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IN REPLY REFER TO

JAG/CNLSCINST 1150.1C
Code 61

JUN 29 2012

JAG/NAVLEGSVCCOM INSTRUCTION 1150.1C

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: RECRUITING, INTERNSHIP, EXTERNSHIP, STUDENT AND DIRECT
APPOINTMENT ACCESSION PROGRAMS

Ref: (a) OPNAVINST 1120.11
(b) SECNAVINST 1520.7F
(c) OPNAVINST 1210.5
(d) 5 U.S.C. § 3111
(e) 5 C.F.R. 308.101-103
(f) JAGINST 5040.1A
(g) JAGINST 5370
(h) JAG memo 1230 Ser Code 61/084 of 8 Nov 10 (NOTAL)
(i) OPNAVINST 1120.13A
(j) JAG/CNRC Memorandum of Agreement of 13 Jan 12 (NOTAL)

Encl: (1) JAG Corps Recruiting, Internship, Externship,
Student and Direct Appointment Accession 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 establish policies and procedures related to participation in the JAGC Internship Program.

2. Cancellation. JAGINST 1150.1B.

3. Scope. This instruction applies to all personnel involved in JAGC recruiting, the JAGC Internship Program and accession selection boards 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. References (d) and (e) provide authority for the acceptance of volunteer service of students as interns. Reference (f) governs inspection of Naval Legal Service Command offices. Reference (g) sets forth policies and standards for

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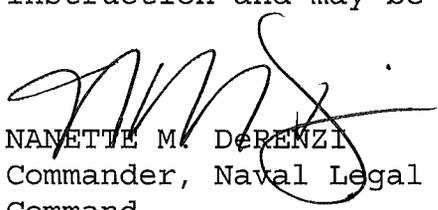
JAGC recruiting officer conduct. Reference (h) is the JAGC Structured Interview Policy. References (i) and (j) assign the Judge Advocate General (JAG) responsibility for recruiting and professionally recommending candidates for commissioning in the Navy JAGC.

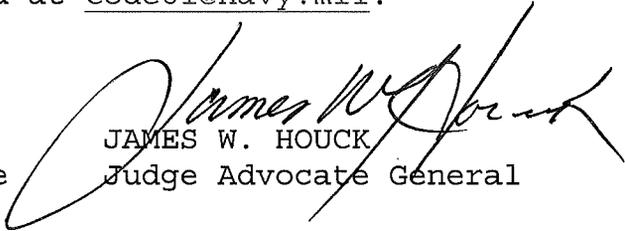
4. Background. To ensure that the JAGC continues to attract high quality officers, all designated JAGC personnel will actively assist Commander, Navy Recruiting Command (CNRC) recruiting efforts. Commanding Officers in Naval Legal Service Command (NLSC) are primarily responsible for recruiting in their 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 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, provides the most up to date information on JAGC accessions programs.

5. Internal Guidance Only. This instruction provides internal JAGC guidance on JAGC recruiting, internships, externships, and accession 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 Judge Advocate General Corps or its officials.

6. Legal Review. The OJAG Administrative Law Division (Code 13) shall conduct an annual review of the JAGC recruiting and accession process.

7. 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.


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Distribution:

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**JAG Corps Recruiting, Internship, Externship, Student and Direct
Appointment Accession Programs**

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SECTION I

RECRUITING PROGRAM

100. Responsibilities and Task Organization

1. Authority. Director, Code 61 shall oversee JAGC recruiting of candidates for commissioning through the Student Program and Direct Appointment Program in accordance with reference (a). Code 61 shall be supported by NLSC Commanding Officers (Commanding Officers) 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 Commander, Navy Recruiting Command (CNRC). Accession of officers to the JAGC through 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-31).

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. Commanding 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 Commanding Officers in recruiting events to the maximum extent possible within manpower and mission constraints. Where support by the DSO and RLSO 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 - Military Personnel" tab under the "Total Force" link on the Navy Knowledge Online (NKO) website (Code 61 NKO page).

b. Prepare and submit to Code 61 annual recruiting plans for their assigned AORs in accordance with annual guidance promulgated by the JAG. Command recruiting plans will be inspected and evaluated during command inspections under reference (f).

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c. 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 NKO page.

d. Ensure After-Action Reports for recruiting activities are filed with Code 61 within two weeks of completing a recruiting event. The After-Action Report template can be found on the Code 61 NKO page.

e. Certify officers to conduct structured interviews (SI) in accordance with reference (h) (as updated annually). Code 61 maintains a list of all officers qualified to conduct SIs on the "Recruiting and Accessions" link on the NKO website.

f. Schedule SIs for Student Program (SP) and Direct Appointment (DAP) applicants within the command's recruiting AOR in accordance with reference (h). Students participating in the JAGC Internship Program may be interviewed during or immediately upon conclusion of their internship at the location where they are interning, regardless of where they attend law school. Law Education Program (LEP) applicants will request an SI through the JAGC Accessions Detailer (PERS-4416E). Commanding Officers must ensure every applicant with a completed application who requests an SI before the application deadline is given the opportunity to interview. Consideration should be given to designating specific locations and specific dates when SIs will be offered. Commanding Officers will inform Code 61 of the dates and locations designated for SIs so that this information can be listed on the recruiting website. Commanding Officers can determine where to conduct SIs for law students who are unable to participate in regional SI dates listed on the website.

g. Maintain regular contact with all individuals within the command's recruiting AOR who have been "professionally recommended" by an Accessions Board. Commanding Officers will immediately communicate to the PERS-4416E any information they become aware of that indicates a candidate may be considering declining a commission or is experiencing difficulty in completing the commissioning process. Unless requested by PERS-4416E, Commanding Officers should not contact Navy recruiting offices on behalf of a professionally recommended candidate for commission. PERS-4416E shall serve as the liaison for all contacts with Navy recruiters for the purpose of resolving any issues that candidates may encounter in the commissioning

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process. Routine contact with professionally recommended candidates and any updated information shall be reported to Code 61 at least monthly.

h. When requested, assist Code 61 in responding to applicant inquiries received via Facebook and other social media outreach approved by CNRC.

i. Support the JAGC Internship Program as set forth in this instruction.

3. Code 61. Code 61 shall:

a. Serve as the JAG's executive agent for recruiting. In this capacity, Code 61 will oversee execution of JAGC recruiting policy and programs.

b. Liaise with CNRC on matters of JAGC recruiting budget and policy.

c. 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.

d. In coordination with the SASP and PERS-4416E, oversee JAGC SP and DAP application policies, including policies for conducting SIs, as well as metrics to regularly assess the effectiveness of JAGC recruiting.

e. By 1 June annually, prepare the JAG's guidance outlining the focus and strategy for recruiting and retention during the coming fiscal year.

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

g. Maintain information on NKO to assist JAGC recruiting officers.

h. Coordinate with CNRC and the JAGC Public Affairs Officer (PAO) regarding judge advocate participation in CNRC social media outreach.

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i. Maintain an "Accessions Tracker" that reflects the commissioning status of those candidates professionally recommended by a JAGC Accessions Selection Board. Commanding Officers and PERS-4416E shall provide updated information to Code 61 at least monthly.

j. Manage the JAGC Internship Program as set forth in this instruction.

4. PERS-4416E. As the Chief of Naval Personnel's representative for administering the commissioning programs of references (a) through (c), PERS-4416E shall:

a. Receive all online applications for accession into the JAGC, schedule Accession Selection Boards, and notify those candidates who are "professionally recommended" for a commission.

b. Serve as the primary point of contact to respond to inquiries from prospective applicants about the JAGC application and commissioning process.

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

d. In coordination with the Chief of Naval Personnel, JAGC Officer Community Manager, and Code 61, establish the annual accessions selection quotas necessary to meet JAGC manpower authorizations.

e. Provide to Code 61, at least monthly, any information relevant to the commissioning status of those candidates professionally recommended by a JAGC Accessions Selection Board.

f. Maintain comparison records for use during the Rolling Selection Board Process as described in Section 3 of this instruction.

5. SASP. SASP shall:

a. Assist Code 61 and PERS-4416E in developing JAGC SP and DAP application policies, including policies for conducting SIs.

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

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c. Assist in training certified structured interviewers and in periodically assessing the quality of SIs.

d. Assist Code 61 in preparing metrics to regularly assess the effectiveness of JAGC recruiting, including compiling the Composite Multiple scores to be used in Prescreening Boards and Accession Selection Boards, as well as data to compare records for use during the Rolling Selection Board Process.

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

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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. Paid Summer Internship Program. When funding is available, paid interns are normally hired for an eight-week period during the summer. The number of paid summer interns each year will depend upon the amount of available funding. The procedures for the unpaid summer internship application, selection and academic credit shall apply to the paid summer internship program.

