

FY-16 JAGC IPP APPLICATION INSTRUCTIONS

The following are line-by-line instructions for FY-16 JAGC IPP applicants applying for a commission using the Officer Programs Application.

"MUST ENABLE JAVASCRIPT / MUST USE ADOBE 7.0 OR NEWER"

1. Applicant's Name (Last, First, MI): Enter your name as it appears in your official Navy record.
 - (a) Enter your current rate.
 - (b) Enter numbers only in the SSN field. Hyphens will fill in automatically. If you get an error pop up just hit "OK" until it goes away. This may take several tries.
2. Indicate Programs to Which Applying: Leave this section blank.
3. Desired Community/Designator: Enter "Direct Commission" and/or "Fully-Funded Legal Education" as applicable.
4. Gender: Check as appropriate.
5. Date of Birth: DD MMM YYYY format.
6. Citizenship:
 - 6a. U.S. Citizen: Check if U.S. citizen.
 - 6b. Place of birth: Required for all applicants.
 - 6c. Naturalized citizens: Required for naturalized citizens. Also complete 6a and 6b. If unable to make a copy due to document duplication restrictions, CO's must verify naturalization and complete a NAVPERS 1070/613 (page 13).
 - 6d. Citizenship Certificate: Provide information if born abroad to U.S. Citizens (must provide copy of U.S. birth certificate or equivalent from U.S. Embassy or State Department).
7. Marital Status: Check as appropriate.
8. Number of Dependents: Leave Blank.
9. UIC: List the Unit Identification Code for your current command.
10. PRD: MM/YY format.
11. Command Address: Self explanatory.

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12. Current Mailing Address: Self explanatory.
13. Race: Check all that apply.
14. Time in Rate: **DD MMM YY** format. (DD MMM **YYYY** format will not fit in box) (For E6's TIR date is usually 01 Jan XX or 01 Jul XX of advancement year (this may not be the same as your advancement date)).
15. Branch of Service and Component: Check as appropriate.
16. Warfare Qualifications: List as appropriate (i.e., ESWS).
17. Active Duty Service Date (ADSD): DD MMM YYYY format (This date can be obtained from your ESR in NSIPS).
18. Testing Scores: Leave blank; however, you must provide a copy of LSAT score report.
19. PRT Information: Self explanatory.
20. Duty Assignment History: List current command first and work back.
21. High School: Leave Blank.
22. College: Provide an official transcript only if a degree was awarded (**A command certified true copy is acceptable**).
23. Degree Preference:
 - (a) Desired course of study: enter "Juris Doctorate (J.D.)".
 - (b) University Preferences: Applicants are encouraged to apply to more than one school. Applicants must apply to at least one law school in which in-state tuition fees can be obtained and one school near the applicant's current duty station. Navy applicants must also apply to one school located in a fleet concentration area (I.e. Norfolk, VA; Jacksonville/Mayport, FL; San Diego, CA; Pearl Harbor, HI; or Washington, DC; Bremerton, WA). NOTE: Due to current Navy contracting limitations, before applying to any law school applicants must first verify that the school accepts payment with Visa credit cards from third parties and that the total semester cost does not exceed \$22,000.

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24. Personal Awards: List awards in order of precedence. Submit **only** copies of award citations **not** currently reflected in your OMPF via BOL (**DO NOT SEND 1650s**).

25. Service Schools: Self explanatory.

26. Correspondence Course: List only those correspondence courses not required for advancement.

27. Extracurricular Activities: List significant activities or leadership roles (i.e., Youth Program Director, Little League Coach etc...)

28. Special Abilities: Self explanatory. This section of the application will hold up to 2 lines of text, if you need more room use a continuation sheet.

29. Civil/Military Offense(s): Self explanatory.

30. Drug Use/Alcohol Related Incidents: Self explanatory.

31. Previous Applications To Any Commissioning Programs: Date should read FY-XX (i.e., FY-11 not selected, FY-12 not selected etc...).

32 - 34. Personnel Security Information: Self explanatory.

35. PCS Orders: Omit, this section only applies to applicants applying for Officer Candidate School (OCS).

Page 6 of 14. Privacy Act: Must sign and date Privacy Act statement.

Page 7 of 14. Personal Statements: Self explanatory. This statement is in addition to the JAGC Career Statement described in the checklist. You are still required to submit a separate 500 words or less statement indicating the steps you have taken to learn about a JAGC career and your reason for seeking commission.

Page 8 of 14. Personal Statements (Con't): Self explanatory.

Pages 9 and 10 of 14. Commanding Officer's Recommendation:

- Omit the PCS orders question.

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- Ensure any waiver requests are endorsed in CO's recommendation.

Pages 11 through 14 are not required (DO NOT SEND THESE)