



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: SSG Jessica Flowers, [jessica.l.flowers11.mil@army.mil](mailto:jessica.l.flowers11.mil@army.mil) or 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-mmm-yyyy:
Name (Last, First, MI):			
Gender (M/F):	SSN (no hyphens)*:	Military (service branch):	
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 (Y/N):	
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:
Commercial Phone:	ZIP Code:

**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 SSG Jessica Flowers at [jessica.l.flowers11.mil@army.mil](mailto:jessica.l.flowers11.mil@army.mil), (434)971-3232 or Ms. Twana Harden at (434)971-3255, [twana.y.harden.civ@army.mil](mailto:twana.y.harden.civ@army.mil).