3. Unpaid Summer Internship Program. In accordance with references (d) and (e), unpaid voluntary interns are not considered Federal employees for any purpose except compensation for work-related injuries and tort claims. 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 weeks. However, specific dates and working hours may be adjusted at the discretion of the NLSC commanding officer or OJAG division director hosting the intern. The interns will coordinate their start and stop dates with their host command sponsor.

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 shall provide the

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assistance necessary for the student intern to obtain credit, including completing required documentation for law school externship 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.

c. Required Documentation from Interns. Prior to commencing an internship, an intern must produce a signed memorandum on law school letterhead that confirms the student is currently enrolled at the law school, authorizes the internship, and acknowledges the student will not be compensated and that the internship is done primarily for the educational benefit of the student. In order to comply with references (d) and (e), NLSC commanding officers and OJAG division directors shall require interns to produce this memorandum prior to the start of the internship. A copy will be provided to the Intern Coordinator in Code 61.

4. Unpaid School Year Externship Program. Student externship opportunities are available in OJAG and Naval Legal Service Command 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 Summer Internship Program. Students interested in working during the summer months must apply separately to the Summer Internship Program.

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 Program. Any law student enrolled in an ABA accredited law school, who will have completed at least one semester of law school prior to the start of the externship, is eligible to apply for the Navy JAGC Externship Program. References (d) and (e) allow for student

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internships and externships as a limited exception to the prohibitions in 31 USC 1342 that prevent the U.S. Government from accepting voluntary services. Candidates who have already graduated law school are not eligible for the JAGC Internship or Externship Programs. Individuals already professionally recommended and commissioned in the Navy JAGC are also not eligible to apply, but may request Temporary Duty orders through the JAGC Accessions Detailer (PERS-4416E) following the completion of Officer Development School (ODS). PERS-4416E determines whether such requests can be granted, based upon available funding and competing requirements.

b. Application. Interested law students must submit completed applications directly to Code 61 prior to the deadline listed on the JAGC website. Application forms and instructions are on the JAGC website, www.jag.navy.mil, under "Careers/Programs/Intern Program."

202. Selection and Placement

1. Number of Positions Available. Upon request, NLSC Commanding Officers and OJAG Division Directors will provide Code 61 with the number of 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 coordinate with PERS-4416E to determine the number of LEP students that will be placed in Internship positions.

2. Internship Selection Procedures

a. The Assistant Judge Advocate General (AJAG) for Operations and Management will appoint at least two officers to review all applications to identify recommended primary and alternate students for the Internship Program.

b. Code 61 will inform the AJAG for Operations and Management 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 JAG for approval.

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3. Externship Selection Procedures

a. 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. Alternates will not be selected for the Externship Program. Code 61 shall provide the names of any student selected for the Externship Program to the JAG and Deputy JAG.

4. Intern and Extern Placement

a. Code 61 will place and assign all applicants recommended for selection. 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

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administrative oversight of sponsors and consolidate end-of-program reports from NLSC and OJAG offices for the JAG. In addition, the Deputy Program Coordinator will coordinate Summer Internship Program events and meetings for OJAG staff and non-NLSC commands and staffs hosting an intern in the National Capital Region, with support from each OJAG Division's Intern Sponsor.

4. Intern/Extern Sponsor. Each OJAG directorate or NLSC command hosting an intern or extern will assign an Intern/Extern 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 and posted on the Code 61 NKO page.

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. Sponsors who are part of the Summer Internship Program in the National Capital Region are required to organize an event. In the National Capital Region, OJAG Codes and non-NLSC commands/staffs hosting a summer intern will plan events in coordination with the Deputy Program Coordinator. 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/externs applying for a commission in the Navy JAGC. Sponsors will assist with the JAGC Accession Selection Board application process, to include scheduling a structured interview.

204. Evaluation and Assessment.

1. Recruiting. NLSC Commanding Officers, OJAG Division Directors, and sponsors will encourage those interns and externs who appear to be strong candidates for JAGC selection to apply to the Navy JAGC. Sponsors will assist interns and externs with the accessions application process, to include scheduling a structured interview.

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2. Performance Evaluations. Commanding Officers and OJAG Division Directors will evaluate assigned interns and externs during the course of the internship or externship and document accomplishments using the electronic version of Appendix A posted on the Code 61 NKO page. In evaluating performance, Commanding Officers and OJAG Division Directors 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.

3. Letters of Recommendation. At the conclusion of an internship or externship, Commanding Officers and OJAG Division Directors 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. Commanding Officers and OJAG Division Directors shall encourage each intern and extern to fill out a questionnaire describing internship or externship experiences. A sample questionnaire is available on the Code 61 NKO page. The hosting command will submit an after action report summarizing feedback and providing lessons learned to Code 61. 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 JAG.

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SECTION III

JAGC Accession

300. Student Program (SP) and Direct Appointment Program (DAP) Application

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 to PERS-4416E via the Navy JAGC "Careers" website at www.jag.navy.mil. The application process has two phases.

a. In Phase One, a 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, in accordance with references (i) and (j), those applicants professionally recommended will be referred to a local Commander, Navy Recruiting Command (CNRC) recruiter to complete the commissioning process.

3. Structured Interviews (SIs). 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. In accordance with reference (h) and this instruction, all applicants will be assessed using an SI. Reference (h) 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 structured interview in evaluating JAGC applicants.

4. Application Deadlines. Normally, two SP accession selection boards and one DAP Accession Selection Board will occur each fiscal year. PERS-4416E will determine the application

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deadlines, which will be posted on the JAGC Careers website prior to 1 August each year. Interested applicants shall obtain application information and materials from the JAGC website and shall submit a completed on-line application to PERS-4416E prior to the published deadline. Only applications submitted on-line will be considered by selection boards. Selection boards will be scheduled approximately four to six weeks after each application deadline.

301. Applicant Prescreening Board (PSB)

1. Overview. The JAG may convene a PSB when he/she determines that prescreening applications will contribute to the efficiency and effectiveness of an Accessions Selection Board 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). To professionally recommend applicants for consideration by the next Navy JAGC Accession Selection Board 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 that reflect the diversity of the JAGC, including women and racial or ethnic minorities. The board will include at least one representative from either Code 61 or PERS-4416E. The Assistant Accession Detailer or 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 video-teleconference (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.

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5. Composite Multiple (CM). The CM is a 1-100 score consisting of an applicant's structured interview (SI) score and Law School Admission Test (LSAT) percentile. To arrive at this "Composite Multiple" 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). Only completed applications are considered in determining the CM.

6. Screening. The PSB precept will establish a screening standard set as a percentile of the CM of all eligible applicants. 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 Student Program Fiscal Year and, when applicable, Direct Appointment applicant pool for consideration by the next Navy JAGC Accession Selection Board.

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 members during the board.

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

302. Accession Selection Board (ASB).

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 video-teleconference (VTC) or by telephone conference call. At least 50 percent of the members, to include the President, 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

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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 five 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 senior member will normally be the JAG, Deputy JAG, or a designated Assistant JAG (AJAG). Board members should be selected from a wide range of leadership positions that reflect the diversity of the JAGC, such as officers with experience as a NLSC commanding officer or executive officer, staff judge advocate to a Flag Officer, individual augmentee, sea duty and military justice litigation, and include women and racial or ethnic minorities. PERS-4416E and the Assistant Accessions Detailer (PERS-4416I) will normally serve as board recorders. Additional recorders and administrative assistants may be appointed to support the Board as required.

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. PERS-4416E 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 and rank 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.

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

- (1) Law school GPA;
- (2) LSAT score and percentile;
- (3) Law school;
- (4) Structured Interview 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 Direct Appointment) 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 Direct Appointment) who were not selected.

7. Approval of Board Results. PERS-4416E will forward to the JAG the signed board report containing the names of all applicants and the board's selection recommendations. For each candidate selected by the board ("select"), PERS-4416E 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), (h) 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, PERS-4416E 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.

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8. Notification. Once the JAG approves the board report, PERS-4416 shall inform all applicants of their professional recommendation or non-selection. PERS-4416E shall be the primary JAGC point of contact for all professionally recommended candidates regarding the commissioning process. PERS-4416E will provide Code 61 with contact information for professionally recommended candidates. Code 61 will assign NLSC Commanding Officers responsibility for contacting these candidates. Ongoing contact with professionally recommended candidates throughout the commissioning process is expected and will be reported as discussed in this instruction.

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

10. Deferral Requests. With the concurrence of the cognizant NRD, PERS-4416E 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.

303. 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 (PROREC). This Rolling Selection Board Process (RSBP) is intended to enhance competitiveness with other employers by allowing the JAGC the flexibility to offer timely PROREC 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 Accession Selection Board.

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 3b 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

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have the opportunity to be considered by the next regularly scheduled Accession Selection Board.

