DEPARTMENT OF THE ARMY
OFFICE OF THE JUDGE ADVOCATE GENERAL
2200 ARMY PENTAGON
WASHINGTON DC 20310-2200

DAJA-ZA

MEMORANDUM FOR President and Members of the Fiscal Year 2025 (FY25) Judge Advocate General's Corps (JAGC) 1L Intern Program Selection Board

SUBJECT: Memorandum of Instruction (MOI) for the FY25 JAGC 1L Intern Program Selection Board

1. Authority. The FY25 JAGC 1L Intern Program Selection Board is appointed pursuant to Judge Advocate Legal Services Publication 1-1, Personnel Policies, paragraph 2-2, to recommend applicants for selection as 1L summer interns for temporary civilian employment in JAGC offices worldwide. The board will be held between 10 February 2025 and 28 February 2025.

2. Membership. The board will consist of five voting members: a general officer as president and four members comprised of field grade and company grade officers. The board members will represent the diverse population of the Army to the extent practicable. My designee or I will appoint the board members, and may select individuals other than those recommended to serve on the board. Board membership will be provided under separate cover. The Chief, Judge Advocate Recruiting Office, is delegated authority to excuse board members and appoint alternates if exceptional circumstances exist.

3. General.

a. The board will determine which applicants are best qualified for a summer internship. The board members will score each applicant to create an order of merit list (OML), and those who rank highest on the list will be considered "best qualified" (see enclosures 1 and 2).

b. The board will convene at a time set by the board president. The board president has no authority to constrain the board from recommending for appointment those applicants the majority of the board determines to be best qualified as defined in this MOI and enclosures.

c. Enclosure 1 contains administrative instructions and procedures and specifies the oaths for the board members and the recorder.

d. Enclosure 2 contains guidance on the factors the board is to consider in the selection process. This enclosure also contains guidance for ensuring equal opportunity for all applicants.