

OSD SUMMER HONORS LEGAL INTERN PROGRAM
YP-0301-01/01
ANNOUNCEMENT NUMBER SUM-10-0001

OPENING DATE: SEPTEMBER 21, 2009
CLOSING DATE: NOVEMBER 20, 2009
(for second-year law students)
CLOSING DATE: DECEMBER 7, 2009
(for first-year law students)

LOCATION: Office of General Counsel
Department of Defense
The Pentagon
Arlington, Virginia

AREA OF CONSIDERATION: **ALL SOURCES**

APPLICATIONS MUST BE E-MAILED TO summerlawinterns@osd.mil NO LATER THAN NOVEMBER 20, 2009 (FOR SECOND-YEAR LAW STUDENTS) AND DECEMBER 7, 2009 (FOR FIRST-YEAR LAW STUDENTS). THE E-MAILED APPLICATIONS MUST INCLUDE ALL ITEMS LISTED BELOW TO BE CONSIDERED COMPLETE; INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: THIS IS A 2010 HONORS LEGAL INTERNSHIP PROGRAM UNDER THE OFFICE OF GENERAL COUNSEL.

BACKGROUND: The DoD Office of the General Counsel (OGC) is part of the Office of the Secretary of Defense (OSD). The DoD OGC is the highest level legal organization in DoD. The DoD General Counsel is appointed by the President and confirmed by the Senate, and serves as the Chief Legal Officer of DoD, the legal advisor to the Secretary of Defense, and the Director of the Defense Legal Services Agency (in which capacity he or she oversees the General Counsel Offices of over two dozen Defense Agencies and DoD Field Activities). The Office is responsible for advising high-level policy makers in OSD. In addition, the Office works closely with senior attorneys and policy makers from the military departments, and with officials from the Departments of Justice, State, Treasury, and other Government agencies. The Office also frequently works on special projects for OSD.

The legal issues considered by the Office are very broad. While unique legal issues arise as a result of the national security and military missions of DoD such as issues involving international relations, military operations, the Uniform Code of Military Justice, the DoD counternarcotics program, military education, industrial security, intelligence and counterintelligence policy, the office also advises in all of the practice areas common to the practice of law by Federal government attorneys in any Federal agency such constitutional issues, the acquisition process, the appropriations process, environmental law, property law, administrative law, employee and labor-management relations, education, information disclosure (the Freedom of Information Act and the Privacy Act), government ethics, legislation, litigation support, and review of investigations. Perhaps surprising to those not familiar with DoD are the legal issues arising from practice areas that some may not immediately associate with DoD such as healthcare law (DoD runs its own hospital and health care system) and education law (DoD operates its own K-12 school system for its dependents, as well as undergraduate, graduate, and post-graduate schools).

Within the Office, interns may be assigned to eight sub-offices: Acquisition & Logistics; Environment and Installations; Fiscal; Inspector General; International Affairs; Intelligence; Legal Counsel; Personnel & Health

Policy; and Standards of Conduct, or to the Offices of General Counsel for Washington Headquarters Service and the Defense Security Cooperation Agency. There are few if any offices that can provide summer law clerks the diversity of practice areas and experiences that are available as OSD Honors Legal Intern in the DoD OGC.

DUTIES: Summer interns in OSD Honors Legal Internship Program are given considerable flexibility in their assignments. At least one intern is assigned to each OGC office listed above. There are substantial opportunities to enhance research and drafting skills by working in close association with members of OGC. Interns will assist in drafting and commenting on legislation, regulations, congressional testimony, litigation materials, and legal opinions. Interns will have the opportunity to assist in the process of formulating DoD legal policy on high-profile topics of current interest. Our intern program also includes visits to the U.S. Supreme Court, the Senate Armed Services Committee, military bases, Defense agencies and DoD field activities, all intended to familiarize the interns with the practice of law by federal attorneys and the work of DoD in general.

