

AIR FORCE ATTORNEY APPLICATION INSTRUCTIONS AND FORMS

SECTION I - GENERAL INFORMATION

1. In order to receive a commission and enter active duty as an Air Force attorney (judge advocate), an applicant must be (1) a citizen of the United States, (2) a graduate of a law school accredited by the American Bar Association, (3) admitted to practice before the highest court of a state or federal court, (4) less than 35 years old at the time of commissioning (10 U.S.C. 532), and (5) recommended by a Judge Advocate Personnel Selection Board and selected by The Judge Advocate General. Additionally, applicant's entry on active duty is contingent upon completion of a medical examination which must be reviewed and approved by the Air Force Surgeon General prior to commissioning.
2. Information on our various commissioning programs is contained in our recruiting brochure which you can receive by calling our toll free number, 1-800-524-8723 or in Virginia call (703) 614-5941.

SECTION II - APPLICATION PROCEDURES

1. Judge Advocate Personnel Selection Boards convene at the Pentagon in Washington, D.C., approximately every 60 days during the months of February, April, June, August, October and December. Your file will be considered by a board if you have completed (1) all of the required paperwork and (2) the formal interview prior to the first day of the month in which the board convenes. Once you have completed the paperwork and obtained the necessary documents, hand-carry your file to the hiring interview. The interviewer will forward your file to the Pentagon along with his or her evaluation.
2. **Direct Appointment Program (DAP):** You may apply for this program if you are a licensed attorney or a third year law student. You may apply to be considered by any of the six selection boards which are convened during the year.
3. **Air Force Reserve Officer Training Corps (AFROTC) One Year College Program (OYCP):** You may apply for this program to be considered by only the April Selection Board which occurs during the spring semester of your first or second year of law school.
4. **AFROTC Graduate Law Program:** You may apply for this program to be considered by only the April Selection Board which occurs during the spring semester of your first year of law school.
5. **AFROTC Educational Delay Program:** Officers commissioned through AFROTC who want to delay their entry on extended active duty to study law may apply to be considered by only the April Selection Board which occurs during the spring semester of your senior year of undergraduate school.
6. **Recall, Intraservice Transfer, and Interservice Transfer Programs** You may apply to be considered by any of the six DAP selection boards.

SECTION III - REQUIRED DOCUMENTS AND FORMS *(This Section continues on Page 2)*

Below is a list of forms and documents which are required for your interview with an Air Force attorney. Use this checklist to ensure you have all of the required information. The necessary forms follow these instructions and are available electronically at <http://afpubs.hq.af.mil>

1.	A full length 5"x 7" or 8"x 10" photograph <i>(wear what you would wear to court)</i> .
2.	Air Force Judge Advocate Application Information Form.
3.	Letters of Recommendation <i>(optional, but strongly encouraged)</i> .
4.	AF Form 24, Application for Appointment as Reserves of the Air Force or USAF Without Component <i>(2 copies, both with original signatures)</i> . Additional instructions for completing AF Form 24: Place an "X" in the first block, Appointment as a Reserve Member of the Air Force. Item 1 - TO: HQ USAF/JAX Items 13, 14, and 15 - Complete only if the information is available. Otherwise state "N/A" <i>(not applicable)</i> . Item 33 - The following statement, initialed by you, is required in the remarks section: "I am aware of my responsibility to participate in the Air Force Direct Deposit Program within 60 days of arrival at my first permanent duty station."
5.	AF Form 2030, USAF Drug and Alcohol Abuse Certificate <i>(2 copies, both with original signatures)</i> Section II - If you respond "Yes" to any of the questions in this section, provide a handwritten, signed statement which includes: Date and circumstances surrounding each occurrence; specific reason(s) for each occurrence; specific drug used; how the drug was used; effects produced by the drug; and your current attitude toward use of illegal drugs.
6.	A typed Personal Interest/Motivational Statement <i>(limited to 1 page, double-spaced)</i> .
7.	AF Form 1760, Judge Advocate Assignment Preference Sheet.
8.	AF Form 1758, Statements of Understanding <i>(2 copies, both with original signatures)</i> .
9.	Release of Military Records <i>(applies only to applicants with prior military service)</i> .
10.	Writing Sample <i>(optional)</i> .

11.	Prior Military Records (<i>if applicable</i>).
11a.	DD Form 214, Certificate of Release or Discharge from Active Duty.
11b.	Efficiency Reports (<i>EPRs, OPRs, Fitness Reports</i>).
12.	Proof of Good Standing with your Bar (applies to applicants who are already licensed).
13.	Official Documentation of Law School Class Standing (a letter from your law school or official documentation on your law school transcript. If your school does not rank students, a letter from the school is required stating its policy).
14.	Official Transcripts:
14a.	Law School.
14b.	Graduate School (<i>if any</i>).
14c.	Undergraduate School.
15.	LSDAS Report (<i>for ROTC applicants only</i>).
16.	AF Form 125, Application for Extended Active Duty with the United States Air Force (<i>applies to applicants applying for the Recall Program only</i>).
17.	A resumé.

SECTION IV - HIRING INTERVIEW

- Once you have completed all the forms and obtained the necessary documents, you should schedule a formal interview with the Staff Judge Advocate (*senior Air Force managing attorney*) at an Air Force base of your choice. Locations and telephone numbers of Air Force base legal offices are listed in our brochure. Travel to and from the interview is at your own expense.
- Bring the completed application (all required forms and documents) with you to the interview. After your interview, the Staff Judge Advocate will forward your application and an interview report to the Pentagon prior to the date the Selection Board convenes.

SECTION V - SELECTION

- You will undergo a competitive selection process. The "best qualified" applicants are selected by The Judge Advocate General upon recommendation by the Selection board which is composed of experienced judge advocates. Selection factors include academic performance, curricular and extracurricular activities, community service, work experience, prior military experience (*if any*), and the recommendation of the Staff Judge Advocate who conducts your hiring interview.
- You will be notified of the results by letter (*usually by the end of the month in which the board is convened*).

SECTION VI - MEDICAL EXAMINATION

- Your selection as a judge advocate is contingent upon your completion of a medical examination and its approval by the Air Force Surgeon General. You may arrange to take the medical examination after notification of your selection. You cannot receive an assignment or be commissioned until the Air Force Surgeon General certifies you as medically qualified for active duty.
- Schedule your medical examination at a Military Entrance Processing Station (MEPS). A list of MEPS locations and telephone numbers is provided. When calling a MEPS, tell the Air Force liaison officer that you need to schedule a non-flying commissioning physical examination in order to become a judge advocate. Bring your JAG selection letter with you and give it to the personnel conducting your examination.
- When you arrive at the examining facility you will be asked to complete a statement of medical history. If you indicate any **significant** past medical problems on the history form, you will be required to provide documentation from your physician concerning the problem and treatment. Bring this documentation with you to the examination to avoid delays in your processing.
- Ask that the original copy of your medical examination be sent to: HQ USAF/JAX, 1420 Air Force, Pentagon, Washington, DC, 20330-1420. Upon completion of your physical, call our toll free number listed below and advise us of the date and location of your examination so we can expedite processing.

IF YOU HAVE ANY QUESTIONS CONCERNING ANY OF THESE INSTRUCTIONS OR IF YOU DESIRE ADDITIONAL INFORMATION, CALL TOLL FREE 1-800-JAG-USAF (1-800-524-8723). IN VIRGINIA CALL (703) 614-5941.