

FY-14 JAGC IPP APPLICATION INSTRUCTIONS

The following are line-by-line instructions for FY 14 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 message, hit "OK" until it goes away. This may take several tries.
2. Indicate Programs To Which Applying: Leave the section blank. JAGC IPP is a new program
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: Self explanatory.
8. Number of Dependents: Self explanatory.
9. UIC: List Unit Identification Code.
10. PRD: MM/YY format.
11. Command Address: Command mailing address.

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12. Current Mailing Address: Your home mailing address and personal email.
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: N/A
20. Duty Assignment History: List current command first and work back.
21. High School: Leave Blank.
22. College: Provide an official transcript only if a degree was awarded (**A command certified true copy is acceptable**).
23. Degree Preference:
 - (a) Desired course of study: enter "Jurist 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 officer's current duty station. Navy applicants must also apply to one school located in a fleet concentration area (Norfolk, VA; Jacksonville/Mayport, FL; San Diego, CA; Pearl Harbor, HI; or Washington, DC).
24. Personal Awards: List awards in precedence order. Submit **only** copies of award citations **not** currently reflected in your OMPF via BOL (**DO NOT SEND 1650s**).
25. Service Schools: SMART not required for LDO/CWO (but recommended).

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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. Blocks 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-11 not selected, FY-12 not selected, etc.).
- 32 - 34. Personnel Security Information: N/A
35. PCS Orders: N/A

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

Page 7 of 14. Personal Statements: Self explanatory.

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

- **complete the table provided for statement of service.**
Submit your statement of service in part 3 of personal statement in the following format:

Page 9/10 of 14. Commanding Officer's Recommendation:

- Omit the PCS orders question.

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