QUALIFICATION REQUIREMENTS: A Bachelor's degree from an accredited college or university. Interns must have completed their first or second-year of law school prior to the commencement of the 2010 summer intern period. Persons who will be graduated from law school prior to the prior to the commencement of the 2010 summer intern period are not eligible for this student intern program.

PAY BAND INFORMATION*:

<u>Pay Band</u>	<u>Approx. Yearly Pay</u>	<u>Education Requirement</u>
YP*	For 2010 the range was \$17,174 to \$64,403 (plus a local market supplement which was an additional 23.10% in 2010)	Bachelor's degree with one year of graduate work or Master's degree or Bachelor's degree with two years of graduate work

*This position is covered by the National Security Personnel System (NSPS). NSPS is a pay for performance system using pay bands with salary ranges. For more information on NSPS, please visit the website at <http://www.cpmc.osd.mil/nsps/issuances.html>

HOW TO APPLY TO JOB OPPORTUNITY ANNOUNCEMENT (JOA) SUM-10-0001

To ensure consideration for employment, submit the following:

1. **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 include your current telephone number and e-mail address.
2. **Resume.** Please be sure to include relevant experience such as any prior experience with DoD or another Federal agency, or legal work experience. Also, include volunteer experience and extracurricular activities.
3. **Writing Sample.** A writing sample is required. A legal memorandum or a legal brief is preferred.
4. **A completed, signed, and dated, Optional Form 612 (OF612).** This form can be accessed from the Internet at one of the following addresses:
http://www.opm.gov/forms/pdf_fill/of612.pdf
[http://contacts.gsa.gov/webforms.nsf/0/41A93F1A1771761B85256A720061344C/\\$file/of612.pdf](http://contacts.gsa.gov/webforms.nsf/0/41A93F1A1771761B85256A720061344C/$file/of612.pdf)
5. **Undergraduate Transcripts.** An unofficial transcript may be submitted as part of the initial application, but an official transcript will be required before a final offer is made.
6. **Second-year law student ONLY, Law School Transcripts.** An unofficial transcript may be submitted as part of the initial application, but an official transcript will be required before a final offer is made. In

addition, if the transcript does not contain grade point average (GPA) or class rank, applicants should also provide a separate statement of law school class rank, GPA or an equivalent measure of academic placement.

ALL ITEMS LISTED ABOVE MUST BE E-MAILED TO THE ADDRESS SET FORTH BELOW ON OR BEFORE THE CLOSING DATE; INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

The following documents are also requested:

- ◆ Selectees with prior military service claiming veterans preference will be required to submit photocopies of **DD 214(s)**, Certificate(s) of Release or Discharge from Active Duty, covering all periods of military service and, if appropriate, **SF 15(s)**, Application for 10-Point Veteran Preference, prior to employment processing.

All application materials become the property of this office and will not be returned. In order to ensure consideration, applications must be emailed by November 20, 2009, (for second-year law students) or December 7, 2009, (for first-year law students). Applications must be emailed to the following address: summerlawinterns@osd.mil

Selected students will be contacted telephonically or via e-mail in January or February 2010.

Any questions can be addressed to Christine Haynes telephonically or by e-mail at (703) 571-2668 or summerlawinterns@osd.mil.

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

Applicants who have relatives and/or family members employed within OSD or the Joint Staff must specify the organizational entity (e.g., Directorate, Office of an Under or Assistant Secretary of Defense, Staff Office or equivalent) in which these individuals are employed.

CONDITIONS OF EMPLOYMENT

Applicants are advised that false answers or omissions of information on application and processing forms, or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All statements on employment forms are subject to investigation, including a check of fingerprints, police records and former employers.

Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (a) United States passport or (b) original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a raised seal and a photo identification (e.g., drivers license).

Positions may require access to classified information and selectee will be subject to background investigation, which must be completed prior to the candidate's official appointment date. All selectees must be given favorable basic background adjudication.

Tentative selectees for this position will 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.