

# U.S. ARMY JUDGE ADVOCATE GENERAL'S CORPS ACTIVE DUTY AND RESERVE APPLICATION PROCEDURES

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**Deadline:** November 1, 2016

**Technical Notice:** The online application is only compatible with PC-based operating systems and Internet Explorer browsers. Our application does not function properly with other browsers or operating systems.

**Board Type:** After you have created a username and password, you will be taken to the initial page. This page gives you the option to select which board you are applying for. Applicants interested only in Active Duty should click the "Active Duty" application link. Applicants interested only in the Army Reserve should click the "Reserve" application link. Applicants interested in being considered for a commission for **both** Active Duty and the Army Reserve should select the "Combined" application link. This option will allow you to create only one application that will be considered by both independent boards. If you change your mind after you have begun a specific application, you can change the board type by scrolling to the bottom of the application menu and selecting "Change Board."

## INSTRUCTIONS

Please use this document as a guide as you complete the online application. **Do not mail any documents to our office.** The entire application is exclusively online. We will only consider documents that are scanned as PDF files and uploaded to the online application. Failure to follow instructions could result in your application not being considered by the selection board. We will not consider incomplete or late applications.

### **Part A: Application Instructions and Checklist**

#### **Part B: Personal Information**

- 1-3. Self-explanatory.
4. Enter your date of birth in the requested format (MM/DD/YYYY).
5. Self-explanatory.
6. Enter your height in inches only.
7. Enter your weight in pounds only.
- 8-9. Self-explanatory.
- 10-11. If you are a citizen, it is either by birth or naturalization, but not both.

12-14. Self-explanatory.

15. Indicate if you previously applied for an Army JAG Corps commission. Previous application materials are not provided to the selection board.

### **Part C: Contact Information**

16. Address where you currently reside and can be easily reached.

17. Address where you can always be reached.

18. Address where you can be reached if the first two addresses may change within one year.

19-24. Self-explanatory.

### **Part D: Educational Information**

25. Please list all undergraduate institutions that you attended and earned credit hours. If your undergraduate institution is not listed, please enter it in the available block.

**Transcript:** After entering and saving the information, upload a PDF scanned copy of a transcript **issued by the registrar** (official or unofficial). An unofficial internet grade report is NOT sufficient. If you attended more than one undergraduate institution, upload all transcripts for any course work that exceeds 12 credit hours at one institution. Transcripts must include your name, the school's name, the degree conferred, and the date the degree was conferred.

All pages of the transcript should be uploaded as **one document** with correctly oriented pages. If your school issues transcripts as electronically encrypted PDFs, have the transcript emailed to you, print the PDF once obtained, then scan and upload the scanned copy. Most digital encryption in use now will not allow a third-party to view the original encrypted PDF due to time and access restrictions.

26. Follow the same procedures as Question 25 (Undergraduate Information).

27. Follow the same procedures as Question 25 (Undergraduate Information). 3Ls should upload a transcript showing classes in progress for the fall semester. Be sure to include your class rank. If your institution does not rank, enter "0/0" in the "Rank" and "Class Size" fields and upload a statement from your school indicating this policy. If the law school transcript indicates the non-ranking policy, there is no need to include an additional statement.

28. List your extra-curricular activities in this section. If you are still participating in the organization, please indicate an end date of when you anticipate the position ending.

29. Your application will not be considered by the selection board unless a Law School Admission Test (LSAT) score is included. If your law school waived the LSAT

requirement, scan a complete explanation from your law school as a PDF document and upload it to the Documents section of your application.

30-31. Self-explanatory.

32-33. These questions apply to undergraduate, graduate, and/or law school attendance. Please be descriptive and succinct. Failure to disclose information could result in your application being removed from consideration.

### **Part E: License & Experience**

**Resume:** Upload your resume as a PDF file. Your resume should describe all of your full-time and part-time legal and non-legal experience. For private practice experience, you should provide a description of the areas of law practiced and any significant cases you handled. For governmental legal experience, you should provide a description of the position, grade, and rating. For judicial experience, you should provide a description of the jurisdiction of the court. For legal teaching experience, you should provide a list of the subjects taught.

34. Self-explanatory.

35. Provide the date and state of the bar exam you anticipate taking. If you later change this information, it will not affect your application.

36-39. Self-explanatory. Failure to disclose information could result in your application being removed from consideration.

**Bar Standing Information:** If you are currently a member of a bar, you must submit a certificate or letter from the clerk of the highest court of a state or federal court showing admission to practice and good standing before the bar. The certification or letter must be dated within three (3) months of the date of your application. You should scan all pages of the certificate of good standing as a PDF document and upload the document.

### **Part F: Military Experience**

40. If you participated in a U.S. Army JAG Corps Summer Internship, indicate so here. If you participated in the 1L and 2L internship, provide your information in sections b1 and b2.

41. If you participated in another Department of Defense internship, including another service's military summer internship/externship or an Army JAG Corps Externship, provide the information here.

