

INSTRUCTIONS FOR ATTORNEYS

As stated in the Appointment Letter of Employment, please provide the following items listed below to process your Final Appointment Package for approval by the Deputy General Counsel, the Qualifying Authority for all attorneys hired by the Department of the Navy Office of the General Counsel:

- (1) Two copies of your resume.
- (2) Proof of U.S. Citizenship: (A photo copy of any of the following, current U.S. Passport, Passport Card, Birth Certificate, Certificate of Naturalization or Certificate of Citizenship.)
- (3) A current original official certificate from your bar that states that you are an active member in good standing. If you are a member of more than one bar, please send the same information from each. Photo copies will not be accepted.
- (4) A current original official statement from your bar/bars that your fitness to practice law and your conduct as an attorney has not been challenged. If either has been challenged, submit an official statement concerning the facts and circumstances including any explanation you may care to submit.
- (5) A written statement from you that you are an active member of a state bar or the District of Columbia bar.
- (6) An official transcript of your law school record and official statement of your relative standing in your class. (This item is not required if you have been a member of the bar five years or more)

NOTE: Retain a copy of all the documents you provide for your records. Please provide the requested items within 30 days of receipt of the Letter of Employment.

Recommend all documents be sent to the below address via Federal Express to avoid mail delays.

Department of the Navy
Office of the General Counsel
Attn: Assistant to the Deputy General Counsel (Personnel)
1000 Navy Pentagon, Room 5A532
Washington, DC 20350-1000