

AY-20 JAGC IPP APPLICATION CHECK LIST

Complete the Officer Program Application (OPNAV 1420/1) according to the JAGC IPP Application Instruction Sheet. Application packages must be submitted via your chain of command and **assembled in the order listed below.**

- 1. This check list.
- 2. Full-length Photograph. Taken per MILPERSMAN 1070-180.
- 3. The Officer Programs Application (OPNAV 1420/1).
- 4. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). Applicants will not receive copies of the interview sheets until the CO has signed and forwarded application.
- 5. Transcripts and list of all colleges, universities, and law schools attended. Provide an official or unofficial transcript from the institution only if a degree was awarded. High school transcripts are not required.
- 6. Law School Admission Test (LSAT) Scores.
- 7. Obtain a conditional release from the Enlisted Community Manager (ECM) and submit with package. To obtain a conditional release, submit NAVPERS 1306/7 to the relevant ECM or detailer. Provide the conditional release in the package.
- 8. Acceptance Letters. Funded Legal Training Program Applicants may include law school acceptance letters here if received before the application deadline. (Not required)
- 9. Evaluations. (Copies of your last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record).
- 10. Letters of Recommendation. (Not required, place here if included.)
- 11. Awards. Submit **only** copies of award citations **not** currently reflected in your official military personnel file (OMPF) via BOL.
- 12. Proof-of-Birth. Certified copy of birth certificate or DD 372, Report of Birth or certificate of citizenship and/or naturalization number.

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13. JAGC Career Statement. A statement of 500 words or less indicating the steps the applicant has taken to learn about a JAGC career and his or her reasons for seeking such a career. This statement is in addition to the statement on page 7 of the application (OPNAVINST 1420.1B).

14. Letter of In Good Standing. For direct commission applicants only, a letter or certificate of in good standing from the licensing authority admitting the applicant to the practice of law before a Federal court or the highest court of a State, a U.S. territory, the Commonwealth of Puerto Rico, or the District of Columbia.

15. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 months to include HIV results, eye exam, etc. as outlined in chapter 9.

16. Schedule a JAGC Structured Interview. Applicants shall schedule a JAGC accessions Structured Interview prior to submitting their application. An applicant's Structured Interview results will be sent directly to OJAG Code 61. This interview is in addition to the command interview. Note, this interview will not be included in your packet. It will be sent separately by the appraisers to be included in your packet.

17. Applicants must submit their application electronically via AMRDEC SAFE (<https://safe.amrdec.army.mil/safe/guide.aspx>) to navyaccessions@navy.mil) no later than 3 December 2019. If you require an exception to the e-submission policy due to operational restrictions, please contact 202-685-5273 or navyaccessions@navy.mil prior to 26 November 2019. If you do not have your LSAT score returned in time for the 3 December deadline, please submit no later than 14 January 2020 to navyaccessions@navy.mil.