U.S. NAVY JAG CORPS

IN-SERVICE PROCUREMENT PROGRAM
FY-27 APPLICATION GUIDE

(Current as of October 2026)

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Point of Contact

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OPNAV 1420/1 APPLICATION INSTRUCTIONS

The following are line-by-line instructions for FY-27 JAGC IPP applicants applying for a commission using the Officer Programs Application (OPNAV 1420/1). These instructions are applicable to both Funded Law Education Option (FLEO) and Direct Commission Option (DCO) IPP Applicants.

NOTE: To fill in the application, you **MUST** enable Javascript or use Adobe 8.0 or newer.

1. Applicant's Name (Last, First, MI): Enter your name as it appears in your official Navy record.

   (a) Enter your current rate.

   (b) Enter numbers only in the SSN field. Hyphens will fill in automatically. If you get an error pop up just hit "OK" until it goes away. This may take several tries.

2. Indicate Programs to Which Applying: Leave this section blank.

3. Desired Community/Designator: Enter "Direct Commission" and/or "Fully-Funded Legal Education" as applicable.

4. Gender: Check as appropriate.

5. Date of Birth: DD MMM YYYY format.

6. Citizenship:

   6a. U.S. Citizen: Check if U.S. citizen.
   6b. Place of birth: Required for all applicants.
   6c. Naturalized citizens: Required for naturalized citizens. Also complete 6a and 6b. If unable to make a copy due to document duplication restrictions, CO's must verify naturalization and complete a NAVPERS 1070/613 (page 13).
   6d. Citizenship Certificate: Provide information if born abroad to U.S. Citizens (must provide copy of U.S. birth certificate or equivalent from U.S. Embassy or State Department).

7. Marital Status: Check as appropriate.

8. Number of Dependents: Leave Blank.

9. UIC: List the Unit Identification Code for your current command.

10. PRD: MM/YY format.

11. Command Address: Self-explanatory.

12. Current Mailing Address: Self-explanatory.

13. Race: Check all that apply.

14. Time in Rate (TIR): **DD MMM YY** format. (**YYYY** format will not fit in box) (For E6's TIR date is usually 01 Jan XX or 01 Jul XX of advancement year (this may not be the same as your advancement date).

15. Branch of Service and Component: Check as appropriate.

16. Warfare Qualifications: List as appropriate (i.e., ESWS).

17. Active Duty Service Date (ADSD): DD MMM YYYY format (This date can be obtained from your ESR in NSIPS).

18. Testing Scores: Leave blank. Applications, you must provide a copy of your official LSAT score report from Law School Admission Council (LSAC). LSAT exam score reports are required for all FLEO applicants, regardless of whether the intended law school requires one. Only official LSAT score reports may be submitted. Website screenshots of LSAT Scores will only be accepted if it is clear that the screenshot is directly from the official LSAC webpage unless an exception to policy is granted by the JAGC Accessions Program Manager.

19. PRT Information: Self-explanatory.

20. Duty Assignment History: List current command first and work backwards.

21. High School: Leave Blank.

22. College: Provide an official or unofficial transcript only if a degree was awarded.

23. Degree Preference:

(a) Desired course of study: enter "Juris Doctorate (J.D.)".

(b) University Preferences: Applicants are required to apply to at least one law school before the IPP board in February but are strongly encouraged to apply to law schools before the IPP application deadline.

(1) Applicants must apply to at least one school in each category below:

a. one law school in which in-state tuition and fees can be obtained,
b. one law school near the applicant's current duty station,
c. one law school located in a fleet concentration area (i.e., Norfolk, VA, Jacksonville/Mayport, FL, San Diego, CA, Pearl Harbor, HI, Bremerton, WA or Washington, DC), and

(2) Sailors must apply only to schools listed on the approved Education Service Agreement (ESA) list which may be found at https://www.jag.navy.mil/career/navy-

lawyer/nps-esa-approved-schools/. Sailors may be denied permission to attend non-ESA approved schools.

(3) A single school may be used for two or more categories. For example, an application to the University of San Diego School of Law may meet the fleet concertation area category and the in-state tuition requirement.

(4) Applicants are *strongly recommended* to apply to multiple law schools prior to the IPP submission deadline.

24. Personal Awards: List awards in order of precedence. Submit **only** copies of award citations **not** currently reflected in your OMPF via BOL (**DO NOT SEND 1650s**).

25. Service Schools: Self-explanatory.

26. Correspondence Course: List only those correspondence courses not required for advancement.

27. Extracurricular Activities: List significant activities or leadership roles (i.e., Youth Program Director, Little League Coach, etc.). This can include both military and civilian organizations, entities or events. Collateral duties should not be included.

28. Special Abilities: Self-explanatory. This section of the application will hold up to 2 lines of text; if you need more room, use a continuation sheet.

29. Civil/Military Offense(s): Self-explanatory.

30. Drug Use/Alcohol Related Incidents: Self-explanatory.

31. Previous Applications to Any Commissioning Programs: Date should read FY-XX (i.e., FY-25 not selected, FY-24 not selected, etc.).

32 – 34. Personnel Security Information: Self-explanatory.

35. PCS Orders: Omit, this section only applies to applicants applying for Officer Candidate School (OCS). FY27 IPPs are expected to attend OCS upon completion of his or her law education, or completion of officer commissioning screenings post-selection.

Page 6 of 14. Privacy Act: Must sign and date Privacy Act statement.

Page 7 of 14. Personal Statement: Self-explanatory. This statement is in addition to the JAGC Career Statement described in the checklist. You are still required to submit a separate 500 words or less (no more than 3,500 characters) statement indicating the steps you have taken to learn about a JAGC career and your reason for seeking commission. Effective personal statements provide clear insight into the applicant. Moreover, effective applicants use this opportunity to speak directly to the Accession Selection Board regarding why the Applicant is ready, capable and motivated to earn a commission, join the JAGC, and become a future leader in the Navy.

Page 8 of 14. Personal Statements (Con't): Self-explanatory.

Pages 9 and 10 of 14. Commanding Officer's Recommendation:

- Omit the PCS orders question.

- Only age requirement waivers are authorized IAW PA 111A. Other waivers, such as time-in-service or education requirements should not be included in the CO's recommendation.

Pages 11 through 14 are not required (DO NOT SEND THESE)

CHECKLIST

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 checklist.

☐ 2. Full-length Photograph. Taken per MILPERSMAN 1070-181.

☐ 3. The Officer Programs Application (OPNAV 1420/1).

☐ 4. Command Screening Interview. 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.

> **NOTE**: The applicant's checklist and documents, minus this item, are assembled and routed; your chain of command inserts the NAVCRUIT materials and sends the package up to the Accessions Program Manager at OJAG's Total Force Management (TFM).

☐ 5. Education History. 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 school 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. LSAT exam score reports are required for all applicants, regardless of program, or whether the desired, applied or accepted school requires the LSAT. You may also attach the GRE scores if you used GRE scores if taken for admission to an intended or accepted law school. LSAT scores shall be reported using official LSAC reports, including test score(s), percentile, and any prior exams. If the LSAC report is not available, seek an exception to policy from the Accessions Program Manager (via email) for authorization to use a screen shot from the LSAC website. If a DCO applicant does not have nor can access their LSAT score, note the missing document and a detailed explanation of the reasonable efforts used to locate or access the scores.

☐ 7. Conditional Release. 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 should the NAVPERS request not be completed.

☐ 8. Law School List. FLEO Applicants must provide a list of all law schools that you have applied to or plan to apply to upon receiving new LSAT scores (or additional GRE scores). FLEO Applicants must include law school acceptance letters here if received before the application deadline. Applicants are required to apply to at least one law school before the IPP board in February and are strongly encouraged to apply to law schools before the IPP application deadline. The school criteria and categories are reflected in the NAVADMIN.

☐ 9. Evaluations. Copies of your last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling.

☐ 10. Letters of Recommendation (LOR). LORs are not required. Applicants may submit LORs, no more than (5) total, in one application. Unofficial NAVCRUIT 1131/5 forms that were not used in the Command Interview process will **NOT** be accepted as LORs. LORs should not come from any individual who has commented on the performance of the applicant in the package, e.g., the CO/OIC or command screening interviewers. If used, LORs should be addressed to the "JAGC Accession Selection Board" and follow Naval Correspondence Manual formatting.

