REQUIRED DOCUMENTATION FOR TJAG

ARMY RESERVE TENURED ASSIGNMENTS

Applicants for TJAG tenured assignments must submit the following in **ONE PDF FILE** to usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil:

Enclosure 1: **Memorandum to TJAG.** In this brief memorandum, the applicant should discuss why particular assignments are of interest. The memorandum should specify the assignments for consideration as well as highlight additional aspects of their careers. If the applicant wishes to be considered for more than one assignment, the assignments should be listed in order of preference. The memorandum should be address to: Office of The Judge Advocate General (DAJA-PT), 2200 Army Pentagon, Room 2B517, Washington, DC 20310-2200.

Enclosure 2: **Resume of Service Career and ORB/ARB.** The resume of service career information must correspond with Officer Evaluation Reports and ORB/ARB. The current civilian occupation will be described in Addendum A. Applicants should sign and date the resume. An example is attached.

Enclosure 3: **Civilian Resume.**

Enclosure 4: **OTJAG Assignment Worksheet.** Fillable PDF Form is attached.

Enclosure 5: **Mileage Statement.** Fillable PDF Form is attached; initial only one option.

Enclosure 6: **Certificate of Good Standing.** Applicants must provide proof that they are members in good standing of the bar of a U.S. State, or a U.S. Commonwealth or Territory. Proof must be submitted for all jurisdictions where the applicants are licensed. Certificate of good standing must be within **12 months** of submitting application.

Enclosure 7: **OERs, Missing/Other Documentation.** An official Department of the **Army photograph** must be IAW AR 640-30 and have been taken within **12 months** of submitting application. The last **five** Officer Evaluation Reports (OERs) must also be included. OERs, AERs, ORBs, and awards not filed in an applicant's OMPF may also be submitted.