



## 1L AIR FORCE JAG CORPS 2022 SUMMER EXTERNSHIP

The Air Force Judge Advocate General's Corps is seeking **1L** applications for our **unpaid** 2022 summer externship program. As an extern, you will gain hands-on legal experience in diverse legal practice areas while learning more about the Air Force JAG Corps.

### DESCRIPTION OF DUTIES

Externs work under attorney supervision at Air Force and Space Force locations throughout the world. An extern's duties vary based on location, but duties typically include researching legal issues, writing legal briefs and opinions, conducting investigations, interviewing witnesses, and performing other tasks as required. Externs support attorneys in numerous practice areas including criminal law, legal assistance, civil and administrative law, labor and employment law, international and operational law, space and cyber law, contract and fiscal law, claims and tort litigation, and environmental law.

### REQUIREMENTS

- United States citizen (birth or naturalization)
- Enrolled in an ABA-approved law school
- Complete one academic years of law school by the start of the externship
- Available to work full time for up to 40 hours a week for 8-12 consecutive weeks
- Be able to obtain a Common Access Card through a security clearance

### APPLICATION INSTRUCTIONS

**Application Window: January 19, 2022 - February 2, 2022.** Only applications submitted during the open application window will be accepted. Applications must be received before **11:59 p.m. (Eastern Time) on Wednesday, February 2, 2022.** Email your application to [airforcejagrecruiting@gmail.com](mailto:airforcejagrecruiting@gmail.com). We will not accept late submissions or applications that do not comply with the below instructions.

Combine all required application documents into **one PDF**. The email subject line and the name of your PDF must be labeled "**Last name, First name, 2022 Summer Externship Application (1L).**"

**(REQUIRED APPLICATION DOCUMENTS LISTED ON NEXT PAGE)**

All required document **MUST** be combined in **one PDF** in the order listed below:

1. **Resume** – limited to 1 page and must include current contact information and GPAs for undergraduate, graduate (if applicable), and law school.
2. **Motivational Statement** – limited to 1 page, double-spaced, 1-in margins, and 12 point Times New Roman font. Your motivational statement should explain why you are applying for a summer position with the Air Force JAG Corps.
3. **Geographic/Base Preferences Memorandum** – limited to 1 page. List your anticipated availability during the summer (start/end dates and hours per week). Second, list up to five Air Force/Space Force base location preferences. Include the specific base and city/state. You can find base locations at <https://www.airforce.com/lifestyle/locations> and <https://www.spaceforce.mil/About-Us/Space-Force-Locations>. Applicants may include a brief justification/explanation for each location preference (optional). Lastly, include the following privacy act waiver statement: **“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.”**
4. **Undergraduate, Graduate (if applicable), and Law School Transcripts** – unofficial copies acceptable.
5. **Writing Sample** – limited to 5 pages, double-spaced, 1-in margins, and 12-point Times New Roman font. Do not include an introduction or summary page.

\* Externships are unpaid positions, but students may receive school credit. ***The Air Force will not pay for housing or travel expenses. Externs must be able to secure their own housing and pay for travel to and from the externship location.***

\* Applicants may also apply to the paid summer internship program even if they have already accepted an unpaid externship position. The application window for the paid internship program will be announced on the Air Force JAG Corps’ social media pages at a future date.

**NOTE:** We anticipate the **1L** summer internship announcement and application window will be posted in late January or February 2022.

**NOTE:** Externs are required to be fully vaccinated against COVID-19 regardless of the extern’s duty location or work arrangement subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination prior to onboarding. The Air Force JAG Corps will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement.