

**OFFICE OF THE SECRETARY OF DEFENSE (OSD)  
SUMMER HONORS LEGAL INTERN PROGRAM**

**First-Year Law Students**

**Closing Date:** January 9, 2017

**Expected Start Date:** May 30, 2017 (This program is 10 weeks)

**LOCATION:** Office of General Counsel, Department of Defense, the Pentagon

**QUALIFICATION REQUIREMENTS:** A bachelor's degree from an accredited college or university. Interns must have completed their first-year of law school prior to the commencement of the 2017 summer intern period.

**WHO MAY BE CONSIDERED:** To be eligible for this position, you must: be a U.S. citizen; at least 16 years of age at the time of appointment; enrolled in an accredited educational institution at least half-time; have at least a 3.5/4.0 grade point average at the time of appointment and throughout the duration of the internship; and achieve a satisfactory score on the writing sample.

Consideration will be given to all qualified applicants in their first-year of law school, without regard to the following: political; religious; labor organization affiliation; marital status; race; color; national origin; sex; age; non-disqualifying physical or mental disability; or any other non-merit factor.

**HOW TO APPLY:** Applicants must submit a complete application package to [osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil](mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) by 11:59PM Eastern Standard Time (EST) on January 9, 2017. After submission, all application materials will become the property of the Department of Defense (DoD), Office of General Counsel (OGC) and will not be returned.

All documents must be saved as PDFs. You should name your file with your last name, first name, and document name (e.g., Smith, John Cover Letter.pdf). To ensure consideration for employment, submit the following:

- **Cover Letter.** Please indicate why you would like to intern at OGC. The cover letter must be submitted as a separate attachment to your application e-mail and not as text in the e-mail. The cover letter should also provide more detailed information regarding your interest in the program (list the OGC offices you would prefer). There is no guarantee, however, that you will be placed in a particular office within OGC.
- **Resume.** Please be sure to include relevant experience such as prior experience with DoD or another Federal agency or legal work experience. Also, include volunteer experience and extracurricular activities you believe will demonstrate your qualifications for the position.
- **Law School and Undergraduate Transcripts.** Unofficial transcripts may be submitted as part of the initial application as long as they contain the applicant's name, school name, date and degree awarded (undergraduate), and the list of classes and credits earned. However, an official transcript or equivalent document will be required before a final offer is made. Transcripts must be received by 11:59PM EST on Monday, January 9, 2017 in order for the application package to be considered. In addition, if the transcript(s) does not identify a grade point average or an equivalent measure of academic placement, documentation listing academic standing will need to be provided by the relevant academic institutional. (Note: A statement from the institution's registrar, dean, or other appropriate official or equivalent documentation is acceptable for proof of eligibility prior to appointment.)

- **Writing Sample.** An unabbreviated legal memorandum or a legal brief is preferred.
- **Graduate Transcript** (if applicable). Please include an unofficial copy with your application materials, if referenced in your resume.
- **Proof of Veterans' Preference** (if applicable).

**OTHER SELECTION CRITERIA:** The DoD OGC seeks applicants with exceptional academic qualifications and outstanding writing and communications skills. Selection for the Office of the Secretary of Defense Honors Legal Internship Program is highly competitive. Students are selected based on merit. In addition to an applicant's academic record and writing sample, other selection criteria include: a demonstrated interest in DoD's mission; the rigor of academic coursework, work experience, and/or research projects/publications; and participation in extracurricular activities. The information you provide may be verified by a review of your work experience and/or education by contacting references and through other means.

**BACKGROUND:** The Department of Defense Office of the General Counsel is the highest level legal organization within DoD. The DoD General Counsel is appointed by the President and confirmed by the Senate and serves as the Department's Chief Legal Officer, the legal advisor to the Secretary of Defense, and the Director of the Defense Legal Services Agency (DLSA). The Office is responsible for advising senior policy makers in the Office of the Secretary of Defense. In addition, the Office works closely with the Departments of Justice, State, Treasury, and other government agencies. The Honors Program provides an introduction to the dynamic legal environment of the Department and affords participants a wide variety of learning experiences.

OSD Honors Legal Interns will be assigned to specific offices within DoD OGC or DLSA, such as the Offices of the Deputy General Counsels for Acquisition & Logistics; Environment, Energy & Installations; Personnel & Health Policy; Legal Counsel; Fiscal; Legislative Counsel; International Affairs; Intelligence; the Standards of Conduct Office; and Washington Headquarters Services/Pentagon Force Protection Agency OGC. There are few, if any, offices that can provide law students the diversity of practice areas and experiences that are available through the OSD Honors Program.

**MAJOR DUTIES:** Interns are given considerable flexibility in assignments. Interns will have the opportunity to enhance research and drafting skills by working closely with members of OGC. Interns will assist in drafting and commenting on legislation, regulations, congressional testimony, litigation materials, and legal opinions. Interns will assist in the process of formulating DoD legal policy on high-profile topics of current interest. Interns may visit the U.S. Supreme Court, the Senate Armed Services Committee, and the U.S. Court of Appeals for the Armed Forces. All activities are intended to familiarize the legal intern with the practice of law by Federal attorneys and the work of DoD in general.

Applicants who have relatives and/or family members employed by OSD or the Joint Staff must specify the organizational entity or entities within which these individuals are employed.

**CONDITIONS OF INTERNSHIP:** Applicants are advised that false answers or omissions of information on application and processing forms, or inability to meet the following conditions, are subject to investigation, including a check of fingerprints, police records and former employers.

Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: a United States passport or an original or certified copy of a birth certificate issued by a state,

county, or municipal authority bearing a raised seal and photo identification (e.g., driver license). Applicants must also be able to obtain a security clearance.

Positions may require access to classified information and applicants will be subject to a background investigation, which must be successfully adjudicated prior to the candidate's official appointment date.

Tentative selectees for this position will also be required to submit to a urinalysis to screen for illegal drug use prior to appointment. A candidate selected under this announcement will not be entitled to permanent change of station pay for travel expenses.

CONTACT INFO: Intern Coordinator at [osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil](mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) or (703)614-6852.

**Other Notes:**

Honors interns do not have the opportunity to be noncompetitively converted to employment in the competitive service as attorneys are excepted service employees pursuant to section 213.3102 of 5 CFR.

Information on veterans' preference and other veteran entitlements can be found in the VetInfo Guide <http://www.opm.gov/staffingportal/vetguide.asp> (IMPORTANT NOTICE TO VETERANS: The Office of Personnel Management has published the end date for Operation Iraqi Freedom as August 31, 2010. To receive veterans' preference for service during the Enduring Freedom/Iraqi Freedom era, you must have served for more than 180 days between September 11, 2001 and August 31, 2010 OR be in receipt of a campaign badge or expeditionary medal. The updated CFR language is available at: <http://www.ecfr.gov/cgi-bin/retrieveECFR>. Other qualifying eligibility for preference (e.g., disability) remains unchanged.)