

AY-21 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) used in the Command Interview. Applicants shall not receive copies of the interview sheets until the CO has signed and forwarded application to the JAGC.
- 5. List of all colleges, universities, and law schools attended. Provide an official or unofficial transcript from all colleges and universities institutions where you were awarded a degree. Provide an official or unofficial transcript for each law schools attended (even those where you did not receive a degree or where you are currently attending law school). 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. Email confirmation by the ECM is sufficient to meet this requirement.
- 8. Funded Legal Training Program Applicants must provide a list of all law schools that you have applied to or plan to apply to upon receiving new LSAT scores. Funded Legal Training Program Applicants may include law school acceptance letters here if received before the application deadline.
- 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.) Unofficial NAVCRUIT 1131/5 forms that were not used in the Command Interview process will NOT be accepted as recommendation letters.
- 11. Awards. Submit **only** copies of award citations **not** currently reflected in your official military personnel file (OMPF) via BOL.
- 12. Proof-of-Birth. Scanned 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 DoD SAFE (<https://safe.apps.mil>) to navyaccessions@navy.mil no later than 2359 EST Tuesday, 1 December 2020. If you require an exception to the e-submission policy due to operational restrictions, please contact 202-685-8527 or navyaccessions@navy.mil prior to 20 November 2020. If you do not have your LSAT score returned in time for the 2 December deadline, please submit no later than 15 January 2021 to navyaccessions@navy.mil.
- ➔ Please note: You must use DoD SAFE's encryption process for your application. Please send a separate email to navyaccessions@navy.mil with the decryption passcode or we will not be able to download and process your application.