



# AIR FORCE JAG CORPS 2018 SUMMER EXTERNSHIP



The Air Force Judge Advocate General's Corps is currently seeking applications for our 2018 summer unpaid externship program. The Air Force JAG Corps provides full-spectrum legal advice to military commanders. As an extern, you will gain hands-on experience in diverse areas of legal practice while learning more about the Air Force and the JAG Corps. Our program is an excellent way to gain exposure to substantive legal work while serving alongside Active Duty Air Force Assistant Staff Judge Advocates. Positions are available, full-time, for 8-12 consecutive weeks during the summer of 2018.

## Description of Duties

As an extern, you will work under attorney supervision in numerous practice areas of the JAG Corps including, but not limited to:

- Preparing criminal and civil cases by conducting legal research, writing briefs and opinions, conducting investigations and interviewing witnesses
- Assisting attorneys who counsel and represent Airmen, their family members and retirees in personal legal matters in areas such as family law, estate planning, landlord-tenant law, tax, bankruptcy, immigration and naturalization law, and military administrative law
- Supporting attorneys in other areas, such as federal tort claims, government procurement law, employment law, international law, environmental law and operational law

## Requirements

- U.S. Citizen (birth or naturalization)
- Attending an ABA Approved Law School
- Completed your 1L or 2L year of law school at the time the externship begins
- Work full-time for up to 40 hours a week for 8-12 weeks
- Be able to obtain a Common Access Card through a security clearance

## Other Significant Facts

- Externships are unpaid positions, however you can receive school credit
- Externs must pay for their travel to and from the job location
- Externs must be able to secure their own housing (the Air Force will not provide housing and no housing allowance will be provided)
- Candidates must undergo a background investigation to determine suitability for employment
- Selection results will be released within 30-60 days



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## How to Apply

Applications must be submitted to Air Force Judge Advocate General Corps, Professional Development Directorate no later than **Friday, 9 February 2018, at 10pm EST.**

- Email the application to [airforcejagrecruiting@gmail.com](mailto:airforcejagrecruiting@gmail.com)
- The email subject line and the name of the PDF must be labeled **“Last name, First name, 2018 Summer externship application - (1L or 2L)”**

**\*We will not accept applications that are late or do not follow the instructions\***

## Application Package Instructions

Combine all requested documents into one PDF in the order listed below:

- A résumé (1 page, must contain all contact information and GPAs as listed on your undergrad/law school transcripts)
- Motivational statement (1 page, double-spaced, 1 inch margins, 12 point font)
- A memorandum describing: (put all the information on 1 page)
  - Your availability during the summer (start and end date)
  - A list of the top 5 Air Force bases (name the specific base and the city/state) (<https://www.airforce.com/lifestyle/locations>)
  - A privacy act waiver that states, **“I agree to the use of my Privacy Act Information in the USAF externship application process. I understand those transmitting personal information will exercise caution and adequately safeguard it in accordance with applicable Air Force instructions.”**
- Undergraduate and law school transcript (unofficial accepted, must be legible)
- A writing sample (5 pages or less, do not provide an introduction/summary page)
- Knowledge, Skills & Abilities Memorandum (instructions below)
- A full length photo (head to toe, in professional attire)

## Knowledge, Skills & Abilities Questions

Your response to the KSAs questions is limited to one page, double-spaced, 1-inch margins, and 12 point font. You are not required to restate the questions. Your response can simply number your responses (i.e. Response #1 and Response #2).

1. Discuss your experience performing legal research and your familiarity with various computer systems and associated peripheral equipment to perform legal research.
2. Discuss your skills and experience in identifying and understanding legal issues, options, and recommending various courses of action.