

**TEMPLATE EMAIL TO PROREC CANDIDATES
(Last Updated: October 2025)**

To: [Blank]

Cc: NavyJAGAccessions@us.navy.mil

Bcc: ProRec Candidates

Subj: ****IMPORTANT**** U.S. Navy JAG Corps Professional Recommendation Offer

Content:

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Future Navy JAG –

Congratulations! You have received a Professional Recommendation to earn a Naval Officer Commission with the U.S. Navy JAG Corps.

Over the next few days, a member of the Accessions Team will be reaching out to you individually to verify some information and answer any preliminary questions you may have regarding your next steps. There will be a great deal of communication over the coming weeks so please do not hesitate to reach out should you have any questions or concerns.

Please carefully read through the following, as each component below contains either critical information, an action item on your part, or a pre-scheduled event for your attendance.

Upcoming items:

- **Initial Information Session.** To review our program, the accession pipeline, the commissioning process, timelines, duty stations, and much more, we will be hosting an information session. A large portion will be set aside for Q&A. The session will be live streamed (but not recorded) on Microsoft TEAMS. We hope each of you can attend:

TEAMS information session:

Date: Month DD, 20YY

Time: TTTT EST

Link: [Hyperlink]

Phone Dial-in: [+1 858-980-0000, [Conference ID: xxxxxxxx#]

- **Additional Reading Materials.** Should you accept the Professional Recommendation, you will begin the accession pipeline. Please use the following links to learn more about the different program requirements and expectations.

Officer Training at Officer Candidate School (OCS): The rigorous 13-week program equips candidates with the skills and knowledge necessary for leadership at sea and ashore, aligning with the Navy's mission to promote national security and sustain combat readiness.

Physical Fitness Standards: By the time a candidate reports to OCS, the candidate should be ready to pass the Physical Fitness Assessment. The assessment includes both a measurement of the height/weight standards and performance testing. Training and maintaining physical readiness should start when you accept your Professional Recommendation.

Basic Lawyer Course (BLC) at Naval Justice School (NJS): Candidates who earn their commission will complete a 10-week intensive instruction in the fundamental principles of military justice, civil and administrative law, and procedure, with practical application of those principles.

Frequently Asked Questions (FAQs): Common applicant and candidate questions have been answered to provide more resources, guidance and support to you.

- **Accept/Decline**. All applicants must either accept or decline the Professional Recommendation by 2359EST on **Month DD, 20YY**. Failure to do so by the deadline will be considered a declination. An applicant's decision is submitted via email to NavyJAGAccessions@us.navy.mil.

By accepting the Professional Recommendation, applicants become candidates and confirm their commitment to successfully complete the accession requirement, obtain physical fitness standards and set sail on the adventure of a lifetime!

- **Once Accepted:**
 - **Mentor Groups**. All selects have been assigned a mentor group of active-duty judge advocates. One or more of your assigned mentors will reach out to you soon. Mentors have been assigned to be a resource for you and start building your connection with the Navy JAG Corps. Mentor groups will aim to meet virtually in the next month and check-in at least every eight weeks.
 - **Recruiter assignment**. After **Month DD, 20YY**, all selects will be paired with a Navy Recruiter in the local area to start working on their accession screening. Recruiters will reach out to you and will be a primary point of contact for your accession process (medical screening, background checks, etc).
 - **Accession Detailer**. Your Accession Detailer, **LCDR XXX XXXXX**, will be your primary POC with the JAG Corps until you begin active duty. The Detailer will track your screening progress, resolve individual issues, coordinate your onboarding process, and assign you to your permanent duty station. The Detailer

is copied on this email but please hold off reaching out directly until you receive an email from them regarding the next steps.

- **Declination**. If declined, the decision is irrevocable. However, the ability to re-apply in the future is still available. Maybe the timing did not work out for you and your family, or your circumstances have changed. Good, quality candidates like you are what our country needs as warfighters and legal advisors. Please remember us when future plans are evaluated, and you feel that call to service to make your law degree count towards our national security.

Should you have any questions or concerns between now, and when a member of our Accession Team reaches out to you, please do not hesitate to contact us at NavyJAGAccessions@us.navy.mil.

Congratulations, again! We look forward to you joining the team!

Very Respectfully

CDR Jane D. Doe, JAGC, USN
Director of Navy JAG Accessions

TEMPLATE EMAIL TO NON-SELECT CANDIDATES
(Last Updated: October 2025)

To: [Blank]

Cc: NavyJAGAccessions@us.navy.mil

Bcc: Non-Select Candidates

Subj: U.S. Navy JAG Corps_Non-Selection Notification

Content:

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Dear Navy JAG Applicant –

Thank you for your submission to this cycle's Navy JAG Accession Selection Board. Our board has concluded its comprehensive review of all candidates, and the Judge Advocate General of the Navy has confirmed the board's results.

Unfortunately, we are unable to offer you a Professional Recommendation at this time.

First, please note that this cycle's applicant pool was one of the strongest we have seen in recent years.

Second, we highly encourage you to apply again in our next cycle. Becoming a Naval Officer with the U.S. Navy JAG Corps is a calling, not one easily forgotten about or discarded. Many applicants apply more than once to follow their call to service and make their law degree count towards our national security. Our next cycle information is available here: [JAG Applications](#).

For all non-selected candidates who are considering or wish to re-apply, we have JAG Mentors we can assign to you to discuss your application, the way forward and help support your journey to our sea service. Should you wish to be assigned a mentor, please forward your interest via email to: NavyJAGAccessions@us.navy.mil.

Thank you again for your interest and application. We look forward to you re-applying during our next accession cycle.

Very Respectfully

CDR Jane D. Doe, JAGC, USN
Director of Navy JAG Accessions