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JAG/COMNAVLEGSVCCOM INSTRUCTION 1150.1E

From: Judge Advocate General of the Navy  
Commander, Naval Legal Service Command

Subj: RECRUITING, INTERNSHIP/EXTERNSHIP, STRUCTURED INTERVIEW, AND  
ACCESSIONS PROGRAMS

Ref: (a) OPNAVINST 1120.11A  
(b) SECNAVINST 1520.7F  
(c) OPNAVINST 1210.5A  
(d) In-service Procurement Program Authorization 111A of April 2013  
(e) 5 U.S.C. § 3111  
(f) 5 C.F.R. 308.101-103  
(g) JAGINST 5040.1B  
(h) JAGINST 5370.1  
(i) OPNAVINST 1120.13A  
(j) JAG/CNRC Memorandum of Agreement of 13 Jan 12 (NOTAL)  
(k) 10 U.S.C. § 1588  
(l) OPNAVINST 5380.1D  
(m) SECNAV M-5210.1  
(n) OPNAVINST 5215.17A

Encl: (1) Judge Advocate General's Corps Recruiting, Internship/Externship, Structured Interview, and Accessions Programs

1. Purpose. To establish policies and procedures related to recruiting and selecting applicants for commission in the Navy Judge Advocate General's Corps (JAGC) under the Student Program (SP) and the Direct Appointment Program (DAP), to include policies and procedures for recruiting-related activities such as participation in the JAGC Internship/Externship Program and the Structured Interview Process.

2. Cancellation. JAG/CNLSCINST 1150.1D. This instruction provides minor updates to the internship/externship program section, reflecting recent statutory and OPNAVINST updates regarding access to Privacy Act information. Additionally, the criteria for officers to be certified to conduct structured interviews were clarified.

3. Scope. This instruction applies to all personnel involved in JAGC recruiting, the JAGC Internship/Externship Program, Structured Interviews, and Accession Selection Boards (ASB) for the SP and DAP. Reference (a) governs the appointment of officers in the JAGC. Reference (b) governs Law Education Program (LEP) applications and selection. Reference (c) governs Lateral Transfer/Redesignation applications and selection. Reference (d) governs In-service

Procurement Program (IPP) applications and selection. References (e) and (f) provide authority for the acceptance of volunteer service of student interns. Reference (g) governs inspection of Naval Legal Service Command (NLSC) offices. Reference (h) sets forth policies and standards for JAGC recruiting officer conduct. References (i) and (j) assign the Judge Advocate General (JAG) responsibility for recruiting and professionally recommending candidates for commissioning in the Navy JAGC. Reference (k) authorizes the military departments to recruit and accept services from student volunteers, and permits such volunteers to be considered federal employees for Privacy Act purposes. Reference (l) implements reference (k) within the Navy and authorizes the Judge Advocate General to implement procedures and policies for volunteers providing legal services.

4. **Background.** To ensure that the JAGC continues to attract high quality officers, all designated JAGC personnel will actively assist Commander, Navy Recruiting Command (CNRC) recruiting efforts. Commanding Officers in NLSC are primarily responsible for recruiting and recruiting-related activity in their assigned geographic areas of responsibility (AOR). Nevertheless, all judge advocates, including those officers assigned to commands outside of the Office of the Judge Advocate General (OJAG) and NLSC, are strongly encouraged to support JAGC recruiting and recruiting-related efforts. Coordination among active and Reserve judge advocates, Navy recruiters, and law schools will ensure that interested candidates receive timely and accurate information on JAGC opportunities and programs. The JAGC website, [www.jag.navy.mil](http://www.jag.navy.mil), provides the most up to date information on JAGC accessions programs. Additional resources for judge advocates will be updated and maintained on the Code 61 JAG Portal site.

5. **Internal Guidance Only.** This instruction provides internal JAGC guidance on JAGC recruiting, internships/externships, structured interviews, and accessions boards. It is not intended to and does not create any rights or benefits, substantive or procedural, enforceable at law by any person. This instruction does not limit the lawful prerogatives of the Department of the Navy, the JAGC, or its officials.

6. **Point of Contact.** The OJAG Military Personnel Division (Code 61) is the point of contact for all matters relating to this instruction and may be reached at [Code61@navy.mil](mailto:Code61@navy.mil).

7. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per reference (m).

8. Review and Effective Date. Per reference (n), Code 61 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. As the instruction nears its 5-year anniversary and is still required, it will be reissued. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in E.O. 13526.



D. E. CRANDALL  
Commander, Naval Legal Service Command



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Distribution:

Electronic only via the Office of the Judge Advocate General Website, <http://www.jag.navy.mil>.

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## SECTION I

RECRUITING PROGRAM

## 100. Recruiting Guidance

1. We need intelligent, creative, and energetic people who serve their country in a team-oriented, demanding environment. Recruiting efforts must be inclusive of the multi-dimensional backgrounds reflected in the nation we serve. Our ability to attract, recruit, and retain a diverse, quality workforce is a business imperative that is crucial to Navy JAGC excellence.

2. “Whole Person” Concept. Accession Selection Boards (ASBs) use the “whole person” concept to identify and recommend for selection applicants possessing the highest potential for successful JAGC service. For recruiting purposes, this translates to recruiting students who exhibit one or more of the following factors:

a. Academic Performance. Strong academic credentials as evidenced by LSAT and/or GRE scores, GPA, national ranking of the law school, law review or honors program participation, and moot court and other journal participation.

b. Leadership Potential. Demonstrated leadership and teamwork skills and ability to manage multiple tasks to include positions of leadership and responsibility in academic, civic, or sports organizations.

c. Commitment to Public Service. Strong motivation to serve as an officer and a positive attitude towards public service, as evidenced through participation in public interest student groups or other pro bono clinics.

d. Foreign Language Proficiency and Cultural Expertise. Demonstrated ability or potential to contribute to the Navy’s success in building relationships with foreign navies and coalition partners, as evidenced through participation in language or cultural affiliation groups and study abroad programs.

e. Qualities of Character. Honor, courage, and commitment as determined through exemplary behavior, as evidenced through participation in civic and community service organizations.

f. Prior Service. Participation in veteran’s student groups and veteran’s assistance clinics.

g. Physical Fitness. Established history of group or individual sports or fitness participation, including intramural, amateur, and professional sports/fitness affiliations.

3. Diversity. The Navy benefits when we capitalize on the diverse experience, perspective, innovative spirit, background, and ideas of our applicants. Diversity is not founded on statistics, percentages, or quotas; diversity is about achieving peak performance. Our Navy and the JAGC must draw upon the entire possible set of talents and backgrounds to maximize our warfighting

capability, innovate to address new threats and challenges, and take advantage of emergent opportunities. Nothing in this guidance shall be interpreted as requiring or permitting preferential treatment of any applicant or group of applicants on the grounds of race, religion, color, sex (including gender identity), sexual orientation, or national origin.

#### 101. Responsibilities and Task Organization

1. **Authority.** Director, Code 61 shall oversee JAGC recruiting of candidates for commissioning through the Student Program (SP) and Direct Appointment Program (DAP) in accordance with reference (a). Code 61 shall be supported by NLSC Commanding Officers, the JAGC Public Affairs Officer (PAO), and the Special Assistant for Strategic Planning (SASP) as set forth in this instruction. Code 61 shall coordinate as required with Navy Personnel Command (PERS-4416) and CNRC. Accession of officers to the JAGC through the Law Education Program (LEP) or lateral transfer under references (b) and (c) will continue to be administered by Navy Personnel Command in coordination with PERS-4416 and the JAGC Officer Community Manager (BUPERS-316). Accession of officers to the JAGC through the In-service Procurement Program (IPP) will be administered by Code 61 in coordination with PERS-4416 and the JAGC Officer Community Manager (BUPERS-316).

2. **NLSC Commanding Officers.** NLSC Commanding Officers shall provide recruiting assistance at American Bar Association (ABA) accredited law schools, career and job fairs, and other recruiting events within their assigned geographic AOR. In this regard, NLSC Commanding Officers shall:

a. Act as the Recruiting Officer for their AORs. Commanding Officers may appoint Assistant Recruiting Officers for each headquarters office, branch office, and detachment office in their AOR to assist with recruiting. The Naval Justice School (NJS) Commanding Officer will perform this function within the recruiting AOR assigned to NJS. Commanding Officers or their appointed Recruiting Officers will coordinate recruiting efforts with Code 61. In areas where the Naval Justice School (NJS), a Defense Service Office (DSO), and/or a Region Legal Service Office (RLSO) share the same geographic area within their respective AORs, DSO Commanding Officers will support RLSO and NJS Commanding Officers in recruiting events to the maximum extent possible within manpower and mission constraints. Where support by the DSO and RLSO/NJS cannot be agreed upon, each Commanding Officer shall notify their respective Chief of Staff and Code 61. Recruiting AORs are posted on the Code 61 JAG Portal site.

b. Establish and maintain personal contact with the head of career services at every ABA-accredited law school within the command's assigned recruiting AOR, and provide them with information about JAGC career opportunities, the internship/externship program, and application procedures. Seek their assistance in disseminating this information to students and alumni through electronic and other means (e.g., Symplicity, social media).

c. Maintain personal contact with Navy Recruiting District (NRD) leadership in their assigned recruiting AOR in order to establish close coordination between local Navy recruiters and the command's Recruiting Officer. While the participation of local NRDs is important and in many cases necessary, it is imperative that their contributions be synchronized with JAGC

recruiting priorities. It is particularly important for local officer recruiters to be educated about our accession application and selection process so that they deliver the correct information. NRD officer recruiters are a welcome addition to the recruiting effort. However, a judge advocate should be the lead on any in-person recruiting visit to a law school.

d. Prepare and submit to Code 61 annual recruiting plans for their assigned AORs no later than 15 September before each fiscal year. Command recruiting plans will be inspected and evaluated during command inspections under reference (g). Plans shall include, at a minimum:

(1) The name and contact information of the command's designated collateral duty Assistant Recruiting Officer(s);

(2) The command's fulfillment of standing activities and strategy for accomplishing Tier 1 activities across the fiscal year, including rationale in accordance with policy as stated in this enclosure;

(3) Whether the command intends to conduct any Tier 2 activities and if so, how, including rationale in accordance with policy as stated in this enclosure;

(4) Discussion of any recruiting best practices or lessons learned identified by the command during the previous fiscal year.

e. Commanding Officers who require supplemental funding to accomplish recruiting plans will make their request, in advance of any travel, to Code 61. A Temporary Additional Duty (TAD) Funding Request Form is posted on the Code 61 JAG Portal page.

f. Ensure After-Action Reports for recruiting activities are filed per Code 61 guidance. The After-Action Report forms can be found on the Code 61 JAG Portal page.

g. Certify officers to conduct structured interviews (SI).

h. Recruiting Officers will schedule all SIs within their command's assigned recruiting AOR for SP, DAP, LEP, and IPP applicants. Conduct SIs in accordance with Section III of this enclosure.

i. Assist Code 61 in responding to applicant inquiries and in supporting national level recruiting efforts, serving as the primary point of contact to respond to inquiries from prospective applicants about the JAGC application and commissioning process.

j. Tier 1 Recruiting Activities. NLSC commands shall give priority to fulfilling the following recruiting activities:

(1) Conduct in-person recruiting visits to ABA-accredited law schools within the command's assigned recruiting AOR. Recruiting Toolkits are provided on the Code 61 JAG Portal page to guide personnel conducting these visits. In order to efficiently use limited resources, priority will be given to the schools that maximize opportunity to reach students who

best fulfill the “whole person concept.” The number, timing, and location of recruiting visits during each fiscal year are left to command discretion.

(a) Wherever possible, recruiting visits should be structured to create opportunities for meaningful interaction between recruiting personnel and prospective applicants (e.g., moot court and mock trial judging, guest speakers for programs and classes), as feedback from law schools has indicated this is more successful at generating interest than delivering an informational brief alone.

(b) Visits should be conducted to the maximum extent feasible in conjunction with outreach to law school diversity organizations, affinity group chapters, public interest student groups, international law/national security law student groups, law school military/veterans student groups, and law school faculty and staff who either teach relevant subject matter, supervise relevant clinics, or have prior military service.

(c) In addition to RLSO personnel, Commanding Officers are strongly encouraged to leverage other personnel to conduct recruiting efforts (subject to cost and mission constraints), including:

1. Master of Laws (LLM), LEP, and IPP students at schools within the AOR;
2. Judge advocate alumni of AOR schools;
3. Officers with specific connection to the recruiting activity to be supported (e.g., Military Justice Litigation Career Track Officer for Moot Court participation, affinity student group past president for event sponsored by affinity group, international law expert for international law panel discussion, top-performing First Tour Judge Advocate or other LEP Lieutenant for an informational panel);
4. Other cost-effective judge advocates in the AOR, including DSO and VLC personnel and area staff judge advocates;
5. “Permissive” temporary duty (TDY) to support in-person recruiting visits for officers already conducting personal travel in the vicinity of out-of-area law schools; and
6. Reserve judge advocates.

(2) Participate in career fairs and similar events conducted within the command’s assigned recruiting AOR.

(3) In coordination with Code 61, conduct in-person recruiting visits to regional affinity group and public interest events.

k. Tier 2 Recruiting Activities. As time and resources permit, NLSC commands assigned a recruiting AOR are encouraged to engage in the following recruiting activities, as appropriate to their AOR and resource constraints:



(1) Engage with commands and command career counselors within the AOR to publicize and identify strong candidates for the JAGCs' LEP and IPP.

(2) Collaborate with other commands and Services to create unique recruiting opportunities, such as participation in Fleet Week and combined recruiting events in areas where multiple Services are represented.

(3) In coordination with Code 61, be prepared to arrange a visit by the JAG or DJAG to a recruiting event or law school(s) in the command's assigned recruiting AOR. Events should provide the Flags the opportunity to visit multiple law schools and meet with law school leadership and students who have been professionally recommended.

(4) Outreach to pre-law programs at accredited undergraduate institutions, or in conjunction with existing law school or affinity group programs.

(5) Participation in "pipeline" programs, a form of community outreach designed to identify, encourage, and prepare high school and undergraduate students to pursue careers in the law. Examples of pipeline programs include command participation in and support for school-sponsored activities such as speech and debate competitions, Model United Nations, and Constitution Day. Where appropriate, commands may also participate in and support community activities such as street law programs and Teen Court. Although internships/externships are limited to current law students, Commanding Officers are free to design and conduct community outreach programs that involve periodic visits by local high school or undergraduate students to NLSC offices for the purpose of educating them about the Navy and the type of work performed by Navy judge advocates.

1. Legalmen Recruiting. Proactive engagement by senior Legalmen remains an important recruiting tool. Educating Sailors about the rating and conversion process ensures an increasingly talented pool of applicants. NLSC COs will appoint the Senior Legalman within the geographic AOR served by each RLSO as the primary point of contact for all conversion-related issues within that AOR. He or she shall ensure that area Legalmen conduct annual informational seminars about the Legalman rate and will personally work with regional career counselors to ensure Legalman conversion information is provided to all local command career counselors. Educating command career counselors about the conversion process is critical and ensures the correct information is provided to Sailors.

### 3. Code 61

a. As the JAG's executive agent for recruiting, Code 61 shall:

(1) Oversee execution of JAGC recruiting policy and programs.

(2) Liaise with CNRC on matters of JAGC recruiting budget and policy.

(3) Manage JAGC recruiting funds. Code 61 shall prepare an annual budget request to CNRC. After reviewing NLSC recruiting plans, Code 61 will provide to the JAGC Comptroller (OJAG Code 64) an estimate of recruiting expenses. Code 61 shall serve as the Travel Approval Authority for all requests to fund recruiting travel.

(4) Oversee JAGC SP and DAP application policies, including policies for conducting SIs, as well as metrics to regularly assess the effectiveness of JAGC recruiting.

(5) In coordination with CNRC, schedule and oversee JAGC participation in national recruiting events, to include affinity group events.

(6) Maintain information on Code 61's JAG Portal site to assist JAGC recruiting officers and intern sponsors.

(7) Coordinate with CNRC and the JAGC PAO regarding judge advocate participation in media outreach.

(8) Maintain an "Accessions Tracker" that reflects the commissioning status of those candidates professionally recommended by a JAGC ASB.

(9) Manage the JAGC Internship Program as set forth in this enclosure.

(10) Maintain a list of all officers qualified to conduct SIs on the JAG Portal.

b. As the Chief of Naval Personnel's representative for administering the commissioning programs of references (a) through (c), Code 61 shall:

(1) Receive all online applications for accession into the JAGC, schedule ASBs, and notify those candidates who are "professionally recommended" for a commission.

(2) Serve as the subject matter experts about the JAGC application and commissioning process.

(3) Maintain regular contact with those candidates professionally recommended for a commission. Liaise with local Navy recruiting offices as necessary to assist candidates in completing the commissioning process.

(4) In coordination with the Chief of Naval Personnel and JAGC Officer Community Manager, establish the annual accessions selection quotas necessary to meet JAGC manpower authorizations.

(5) Maintain comparison records for use during the Rolling Selection Board Process as described in Section IV of this enclosure.

4. SASP. SASP shall:

a. When requested, lead working groups to update existing SI questions and develop new SI questions.

b. Assist Code 61 in preparing metrics to regularly assess the effectiveness of JAGC recruiting.

5. PAO. PAO shall:

a. Assist Code 61 in developing printed recruiting material for distribution.

b. In coordination with Code 61, develop a media outreach campaign in support of recruiting efforts, including programmatic use of social media.

102. Recruiter Conduct

Personal relationships that are unduly familiar between recruiting personnel and candidates, applicants, or individuals professionally recommended by a JAGC ASB are prohibited and will be handled in accordance with the procedures identified in reference (h).

## SECTION II

INTERNSHIP AND EXTERNSHIP PROGRAMS

## 200. Programs

1. Purpose. The purpose of the Summer Internship Program (Internship) and School Year Externship Program (Externship) is to recruit the best qualified candidates into the JAGC while providing law students with a valuable educational experience. Through these programs, participants have the opportunity to learn about the Navy and JAGC and develop a variety of professional skills. The Internships and Externships also allow JAGC officers to observe law students and assess potential for commissioning in the JAGC. Law students interested in an internship or externship with the JAGC have three options, depending upon funding availability: the paid summer internship program, the unpaid summer internship program, and the unpaid school year externship program.

2. Authority. References (e) and (f) allow for student internships and externships as a limited exception to the prohibitions in 31 U.S.C. § 1342 that prevent the U.S. Government from accepting voluntary services. Reference (k) similarly authorizes the Navy to accept voluntary legal services, but further permits such volunteers to be considered Federal Government employees for a range of purposes, including but not limited to the Privacy Act. Reference (l) implements reference (k) within the Navy. Unless otherwise specified, the JAGC will accept the voluntary services of unpaid interns and externs pursuant to the authority of reference (k) as implemented by reference (l).

3. Paid Summer Internship Program. When funding is available, paid interns are normally hired for an eight-week period during the summer. Specific dates and working hours may be adjusted at the discretion of the command hosting the intern in coordination with Code 61. The number of paid summer interns each year will depend upon the amount of available funding. Application information will be updated on the JAGC careers website if funding becomes available.

4. Unpaid Summer Internship Program. In accordance with references (k) and (l), unpaid voluntary interns are considered Federal employees for only limited purposes, including compensation for work-related injuries, tort claims, and access to Privacy Act information. Voluntary service is not creditable for leave accrual or for any other employee benefits. Voluntary summer interns will not be used to displace any employee or to staff a position which is a normal part of the JAGC work force.

a. Length. Summer internships will normally begin in early June and last for eight to ten weeks. However, specific dates and working hours may be adjusted at the discretion of the command hosting the intern in coordination with Code 61. The interns will coordinate their start and end dates with their host command intern sponsor, who will notify Code 61.

b. Academic Credit. It is each intern's responsibility to coordinate with his/her law school Career Services Office to determine whether academic credit will be awarded for the internship.

The command hosting the intern and Code 61 shall provide the assistance necessary for the student intern to obtain credit, including completing required documentation for law school externships for credit programs or Federal Work-Study Program agreements. Commands should seek guidance from Code 61 before signing any documentation that purports to bind the U.S. Government or convey more than documenting an intern's service.

