

Summary Report for Individual Task
805B-79T-4410
Prepare Army National Guard Judge Advocate General Application Packet
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have encountered an eligible applicant willing to process into the JAG Corps. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Complete JAG Corps paper packet IAW JAGC checklist.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare Judge Advocate General (JAG) packet (ARNG JAG SOP

<https://ako.ssi.tradoc.army.mil/ARNG/SMTC/TD/OSM/JA/JAG%20SOP.pdf>) (Judge Advocate Recruiting Office (JARO) National Guard Website,

<https://www.jagcnet.army.mil/sites/jaro.nsf/homeContent.xsp?open&documentId=E2695AA961DCFBDF85257B2D00513222>) IAW JAG Checklist. Inter service transfers are processed according to Appendix C-2 of the JAG SOP (pending approval dated 01 April 2012).

Note: The packet MUST contain all original documents with signatures. All documents cannot be more than 1 year old.

- a. Initiate file folder with TABS according to checklist.
- b. Cover letter outlining submission of JAG packet for consideration
- c. JAG checklist complete.
- d. NGB 62E with 1st endorsement section complete with position vacancy and signature.
- e. A recent (within 6 months) per specific requirements outlined in checklist. Current service members are required to submit a current DA photo unless an educational delay or deployment precludes them from doing so.
- f. DA Form 5000-R, Applicant Interview Report, with Joint Forces JAG or designee.
- g. Chapter 2 Commissioning Physical (DoDMERB, State Medical Command, Active Duty or MEPS) approved original or certified copy.
- h. Applicant signed statement of age, height and weight.
- i. Personal security requirement:
 - (1) Applicants with a current security clearance will submit a letter from the state security manager verifying clearance in good standing in lieu of steps b & d.
 - (2) SF 86 security clearance.
 - (3) Statement of understanding for appointment as a commissioned officer prior to National Agency Check (NAC).
- j. Statement of personal interest.
- k. Chronological listing of civilian employment (emphasis on legal work) / CV / resume.
- l. Transcripts for undergraduate and graduate degree (official copies with grading rubric are acceptable. However, federal recognition packet must contain original transcripts to OSM).
- m. Statement from the clerk of the highest court of a state showing admission and current standing before the bar and any disciplinary action. Recommend to be within 90 days of the OTJAG Board review date.
 - (1) If disciplinary action has been taken against applicant in any state, explain circumstances in a separate letter and submit with application.
 - (2) 3rd year IAW students: certified IAW school transcripts and a letter from admissions officer verifying current enrollment and anticipation graduation date.
- n. Three letters of recommendation from lawyers, judges or military officers (active or retired) attesting to applicants' reputation and professional standing.

- o. Certified copy of birth certificate.
- p. Acknowledgement of service requirements (DA 3574 or DA 3575).
- q. Statement of acknowledgement of accommodations of religious practices.
- r. Statement of understanding for ineligibility for retirement (if applicable).
- s. Waiver requests (age, military or civilian IAW criminal proceedings).
- t. Prior service documentation:
 - (1) DD 368 conditional release (if applicable).
 - (2) Official military personnel file (ERB/ORB, copies of all evaluations).
- u. Supplemental application for reserve component service with JAG Corps (if applicable).
- v. Statement of eligibility (if applicable).
- w. Certificate of bar exam.
- x. Request for waiver for failed bar exam (if applicable).

2. Submit packet for quality control to ARNG-GSS-OE. Inter service transfer packet items outlined in Appendix C-2 of the JAG SOP (pending approval dated 01 April 2012) are submitted per your state's Standard Operating Procedure (SOP) i.e. O-Branch.

3. Correct errors based on response from NGB.

4. Mail hard copy packet to the following address:
 NGB/Office of the General Counsel,
 ATTN: Ms. Rosemary Coleman,
 1411 Jefferson Davis Highway, Ste 11300,
 Arlington, VA 22202.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods: a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared JAG packet.			
2. Submitted packet for quality control.			
3. Corrected errors based on response from NGB.			
4. Mailed JAG packets to NGB in timely manner prior to Judge Advocate Recruiting Office's (JARO) board packet deadline.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)	Yes	No
	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)	Yes	Yes
	AR 135-7	ARMY NATIONAL GUARD AND ARMY RESERVE INCENTIVE PROGRAMS	Yes	Yes
	AR 165-1	Army Chaplain Corps Activities	Yes	Yes
	AR 27-1	Legal Services, Judge Advocate Legal Services (*RAR 001, 09/13/2011)	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	Yes
	AR 600-9	The Army Body Composition Program	Yes	Yes
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	Yes
	USAREC REG 601-37	Army Medical Department Recruiting Program	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4