



Return to: The Judge Advocate General's School  
ATTN: Admissions Officer  
600 Massie Road  
Charlottesville, VA 22903-1781

### TRAINING APPLICATION

Complete the application, save it as **your Last-Name and first initial (e.g., Johnson\_R)** then return it as an email attachment to: SFC Dalisha Mayberry, [dalisha.k.mayberry.mil@army.mil](mailto:dalisha.k.mayberry.mil@army.mil) and Ms. Twana Harden, [twana.y.harden.civ@army.mil](mailto:twana.y.harden.civ@army.mil)

### REQUEST FOR TRAINING

Training Officer's/Supervisor's Name (required)*:		Rank/Grade:
Training Office Address & Phone Number (required)*:		
City:	State:	ZIP Code:
Phone:	Email:	
Training Officer's/Supervisor's Signature (required)*		

### COURSE AND STUDENT INFORMATION

All information below is **required\***

Course Number:	Class Number:	Course Title:	Course Start: dd-mm-yyyy:
Name (Last, First, MI):			
Gender (M/F):	SSN (no hyphens)*:	Branch of Service:	
Component (Civilian, Active, Reserve, Guard.):	MOS/Civilian Job Series (e.g., 27D/0905):	Military Rank/Civilian Grade (e.g., SGT/ GS-13):	
Duty Position:	Security Clearance:	Handicapped:	
Email:			

I acknowledge and understand that failure to successfully complete the course will reflect as a non-successful completion on my ATRRS transcript.

### ORGANIZATION INFORMATION

Organization Name (Spelled out):	ATTN:	
Address:		
City:	State:	ZIP Code:
Commercial Phone:		

**NOTE: Each student requires a separate form for each course they want to attend**

### PRIVACY ACT

DATA REQUIRED BY THE PRIVACY ACT: Authority: 10 USC 3021 (B) and (G). Principle Purpose: To obtain information necessary for The Judge Advocate General's School (TJAGSA) to administer student participation in training courses.

Routine Uses: Used by TJAGLCS to process applications for training, record student information in the Army Training Requirements and Resources System (ATRRS), maintain student records, and perform administrative functions inherent in student administration.

Disclosure: VOLUNTARY. However, failure to provide the requested information will result in denial of access, application submission, course reservation and record of training.

The Judge Advocate General's Legal Center and School's Course Calendar can be found at the following URL: <https://www.jagcnet.army.mil/8525736A005BC8F9/0/A089563E836D95EA8525735400704858?opendocument>

For help completing this form, please contact SFC Dalisha Mayberry at [dalisha.k.mayberry.mil@army.mil](mailto:dalisha.k.mayberry.mil@army.mil), (434)971-3223 or Ms. Twana Harden at [twana.y.harden.civ@army.mil](mailto:twana.y.harden.civ@army.mil), (434)971-3255.