USAR military judge who mobilizes to serve in a capacity consistent with the role of a military judge may remain assigned to the 150th MJ-LOD and may return to the unit upon demobilization without having to reapply. While mobilized, a USAR military judge’s tenure continues to run.

c. Appellate Military Judges. Judge advocates are assigned as appellate military judges for a minimum of three years, except under the following circumstances:

(1) The appellate military judge voluntarily requests to be reassigned to other duties, and TJAG approves such reassignment;

(2) The appellate military judge retires or otherwise separates from military service;

(3) The appellate military judge is reassigned other duties by TJAG based on the needs of the service in a time of war, contingency operation, or national emergency; or

(4) The officer is removed from service as an appellate military judge by TJAG for good cause.
CHAPTER 9. ACQUISITION LAW SPECIALTY PROGRAM

The Acquisition Law Specialty (ALS) Program is being phased out. No further applications will be accepted. Attorneys already enrolled in the ALS Program will continue to receive first consideration for assignment to acquisition law positions and acquisition law training, subject to the needs of the Army and the JAG Corps. Judge advocates in the ALS Program have equal opportunity with other JAs for promotion and other training programs. At their request, JAs in the ALS Program may be identified to promotion boards (0-4 to 0-6). JAs wishing to have this notification in their promotion board file must inform their career manager before the board file closes. Questions should be directed to PPTO.
CHAPTER 10. SEPARATION, RESIGNATION, DISCHARGE, AND RETIREMENT

10-1. GENERAL.

Officers may be released from obligated and non-obligated periods of service upon personal request or involuntarily when personal circumstances or needs of the Army dictate. All officers serving on the ADL possess Regular Army commissions and must resign their commissions to be released from active duty. This chapter covers the more frequent circumstances in which release from service may be directed or approved.

10-2. RESIGNATIONS.

a. Unqualified resignations will be submitted as soon as possible, and normally must be submitted not earlier than 12 months or less than 6 months prior to the requested date of separation. If an officer has been considered by a promotion board and selected for promotion, then the six-month requirement will be enforced. If the officer is requesting a waiver of any ADSO, then this request must be submitted at least 12 months prior to the effective date. Additionally, maintaining the current rank upon resignation is dependent upon regulatory time requirements as outlined in AR 600-8-24 and AR 600-8-29. Normally, unqualified resignations will not be accepted unless the officer will have satisfied all service obligations by the effective date of the resignation. In this regard, officers serving overseas normally will be required to complete the current prescribed tour for the area of assignment. Unqualified resignations must be processed in accordance with AR 600-8-24, Chapter 3, including the mandatory counseling required by paragraph 1-13 and the endorsement by step 2 of Table 3-1. See JAGCNet PPTO Sample Separation Forms for the currently recommended format. Resigning officers must provide an endorsement letter in the format provided on JAGCNet PPTO Sample Separation Forms (no thru line endorsements).

b. Officers who resign should keep copies of the following documents. Possession of these documents will facilitate transition to the RC and, in addition, will be useful for future reference.

(1) Appointment Orders
(2) Latest Promotion Orders
(3) Officer Record Brief
(4) Assignment Orders to Reserve Control Group (if available)
(5) DA Form 873 – Certificate of Clearance
(6) DD 2807-1 – Report of Medical Examination (on Jan 01 replaced SF 88)
(7) DD 2808 – Report of Medical History (on Jan 03 replaced SF 93)
(8) DD Form 214 – Certificate of Release/Discharge from Active Duty

c. Officers are required to fill out and submit an exit survey in conjunction with their resignation, as well as a reserve component briefing memorandum. Reserve component briefing memorandums must be signed by a PPTO RC Career Manager. The exit survey is linked in the Transition / Separation Forms portion of the JAGCNet PPTO page.

d. All officers are required to fill out and submit a Victim of Sexual Assault Statement with their resignation. See the JAGCNet PPTO page for sample form.
e. Officers requesting to change the date of previously approved or pending resignation or withdraw their resignation should use the form posted on the JAGCNet PPTO page.

10-3. RETIREMENTS.

a. Applications for voluntary retirement may be submitted up to 12 months before the requested retirement date or no later than 9 months prior to requested retirement date or beginning of transition leave, whichever is the earliest. Guidelines on extended timelines, if applicable, will be published separately by PPTO. Prior to submitting a retirement request, officers must complete DA Form 7301-R – Officer Service Computation for Retirement. The officer must have 19 or more years AFS and be able to complete all service obligations by the retirement date. Applications will be processed in accordance with AR 600-8-24, Chapter 6. See JAGCNet PPTO page for the most up to date versions of all required forms. Officers should plan to have their last duty day during the summer assignment cycle to prevent underlap.

b. The following documents must be submitted with all retirement requests:

   (1) Retirement application—including GI Bill transfer confirmation memorandum (if applicable);

   (2) Supervisor endorsement memorandum;

   (3) DA Form 7301-R; and

   (4) Request form for permission to practice law on transition leave (if applicable).

c. Officers are required to fill out and submit an exit survey in conjunction with their retirement. The exit survey is accessible in the Retirement Forms portion of the JAGCNet PPTO page.

d. Selective Early Retirement Boards (SERBs). 10 U.S.C. § 638 provides statutory authority for selective early retirement. The JAG Corps will consider SERBs, when necessary, to assist it in reaching its force structure goals.

10-4. OFFICER ELIMINATIONS.

a. Officer eliminations are governed by AR 600-8-24, Officer Transfers and Discharges.

b. JA personnel files will be routinely reviewed by supervising officers, SJAs, and PPTO. Officers who have poor potential for continued service, substandard duty performance, or derogatory information may be processed for elimination. See paragraph 4-2, AR 600-8-24. Prior to initiating an officer elimination action on a judge advocate, SJAs and other heads of legal offices should consult with PPTO.

10-5. FORCE SHAPING AUTHORITY.

Force shaping authorities in 10 U.S.C. § 647 and in 10 U.S.C. § 638a allow TJAG to request authority through the Secretary of the Army to hold boards for the purpose of restructuring the JAG Corps and managing end strength across the Corps. If it is necessary to hold a force shaping board (e.g., Officer Separation Board), PPTO will notify the field of the board process and the population to be considered.

10-6. RECOUPMENT OF EDUCATIONAL EXPENSES.

Officers who have an active duty service obligation based on educational expenses paid by the government (e.g., USMA, ROTC scholarship, FLEP, or LL.M.) are generally required to repay the
government for a pro-rata portion of these expenses if they leave active duty before the end of their obligated service. HRC is responsible for calculating and coordinating this action.

10-7. TRANSITION LEAVE.

a. Requests for transition leave pending retirement or resignation are approved or disapproved by the officer’s commander, SJA, or office approval authority. No action by PPTO is required. In determining whether to approve a request for transition leave, approving authorities should consider that replacements are scheduled based upon the actual separation date and not the date transition leave begins. Approval of such a request may result in an office vacancy for at least the period of transition leave.

b. The practice of law outside the JAG Corps during a period of transition leave requires prior approval. TJAG has delegated authority to approve such requests to the Chief, PPTO. Requests should be sent through and endorsed by the SJA, or equivalent supervisor, to PPTO. Recommended format is available on the JAGCNet PPTO page.

10-8. FORWARDING ADDRESS UPON SEPARATION FROM ACTIVE DUTY.

Officers who are leaving active duty should provide PPTO with a forwarding address.

10-9. RETIREMENT OR RESIGNATION IN LIEU OF PCS ASSIGNMENT.

Officers who will be eligible for retirement or separation within 6 months of the date on which they receive a PCS assignment alert may resign or request voluntary retirement in lieu of PCS. The request must be submitted within 30 days after the officer is alerted for assignment. See AR 350-100, paragraph 2-6. An alert is defined as oral or written notification of an assignment or reporting date. The officer must request a release date not later than six months from the date of the PCS assignment alert.

