

United States Air Force JAG Corps Summer 2015 Externship

Gain hands-on experience in diverse areas of legal practice while learning more about the Air Force and the JAG Corps. You must be a U.S. citizen and enrolled in an ABA-accredited law school to apply.

Description & Qualifications

The Air Force Judge Advocate General 's Corps is currently seeking applications for our Summer 2015 Externship Program. Externs for the United States Air Force JAG Corps work in either a base legal office or in the national capital region.

The United States Air Force JAG Corps provides full-spectrum legal advice to military commanders. You will gain hands-on experience in diverse areas of legal practice while learning more about the Air Force and the JAG Corps. In the past, law students have worked at legal offices on Air Force installations across the United States gaining valuable experience. Our program is an excellent way to gain exposure to substantive legal work while serving alongside Active Duty Air Force Assistant Staff Judge Advocates.

Description of Duties

As an extern, you will work under attorney supervision in numerous practice area of the JAG Corps including:

- 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)
- 1L or 2L at an ABA Approved Law School (at the time of application)
- Able to obtain law school credit for your externship through your school
- Serve 8-10 weeks during the summer

National Capital Region Externships

Some externs are assigned to Air Force headquarters in the Washington, D.C., area. If chosen for the National Capital Region, you will gain real-world experience in support of Air Force missions while learning from senior civilian and military Air Force and Department of Defense officials and attorneys.

Unlike interns assigned to base legal offices who will work in multiple areas of law throughout the summer, interns assigned to headquarters offices will generally work in one subject matter area.

Other Significant Facts

- Clerks will be assigned to a base legal office or office in the national capital region.
- Clerks must pay for their travel to and from the job location.
- Candidates must undergo a background investigation to determine suitability for employment.
- Selection for this position is contingent upon proof of U.S. citizenship.
- **The COMPLETE application must be postmarked on or before 27 January 2015.**
- We will not accept late submissions.

If you have any questions, please call 1 800 JAG-USAF.

How to Apply

Applications should be submitted to Air Force Judge Advocate General, Professional Development Directorate at the address below. The externship application will be posted starting in December 2104 and we will accept applications through 27 January 2015. The externship position will allow you to obtain credit towards graduation, but is not a paid position. If you have any questions, please call 1 800 JAG-USAF.

Application Submission Instructions

We will only consider **complete applications** submitted in hard copy to: HQ AF/JAX, Attn: Summer 2015 Externship, 1500 West Perimeter Road, Jones Building, Suite 3330, Joint Base Andrews, Maryland 20762. **The COMPLETE application must be postmarked on or before 27 January 2015.**

Application Package Instructions

In order to apply you must submit the following documentation:

- A résumé (1 page)
- Legible copies of undergraduate and law school transcripts
- A personal statement (limited to one page, double-spaced, 1 inch margins, 11 point font)
- A memorandum identifying your top five geographic preferences for the externship (www.airforce.com/jag includes a base locations map for your reference)
- A writing sample (5 pages or less)
- A full length photo
- Knowledge, Skills & Abilities Memorandum (limited to one page, double-spaced, 1 inch margins, 11 point font)

Knowledge, Skills & Abilities Response Questions

Your memorandum response to the Knowledge, Skills and Abilities response questions is limited to one page, double-spaced with 1-inch margins. You are not required to restate the questions. Your response can simply number your responses (i.e. Response #1 and Response #2). If you have any questions, please call 1 800 JAG-USAF.

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