5. Unpaid School Year Externship Program. Student externship opportunities are available in OJAG and NLSC offices during the Fall and Spring of the school year. The provisions of, and application process for, the unpaid summer internship program will apply, except that selection for the Externship Program may be approved by the Director, Code 61 in accordance with the procedures established in this instruction. The duration of an externship is one academic semester. Externships may not be extended. Students who desire to serve an additional externship must re-apply. The Externship Program does not run concurrently with the Internship Program. Students interested in working during the summer months must apply separately to the Internship Program.

6. Required Documentation from Interns and Externs. Prior to commencing an internship/externship, a student must produce a signed memorandum on law school letterhead that confirms the student is currently enrolled at the law school, authorizes the internship/externship, and, if completing an unpaid internship/externship, acknowledges the student will not be compensated and that the internship/externship is done primarily for the educational benefit of the student. In order to comply with references (e) and (f), interns/externs shall be required to produce this memorandum to Code 61 prior to the start of the internship/externship.

## 201. Application Process

1. General. Code 61 centrally manages the Internship and Externship Programs. The following procedures describe the application process for the Internship and Externship Programs:

a. Eligibility. Any law student enrolled in an ABA accredited law school, who will have completed at least the first year of law school prior to the start of the internship, is eligible to apply for the Navy JAGC Internship or Externship Program. Candidates who have already graduated law school with a juris doctor are not eligible for the JAGC Internship or Externship Programs. Individuals already professionally recommended and commissioned in the Navy or other military branch JAGCs are also not eligible to apply. Individuals professionally recommended for the Navy JAGC but not yet commissioned will be considered on a case-by-case basis. Active duty personnel who have interest in performing on-the-job training may work with individual commands to receive temporary duty orders authorizing the arrangement, but these personnel are not considered student interns or externs covered by this enclosure.

b. Application. Interested law students must submit completed applications directly to Code 61 in accordance with instructions and deadlines on the JAGC career website at <http://www.jag.navy.mil/careers>.

## 202. Selection and Placement

1. Number of Positions Available. Each winter, Code 61 will solicit NLSC Commanding Officers, OJAG Division Directors, and other major command judge advocates for internship and externship positions that can be reasonably accommodated at their respective commands or divisions. Code 61 will coordinate with Code 64 to determine whether funding is available for the Paid Summer Internship Program. Code 61 will also determine the number of LEP students that will be placed in internship positions.

### 2. Internship Selection Procedures

a. The Assistant Judge Advocate General for Operations and Management (AJAG (06)) will appoint at least two officers to review all applications to identify recommended primary and alternate students for the Internship Program. This authority may be delegated to Director, Code 61.

b. Code 61 will inform the AJAG (06) of the number of primary and alternate students that should be selected in order to fill all internship positions.

c. Students will be selected based upon the same criteria used to professionally recommend students for a commission in the JAGC. The list of recommended primary and alternate selections will be forwarded to the AJAG (06) for approval.

3. Externship Selection Procedures. Code 61 will review applications for the Externship Program and select individuals based upon the same criteria used to professionally recommend students for a commission in the JAGC. Code 61 shall provide the names of any student selected for the Externship Program to the AJAG (06).

### 4. Intern and Extern Placement

a. Code 61 will place and assign all applicants recommended for selection, as well as any LEP students that desire an internship with the Navy JAGC. Code 61 will attempt to place the selected students in the locations or commands of the student's preference. The needs of the Navy, available funding, and the number of positions available in each internship location will also be considered in determining a student's assignment.

b. Students selected for the Internship Program who cannot be placed in a location they have requested will be listed as "un-slated." After the initial placement of interns, Code 61 will simultaneously notify all un-slated students of the locations that remain available and offer the opportunity to request one of these positions. These positions will be filled in the order that the requests are received. Any location that cannot be filled will be offered to an alternate. Students selected for the Internship Program who are unable or unwilling to fill an available position will not be accepted into the Internship Program.

c. Students selected for the Externship Program who are unable or unwilling to fill an available position will not be placed in the Externship Program.

### 203. Internship and Externship Program Personnel

1. General. The following command structure is established to ensure greater coordination and efficiency.
2. Program Coordinator. Director, Code 61 is appointed as the JAGC Internship and Externship Program Coordinator. Day-to-day oversight may be delegated to a Deputy Program Coordinator on the Code 61 staff.
3. Deputy Program Coordinator. The Deputy Program Coordinator and his/her assistants will oversee the selection and assignment of JAGC interns and externs, provide guidance to and maintain administrative oversight of sponsors, and consolidate end-of-program reports for the AJAG (06). In addition, the Deputy Program Coordinator will coordinate Summer Internship Program events and meetings for commands hosting an intern in the National Capital Region (NCR), with support from NLSC and OJAG Intern Sponsors.
4. Intern/Extern Sponsor. Every command hosting an intern or extern will assign an Intern/Extern Command Sponsor. Sponsors will be responsible for the following:
  - a. Documentation. Sponsors will ensure interns and externs provide all required documentation prior to beginning the internship/externship, and will arrange for appropriate base and building access for the intern/extern for the duration of the program. Volunteer service must be documented using forms provided by Code 61.
  - b. Intern/Extern Events. Providing opportunities for interns and externs to interact with judge advocates, observe our practice, and learn about our Navy is an important recruiting objective of the Internship and Externship Programs. Each sponsor is strongly encouraged to organize and execute events for the interns hosted by their command. In the NCR, commands hosting a summer intern will plan events in coordination with the Deputy Program Coordinator. In other AORs, commands hosting a summer intern will plan events in coordination with the RLSO Recruiting Officer in the cognizant AOR. Interns and externs will not be required to attend every scheduled event, but sponsors should encourage participation to the greatest extent possible.
  - c. Mentoring. During the internship/externship period, sponsors will make themselves available to help interns and externs applying for a commission in the Navy JAGC. Sponsors will assist with the JAGC ASB application process, to include scheduling an SI.

### 204. Evaluation and Assessment

1. Recruiting. NLSC Commanding Officers, OJAG Division Directors, and all intern sponsors will encourage those interns and externs who appear to be strong candidates for JAGC selection to apply to the Navy JAGC.
2. Performance Evaluations. Commanding Officers, OJAG Division Directors, and cognizant

senior judge advocates will evaluate assigned interns and externs during the course of the internship or externship and document accomplishments using the electronic version posted on the Code 61 JAG Portal site. In assessing performance, evaluators should consider: demonstrated verbal, writing, and problem-solving skills; leadership and teamwork; ability to manage multiple tasks; ability or potential to contribute to and succeed in a diverse organization; personal behavior and integrity; motivation to serve as a JAGC officer; attitude toward public service; and commitment to physical fitness. Completed evaluation forms will be emailed directly to Code 61 within thirty days of completion of the internship/ externship. Interns/externs are not authorized to view or receive copies of their completed evaluations.

3. Letters of Recommendation. At the conclusion of an internship or externship, Commanding Officers, OJAG Division Directors, and cognizant senior judge advocates may submit letters of recommendation on behalf of the interns and externs. Letters of recommendation should be provided to the intern or extern, who may choose to submit it as part of his/her Navy JAGC application.

4. Feedback. Recommendations to improve the Internship and Externship Programs are encouraged and should be forwarded to Code 61. Intern sponsors shall encourage each intern and extern to fill out the end-of-program questionnaire or survey describing internship or externship experiences. Surveys and questionnaires will either be available on the Code 61 JAG Portal site or released directly to students. The hosting command will submit an after action report summarizing feedback and providing lessons learned to Code 61 within thirty days of completion of the internship/externship. Intern or extern questionnaires received shall be included as enclosures to the report. Code 61 will consolidate all after action reports into a final end-of-year report to the AJAG (06).



## SECTION III

Structured Interview Program

## 300. Policy

1. **General.** All applicants will be assessed using a Structured Interview (SI). A well-conducted SI is integral and essential to selecting students and direct accessions that possess the integrity, intellect, drive, and values needed to succeed as judge advocates and naval officers. This section sets forth the policy for training and certifying interviewers, as well as scheduling and conducting interviews. This policy must be strictly adhered to in order to maintain the integrity and objectivity of the SI in evaluating JAGC applicants.

2. **Protection of SI Questions.** SI questions and the associated scoring guidance are for official use only and must be handled with the utmost caution to prevent release to non-authorized individuals. A non-authorized individual is anyone who is not a certified interviewer, command recruiting officer, or participant in SI training. Questions and scoring guidance should never be left unattended, must be properly secured against unauthorized access when not in use, and must be shredded when no longer required. If SI questions or scoring guidance are compromised, Code 61 must be notified immediately. When discussing the Navy JAGC application process with potential applicants, officers should only speak in general terms about the SI and must not specify the qualities and situational decision-making categories that the questions are designed to assess. This practice will mitigate the potential for applicants to piece together an understanding of the SI questions by talking with multiple judge advocates. To further mitigate the risk of disclosure, the interviewers shall carefully observe the precautions set forth in section 301, paragraph 2.d. below.

## 301. Procedures

1. **Scheduling SIs.** Each NLSC Commanding Officer assigned a recruiting AOR is responsible for providing prescheduled interview dates for SP and DAP recruiting cycles for SIs requested by applicants within that AOR. The command's recruiting officer will publish these slots on the interview request page on the JAG Careers website at <http://www.jag.navy.mil/careers/>.

a. **Prescheduled interview dates.** By 15 August each year, each NLSC recruiting officer will publish the locations, dates, and times of prescheduled interview slots to be conducted during the upcoming fiscal year. COs maintain discretion as to the number, time, and date of interviews, but must ensure sufficient interviews slots are available to accommodate the anticipated number of requests within the AOR. Commands may determine this number based on trends from previous years' requests.

(1) **On-campus interviews.** Understanding that dates of school visits are subject to change based on coordination with the school, on-campus interview dates may be based on tentative dates and times and revised accordingly throughout the semester as schedules are confirmed.

(2) Interviewers. Recruiting officers are responsible for identifying appropriate interviewers for prescheduled interviews, per paragraph 2 below.

b. Additional interviews. Applicants requesting SIs who are unable to make prescheduled interview dates due to geographic location or unusual circumstances shall be directed to request an interview through the interview request page. The respective AOR recruiting officer will accommodate reasonable requests. In addition, potential applicants may request and receive an SI in the following circumstances:

(1) JAGC Interns/Externs. Law students participating in the Navy JAGC Internship or Externship Program may elect to receive an SI at their work location at the conclusion of their internship or externship.

(2) Code 61-Sponsored Events. Potential applicants attending an event where the Navy is a sponsor (e.g., national affinity group conferences) may request and receive an SI during the event. Code 61 will ensure all officers sent to attend a sponsored event are certified interviewers. The senior officer in attendance shall be responsible for designating a point of contact to schedule interviews during the event, ensuring a qualified remote senior interviewer is available on standby if required, and providing Code 61 with a list of completed SIs upon conclusion of the event.

(3) On-campus Interview Walk-Ins. Law students attending a law school informational session, career fair, moot court, or other JAGC recruiting event at an ABA-approved law school who have not requested a prescheduled interview may request and receive an SI during the event, subject to recruiting officer availability. Recruiting officers shall ensure all officers sent to attend a recruiting event are certified interviewers, and if applicable, ensure a remote senior interviewer is available on standby.

c. SI Periodicity. An SI is valid for three years. Typically, an applicant will not be permitted to have more than one SI within this three-year time period. The Code 61 Division Director may approve exceptions to this policy when necessary to ensure that an individual applicant receives full and fair consideration (e.g., unusual circumstances impact the applicant's interview performance). Only the most recent SI will be considered by the selection board. However, if an applicant receives another SI without proper authorization, the selection board will only consider the first SI.

## 2. SI Process

a. Interviewers. There must be two certified interviewers per applicant. The certification process and eligibility requirements are discussed in detail in section 302, below. Interviewers may be from the same chain of command.

(1) Core Interviewer. The core interviewer must be:

(a) A certified active-duty Captain (O-6) or Commander (O-5), or any Lieutenant Commander (O-4) in an executive officer (XO) billet; or,

(b) A certified reserve Captain (O-6) or Commander (O-5), nominated and approved in accordance with section 302, paragraph 2.b, below.

(2) Secondary Interviewer. The secondary interviewer must be:

(a) A certified active-duty Captain (O-6) through Lieutenant (O-3); or,

(b) A certified reserve Captain (O-6) through Lieutenant (O-3) who was previously certified while on active duty and has been nominated and approved in accordance with section 302, paragraph 2.b, below.

b. In-person Interview Required. The preference is for interviewers to conduct SIs in person so that both interviewers can interact with the applicant. However, it is only mandatory that one certified interviewer be present. The other interviewer may participate by phone or video teleconference (VTC). The on-site interviewer can be either the core interviewer or the secondary interviewer. Any request for an exception to the requirement for at least one in-person interviewer must be submitted to Code 61 and will be considered on a case-by-case basis.

c. Current Year Questions. SI questions are updated as needed and distributed to command recruiting officers by Code 61 and posted on a restricted portion of Code 61's JAG Portal site. Command recruiting officers are responsible for ensuring that certified interviewers within their AOR have access to these questions, and that the questions are protected in accordance with section 300, paragraph 2, above. Each interviewer must use the most recent SI questions.

d. Conducting the Interview

(1) Beginning the interview. To start the interview, interviewers should attempt to put the applicant at ease by explaining how an SI may be different from what the applicant is expecting. Applicants should also be advised that they are allowed to take notes during the interview, but that any notes and related paperwork must be collected by the interviewers at the end of the interview. Code 61 may promulgate further guidance regarding standard introductory comments.

