



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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IN REPLY REFER TO

JAGINST 1150.1A
JAG 61
03 MAR 2003

JAG INSTRUCTION 1150.1A

From: Judge Advocate General

Subj: RECRUITING AND SELECTION FOR THE JAG CORPS STUDENT
AND DIRECT APPOINTMENT PROGRAMS

Ref: (a) SECNAVINST 1120.5A
(b) SECNAVINST 1520.7F
(c) JAGINST 1520.1
(d) COMNAVLEGSVCCOMINST 5800.1E

Encl: (1) Appraisal Form (JAGFORM 1150)

1. Purpose. To establish procedures for recruiting and selecting applicants for commissioning as Judge Advocate General's (JAG) Corps officers under the Student Program (SP) and Direct Appointment Programs (DAP). Reference (a) governs appointment of officers in the JAG Corps.

2. Cancellation. JAGINST 1150.1.

3. Scope. This instruction applies to Navy Judge Advocates involved in the recruitment and selection processes for the SP and DAP. Law Education Program (LEP) applications and selections are governed by references (b) and (c).

4. Background. To ensure that the JAG Corps continues to attract high quality applicants for the SP and DAP, the Commanding Officers, Naval Justice School, Naval Legal Service Offices (NLSO), and Trial Service Offices (TSO) will actively assist Navy Recruiting Command recruitment efforts. (Reference (d)). Coordination between active and Reserve Judge Advocates, Navy recruiters, and law schools will ensure that interested candidates receive timely and accurate information on JAG Corps opportunities and programs. To facilitate the application and selection processes, individuals interested in the SP or DAP may also obtain application materials and instructions from the JAG Corps or Commander Naval Recruiting Command (CNRC) websites.

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5. Action

a. Recruiting. Commanding Officers, NJS, NLSOs and TSOs shall provide recruiting assistance at American Bar Association (ABA)-accredited law schools and job fairs within their geographic area of responsibility. In this regard, NJS, NLSO and TSO Commanding Officers shall:

(1) Solicit volunteer recruiting officers from within their command, area SJAs, and within Naval Reserve Units located in the command's geographic area of responsibility.

(2) When practicable, provide volunteer officers to support law school and job fair recruiting efforts as requested by Navy Recruiting District Offices or the Detailer for Accessions & Recruiting (P4416e).

(3) When practicable, arrange interviews for prospective SP and DAP program applicants.

b. Interviews. A well-conducted interview directly supports SP and DAP selection processes by facilitating direct observation of an applicant and permitting an experienced officer's appraisal of intangible personal qualities, motivation, and communication skills. Ordinarily, senior JAG Corps officers or Selected Reserve JAG Corps officers (O-5 or higher) shall conduct such interviews. When a personal appraisal by a senior active duty or Selected Reserve JAG Corps officer is not feasible, an appraisal by a junior JAG Corps officer or retired JAG Corps officer is permissible. A telephone interview with a senior appraiser should be obtained, if possible, in such cases. Guidance concerning appraisal interviews may be obtained from P4416e.

c. Appraisal Reports. All appraisers shall use enclosure (1) to conduct interviews and document observations. The appraisal report will be sent directly to P4416e. A copy will not be provided to the applicant. If necessary, the appraiser may provide supplemental written information to P4416e.

d. Application Deadlines. The annual application deadline schedule will be posted on the JAG Corps website at the beginning of the fall semester each year. The annual schedule will track closely the timelines listed below:

(1) First Friday(s) in August/December/March:

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Application deadline for law students beginning or in their second or third year of study.

(2) First Friday in June: Application deadline for licensed attorneys and graduating law students.

e. Accession Selection Board Composition. All accession selection boards shall be composed of at least four JAG Corps officers on active duty in paygrade O-4 or higher. At least one of the four officers must be a JAG Corps O-6 with command experience. Also, a minority officer and female officer in paygrade O-4 or higher should participate. P4416e shall detail membership subject to approval of the JAG Corps Personnel Branch Head. If the above membership requirements cannot be met, proposed membership shall be forwarded to the Deputy Judge Advocate General for approval.

f. Selection Criteria. The task of appraisers and selection board members is to recommend applicants who promise high potential for service in the JAG Corps. The "whole person" standard will be used. Relevant elements of each applicant's background should be considered in the context of the following criteria:

(1) Strong academic credentials as evidenced by law school and undergraduate GPA and class standing (if available). A law school's national ranking and evidence of challenging undergraduate study may be considered when comparing academic performance.

(2) Performance on the LSAT, recognizing that test scores vary between groups tested.

(3) Demonstrated ability to manage multiple tasks and the potential to develop specific attorney skills relevant to JAGC service.

(4) Demonstrated verbal, writing, and problem-solving skills.

(5) Demonstrated leadership and teamwork skills.

(6) Strong motivation to serve as a JAG Corps officer and a positive attitude toward public service.

(7) Demonstrated ability or potential to excel in a military environment. This may be evidenced by prior enlisted/officer active duty or reserve service, significant work experience and/or the absence of adverse matters. (See subparagraph 9 below for definition.)

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(8) Documented physical fitness, sports participation, height/weight data, photograph, and observations from the interview process.

(9) Exemplary personal behavior and integrity. Relevant evidence includes letters of reference, observation during the interview process, and the absence of adverse matters in the application. Adverse matters are defined as an admission to or conviction of an academic honor code violation, non-judicial punishment, misdemeanor or felony, excluding minor traffic infractions.

g. Materials Considered by the Selection Board.

Selection board members shall review applicants' academic record, LSAT score(s), interview appraisal sheet, personal statement, and other relevant information. The complete application for each applicant will be available for review.

h. Selection Board Procedures. For each Board, P4416e will calculate the selection opportunity required to meet JAG Corps recruiting and end-strength needs. The Board is not, however, required to select the maximum number authorized. When authorized for manpower planning purposes, the Board shall identify and rank alternate selects. At the conclusion of each board, all members shall sign a findings worksheet listing the names of selectees and alternates (if any).

i. Approval of Board Results. P4416e will forward to AJAG 06 the signed Board report reflecting the names of all applicants and the Board's selection recommendations. A synopsis of each selectee's key biographical data shall be included with the Board report. AJAG 06 may approve the list in its entirety or order a re-opening of deliberations on any candidate(s). The Board's report shall not be considered final until approved by AJAG 06. Should additional or new material information be obtained after approval but prior to CNRC's issuance of a selectee's commission (see paragraph 4j below), P4416e may request and AJAG 06 may approve, an amendment to the previously approved Board report. This action may downgrade a previously selected candidate to an alternate or non-select status, depending on the circumstances of the particular case.

j. Post-approval Actions. Once the Board report has been approved by AJAG 06, P4416e shall notify all applicants, CNRC, and the cognizant Naval Recruiting District Offices (NRD) of the results. The NRD is responsible to complete the commissioning package, including

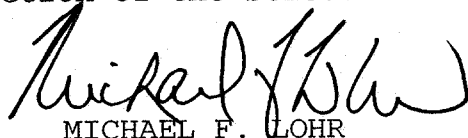
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medical examination, background investigation, and reference checks, and forward the completed package to CNRC for review and processing. Following review, CNRC will forward each package to P4416e for verification and final selection. Should credible evidence of misrepresentation of a material fact or credible information that casts doubt on a selectee's fitness for commissioning arise during this process; P4416e shall immediately report the facts and circumstances to AJAG 06. With the concurrence of AJAG 06, P4416e may negatively endorse the commissioning package of any selectee.

k. Deferral Requests. With the concurrence of the cognizant NRD, P4416e 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 selectee was to commence active duty. Deferral requests that may extend beyond the fiscal year in which a selectee was to commence active duty must be forwarded to the JAG Corps Community Manager for approval.

l. This instruction provides internal JAG guidance on JAG Corps recruiting and accession selection 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 in any way the lawful prerogatives of the Department of the Navy or its officials.

6. Applications. All applications received by P4416e for SP and DAP commissions shall be returned to CNRC as soon as practicable upon completion of the selection board.



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