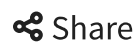


PUBLIC NOTICE FOR STUDENT INTERN (LEGAL)

DEPARTMENT OF DEFENSE
Defense Legal Services Agency
Office of the General Counsel



Summary

This announcement is for the **OSD Honors Legal Internship Program, First Year Law Students**. **Expected start date is Jun 2, 2025**. This program is 10 weeks in duration.

[Learn more about this agency](#)

Overview

 [Help](#)

Open & closing dates

 11/01/2024 to 12/15/2024

Salary

\$55,924 - \$72,703 per year

Pay scale & grade

GS 7

 [Help](#)

Location

Few vacancies in the following location:

 **Pentagon, Arlington, VA**

Remote job

No

Telework eligible

No

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Internships

Work schedule

Full-time

Service

Excepted

Promotion potential

None

Job family (Series)

[0999 Legal Occupations Student Trainee](#)

Supervisory status

No

Security clearance

[Secret](#)

Drug test

Yes

Position sensitivity and risk

[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)

Trust determination process

[Suitability/Fitness](#)

Financial disclosure

No

Bargaining unit status

[No](#)**Announcement number**

ST-12593950-25-GH

Control number

816901800

This job is open to

[? Help](#)**[The public](#)**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

**[Students](#)**

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Duties

[? Help](#)

The legal issues considered by DoD OGC are broad. While unique legal issues arise as a result of the national security and military missions of DoD, such as those involving international relations, military operations, the Uniform Code of Military Justice, the DoD counternarcotics program, military education, industrial security, intelligence and counterintelligence policy, DoD OGC also advises in all of the practice areas common to the practice of law by Federal government attorneys in any Federal agency to include constitutional law issues, procurement and acquisition law, fiscal law, environmental law, property law, administrative law, employment and labor law, information disclosure (the Freedom of Information Act and the Privacy Act), government ethics, legislation, litigation support, and the 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 military dependents, as well as undergraduate, graduate, and post-graduate schools).

Interns will be assigned to specific offices within DoD OGC or DLSA, such as the Offices of the Deputy General Counsels for Energy, Environment and Installations; Fiscal; International Affairs; Intelligence; Legal Counsel; or Personnel & Health Policy; the Standards of Conduct Office; and other DLSA offices such as the Offices of General Counsel for Washington Headquarters Service. There are few, if any, offices that can provide summer interns the diversity of practice areas and

experiences that are available as an OSD Honors Legal Intern in DoD OGC.

Summer interns in the OSD Honors Legal Internship Program are given considerable flexibility in their assignments. There are substantial opportunities to enhance research and drafting skills by working closely with OGC attorneys. Interns will assist in drafting and commenting on legislation, regulations, congressional testimony, litigation materials, and legal opinions. Interns will also have the opportunity to assist in the process of formulating DoD legal policy on high-profile topics of current interest. Our intern program may include visits to the U.S. Supreme Court, the Senate Armed Services Committee, military installations, Defense agencies and DoD field activities, and are all intended to familiarize the interns with the practice of law by Federal attorneys and the work of DoD in general.

Requirements

 [Help](#)

Conditions of Employment

- False answers or omissions of information on application and processing forms, or inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Position is contingent upon acceptable proof of U.S. citizenship.
- Positions require access to classified information and selectee will be subject to a background investigation.
- This is a drug testing designated position.

Qualifications

A Bachelor's degree from an accredited college or university. Candidates must have completed their first year of law school prior to the commencement of the 2025 summer intern period.

Pathways Program candidates must meet the qualification requirements consistent with OPM qualification standards applicable to the position being filled.

Candidates must be continuing in legal studies throughout the summer and/or into the fall of 2025 to be eligible.

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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

If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents



TO APPLY, EMAIL ALL THE DOCUMENTS LISTED BELOW TO osd.summerhonorslegalinterns@mail.mil ON OR BEFORE 11:59PM EST DECEMBER 15, 2024. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

To apply for this position, you must provide all the documents listed below. Each document must be saved as a PDF file using the following naming convention: "Last Name, First Name, Document Name.pdf." The following documents are required:

1. **Cover letter.** Indicate why you would like to serve as an 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 include your current telephone number and e-mail address. The cover letter should provide more detailed information on your interest in the program (list the OGC sub-offices you would prefer). There is no guarantee you will be placed in a particular office within OGC.
2. **Resume.** Be sure to include relevant experience such as prior experience with DoD or another

Federal agency, or legal work experience. Also, include relevant volunteer experience and extracurricular activities.

3. **Writing Sample.** A writing sample is required. A legal memorandum or a legal brief is preferred.

4. **Undergraduate Transcripts.** An unofficial transcript may be submitted as part of the initial application, but an official transcript or equivalent document will be required before a final offer is made.

5. **Letter of Proof of Current Law School Enrollment.** Statement from the institution's registrar, dean, or other appropriate official stating that you are a current law student.

6. **Law School Transcripts.** An unofficial transcript may be submitted once available, but an official transcript or equivalent document will be required before a final offer is made. In addition, if the transcript does not contain grade point average (GPA) or class rank, you must also provide a separate statement of law school class rank, GPA or an equivalent measure of academic placement, from the law school, or a statement from the law school that no such measures are in place. *First-year law students should submit their law school transcript as soon as possible, once transcripts become available. Submit all other application materials (1-5 above) by midnight on December 15, 2021.*

ADDITIONAL APPLICATION MATERIALS (if applicable):

1. **Graduate Transcripts.** If your resume mentions graduate school (other than your current law school), please include a copy of the transcript from that school (an unofficial transcript is acceptable).

2. **Documentation of Veteran Status.** Selectees with prior military service are required to submit photocopies of their DD 214(s), Certificate(s) of Release or Discharge from Active Duty, covering all periods of military service.

3. **Relatives Employed by DoD.** Applicants who have family members employed by OSD or the Joint Staff must specify in their application materials the organizational entity or entities (e.g., Directorate, Office of an Under or Assistant Secretary of Defense, Staff Office or equivalent) in which these individuals are employed.

Once you submit your application, you will receive a notification of receipt.

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

AGENCY CONTACT: Intern Coordinator at osd.summerhonorslegalinterns@mail.mil,

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 Program 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.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

 [Help](#)

THIS VACANCY ANNOUNCEMENT IS FOR INFORMATIONAL PURPOSES ONLY. INDIVIDUALS SEEKING TO APPLY TO THE OSD SUMMER HONORS LEGAL INTERNSHIP PROGRAM MUST PROVIDE THE REQUIRED DOCUMENTS VIA EMAIL TO:

osd.summerhonorslegalinterns@mail.mil

Agency contact information



Washington HQ Services

Email

whs.job.application.assistance@mail.mil

Address

Defense Legal Services Agency
Human Resources Directorate
4800 Mark Center Drive
Alexandria, VA 22350
US

[Learn more about this agency.](#)

Next steps

***NOTE:** Declining to be interviewed or failure to report for a scheduled interview will be considered as a declination for further consideration for employment against this vacancy.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



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