

JAGC Publication 1-1

Personnel Policies

**Headquarters
Department of the Army
Office of the Judge Advocate General
Washington, DC
15 October 2011**

UNCLASSIFIED

**EXTRACT FROM
JAGC PUBLICATION 1-1, PERSONNEL POLICIES**

1-5. PROFESSIONAL DEVELOPMENT OF JUDGE ADVOCATES.

TJAG has a special responsibility to personally manage JAs under the statutory mandate of 10 U.S.C. § 3037(c)(2). While other Army and government guidance affect management of civilian employees and subordinate military personnel, TJAG has the principle obligation to prescribe personnel policy for JAs. Developing Army officers is a key concern of the Army's leadership. DA Pamphlet 600-3, Commissioned Officer Professional Development and Career Management, summarizes the Army's philosophy and policies of officer professional development. JAGC Publication 1-1 provides additional guidance for JAs. TJAG manages JAs through PPTO according to the career development models that follow (Figures 1-1 through 1-3). This publication explains the model in greater detail (see Section V). In addition to the narrative discussion, Figure 3-1 contains information concerning selection boards of interest to JAs.

Figure 1-1. Judge Advocate Career Development Objective

JA Career Model: Career Development Objective

JAGC Vision	JAGC Mission
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 military operations for the Nation we serve.	Develop, employ, and retain One Team of proactive professionals, forged by the warrior ethos, who deliver principled counsel and mission-focused legal services to the Army and the Nation.
JAGC's Career Development Objective	
<p>The Army and the JAGC develop, employ, and retain Broadly Skilled Judge Advocates. Broadly Skilled Judge Advocates are capable of performing successfully in any core legal discipline, at any location, in roles appropriate for their grade. Broadly Skilled Judge Advocates provide the JAGC with officers capable of accomplishing today's mission and succeeding in an uncertain future.</p> <ul style="list-style-type: none">•Captains: Broadly Skilled Judge Advocates are mission and client focused counsel, prepared to provide proactive legal support in any environment. Company grade Judge Advocates are developed--and must develop themselves--to meet this objective. Consistent effort, improvement, and success in multiple core legal disciplines develop the proficiencies required for promotion to major.•Majors: Employed as practitioners, leaders, and advisors in any core competency at any echelon. Diverse experience remains the objective for developing broadly skilled majors. A secondary objective is added for majors and above: the JAGC may assign majors to positions that develop or employ specialized 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. They apply specialized expertise. Success as a senior leader requires a thorough understanding of the law and the Army/Joint Force.	
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 of the core legal disciplines. In every aspect of their professional lives, Judge Advocates serve the Army and the Nation with their expertise, dedication, and selflessness.	

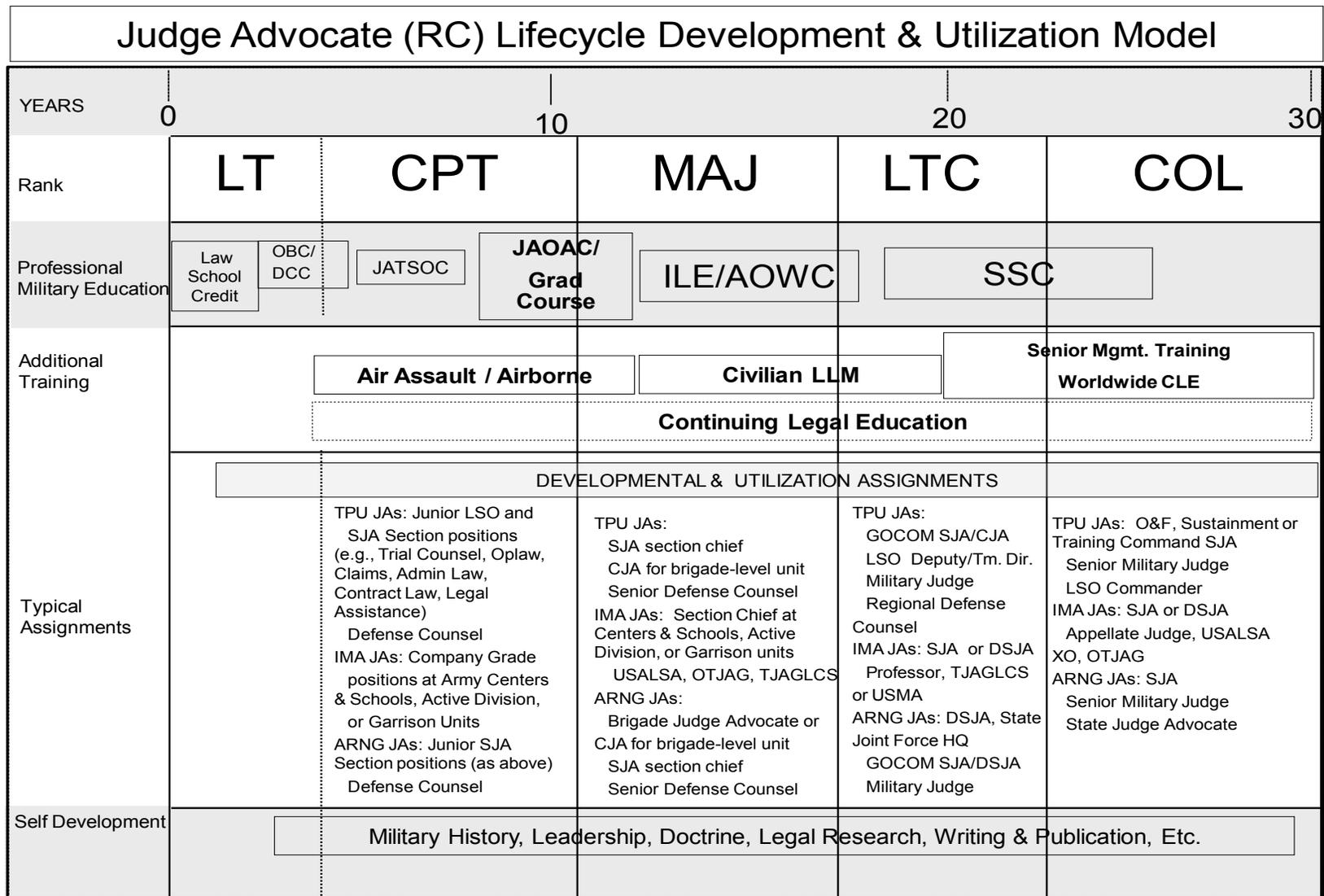
Figure 1-2. Judge Advocate Career Model.

Judge Advocate Career Model											
JAGC's Career Development Objective: The Army and the JAGC develop, employ, and retain Broadly Skilled Judge Advocates. Broadly Skilled Judge Advocates are capable of performing successfully in any core legal discipline, at any location, in roles appropriate for their grade. Broadly Skilled Judge Advocates provide the JAGC with officers capable of accomplishing today's mission and succeeding in an uncertain future.											
Assignments											
Year	1			8			14		20		30
Rank	1LT			CPT			MAJ		LTC		COL
Seniority	Company Grade Assignments			Field Grade Assignments			Senior Leader Assignments				
Goal	Broadly develop within core legal disciplines. Varied assignments. Diverse duties.			Utilize core disciplines, develop specialized expertise, lead.			Lead and develop Judge Advocates, provide legal counsel to senior leaders, apply specialized expertise.				
Duties	<ul style="list-style-type: none"> •Administrative and Civil Law •Claims •Contract and Fiscal Law •International and Operational Law •Legal Assistance •Military Justice 			<ul style="list-style-type: none"> •AO at USALSA, OTJAG, Corps (or higher) HQs •BJA/CJA/GJA/RJA •OIC of field office •OSJA Division Chief •Professor/Staff, TJAGLCS •Senior Defense Counsel •Special Victim Pros 			<ul style="list-style-type: none"> •AO/DSJA/Leader at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, COCOM, or higher HQ •Leader at OTJAG, USALSA, or TJAGLCS •Military Judge •Regional Def. Counsel •SJA, Installation 		<ul style="list-style-type: none"> •Advisor/DSJA/Leader at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, COCOM, or higher HQ •Legal Advisor to senior Army leadership •Leader at OTJAG, USALSA, or TJAGLCS •Military Judge •SJA at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, COCOM, or higher HQ 		
Education: Continuous professional and personal development											
Self-develop	State CLE, Professional Reading (military, legal, history, doctrine), Military Leadership, Professional Writing/Publication										
Prof. Mil. Educ.	OBC DCC	Airborne, Air Assault, JATSOC			Grad Crse	ILE-AOC, ILE, LLM	SSC				
TJAGLCS Short Courses											
Year	1			8			14		20		30

