



**U.S. NAVY JAG CORPS**

**IN-SERVICE PROCUREMENT PROGRAM**

**FY-23 APPLICATION GUIDE**

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**Point of Contact**

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# APPLICATION INSTRUCTIONS

The following are line-by-line instructions for FY-23 JAGC IPP applicants applying for a commission using the Officer Programs Application.

## **“MUST ENABLE JAVASCRIPT / MUST USE ADOBE 7.0 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: **DD MMM YY** format. (DD MMM **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; however, you must provide a copy of LSAT score report.
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 encouraged to apply to more than one school. Applicants must apply to at least one law school in which in-state tuition fees can be obtained and one school near the applicant's current duty station. Navy applicants must also apply to one school located in a fleet concentration area (i.e. Norfolk, VA; Jacksonville/Mayport, FL; San Diego, CA; Pearl Harbor, HI; or Washington, DC; Bremerton, WA). We strongly recommend that you 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.)
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-20 not selected, FY-21 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).

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

Page 7 of 14. Personal Statements: 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 statement indicating the steps you have taken to learn about a JAGC career and your reason for seeking commission.

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.

- Ensure any waiver requests are endorsed in 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 1070-180.
- 3. The Officer Programs Application (OPNAV 1420/1).
- 4. 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.
- 5. 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 schools 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 or GRE scores if you used GRE scores for admission to law school (instead of the LSAT).
- 7. 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 detailee. Provide the conditional release in the package. Email confirmation by the ECM is sufficient to meet this requirement.
- 8. Funded Legal Training Program Applicants must provide a list of all law schools that you have applied to or plan to apply to upon receiving new LSAT scores. Funded Legal Training Program Applicants may include law school acceptance letters here if received before the application deadline. You should seek to apply to law schools before the submission deadline.
- 9. Evaluations. (Copies of your last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record).
- 10. Letters of Recommendation. (Not required, place here if included.) Unofficial NAVCRUIT 1131/5 forms that were not used in the Command Interview process will NOT be accepted as recommendation letters.
- 11. Awards. Submit **only** copies of award citations **not currently reflected** in your official military personnel file (OMPF) via BOL.

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

13. JAGC Career Statement. A statement of 500 words or less 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 1420.1B).

14. Letter of In Good Standing. For direct commission 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.

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. as outlined in chapter 9.

16. Schedule a JAGC Structured Interview. Applicants shall schedule a JAGC accessions Structured Interview prior to submitting their application. An applicant's Structured Interview results will be sent directly to OJAG Code 61. This interview is in addition to the command interview. Note: this interview will not be included in your packet. It will be sent separately by the appraisers to be included in your packet.

17. Applicants must submit their application electronically via DoD SAFE (<https://safe.apps.mil>) to [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil) no later than 2359 EST, 15 December 2022. 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 202-685-5273 or [NavyJAGAccessions@us.navy.mil](mailto:NavyJAGAccessions@us.navy.mil) prior to 21 November 2022. If you do not have your LSAT score returned in time for the 15 December deadline, please submit no later than 15 January 2023.

**IMPORTANT:** Once submitted via DoD SAFE, the submitter of the application must e-mail [NavyJAGAccessions@us.navy.mil](mailto: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 a receipt confirmation within 2 business days, please call the Accession Program Manager at 202-685-5273.

Note on legacy email: the only email we have access to and are checking is [NavyJAGAccessions@navy.mil](mailto:NavyJAGAccessions@navy.mil). Please only use this email.