

## JUSTIFICATION

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_

Component/District: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Prepare a written justification as described below using the space provided. Do not include attachments.**

Upon completion, add a copy of your resume, scan and submit as a separate attachment to your ASLRP request. Name this file "Last Name, First Name - Justification & Resume."

The Program Administration Panel will carefully consider your responses to the information requested in each of the five sections below. The ideal responses will be succinct, well organized, and relevant to the specific section. Some sections require you to provide specific information, as identified in the bullet comments. In addition, there are suggested areas of interest in italics under some of the sections. You are not required to address each area of interest - they are provided to illustrate the types of information relevant to the section. Your responses for all five sections may not exceed five pages. Attachments will not be considered.

1. Education: Please summarize your educational background in the space provided.

*Areas of interest include law school academic background, law review, competitive moot court (e.g., Jessup Cup, etc. - not mandatory first-year moot court), graduate law degrees, other advanced degrees, and continued professional education or training. Please highlight any significant honors or achievements. Do not address judicial clerkships.*

2. High or Unique Qualifications Relevant to DOJ Duties - or - Special Need of the Department:

- You must justify ASLRP selection based on one or both of these elements.
- You may articulate how you meet component qualifications (posted on Appendix A) for your assigned component. If there is nothing for your component listed on Appendix A of the ASLRP policy or you do not meet the listed qualifications, then you must provide an independent justification sufficient for the Department to find that you meet one of the elements above.
- You must explain how your qualifications or your ability to meet a special Department need impact on your current duties.
- **Areas of interest include:**
  - a. *Whether you meet specific component-identified qualifications listed in Appendix A (ASLRP policy) for the position to which you are currently assigned (e.g., membership in specialty bar (e.g., Patent Bar) or other professional qualifications relating to attorney's duties (e.g., CPA, Patent Agent), undergraduate or advanced degrees in fields relevant to DOJ component's practice, foreign language fluency (e.g., must possess professional proficiency in the spoken and written language and be able to conduct legal business associated with your DOJ position, etc.). (Please note, you must actually be assigned to the component in order to justify ASLRP using Appendix A qualifications published for that component.)*
  - b. *Judicial Clerkship experience (but only if relevant to your current duties).*
  - c. *Other knowledge, skills, experience, education, prior employment, or training that contributes to your effectiveness as a DOJ attorney.*
  - d. *Assignment to a component-designated "hard-to-fill" location (also listed on Appendix A).  
You must be assigned to the listing component and to the geographic location.*

*e. The manner in which you contribute directly to accomplishment of one or more DOJ Strategic Goals and Objectives (see [DOJ Strategic Plan](#) | [DOJ](#) | [Department of Justice](#)).*

*Strategic Goal 1, Uphold the Rule of Law;*

*Strategic Goal 2, Keep Our Country Safe;*

*Strategic Goal 3, Protect Civil Rights;*

*Strategic Goal 4, Ensure Economic Opportunity and Fairness for All; and*

*Strategic Goal 5, Administer Just Court and Correctional Systems.*

3. Demonstrated Potential Based on Objective Accomplishments: This area focuses on your overall potential as demonstrated by activities within the past 24 months. Honors Program attorneys and lateral hires who have not yet entered on duty with the Department may base their responses on their current or past employment or school environment, volunteer, public service or leadership experiences.

*Areas of interest include:*

*a. Performance evaluations*

*b. Ability to train or mentor others*

*c. Pro bono or other volunteer or public service activities*

*d. Other service to the Component or the Department (e.g., represents the component as a public speaker, moot court judge for law school competitions, legal recruiting activities, etc.)*

*e. Demonstrated leadership*

4. The Basis for a Determination of Recruitment or Retention Difficulty: Please articulate a basis for a determination of the degree of recruitment or retention difficulty.

- You may use factors listed in Appendix B of the ASLRP Policy, or other relevant factors.
- Attorneys already on duty with the Department must address the extent to which their departure would affect DOJ's ability to carry out an activity or perform a mission-essential function and their likelihood of leaving the Department for employment outside the Federal service if not selected for participation.

5. Short Essay: Please discuss either the greatest challenge you faced in pursuing your legal career or your greatest contribution to the legal profession.

Name: \_\_\_\_\_

List each section individually before entering your response.

1. Education:
2. High or Unique Qualifications Relevant to DOJ Duties - or - Special Need of the Department:
3. Demonstrated Potential Based on Objective Accomplishments:
4. The Basis for a Determination of Recruitment or Retention Difficulty:
5. Short Essay:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