Figure 1-3. Judge Advocate Assignment Factors

JA Assignment Factors		
<p>1. Needs of the Army</p> <ul style="list-style-type: none"> • Goal. Support the Army and the Joint Force. • Priority. First. • Factors. <ul style="list-style-type: none"> • Mission • Availability of Personnel • Comply with Army Policy: ARFORGEN, EFMP, Married Army Couples Program • Method. Match qualified and available JA with current mission requirement. Army service is a privilege that, at times, requires sacrifice. 	<p>2. Needs of the JAGC</p> <ul style="list-style-type: none"> • Goal. Develop Broadly Skilled Judge Advocates. • Priority. Second. • Factors. <ul style="list-style-type: none"> • Develop Broadly Skilled Judge Advocates through diversity of assignments, diversity of skills, and diversity of roles. • Equity of deployments/mobilizations. • Education and developments appropriate to the officer. • Specialized expertise, especially for majors and above, may be utilized to meet JAGC needs. • Method. Assign JAs to duties that develop broad skills as officers and lawyers. 	<p>3. Personal Interest</p> <ul style="list-style-type: none"> • Goal. Consider each JA's preferences and goals. • Priority. Third. • Factors. <ul style="list-style-type: none"> • Career managers consider individual preferences. • Reaffirms the JAGC's commitment to Soldiers and Families. • Method. JAGC considers personal preferences while meeting all Army requirements.

Figure 1-4. JA (ARNG/USAR) Career Development & Utilization Model (TPU, DIMA, IRR, AGR)



SECTION V. ASSIGNMENTS

5-1. ASSIGNMENTS AND PROFESSIONAL DEVELOPMENT.

a. JA professional development comes through progressively more challenging assignments to organizations in the field and at higher headquarters and opportunities for schooling and broadening. The general career development and education models for JAs are at figures 1-1 thru 1-4. This section explains the JAGC's career progression, professional development, and assignment philosophy.

b. The JAGC mission and vision form the foundation of active component (AC) JAGC career management. From that mission and vision, the Career Development Objective (CDO) outlines the "what, how, and why" of career development and management. Found in Figure 1-1, the CDO states, "The Army and the JAGC develop, employ, and retain Broadly Skilled Judge Advocates. Broadly Skilled Judge Advocates (BSJAs) are capable of performing successfully in any core legal discipline, at any location, in roles appropriate for their grade. BSJAs provide the JAGC with officers capable of accomplishing today's mission and succeeding in an uncertain future."

c. Found in Figure 1-2, the Judge Advocate Career Model applies the CDO throughout a career, providing objectives and goals at different points along a career path. Company grade duties include the core legal disciplines rather than specific jobs, supporting the goal of broad development. From the CDO and the Career Model comes the Assignment Factors, which are considered and applied throughout the assignments process. Found in Figure 1-3, the Assignment Factors are, in order of priority: (1) the needs of the Army, (2) the needs of the JAGC, and (3) personal interests. While personal interests are considered in the process, individual desires are subordinate to the needs of the Army to fill mission critical assignments and the needs of the JAGC to develop BSJAs.

d. Developing BSJAs. Proven performance and potential as reflected in OERs from a diversity of assignments are the key factors in deciding the best qualified officer for an assignment. PPTO's goals are to meet all Army requirements while facilitating the development of Broadly Skilled Judge Advocates. PPTO works to ensure diversity of assignments and opportunities, providing each JA opportunities for experience, leadership, and education in a variety of the core legal disciplines in a variety of assignments.

