



## Navy Judge Advocate General's Corps Internship/Externship Program Application

By submitting this application along with all required documents, you are competing against other law school students for a summer internship or school year externship (hereinafter "internship") with the United States Navy Judge Advocate General's Corps (JAG Corps). All positions are volunteer, unpaid, civilian internships. The Navy will not provide funding for travel, lodging, or per diem of any kind except in limited circumstances for travel from the internship location for the purpose of performing work when authorized in advance by the Office of the Judge Advocate General. The applicant is solely responsible for making all travel and living arrangements.

### Data Required by the Privacy Act of 1974

**AUTHORITY:** 10 USC § 806 and E.O. 9397. and SORN N01070-1

**PRINCIPAL PURPOSE:** To manage and contribute to the recruitment of qualified men and women for the Navy JAG Corps; to manage the JAG Corps office accession; to determine qualifications of an individual to receive a JAG Corps designation; to make policies about recruiting efforts and training.

**ROUTINE USES:** Information will only be collected and accessed by the Office of the Judge Advocate personnel for the purpose of screening and selecting applicants for JAG Corps internship and externship programs.

**DISCLOSURE:** Voluntary, however, failure to provide requested information may result in non-selection.

### Eligibility

1. Must be a United States citizen of good moral character.
2. Must be younger than 42 years of age at the time you would begin active duty if selected as a Student Program or Direct Appointment Program candidate.
3. Must have taken the Law School Admission Test (LSAT).
4. Must be a law school student with at least one semester of school completed at the time of application (part time students must first complete two semesters), and be attending an American Bar Association (ABA) accredited school.

### Instructions

1. Applications must be submitted electronically, in PDF format and must be E-Mailed to Code61@navy.mil. Application deadlines can be found on our website at [www.jag.navy.mil](http://www.jag.navy.mil). Late or incomplete applications will not be considered. The following materials must be submitted in order for your application to be considered complete:

- a. All blocks of OPNAV 1070/3 must be completed.
- b. A copy of your LSAT Score Report, LSAT online services score report, or the official law school LSAT score report must be submitted.
- c. Transcripts of all undergraduate, graduate, and law school studies are required. If possible, the law school transcript should show your class rank. If law school class rank is unavailable, you must attach a statement explaining the class ranking policy to your application. If your school provides a percentage ranking, include your class rank standing under that system. Although an official transcript is preferred, a student copy transcript is acceptable for the purpose of the application. Transcripts must include the student's name and the school's name. Internet grade reports are not acceptable unless the school's registrar certifies their authenticity.
- d. A current resume must accompany this application.

- e. Applicants who are current or former members of U.S. Armed Forces (active or reserve) must complete Part B. Copies of your last five (5) fitness or evaluation reports must be provided. Former members must also provide a copy of their DD 214 Certificate of Release or Discharge from Active Duty.
- f. A minimum of one (1) letter of recommendation and a maximum of three (3) letters of recommendation must be included with the application. Letters of recommendation should address the applicant's reputation, abilities and professional standing. Letters of recommendation should be submitted with your application. If your recommendation letter writer prefers to submit their letter separately, they may E-Mail the letter to [code61@navy.mil](mailto:code61@navy.mil).
- g. A certification letter from your law school verifying that you are currently enrolled and in good standing must accompany this application.
- h. You must specify in Part G whether you are applying for a summer internship or a school year externship, or both.
- i. Part F requires you to give three choices of geographical locations where you would like to intern. Please keep in mind that you will need to make and fund you own travel and living arrangements if selected for an internship. Navy JAGC geographical locations can be found on the Navy JAGC website at <http://www.jag.navy.mil/careers/careers/jagpath.html>. Please note that most internship and externship opportunities are located within the continental United States, and Hawaii. If you would like to be considered for any available international locations, please note that in Part G of your application.
- j. A full length photo in business attire must accompany this application.
- k. You are required to complete the Declaration for Federal Employment (Optional Form 306) found on the Navy JAGC website at [http://www.jag.navy.mil/careers/\\_careers/opportunities\\_internship.html](http://www.jag.navy.mil/careers/_careers/opportunities_internship.html). This form must be scanned and submitted electronically along with your application.

**PART A: Personal Information**

1. NAME (Last, First, MI):

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2. CURRENT ADDRESS:

3. MAILING ADDRESS:  Check here if same as block 2.

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4. HOME TELEPHONE NUMBER:

5. E-MAIL ADDRESS:

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6. CELL TELEPHONE NUMBER:

7. ALTERNATE E-MAIL ADDRESS:

**PART B: Military Service**

8. Have you ever served in any branch of the U.S. Armed Forces? YES:  NO:  (If No, please proceed to Part C)

9. Service Chronology: Provide a chronology of your service with the U.S. Armed Forces. List your most current service first.

