DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

JAGINST 1212.2B CH-1
Code 61
8 Aug 2018

JAG INSTRUCTION 1212.2B CHANGE TRANSMITTAL 1

Subj: CAREER STATUS BOARD

Encl: (1) Sample CSB Application in AFQ years

1. Purpose. To transmit new guidance and sample application for years in which the CSB selection percentage has been determined to be All Fully Qualified (AFQ).

2. Action. Add new subparagraph 7f as shown below and insert new enclosure detailing sample application in AFQ years:

f. In years which the selection percentage has been determined to be "All Fully Qualified," use enclosure (2) to submit application for CSB, without requirement for ranking as detailed in paragraph 7d. A command endorsement on the application is all that is required.

John G. Hannink

JOHN G. HANNINK
Acting

Releasability and Distribution:
This instruction is cleared for public release and is available electronically via the OJAG Website http://www.jag.navy.mil.

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JAGINST 1212.2B
Code 61
26 Apr 17

JAG INSTRUCTION 1212.2B

From: Assistant Judge Advocate General (Operations & Management)

Subj: EXTENSION OF CAREER STATUS BOARD

Ref: (a) OPNAVINST 5215.17A

1. The above instruction has been reviewed, and the effective date extended for one year in accordance with reference (a).

G. E. SHARP

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DEPARTMENT OF THE NAVY
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IN REPLY REFER TO:
JAGINST 1212.2B
Code 61
JAN 6 2012

JAG INSTRUCTION 1212.2B

From: Judge Advocate General

Subj: CAREER STATUS BOARD

Ref: (a) OPNAVINST 7220.10

Encl: (1) Sample CSB Application

1. Purpose. To promulgate eligibility criteria and application procedures for the Navy Judge Advocate General's Corps Career Status Board (CSB).

2. Cancellation. JAGINST 1212.2.A

3. Discussion. This instruction updates and revises policy regarding the Navy Judge Advocate General's Corps CSB. The purpose of the CSB is to determine eligibility for continued service on active duty and Phase I of Navy Judge Advocate Continuation Pay (JACP) described in reference (a) or any subsequent instruction issued regarding JACP. Failure to apply to a CSB, be selected by one of the two boards for which a judge advocate (JA) is eligible, or to execute a written JACP agreement in accordance with reference (a), may subject the JA to the Probationary Officer Continuation and Redesignation Board (POCRB) process in accordance with procedures established by the Chief of Naval Personnel. This process may result in involuntary separation from active duty.

4. Eligibility. Semi-annual CSBs will convene on or about April and October of each year. All JAs, excepting those accessed via the Law Education Program (LEP), may apply for the first board convening at approximately the thirty-sixth (36) month anniversary of their commencement of the Naval Justice School (NJS) Basic Lawyer Class (BLC). The JAG Corps LT Detailer (PERS-4416C) will notify all eligible officers in writing not later than 45 days prior to the date applications are due.

5. Failure to Apply or Select

a. JAs who do not submit an application to the first board for which they are eligible may be subject to the POCRB process in accordance with procedures established by the Chief of Naval Personnel.

b. JAs who apply but are not selected by the CSB at the first board for which they are eligible may apply to the next consecutive board. If a JA fails to apply or select at the second board for which they are eligible, the JA may be subject to the POCRB process in accordance with procedures established by the Chief of Naval Personnel.

6. Relationship with JACP. A JA who is selected for career status, but who elects not to execute a written JACP agreement during the period of JACP Phase I eligibility defined by reference (a), may be considered not to have selected for career status at the discretion of the Judge Advocate General based on personnel strength planning considerations and may be subject to the POCRB process in accordance with procedures established by the Chief of Naval Personnel.

7. Procedures

a. The Judge Advocate General (JAG) will convene semi-annual boards to review applications and select JAs for career status. Based on input provided by the Assistant Judge Advocate General (Operations and Management), the JAG Corps Officer Community Manager will establish CSB quotas and selection percentages in coordination with the JAG and the Head, JAG Corps Detailing (PERS-4416).

b. Application. Enclosure (1) is the proper format for submitting an application. Each application shall contain all officer fitness reports, undergraduate and law school transcripts, NAVPERS Form 1070/884 (Officer Photograph) taken in accordance with MILPERSMAN 1070-180, no more than 3 letters of recommendation, and, if desired, a personal statement not to exceed 250 words. Officers eligible for JACP who accessed into the JAG Corps with previous line or staff experience in other designators and/or services will only provide fitness reports beginning with their service at Officer Development School (if applicable) and their active duty service as a JA. In accordance with Department of the Navy Personally Identifiable Information (PII) policy, applicants shall fully redact all PII from their application and enclosures.

c. Deadline. A command endorsed CSB application must be received by the JAG Corps LT Detailer (PERS-4416C) not later than the dates listed below. For boards convening on or about April, endorsed applications should be received by March 15. For boards convening on or about October, endorsed applications should be received by September 15.

d. Command Endorsement. Commanding Officers may numerically rank all CSB applicants from their respective commands, but at a minimum must rank their applicants as follows: rank the top one of up to three applicants; the top two among four or five applicants; and the top three of six or more applicants.

e. Exceptions. The objective of the CSB is to select the most qualified officers for career status. The above policy limitations regarding timing and number of opportunities to apply to a CSB are intended to fairly distribute the selection opportunities within a given Year Group. Exceptions to the above policy limitations may be approved by the JAG on a case-by-case basis.

(1) Officers seeking an additional opportunity (i.e., a "third look") for selection shall submit a written request to the JAG, via the command, within 10 calendar days of publication of CSB results.

(2) Officers seeking early eligibility for CSB shall submit a written request and application, with command endorsement, not later than the deadline for the applicable board.

(3) Officers seeking to defer or postpone their first or second opportunity to apply to a CSB shall submit a written request, with command endorsement, not later than the deadline for the applicable board.

8. Coordination. The JAG Corps LT Detailer (PERS-4416C) is the point of contact for all matters relating to CSB.

JAMES W. HOUCK

Distribution:
Electronic only via the OJAG website, http://www.jag.navy.mil/ and the Department of the Navy Issuances website, http://doni.daps.dla.mil

Sample CSB Application

Date

From: LT Sam A. Sailor, JAGC, USN
To: Commander, Navy Personnel Command (PERS-4416C)
Via: Commanding Officer, Naval Legal Service Office Southwest

Subj: APPLICATION FOR CAREER STATUS BOARD (CSB)

Ref: (a) JAGINST 1212.2B

Encl: (1) NAVPERS Form 1070/884, Officer Photograph Submission Sheet of [insert date of photo]
(2) Officer Fitness Report of [insert end date of report and include all fitness reports as separate enclosures]
(3) Officer Fitness Report of 31 Jan 10
(4) Officer Fitness Report of 14 Jun 09
(5) Officer Fitness Report of 31 Jan 09
(6) [Insert Undergraduate transcripts]
(7) [Insert Law school transcripts]
(8) Copies of awards, letters of recommendation, etc.
(9) CAPT Terry A. O'Brien, JAGC, USN, ltr of 4 Feb 10
(10) CAPT Fred E. Flanagan, USN, ltr of 7 Feb 10
(11) CDR Kathleen O. Edmonton, JAGC, USN, ltr of 9 Feb 10

1. Pursuant to reference (a), I hereby request selection for the CSB.

2. In addition to enclosures (1) through (10), the following information is provided:

a. Inclusive dates of all prior active service, if applicable: Not applicable.

b. Commissioning source under current appointment: [Student Program/Direct Accession].

c. Dates of commencement and graduation from Naval Justice School:

13 Jan 07 - 28 Mar 07.

Subj: APPLICATION FOR CAREER STATUS BOARD (CSB)

d. Fields of study, institutions attended, degrees awarded and dates of degree completion:

(1) Economics & Political Science, University of Virginia, Bachelor of Arts Degree, 15 Jun 04.

(2) Law, Valparaiso University School of Law, Doctorate of Jurisprudence, 08 May 07.

e. Date of rank: 1 Feb 08.

f. (Any additional information that the applicant desires to invite to the attention of the board - such as a personal statement - not to exceed 250 words).

SAM A. SAILOR

Sample CSB Applications - AFQ Boards

Date

From: LT Sam A. Sailor, JAGC, USN
To: Commander, Navy Personnel Command (PERS-4416C)
Via: Commanding Officer, Naval Legal Service Office Southwest

Subj: APPLICATION FOR CAREER STATUS BOARD (CSB)

Ref: (a) JAGINST 1212.2B

Encl: (1) Officer Fitness Report of [insert end date of report and include all fitness reports as separate enclosures]
(2) Officer Fitness Report of 31 Jan 10
(3) Officer Fitness Report of 14 Jun 09
(4) Officer Fitness Report of 31 Jan 09

1. Pursuant to reference (a), I hereby request selection for the CSB.

2. (Any additional information that the applicant desires to invite to the attention of the board - such as a personal statement - not to exceed 250 words). [Optional]

SAM A. SAILOR