e. Pre-Graduate Course (GC) assignments are key developmental milestones for JAs. These early assignments are normally the time when JAs develop basic technical skills and learn about the Army, and, in some cases, may have the chance to focus on a particular area of the law. SJAs and other heads of legal offices will rotate newer officers through as many different duties as sound management and the local mission allow. This rotation provides a firm foundation on which later training and assignments will build 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 greater diversity of duties.

f. The GC prepares JAs to become mid-level leaders and managers, develop specialized expertise in complex practice areas, and serve as instructors. After the Graduate Course, officers typically are assigned as Brigade Judge Advocates (BJAs), Command Judge Advocates (CJAs), Regimental Judge Advocates (RJAs), or Group Judge Advocates (GJA); Senior Defense Counsel (SDCs); Special Victim Prosecutors (SVPs); Action Officers at USALSA, OTJAG, Corps (or higher) HQs; Officers in Charge (OICs) of field offices; Division Chiefs in Offices of Staff Judge Advocate (OSJA); or Professors/Staff at TJAGLCS. Most officers reach eligibility for ILE and compete for Command and General Staff College (CGSC) and advanced civil schooling during these assignments. After promotion to lieutenant colonel, officers enter the senior leader ranks of the JAGC. Lieutenant colonels will be considered for assignments as Action Officers/Division Chiefs/DSJAs at Division, Corps, Joint Command, Installation, DRU, ASCC, ACOM, or COCOM HQs; Leaders at OTJAG, USALSA, or TJAGLCS; Military Judges; Regional Defense Counsel (RDCs); or SJAs of certain installations. Most officers nearing promotion to colonel become eligible for selection to attend resident Senior Service College or the Army War College Distance Education Program. Colonels will be considered for assignments as: Legal advisors/SJAs at every level of command; Regional Defense Counsel (RDCs); Legal advisors to senior Army leadership; Leaders in OTJAG, USALSA, or TJAGLCS; or Military Judges.

g. No single assignment in the JAGC 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 guarantors of success. The Army and Joint Force need BSJAs; but the JAGC also recognizes the need for some BSJAs to further develop specialized expertise in critical practice areas. These needs are mutually reinforcing as BSJAs—by understanding the interrelationship of the core legal disciplines—are better practitioners and better able to serve their clients, even in areas requiring the development of specialized expertise. Developing specialized expertise in a particular core competency does not guarantee exclusive utilization within that core competency.

h. The JAGC recognizes its obligation to distribute talented officers fairly throughout the Army and Joint Force: between TDA and TOE units, between CONUS and OCONUS commands, between the National Capital Region, and the field, and between instructors who educate the JAGC and the Army and the legal advisors supporting commanders in day-to-day operations. The JAGC's assignment, schooling, and promotion practices reflect these competing requirements. Distributing talented officers through the Army and the Joint Force and the JAGC is critical to developing BSJAs.

5-2. RESPONSIBILITIES.

- a. TJAG assigns all SJAs and has final authority over all JAGC assignments.
- b. The Chief, PPTO, is responsible for recommending field grade assignments to TJAG, unless otherwise delegated.
- c. Assignments of military judges are made as described in Section VIII below.

d. The Chief, PPTO, is responsible for all other assignments.

e. The Judge Advocates of US Army, Europe, (USAREUR) and Eighth US Army will coordinate with the Chief, PPTO, in assigning all JAs within their respective areas, other than SJA, Regional Defense Counsel, and military judge positions.

f. SJAs and other heads of legal offices participate fully in the assignment process. They identify needs to PPTO, explain the assignment process and provide career advice to their subordinates, make recommendations about assignments to PPTO and their subordinates, and tailor assigned JAs' duties according to their stage of professional development. They are the JAGC's primary trainers. They must encourage and facilitate young JAs' continued development as BSJAs.

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 have the right to communicate directly with the appropriate Assignments Officer in PPTO. Company grade JA should first express their assignment preferences to their supervisory JA. PPTO collects company grade assignment preferences from these supervisors. Officers and their supervisors should review the career model slides (Figures 1-1 through 1-3) when developing assignment preferences.

5-3. AC ASSIGNMENT CYCLE PROCESS (FIELD GRADES).

a. The summer assignment cycle begins in August when PPTO solicits preferences from officers in the assignment cycle window. Majors, lieutenant colonels, and colonels submit their preference sheets to their Assignments Officer. When completing their preference sheets, JAs should remember to do three things. First, review the Judge Advocate Career Model found in Figures 1-1 through 1-3. Second, JAs should discuss their career development with supervisors or mentors. Third, JAs should ask themselves, "How can I best further develop as a Broadly Skilled Judge Advocate?" To support officers in preparing their preference sheets, PPTO will semi-annually publish a list of potentially available positions.

b. The next critical step in the summer assignment cycle is the World Wide Continuing Legal Education Course (WWCLE). At the WWCLE, SJAs and Assignments Officers meet to discuss potential assignments. Assignments Officers collect additional data to inform the assignments process. After the WWCLE, the Assignments Officers prepare potential slates of proposed assignments. Assignments Officers consider the JA Assignment Factors found in Figure 1-3: needs of the Army, needs of the JAGC, and personal interests. Also serving as career managers, Assignments Officers strive to ensure JAs remain on the path of the Judge Advocate Career Model, furthering development into Broadly Skilled Judge Advocates.

c. The Assignments Officers present a slate of proposed assignments to the Judge Advocate Assignment General Officer Steering Committee (JAA-GOSC). Consisting of DJAG and the active duty Judge Advocate Brigadier Generals, the JAA-GOSC is an advisory body that reviews the proposed slate (which usually consists of a primary and two or three alternates for

each assignment). The JAA-GOSC recommends a slate to TJAG. TJAG then makes the final decision on all field grade JA assignments.

d. Once TJAG approves an assignment, PPTO informs the officer and issues assignment instructions (AIs) soon thereafter. Once an AI is released, the officer should be contacted by HRC via email. The officer can then take the AI to the servicing personnel center for orders processing. As a general rule, if a field grade officer has not received an AI by the first week of March, the officer should contact PPTO.

5-4. ASSIGNMENT CYCLE PROCESS (COMPANY GRADES).

a. For company grade officers moving in the summer, the assignment cycle begins in August when PPTO solicits preferences from officers in the assignment cycle window. Company grade officers submit their assignment preferences through their SJA or DSJA. 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 through 1-3. The SJA/DJSA should discuss the officer's assignment history, reviewing the diversity of professional experiences. Considering these factors, the SJA/DSJA and junior JA should develop assignment preferences that will best support the officer's development into a Broadly Skilled Judge Advocate.

b. SJAs and DSJAs should compile their company grade JAs' assignment preferences on the assignments cycle spreadsheet sent out by PPTO. Once all assignment preferences are collected, SJAs/DSJAs should return the completed spreadsheet to PPTO. Assignments Officers will review the spreadsheets. At the WWCLE, Assignments Officers will meet with SJAs to collect additional information to inform the assignments process. With very rare exception, assignments decisions are not made at the WWCLE.

c. Upon return from the WWCLE, the Company Grade Assignments Officers will apply the JA Career Model and develop assignments for company grade JAs. During this process, the Assignments Officers will consider the assignment factors. Found in Figure 1-3, the Assignment Factors are, in order of priority: (1) meeting the needs of the Army, (2) meeting the needs of the JAGC, and (3) the individual JA's personal interests.

d. The Company Grade Assignments Officers present proposed assignments to the Chief, PPTO, for approval. Once an assignment is approved, the Assignment Officer will notify the officer of the new assignment, generally through the SJA or DSJA. PPTO will also issue AIs. Once an AI is released, the officer should be contacted by HRC via email. 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 April, the officer should have their 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 AI no later than 90 days before the report date.

5-5. TOUR LENGTH.

Assignments in the continental United States (CONUS) are normally two to three years. However, the relatively small size of the JAGC and the need to staff all legal offices properly and to develop BSJAs often requires shorter tours. Tour lengths for overseas tours are outlined in AR 614-30.

5-6. INITIAL ASSIGNMENT PRACTICES.

a. Recently assessed JAs typically attend the Judge Advocate Officer Basic Course en route to their first duty stations, although a few are assigned in a delayed schooling status to installations before attending the Basic Course. All officers are eligible for overseas assignment as an initial assignment. Newly commissioned officers and officers detailed to the JAGC serving in their initial JAGC assignments normally are not assigned to the following organizations:

(1) OTJAG (including U.S. Army Claims Service).

