



DEPARTMENT OF THE ARMY
JUDGE ADVOCATE RECRUITING OFFICE
9275 GUNSTON ROAD, SUITE 3200
FORT BELVOIR, VIRGINIA 22060-5546

March 11, 2019

Judge Advocate Recruiting Office

Dear Selects:

Congratulations on your selection for appointment in the Judge Advocate General's (JAG) Corps. My name is Captain Juan Manuel Rodriguez and I am the United States Army Reserve (USAR) Accessions Officer at the Judge Advocate Recruiting Office (JARO). I, along with Sergeant Redmond Self, Medical Accessions Non-Commissioned Officer, and SGT Seth Teasdale, Army Reserve Accessions Non-Commissioned Officer, will be working with you to get you appointed in the JAG Corps. **Please know there is no accession bonus or Student Loan Repayment Program (SLRP) incentives available for FY19. All incentives are subject to the availability of incentives funds, which may change without notice.**

Now that you have been selected, our focus is on getting you appointed. The process by which you get appointed is called accession and this letter will provide an overview of that process.

1. **APPOINTMENT GUIDELINES:** In order to be eligible for appointment you must meet the following criteria: You must be: (1) medically qualified; (2) be approved to serve as an officer ("scrolled") by the Secretary of Defense; (3) possess a certificate of good standing from the highest court of a State, Territory, Commonwealth, or District of Columbia of the United States of America; (4) achieve at least a "MODERATE" physical demand category score on the Army Occupational Physical Assessment Test (OPAT); (5) obtain an open security clearance investigation prior to appointment, and (6) complete the required appointment documents described below.

a. Medical Processing: Medical processing consists of two parts: a Commissioning Physical by the Department of Defense Medical Examination Review Board (DoDMERB); and lab work consisting of HIV screening, drug panel testing, alcohol screening, urinalysis for protein and glucose, and a pregnancy test for females. Although DoDMERB does not require lab work, you must complete it as part of your commissioning physical. You may complete the lab work at a location of your choice and/or through your normal healthcare channels, but you will be responsible for the cost associated with the lab work. Current commissioned officers in the ARNG or USAR will submit a current Periodic Health Assessment (PHA) to comply with this requirement.

Once we receive your physical exam and lab results, we will forward them to our Command Surgeon for review. **The Command Surgeon does not work within JARO. If the Command Surgeon determines you meet Army medical standards and you meet security clearance open investigation requirements, we will assist you to complete the rest of the accession process so that you may be seated in the first available Judge Advocate Officer Basic Course (JAOBC) for which you are eligible.** As of right now, the Fiscal Year 2020 (FY20) JAOBC classes are scheduled to begin in January, March, and August. If the Command Surgeon determines you do not meet Army medical standards, we will work with you through the medical waiver process. Many disqualifying medical conditions are eligible to receive a waiver which will allow you to serve.

Please reference Enclosure 1 for additional information on the medical qualification process. You should expect to hear from DoDMERB shortly as we have already entered your information into the DoDMERB database. Make sure you follow the instructions and deadlines in Enclosure 1 precisely, or you risk significant delay of your appointment.

b. Scroll: JARO will process and submit your scroll. JARO will not provide you with the approved scroll, as it will be processed in your appointment packet and submitted to Human Resources Command (HRC).

c. Certificate of Good Standing: Army regulations require you to submit a Certificate or Letter of Good Standing from the highest court of the State, Territory, Commonwealth, or District of Columbia, in which you are licensed to practice. Your certificate must be dated NO EARLIER than six (6) months prior to your JAOBC start date. There is no need for you to submit a certificate prior to this time, but please let us know by email if you are currently licensed to practice law.

If you are not yet licensed, please let us know when you intend to take the bar exam and as soon as you are notified of your results. DO NOT send us your bar passage score or a copy of your bar card as these documents are not substitutes for your certificate of good standing.

d. Occupational Physical Assessment Test (OPAT): The OPAT is a battery of four physical fitness tests that assess an individual's physical capabilities to engage in physically demanding Army tasks. It provides measurements of upper and lower body strength, and aerobic endurance. The OPAT events are: the standing long jump, seated power throw, strength deadlift, and the interval aerobic run. In order to be appointed in the JAG Corps, you must score in the MODERATE PHYSICAL DEMAND CATEGORY or higher.

e. Appointment Documents: You will need to complete a number of forms in order to complete the accessions process. These forms include: Department of the Army (DA) Form 61; DA Form 3574 or DA3475 (if applicable); Religious Practice Accommodation SOU; Security Clearance SOU, New original Appointment SOU, and Ineligibility for Retirement SOU (only if applicable). These forms are available on the JARO website at:

<https://www.jagcnet.army.mil/JARO>. Once at the website, go to the “Accepted JAs” tab and click on the “Selected Reserve Component JAs” link (**Important note: this webpage will be updated in April 2019 or sooner if possible; for now focus on scheduling a DoDMERB physical and getting lab tests completed**).

f. **For individuals currently in service**, you will be required to submit a Conditional Release (DD Form 368) approved by the appropriate authority prior to receiving a class date. A JARO recruiter signed DD368 can be found under the abovementioned link. Generally, the Conditional release is signed by the first General Officer in your chain of command. Please consult your S1 or personnel section for further details about the conditional release or any ongoing changes in policy. Our office does not assist in getting the Conditional Release signed or obtaining final discharge orders. You will not be scheduled for a class date until your discharge orders have been submitted to our office. Any questions about your current commitment or options should be directed to your career counselor. We will need discharge orders during Phase III (as explained below) at least 45 days prior to your training report date in order to schedule you for class.

g. Additionally, you will need to secure the following documents: a certified copy of your birth certificate (if you were naturalized, a certified copy of your naturalization certificate) and official transcripts from your law school and undergraduate institution. If you were conferred other degrees, you may submit official transcripts related to those degrees, but they are not required. See below for instructions on how these documents should be submitted.

2. **ACCESSIONS TIMELINE.** Below is a chronological timeline of the accessions process, broken up in phases. Any specific deadlines included are meant to give you an idea of when items need to be completed in order to be timely seated in class. If you miss a deadline we will not stop processing your appointment, but it could significantly delay your overall timeline. Keep in mind you have one year to be appointed. If you are unable to do so within that timeframe, you will be required to furnish a written deferral request to stay in the accession process. Exceptional circumstances, which do not require a deferral, include delayed medical processing, delayed security clearance investigation processing, and conditional release/discharge orders processing (only applicable for current service members in the U.S. Armed Forces). These processes are coordinated outside our office and we try our best to work with external processing timelines not within our control.

a. Phase I (February to May).

(1) Schedule your commissioning physical as soon as DoDMERB contacts you. It is crucial you start the medical qualification process as soon as possible as it is the most time consuming aspect of the accessions process. Please schedule your commissioning physical with DoDMERB no later than **1 April 2019**. If you fail to schedule your physical by **1 May 2019**, the JAG Corps’ offer of a commission may be withdrawn. Please let us know in advance if you are unable to meet this deadline and need an extension.

(2) Begin gathering the necessary appointment documents mentioned in paragraph 1 above. This includes requesting official birth certificates, transcripts, and letters of good standing. DO NOT send to the JARO office until advised to do so by myself, Sergeant Self or SGT Teasdale.

b. Phase II (June – September).

(1) Please know you are medically qualified only after Part II of your medical processing is complete (at this point, please review “Enclosure 1 – Medical Processing and Qualification”). After receiving confirmation of your medical qualification or approved medical waiver, contact a local recruiter to take the OPAT in accordance with paragraph 1(d) above. Review the OPAT information in Enclosure 5 and contact your local recruiter to schedule your OPAT examination. Please do this as soon as possible and keep in mind that you must provide your local recruiter with your OPAT packet (See Enclosure 6).

(2) If you are taking the bar exam in July, notify JARO as soon as bar exam results are published and remember to request a certificate of good standing upon admission. We need an original copy of your certificate of good standing, so you must mail it in.

(3) If you were informed that you were medically qualified by JARO personnel, follow-up with CPT Rodriguez and SGT Teasdale via email. Await additional instruction from JARO personnel.

c. Phase III (October – May).

(1) Once you complete Phases I and II, you require an open security clearance investigation as a prerequisite for your appointment as a USAR officer. Once selects are identified as being medically qualified, they will be entered into the security clearance process, utilizing information contained within the security clearance worksheet at Enclosure 2. ALL SELECTS must complete and submit this worksheet, regardless of any current or past clearance. Once instructed to do so by JARO personnel, please complete and return the worksheet immediately.

(2) The security clearance process can take anywhere between 2-3 months and depends on the select's accurate data input and coordination with the security officer. JARO staff does not manage or control the security clearance process. Please keep the Army Reserve accession team informed of your progress. If you obtain an open security clearance investigation at least 30 days in advance of the class report date, you will be scheduled for training and appointed within 2 weeks.

(3) Please know all your appointment paperwork will be coordinated with Army Human Resources Command (HRC). As a final step, your travel orders are cut from our office. Shortly after, you will report to training accordingly. Selects will be scheduled by the order in which they are appointed. If you complete Phase I and II, but are otherwise unable to attend the next available class, you may request deferral to a

future class within FY20. Deferral beyond FY20 may be granted once for cause, and your offer of commission may be withdrawn if you fail to attend the designated JAOBC.

4. IMPORTANT NOTES FOR SELECTS CURRENTLY SERVING IN THE MILITARY: If you experience processing delays or non-responsive follow-ups, we recommend you escalate matters up your chain of command accordingly. Please note the following:

a. Army Reserve, Army National Guard, and other U.S. military branch enlisted personnel. Our role at JARO is limited to the following:

(1) Select obtains a signed DD368, Request for Conditional Release from the "Selected Reserve Component JAs" link. Helpful conditional release processing documents are also posted for your reference. The select will have to submit their DD368 for processing at their unit;

(2) Upon the select providing JARO with an approved DD368 (USAR enlisted must also provide a conditional release authority policy memo), we will provide an appointment offer to the select. The USAR JA select will need to submit their signed/executed DA71 (executed oath of office), approved DD368, and appointment offer to their chain of command, along with complying with any other document requirements IAW with their unit SOP, in order to obtain their final enlistment discharge orders.

(3) During Phase III, the select must provide JARO with enlistment discharge orders (MUST be dated the day prior to their executed DA71) at least 45 days prior to the training report date.

* **For commissioned officers in the Army Reserve**, we will need an approved DD368 from the pertinent approval authority in your chain of command, in addition to the unit current conditional release authority policy memo, at least 45 days prior to the training report date. Any further questions should be addressed to the officer's chain of command and personnel section.

3. HOW TO SUBMIT YOUR DOCUMENTS. While most of the forms you will be submitting can be submitted electronically, your birth certificate, academic transcripts, and certificate of good standing must be mailed to us in their certified copy or original form. Please see below on how these forms should be submitted.

a. Original Documents and Certified Copies. Your school transcripts, birth certificate or certificate of naturalization, and your certificate of good standing must be mailed to us in their certified copy or original form. Please mail these documents to:

Judge Advocate Recruiting Office Attn: USAR Accessions 9275 Gunston Road, Suite 3200 Fort Belvoir, VA 22060

b. Electronic Submissions. All documents other than your birth certificate (or certificate of naturalization), certificate of good standing, and academic transcripts, should be submitted electronically. When submitting forms electronically, please abide by the following instructions to prevent them from getting lost.

(1) *Naming Convention*. All electronically submitted documents must be named according to the following naming convention: Name of Document—Your Last Name, Your First Name (FY 19).pdf. For example, your “Reserve and Active Duty Commissioned Officer Declaration” should be named: “Officer Declaration—Doe, John (FY19).pdf.” Please do not merge multiple documents into a single file.

(2) *Method*. All electronically submitted documents should be sent via AMRDEC SAFE. This is an online application that provides a secure means to transfer personally identifiable information to us. When using AMRDEC SAFE, please be sure to address your submission to SGT Teasdale, USAR Accessions NCO, seth.k.teasdale.mil@mail.mil, and CPT Rodriguez, USAR Accessions Officer, juan.m.rodriguez5.mil@mail.mil, on the CC line, and to annotate on the subject line: “AR Accessions-Your Last Name, Your First Name- Appointment Document.” Please reference Enclosure 8 for instructions on AMRDEC SAFE.

4. **YOUR POINT OF CONTACT**. If you have questions regarding the accessions process, send your inquiry to SGT Teasdale or CPT Rodriguez. Alternatively, you can call us at 703-693-0961 or 703-693-0863 and we will get back to you as soon as we can.

Again, welcome to the JAG Corps. I will be looking forward to meeting you soon.

Sincerely,

Enclosures

Juan Manuel Rodriguez
Captain, Judge Advocate
U.S. Army Reserve Accessions Officer