(2) Asking the questions. Questions are to be read verbatim as written; personalization or paraphrasing is NOT permitted. Clarifications should be limited to repeating all or part of the question. When indicated in the associated scoring guidance, follow-up questions (probes) may be asked if necessary to help the interviewers understand the applicant's response. However, probes should be used sparingly and not as a means to prompt the applicant to hit missed points of the scoring guidance. Interviewers must take care to avoid providing verbal or non-verbal feedback on the applicant's responses, as this could compromise the integrity of the SI process. LEP or IPP applicants may require an explanation of certain legal terms; in such cases interviewers may read the definition supplied in the associated scoring guidance.

(3) Ending the interview. The SI questions are only part of the interview, and follow-on discussion is an ideal time for interviewers to promote interest in the JAGC and answer questions or manage expectations the applicant may have about the Navy, the JAGC, and the accessions

process. At the conclusion of the interview, the interviewers shall advise the applicant that the SI questions should not be shared with other applicants. Doing so could give other applicants an unfair advantage. The interviewers must also ensure that all notes and related paperwork are collected from the applicant and destroyed.

e. Scoring Process. The goal of the scoring process is to provide an objective measure of the applicant's responses. Each interviewer's scores must be independently determined. Accordingly, core interviewers must ensure that there is no influence, or perception of influence, on the secondary interviewer. Scores must be based solely upon the SI scoring guidance provided for each question. In scoring, only whole or half numbers may be used. Interviewers must take care to avoid score inflation. A score of 3 is average and should be the typical score, while a score of 5 should be very rare and difficult to obtain.

f. Comments. Interviewers are required to make comments on the applicant's response to each question, as well as their overall assessment of the applicant. Comments should illustrate whether the applicant has demonstrated the potential for successful JAGC service, and include the interviewer's recommendation regarding selection. The accession selection board will see each applicant's complete SI assessment form, including all scores and comments. Comments must therefore be candid, clear, and written to inform the board's consideration of the applicant. On-site interviewers must make comments on visual assessments (e.g., professional appearance, bearing, poise).

g. Submission of Interview. The secondary interviewer must complete his or her part of the SI assessment form first and then forward it to the core interviewer for completion. The core interviewer is responsible for compiling the scores and comments from both interviewers on one assessment form and submitting it to Code 61. SI assessments must be submitted to Code 61 within four business days after the interview, and no later than four business days after the application deadline. The core interviewer will submit the assessment to Code 61 in accordance with instructions on the form. The fillable pdf form, not a scanned version, must be submitted due to data collection processes based on the pdf.

### 302. Training/Certification

1. All interviewers must be properly trained and certified. Designated NLSC Commanding Officers provide critical quality assurance to the SI process by certifying and supervising interviewers. Given the importance of the SI, all new interviewers must be properly trained and all certified interviewers must maintain their proficiency in conducting SIs. Initial certification training includes review of a training video, a brief on the SI policy, review and practice of the current SI questions, and a certification test.

#### 2. Eligibility for Certification.

a. General. With the exceptions noted below, any active-duty Navy judge advocate O-3 and above may be certified to conduct SIs.

b. Navy Reserve Judge Advocates. To become certified to conduct SIs, or to conduct SIs if previously certified while on active duty, reserve judge advocates must first be nominated by the DJAG RA&O and approved by the JAG or DJAG.

c. Two Years Active Duty Requirement. In order for an O-3 to be certified and conduct SIs, he/she MUST have at least two years on active duty in the Navy and be certified judge advocates under Article 27(b) of the Uniform Code of Military Justice. Service in another officer designator is counted toward this two-year minimum service requirement. Judge advocates with less than two years on active duty in the Navy may participate fully in certification training at the discretion of their Commanding Officer, but will not receive their certification or participate in SIs until completing two years on active duty.

d. Professional Development Officers (PDO). PDOs may be certified to conduct SIs.

3. Commanding Officer Responsibility. Although Commanding Officers must personally certify interviewers, the actual training may be delegated to an officer (other than a PDO) who possesses the seniority and experience in conducting structured interviews to effectively convey the method and quality that the SI process demands. Commanding Officers must personally observe the certification test. In addition, Commanding Officers must ensure that officers who are selected to be interviewers have the maturity and judgment to fulfill these duties. A copy of all completed certification forms must be submitted to Code 61 via Code 61's JAG Portal site or e-mail at [Code61@navy.mil](mailto:Code61@navy.mil).

4. Location of Training and Certification. RLSOs and NJS shall conduct SI certification training at least annually. Training and certification for active-duty judge advocates will be conducted by each Commanding Officer at various locations, or by remote means such as VTC, and will be included in prospective Commanding Officer/Executive Officer training. Training and certification of select Reservists will occur at the annual Military Law Training Symposium (MLTS), the annual Staff Judge Advocate/Commanding Officer Training Symposium, or other training venues as required.

5. SI Certifier. When the Commanding Officer who would normally certify interviewers within an AOR is unavailable, the AJAG (06) has the discretion to designate on a temporary basis another certified core interviewer to certify interviewers within that AOR. Although SI certification does not expire, the AJAG (06) has the discretion to decertify anyone. Commanding Officers will notify the AJAG (06) immediately, via Code 61, of any certified interviewer they believe may warrant decertification.

6. Annual Refresher Training. RLSOs and NJS shall conduct refresher training annually for all certified interviewers within their AOR. The length, format, delivery means, and content of annual refresher training are left to the discretion of each Commanding Officer, and may be combined with certification training. Although refresher training need not be delivered in-person, the Commanding Officer must personally approve the training materials to be used.

## SECTION IV

JAGC Accession Programs

## 400. Student Program and Direct Appointment Program Applications

1. General. In accordance with references (i) and (j), the JAG establishes the standards and procedures for professionally recommending persons applying for a commission in the Navy JAGC.
2. Application Process. Persons applying to become a Navy judge advocate through the SP and DAP must submit a completed application online via the Navy JAGC "Careers" website at [www.jag.navy.mil](http://www.jag.navy.mil). The application process has two phases.
  - a. In Phase One, an accession selection board will convene to "professionally recommend" applicants. The board will consider all completed applications submitted online and will identify to the JAG those applicants who they recommend for a commission in the Navy JAGC. The number of applicants that may be professionally recommended is determined by the accessions limits established annually by the Chief of Naval Personnel. The JAG is the approval authority for professionally recommending the applicants identified by the board.
  - b. In Phase Two, those applicants professionally recommended will be referred to a local CNRC recruiter to complete the commissioning process in accordance with references (i) and (j).
3. Application Deadlines. Code 61 will determine the application deadlines, which will be posted on the JAGC Careers website. Interested applicants shall obtain application information and materials from the JAGC website and shall submit a completed on-line application to Code 61 prior to the published deadline. Only applications submitted on-line will be considered by selection boards. Selection boards will be scheduled as soon as possible after each application deadline.

## 401. In-service Procurement Program Applications

The IPP application process and deadline are governed by annual NAVADMINs and reference (d). Application deadlines will be advertised in the annual IPP NAVADMIN and on the Navy JAGC career website. The IPP board will typically be held once a year.

## 402. Law Education Program Applications

The LEP application process and deadline are governed by annual NAVADMINs and reference (b). Application deadlines will be advertised in the annual LEP NAVADMIN and on the Navy JAGC career website. The LEP board will typically be held once a year.

#### 403. Applicant Prescreening Board

1. Overview. The JAG may convene an Applicant Prescreening Board (PSB) when he/she determines that prescreening applications will contribute to the efficiency and effectiveness of an ASB in professionally recommending candidates for commissioning as a Navy judge advocate.
2. PSB Purpose. To review the applications of potential candidates who fall within a Composite Multiple score range (defined below), and to professionally recommend applicants for consideration by the next Navy JAGC ASB using the “whole person concept” as defined by the PSB precept.
3. PSB Composition. A PSB shall be composed of at least three active-duty JAGC officers in the rank of lieutenant commander or above appointed by the JAG. Board members should be selected from a wide range of leadership positions and personal experience that reflect the diversity of the JAGC. The board will include at least one representative from Code 61. An officer in the rank of lieutenant or above will be appointed as the recorder.
4. Virtual Board Guidance. When approved by the JAG, board members may participate by VTC or by telephone conference call. Telephonic participation mitigates time away from duty stations and the travel cost associated with the board. However, the board is the primary duty of all members and members must make arrangements for coverage of normal duties assigned while the board is in session. The President shall ensure that all members dedicate their full attention to the board. In order to prevent distractions and to protect the integrity of the board proceedings, no member will entertain any interruptions (in person, e-mail, phone, etc.) except when the board is in recess.
5. Composite Multiple (CM). The CM is a 1 to 100 score consisting of an applicant’s SI score and Law School Admission Test (LSAT) percentile. To arrive at this CM score, an applicant’s SI score (a maximum of 60 points) is added to their LSAT percentile multiplied by .4 (for a maximum of 40 points). If an applicant lacks an LSAT score, a CM score will not be calculated for that applicant and their application will automatically be considered by the PSB.
6. Screening. The PSB precept will establish a screening standard set as a percentile of the CM of all eligible applicants in a competitive category. The precept may direct that completed applications with a CM score equal to or less than the specified percentile of the CM of all eligible applicants will be dropped from consideration without review by the PSB. The precept will specify that completed applications within a certain CM percentile range will be reviewed the PSB. The precept will establish the number or percentage of prescreened applicants that the PSB may select from each competitive category for consideration by the next Navy JAGC ASB.
7. Materials Considered. Board members will consider all information submitted in a candidate’s application. The president may assign applications to each board member to brief to the entire board. Each applicant’s complete application will be available for review by any member during the board.

8. Selection Criteria. The PSB will evaluate applicants using the same criteria applied by the ASB. Specific selection criteria will be provided to each PSB in the JAG's PSB precept.

#### 404. Accessions Selection Board

1. General. In accordance with references (i) and (j), the JAG will periodically convene a board to professionally recommend candidates for commissioning in the Navy JAGC.

2. Virtual Board Guidance. When approved by the JAG, members may participate by VTC or by telephone conference call. At least 50 percent of the members must be present together in one location. Whenever feasible, there should be at least two members participating at each remote location. Telephonic participation mitigates time away from duty stations and the travel of Commanding Officers associated with the board. However, the board is the primary duty of all members and members must make arrangements for coverage of their normal duties while the board is in session. The President shall ensure that all members dedicate their full attention to the board. In order to prevent distractions and to protect the integrity of the board proceedings, no member will entertain any interruptions (in person, e-mail, phone, etc.) except when the board is in recess.

3. ASB Composition. The ASB shall be composed of at least ten members, to be approved by the JAG, comprised of active duty JAGC officers in the rank of lieutenant commander or above. At least 75 percent of the members will be officers in the rank of commander or above. An officer in the rank of commander or above assigned to Code 61 shall normally be appointed as a member. The ASB President will normally be the JAG, DJAG, or a designated AJAG. Board members should be selected from a wide range of leadership positions (e.g., officers with experience as a NLSC Commanding Officer or Executive Officer, staff judge advocate to a Flag Officer, sea duty, military justice litigation, PDO or other NLSC department head/OIC) and personal experiences that reflect the diversity of the JAGC. The Code 61 Special Assistant for Accessions will normally serve as the primary board recorder. Additional recorders and administrative assistants may be appointed to support the Board as required. The ASB shall be divided into two panels. Each panel will consist of at least five members, as best possible reflecting the aforementioned diversity of composition.

4. Selection Criteria. Selection board members shall use the "whole person" concept to identify and recommend for selection those applicants possessing the highest potential for successful JAGC service. Specific selection criteria will be provided to each board in the JAG's selection board precept. Code 61 will calculate the selection opportunity required to meet JAGC recruiting and end-strength needs. However, the board is not required to select the maximum number of accessions authorized. When authorized for manpower planning purposes, the board shall identify alternate selects.

5. Materials Considered. Board members will consider all information submitted in a candidate's application. The president may assign applications to each board member to brief to the entire board. Each applicant's complete application will be available for review by any member during the board.



6. Report of the Board. The record of the board's proceedings shall be compiled by the recorders or other personnel as authorized by the board president.

a. The report shall include the following information about all applicants recommended for selection:

- (1) Law school GPA;
- (2) LSAT or GRE score and percentile (if available);
- (3) Law school;
- (4) SI score; and
- (5) Demographic data (race, gender, and ethnicity).

b. The following additional information shall be prepared for use in the Rolling Selection Board Process:

(1) The names and confidence scores of the top six applicants for each group (2L, 3L, and DAP) of all applicants professionally recommended for selection. If qualifying records with the same confidence score exceed the number required to rank the top six applicants (i.e., due to ties, some records cannot be individually ranked), then those records shall be randomly chosen for inclusion into the comparison pool.

(2) The names and confidence scores of the top two applicants for each group (2L, 3L, and DAP) who were not selected.

7. Approval of Board Results. Code 61 will forward to the JAG the signed board report containing the names of all professionally recommended selects and alternates applicants. For each candidate selected by the board ("select"), Code 61 will include a synopsis of the select's key biographical data with the board report. The JAG may approve the board report in its entirety, partially approve the board report as to certain selections, or order a re-opening of deliberations on any applicant(s). The board report shall not be considered final until approved by the JAG. In accordance with references (a), (i), and (j), those applicants who are ultimately approved for selection by the JAG shall be considered "professionally recommended" and eligible to proceed with the commissioning process. If at any time credible evidence of misrepresentation of a material fact or credible information that casts doubt on a professionally recommended candidate's fitness for commissioning arises, Code 61 shall immediately report the facts and circumstances to the JAG. The JAG may downgrade a select to an alternate select or non-select status and negatively endorse the candidate's commissioning package.

8. Notification. Once the JAG approves the board report, Code 61 shall inform all applicants of their professional recommendation or non-selection. Code 61 Special Assistant for Accessions shall be the primary JAGC point of contact for all professionally recommended candidates

regarding the commissioning process. Code 61 is responsible for coordinating ongoing contact with professionally recommended candidates throughout the commissioning process.

9. Commissioning. Per references (i) and (j), CNRC, through NRD offices, is responsible for completing the commissioning process for all professionally recommended candidates.

10. Deferral Requests. With the concurrence of the cognizant NRD, Code 61 may approve requests to defer acceptance of active-duty or Reserve commissions so long as the requested delay will not extend beyond the fiscal year in which the select was to commence active duty. Deferral requests that may extend beyond the fiscal year in which a select was to commence active duty must be forwarded to the JAG via the JAGC Community Manager and Code 61 for approval.

#### 405. Rolling Selection Board Process

1. Overview and Purpose. The JAG may, in his/her discretion, convene a standing board to consider applications from exceptional candidates for a Navy JAGC professional recommendation. This Rolling Selection Board Process (RSBP) is intended to enhance competitiveness with other employers by allowing the JAGC the flexibility to offer timely professional recommendation decisions on par with private firms, companies, and other government agencies. The RSBP will increase the JAGC's ability to recruit candidates who might otherwise commit to employment elsewhere before the next regularly scheduled ASB.

2. Eligibility. RSBP eligibility extends to any qualified candidate, including any intern, who is initially evaluated as an exceptional JAGC candidate. An exceptional JAGC candidate is one who meets the criteria as defined in paragraph 3.b of this section. Once nominated for consideration under the RSBP, a candidate submits his/her application for consideration by a selection board. Applicants not selected through the RSBP will have the opportunity to be considered by the next regularly scheduled ASB.

#### 3. Nomination

a. Authority to Nominate. The JAG, DJAG, and any NLSC Commanding Officer can nominate an unlimited number of qualified exceptional candidates. NLSC Commanding Officers will recommend candidates for RSBP consideration by vetting nominations through their respective Chief of Staff (COS). Commanding Officer NJS will vet nominations through COS RLSO. After reviewing the NLSC Commanding Officer nomination and COS recommendation, the DJAG shall determine whether to consider a candidate for professional recommendation through the RSBP. The JAG may act on any nomination, but delegates to the DJAG the authority to act on and approve any nominations from NLSC Commanding Officers. The JAG retains authority to adjudicate nominations from NLSC Commanding Officers in the absence of the DJAG, or when the JAG directs a nomination to be forwarded. Only the JAG and/or DJAG have authority to reject RSBP nominations received from NLSC Commanding Officers. Nominations may be made by the most expeditious means available, but must include sufficient information for the COS and DJAG to initially evaluate the candidate's exceptional qualifications relative to other past applicants. Director, Code 61, may promulgate a nomination

form in order to standardize nomination packages. Nominations by the JAG or the DJAG do not require endorsement. The JAG or the DJAG can reconsider and/or revoke any nomination before convening an RSBP Accessions Board. Specific nomination criteria are discussed below.

b. Nomination Criteria. To be nominated for consideration under the RSBP, a candidate must meet all of the following criteria:

(1) LSAT score greater than the average LSAT score of all applicants professionally recommended from the previous ASB;

(2) GPA equal to or greater than the average GPA of all applicants professionally recommended from the previous ASB; and

(3) Assessment by the nominating official, based upon a review of information provided by the candidate, that the candidate has significant involvement in at least two of the following four areas: (1) extracurricular activities (e.g., band, religious organizations, clubs, professional organizations, athletics, etc.); (2) employment (e.g., prior military service, private practice, judicial clerkship, etc.); (3) community service; and (4) leadership.

4. Application. To be considered by the RSBP Accessions Board, all nominees must complete an application, provide all supporting documents (except letters of recommendation) and complete an SI. Once the RSBP nomination has been approved, an "on the spot" SI may be granted by the senior JAGC officer present prior to the submission of all the required on-line application documents on a case-by-case basis if access to those documents on-site is not possible. The selection board will not act on the nominee's application until a complete application is received. To facilitate an expeditious decision timeline, verbal references vice letters of recommendation will be accepted if the candidate cannot submit letters of recommendation in time for the RSBP Accessions Board. Director, Code 61, or another experienced judge advocate designated by Director, Code 61, will contact references and conduct and summarize the reference interview.

5. Standing Board. The RSBP utilizes a standing board to select applicants for professional recommendation. The standing board will consist of at least four members. The President will be an AJAG. At least three members will have served on previous ASBs. Members remain on the standing board until replaced by the JAG. The standing board will convene and make selection recommendations no later than 48 hours from the time a nominee is approved for the RSBP and has completed all of the application prerequisites.

6. Selection Criteria. By a secret ballot, the board will recommend whether a nominee should be selected for professional recommendation to the Navy JAGC. A recommendation to select must be unanimous. Selection board members shall use the "whole person" concept. Specific selection criteria will be provided to each board in the JAG's selection board precept, and will include the following selection standard:

a. The standing board shall recommend for selection a nominee who, by unanimous opinion, possesses the highest potential for successful JAGC service and, when compared to the

selectees in the same year group (2L, 3L, or DAP) whose sample of records were considered, is comparable to those officers who were selected and, when compared to the non-selectees whose sample of records were considered, is clearly superior.

b. For comparison purposes, the standing board will utilize eight records from the last regularly scheduled ASB for the applicable year group (2L, 3L, or DAP), as determined according to the guidelines in paragraph 6.b in section 404, above.

7. Virtual Board Guidance. In the interest of efficiency, virtual boards are preferred to conduct RSBP Accessions Boards. In order to preserve secret voting, Code 61 will serve as host. The sampling of records from the previous board will be identified and sent out to each member for review prior the actual board.

8. Selection. The total number of applicants that may be professionally recommended for a commission in the JAGC from the RSBP is capped at ten percent of the total accession quota for the fiscal year group to which the candidate is applying (2L, 3L, or DAP). Code 61 will provide the JAG updated aggregate accessions quota data, or best approximation if unavailable, as well as an assessment of the impact on the number of quotas available for the next regularly scheduled ASB if the recommended RSBP selects are approved. Code 61 shall be responsible for notifying applicants once their selection for professional recommendation has been approved by the JAG.

9. Acceptance. The deadline for a selected applicant to accept the JAGC's offer is two weeks after an offer is made or before the next ASB convenes, whichever occurs first. Notification of acceptance or declination must be in writing to Code 61.

10. Non-selects. Applicants who are nominated but not selected for participation in the RSBP and applicants nominated but not recommended by the RSBP Accessions Board will be considered by the next ASB if they so choose. The applicant will be given the option to submit letters of recommendation if none were submitted and/or additional letters of recommendation if desired. Code 61 shall be responsible for notifying nominees who are not approved for RSBP or applicants ultimately not selected by the RSBP Accessions Board.