Dates of Service (YYYYMMDD)	Branch of Service (e.g. Navy, Army)	Active or Reserve	Highest Grade Attained (E-1 to O-10)

10. Have you ever been the subject of an adverse administrative action, regardless of outcome? (If Yes, please provide an explanation in the space provide in Part G) YES:  NO:

11. Have you ever been the subject of non-judicial punishment proceedings, regardless of the outcome, under Article 15 of the Uniform Code of Military Justice? (If Yes, please provide an explanation in the space provided in Part G) YES:  NO:

12. Have you ever been released or discharged from the U.S. Armed Forces? (If Yes, please attach you DD Form 214, Certificate of Release or Discharge from Active Duty) YES:  NO:

13. What was the reason for your discharge from active duty (as noted on DD Form 214)?

14. How was your discharge characterized (as noted on DD Form 214) - Honorable, General, Other Than Honorable, Bad Conduct, or Dishonorable?

15. List any security clearances granted and the dates granted?

**PART C: Education**

**16. UNDERGRADUATE SCHOOL INFORMATION**

List all undergraduate schools you have attended.

School Name and Location	Dates of Attendance (YYYYMMDD)	Major	GPA	Degree Awarded

**17. GRADUATE/LAW SCHOOL INFORMATION**

List all Graduate/Law schools you have attended. List law school first. If your school does not provide class rank, include documentation of the school's ranking policy.

School Name and Location	Degree Awarded and Date (Expected Date)	GPA	Class Rank

18. Did you take the LSAT? If yes, please provide your highest LSAT score. YES:  NO:

Numerical Score: \_\_\_\_\_ Percentile: \_\_\_\_\_

19. Have you ever been placed on academic probation, suspended, or expelled? (If Yes, please provide an explanation in the space provided in Part G) YES:  NO:



25. Have you ever been accused of or charged with any social, academic, or other misconduct, including, without limitation, the violation of any statute, ordinance, code of student conduct, or institutional policy, practice, or requirement, by any school, university, law school or other similar institution of higher education? (If Yes, explain in detail in the space provided in Part G) YES:  NO:

26. Have you ever been the subject of a probable cause hearing or other initial inquiry or have you ever accepted or elected a lowering of grade or other academic discipline in lieu of or in addition to participation in the disciplinary procedures of such institution? (If Yes, explain in detail in the space provided in Part G) YES:  NO:

27. Have you ever been dropped, suspended, warned, placed on social probation, academic probation, or disciplinary probation, expelled, requested to resign, or requested or advised by any such institution to discontinue your studies therein? (If Yes, explain in detail in the space provided in Part G) YES:  NO:

### PART F: Location Information

28. List three (3) geographical locations where you are able to intern, in order of preference. Please keep in mind that you will need to make and fund your own travel and living arrangements if selected for an internship. Navy JAGC geographical locations can be found on the JAG web site at [http://www.jag.navy.mil/careers/\\_careers/jagpath.html](http://www.jag.navy.mil/careers/_careers/jagpath.html).

1st Location: \_\_\_\_\_

2nd Location: \_\_\_\_\_

3rd Location: \_\_\_\_\_

### PART G: Remarks

29. Use this section to elaborate or explain as needed any questions on this form. Please provide relevant item number for all remarks.

**PART H: Motivational Statement**

29. In the space provided below, explain your interest and motivation in applying for internship with the U.S. Navy JAG Corps (400 words or less).

**PART I: Personal Data Sheet**

30. NAME (Last, First, MI):

31. DATE OF BIRTH:

32. GENDER:

 Male  Female

33. RACE: (Mark all that apply)

 American Indian/Native Alaskan Black/African American Caucasian Asian Native Hawaiian/other Pacific Islander Decline to Respond

34. ETHNICITY: (Mark all that apply)

 Hispanic or Latino Mexican Melanesian Micronesian Filipino Indian (from India) Korean Other Cuban Japanese Vietnamese None Chinese Latin American/Hispanic Puerto Rican Decline to Respond Other Pacific Islands Asian Aleut US/Canadian Indian Eskimo Polynesian

35. Which of the following motivated you to submit an application?: (Mark all that apply)

 Navy JAGC Web Site ([www.jag.navy.mil](http://www.jag.navy.mil)) Campus Visit Navy Recruiting Web Site ([www.navy.com](http://www.navy.com)) Print Advertisements (Please specify in the field provided below) Job Fair (Please specify in the field provided below) Word-of-Mouth (current or former Navy JAG Officer) (Please specify in the field provided below) Recruiting Brochure Previously served as a JAGC Summer Intern (Please specify in the field provided below) Your law school career service office Family Tradition of Military Service Other (Please specify in the field 37 below)

36. Which, if any, of JAG Corps participation in or sponsorship of any of the following organizations/events motivated you to submit an application?: (Mark all that apply)

 National Black Law Students Association (NBLSA) National Asian Pacific American Bar Association (NAPABA) National Latino/a Law Student Association (NLLSA) National Lesbian, Gay, Bi-sexual, Transgender Bar Association (LGBT) National Asian Pacific American Law Student Association (NAPALSA) Federal Bar Association Indian Law Conference (ILC) National Bar Association (NBA) Minority Corporate Counsel/Vault Career Fair (MCCA/Vault) Hispanic National Bar Association (HNBA) National Conference of Women's Bar Associations (NCWBA) Other (Please specify in the field 37 below)

37. SPECIFY:

**PART J: Signature**

Date of Signature: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_