

FY-17 JAGC IPP APPLICATION CHECK LIST

Complete the Officer Program Application (OPNAV 1420/1) according to the JAGC IPP Application Instruction Sheet. Application packages must be submitted via your chain of command and assemble as indicated below.

- 1. This check list.
- 2. Commanding Officer's Endorsement or Recommendation. Move pages 9-10 of 14 (Commanding Officer's Recommendation of OPNAV 1420/1 Officer Programs Application) to front of package, additional endorsement not required (original signature of CO or Acting only, no BY DIRECTION).
- 3. The Officer Programs Application.
- 4. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). Applicants will not receive copies of the interview sheets until the CO has signed and forwarded application.
- 5. Transcripts and list of all colleges, universities, and law schools attended. Provide an official transcript from the institution only if a degree was awarded (**A command certified true copy is acceptable**). High school transcripts are not required.
- 6. Law School Admission Test (LSAT) Scores.
- 7. Law School Payment and Cost Verification. Applicant verified that law schools applied to accept payment with Visa credit cards from third parties and that the total semester cost does not exceed \$22,000.
- 8. Acceptance Letters. Funded Legal Training Program Applicants may include law school acceptance letters here if received before the application deadline. (Not required)
- 9. Evaluations. (Copies of your last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record).
- 10. Letters of Recommendation. (Not required, place here if included.)
- 11. Awards. Submit **only** copies of award citations **not** currently reflected in your official military personnel file (OMPF) via BOL.

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- 12. Proof-of-Birth. Certified copy of birth certificate or DD 372, Report of Birth or certificate of citizenship and/or naturalization number.
- 13. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 months to include HIV results, eye exam, etc. as outlined in chapter 9.
- 14. JAGC Career Statement. A statement of 500 words or less indicating the steps the applicant has taken to learn about a JAGC career and his or her reasons for seeking such a career. This statement is in addition to the statement on page 7 of the application (OPNAVINST 1420.1B).
- 15. Full-length Photograph. Taken per MILPERSMAN 1070-180.
- 16. Letter of In Good Standing. For direct commission applicants only, a letter or certificate of in good standing from the licensing authority admitting the applicant to the practice of law before a Federal court or the highest court of a State, a U.S. territory, the Commonwealth of Puerto Rico, or the District of Columbia.
- 17. Schedule a JAGC Structured Interview. Applicants shall schedule a JAGC accessions Structured Interview prior to submitting their application. An applicant's Structured Interview results will be sent directly to PERS-4416E. This interview is in addition to the command interview.
- 18. Applications and all applicable supporting documents listed above must be placed loosely (no staples, paper clips, or binding of any kind) in a letter size folder and mailed to the JAG Corps Accessions Office using the address listed below and post marked no later than **02 December 2016**. Additional or amplifying/supporting documents such as LSAT scores may be submitted by the applicant using the address listed below and must be post marked NLT 13 January 2017.

Standard Mailing Address:
Navy Personnel Command
JAGC Accessions Office (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416