3. Nomination

a. Authority to Nominate. The JAG, DJAG and any NLSC CO 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 Region Legal Service Office (RLSO). After reviewing the NLSC CO nomination and COS endorsement/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 a 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 selected ("professionally recommended") from the previous Accessions Selection Board;

(2) GPA equal to or greater than the average GPA of all applicants selected ("professionally recommended") from the previous Accessions Selection Board; 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.,

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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 Selection Board, all nominees must complete an application, provide all supporting documents (except letters of recommendation) and complete a structured interview (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. This limited exception to the SI process discussed in reference (b) facilitates expeditious review of a nominee's application. However, 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 Rolling Selection 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 (PROREC). The standing board will consist of at least four members. The President will be an Assistant Judge Advocate General (AJAG). At least three members will have served on previous Accession Selection Boards. 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

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selectees in the same year group (2L, 3L, or Direct Appointment) 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 Non-RSBP Accession Selection Board for the applicable year group (2Ls and 3Ls or Direct Appointment). Six of the eight records in each year group shall be records of the applicants selected for professional recommendation following the final vote. If there are more than six select records from the previous board, the records will consist of the top six applicants selected and the top two applicants who were not selected for professional recommendation, as identified by the previous board at the conclusion of deliberations.

7. Virtual Board Guidance. To the maximum extent possible, DCO is the preferred method to conduct Rolling Selection Boards in lieu of in-person meetings. However, in-person meetings, VTC, and/or telephone conferences may also be approved. In order to preserve secret voting, PERS-4416E will serve as host. Ideally, all members will have a headset and a camera. In the alternative, a simultaneous telephone conference with all participants would need to be established during the DCO session. In order to preserve information technology (IT) network bandwidth and time, the sampling of records from the previous board will be identified and sent out to each member prior the actual board. Therefore, by the time the board meets, the board members will have already reviewed and be familiar with these comparison records. To capture even more efficiency, the actual brief sheets for each sample record will be provided to each board member to supplement, not replace, their own independent review.

8. Selection. The total number of applicants that may be professionally recommended for a commission in the JAGC from the RSBP is capped at 10 percent of the total accession quota for the fiscal year group to which the candidate is applying (2L, 3L, or Direct Appointment). Before the JAG's final selection, Code 61 will provide a list of the national recruiting events scheduled prior to the next regularly scheduled Non-RSBP Accession Selection Board. In addition, PERS-4416E 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 Non-RSBP

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Accession Selection Board if the recommended RSBP selects are approved. PERS-4416E 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 Accession Selection Board convenes, whichever occurs first. Notification of acceptance or declination must be in writing to PERS-4416E.

10. Non-selects. Applicants who are nominated but not selected for participation in the RSBP and applicants nominated but not recommended by the RSBP Selection Board will be considered by the next Accession Selection Board 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. PERS-4416E shall be responsible for notifying nominees who are not approved for RSBP or applicants ultimately not selected by the RSBP Selection Board.

FISCAL YEAR _____

**U.S. NAVY JUDGE ADVOCATE GENERAL'S CORPS
INTERN/EXTERN EVALUATION REPORT**

PART I: INTERN INFORMATION

1. NAME (*Last, First, MI*):2. YEAR IN LAW SCHOOL (*i.e. First Year/Second Year*):

3. NAME OF LAW SCHOOL:

4. JAG APPLICATION: YES: NO: 5. PREVIOUS JAG INTERN: YES: NO:

5a. IF YES, LOCATION:

6. FIRST DAY OF INTERNSHIP (*DD MMM YYYY*):7. LAST DAY OF INTERNSHIP (*DD MMM YYYY*):

PART II: OFFICE INFORMATION

7. DEPARTMENT (*i.e. Legal Assistance, Trail, etc.*):

7a. COMMAND/DIVISION:

8. SUPERVISOR(S) NAME (*Last, First, MI*):

8a. RANK;

8b. DUTY TITLE:

8c. SPONSOR:

YES: NO: YES: NO: 9. EVALUATOR NAME (*Last, First, MI*):

9a. RANK:

9b. DUTY TITLE:

9c. SIGNATURE DATE (*DD MMM YYYY*):

9d. EVALUATOR SIGNATURE:

PART III: INTERN PERFORMANCE EVALUATION

10. DUTIES PERFORMED:

11. PERFORMANCE EVALUATION:

12. SUITABILITY FOR NAVY JAG CORPS COMMISSION: