

SUPPORTING STATEMENT - PART A

JAG Corps Career Programs Applications and Interviews

OMB Control Number 0703-0074

Summary of Changes from Previously Approved Collection

- Respondent Burden estimates have decreased due to a reduction in the amount of Student Program/Direct Appointment Applications received. Application numbers have decreased due in part to a healthy economy and civilian job market.
- Operational and Maintenance Costs increased with the transition of our recruiting platform to the JAG Enterprise Cloud Environment.
- The online application has migrated to a new platform. Information collected from applicants is largely the same. Additional fields are either qualifying or clarifying questions. For example, the personal statement was separated into a personal statement and a motivation statement; if drug use or criminal charges are reported, additional information is requested.
- OPNAV 1070/3 has been removed from the request. All internship/externship applications are now accepted exclusively in the JAGC online application system.

1. Need for the Information Collection

This information collection is required to determine the eligibility, competitive standing, and scholastic and leadership potential of students and lawyers interested in the U.S. Navy Judge Advocate General's Corps (JAGC) Internship/Externship Program, Student Program, or Direct Appointment Program.

Without the information collection, the JAGC would not be able to determine if a student or lawyer is eligible for the applicable program. The Internship Selection Board or Accessions Selection Board analyzes the information collected to gauge the qualifications of individual candidates.

The JAGC applications are a critical tool in the recruitment and accessions process. On the website, the JAGC applications transmit required information efficiently without using unnecessary hard copies. In addition to these requirements, the legal prescribing authorities for this information collection are:

- 10 U.S.C. 531, Original appointments of commissioned officers.
- 10 U.S.C. 532, Qualifications for original appointment as a commissioned officer: Provides specific qualifications for new naval officers.

- 10 U.S.C 8088, Judge Advocate General's Corps: Office of the Judge Advocate General; Judge Advocate General; appointment, term, emoluments, duties: Outlines the duties of the JAG, which include the authority to recruit and appoint new Judge Advocates.
- 10 U.S.C 8089, Office of the Judge Advocate General: Deputy Judge Advocate General; Assistant Judge Advocates General, 8090, Staff Corps of the Navy: Outlines the responsibilities of the JAG and allow for the collection of information related to officer candidates.
- 10 U.S.C. 8031, Office of the Chief of Naval Operations: function; composition: Outlines the authority for the CNO to collect information related to officer candidates and his ability to delegate that authority to the JAG.
- 10 U.S.C. 8032, Office of the Chief of Naval Operations: general duties: Further outlines the authority of the CNO to collect and hold officer candidate information.

2. Use of the Information

Respondents are law students or practicing attorneys. The internship program offers law students the opportunity to intern with the JAGC while in law school. The Student Program offers law students the opportunity to apply for a commission to the JAGC. The Direct Accessions Program offers practicing attorneys the opportunity to apply for a commission to the JAGC.

The applications to all three programs are accessed online at <https://onlineapplication2.jag.navy.mil/Recruit/>. Applicants may become aware of the website through their own research, social media content from the JAGC Public Affairs Office (PAO), printed JAGC recruiting materials, school visits and conference participations, or verbal communications by JAGC recruiters or others familiar with the programs. The military personnel department of OJAG receives information gathered on this site. The information is stored on a secure server maintained by OJAG. The information is stored until the applicant has gone through a selection process.

Student Program/Direct Appointment Program

All applications for the Student Program and Direct Appointment Programs are completed and submitted online. Each applicant creates a unique profile on the online portal, which remains constant regardless of the cycle in which the applicant submits their application. This profile requests personal information from the applicant including birthday, contact information, address, law school and baseline eligibility questions (e.g., citizenship). Profile information enables identification of those applicants, who if professionally recommended, would require a program authorization waiver, such as for age.

From their profile, an applicant can submit an application. The application main page shows a dropdown menu with choice of program in which to apply, with specific calendar cycles in which to submit (e.g., Spring, Summer, Fall). The options are limited to which application cycle

is currently open. If the Direct Appointment application is not yet open, the only option listed on the application will be the Student Program.

In addition to submission of the application, applicants must request a separate in-person interview from the responsible JAGC recruiting officer in the local area of responsibility. The interview is arranged and conducted by two rank-eligible and available active-duty JAGs, with proprietary questions not derived from the applications. Interviews last approximately one hour and are conducted either in person or virtually. Other than an applicant's name, no personal information is collected from an interviewee. To set up an interview, the applicant is connected with the Recruiting Officer for their location and emails them to schedule the interview. The interview is entirely separate from the application. An applicant can, in theory, set up a structured interview without ever opening up or submitting the application online. There is no Agency Disclosure Notice or OMB Control Number for the structured interview.

After the application deadline, a board meets to Professionally Recommend applicants. Approximately ten weeks after the application deadline, results are provided via a status change on the application website. In addition, selected applicants are notified individually of their Professional Recommendation by email and telephone and move on to Phase Two.

In Phase Two, Professionally Recommended applicants are considered for commissioning and begin the commissioning process with a local Navy Recruiting Command office, who is provided information from the online application. The applicant is required to complete a medical exam and security investigation. Upon successful completion of both, the applicant is offered a commission.

Internship Program

The application for the Internship and Externship Program is submitted electronically via the JAGC online application system. Applicants can access this system via the Navy JAGC Careers website, (https://www.jag.navy.mil/careers_/careers/opportunities_internship.html) where they can find all required documents, including OF-306 Declaration for Federal Employment.” Once an applicant completes and uploads the required materials, the Total Force Management Internship/externship Program Manager is notified electronically. After receipt of the complete application package, the Internship Selection Board reviews submissions and selects primary and alternate candidates for voluntary summer internship positions at JAGC offices worldwide. Applicants are notified of their selection status via email and, when appropriate, by telephone.

3. Use of Information Technology

All applications for the student program and direct appointment program positions and internship and externship opportunities are submitted electronically via the JAGC online application system. Interviews, if required, may be conducted in-person or by video-teleconferencing.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This information is collected up to four times annually. If the JAG Corps could not collect this data at this frequency, it would degrade the JAG Corps' ability to recruit and select the best individuals to intern or commission with the JAGC.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with 5 CFR 1320.5(d)(2).

This collection's race/ethnicity question aligns with Figure 3 of the 2024 Statistical Policy Directive No. 15. To operate efficiently and effectively, the Navy JAG Recruiting program relies on the flow of objective, credible statistics. Figure 3 permits data collection consistent with historical practices to help support a cross-year review and data trend analysis. Moreover, the limited use of data for pool analysis implicates reduction of data collection.. The potential benefit of the detailed data in Figures 1 or 2 would not justify the additional burden to the agency and the public, nor the additional risk to the respondents' privacy or confidentiality.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, November 26, 2025. The 60-Day FRN citation is 90 FR 54315.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, July 8, 2026. The 30-Day FRN citation is 91 FR 42186.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is located on the landing page of the JAG online application.

The applicable System of Records Notice (N01070-1, "JAG Corps Officer Personnel Information") can be accessed at: <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/Article/4008584/n01070-1/>.

The Privacy Impact Assessment for the "JAG Enterprise Services (JES)" system has been provided with this package for OMB's review.

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

11. Sensitive Questions

All applicants may provide sex, and race/ethnicity information, which is collected in compliance with guidance from OMB. This data is collected for statistical purposes to analyze the effectiveness of specific recruiting programs and respond to inquiries regarding recruiting practices, applicant impacts, and selections.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instruments

JAGC Student Program/Direct Appointment Application

- a) Number of Respondents: 300
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 300
- d) Response Time: 2 hours
- e) Respondent Burden Hours: 600 hours

Internship/Externship Program Application

- a) Number of Respondents: 100

- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 100
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 100 hours

Structured Interviews

- a) Number of Respondents: 300
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 300
- d) Response Time: 1.5 hours
- e) Respondent Burden Hours: 450 hours

2) Total Submission Burden

- a) Total Number of Respondents: 700
- b) Total Number of Annual Responses: 700
- c) Total Respondent Burden Hours: 1,150 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

JAGC Student Program/Direct Appointment Application

- a) Number of Total Annual Responses: 300
- b) Response Time: 2 hours
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$14.50
- e) Total Labor Burden: \$4,350

Internship/Externship Program Application

- a) Number of Total Annual Responses: 100
- b) Response Time: 1 hour
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$7.25
- e) Total Labor Burden: \$725

Structured Interviews

- a) Number of Total Annual Responses: 300
- b) Response Time: 1.5 hours
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$10.88
- e) Total Labor Burden: \$3,263

2) Overall Labor Burden

- a) Total Number of Annual Responses: 700
- b) Total Labor Burden: \$8,338

Due to the diverse background of applicants and the fact that many are students, we have used the Federal minimum wage as the estimated average respondent hourly wage.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instruments

JAG Student Program/Direct Appointment Application

- a) Number of Total Annual Responses: 300
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$25.00
- e) Total Cost to Process Responses: \$7,500

Internship/Externship Program Application

- a) Number of Total Annual Responses: 100
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$25.00
- e) Total Cost to Process Responses: \$2,500

Structured Interviews

- a) Number of Total Annual Responses: 300
- b) Processing Time per Response: 1.5 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$37.50
- e) Total Cost to Process Responses: \$11,250

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 700
- b) Total Labor Burden: \$21,250

The hourly wage was determined by using the Department of Defense pay scale. Website (<http://militarypay.defense.gov/Pay.aspx>)

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$0

- c) Postage: \$0
- d) Software Purchases: \$800
- e) Licensing Costs: \$0
- f) Other: \$198,890

2) Total Operational and Maintenance Cost: \$199,690

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$21,250

2) Total Operational and Maintenance Costs: \$199,690

3) Total Cost to the Federal Government: \$220,940

15. Reasons for Change in Burden

Respondent burden estimates have decreased due to an observed reduction in the number of applications received. Application numbers have decreased due in part to a healthy economy and civilian job market.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to Certification for Paperwork Reduction Submissions

We are not requesting any exemptions to the provisions stated in 5CFR 1320.9.