(2) The Judge Advocate General's Legal Center and School (LCS).

(3) The United States Military Academy's Department of Law.

(4) Headquarters for the following commands: USAREUR, Eighth US Army, Forces Command (FORSCOM), Training and Doctrine Command (TRADOC), Army Materiel Command (AMC), and Criminal Investigation Command (USACIDC).

(5) Small JA or Trial Defense Service (TDS) offices requiring assignment of experienced military attorneys.

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 military environment.

c. Officers assigned to CONUS stations are subject to reassignment for developmental and mission related needs during their initial three-year or four-year 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 or two-year tour). Officers assigned to overseas areas will normally complete the overseas tour prescribed by regulation before being reassigned.

5-7. OVERSEAS SERVICE.

a. As with all assignments, the paramount consideration for service outside CONUS 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. The JAGC's Personnel

Directory should be consulted for a listing of those overseas locations where JAs may be assigned. 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. Tour lengths depend on location, marital or parental status, and whether or not the officer elects to serve overseas without dependents. Overseas tour lengths are prescribed by AR 614-30.

5-8. FOREIGN SERVICE TOUR (FST) EXTENSION.

Such extension 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.

5-9. TRIAL DEFENSE SERVICE (TDS).

a. TDS assignments are considered a part of normal career development in the JAGC. To ensure a balance of experience and to minimize permanent change of station costs, transfer 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, Staff Judge Advocates 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 Basic Course 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 Basic Course graduates to TDS will be carefully monitored. Basic Course graduates will normally be assigned to larger TDS offices that can provide the necessary training and supervision.

d. As part of the modular redesign of the Army’s operational forces, a TDS Cell was embedded in each Sustainment Brigade, and a Regional Defense Counsel Cell in each Theater Sustainment Command. While this operational force structure is currently under revision, per AR 27-10, Chapter 6 and FM 27-100, these TDS assets are attached to the U.S. Army Legal Services Agency for all purposes except administrative and logistical support. The Chief, U.S. Army Trial Defense Service, exercises independent supervision, control, and direction over all Trial Defense Service personnel and their mission. While performing Trial Defense Service duties, all Trial Defense Service personnel will wear the unit patch of the U.S. Army Trial Defense Service.

5-10. BRIGADE COMBAT TEAMS.

a. General. JA officers assigned to Brigade Combat Teams (BCT) must be prepared to operate under the command and control of the higher headquarters with which they have a habitual relationship. The BCT includes a Brigade Judge Advocate (BJA), an Operational Law Judge Advocate (OPLAW JA) with trial counsel (TC) duties, and a senior paralegal NCO.

While the TC provides operational law advice and assists the BJA with legal issues across all disciplines, this officer's primary responsibility is to serve as TC and to administer all military justice matters for the BCT.

(1) Both the BJA and TC are assigned to the BCT. The BJA will work at the brigade headquarters and the OPLAW JA/TC will work at the Office of the Staff Judge Advocate (OSJA) military justice section while in garrison.

(2) The SJA will provide technical guidance to the BJA and OPLAW JA/TC as necessary; however, the BCT commander will determine the supervision of the Brigade Judge Advocate (BJA). The OPLAW JA/TC will be supervised by the BJA during operational missions and will be supervised by the OSJA chief of military justice during garrison operations.

(3) The BJA will be rated and senior rated under the dual supervision provisions of AR 623-3.

b. Length of Assignments. Ordinarily, the BJA will be assigned to the BCT for 36 months. The tour length of the OPLAW JA/TC depends primarily upon the needs of the Army and the professional developmental needs of the officer. TJAG, through the Chief, PPTO, assigns the BJA and the OPLAW JA/TC. It is the SJA's responsibility to monitor the professional development of JAs assigned to BCTs including reassignment to and from the BCT as needed. When an SJA proposes to change the duties of the OPLAW JA/TC, he must coordinate with the BCT chain of command and Chief, PPTO. See AR 600-3 for the impact of Lifecycle Management Unit designation on tour length.

5-11. COMPASSIONATE REASSIGNMENTS.

See ARs 614-100 and 614-30. Reassignment consideration will be given to 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.

5-12. 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 JA/other branch of the Army or JA/other service spouse teams. Whenever possible, these couples are assigned to the same general locality. This is not always possible, particularly when one member is attending 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 assure a joint domicile assignment. Service couples are eligible for assignment to unaccompanied assignments and deployments.

b. Joint domicile assignments cannot be made if the assignments officer is not aware of the marriage; therefore, it is the responsibility of each JA to ensure that official documents reflect that the officer is married to another service member and that the information is brought to the assignment officer's attention as part of the assignment preference process. AR 614-100, paragraph 5-3a (8), provides that all service member couples should apply for enrollment in the Married Army Couples Program not later than 30 days from the date of marriage. Further, JAs should 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.

5-13. WAITING FAMILIES.

Sometimes JAs must leave their families at home while deployed, on an unaccompanied assignment, or on an extended TDY. JAGC colleagues of absent members are encouraged to assist with the safety and welfare of these families. Officers deploying or departing on extended TDY or on an unaccompanied tour should inform the SJA nearest to the member's family of the family's location and telephone number. The SJA is responsible for assisting the family and should ensure that the family knows the SJA is available to help in any way feasible. Families should be invited to JAGC social functions, especially during the holiday seasons. All JAs should inform their families that the SJA office is available for assistance.

5-12. 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.

5-13. PERSONNEL RECORDS. (See AR 600-8-104)

a. Official Military Personnel File (OMPF). HRC is the custodian of the officer's OMPF. The OMPF is used for HQDA promotion and school selection boards. Officers should send documents for inclusion in the OMPF through their local servicing personnel office. It is the officer's responsibility to ensure that the OMPF is accurate and current. Accordingly, JAs are encouraged to review their OMPF on a regular basis to ensure that documents such as awards are properly filed. Officers can access their files online through the HRC record portal: <https://www.hrcapps.army.mil/portal/default.aspx> Officers can use the links at the bottom of the website to review their OMPF, Officer Record Brief (ORB) and DA photo. Officers should also contact their local personnel office to review and update their ORB.

b. Career Management Information File (CMIF). PPTO maintains the CMIF for use in day-to-day management functions as outlined in AR 600-8-104. The CMIF is not used for HQDA promotion and school selection boards; however, selected official documents from the CMIF are used for personnel management by PPTO and TJAG.

c. Officer Record Brief (ORB). The one-page ORB is used by PPTO for personnel purposes 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. Changes should be reported to the personnel office as they occur; do not save changes for annual audits. Officers may view their ORB online at HRC records portal: <https://www.hrcapps.army.mil/portal/default.aspx>. Officers reviewing their record for promotion selection boards should use the MyBoardFile application.

Figure 5-1. PPTO Assignment Preference Worksheet

NAME: _____
(Last, First, MI)

RANK: ____ DOR: _____

CURRENT UNIT/DUTY STATION:

CONTACT INFORMATION:
(W) _____; (H) _____;
E-MAIL: _____ (Cell) _____;

ARRIVAL DATE : _____ DESIRED DEPARTURE: _____

MILITARY EDUCATION STATUS (MEL) e.g., ILE, SSC, etc.: _____

PREVIOUS DEPLOYMENTS /OVERSEAS ASSIGNMENTS (INCLUDE DATES):

List any family, professional, or other special circumstances you would like considered (e.g., EFMP, High School Senior; Joint Domicile; Special Skill Set; etc.) If Joint Domicile, please provide name, phone number and email address of Spouse's Career Manager.

List your assignment choices, in order of preference, below. Indicate whether the job or the location is your reason for your preference. For example: 1. Chief of Justice, Fort Hood (job); 2. SDC, Bamberg, GE (job and location)

1. _____
2. _____
3. _____
4. _____
5. _____

List any short and/or long term goals that you would like taken into consideration during the assignment process: (E.g., *Short term goal: "I have not had the opportunity to serve in a leadership position and would like the opportunity to lead junior JAs;" Long term goal: "To be a Division SJA;" "To be a Military Judge," "To continue to contribute in positions of increased responsibility."*)
