



AIR FORCE JAG CORPS 2020 FALL EXTERNSHIP

The Air Force Judge Advocate General's Corps is currently seeking applications for our 2020 fall unpaid externship program at participating Air Force installations across the country. 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 Judge Advocates. Positions are available for full-time or part-time work for 14-16 weeks during the 2020 fall semester.

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
- Able to obtain law school permission for your externship (credit is authorized but not required)
- Work part-time (8+hrs) or full-time (for up to 40 hrs) a week, for 14-16 weeks

Other Significant Facts

- Externships are unpaid positions.
- Externs must pay for their travel to and from the job location and be able to secure housing. No housing allowance will be provided.
- Candidates must undergo a background investigation to determine suitability for employment (externs will be required to get electronically fingerprinted as soon as possible after selection).
- Selection for this position is contingent upon proof of U.S. citizenship.
- We will not accept late submissions.

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How to Apply

Applications must be submitted to The Air Force Judge Advocate General Professional Development Directorate no later than **Wednesday, July 1st, 2020 at 10:00pm EST.**

- Email the application to airforcejagrecruiting@gmail.com
- Combine all requested documents into one PDF. All documents **MUST** be placed in the order listed below in the Application Package Instructions
- The email subject line and the name of the PDF **MUST** be labeled “Last name, First name, 2020 fall externship application”

Application Package Instructions

In order to apply you must submit the following documents in the below order:

- A resume (1 page)
- A memorandum describing
 - Your availability during the semester
 - A list of the top 5 Air Force bases (name the base, not the city) where you would like to extern (https://www.airforce.com/jag/careers/base_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.”**
- Legible copies of undergraduate and law school transcripts (unofficial accepted)
- A personal statement describing your motivation for applying (limited to 1 page, double-spaced, 1-inch margins, 11-point font)
- A writing sample (5 pages or less, do not provide a summary/introduction page)
- Knowledge, Skills, & Abilities Memorandum (limited to 1 page, double-spaced, 1-inch margins, 11-point font)
- A full length photo (head to toe in professional/courtroom attire)

Knowledge, Skills, and Abilities Response Questions

Your memorandum for the KSAs response questions is limited to 1 page, double-spaced, 11-point font with 1-inch margins. You are not required to restate the questions. You 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

Contact Information for Questions

Feel free to contact us at airforcejagrecruiting@gmail.com or 1-800-JAG-USAF

<https://www.airforce.com/jag> • 1-800-JAG-USAF • www.facebook.com/USAFJAG