

**THE OFFICE OF GENERAL COUNSEL, THE OFFICE OF THE SECRETARY OF DEFENSE
Washington Headquarters Services Pathways Internship Program**

Job Title: OSD Summer Honors Legal Internship – 1L

Department: The Office of General Counsel, The Office of the Secretary of Defense (OSD), Department of Defense (DoD)

Agency: Department of Defense

Job Announcement Number:

SALARY RANGE: \$35,319 - \$44,615 / Per Year
OPEN PERIOD: November 1, 2014 to December 14, 2014
SERIES & GRADE: GS-0999-07
POSITION INFORMATION: Full Time – Internships NTE 10 Weeks
DUTY LOCATIONS: Few Vacancies- Pentagon, Arlington, VA
WHO MAY BE CONSIDERED: Student/Internship Program Eligibles
JOB SUMMARY:

The Department of Defense (DoD) Office of the General Counsel (OGC) 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 Chief Legal Officer of DoD, the legal advisor to the Secretary of Defense, and the Director of the Defense Legal Services Agency. The Office is responsible for advising high-level policy makers in the Office of the Secretary of Defense (OSD). In addition, the Office works closely with Departments of Justice, State, Treasury, and other Government agencies.

Selection for the Office of the Secretary of Defense Honors Program is highly competitive.

Each year the Office of General Counsel seeks high achieving law students to participate in the OSD Honors Internship Program. The program provides an introduction to the dynamic legal environment of the Department of Defense 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 & Installations, Personnel & Health Policy, Legal Counsel, Fiscal, Legislative Counsel, International Affairs, Intelligence, the Standards of Conduct Office, and Washington Headquarters Services. There are few, if any, offices that can provide summer law clerks the diversity of practice areas and experiences that are available as an OSD Honors Legal Intern in DoD OGC.

THIS IS NOT A VACANCY ANNOUNCEMENT. INDIVIDUALS SEEKING TO APPLY TO THE OSD SUMMER HONORS LEGAL INTERNSHIP PROGRAM MUST APPLY VIA EMAIL TO osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil. APPLICATIONS WILL ONLY BE ACCEPTED BY FOLLOWING THE INSTRUCTIONS UNDER HOW TO APPLY AND WILL NOT BE ACCEPTED VIA THIS POSTING.

DUTIES:

Interns are given considerable flexibility in assignments. Interns will have the opportunity 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 assist in the process of formulating DoD legal policy on high-profile topics of current interest. Interns visit the U.S. Supreme Court, the Senate Armed Services Committee, military bases, and DoD field activities. All activities are intended to familiarize the legal intern with the practice of law by federal attorneys and the work of DoD in general.

KEY REQUIREMENTS

- You must apply via e-mail to osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil.
- You must be a U.S. citizen to apply for this position.
- No opportunity for conversion to a permanent position.

- Enrollment in American Bar Association Accredited Law School.
- Position is drug tested and requires a security clearance.

QUALIFICATIONS REQUIRED:

- Minimum qualifications for a Student Trainee, GS-0999-09: Master's degree (or higher) or Bachelor's degree with two years of graduate work.
- Students must have completed one year of law school by the beginning of the 2015 summer.
- Students must be continuing in legal studies throughout the summer and/or into the Fall of 2015 to be eligible.
- Prior graduates and students graduating in the Spring of 2015 are not eligible.

(Note: An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable for proof of eligibility prior to appointment.)

The Pathways Program candidates will meet the qualification requirements consistent with OPM qualification standards applicable to the position being filled. To qualify for this position, you must be a student enrolled or accepted for enrollment in a qualifying educational or certification program.

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference entitlement will be verified by the employing agency.

For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty), official statement of service from your command if you are currently on active duty, or other official documentation (e.g., copy of military orders, campaign documents or expeditionary award citation, etc.) that proves your military service was performed under honorable conditions.

For 10-point veterans' preference, you must submit a SF-15, Application for 10-Point Veterans' Preference and all other required documentation.

HOW YOU WILL BE EVALUATED:

The DoD OGC seeks applicants with high academic qualifications and outstanding skill in written communications. Students are selected based on merit. Selection criteria include, but are not limited to: a demonstrated interest in DoD's mission; coursework, work experience, and/or research projects/publications; and participation in extracurricular activities.

If, after reviewing your résumé and supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility. Qualified candidates will be assigned to a quality category (Best-Qualified, Highly-Qualified, and Qualified). The category assignment is a measure of the degree in which your background matches the competencies required for this position.

The Category Rating Process does not add veterans' preference points but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet the minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent must be listed in the highest quality category (except in the case of scientific or professional positions at the GS-7 level or higher).

The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means (e.g. writing sample). Your evaluation may also include

a review by a Human Resources Specialist or panel and may include other assessments (e.g., writing sample).

BENEFITS:

OSD Honors Legal Interns are generally ineligible for Federal Employee Health Benefits (5 CFR § 890.102) and retirement coverage (5 CFR § 831.201, 842.105).

Employees hired under the Pathways Programs on appointments for 90 days or more are eligible to earn annual and sick leave. As provided in 5 U.S.C. 6303(b), employees whose appointments are limited to less than 90 days may be eligible for annual leave if they have previously served for a continuous period of 90 days under successive appointments.

OTHER INFORMATION:

Any applicant tentatively selected for this position will be required to undergo a pre-employment background investigation.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

As a part of the Pathways student program, the appointment may be extended until the selectee's educational program requirements have been completed.

Law interns do NOT have the opportunity to be noncompetitively converted to positions in the competitive service since attorneys are in the excepted service pursuant to section 213.3102 of 5 CFR.

In order to receive preference in hiring, you must clearly identify your claim for veteran's preference on your resume.

You should submit documents to prove your eligibility for veterans' preference at this time (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). Veterans' preference will only be considered based on what is supported. For instance, if you claim 10-point preference, but are only able to document 5-point preference, you will be considered accordingly.

The Federal Government is committed to expanding access to employment by hiring people with disabilities; providing technical assistance and information on reasonable accommodations for people with disabilities; and identifying and removing barriers to work. Persons with disabilities may apply for jobs filled either competitively (where qualified individuals compete with one another through a structured process), non-competitively (where a qualified individual may be selected based on a special appointing authority), or through an excepted appointing authority for people with disabilities (i.e. Schedule A). People who are selected for a Federal job must meet the qualification requirements for the position and be able to perform the essential duties of the job with or without reasonable accommodation. For information on "People with Disabilities" please visit

<http://opm.gov/disability/PeopleWithDisabilities.asp>

HOW TO APPLY:

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:

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 email and not as text in the email. The cover letter should also provide more detailed information on applicant's interest in the program (list the OGC sub-offices you would prefer). There is no guarantee you will be placed in the sub-offices you choose.

2. 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.
3. Writing Sample. A legal memorandum or a legal brief is preferred.
4. Undergraduate Transcripts. An unofficial transcript may be submitted as part of the initial applications, but an official transcript or equivalent document will be required before a final offer is made.
5. Graduate Transcripts. Please include an unofficial copy with application materials, if cited in resume.
6. Letter from Law School. Proof of current law school enrollment. Statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable.

ALL ITEMS LISTED ABOVE MUST BE E-MAILED TO osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil ON OR BEFORE THE CLOSING DATE; INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

All application materials become property of the office and will not be returned.

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

REQUIRED DOCUMENTS: Cover Letter, Resume, Undergraduate Transcripts, Letter from Law School, Writing Sample, Proof of Veterans' preference (if applicable), Graduate Transcript (if applicable).

AGENCY CONTACT INFO: Intern Coordinator at osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil or (703)571-2668.