

U.S. ARMY JUDGE ADVOCATE GENERAL'S CORPS 2L SUMMER INTERNSHIP APPLICATION PROCEDURES

Deadline: November 1, 2016

Technical Notice: The online application is only compatible with PC-based operating systems and Internet Explorer browsers. Our application does not function properly with other browsers or operating systems.

INSTRUCTIONS

Please use this document as a guide as you complete the online application. **Do not mail any documents to our office.** The entire application is exclusively online. We will only consider documents that are scanned as PDF files and uploaded to the online application. Failure to follow instructions could result in your application not being considered by the selection board. We will not consider incomplete or late applications.

Part A: Application Instructions and Checklist

Part B: Personal Information

- 1-3. Self-explanatory.
4. Address where you currently reside and can be easily reached.
5. Address where you can always be reached.
6. Address where you can be reached if the first two addresses may change within one year.
- 7-12. Self-explanatory.

Part C: Educational Information

13. Please list all undergraduate institutions that you attended and earned credit hours. If your undergraduate institution is not listed, please enter it in the available block.

Transcript: After entering and saving the information, upload a PDF scanned copy of a transcript **issued by the registrar** (official or unofficial). An unofficial internet grade report is NOT sufficient. If you attended more than one undergraduate institution, upload all transcripts for any course work that exceeds 12 credit hours at one institution. Transcripts must include your name, the school's name, the degree conferred, and the date the degree was conferred.

All pages of the transcript should be uploaded as **one document** with correctly oriented pages. If your school issues transcripts as electronically encrypted PDFs, have the transcript emailed to you, print the PDF once obtained, then scan and upload the scanned copy. Most digital encryption in use now will not allow a third-party to view the original encrypted PDF due to time and access restrictions.

14. Follow the same procedures as Question 25 (Undergraduate Information).

15. Follow the same procedures as Question 25 (Undergraduate Information). You should upload a transcript showing classes in progress for the fall semester. Be sure to include your class rank. If your institution does not rank, enter "0/0" in the "Rank" and "Class Size" fields and upload a statement from your school indicating this policy. If the law school transcript indicates the non-ranking policy, there is no need to include an additional statement.

16. List your extra-curricular activities in this section. If you are still participating in the organization, please indicate an end date of when you anticipate the position ending.

17. Your application will not be considered by the selection board unless a Law School Admission Test (LSAT) score is included. If your law school waived the LSAT requirement, scan a complete explanation from your law school as a PDF document and upload it to the Documents section of your application.

18-19. Self-explanatory.

20-21. These questions apply to undergraduate, graduate, and/or law school attendance. Please be descriptive and succinct. Failure to disclose information could result in your application being removed from consideration.

Part D: Military Experience

22-30. If you have ANY experience in the ROTC program, regardless of how brief it was, you must indicate so here. This includes scholarship, non-scholarship, and ROTC Educational Delay officers.

31a. Self-explanatory.

31b. Click on "Add Service" to enter military experience. If you have ANY experience as a military service member, regardless of how brief it was, you must indicate so here. If you are ROTC, you should indicate your military service here. If you are currently serving in the military, enter the estimated date when your service obligation ends.

32-40. Self-explanatory. Failure to disclose information could result in your application being removed from consideration.

41. If you participated in a U.S. Army JAG Corps Summer Internship, indicate so here.

42. If you participated in another Department of Defense internship, including another service's military summer internship/externship or an Army JAG Corps Externship, provide the information here.

Military Records: If you have prior military service, you must submit a DD Form 214, Certificate of Release or Discharge from Active Duty. Applicants with prior military service must also submit copies of all Officer/Enlisted Evaluation Reports or performance evaluations. Please scan and load all documents as **ONE PDF file**. Service members currently on Active Duty or Reserve/National Guard should submit all evaluations, if applicable. A DD 214 is not necessary for those currently serving unless a prior DD 214 has been issued. Service members currently serving should be aware that if an offer is made, you will be required to submit a request to be released from your current branch/service. JARO will guide you through this process during the accession phase if you are selected.

Note: Minimize file size if possible. Files exceeding 10 MB should be broken into smaller files.

Part E: Additional Information

43-44. These questions must be answered by every applicant. If you answer yes to either question, please be descriptive and succinct in your explanation. Failure to disclose information could result in your application being removed from consideration.

Part F: Field Screening Officer's Interview

45-47. Enter the name of the Field Screening Officer (FSO) you interviewed with or plan to interview with, and the date and location of the interview.

An in-person interview with an FSO must be obtained in the 12 months preceding the application deadline. Select JAG Corps officers have been designated as FSOs for this purpose.

FSOs visit all ABA-accredited law schools only once per year to conduct interviews with prospective applicants, with the majority of visits occurring in September. Applicants who are in law school should set up their interview through their school's career services office (CSO) following the on campus interview (OCI) protocol for scheduling an interview. If the FSO is not visiting during OCI or the CSO has no scheduling protocol, applicants may contact the FSO directly.

Last minute requests for interviews will not be honored. Therefore, you should plan accordingly and schedule your interview as soon as possible.

Summer Internship applicants must be interviewed by an Active Duty FSO. Visit the following page to view the most current list of Active Duty FSOs: [How to Schedule an FSO Interview](#). FSO listings are sorted by law school and Army installation for your convenience.

Part G: Personal Statement

48. You must submit a statement regarding your interest, objectives, and motivation for applying for a commission in the Army JAG Corps. The personal statement is your opportunity to share why you want to join the JAG Corps with the selection board members. Your statement should not exceed 4,000 characters (this character count includes spaces). Anything in excess of 4,000 characters will be cut off by the application website.

Part H: Upload Photograph

You must submit a current professional-appearing photo. A quality photo will show the applicant in professional attire in front of a plain background and will be a headshot or full body photograph. Current members of the military should submit an official DoD photo. Educational delay officers should submit a photo in their uniform, but should not wear JAG Corps branch insignia or the regimental crest. Educational delay officers are authorized to wear JAG Corps shoulder boards in the photo. All pictures should be uploaded as JPEG files.

Part I: Letters of Recommendation

Letters of recommendation may be submitted as a part of your application, but are not required. Letters of recommendation should be based on a personal relationship with unbiased individuals and should address your reputation, abilities, and professional standing. You may upload up to four (4) letters of recommendation.

Letters should be addressed as “Dear President and Selection Board Members.” You may use the following address for the letterhead: Judge Advocate Recruiting Office, 9275 Gunston Road, Suite 3228, Fort Belvoir, Virginia 22060.” However, DO NOT mail letters of recommendation to JARO. Letters of recommendation should be scanned as a PDF file and attached to your online application.

Provide the name, email, and phone number for each recommender, even if the recommender will be submitting the document directly to JARO (as indicated below). This will help JARO locate the document and attach it to your application. For files uploaded directly by the applicant, type the file name into the box labeled “Document Name.”

If the recommender prefers to send the letter directly to JARO, provide the following instructions to the recommender:

1. Digitally scan the signed letter of recommendation as a PDF file.
2. Attach the recommendation PDF file to an email.
3. Send the recommendation to: usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil
4. Include the following information in the subject line: applicant’s last name, applicant’s first name, applicant’s middle initial, Summer Internship LoR

Letters of recommendation sent directly to JARO must be received by the 1 November deadline.

Part J: Resume and Writing Sample

Resume: Upload your resume as a PDF file. Your resume should describe all of your full-time and part-time legal and non-legal experience. For private practice experience, you should provide a description of the areas of law practiced and any significant cases you handled. For governmental legal experience, you should provide a description of the position, grade, and rating. For judicial experience, you should provide a description of the jurisdiction of the court. For legal teaching experience, you should provide a list of the subjects taught.

Writing Sample (optional): A writing sample, 10 pages in length or less, may be submitted in this section, but is not required. Do not exceed the 10 page limit. As with all other documents, you should scan this document as a PDF file and upload it as an attachment in this section. Do not submit Microsoft Word documents.

Part K: Upload Documents

This section is simply a listing of all documents you have already uploaded. **Your letters of recommendation, resume, and writing sample will be uploaded on the following pages.** Do not include a document in this section unless it is explicitly requested elsewhere in the application. Any unnecessary documents will be deleted before your application is submitted to the selection board.

Summer Intern/Extern Evaluation: If you served as an Army JAG Corps summer intern/extern, or an intern/extern for another military service, upload your evaluation as a PDF file in this section. Select "Intern/Extern Evaluation" from the dropdown menu for the document type.

Part L: Personal Data Sheet

This information is NOT provided to the selection board and all responses are optional.

SUBMIT YOUR APPLICATION

Once you have reviewed your application for accuracy and completeness, you must return to the application main menu in order to submit it.

Print: Step 2 of the application main menu contains a print function, which provides you with an HTML copy of your application. This function is for your records only. The selection board views all applications electronically. Although some answers are cut off in print view, selection board members are able to view the entirety of your application.

Submit: Step 3 of the application main menu contains a link to submit your application. You must submit your application for it to be considered by the selection board. After you submit your application, it will be sent to JARO for review. If your application was

successfully submitted, you will be able to view the status of your application when you log into the online application. Once submitted, you cannot edit your application.

Under Completeness Review: This status means that your application has been received by JARO and is under review by our staff. Your application may remain in this status after the application deadline has passed while review is being completed due to the high number of applications. If corrections are required, you will receive an email regarding the deficiency. You must make corrections in a timely manner and resubmit your application. If corrections are not received before the selection board meets, your application will not be considered.

Pending Board Review: This status means that your application has been reviewed, is complete, and is pending consideration by the selection board. This status will remain even after the selection board has reviewed your application. Check www.jagcnet.army.mil/jaro in late December for information regarding selection.

Check [JARO's Facebook page](#) and "like" it to receive notifications regarding results, which are typically released in late December or early January.

If you require additional application information or instructions, you can visit the JARO website at www.jagcnet.army.mil/jaro or call (866) ARMY-JAG.

If you experience technical difficulties with the application, contact the JAGCNet Help Desk at (703) 693-0000 or usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil.