



# U.S. NAVY JAG CORPS ACCESSION PROGRAMS

Current as of: January 2026

## Overview

### **Purpose**

This packet was created to provide additional information, guidance and support to prospective applicants to the U.S. Navy Judge Advocate General (JAG) Corps. These prospective applicants may be applying to the Student Program (current 2L/3E and 3L/4E) or Direct Appointment (for licensed attorneys) selection boards.

### **Application Deadlines**

Each accession cycle has very specific and rigidly enforced deadlines to complete the application, upload application materials, and execute the structured interview. You will find all application deadlines here: <https://www.jag.navy.mil/career/navy-lawyer/>.

Prospective applicants should be aware that each step in submitting the application is another point of review for the selection process. As a military organization, compliance with deadlines and directions is critical to mission success. An applicant's untimely submission and/or non-compliance may be considered by the Accession Selection Board.

### **Eligibility**

To be eligible for the Student Program, you must:

- Be a United States citizen of good moral character;
- Be younger than 42 years of age at the time you begin active duty;
- Have taken the Law School Admission Test (LSAT) or Graduate Record Examination (GRE), or have been admitted to a direct-to-law program by an American Bar Association (ABA) - accredited law school;
- Be a law student with at least one year of school completed, attending an ABA-accredited school<sup>1</sup>, or a graduate of an ABA-accredited law school with a Juris Doctorate (JD) who has not yet had the opportunity to take the first available bar exam following graduation. Students who attend law school part-time or intend to matriculate in a dual degree program must be within two years of completing all remaining degree requirements; and
- Meet the physical and medical requirements for commission in the Navy.

In addition to the criteria above, Direct Appointment applicants must also:

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<sup>1</sup> Provisionally approved ABA law schools are authorized.

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- Be a graduate of and have earned a JD<sup>2</sup> from a law school fully accredited by the ABA. Accreditation is determined from the date of your graduation, or upon approval from the Judge Advocate General, by the current ABA accreditation status of the school.
- Be admitted to practice and be a member in good standing before a Federal Court, the highest court of a State, Territory, Commonwealth, or the District of Columbia.

**Application Submission**

All applicants, regardless of program, must complete the following steps in order to be considered by the Accession Selection Board.

- **Online Application.** Create an account, complete the online application, and upload all required information/materials by the application deadline. This application will request information about you, your schooling, your extracurricular and civic activities, military affiliation, a personal statement, a motivation statement, and information on specific matters of interest. The application portal can be accessed here: <https://jag-recruit-applicant.high.powerappsportals.us/>.
- **Structured Interview.** Schedule and complete a Structured Interview (SI) by the application cycle deadline. SIs can be completed at any time in the application process and are valid for three years.

**Note:** We recommend requesting an interview several weeks in advance of the deadline to ensure availability (at least 15 days). Requests submitted 1 – 2 days before the deadline may be denied due to unavailability of interviewers.

- **Upload Documents.** Upload and confirm all required documents to the application profile. This will generally include all transcripts, letters of recommendation, certificates of good standing (Direct Appointment), prior military discharge forms, evaluations or performance reports (if any), and a full-length photo.
- **Certify and submit.** When all portions of the application are complete, you will certify the materials are true and accurate and submit the application. All applications must be time stamped by 2359 (11:59 PM) on the date of the application cycle deadline. Untimely submission may not be reviewed by the Accession Selection Board.

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<sup>2</sup> Graduation from an ABA accredited law school with an LLM does not meet the eligibility criteria.

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**Application Review and Selection Process**

On the day after the application cycle concludes, all applications are pulled from the portal, and all eligible applicants are submitted to the Accession Selection Board.

- **Immediate Quality Assurance.** A member of the Recruiting and Accession team will review all applications for preliminary eligibility and compliance with application submission criteria. This may result in a call from the team member to confirm or resolve an issue observed in your application.
- **Recorder Review (#1).** Each application is assigned to a “recorder” who reviews the application in depth to identify and highlight the “whole person” approach. This recorder is a current Navy judge advocate, who spends a significant amount of time reviewing each portion of the application, taking notes of materials submitted, and obtaining a reliable understanding of each person.
- **Recorder Review (#2).** After the first recorder executes the review, a second recorder is assigned to the application and conducts an independent, secondary review to ensure nothing is missed or to flag additional information to highlight. These notes are added into the applicant’s materials before being submitted to the Accession Selection Board.
- **Selection Board.** An Accession Selection Board is convened within a few weeks of the application deadline (generally 2–4 weeks). The Board is comprised of senior Navy judge advocates from different areas within the Navy JAG community. Each member of the board is assigned a set of applications to conduct a review of the materials. This review includes both his or her own review of the materials, as well as the previous notes and highlights from the recorder reviews. This board member then briefs the applicant to the entire board. The Board concludes when all applications have been reviewed and the Board assembles its list of applicants selected to receive a Professional Recommendation.
- **Board Results.** The Accession Selection Board results are personally reviewed by the Judge Advocate General of the Navy, and upon his/her concurrence, are considered final and ready for release. When approved, results of the selection boards will be posted on the application website. Individual selectees will receive a phone call and email regarding their selection. Non-Selects will be notified via email (generally 6–8 weeks after the application deadline).
- **Acceptance.** Selectees will be provided guidance on the deadline to accept or decline the Professional Recommendation. If accepted, the applicant will move on to phase two of the accession pipeline: screening and officer candidate school.

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**Additional Information**

- **Talk to a JAGC Recruiter!** For questions, please visit the careers website linked above or talk to your local U.S. Navy JAGC Recruiting Officer.

Northeast (MA, ME, NH, RI, VT)  
Email: NJS\_JAG\_Recruiting@us.navy.mil

Mid-Atlantic (CT, DE, NC, NJ, NY, PA, OH, VA)  
Email: MIDLANT\_JAGC\_Recruiting@us.navy.mil

National District Washington (DC, MD, WV)  
Email: NDW\_JAGC\_Recruiting@us.navy.mil

Southeast (AL, AR, FL, GA, KS, LA, MO, MS, OK, PR, SC, TN, TX)  
Email: Southeast\_JAGC\_Recruiting@us.navy.mil

Mid-West (IA, IL, IN, KY, MI, MN, WI)  
Email: Midwest\_JAGC\_Recruiting@us.navy.mil

Southwest (AZ, CA, CO, NM, NV, WY)  
Email: Southwest\_JAGC\_Recruiting@us.navy.mil

Northwest (AK, HI, ID, MO, MT, ND, NE, OR, SD, UT, WA)  
Email: Northwest\_JAGC\_Recruiting@us.navy.mil

Overseas/at sea  
Email: NavyJAGAccessions@us.navy.mil

- **Stay Up to Date.** Visit the U.S. Navy JAG Corps careers website for detailed information and instructions visit: <https://www.jag.navy.mil/careers/lawyers/>.



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## Application Checklist

- Start the Online Application**
  - Link: <https://jag-recruit-applicant.high.powerappsportals.us/>.
  - Add all personal information into the application profile and portal.
  - The online application must be submitted, and all documents must be uploaded, by 2359 (11:59 PM) on the application deadline date. Visit the respective career page for the most up-to-date information on application cycle deadlines: <https://www.jag.navy.mil/careers/lawyers/>.
  - Ensure accurate information and materials are added to the application.
  
- Complete the JAGC Structured Interview**
  - Book your structured interview via the Recruiting Officer Booking Page or email your regional JAG recruiting officer. Links and emails for both are contained below.
  - You must request an interview at least two weeks before the application deadline.
  - You may not re-interview within 3 years of the original interview. Requests for re-interviews within the time period require approval from the Office of the Judge Advocate General.
  - Interviews may be in-person or virtual.
  
- Prepare your Personal Statement and Motivational Statement**
  - Two different statements will be collected from each application. Each statement is added directly into the application, via a text box.
  - *Personal Statement* (500 words max): Each applicant must provide an original, personal statement. This personal statement should provide additional insight into the applicant, their background, life events, or experiences which are generally not reflected in other portions of the application.
  - *Motivational Statement* (250 words max): Each applicant must provide an original statement regarding his or her motivation for why they wish to join the U.S. Navy, become a Naval Officer in the JAG Corps. This statement should provide additional insight into the applicant, their background, life events or experiences which impacted, influenced, or formed the basis for submitting the application. The additional insight should generally not be reflected in other portions of the application.
  - Use of artificial intelligence is not permitted; plagiarism will not be accepted. The statement need not be in letter format, nor be addressed to the board, nor have a signature block. Citations, references, or attributions are not required unless directly quoting.
  
- Gather and Upload Application Documents**
  - Documents for the application will be uploaded directly onto the online application.

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Those documents are reflected below.

**Required Documents to upload with Online Application:**

- Resume.
  - 1– 2 pages (no longer than 2).
- Undergraduate Transcripts.
  - Include transcripts from all undergraduate institutions from which you received a degree.
  - Can be official or unofficial transcripts.
  - Must show class standing (if available) and school grading system.
  - Mailed or emailed transcripts **WILL NOT** be considered.
  - Transcripts from transferred institutions *are encouraged* to be submitted to provide context or additional information regarding the applicant’s academic history, but are not required.
- Law School Transcripts.
  - Include transcripts from the law school you attend/attended.
  - Can be official or unofficial transcripts.
  - Must show class standing (if available) and school grading system/curve (if available).
  - Mailed or emailed transcripts **will not** be considered.
  - Transcripts from transferred institutions *should be* submitted to provide context or additional information regarding the applicant’s academic history.
- Full length photo (approximately 4x6 or 5x7) in business attire.
  - Does not need to be a professionally-taken photo. You can use your personal cell phone or camera to take the picture; however, it should look professional.
  - **Must be head to toe (waist-up photos will not be accepted).**
  - Taken within last 6 months; you will confirm the date of the photo on the online application.
  - Blank backgrounds preferred; well lit.
  - Reduce the file size to less than 1MB, if possible.
  - Photo upload type is .jpg or .mpeg format only.
  - Photos are used to help assess the applicant’s physical fitness, professionalism, and ability to comply with directions and guidance.

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- LSAT/GRE Score Report.
  - Provide the official score report from your LSAT or GRE. Actual LSAT Score Report forms are downloadable from the LSAC website.
  - If you took the LSAT/GRE more than 5 years ago and a score report is no longer available, OR you took the LSAT FLEX and a Score Report is not available, please provide a statement stating as much in the additional comments section of the online application and provide any available proof of score.
  - If no advanced examination was completed due to the direct-to-law program you were accepted into, a program authorization from the school is required.
  
- Letters of Recommendation.
  - 3–5 letters (applicants **MUST** submit a minimum of 3).
  - Applications with 2 or fewer will be considered ineligible; the 6th or subsequent letter will not be considered.
  - The letter should be addressed to “President of the Navy JAGC Accessions Board”.
  - Use this address for letterhead only (DO NOT MAIL IT):  
Office of the Judge Advocate General  
Total Force Management – Director of Accessions  
1322 Patterson Ave., Suite 3000  
Washington Navy Yard, DC 20374-5066
  - Letters of recommendation **must be submitted as an attachment through the online application.**
  - Should your recommender not authorize release of the letter to you, letters should be emailed to [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil).
  
- Proof of bar license to practice law [*For Direct Appointment applicants only*].
  - Applicants **MUST** be admitted to practice law by the application deadline.
  
- Copy of DD-214 [*for current, former, or reserve military members ONLY*].
  
- Last 5 Fitness Reports or Evaluation Reports [*for current, former, or reserve military members ONLY*].
  - If your service did not provide enlisted evaluations/FITREPs for any reason, please include a statement in the additional comments section of the online application explaining the lack of submitted documents.
  - For National Guard personnel, include previous Evaluation Reports.
  - Performance evaluations shall be submitted by Reserve personnel from any service or guard.
  
- Copy of approved DD-368 [*for current or reserve military members ONLY*].

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- Most recent Statement of Service or copy of reserve points calculation sheet (generally downloadable from your official military record) [*for current or reserve military members ONLY*].
  
- NOT FOR UPLOADING: Gather PRIDEMOD Account Document Preparation.**
  - All applicants must have physical copies of their birth certificate and social security card no later than 6 weeks *after* the application deadline, if selected for the Professional Recommendation.
  - Once selection board results are released, selected applicants must take their birth certificate and social security card to a Navy recruiting office to create a “PRIDEMOD” account. This account is used throughout your screening process.

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**Required Structured Interviews:**

All applicants must complete a structured interview before the application deadline. Informational interviews and interviews with other branches of service **do not** satisfy this requirement. **You should request an interview several weeks (at least 15 days) in advance of the application deadline** to allow time to schedule and complete your interview before the application deadline.

Unless an applicant has completed a structured interview within the last 3 years, an applicant must request a structured interview. To request that interview, follow the link below to schedule your interview on our Regional Recruiting Interview Bookings Page. Please select the recruiting region for your location. Should you experience any difficulty in executing a booking appointment, please use the corresponding email to resolve the matter.

**Please note:** Unless authorized, requests are scheduled at least 72 hours out, therefore next-day interviews are generally not available.

Northeast (MA, ME, NH, RI, VT)  
Bookings Online: [Northeast Bookings](#)  
Email: NJS\_JAG\_Recruiting@us.navy.mil

Mid-Atlantic (CT, DE, NC, NJ, NY, PA, OH, VA)  
Bookings Online: [Mid-Atlantic Bookings](#)  
Email: MIDLANT\_JAGC\_Recruiting@us.navy.mil

National District Washington (DC, MD, WV)  
Bookings Online: [NDW Bookings](#)  
Email: NDW\_JAGC\_Recruiting@us.navy.mil

Southeast (AL, AR, FL, GA, KS, LA, MO, MS, OK, PR, SC, TN, TX)  
Bookings Online: [Southeast Bookings](#)  
Email: Southeast\_JAGC\_Recruiting@us.navy.mil

Mid-West (IA, IL, IN, KY, MI, MN, WI)  
Bookings Online: [Midwest Bookings](#)  
Email: Midwest\_JAGC\_Recruiting@us.navy.mil

Southwest (AZ, CA, CO, NM, NV, WY)  
Bookings Online: [Southwest Bookings](#)  
Email: Southwest\_JAGC\_Recruiting@us.navy.mil

Northwest (AK, HI, ID, MO, MT, ND, NE, OR, SD, UT, WA)  
Bookings Online: [Northwest Bookings](#)  
Email: Northwest\_JAGC\_Recruiting@us.navy.mil

If you have not received a response within five business days, please contact us at [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil). Interviews may be conducted virtually or in-person if supportable by the local office.



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## Tips and Recommendations for Applicants

### **Purpose**

These tips and recommendations were compiled from multiple years of application cycles, feedback from applicants, input from Accession Selection Board members, and common errors or issues observed during application reviews. Each applicant is responsible for his or her own application, and therefore the guidance below is merely recommendations.

### **Photo**

- Your photo must be recent—taken within the last 6 *months*. Confirmation of the date when the photo taken will be requested with the application.
- Your photo must be full-length (meaning head-to-toe) and you should be wearing professional attire.
- Your photo should be well lit and free of distractions. Blank backgrounds are preferred.
- The photo does NOT need to be taken by a professional—you can use your personal cell phone or camera to take the picture. However, it should look professional
- The board uses the photo to assess your physical fitness, professionalism, and ability to follow directions. Ensure your photo and its content sends the right message, as you are applying to be a Naval Officer.

### **Resume**

- Your resume should present a clean, professional appearance. Avoid unnecessary graphics and excessive blocks of text.
- Your resume may be more than one page but should be *no more* than two pages.
- Use your resume to highlight your significant academic, professional, and personal accomplishments. The board is interested in applicants who excel in multiple areas.

If your resume references uncommon concepts, programs, or acronyms, ensure they are clearly explained or annotated. While the reviewers are Navy judge advocates and licensed attorneys, you should not assume the reader understands you or what you meant.

### **Structured Interview**

- You may request an interview before submitting your application online—ensure you request an interview well ahead of the deadline, as the interview may take some time to schedule.
- The interview is requested via your regional recruiting officer teams, reflected below. Requests should be submitted **at least 15 days** before the deadline of the application cycle.
- Late interview requests may be denied when interview slots are not available. Requests submitted 2–3 days before the deadline may be summarily denied.
- Do your homework about the Navy JAG Corps before the interview and ensure you understand what you would be doing as a Navy judge advocate. You can speak with a recruiter officer ahead of time by reaching out to the point of contact for your respective

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area in the Structured Interview contact information pages of this document.

- This interview is a **very** important part of your whole application packet. Therefore, come prepared, dressed professionally, free from distractions, and ready to exhibit your best self. Our interviewers are trained to identify great, good, mediocre, and poor applicants—so being ready from the moment you enter the room is critical.
- Structured interviews can be awkward or seem unusual. The Navy JAGC uses these structured and centralized interviews as a leveling tool to ensure fair play for all applicants across the country—embrace the interview and let your personality and professionalism shine through.
- Structured Interview results are valid for 3 years.
- You may not re-interview within three years of your original interview unless unusual circumstances warrant a new interview. If you have completed an interview in the last 3 years, you may not re-interview without a waiver granted by the Office of the Judge Advocate General. In submitting a waiver request, forward to [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil), a thoroughly detailed explanation of the exceptional and extraordinary circumstances which materially impacted the reliability of your previously conducted interview.

### Academics

- Ensure you have uploaded a copy of your college and law school transcripts, even if the transcripts have a watermark that indicates “unofficial transcript” once photocopied or uploaded.
- Do not send electronic transcripts to the Office of the Judge Advocate General, as they may expire by the time the selection board convenes, or may be lost in the mail. Only those documents attached to the submitted online application will be considered.
- Mailed transcripts **will not** be accepted/considered.
- If your school, college, or program has unusual characteristics, policies, or requirements, ensure your application highlights them in your personal statement or additional comment section.

### Employment

- Completion of a summer internship or school-year externship with the Navy JAG Corps is strongly encouraged.
- Information about current or past employment, including part-time jobs, is helpful to provide context for an applicant’s holistic review. Effective management of competing interests and priorities is a characteristic of strong Naval Officers.

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**Extracurricular Activities, Community Service, and Civic Engagements**

- Navy judge advocates are more than just lawyers. We are commissioned Naval Officers, warfighters, and leaders in the Fleet. Qualities of excellent Naval Officers can be inferred and understood through those activities you engage in outside of work or school.
- Ensure your application highlights any significant leadership roles or experience working in teams, on projects, or for a client.
- The board is interested in applicants who demonstrate a commitment to public service and their community. Civic engagements and community involvement are broad concepts, so be sure to include all relevant materials how you impact the world around you—whether that is your apartment building, block, town/city, state, work environment, or school.
- While the broad inquiry can yield many results, ensure your submissions are meaningful, targeted, and informative. Adding “fluff” for volume’s sake will not be effective and may be viewed negatively by the Accession Selection Board.

**Personal Statement**

- The best personal statements are those that make a connection with the board members and help the board understand who you are as a person.
- Personal statements should be no longer than 500 words. Longer statements may be excluded or cut off during the application review process.
- General statements about patriotism and a desire to serve are less helpful than a compelling narrative that ties your personal experience to your future in our organization.
- Successful applicants use the personal statement to fill in the blanks in their application, or to provide a better explanation of their application materials.
- Strong personal statements are those built on genuine and honest articulation of the applicant and their life, background, and experiences. Whether it involves beliefs, values, family, interests, experiences, or dreams, personal statements open the door to truly see who the applicant is behind all the paperwork.
- Use of AI is prohibited and, given the composition of the board members, is easily spotted.

**Motivational Statement**

- Motivational statements are different from a personal statement because they answer the questions: “Why the Navy? Why a Naval Officer? And why the Navy JAG Corps?”
- The best motivational statements are those that make a connection with the board members using genuine facts, honest beliefs, and important parts of who you are. They provide the critical link for the board to understand your interest in becoming a Naval Officer, a leader in the U.S. Navy and the Navy JAG Corps, rather than any other job, service, or calling.
- Strong motivational statements articulate the difference between a calling to be a Naval Officer and the calling to become a judge advocate in the Navy. All Navy judge advocates are Naval Officers first and foremost, so inherent to any motivational statement is why you want to apply to become a leader in the strongest, lethal, and battle-tested, battle-won Fleet.
- Motivational statements should be no longer than 250 words. Longer statements may be

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excluded or cut off during the application review process.

- General statements about patriotism and a desire to serve are less helpful than a compelling narrative that ties your motivation for submitting this application.
- Use of AI is prohibited and, given the composition of the board members, is easily spotted.

### Explaining Adverse Information

- You may use the additional comments section of the online application to explain anything that you think requires explanation, but use this opportunity judiciously. While additional detail presented in a concise manner may help the board better understand something in your application, there are some cases in which explaining something draws unnecessary attention to it.
- No one is perfect. Mistakes made, errors in judgment or issues from our younger selves can teach lessons and forge our character. Such missteps can form the basis of strong Naval Officers, like then-Ensign [Chester W. Nimitz](#) before becoming Admiral Nimitz—who lead our Fleet to victory in the largest maritime campaign in history.
- No individual entry of adverse information is a dispositive bar to an applicant being selected. Many drug use incidents or criminal activity may be subject to waivers if selected for the Professional Recommendation.
- Be honest and forthcoming in the application. Should you be selected, you will submit to a background check and security clearance process. Misinformation, withholding critical information, or non-responsiveness may cause an individual to be denied a clearance, and thus denied entry to the U.S. Navy. Information provided on this application should be consistent with the information on a later submitted clearance form; the two may be compared to determine credibility and truthfulness.

### Letters of Recommendation

- You will submit between three and five letters of recommendation. More than 5 letters will not be accepted, and applicants who submit fewer than 3 letters are generally not selected or considered.
- Choose your recommenders wisely—letters from friends, relatives, or professors who have not been able to observe your performance in a professional or leadership setting are usually not helpful.
- Ensure your letters cover any significant legal experience and give a full picture of you as a legal professional, community leader, teammate, or strong person of moral character.
- Strong and effective letters of recommendation are diverse in viewpoint about the applicant, contain detailed accounts or incidents which support their recommendation, avoid generalized language, and hone in on qualities that translate well to becoming a Naval Officer.
- You should normally have a letter from your current or most recent employer, and should explain in the additional comments section if you are not able to provide one.
- Mailed or emailed recommendation letters will NOT be accepted/considered. Letters of recommendation must be uploaded into the online application. Should your recommender not allow their letter to be sent to you, they may submit the letter to [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil).

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**Tips and Recommendations for Applicants**

- Don't forget to ensure the recommender signs the letter and includes contact information so the board can ask questions or speak to the reference!

**General Comments**

- Apply as early as you can in your 2L year and keep applying if you are not selected on the first try—the board likes to see repeat applicants!
- If re-applying, ensure you update all documents uploaded to your application.
- You will be able to modify your application after you click submit, including to remove/upload documents, until the application deadline. However, only saved and signed applications will be reviewed; unsaved changes at the time the cycle closes will not be accepted.

**Questions**

If you have additional questions after reviewing this information, please contact us at [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil).