

## **LAW EDUCATION PROGRAM Standard Operating Procedures**

### **CURRENT NAVADMIN xxx/xx**

The Law Education Program (LEP) gives active-duty Navy officers the opportunity to enter law school, earn the degree of Juris Doctor, and subsequently serve as a career Navy judge advocate.

Officers selected for LEP will remain on active-duty, with pay and benefits, while attending law school and completing the bar examination.

### **ELIGIBILITY**

Upon commencement of legal studies under orders to LEP, the Department of the Navy candidates for LEP must meet the following:

- a. Holds a BS/BA from an accredited institution.
- b. Be in a pay grade - 0-1, 0-2, or 0-3, with 2 to 6 years active service (including any active enlisted time) as of the time of proposed entry into law school.
- c. Must have taken the Law School Admission Test and have applied to an ABA-accredited law school.
  
- d. Have at least 2 years active duty but not more than 6 years of active duty.

**DESIGNATOR** (Medical, Dental, Nurse Corps Ineligible)

### **APPLICATION GUIDELINES**

Eligible officers who desire to apply for LEP must submit a letter request via their Commanding Officer. Letters must reach Commanding Officer, NETPDC (N2A2) prior to 1 February, or Administrative Action (AA) forms must reach commandant of the Marine Corps (Code MMOA-5) prior to the date as published in the annual MARADMIN of the fiscal year in which the applicant desires to begin law school. Applications must be in application correspondence format and include the following:

- a. Names of all colleges attended and date(s) degrees conferred.
- b. Active Duty Base Date (ADBD). The date computed to represent the date when all service on active duty in any of the U.S. Forces, or in a Regular or Reserve component, would have commenced if it were continuous to the present.
- c. Provide a prioritized list of ABA – accredited law schools in the United States.
- d. Date the Law School Admission Test (LSAT) taken and enclose a copy of the score report. e. A statement of 500 words or less indicating the steps taken to learn about a career as a member of the Judge Advocate General's Corps or a Marine Corps Judge Advocate and the reason for seeking such a career.
- f. Statement of legal education/training completed and experience gained in civilian/military life.
- g. Interview with senior 05 or 06 JAGC officers referenced.
- h. Current work mailing and E-mail addresses and phone number.

### **POINT OF CONTACT FOR APPLICATION:**

Ms. Elise McGuire,  
NETPDC NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT CENTER (NETPDC)  
VOLED Detachment (LEP)  
6490 Saufley Field Road  
Pensacola FL 32506-5204

### **ALL OTHER PROGRAM QUESTIONS:**

LCDR Geraldo Padilla, PERS-4416E, (901) 874-4084/DSN 882 or via e-mail: [geraldo.padilla@navy.mil](mailto:geraldo.padilla@navy.mil);  
or Ms. Shannon Collins, (901) 874-4087/DSN 882 or via e-mail: [shannon.ary.collins@navy.mil](mailto:shannon.ary.collins@navy.mil)