10-10. SELECTIVE CONTINUATION.

a. Selective continuation is a method of retaining capable, experienced officers of a specific grade to meet the needs of the Army and the needs of the JAG Corps. Officers pending separation for twice failing to be selected for promotion to lieutenant colonel may be continued on active duty in their present grade if recommended by a selective continuation selection board and approved by the Secretary of the Army. Not all selection boards are authorized to recommend selective continuation. Selective continuation is not an entitlement.

b. TJAG may determine that selective continuation is necessary to maintain a certain number of best-qualified majors who have been twice non-selected to lieutenant colonel. Selective continuation in the JAG Corps will end upon retirement eligibility under 10 U.S.C. § 3911 and will not continue beyond 20 years of federal service. Selectively continued officers will continue to be eligible for selection for promotion until separated.

c. Regular Army officers may decline selective continuation before the period of continuation begins. Such officers may not be eligible for separation pay.

d. Officers wishing to be discharged or released from active duty before a selective continuation period expires may voluntarily request such action. If discharged or released, however, they may not be entitled to separation pay. See AR 600-8-29, Officer Promotions, and AR 600-8-24, Officer Transfers and Discharges.
10-11. MILITARY SERVICE OBLIGATION.

   a. Regular Army officers accept an eight-year statutory military service obligation upon initial appointment; for direct commission officers and ROTC Education Delay officers the first four years are served on active duty. Regular Army officers must resign their commissions, and request reappointment to obtain a Reserve commission. SJAs of officers leaving active duty after completing their initial ADSO must ensure the officers understand that they have a remaining statutory Reserve obligation.

   b. PPTO will provide to Chief, RC Management, PPTO, on a recurring basis, the names of CPTs and MAJs who have approved resignations. RC Management will use this information to provide separating officers with basic information on the Reserve Components and how to participate prior to expiration-term of service (ETS).

   c. The SJA or equivalent senior command legal counsel will personally meet with each officer scheduled to resign to discuss service in the Reserve Components and request that each officer provide a forwarding address, email address, and phone number. A briefing point paper is provided on the JAGCNet PPTO page. A report of the results of each interview, in the template provided on the JAGCNet PPTO page, will be provided to the Office of The Judge Advocate General, ATTN: DAJA-PT, 2200 Army Pentagon, Room 2B517, Washington, D.C. 20310-2200. The report will be provided to PPTO along with the officer’s resignation.

   d. Army policy requires that resigning officers must also receive a reserve component briefing. Use the Memorandum for Record format provided on the JAGCNet PPTO page to document the reserve component briefing. This briefing must be given by a Reserve Army career counselor; most installations require the briefing be received from the local counselor before allowing an individual to separate.
CHAPTER 11. SPECIAL RULES OF MILITARY PRACTICE

11-1. COUNSEL IN COURTS-MARTIAL.

a. Article 27(b), Uniform Code of Military Justice (UCMJ), requires that an individual detailed as a trial or defense counsel of a general court-martial (GCM) must be a JA and a graduate of an accredited law school or a member of the bar of a Federal court or of the highest court of a state, and certified to perform such duties by TJAG. All SJAs and RDCs are responsible for ensuring that only certified commissioned officers are detailed as counsel in all courts-martial.

b. Officers appointed in or assigned or detailed to the JAG Corps will be certified as counsel before GCMs upon successful completion of JAOC or on admission to the bar, whichever occurs later.

c. Non-JA officer-lawyers normally will not be certified. If an exception to this rule is required, the SJA concerned will submit a request to PPTO, accompanied by the officer's law school transcript, a certified copy of the officer’s license to practice, certificate of good standing, a resume of experience, and a justification for an exception to this policy.

d. Reserve Component JAs serving on active or inactive duty for training who are certified may be detailed as trial counsel or assistant defense counsel in all levels of courts-martial.

e. FLEP officers performing OJT may be detailed as summary courts-martial officers.

f. Only JAs assigned as USA Trial Defense Service counsel will be detailed as defense counsel or assistant defense counsel.

11-2. GOOD STANDING WITH ATTORNEY’S LICENSING AUTHORITY.

a. All Army attorneys, including JAs who are members of the Active Army, USAR, and ARNG and Civilian attorneys under TJAG's qualifying authority, must maintain a valid law license and remain in good standing with at least one attorney licensing authority (i.e. member of the bar of a Federal court or of the highest court of a State). If a state bar has an inactive member in good standing designation, it may satisfy the requirement. However, be advised that other agencies, such as OGC, do require active membership in addition to good standing. For details on the definition of “good standing,” see the Glossary of AR 27-1.

b. To ensure compliance, all attorneys who are part of the JALS must self-certify every other fiscal year (odd years) that they are in good standing with their licensing authority. PPTO will notify all attorneys in the JALS when the window for self-certification opens. Noncompliance with this policy is a basis for suspension from performing legal duties or separation in cases of loss of license or disbarment from professional practice. A current, valid license to practice law in a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico is a condition of continued employment for civilian attorneys of the DA. See AR 690-300.

c. In addition to self-certification, all Regular Army and USAR JAs must provide proof of good standing when the officer is in the primary zone of eligibility for promotion or prior to first time eligibility before a DA centralized school selection board. Proof of good standing must be provided to PPTO prior to the officer’s consideration by the board. One submission per year is sufficient (e.g., if an officer submitted a certificate of good standing for the CGSC board, then he or she does not need to submit it again in the same calendar year for the lieutenant colonel promotion board). Similarly, civilian attorneys will provide sufficient proof of good standing prior to being hired, reassigned or promoted.

d. Each Army attorney has a personal responsibility to ensure compliance with applicable licensing rules pertaining to the practice of law and to maintain his or her license and good standing.
Every attorney has a responsibility to report to Chief, Professional Responsibility (ATTN: DAJA-PR), upon being notified that he or she is being investigated by his or her licensing authority under circumstances that could result in the attorney being disciplined as an attorney or judge and upon being so disciplined, in accordance with AR 27-1 and AR 27-26.

e. Appointment as a Special Assistant United States Attorney (SAUSA) requires attorneys to comply with Department of Justice (DoJ) policies on bar membership. The DoJ requires all DoJ attorneys, including SAUSAs, to certify annually that they are duly licensed and authorized to practice as an attorney under the laws of at least one state, territory, or the District of Columbia at all times. The DoJ has interpreted the term “duly licensed and authorized” to mean that a SAUSA's current status is such that “as is” he or she could practice in their home state. The DoJ requirement is not met by merely being “a member in good standing,” but requires a SAUSA to maintain “active” bar membership. Those who do not maintain an active status will not be allowed by DoJ to continue to appear on behalf of the United States in U.S. District or U.S. Magistrate Courts. Prospective SAUSAs should meet this requirement prior to the request for appointment to avoid any delay in certifying the SAUSA. Furthermore, the Citizens Protection Act (28 U.S.C. § 530B) applies to Special Assistant United States Attorneys and provides: “An attorney for the Government will be subject to State laws and rules, and local Federal court rules, governing attorneys in each State where such attorney engages in that attorney’s duties, to the same extent and in the same manner as other attorneys in that State....” As used in the Act, “attorney for the government” includes judge advocates appointed as a SAUSA, or "employed" by the DoJ, who are authorized to conduct criminal or civil law enforcement proceedings on behalf of the United States.

11-3. STATE FEES.

Some states, including New Jersey, Tennessee, Texas, and the District of Columbia, have begun to charge a professional license fee or privilege tax for attorneys. This is a tax by the state and not a bar fee. In many cases, however, the states have been granting exemptions to attorneys employed by the federal government and not practicing in their state. If you receive any report that a state in which you are a member of the bar is considering or has instituted a privilege tax, notify PPTO.

11-4. SUSPENSION FROM DUTIES.

a. Paragraph 11-1e, AR 27-1: SJAs, the Chief, TDS, the Chief Counsel (NGB) and the Chief, PPTO are authorized to temporarily suspend any certification of competency to act as counsel, or to temporarily suspend any JA or civilian lawyer from performing their legal duties or any other duties, pending resolution of an allegation, or a concern regarding competence or fitness, that, if substantiated would reflect adversely on fitness for duties as a lawyer. Nothing in this chapter prevent TJAG, DJAG, or an SJA from referring a case to command channels for consideration of disciplinary action.

b. Military. TJAG may, in his discretion, issue, suspend, or withdraw any certification of qualification to act as military judge, or any certification of competency to serve as a JA and/or to act as counsel before courts-martial and Army Court of Criminal Appeals (ACCA), or any certification to serve as a warrant officer in the JAG Corps, or any certification to serve as a paralegal in the JAG Corps. TJAG may, in his discretion, suspend any JA, legal administrator, or military paralegal from performing legal duties. This authority applies to the Active Army, USAR, and ARNG when in a Title 10 status. TJAG may, in his discretion, discipline other lawyers who practice in proceedings governed by the UCMJ and the Manual for Courts-Martial (MCM).

c. Civilians. Approval of qualifications is a condition of continued employment and TJAG may withdraw such approval when appropriate (e.g., for a violation of the Army Rules of Professional Conduct for Lawyers when such violation is established in accordance with the procedures published in AR 27-26 and AR 27-1). When TJAG withdraws approval of an attorney’s qualifications, the person may not thereafter be employed by any Qualifying Authority in the Department of the Army as an attorney.
11-5. OUTSIDE PRACTICE AND COURT APPEARANCES.

a. Judge Advocates.

(1) Active Army JAs may not engage in the outside practice of law or appear as counsel in civilian courts, tribunals, hearings, or boards. This prohibition includes the practice of law on a pro bono or reimbursable basis or the practice of law while on transition leave. The practice of law is defined in subparagraph (5) below. Exceptions to this policy may be authorized by TJAG upon the request of the JA. Under no circumstances will a JA undertake such outside practice without first obtaining the written approval of TJAG. See AR 27-1. In accordance with Army General Counsel policy, requests to teach any area of law outside of official duties or to practice law on behalf of a family member must also be approved by TJAG in advance. See SAGC Memo, SUBJECT: Appointment of Deputy Designated Agency Ethics Officials, dated August 18, 2019. The prohibitions and requirements in this paragraph do not apply to RC JAs (USAR and NG) unless they are ordered to active duty for more than 30 consecutive days.

(2) Requests for exceptions to policy will be submitted to PPTO in writing through and endorsed by the SJA, supervising JA, or commander concerned, describing fully the nature and extent of the practice contemplated and whether an appearance in court may be required. Requests for appearance as counsel in proceedings in which the United States has an interest will be made through USALSA, Litigation Division, as set forth in AR 27-40, paragraph 1-6b. Requests for exception to policy will include the name of the client, jurisdiction and name of the judicial body, compensation, and requisite bar affiliations, as applicable.

(3) Judge advocates are not prohibited from practicing law or performing legal services for themselves, providing such activity is in accordance with the provisions of paragraph 11-6, below.

(4) For procedures to request approval for private practice during transition leave, see paragraph 10-7, above.

(5) Determining what conduct constitutes the “practice of law” defies mechanistic formulation, although it encompasses not only court appearances but also services rendered out of court and includes the giving of any advice or rendering any service requiring the use of legal knowledge. For the purpose of the Army Rules of Professional Conduct for Lawyers (AR 27-26), the practice of law would specifically include, but not be limited to, the providing of any advice, opinion, document, or instrument that construes or interprets law, legal authority, or legal rights, or is legal in nature (such as a contract, will, lease, power of attorney, and so forth, or any advice or opinion that purports to render a legal evaluation of such). See AR 27-26, Rule 5.5, Comment (2). If bar membership is required for the position or activity, it falls under the definition of the practice of law. The practice of law does not include employment where bar membership is not a prerequisite, including teaching non-legal subjects (with or without compensation), lecturing on non-legal subjects (with or without compensation), or writing for publication on non-legal subjects (with or without compensation). Writing for publication on legal subjects (with or without compensation) would not ordinarily constitute the practice of law under the Army Rules, absent indicia to the contrary. For outside employment not involving the “practice of law,” Army regulatory and local policy guidance will govern.

b. Civilian Attorneys.

(1) This policy supplements the general limitations on outside employment contained in AR 690-300; the Joint Ethics Regulation (JER), 5 C.F.R. Part 2635; and DoD 5500.7-R. The guidance outlined in paragraphs (2) through (5) below is derived from AR 690-300, subchapter 4, and Army General Counsel MEMORANDUM: SUBJECT: Appointment of Deputy Designated Agency Ethics Officials, dated 18 August 2019.
(2) Civilian attorneys under TJAG’s qualifying authority will not participate in outside employment (as determined by Director, Civilian Personnel Labor and Employment Law), with or without compensation, which

(a) Interferes in any manner or is incompatible with the proper and effective performance of his or her official duties;

(b) Creates a conflict of interest or appearance of one; or

(c) May reasonably be expected to reflect adversely on the government or the Army.

(3) In addition to restrictions in subparagraph (2) above, no Army Civilian attorney will engage in the outside practice of law without prior written approval. Determining what conduct constitutes the “practice of law” defies mechanistic formulation, although it encompasses not only court appearances but also services rendered out of court and includes the giving of any advice or rendering any service requiring the use of legal knowledge. For the purpose of the Army Rules of Professional Conduct for Lawyers (AR 27-26), the practice of law would specifically include, but not be limited to, the providing of any advice, opinion, document, or instrument that construes or interprets law, legal authority, or legal rights, or is legal in nature (such as a contract, will, lease, power of attorney, and so forth, or any advice or opinion that purports to render a legal evaluation of such). See AR 27-26, Rule 5.5, Comment (2). If Bar membership is required for the position or activity, it falls under the definition of the practice of law. The practice of law does not include employment where bar membership is not a prerequisite, including teaching non-legal subjects (with or without compensation), lecturing on non-legal subjects (with or without compensation), or writing for publication on non-legal subjects (with or without compensation). Writing for publication on legal subjects (with or without compensation) would not ordinarily constitute the practice of law under the Army Rules, absent indicia to the contrary. Requests to teach any area of law outside of official duties, practice law on a pro bono or reimbursable basis, practice law while on transition leave, or to practice law on behalf of a family member, must be approved in advance.

(4) TJAG’s authority to approve requests for outside practice of law is delegated to the Director, Civilian Personnel Labor and Employment Law. Employee requests will include the name of the client, jurisdiction and name of the judicial body, compensation, and requisite bar affiliations, as applicable. The head of legal office will provide a separate, written endorsement containing an analysis of how the request complies with the limitations imposed by this section. Requests for approval will be submitted in writing through legal office technical channels, and will include any applicable justification, to:

Director, Civilian Personnel, Labor and Employment Law
OTJAG, ATTN: DAJA-LE
2200 Army Pentagon, Room 3E565
Washington, DC 20310-2200

(5) Even with written approval, no attorney will engage in outside practice of law in violation of: 18 U.S.C. § 203, nor § 205 (U.S. is a party or has an interest), nor § 209 (outside compensation for official services); nor AR 27-1; nor with respect to matters:

(a) Referred from the Civilian attorney’s legal office; or

(b) With which he or she is, or may become, involved in an official capacity; or

(c) Involving government personnel serviced by the legal office.
11-6. STANDARDS OF CONDUCT.

Army attorneys will not engage in any matter that, under the circumstances, may reasonably be expected to create the appearance of a conflict of interest or bring discredit on the government or the Department of the Army. Judge advocates assigned as SJAs will not represent individual clients in matters that will conflict them from performing their duties as an SJA; this rule applies to all SJAs, including members of the U.S. Army Reserve and the Army National Guard (whether serving in Title 10 or Title 32 status). Any request for an exception to this policy will be submitted and processed IAW the procedures specified in paragraph 11-5 above. Violations of this policy by SJAs will be reported to the Executive Officer for TJAG.

11-7. PROFESSIONAL RESPONSIBILITY

Supervisory lawyers will ensure that all Army lawyers under their supervision receive annual training on the Army Rules of Professional Conduct for Lawyers (AR 27-26) and other applicable ethics standards, such as the Code of Judicial Conduct for Army Trial and Appellate Judges (May 2008). At a minimum, each lawyer should receive three hours of professional responsibility training each year. The training should focus on ethics issues relevant to the lawyers’ practice and be designed to educate Army lawyers regardless of their experience. At a minimum, each Army non-lawyer assistant who performs duty in an Army or joint legal office should receive one hour of professional responsibility training each year. The training should focus on ethics issues relevant to the non-lawyer’s duties. Supervisory lawyers are encouraged to make maximum use of available TDY funds to allow lawyers to attend civilian ethics courses. See TJAG Policy Memorandum 17-01, Professional Responsibility, which provides more detailed guidance on professional responsibility.

11-8. COMPLAINTS INVOLVING PROFESSIONAL RESPONSIBILITY OR MISMANAGEMENT

a. Credible professional responsibility complaints will be reported through supervisory lawyer technical channels to the Professional Responsibility Branch (PRB). All members of the JALS will notify their supervisory lawyer prior to alleging mismanagement, ineffective assistance of counsel, misconduct or ethics violations against another lawyer. Alleged judicial misconduct or unfitness will be reported to the Chief Trial Judge in the case of trial judges or to Chief Judge, U.S. Army Court of Criminal Appeals, in the case of appellate judges. In a matter that involves the U.S. Army, prior to reporting any alleged or suspected violation of ethical standards to the governing body of a lawyer, any member of the JALS will inform PRB through normal technical channels, regardless of whether the lawyer concerned is subject to the Army Rules of Professional Conduct for Lawyers.

b. Supervisory lawyers will report credible complaints of mismanagement through normal legal technical channels to the Chief, Professional Responsibility Branch.


a. In accordance with AR 600-8-2, Suspension of Favorable Personnel Actions, paragraph 2-2o, TJAG is responsible for the professional supervision and professional discipline of judge advocates, military trial and appellate judges, legal administrators (military occupational specialty 270A), and military paralegals (military occupational specialty 27D). Only TJAG (or designee) may impose or remove a Flag, at his or her discretion, for JAs, military trial and appellate military judges, legal administrators, and military paralegals for reasons related to their professional licensing or certification of competency to act as counsel, their professional licensing or certification of qualification to act as a military trial or appellate military judge, their certification as a legal administrator or military paralegal, or for reasons related to the delivery of legal services, in accordance with 10 USC 7037, Rule for Courts-Martial 109 (Manual for Courts-Martial), AR 27-1, and AR 27-26.
b. The Chief, PPTO is TJAG's designee to impose or remove a Flag, in his or her discretion, for JAs, legal administrators, and military paralegals, for reasons related to their professional licensing or certification of competency or fitness to act as counsel, their certification as a legal administrator or military paralegal, or for reasons related to the delivery of legal services.

c. The Chief Trial Judge, U.S. Army Trial Judiciary is TJAG's designee to impose or remove a Flag, in his or her discretion, for military trial judges for reasons related to their certification of qualification to act as a military trial judge.
CHAPTER 12. WARRANT OFFICERS

12-1. GENERAL.

This chapter pertains to the personnel management of JAG Corps Warrant Officers/Legal Administrators, Military Occupational Specialty (MOS) 270A. Also see Chapter 39, DA Pam 600-3. TJAG manages JAG Corps Warrant Officers according to the career development models that follow (Figures 12-1 and 12-2). This publication explains the model in greater detail.

12-2. CAREER MANAGEMENT AUTHORITY.

TJAG is the career management authority for JAG Corps Warrant Officers, MOS 270A. The Chief Warrant Officer of the Corps (CWOC) exercises personnel management and professional development responsibilities for JAG Corps Warrant Officers on behalf of TJAG. In addition, assistance and technical advice on JAG Corps Warrant Officer matters are provided by the CWOC.

12-3. WARRANT OFFICER APPOINTMENT.

a. General guidance regarding processing instructions and procedures are in accordance with the annual Judge Advocate Warrant Officer Accession Board Procedures memorandum published by TJAG and available on the JAGConnect. Additional information is provided on the U.S. Army Recruiting Command (USAREC) website at www.usarec.army.mil/hq/warrant. JAG Corps Warrant Officers are generally appointed from the ranks of Army paralegal noncommissioned officers (MOS 27D); however, fully qualified applicants from other career management fields are also considered for appointment. The period for submitting an application for appointment varies based on component as indicated in each accession memo which is updated periodically.

b. In addition to the general requirements listed in AR 135-100, DA Pam 601-6, and NGR 600-101, the MOS specific prerequisites for JAG Corps Warrant Officer/270A applications are detailed within the accession memorandum.

c. Appointments are based on authorized end strength and projected losses. After selection, designated JAG Corps Accession Managers schedule attendance at Warrant Officer Candidate School (WOCS). It takes approximately twelve months to complete the administrative processing, travel, training, and certification of a candidate. RC and ARNG may also complete training via Regional Training Institutes. Training will consist of:

(1) Warrant Officer Candidate School (WOCS), a branch-immaterial course held at the Warrant Officer Career College, Fort Rucker, Alabama. Additional information about WOCS can be found at http://usawocc.army.mil/VOES/wocs.htm.

(2) Upon selection, every effort will be made to attach or assign the warrant officer candidate to the nearest office staffed with a senior JAWO for mentorship and formal integration into the Officer Corps. Upon graduation from WOCS, newly appointed JAG Warrant Officers will be assigned to their first permanent duty station, normally in conjunction with attendance at the annual JA Warrant
Officer Basic Course (WOBC). Upon completion of the JAWOBC, Judge Advocate Warrant Officers are certified to perform the duties of legal administrator by the Judge Advocate General. Certification as a legal administrator may be withdrawn in accordance with paragraph 11-9 of this publication.

12-4. INITIAL OBLIGATED TOUR.

Active duty Warrant Officers are appointed by the Secretary of the Army in the Army Reserve with a concurrent call to active duty and incur an initial six-year ADSO upon graduation from WOBC. See AR 350-100.

12-5. REGULAR ARMY (RA) APPOINTMENT.

See AR 601-100.

   a. Warrant Officers are appointed into the Regular Army and commissioned by the President when promoted to CW2.

   b. Any WO1 not recommended for promotion to CW2 will not be granted Regular Army status. Those not recommended will be processed for separation under AR 600-8-24, and must separate no later than 180 days after the promotion review authority approves the non-recommendation for promotion.

   c. Warrant Officers promoted to CW2 who decline Regular Army status will be separated no later than 180 days from the date of declination or when all service obligations have been fulfilled. Once RA integration has been declined, it will not be offered again and a declination cannot be withdrawn.

12-6. ASSIGNMENTS.

See AR 614-100, DA Pam 611-21, AR 600-8-11, and DA Pam 600-3.

   a. Pursuant to the Warrant Officer Management Act (WOMA), all MOS 270A positions on manpower documents have been position coded by grade. Where possible, personnel will be assigned to positions equivalent to their grade and experience.

   b. In making assignments, the needs of the Army take precedence over other considerations. An individual’s skills, professional development, and personal preferences are considered in the assignment process. The location, level, and types of units authorized MOS 270A positions are extremely limited; therefore, vertical or lateral progression may not be reflected in every assignment. Assignments are generally made only to organizations that have valid requirements and position authorizations.

   c. Assignment Policies.

      (1) Reassignments are kept to the minimum needed to maintain an overseas rotational base, satisfy requirements for special qualifications, and provide for career progression.

      (2) Warrant Officers will ordinarily complete the minimum months assigned on station as prescribed in Army regulations before being reassigned. However, mission requirements may require earlier departure from an assignment.

12-7. PROMOTIONS.

See AR 600-8-29 and AR 135-155 (USAR).

   a. Promotion Boards. TJAG does not convene separate selection boards for promotion to the grades of CW3, CW4, and CW5 for Regular Army and USAR JAWOs. Judge Advocate General’s
Corps Warrant Officers are considered by regularly scheduled Army Competitive Category warrant officers promotion boards. On occasion, TJAG will provide a voting member to Warrant Officer promotion boards. Warrant Officers are recommended for promotion on a “best qualified” basis.

b. Permanent RA Grade. In accordance with the Warrant Officer Management Act (WOMA), all promotions to the grade of CW3, CW4, and CW5 are permanent and incur a two-year ADSO.

12-8. RETIREMENTS.

In accordance with AR 600-8-24, applications for voluntary retirement will be submitted to the Career Manager and CWOC no earlier than 12 months and no later than 9 months prior to the desired date of retirement or beginning date of transition leave, whichever is earlier. Officers considering retirement should contact the Office of the CWOC for guidance, then obtain a Service Computation Worksheet from their local Personnel Office or S1 and request calculation of their retirement date prior to submitting an application for retirement through the Judge Advocate Warrant Officer Career manager to the Chief, PPTO. Applications will be processed in accordance with applicable regulations. See the JAGCNet PPTO page for the recommended format.
Figure 12-1: JAG Corps Warrant Officer (Regular Army) Career Development & Utilization Model

<table>
<thead>
<tr>
<th>Grade</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
<th>Education</th>
<th>Field Grade Assignments</th>
<th>Camp Grade Assignments</th>
<th>Rank</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW2</td>
<td></td>
<td></td>
<td>WO1</td>
<td>0-2</td>
<td>0-15</td>
<td>6-10</td>
<td>2-6</td>
</tr>
<tr>
<td>CW1</td>
<td></td>
<td></td>
<td>WO2</td>
<td>7-15</td>
<td>11-20</td>
<td>15-4</td>
<td></td>
</tr>
</tbody>
</table>
### JAGC Warrant Officer Career Development Objective:

The Army and the JAGC educate, develop, employ, and retain expert JAGC Warrant Officers. These JAGC Warrant Officers are expert legal managers and JAGC organizational integrators from the tactical to strategic-level Army organizations. They are transformational and innovative managers that are critical in the JAGC accomplishing its mission today and in the uncertain future.

<table>
<thead>
<tr>
<th>Years WO Service</th>
<th>0-2</th>
<th>2-5</th>
<th>6-10</th>
<th>10-15</th>
<th>15+</th>
<th>16+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years Total Service</td>
<td>5-12</td>
<td>7-16</td>
<td>11-20</td>
<td>15-24</td>
<td>20+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>WO1</th>
<th>CW2</th>
<th>CW3</th>
<th>CW4</th>
<th>CW5</th>
</tr>
</thead>
</table>

#### Seniority

<table>
<thead>
<tr>
<th>Company Grade Assignments</th>
<th>Field Grade Assignments</th>
<th>Senior Leader Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td>Develop functional expertise across diverse disciplines while performing managerial and operational functions in support of tactical and operational level assignments.</td>
<td>Demonstrate management expertise and employ abilities to manage large and dynamic legal organizations. Manage the delivery of legal services across large client populations and formations.</td>
</tr>
</tbody>
</table>

#### Education: Continuous Professional and Personal Development

<table>
<thead>
<tr>
<th>Professional Military Education</th>
<th>WOBC</th>
<th>WOAC</th>
<th>WOILE</th>
<th>WOSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Military Education</td>
<td>Plan, Programming, Budget, Execution (FPSB) Course</td>
<td>Force Management (ASI, 3R)</td>
<td>Lean Six Sigma – Black Belt (ASI, 1R)</td>
<td>Knowledge Management (ASI, 1E)</td>
</tr>
<tr>
<td>Recommended Civilian Education</td>
<td>Bachelor's Degree</td>
<td>Graduate Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Development</td>
<td>Degree Completion Program; Legal Lean Sigma; Security Fundamentals; Professional Certification; TIAGC5 Short Courses; Law Office Management Course; Law Office Management Masters Course; Professional Reading (Military, Legal, History, Doctrine); Professional Writing/Publication; Certified Legal Manager Credentialing, Instructor Certification (SOI, 8)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 13. CIVILIAN ATTORNEY MANAGEMENT PROGRAM

13-1. SCOPE.

This chapter applies to all Civilian attorneys and Civilian attorney positions within the professional qualifying authority of TJAG. This includes all Army Civilian attorneys who are not specifically included within another professional qualifying authority (Army General Counsel; Chief Counsel, US Army Corps of Engineers; and Command Counsel, US Army Materiel Command). Individuals with questions concerning the scope of TJAG’s qualifying authority should address them to the Chief, Civilian Personnel Management, Labor and Employment Law Division, OTJAG. This chapter does not apply to law students hired under TJAG’s Intern Program.

13-2. REFERENCES.

a. AR 690-300, Civilian Personnel Employment.

b. DoD Instruction 1442.02, Personnel Actions Involving Civilian Attorneys.


13-3. CIVILIAN ATTORNEY PERSONNEL MANAGEMENT GUIDANCE.

This chapter provides a graphical overview of the civilian attorney staffing process (Figure 13-1). Questions concerning JALS civilian personnel management should be directed to the Chief, Civilian Personnel Management (DAJA-LE) (hereinafter Chief, CPM). Please note that as of December 2019, all attorney hiring actions within JALS will go to Fort Riley CPAC, to include classifications of position descriptions that may result in a hiring action or promotion. All requests should be directed to the Fort Riley Attorney Hiring Cell mailbox at usarmy.riley.chra-sw.mbx.carc-inquiries@mail.mil.

13-4. CIVILIAN ATTORNEY PROFESSIONAL DEVELOPMENT.

In addition to resources for Civilian training and professional development provided by the local office/command and OTJAG, the Army's Legal Career Program (CP-56) also provides resources and opportunities for education, training, and professional development. Career program information and development opportunities will be disseminated through JAGCNet, MilSuite, and e-mail. CP-56 has its own webpage available through JAGCNet at https://www.jagcnet.army.mil/Sites/CP56.nsf, as well as its milBook page available at https://www.milsuite.mil/book/groups/career-program-56-legal. All CP-56 announcements will be posted on both the CP-56 website and milBook page.
Figure 13-1 Civilian Attorney Staffing Process

CIVILIAN ATTORNEY STAFFING PROCESS
For civilian attorneys under The Judge Advocate General’s qualifying authority

Legal Office

- OSIA identifies need, determines appropriate KSAs, and requests personnel action from the CPAC.
- If 11 or more eligible candidates: OSIA will convene a rating panel consisting of at least 2 attorneys. It must not include the selecting official, CPAC advisors, nor non-attorneys.
- The panel will review the resumes and determine the applicants to interview.
- Selecting official conducts additional inquiry, if desired, to determine a tentative selectee (and primary alternates) and submits choices with justification to CPAC on DA Form 2600.
- Selecting official sends a copy of the SF 50 to Program Coordinator for Attorney Hiring, DAJA-LE upon appointment and non-selection letters to those referred but not selected. CPAC sends letters those not referred.

CHRA

- CPAC forwards RPA, Position Description, and draft vacancy announcement to the Program Coordinator for Attorney Hiring, DAJA-LE.
- CPAC posts announcement to USAJOBS & CPOL, receives the applicant packets, and forwards ALL resumes and to the rating panel.
- CPAC assembles tentative selectee’s application package and DA Form 2600 and forwards with recruiting data to Program Coordinator for Attorney Hiring, DAJA-LE.
- CPAC, with salary offer from OSIA, makes formal offer of employment.

OTJAG

- DAJA-LE reviews, makes necessary changes, and transmits to CPAC. The hiring office works with CPAC to determine an open period for the vacancy announcement between 15 and 30 days.
- DAJA-LE reviews applicant’s package to ensure regulatory compliance and presents to TJAG for approval of professional qualifications.
- Program Coordinator for Attorney Hiring, DAJA-LE transmits approval top CPAC to make formal offer. At this point, OSIA can inform selectee of tentative offer.

- Full civilian attorney staffing guidance is contained in AR 690-300.
- NONCOMPETITIVE APPOINTMENTS. Upon TJAG approval, individuals may be noncompetitively:
  - Appointed temporarily (no more than 12 months) or for a term appointment.
  - Reassigned laterally, or
  - Appointed to their reclassified position, even if it results in a promotion.
  - Appointed to a permanent appointment. However, the hiring office must demonstrate that: 1) the position will be difficult to fill; 2) no candidate that would be more qualified than the selectee; AND 3) there are no possible mitigation efforts that could overcome the need for a non-competitive, permanent appointment.
- If the SIA does not serve as the selecting official, the justification memo must document his/her concurrence with the selection.
- Questions concerning additional staffing flexibilities should be directed to the Chief, Civilian Personnel Management, Labor & Employment Law Division (DAJA-LE), OTJAG.
13-5. CIVILIAN ATTORNEY LICENSING FEE REIMBURSEMENT POLICY

a. References.

(1) Title 5, United States Code, Section 5757.


(3) AR 350-1, Army Training and Leader Development

(4) Memorandum, Administrative Assistant to the Secretary of the Army, Subject: Delegation of Authority to Approve Payment of Professional Credentials, 28 August 2003.

b. Pursuant to statutory authority, Department of Defense (DoD) and Department of the Army (DA) guidance, and the conditions listed below, the reimbursement of expenses incurred to maintain professional licenses (bar dues) for Civilian attorneys in the JALS is authorized. This program is not an entitlement, but a discretionary recruitment and retention tool.

c. In accordance with reference 13-5a(4), TJAG has delegated authority to pay licensing fees. This authority is re-delegated to the Director, Civilian Personnel, Labor and Employment Law, OTJAG.

d. Licensing fees will be centrally reimbursed using OTJAG funds, subject to availability. The maximum reimbursable amount per employee is $350.

e. This policy does not replace existing command licensing fee reimbursement programs.

f. Policy.

(1) All full-time, permanently appointed, appropriated fund Civilian attorneys in occupation series 0905 or 1222 under TJAG’s qualifying authority, to include those executive level (SES, SL, and DISL) attorneys under direct JALS supervision, are eligible for reimbursement subject to the conditions below. This authority may not be exercised for any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position (e.g., Schedule C and non-career SES).

(2) Every JALS Civilian attorney must maintain membership in good standing with the licensing authority of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico. On a fiscal year basis and funding permitting, OTJAG may reimburse the cost of one licensing fee in one attorney licensing jurisdiction where the Civilian attorney is currently licensed. Those attorneys receiving licensing fee reimbursement from another federal entity (e.g., local command) are ineligible for reimbursement through OTJAG. Reimbursement is limited to those licensing fees mandatory to remain in good standing (section fees, voluntary pro bono fund, etc. are not reimbursable).

