



DEPARTMENT OF THE ARMY  
THE JUDGE ADVOCATE GENERAL'S  
PARALEGAL SPECIALIST TRAINING CENTER  
BUILDING 8536, BARFOOT AVENUE  
FORT GREGG-ADAMS VIRGINIA 23801

ATSM-TPB-J

MEMORANDUM FOR RECORD

SUBJECT: 27D Advanced Individual Training (AIT) Welcome Letter

1. We are excited to welcome you to the Paralegal Specialist Training Center (PSTC) and to Juliet Company (J Co), 262d Quartermaster Battalion. Below is important information to facilitate your arrival and set expectations for you as a PSTC Student and as a Soldier joining the ranks of J Co's JAGuars.

a. Soldiers flying into Richmond International Airport will need to secure transportation to Fort Gregg-Adams, VA, as there is no direct shuttle service. Soldiers will report to M Company, 266th Quartermaster Battalion (Building 3004, A Avenue). Following initial inprocessing, Soldiers will report to J Co (Building 11107, 5th Floor) for further inprocessing. Call the C Co/J Co consolidated CQ at (804) 734-3120 for any questions or concerns (See Enclosure 1 for relevant strip maps).

b. Soldiers must report in compliance with Army grooming and uniform standards as set forth in Army Regulation (AR) 670-1, Wear and Appearance of Uniforms and Insignia, dated 26 January 2021. All Soldiers must report wearing the duty uniform - Operational Camouflage Pattern (OCP).

c. Soldiers are required to bring the following items and equipment:

(1) Initial issue items, to include a complete and serviceable Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) and Army Physical Fitness Uniform (APFU) (see enclosure 2 for packing list). Replace missing and/or unserviceable initial issue items prior to arrival.

(2) Soldiers may be required to wear a mask based on the local HPCON level and any corresponding policy letters. All Soldiers are required to wear a mask if entering any medical/dental facility. Soldiers should have a mask on hand at all times in accordance with the packing list.

(3) Females may wear pants or skirts with low-quarter shoes, or with Army issued pumps (2 inches) as part of their ASU/AGSU uniform.

(4) Clothing Inventory; completed DD Form 93; SGLV signed by the Soldier and a witness; recent DD93; six (6) copies of orders and amendments, if

MEMORANDUM FOR RECORD

SUBJECT: 27D Advanced Individual Training (AIT) Welcome Letter

applicable; and six (6) copies of DA Form 1610, if applicable.

d. Additional requirements/considerations for Soldiers reclassifying to 27D:

(1) Active duty Soldiers in the rank of Sergeant (E-5) and above and Reserve and National Guard Soldiers in the rank of Staff Sergeant (E-6) and above reclassifying into the 27D MOS require a grade waiver to attend the 27D Paralegal Specialist Course. The Regimental Command Sergeant Major of The Judge Advocate General's Corps is the approval authority for all grade waivers. Submit grade waiver packets to Ms. Monica Sonpon at [monica.l.sonpon.civ@army.mil](mailto:monica.l.sonpon.civ@army.mil) (see enclosure 3 for example packet). NCOs who report to the 27D AIT Course without an approved grade waiver will be removed from the course. Contact the 27D Senior Instructor, via phone at (804) 765-3623 for any questions.

(2) DA Form 5500/5501. Soldiers will provide a Body Fat Content Worksheet administered within 30 days prior to their report date to Advance Individual Training. Juliet Company will screen Soldiers reclassifying to 27D during the first week of training for compliance with AR 600-9, The Army Body Composition Program.

e. Army Combat Fitness Test (ACFT) and Profiles:

(1) Army Directive 2022-05 requires all Soldiers attending Initial Military Training courses have a passing record ACFT to graduate. Soldiers who fail to pass the ACFT will not graduate and will be returned immediately to their unit.

(2) All ACFT modification templates (in E-profile) for permanent profiles must be updated to reflect the ACFT events permitted and prohibited. The least number of events which a Soldier can take based on the provisions of a permanent profile is one aerobic event (run, bike, swim, row, or walk). If unable to take a single aerobic event, the Soldier cannot take a test. Soldiers with a permanent profile must provide a copy of their DA Form 3349, Physical Profile, and may not have PULHES greater than 222121.

(3) Soldiers on a temporary profile will not be enrolled in the course unless documentation is provided to show injuries are a direct result of combat operations in accordance with AR 350-1.

(4) All students in this course will conduct Physical Readiness Training with the company at 0550, Monday through Friday, unless otherwise directed, and within the limits of their profile.

f. TRADOC Regulation (TR) 350-6 and MOS-Transfer (MOS-T) Status under 23d Quartermaster Brigade Chain of Command:

MEMORANDUM FOR RECORD

SUBJECT: 27D Advanced Individual Training (AIT) Welcome Letter

(1) You will be afforded all the rights of a junior enlisted or non-commissioned officer in training status under the provisions of TR 350-6 and the "legal orders of [your] lawful seniors." Army Regulation 600-20, paragraph 4-2. You will be treated with dignity and respect and the proper title of address commensurate with your rank. The primary duty of reclassified and prior service Soldiers, however, is to attend training and become technically proficient in their new MOS." TR 350-6, para. 4-15.(4)d(1).

(2) MOS-Ts are not allowed to leave the installation for any reason unless it is approved by the chain of command up to and including BN and BDE commanders. SM will comply with CASCOM Off-Post Lodging policy, prohibiting IET and MOS-T Soldiers from renting, visiting, or staying in any off-post lodging. This includes all Post housing areas, Permanent Party Barracks, and all Barracks to which Soldier is not assigned. Brigade Commander approves exceptions for this policy. Off-post pass is a privilege and not an entitlement while in MOS-T training status.

(3) Consumption of alcohol products and smoking, vaping, and/or use of any tobacco products are prohibited while assigned to 23rd Quartermaster Brigade per 23rd QM BDE Gold Phase Policy #7: Phasing, Privileges, and Conduct Policy dated 31 March 2022. If you are suspected to have consumed alcohol you may be taken to the Military Police station and given a breathalyzer test.

2. Students must meet all regulatory requirements to be awarded the 27D Military Occupational Specialty (MOS) IAW DA Pam 611-21, Military Occupational Classification and Structure (See Enclosure 4).

3. Billeting/Transportation for reclassifying personnel.

a. Reclassifying Soldiers (MOS-T) are billeted in separate barracks from Initial Entry Trainee (IET) Soldiers and are not co-located with Juliet Company headquarters and barracks. Juliet Company cannot provide transportation for MOS-T Soldiers to and from PT, class, or the DFAC since MOS-T personnel cannot be transported with IET students.

b. MOS-T personnel are required to provide their own transportation and should either obtain rental car authorization for the duration of the course or arrive with their POV. Soldiers authorized a POV or rental car should be allotted 15 miles per day for in and around mileage (See Enclosure 1 for strip maps between relevant points showing mileage).

4. Graduation.

a. Graduation ceremonies are currently open to the public, however, they may be closed to the public depending on the HPCON level. Graduation ceremonies are

MEMORANDUM FOR RECORD

SUBJECT: 27D Advanced Individual Training (AIT) Welcome Letter

broadcasted via Facebook Live, and families are encouraged to virtually attend. Most graduations begin at 0900 and end around 1130 after class photos are completed. MOS-T personnel should schedule their round-trip return flights after 1500 on the date their class is scheduled to graduate in ATRRS to avoid transportation issues the day of graduation.

b. The uniform for graduations are ASU or AGSU. If a Soldier does not have the ASU or AGSU, a request for exception must be submitted by the Soldier's commander. The request must include the reason why the Soldier does not have the ASU or AGSU and steps taken by the unit to remedy the issue. The request will be routed to the Course Director, Paralegal Specialist Training Center.

5. Once again, welcome to PSTC and J Co JAGuars. You may expect from us, your leadership, cadre, and staff, dignity, and respect as we ensure a safe, challenging, and professional environment for your training as a military paralegal. In return, we will hold you to the standard of upholding the Army Values and encourage you to step outside of your comfort zone as you continue to grow as a person, a Soldier, and a future paralegal. We hope you find this experience rewarding and we look forward to welcoming you into the Judge Advocate General Corps.

6. Points of contact for this memorandum are the 27D Course Director, MSG Michael R. Goebelbecker via email at michael.r.goebelbecker.mil@army.mil, or via phone at (804) 765-3628 and the First Sergeant, 1SG Dalani J. Earman via email at dalani.j.earman.mil@army.mil or via phone at (804) 734-6486.

MICHAEL R. GOEBELBECKER  
MSG, USA  
27D AIT Course Director

JULIA S. FLORES  
CPT, JA  
Commanding

Encls

**Enclosure 1**

**Strip Maps**

**Sisisky Gate to M Co**

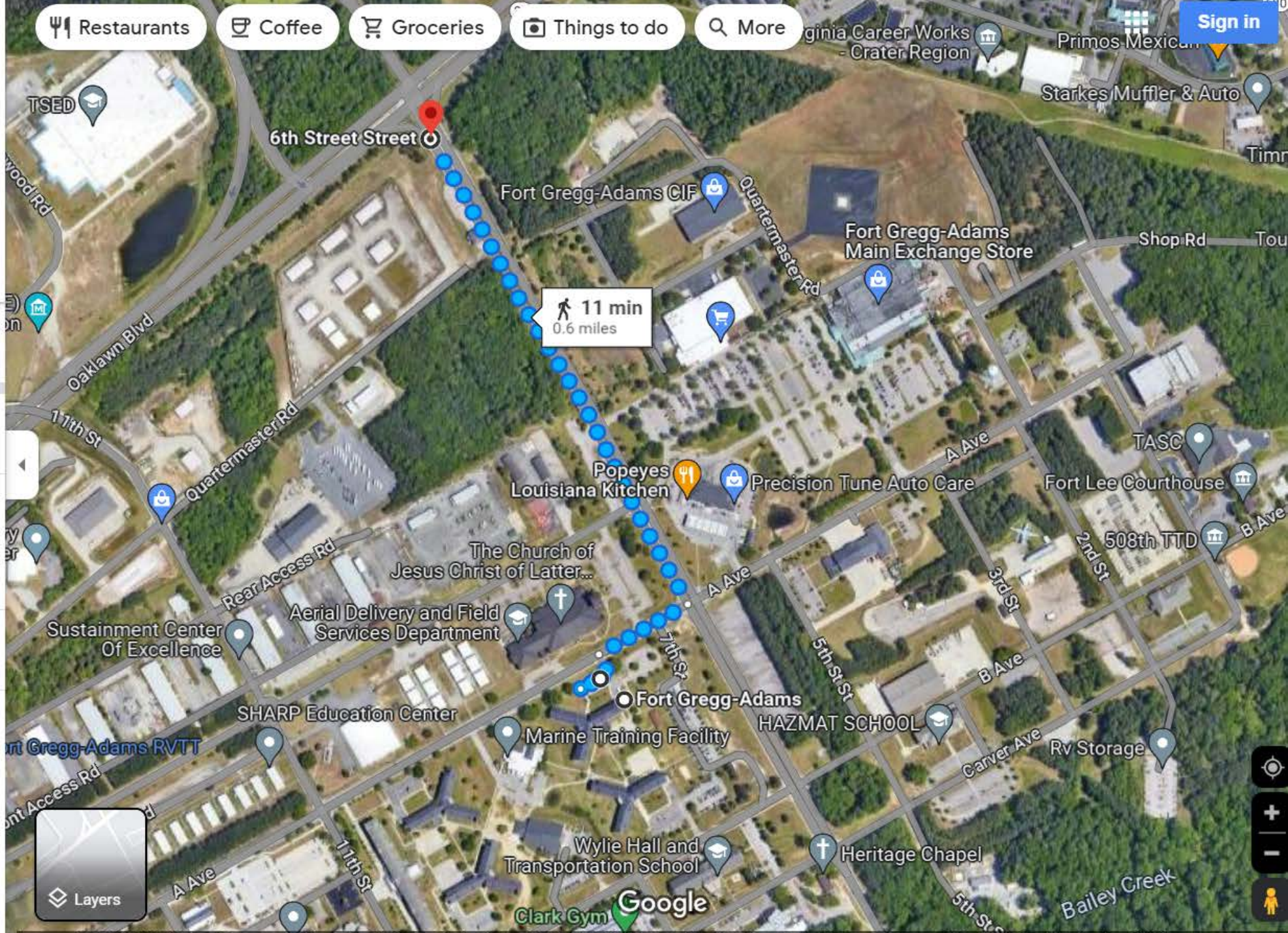


Best 3 min 11 min 4 min —

Options

11 min  
0.6 mile

Mostly flat





M CO to J CO



Fort Lee, Virginia  
 11107 E Ave, Fort Lee, VA 23801

Add destination

Leave now Options

Send directions to your phone

via Sisisky Blvd Fastest route, the usual traffic <a href="#">Details</a>	<b>6 min</b> 2.5 miles
via A Ave	<b>8 min</b> 3.0 miles
via Mahone Ave and A Ave	<b>8 min</b> 2.9 miles

Explore 11107 E Ave

Restaurants Hotels Gas stations Parking Lots More





M CO to PSTC

- Navigation icons: Car, Bus, Walking, Bicycling, Airplane

Fort Lee, Virginia

Paralegal center, 8536 B Ave, Fort Lee, V/

Add destination

Route options

Close

- Avoid**
- Highways
  - Tolls
  - Ferries
- Distance units**
- Automatic
  - miles
  - km

Send directions to your phone

- via A Ave and B Ave** 5 min

Fastest route 1.8 miles

[Details](#)
- via A Ave, 16th St and B Ave** 5 min

1.7 miles
- via A Ave and C Ave** 5 min

1.7 miles

Explore Paralegal center

- Restaurant icon
- Hotel icon
- Gas icon
- Parking icon
- More options icon

Map interface showing Fort Lee, Virginia. The map includes various landmarks and points of interest such as Hatcher Hall, Samuel Sharpe DFAC, Ordnance Resilience Training Center (ORTC), Fort Lee Commissary, AAFES Express, Fort Lee Main Exchange Store, 16th Ordnance Battalion, Strength Performance Center, Clark Gym, Fort Lee Visitor Control Center, McLaughlin Fitness Center, Fort Lee Family Housing, Youth Center Fort Lee, Memorial Chapel, Yorktown CDC, Fort Lee MEPS, Holiday Inn Express Building, Fort Lee Federal Credit Union, ALU Parking Lot A, Army Logistics University, Bizerte Park, Hero Park, and Valley Forge.

Navigation routes are shown in blue and grey. A blue route is highlighted, starting from the Paralegal center and ending at Fort Lee. Route segments are labeled with time and distance: 5 min / 1.8 miles, 5 min / 1.7 miles, and 5 min / 1.7 miles.

Map data ©2022 U

PSTC to Food Court



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Leave now Options

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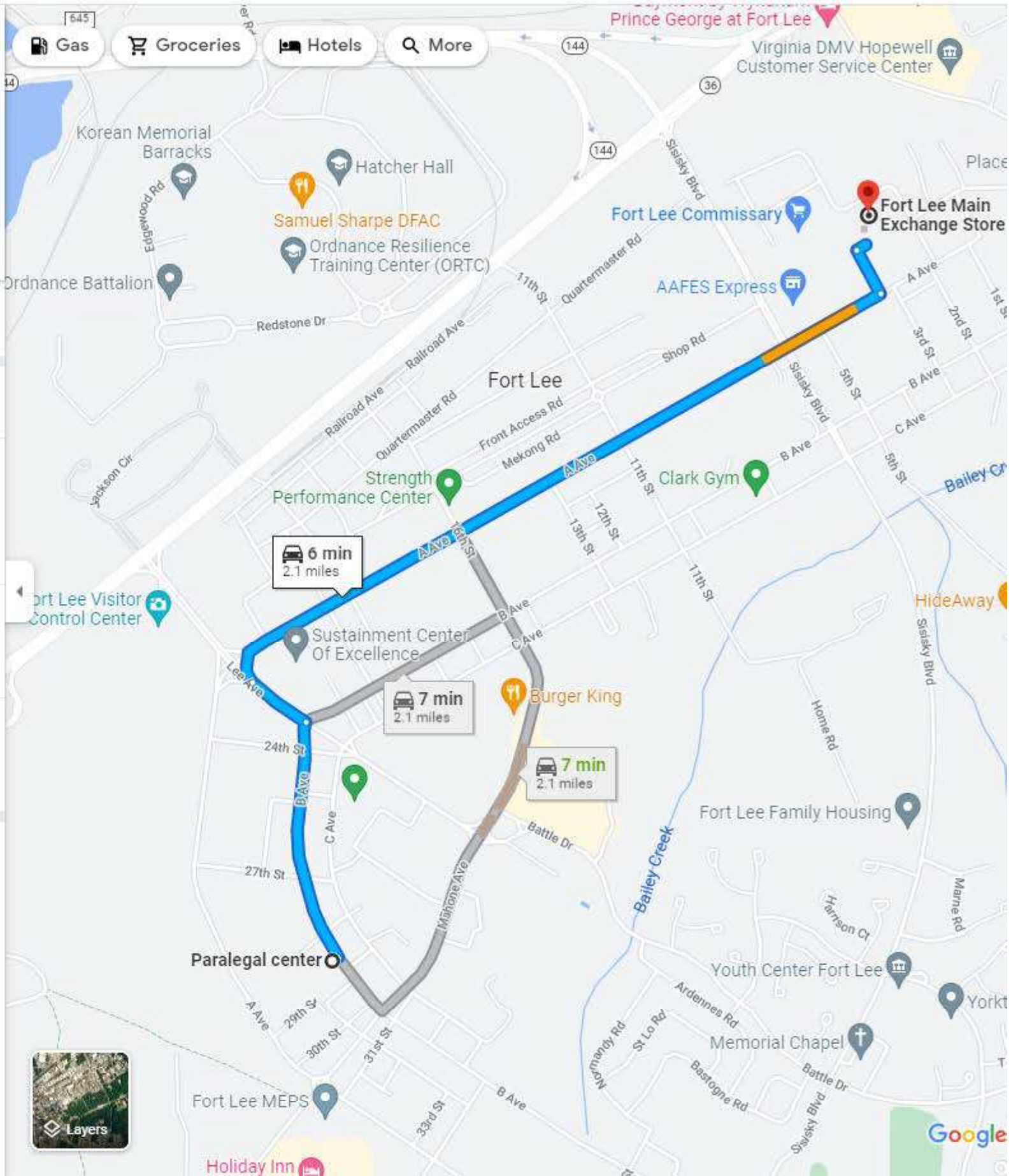
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	<b>via A Ave</b> Fastest route	<b>6 min</b> 2.1 miles
<a href="#">Details</a>		
	<b>via B Ave and A Ave</b>	<b>7 min</b> 2.1 miles
	<b>via Mahone Ave and A Ave</b>	<b>7 min</b> 2.1 miles

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**Explore Fort Lee Main Exchange Store**

Restaurants
 Hotels
 Gas stations
 Parking Lots
 More





**Enclosure 2**

**Packing List**

ITEM	QUANTITY
<b>General Items</b>	
Beret, Black or Organizational	1
Bag, Duffel	2
Drawers/Underwear (Discretionary Quantity, Must Be Worn)	
Gloves, Tactical	1
Ballistic Eye Protection (Clear and Dark Lenses)	1
Medication (As needed)	As Needed
Towel, bath (Brown or Commercial)	4
Toiletry/Personal Hygiene Kit	1
Canteens or CamelBak	2/1
Bed Linen, Twin (pillow and blanket) (MOS-Ts only)	1
<b>Uniform Type – OCP</b>	
Belt, Riggers Style for OCP	1
Boots, Combat Coyote	2
Boots, Cold Weather **	1
Cap, Patrol	2
Coat, OCP Top (With 2 sets of Name and US Army Tapes)	4
Coat, Field Jacket (or Gortex)	1
Socks, Boot, OCP Green (or other authorized color)	7
Trousers, OCP Bottom	4
Undershirt, OCP	7
Undershirt, Cold Weather Poly, Black, Silk, or Similar **	2
Fleece Jacket, Green **	1
<b>Uniform Type – ASU/AGSU</b>	
Coat, ASU/AGSU	1
Trousers, ASU/AGSU	1
Belt, ASU/AGSU Style Complete with Brass	1
Black Jump Boots (As authorized)	1
Gloves, Leather Dress Type	1
Neck Tab or Neck Tie	1
Shoes, Oxford, Black (Male or Female as authorized)	1
Shirt, ASU/AGSU Short Sleeve	1
Shirt, ASU/AGSU, Long Sleeve	1
Socks, ASU/AGSU, poly/nylon	2
Undershirt, white, (Male)	2
<b>Uniform Type - APFU</b>	
Cap, Micro Fleece (black)	1
Jacket, APFU	1
Pants, APFU	1
Running Shoes	1
T-Shirt, SS, APFU	2
T-Shirt, LS, APFU	2
Trunks, APFU	2
Socks, White or Black Athletic – No Logos (See AR 670-1)	7
Orange reflective PT belt (MOS-Ts only)	1
Gloves, Leather Work Type with inserts	1

**Duty uniform is OCP with patrol cap.**

**Graduation uniform is ASU/AGSU with beret.**

**\*\*Worn during cold weather months – 1 October to 31 March**

# Enclosure 3

## Example Grade Waiver Packet



## 27D MOS Grade Waiver Checklist



**Soldier's Rank and Name:** \_\_\_\_\_

a. Recommendations from:

1.  Staff Judge Advocate;

2. Soldier's Unit, Chief Paralegal SGM/NCO containing at a minimum:

1. Statement that the Soldier has been counseled on the requirements of the 10-week, 3-day MOS course held at Fort Lee, VA;

2. Statement verifying evidence of a successful typing speed of a minimum of 25 words per minute (WPM) or with a typing test administered with an industry-standard computer software (e.g. Mavis Beacon);

3. Verification that the Soldier has no record of civil conviction (other than minor offenses) or punishment under Formal Article 15 proceedings (If the Soldier has a record of conviction or Article 15, the unit/command MUST submit a separate Article 15 waiver request for approval or disapproval);

4. Verification that the Soldier has no record of conviction by Special or General Courts-Martial or civilian courts of offenses listed in AR 27-10, Chapter 24 or otherwise registered as a sexual offender under AR 27-10, Chapter 24;

5. Verification that there is no pattern of undesirable behavior as evidenced by civilian or military record; and;

6. Verification of no lost time under 10 USC §972 (See Appendix 3, MCM). (If there is lost time, a separate request for waiver must be submitted for consideration).

b.  Unit information, paragraph position, line number and Unit Identification Code (UIC) the Soldier will be slotted against (preferably unit's UMR).

1. Statement there is no MOS 27D Soldiers available within the commuting area to fill the vacant position.

c.  Soldier's biographical summary.

d.  Soldier's college transcripts (if applicable) or  NA.

e.  Reenlistment Eligibility Data Display (REDD) Printout (obtain from your retention NCO) with qualifying scores of:

a. A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

b. A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

c. A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

d. If the Soldier does not have the required CL score as indicated above, the Soldier may submit a request for waiver if current CL is within 1-2 points below minimum required score.

f.  A security eligibility of Secret to maintain MOS 27D as verified by the unit Security Manager and that the Soldier is a U.S. citizen.

g.  DA Form 2A/Enlisted Record Brief (ERB)/Personnel Qualification Record (PQR) and DA Form 2-1.

- h.  Current APFT Scorecard (DA Form 705) and DA Form 5500-R or 5501 (if applicable) or  NA.
- i.  Service School Academic Reports (DA Forms 1059) for all NCOES courses attended.
- j.  All NCOERs.
- k.  MEDPROS printout/deployability status.





DEPARTMENT OF THE ARMY  
Headquarters, 1st Armored Division and Fort Bliss  
Office of the Staff Judge Advocate  
11685 Sergeant Major Boulevard  
Fort Bliss, TX 79916

REPLY TO  
ATTENTION OF

AFBL-SJA-SGM

14 February 2019

MEMORANDUM FOR Regimental Command Sergeant Major, OTJAG, ATTN: DAJA-SM, 2200 Army Pentagon, Suite 3E548, Washington, DC 20310

SUBJECT: Request Grade Waiver for 27D Reclassification [Redacted Rank Last]  
[Redacted First] SSN: [Redacted SSN] for admission into Military Occupational Specialty  
Paralegal Specialist (27D).

1. It is my honor to recommend [Redacted Rank L Name] for entrance in the 27D MOSQ course. He has completed three weeks of on the job training at 2nd Armored Brigade Combat Team (2ABCT). He has exhibited pronounced attention to detail and a positive attitude.
2. [Redacted Rank L Name] is aware of the requirement to attend a full 27D AIT consisting of 10 weeks and three days.
3. I have verified that [Redacted Rank L Name] can type over 25 words per minute.
4. I have verified through the G2 that [Redacted Rank L Name] does not have any of the following:
  - a. Record of civil conviction or punishment under formal Article 15 proceedings.
  - b. No record of civil convictions other than minor traffic offenses.
  - c. No record of conviction by special or general court-martial or civilian courts.
  - d. No record of undesirable behavior as evidenced by civilian or military record.
  - e. No record of time loss under 10 U.S.C. 972
5. Point of contact for this memorandum is SGM [Redacted First M Last] at [Redacted Phone]  
or [Redacted Email Address]

**Signature Block**

SGM, USA  
Command Paralegal NCO

# Enclosure 4

27D CMF Excerpt

## **10-27D. MOS 27D--Paralegal Specialist, CMF 27**

a. *Major duties.* Paralegal specialists administer and supervise the provision of legal services to unit commanders and staff and assist judge advocates/attorneys in providing professional legal services in diverse legal disciplines, including: organizational legal services (military justice, legal assistance, claims, administrative law, international law, operational law, and contract law); defense legal services; and judicial legal services. Duties for MOS 27D at each level of skill are:

(1) *MOSC 27D10.* Provides preliminary legal and administrative support to unit commanders and staff and coordinates legal actions with supervising legal office. Prepares and processes legal documents in support of courts-martial, non-judicial punishment, and other military justice matters; line of duty determinations, separation board proceedings, and other administrative law matters; legal assistance services; claims processing and investigations.

(2) *MOSC 27D20.* Supervises the operation of a section in a command or installation legal office. Provides technical guidance to subordinates. Maintains law/administrative library and section files and records. Monitors and reviews actions to ensure accuracy and timely dispatch or disposition.

(3) *MOSC 27D30.* Supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning taskings and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research. Adjudicates personal property claims.

(4) *MOSC 27D40.* Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.

(5) *MOSC 27D50.* Supervises the operation of a major command legal office. Provides technical and professional guidance to and coordinates the requisition and assignment of all command-wide paralegal specialists/NCOs. Advises the senior judge advocate on all matters affecting legal specialists/NCOs. Inspects command legal support activities and recommends actions to correct deficiencies and improve legal support operations. In formations with a 27D60, the 27D50 manages the military justice operations of a Staff Judge Advocate Office in Division, Corps and ASCC formations.

(6) *MOSC 27D60.* Supervises the operation of a Division, Corps, or ASCC legal office. Provides technical and professional guidance to and coordinates the requisition and assignment of all command-wide paralegal specialists/NCOs. Advises the senior judge advocate on all matters affecting paralegal specialists/NCOs. Inspects command legal support activities and recommends actions to correct deficiencies and improve legal support operations.

b. *Physical demands rating and qualification for award of MOS.* (Qualifications in subparagraphs 8, 9, 10, 11, 12 and 14 below are required for award or retention of MOS). Paralegal specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 222121.

(3) Qualifying scores.

(a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software (e.g. Mavis Beacon).

(5) Must have, at a minimum, a General Equivalency Diploma (GED).

(6) A security eligibility of SECRET is required for the initial award and to maintain the MOS.

(a) Requirements for a SECRET eligibility is effective 1 June 2005 for all new accessions into MOS 27D.

(b) Requirement for a SECRET eligibility is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.

(7) The Soldier must be a U.S. citizen.

(a) Requirements to be a U.S. citizen is effective 1 June 2005 for all new accessions into MOS 27D.

(b) Requirement to be a U.S. citizen is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.

(8) No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).

(9) No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)

(10) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)

(11) No pattern of undesirable behavior as evidenced by civilian or military record.

(12) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(13) Formal training (completion of full 10 week, 3 day, MOS 27D course, 512-27D10, conducted under the auspices of the U.S. Army Quartermaster School, Paralegal Specialist Course) mandatory for all Soldiers. Prior service as a paralegal in sister services does not meet required Army paralegal qualifications. Active Component: available only to SPC(P) and below. Those promoted after the day of reenlistment/reservation will be trained. For Active Component only, waivers may be granted for SGTs through SSG non-promotable. Army Reserve and National Guard: Available only to SGT and below. For Army Reserve and National Guard only, waivers may be granted for SSG through MSG. All requests for waiver may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM.

(14) Paralegal certification by The Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

C5--Court Reporter (skill level 1-4 only).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-27D-1.* Physical requirements.

(2) *Table 10-27D-2.* Standards of grade TOE/MTOE.

(3) *Table 10-27D-3.* Standards of grade TDA.