☐ 11. Awards. Submit **only** copies of award citations **not currently reflected** in your official military personnel file (OMPF) via BOL. Your OMPF will be obtained and briefed for the Accession Selection Board's consideration.

☐ 12. Proof-of-Birth. Scanned certified copy of birth certificate or DD Form 372, Report of Birth or certificate of citizenship and/or naturalization number.

☐ 13. JAGC Career Statement. A statement of 500 words or less (no more than 3,500 characters) 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 1420.1C).

☐ 14. Letter of In Good Standing. For Direct Commission Option (DCO) 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. This may include a bar license that reflects an issue and expiration date.

☐ 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.

☐ 16. Schedule/Complete a JAGC Structured Interview. Applicants shall schedule a JAGC accessions Structured Interview prior to the application deadline established in the NAVADMIN. Applicants are encouraged to schedule the interview at least one week prior to the application deadline to ensure availability. This interview is *in addition* to the command interview.

> **NOTE**: This interview will not be included in your packet. When completed, the interviewers will forward an applicant's Structured Interview results directly to OJAG TFM

☐ 17. Applicants must submit their application electronically via DoD SAFE (https://safe.apps.mil) to NavyJAGAccessions@us.navy.mil no later than the deadline established in the NAVADMIN. Applicants or their command may submit the completed application. If you require an exception to the e-submission policy due to operational restrictions, please contact 202-685-8527 or NavyJAGAccessions@us.navy.mil prior to the deadline established in the NAVADMIN. If you do not have your LSAT score returned in time for the application deadline, please submit no later than the deadline established in the NAVADMIN.

IMPORTANT: Once submitted via DoD SAFE, the submitter of the application must e-mail NavyJAGAccessions@us.navy.mil to provide:

(1) notification of the submission;
(2) the DoD SAFE file download password; and
(3) a command point of contact for follow up information.

If you do not receive receipt confirmation within 2 business days, please call the Accession Program Manager at 202-685-8527.

FREQUENTLY ASKED QUESTIONS

This section is composed of questions received in prior IPP cycles. Please use this information as guidance, and if necessary, seek additional or individual guidance from the Accessions Program Manager.

ELIGIBILITY:

Q: I am an E-4 interested in the Direct Commission Option (DCO). Can I get a paygrade requirement waiver?

A: There is no need for a waiver. In accordance with PA 111A, DCO candidates have no paygrade restrictions. Paygrade restrictions only apply to FLEO applicants.

Q: I am a frocked E-8 but haven't started getting paid . I will not advance by the IPP deadline. Can I still apply to the FLEO?

A: Yes. An applicant must meet time in service and rank requirements. The applicant must be an E5, 56, or E7 at the time of application. Frocking does not count for or against the applicant.

Q: I am a frocked E-4 but haven't started getting paid. I will not advance by the IPP deadline. Can I still apply to the FLEO?

A: No. An applicant must meet time in service and rank requirements. The applicant must be an E5, 56, or E7 at the time of application. Frocking does not count against the applicant.

Q: My enlistment contract is set to expire between now and when the expected results of the IPP selection board come out. What do I do?

A: An IPP applicant should speak with the chain of command, the command's career counselor and the community manager regarding the possibility of a voluntary extension to complete the application process. If selected, an IPP candidate signs a new service agreement as an officer candidate and is released from any current service obligation or contract.

Q: I am currently pending orders. Can I still apply?

A: Yes. However, applicants are highly encouraged to speak with their chain of command and enlisted community manager to alert them to the interest of applying.

Q: During the course of my application, I have PCS'ed or PCA'ed. Do I have to re-do the command screening interview or command endorsement?

A: No. So long as the completed package has been submitted, the gaining command is not required to resubmit. However, applicants are highly encouraged to notify the gaining command of the pending IPP application.

Q. What if my baccalaureate degree was earned from a school accredited by a foreign country?

A. Yes, so long as one or more American Bar Association (ABA) accredited law schools or law programs would accept the degree from that university as a prerequisite to attend. Applicants are recommended to conduct research within the ABA accredited law school community, including direct contact with schools' admissions counselors, to determine if the school and awarded degree would in fact permit admission if accepted. When conducting this research, applicants should confine their research to only those schools which would meet the application requirements of the IPP, reflected in the annual NAVADMIN.

Q. I have conducted my own research, called eligible schools, and no one has been able to help me. Who should I speak to about this?

A: If you have exhausted all reasonable efforts to identify eligible of your baccalaureate degree for a law school admission, provided a detailed explanation of the efforts made including schools contacted and points of contact, and forward it to the Accessions Program Manager at NavyJAGAccessions@us.navy.mil who will be able to provide support and guidance.

Q: The Program Authorization requires me to "be able to complete 20 years of active duty commissioned service before their 62nd birthday." If I am 41 right now, would I meet eligibility requirements?

A: No. IPP applicants must have earned their commission by their 42nd birthday. Judge advocates earn their commission upon graduation of Officer Candidate School (OCS), a 13 week program in Newport, Rhode Island. Orders to OCS are issued only after an individual has graduated law school, taken their bar exam and received passing results.

Working backwards, to ensure an applicant can meet the age requirement, he or she should be no older than 41 when they sit for the bar exam, and with a traditional three year legal education, should be no older than 38 when they start law school.

Q: Can I request a waiver for the age requirement?

A: Yes. Age waiver submissions must comply with PA 111A guidance and be contained in your commanding officer's favorable endorsement.

Q: What does it mean under the time-in-service requirement for FLEO "at the time legal training begins"?

A: Legal training begins when an applicant reports to his or her assigned unit at or near the law school. It does not require that classes begin on a specific day, but that the applicant is assigned to the local unit (generally within one month of the school courses beginning).

Q: What does it mean under the time-in-service requirement for DCO "at the time of commissioning"?

A: In addition to DCO candidates having been commissioned by his or her 42nd birthday, unless an age waiver is granted, the candidate must also not exceed 10 years of active duty time in service. Judge advocates earn their commission upon graduation of OCS, a 13 week program in Newport, Rhode Island. Therefore, all DCO candidates must be 41 years or younger when starting OCS.

Q: Can I request a waiver for the time-in-service limitation?

A: No. There are no waivers for this requirement.

Q: I have served 7 years and 6 months at the time of the deadline for the FLEO application in December. Can I still apply?

A: No. An applicant cannot exceed 8 years at the start of their legal education. Because most schools start legal programs in August, the Sailor would have 8 years and 2 months at the start of law school.

APPLICATION REQUIREMENTS:

Q: Based on the guidance, do I really need to apply to three schools to meet each of the categories?

A: No. In theory, an applicant may find a single law school that will satisfy each of the categories required. However, applicants are highly encouraged to apply to more than one school to increase the admission likelihood.

Q: I have applied and been accepted to multiple schools. Do I pick which school I am going to if selected for IPP?

A: No. The Judge Advocate General of the Navy makes all placements for IPP selectees. However, IPP selects will provide the JAG detailer with a list of preferences for consideration in making the placement decision.

COMMAND SCREENING INTERVIEW:

Q: My chain of command is unsure how to conduct the command screening interview. Is there a point of contact they can connect with to learn more?

A: Yes. The CO or OIC, or members of the interview panel, may contact the Accessions Program Manager for support: NavyJAGAccessions@us.navy.mil.

Q: Is there a list of questions available for the CO/OIC or interviewers to select from to conduct the interview?

A: Yes. The CO/OIC or interviewers may contact the Accessions Program Manager for the sample question bank: NavyJAGAccessions@us.navy.mil.

Q: Can the command's staff judge advocate be an interviewer on the command screening interview?

A: Yes. The CO/OIC selects which officers shall serve on the command screening interview. So long as the judge advocate meets program and command's interviewer criteria, he or she may be interviewer.

Q: Does the interview occur all at once, or can the interview be conducted one by one with the selected interviewers?

A: Yes. The CO/OIC determines the scope and manner of the interview. This may include a panel style interview, or a single interview conducted three times with the selected interviewers. The CO/OIC has broad discretion on the manner of execution.

RESOURCES:

Q: I don't know who my Enlisted Community Manager (ECM) is. Where do I find that information to request a conditional release?

A: All ECM contact information is listed on the MyNavyHR website. Where an applicant still cannot find or connect with the ECM, he or she should use the chain of command to request support and intercession.