(3) Retroactive approval will not be granted. Reimbursement requests must be approved by OTJAG (DAJA-LE) prior to the attorney’s payment to the licensing jurisdiction. Note that requesting reimbursement does not relieve the attorney’s obligation to meet all applicable licensing authority timelines to remain a member in good standing.
g. Procedures.

(1) To be eligible for reimbursement, JALS attorneys must obtain prior written approval from OTJAG (DAJA-LE) prior to incurring the costs connected with the licensing fees.

(2) Requests for the payment of licensing fees will be submitted electronically by the requesting attorney using the PDF-fillable form (available on PPTO’s ‘Civilian’ page on JAGCNet), through the head of the legal office, to the OTJAG bar dues program manager, identified on the PDF request form. All requests must be accompanied by a copy of the licensing jurisdiction’s invoice outlining the charges.

(3) Complete requests must include the following information: Civilian attorney’s name, e-mail address, duty title, UIC/paragraph/line number of manning document, licensing jurisdiction requested, status to be renewed (active, inactive, government attorney, associate, etc.), due date, regularity of licensing fees (every year, once every two years, etc.), and composition of the cost (surcharges, taxes or other fees).

(4) If approved, for reimbursement, upon payment to the licensing authority, the requesting attorney will provide proof of payment and a completed and signed SF-1164, Claim for Reimbursement for Expenditures on Official Business to the OTJAG program manager. Proof of payment and the SF 1164 should be submitted within 5 days of receiving proof of payment from the licensing authority. See Figure 13-2 below.

(5) All expenses incident to the actual licensing fee (e.g., CLE courses, training classes, travel to and from the licensing jurisdiction, and examination fees) are non-reimbursable under this policy, but may be subject to reimbursement under command-specific programs.

h. Questions should be directed to Labor & Employment Law Division, OTJAG, at (703) 693-0545.
13-6. Noncompetitive Military Spouse Attorney Placement Program and Policy

a. It is TJAG’s intent that military spouse attorneys will be considered for noncompetitive placement by legal offices seeking to fill attorney vacancies, prior to the position being filled through the competitive process. Nothing in the program precludes military spouse attorneys from applying for any competitively announced attorney position.

b. Process. For a Step-by-Step Guide, see Figure 13-3 or the current Standard Operating Procedure for Noncompetitive Military Spouse Attorney Hiring Program and Policy, available on JAGConnect – Labor and Employment Law, on MilSuite.

(1) Upon making a decision to recruit an attorney, legal offices will contact the Chief, CPM, and request a slate of military spouse attorneys. At the same time, they should initiate the competitive hiring process with the attorney hiring cell at Fort Riley’s Civilian Personnel Center (CPAC).
(2) The slate will be reviewed by the hiring official. The hiring official may, after reviewing the slate, pursue noncompetitive placement of a military spouse attorney or decide to fill the position through competitive announcement.

(3) Regardless of outcome, the hiring official will report the results of the review to the Chief, CPM and the Attorney Program Specialist.

c. The Slate and the Military Spouse Attorney Database.

(1) The Slate. The Chief, CPM, or designee, will provide the requesting office with a slate of all eligible military spouse attorney candidates within two business days of request. To be considered eligible, a spouse must:

(a) be married to a military sponsor currently on active duty,

(b) be living in the local commuting area of the position at issue or about to move there as a sponsored dependent with the military spouse who relocates to the new duty station via PCS orders,

(c) (the military sponsor) has more than 6 months remaining on orders at the location for which employment is sought,

(d) not be currently employed by an Army legal office within the local commuting area of the position at issue,

(e) be registered in the database and timely responded to all Chief, CPM's (or designee's) requests for information, and

(f) be otherwise qualified IAW AR 690-300 and DoD Instruction 1442.02.

(2) The Military Spouse Attorney Database. The Chief, CPM, shall maintain a database of military spouse attorneys. This database will be used to generate slates of eligible candidates to be forwarded to hiring officials for consideration.

(a) Process for Inclusion. To be included in the database and considered for noncompetitive placement, spouses must submit (1) a current resume (PDF format) and (2) a copy of the military sponsor’s orders to the Chief, CPM at sarah.p.ford3.civ@mail.mil. Ms. Ford may also be reached at (571) 256-2868.

(b) Updates. Participating spouses must inform the Chief, CPM or designee of any changes to their profile (e.g., current employment, PCS orders, change to contact information, etc.). The Chief, CPM and designee will also conduct audits of profiles, and may request updated information from the spouse. Failure to timely respond to requests for information may result in the spouse’s profile being deleted from the database.

(c) Permission. Spouses understand that inclusion in the database is an agreement to have their information shared with Army legal offices for the purpose of consideration for noncompetitive appointment.
(d) Minimal Qualifications. Qualifications include education, bar membership, and experience. Candidates must have successfully completed a full course of study in a school of law accredited by the American Bar Association, and have the first professional law degree. Candidates must also currently be a member in good standing of a state, territory of the US, District of Columbia, or Commonwealth of Puerto Rico. Finally, candidates generally must have a minimum of two or three years of post-bar admission legal experience. See legal experience requirements by grade in DoDI 1442.02. Legal offices may contact the Chief, CPM, with any questions regarding qualifications, or how restructuring a position may allow placement of an otherwise unqualified candidate.

(e) Prohibited Assignments. Spouses and their sponsors cannot be placed in a supervisory relationship with each other, or be in a position to benefit the other.

(f) Rejected offers. Participation in the Noncompetitive Military Spouse Attorney Placement Program may be terminated by the Chief, CPM in cases of spouse-attorneys who participate in the process, but ultimately decline an offer of employment.

d. Other Responsibilities and Requirements.

(1) Director, Civilian Personnel, Labor and Employment Law. The Director is responsible for the operation of the Noncompetitive Military Spouse Attorney Placement Program, to include:

(a) developing and maintaining policies and procedures to ensure the program’s proper operation,

(b) maintaining a database of military spouses eligible for noncompetitive placement as civilian attorneys,

(c) promoting the program to Army legal offices.

(2) Chief, CPM. The Chief, CPM will ensure:

(a) the Attorney Program Specialist coordinates with the Chief, CPM to ensure both offices are aware of any legal office’s intention to recruit a civilian attorney position, and

(b) the Attorney Program Specialist does not approve a civilian attorney vacancy announcement for publication until the hiring official has concluded his or her review of a spouse-attorney slate, if applicable.

(3) Heads of Legal Offices. For Civilian attorney positions falling under TJAG’s qualifying authority (QA), the head of the legal office will ensure:

(a) military spouse attorneys are considered for placement by hiring officials under the process detailed in Figure 13-3, and

(b) the Chief, CPM and Attorney Program Specialist are informed of the slate review results, before the legal office either pursues noncompetitive placement of the spouse-attorney, or progresses to the next stage of competitive recruitment.
Figure 13-3 Step-by-Step Process for Consideration of Military Spouse Attorneys

STEP 1: Vacancy Identified and Approval to Hire

• Current attorney announces transfer, resignation, or retirement or new position.
• Legal Office obtains approval for hiring action.

Once the legal office is aware of a current vacancy and obtains approval to hire, it should initiate **BOTH** the below processes to minimize delay.

Noncompetitive Military Spouse – Attorney

**STEP 2: Begin Hiring Process**

• Legal office requests Military Spouse Attorney Slate from OTJAG Civilian Personnel Management (CPM)

**STEP 3: Review Spouse List**

• Hiring Official receives and reviews Slate
• Hiring Official decides if any candidates will be interviewed

**STEP 4: Interview Candidates or Terminate Process**

• Hiring Official will contact and interview candidate(s), or
• If the Hiring Official decides to terminate the process, notify CPM and continue competitive process

**STEP 5: References and Documents**

• If non-competitive placement is contemplated after interviews, the Hiring Official must solicit and contact references
• Solicit documents necessary for possible placement

**STEP 6: Make a Decision**

• Hiring Official decides to request non-competitive placement of spouse attorney, or
• Hiring Official decides to terminate process and continue competitive hiring action

**STEP 7: Post-Decision Requirements**

• Notify CPM and PPTO of decision
• Head of Legal Office prepares a request for non-competitive placement, with justification IAW CPM guidance
• Notify contacted-but-not-selected spouses

Competitive Vacancy Announcement

**Step 2: Begin Hiring Process**

• Legal office contacts CPAC to request Vacancy Announcement

**Step 3: Continue Competitive Hiring Process**

• Legal office works with both CPAC and PPTO to announce vacancy, review referral list, interview and select candidate
CHAPTER 14. ENLISTED PARALEGAL MANAGEMENT

14-1. GENERAL

This chapter pertains to the personnel management of all military paralegals, MOS 27D. As a member of JALS, outlined in AR 27-1, TJAG manages military paralegals according to the career development model that follows (Figures 14-1, 14-2 and 14-3). The JAG Corps Regimental Command Sergeant Major (RCSM) serves as the Senior Enlisted Advisor to TJAG for all 27D enlisted assignments.

14-2. CAREER MANAGEMENT AUTHORITY

In accordance with HQDA General Order 2012-12, dated 11 June 2012, TJAG is the career management authority for all members of the JAG Corps.

14-3. ASSIGNMENTS

a. Active Component. Enlisted assignments are determined and processed by HRC. Generally, all active component enlisted assignments are for 36 months. The following are exceptions: Korea (12 months unaccompanied) (24 months accompanied); AIT Platoon Sergeants (24 months); and Drill Sergeants (24 months). Soldiers who wish to extend an assignment beyond these parameters must submit a request to the RCSM.

b. Reserve Component.

(1) TPU Assignments. Enlisted assignments for TPU Soldiers are coordinated by the individual Soldier for approval by their gaining and loosing units. For any questions or concerns about a given assignment, the issue should be addressed through their JAG Corps technical chain.

(2) Active Guard and Reserve (AGR) Assignments. Generally, AGR enlisted assignments are for 36 to 60 months. OTJAG approval is required for an AGR assignment longer or shorter than these parameters.

(a) Accession panels are conducted by HRC. If a Soldier is deemed to be a candidate for the AGR program, they will be placed on an Order of Merit List (OML) that is created and maintained by HRC.

(b) All AGR assignments are determined by the RCSM in coordination with the AGR Assignment Steering Committee. The AGR Assignment Steering Committee members are the CSM, TJAGLCS; CSM, Legal Command; and SGM, Army Reserve Headquarters - Fort Bragg. The committee is responsible for providing recommendations to the RCSM.

c. Nominative Positions.

(1) Nominative assignments are positions which, at the discretion of the RCSM, require additional prerequisites. Selections for these positions are made by the RCSM, through consultation with the senior JAG Corps leadership. Nominative assignments include: 27D School First Sergeant; 27D HRC Career Development NCO; Office of Military Commissions; 27D PME Instructors; Court Reporter Instructors; 27D PME Training Developers; Platoon Sergeants; Drill Sergeants; Special Victim NCOs; any ARH-FB staff position (RC only); and HQDA Staff.
(2) Selection consideration: Applicants for nominative assignments will forward a packet to the Senior 27D HRC Career Development NCO located at OTJAG PPTO. The packet will include DA photo, NCOERs (minimum of last 3), ERB, SJA recommendation, Chief/Command Paralegal NCO recommendation, statement from Soldier as to why he/she wants to be considered, and college transcript(s) (Associate Degree minimum) for 27D PME instructors only.

(3) Based on the needs of the JAG Corps, RCSM may waive these prerequisites and select any Soldier holding the 27D MOS for these positions based on demonstrated performance.
## Professional Development Model

### Career Management Field: 27- Paralegal Specialist

<table>
<thead>
<tr>
<th>Skill Level</th>
<th>SL 1</th>
<th>SL 2</th>
<th>SL 3</th>
<th>SL 4</th>
<th>SL 5</th>
<th>SL 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV1-CPL</td>
<td>Paralegal SPC</td>
<td>Paralegal NCO (TDS)</td>
<td>Court Reporter</td>
<td>Paralegal NCO (TDS)</td>
<td>Sr Paralegal NCO</td>
<td>Chief Paralegal NCO</td>
</tr>
<tr>
<td>SGT</td>
<td>Paralegal SPC at: Battalion, Brigade, OSIA at Mission Support Element (MSE), Division, Corps, Army Service Component Command (ASCC)</td>
<td>Paralegal NCO at: Battalion, Brigade, OSIA at MSE, Division, Corps, Commands, ASCC</td>
<td>Court Reporter at any command level</td>
<td>Paralegal NCO at: Battalion, Brigade, OSIA at MSE, Division, Corps, Commands, ASCC</td>
<td>Sr Paralegal NCO</td>
<td>Chief Paralegal NCO</td>
</tr>
<tr>
<td>SSG</td>
<td>Court Reporter</td>
<td>Paralegal NCO</td>
<td>Court Reporter Special Victim Paralegal</td>
<td>Court Reporter at any command level</td>
<td>Sr Court Reporter</td>
<td>Command Paralegal NCO</td>
</tr>
<tr>
<td>SFC</td>
<td>Paralegal NCO (TDS)</td>
<td>Op Law NCO</td>
<td>Op Law NCO</td>
<td>Sr Paralegal NCO</td>
<td>Sr MI Ops NCO</td>
<td>Command Paralegal NCO</td>
</tr>
<tr>
<td>MSG/1SG</td>
<td>Sr Paralegal NCO</td>
<td>Paralegal NCO at:</td>
<td>Paralegal NCO at:</td>
<td>Sr Paralegal NCO</td>
<td>Sr MI Ops NCO</td>
<td>Command Paralegal NCO</td>
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<tr>
<td>SGM/CSM</td>
<td>Paralegal NCO at:</td>
<td>Paralegal NCO at:</td>
<td>Paralegal NCO at:</td>
<td>Paralegal NCO at:</td>
<td>Paralegal NCO at:</td>
<td>Command Paralegal NCO</td>
</tr>
</tbody>
</table>

### Duty Titles

- **Paralegal SPC**
- **Paralegal NCO**
- **Court Reporter**

### Duty Assignments

- **Paralegal SPC at:**
  - Battalion
  - Brigade
  - OSIA at Mission Support Element (MSE), Division, Corps, Army Service Component Command (ASCC)

- **Paralegal NCO at:**
  - Battalion
  - Brigade
  - OSIA at MSE, Division, Corps, Commands, ASCC

- **Court Reporter at any command level**

### Demanding Assignments

- **Paralegal NCO - Special Ops Forces (SOF)**

### Institutional Training

<table>
<thead>
<tr>
<th>AIT</th>
<th>SSD1</th>
<th>WLC</th>
<th>ALC CC</th>
<th>ALC</th>
<th>SSD3</th>
<th>SLG</th>
<th>SSD4</th>
<th>SMC</th>
<th>SSD5</th>
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<tr>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
<td><strong>IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively</strong></td>
</tr>
</tbody>
</table>

### CMF Resident Courses

- **Paralegal Degree Program (PDP)**
- **Paralegal Degree Program (PDP)**
- **Paralegal Degree Program (PDP)**
- **Paralegal Degree Program (PDP)**
- **Paralegal Degree Program (PDP)**
- **Paralegal Degree Program (PDP)**

**Civilian Education**

<table>
<thead>
<tr>
<th>Paralegal Degree Program (PDP)</th>
<th>PDP</th>
<th>PDP</th>
<th>PDP</th>
<th>PDP</th>
<th>Bachelors Degree</th>
<th>Masters Degree</th>
</tr>
</thead>
</table>

**Recommended Civilian Education**

- **IP1 and IPC 2 are mandatory for attendance at ALC and SLC, respectively**

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**Figure 14-1 Active Enlisted Career Model**
### Figure 14-2 Enlisted TPU Career Model

#### 27D TPU ARMY RESERVE CAREER PROGRESSION MAP

<table>
<thead>
<tr>
<th>Years of Active Federal Service</th>
<th>Skill Level 2</th>
<th>Skill Level 3</th>
<th>Skill Level 4</th>
<th>Skill Level 5</th>
<th>Skill Level 5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>SGT</td>
<td>SSG</td>
<td>SFC</td>
<td>MSG</td>
<td>SGM/CSM</td>
</tr>
<tr>
<td>Job Description</td>
<td>Paralegal NCO; Court Reporter</td>
<td>Paralegal NCO; Court Reporter</td>
<td>Senior Paralegal NCO; Senior Court Reporter</td>
<td>Chief Paralegal NCO</td>
<td>Command Paralegal NCO</td>
</tr>
<tr>
<td>Professional Military Education</td>
<td>Institutional Training: WLC, Court Reporter Course</td>
<td>ALC, Court Reporter Course, Battle Staff Course</td>
<td>SLC, First Sergeant’s Course, Battle Staff Course</td>
<td>Sergeant’s Major Course, Sergeant’s Major Non-Resident Course</td>
<td></td>
</tr>
<tr>
<td>MOS Specific Training</td>
<td>PWTC, Law for Paralegal</td>
<td>PWTC, Law for Paralegal, Military Justice Managers Course, Advanced Court Reporter Course, Redaction Training Course</td>
<td>PWTC, Chief/Senior Paralegal Course, Military Justice Managers Course, Advanced Court Reporter Course, Redaction Training Course</td>
<td>PWTC, First Sergeant’s Course, Chief Paralegal NCO Course</td>
<td>Command Paralegal Course,</td>
</tr>
<tr>
<td>Typical Assignments</td>
<td>BN/LOD/TDS/GSU Paralegal NCO; Court Reporter</td>
<td>LDO/TDS/GSU Paralegal NCO; Court Reporter; Paralegal NCO - Training Command/ESC</td>
<td>LDO/GSU/REC Senior Paralegal NCO; Senior Court Reporter; Paralegal NCO - Training Command/ESC</td>
<td>LDO CP/LNCO; USARC, Training Command/ESC</td>
<td>CMD/PNCO, LC/USARC</td>
</tr>
<tr>
<td>Operational Assignments</td>
<td>Squad Leader, NCO/C in any STA/CIA section</td>
<td>Squad Leader, Platoon Sergeant, Operational Law NCO</td>
<td>Platoon Sergeant, Operational Law NCO</td>
<td>First Sergeant</td>
<td>Operations SSM, CSM</td>
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</tbody>
</table>

Assignment Experiences (MOS Mastery)/ Deployments / Real-World Problem Solving

<table>
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<tr>
<th>Nominative Assignments (AGR)</th>
<th>Skill/TDO TIA/OLCS</th>
<th>AGR Enlisted Career Advisor (ACD)</th>
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<tbody>
<tr>
<td>Guided Self Development</td>
<td>Begin AA/AAS, Paralegal Degree Program, Pre-ALC (CC, CSA Sublist 1, DANTEC/CLEP, ALC (CC), Army e-Learning</td>
<td>Complete BS/BA, begin MA/MNS, Army e-Learning, CSA Reading Sublist 3/4, SSO N</td>
</tr>
<tr>
<td>Personal Self Development</td>
<td>Complete AA/AAS, CSA Sublist 2, DANTEC/CLEP, ALC (CC), Army e-Learning</td>
<td>Complete BS/BA, begin MA/MNS, Army e-Learning, CSA Reading Sublist 3/4, SSO V</td>
</tr>
</tbody>
</table>

JASU On-Demand Courses, Videos and Standard Training Packages: [jag.illc.learn.army.mil](mailto:jag.illc.learn.army.mil)
### Figure 14-3 AGR Enlisted Career Model

#### 27D AGR ARMY RESERVE CAREER PROGRESSION MAP

<table>
<thead>
<tr>
<th>Years of Active Federal Service</th>
<th>Skill Level 2 SGT</th>
<th>Skill Level 3 SSG</th>
<th>Skill Level 4 SFC</th>
<th>Skill Level 5 MSG</th>
<th>Skill Level 5 SGM</th>
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</thead>
<tbody>
<tr>
<td>Job Description</td>
<td>Paralegal NCO, Paralegal NCO (TOS)</td>
<td>Paralegal NCO, Paralegal NCO (TOS)</td>
<td>Senior Paralegal NCO</td>
<td>Chief Paralegal NCO</td>
<td>Command Paralegal NCO</td>
</tr>
<tr>
<td>Professional Military Education</td>
<td>Institutional Training WLC, Court Reporter Course</td>
<td>ALC, Court Reporter Courses, Battle Staff Course</td>
<td>SLC, First Sergeant's Course, Battle Staff Course</td>
<td>Sergeant Major Course, Sergeant Major Non-Resident Course</td>
<td>Sergeant Major Course, Sergeant Major Non-Resident Course</td>
</tr>
<tr>
<td>MOS Specific Training</td>
<td>PWTC, Law for Paralegal</td>
<td>PWTC, Law for Paralegal, Military Justice Managers Course</td>
<td>PWTC, Chief/Senior Paralegal Course, Military Justice Managers Course</td>
<td>PWTC, First Sergeant's Course, Chief Paralegal NCO Course</td>
<td>Command Paralegal Course</td>
</tr>
<tr>
<td>Typical Assignments</td>
<td>LOD/TES</td>
<td>LOD/TES/SSU</td>
<td>LOD/CPL/NCO, RAC, Senior Paralegal NCO</td>
<td>LOD/CPL/NCO, RAC, Senior Paralegal NCO</td>
<td>LOD/CPL/NCO, RAC, Senior Paralegal NCO</td>
</tr>
<tr>
<td>Operational Assignments</td>
<td>BN/ICD/TDS Paralegal NCO</td>
<td>BCT/ICD/TDS Paralegal NCO, Training Command/ESC</td>
<td>LOD/DCT Senior Paralegal NCO, Training Command/ESC</td>
<td>LOD/DCT Senior Paralegal NCO, Training Command/ESC</td>
<td>LOD/DCT Senior Paralegal NCO, Training Command/ESC</td>
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<td>Nomination Assignments (AGR)</td>
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<td>*Personal Self Development</td>
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</table>

Assignment Experiences (MOS Masters), Deployments / Real-World Problem Solving

| JAVSU On-Demand Courses, Videos and Standard Training Packages: jag.army.mil |
## Abbreviations and Acronyms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ABA</td>
<td>American Bar Association</td>
</tr>
<tr>
<td>AC</td>
<td>Active Component</td>
</tr>
<tr>
<td>ACCA</td>
<td>Army Court of Criminal Appeals</td>
</tr>
<tr>
<td>ACFT</td>
<td>Army Combat Fitness Test</td>
</tr>
<tr>
<td>ACOM</td>
<td>Army Command</td>
</tr>
<tr>
<td>ACT</td>
<td>Army Career Tracker</td>
</tr>
<tr>
<td>ACTEDS</td>
<td>Army Civilian Training, Education, and Development System</td>
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<td>AD</td>
<td>Army Directive</td>
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<tr>
<td>ADL</td>
<td>Active Duty List</td>
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<td>ADOR</td>
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<td>ADSO</td>
<td>Active Duty Service Obligation</td>
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<td>AER</td>
<td>Academic Evaluation Report</td>
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<td>Active Federal Commissioned Service</td>
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<td>AFCS</td>
<td>Army Futures Command</td>
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<td>AFS</td>
<td>Active Federal Service</td>
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<td>AGR</td>
<td>Active Guard Reserve</td>
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<td>AIT</td>
<td>Advanced Individual Training</td>
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<td>AKO</td>
<td>Army Knowledge Online</td>
</tr>
<tr>
<td>ALC</td>
<td>Advanced Leader Course</td>
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<td>AMC</td>
<td>United States Army Materiel Command</td>
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<td>AMHRR</td>
<td>Army Military Human Resource Record</td>
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<td>AO</td>
<td>Action Officer</td>
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<td>APFT</td>
<td>Army Physical Fitness Test</td>
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<td>APOC</td>
<td>Advanced Operations Course</td>
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<td>AR</td>
<td>Army Regulation</td>
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<td>Army Reserve Aviation Command</td>
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<td>Army Cyber Command</td>
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<td>Army Reserve Medical Command</td>
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<td>Army National Guard</td>
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<td>Army Service Component Command</td>
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<td>Annual Training</td>
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<td>Army Training Requirements and Resource System</td>
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<td>Brigade Combat Team</td>
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<td>Brigade Judge Advocate</td>
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<td>C.F.R.</td>
<td>Code of Federal Regulations</td>
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<td>CDO</td>
<td>Career Development Objective</td>
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<td>CDR</td>
<td>Commander</td>
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AR 135-133 Ready Reserve Screening, Qualification Records System, and Change of Address Reporting
AR 135-155 Promotion of Commissioned Officers and Warrant Officers Other Than General Officers
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AR 140-10 Assignments, Attachments, Details, and Transfers
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AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting Records
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AR 27-26 Rules of Professional Conduct for Lawyers
AR 27-3 The Army Legal Assistance Program
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AR 600-8-11 Reassignment
AR 600-8-2 Suspension of Favorable Personnel Actions (FLAG)
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