42-50. If you have ANY experience in the ROTC program, regardless of how brief it was, you must indicate so here. This includes scholarship, non-scholarship, and ROTC Educational Delay officers.

51. Click on "Add Service" to enter military experience. If you have ANY experience as a military service member, regardless of how brief it was, you must indicate so here. If

you are ROTC, you should indicate your military service here. If you are currently serving in the military, enter the estimated date when your service obligation ends.

52-61. Self-explanatory. Failure to disclose information could result in your application being removed from consideration.

**Military Records:** If you have prior military service, you must submit a DD Form 214, Certificate of Release or Discharge from Active Duty. Applicants with prior military service must also submit copies of all Officer/Enlisted Evaluation Reports or performance evaluations. Please scan and load all documents as **ONE PDF file**. Service members currently on Active Duty or Reserve/National Guard should submit all evaluations, if applicable. A DD 214 is not necessary for those currently serving unless a prior DD 214 has been issued. Service members currently serving should be aware that if an offer is made, you will be required to submit a request to be released from your current branch/service. JARO will guide you through this process during the accession phase if you are selected.

**Note:** Minimize file size if possible. Files exceeding 10 MB should be broken into smaller files.

### **Part G: Field Screening Officer's Interview**

62-64. Enter the name of the Field Screening Officer (FSO) you interviewed with or plan to interview with, and the date and location of the interview.

An in-person interview with an FSO must be obtained in the 12 months preceding the application deadline. Select JAG Corps officers have been designated as FSOs for this purpose. Internship interviews are not sufficient for Active Duty or Reserve applications.

#### **Active Duty and Combined Active Duty/Reserve Applicants:**

Active Duty FSOs visit all ABA-accredited law schools only once per year to conduct interviews with prospective applicants, with the majority of visits occurring in September. Applicants who are in law school should set up their interview through their school's career services office (CSO) following the on campus interview (OCI) protocol for scheduling an interview. If the FSO is not visiting during OCI or the CSO has no scheduling protocol, applicants may contact the FSO directly.

Applicants who have already graduated from law school should directly contact an FSO who is either stationed near the applicant or is interviewing at a law school near the applicant--whichever is most convenient for the applicant. If you do not interview while an FSO is visiting a law school near you, you will be required to travel to an Army installation to interview with an available FSO. Travel to interview with an FSO is not reimbursable.

**Last minute requests for interviews will not be honored.** Therefore, you should plan accordingly and schedule your interview as soon as possible.

Active Duty and Combined Active Duty/Reserve applicants must be interviewed by an Active Duty FSO. Visit the following page to view the most current list of Active Duty FSOs: [How to Schedule an Active Duty or Combined Application FSO Interview](#). FSO listings are sorted by law school and Army installation for your convenience.

### **Reserve Only Applicants:**

Reserve applicants must interview with a nearby Reserve FSO. Reserve FSOs should be contacted directly to arrange an interview.

Visit the following page to view the most current list of Reserve FSOs: [How to Schedule a Reserve FSO Interview](#). FSO listings are sorted by location and unit.

### **Part H: Personal Statement**

65. You must submit a statement regarding your interest, objectives, and motivation for applying for a commission in the Army JAG Corps. The personal statement is your opportunity to share why you want to join the JAG Corps with the selection board members. Your statement should not exceed 4,000 characters (this character count includes spaces). Anything in excess of 4,000 characters will be cut off by the application website.

### **Part I: Letters of Recommendation**

Letters of recommendation may be submitted as a part of your application, but are not required. Letters of recommendation should be based on a personal relationship with unbiased individuals and should address your reputation, abilities, and professional standing. You may upload up to four (4) letters of recommendation.

Letters should be addressed as “Dear President and Selection Board Members.” You may use the following address for the letterhead: Judge Advocate Recruiting Office, 9275 Gunston Road, Suite 3228, Fort Belvoir, Virginia 22060.” However, DO NOT mail letters of recommendation to JARO. Letters of recommendation should be scanned as a PDF file and attached to your online application.

Provide the name, email, and phone number for each recommender, even if the recommender will be submitting the document directly to JARO (as indicated below). This will help JARO locate the document and attach it to your application. For files uploaded directly by the applicant, type the file name into the box labeled “Document Name.”

If the recommender prefers to send the letter directly to JARO, provide the following instructions to the recommender:

1. Digitally scan the signed letter of recommendation as a PDF file.
2. Attach the recommendation PDF file to an email.
3. Send the recommendation to: [usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil](mailto:usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil)

4. Include the following information in the subject line: applicant's last name, applicant's first name, applicant's middle initial, and indicate whether the applicant is applying for Active Duty, Reserve, or Combined Active Duty and Reserve.

Letters of recommendation sent directly to JARO must be received by the 1 November deadline.

### **Part J: Criminal History**

66-72. These questions must be answered by every applicant. If you answer yes to any question(s), please be descriptive and succinct in your explanation. Failure to disclose information could result in your application being removed from consideration.

### **Part K: Upload Photograph**

You must submit a current professional-appearing photo. A quality photo will show the applicant in professional attire in front of a plain background and will be a headshot or full body photograph. Current members of the military should submit an official DoD photo. Educational delay officers should submit a photo in their uniform, but should not wear JAG Corps branch insignia or the regimental crest. Educational delay officers are authorized to wear JAG Corps shoulder boards in the photo. All pictures should be uploaded as JPEG files.

After you have uploaded your photo, check the box indicating you've uploaded a current photo.

### **Part L: Upload Documents**

This section is simply a listing of all documents you have already uploaded. Do not include a document in this section unless it is explicitly requested elsewhere in the application. Any unnecessary documents will be deleted before your application is submitted to the selection board.

**Writing Sample (optional):** A writing sample, 10 pages in length or less, may be submitted in this section, but is not required. Do not exceed the 10 page limit. As with all other documents, you should scan this document as a PDF file and upload it as an attachment in this section. Do not submit Microsoft Word documents.

**Summer Intern/Extern Evaluation:** If you served as an Army JAG Corps summer intern/extern, or an intern/extern for another military service, upload your evaluation as a PDF file in this section. Select "Intern/Extern Evaluation" from the dropdown menu for the document type.

### **Part M: Waivers**

This section contains information on waivers that certain applicants may be required to submit. Read through the explanations for each waiver carefully to determine if submission of one or more waivers is required.

**Request for Moral Waiver:** This waiver applies to ALL APPLICANTS. If you answered yes to question 33 (school disciplinary proceedings), 50 (proceedings to withdraw ROTC scholarship), 54-56 (military punishment) and/or 66-72 (criminal infractions), you must submit a statement describing the circumstances and disposition of any arrest, charge, or disciplinary proceeding. Use the example provided and be thorough yet succinct in your explanation of the proceeding(s). Print, sign, and scan the completed request and upload it as a PDF file to Section L (documents). Select “Moral Waiver” from the dropdown menu for the document type.

**Request for Age Waiver:** Active Duty applicants must be able to complete 20 years of commissioned service before the age of 62 (20 years of service is not required, however). In other words, Active Duty applicants must be under the age of 42 at the time of commissioning (approximately 12-18 months from the date of application). Prior active commissioned service in the rank of CW2 and above is creditable toward the age requirement. Waivers are NOT possible for Active Duty applicants.

Reserve applicants whose age is equal to or exceeds 33 years on the date of commissioning as a First Lieutenant (typically 1-2 years from the date of application) must attach a letter requesting an age waiver. The letter should include positive statements concerning the applicant’s value to the JAG Corps and ability to perform physically in a satisfactory manner. Use the example provided, then print, sign, and scan the completed request and upload it as a PDF file to Section L (documents). Select “Age Waiver” from the dropdown menu for the document type.

**Statement of Understanding for Ineligibility for Retirement:** Reserve officers must be able to complete 20 years of creditable military service by the age of 60. Reserve applicants age 40 and above with no prior military service must submit a statement indicating the applicant understands that military retirement will not be a possibility. Use the example provided, then print, sign, and scan the completed request and upload it as a PDF file to Section L (documents). Select “Other” from the dropdown menu for the document type.

## **Part N: Survey**

This information is crucial for future marketing purposes. The information contained in this section is NOT viewed by the selection board and in no way influences your chances at selection.

## **SUBMIT YOUR APPLICATION**

Once you have reviewed your application for accuracy and completeness, you must return to the application main menu in order to submit it.

**Print:** Step 2 of the application main menu contains a print function, which provides you with an HTML copy of your application. This function is for your records only. The selection board views all applications electronically. Although some answers are cut off in print view, selection board members are able to view the entirety of your application.

**Submit:** Step 3 of the application main menu contains a link to submit your application. You must submit your application for it to be considered by the selection board. After you submit your application, it will be sent to JARO for review. If your application was successfully submitted, you will be able to view the status of your application when you log into the online application. Once submitted, you cannot edit your application.

**Under Completeness Review:** This status means that your application has been received by JARO and is under review by our staff. Your application may remain in this status after the application deadline has passed while review is being completed due to the high number of applications. If corrections are required, you will receive an email regarding the deficiency. You must make corrections in a timely manner and resubmit your application. If corrections are not received before the selection board meets, your application will not be considered.

**Pending Board Review:** This status means that your application has been reviewed, is complete, and is pending consideration by the selection board. This status will remain even after the selection board has reviewed your application. Check [www.jagcnet.army.mil/jaro](http://www.jagcnet.army.mil/jaro) in late December for information regarding selection.

Check [JARO's Facebook page](#) and "like" it to receive notifications regarding results, which are typically released in late December or early January.

If you require additional application information or instructions, you can visit the JARO website at [www.jagcnet.army.mil/jaro](http://www.jagcnet.army.mil/jaro) or call (866) ARMY-JAG.

If you experience technical difficulties with the application, contact the JAGCNet Help Desk at (703) 693-0000 or [usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil](mailto:usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil).