

**PEOPLE TALK 04-04: PG SCHOOL SELECTION BOARD**  
**INFORMATION** **23 Feb 04**

1. The JAG PG School program is governed by JAG Instruction 1520.1 of May 2000. A copy of this instruction is available on the JAG Detailers web site:

<http://www.bupers.navy.mil/pers4/pers4416/p4416home.htm>

2. **Applications are due before 1 May 2004.** Applications must be received by 1 May, not mailed or FedEx'd by 1 May. Note that 1 May 2004 is a Saturday, so please plan on having your applications arrive no later than Friday, 30 April 2004.

3. Please read the instruction thoroughly before you apply. This board is very competitive, and failure to comply with the administrative guidelines may cause the members of the board to view your submission negatively in comparison with others who have complied. Below are some frequently-asked questions with answers that may assist you in the application process.

4. There has been a change in the curriculum assignment policy. In the past, after selection each officer received a formal letter informing him/her of selection and assigning a postgraduate education curriculum. Per JAGINST 1520.1, if an officer wanted to change curricula, the officer would have had to submit a request and have it approved by the Head Detailer (P4416). Despite concerted efforts to project requirements, we would consistently find that some curricula had many selectees competing for limited slots while other curricula did not have enough selectees to fill the requirements on the slate. The new process is to inform officers of selection, but not assign any particular curriculum. Curriculum assignment will be made during the slating process. This will provide some flexibility to selectees, who will not be locked in to a specific curriculum, even if their professional circumstances have changed between PG School board selection and slating for school. This will also provide Detailers the ability to determine during the slating process (typically a year in advance) what curricula are in most demand and to adjust the number of slots for those curricula as needed. The JAGINST is in the process of being revised to reflect this change.

5. We will include this information and other important information pertaining to this board on the [JAG Detailers](#) web site. If you have questions related to the PG School program, please contact LCDR Jim Protin at [james.protin@navy.mil](mailto:james.protin@navy.mil).

**Frequently-asked questions about the PG School application process**

Q1. When can I apply?

A1. You may apply as soon as you accept augmentation into the regular Navy. However, you are not eligible to apply if you have already attended the resident course at the Naval War College or The Judge Advocate General's School of the Army in Charlottesville.

Q2. The application says I need to send a photograph. Does it have to be an original photograph?

A2. No. You may fax your photo, or send a good copy of your photo. Please note; faxed and photocopied photos are generally of very poor quality. What we have found is that a scanned, digitized and printed copy of a photo can produce a high-quality replica that is a fine substitute for an original photo.

Q3. Must I send in original transcripts in a sealed envelope from the educational institution?

A3. No. Legible copies of transcripts are fine. They may be either certified to be true copies or original transcripts that are not in a sealed envelope.

Q4. Can I just fax my entire application?

A4. Yes. However, be aware of the caveats in answers 2 and 3, above. If you fax an original transcript the board will have what is essentially a copy without a certification that it is a true copy. This is not fatal, but it may raise questions. Your best avenue would be to scan the entire package into an Adobe Acrobat file and email it to LCDR Protin at [james.protin@navy.mil](mailto:james.protin@navy.mil). If meeting the deadline is the reason you are faxing the application, you may fax the application by May 1<sup>st</sup> and then FedEx the original (no regular mail that late, please!)

Q5. Can I just send a new cover letter and ask the Detailers to put in the enclosures from last year's application?

A5. Unfortunately, no. Each year we provide the original packages to the board members for review. Ultimately the board president decides how each board is run, and he/she is free to direct the members to mark applications to highlight important points. To preserve the integrity of the deliberative process the applications are destroyed at the conclusion of the board. (This is a good reason to digitize your photograph and use certified true copies of transcripts rather than originals.)

Q6. If I previously earned a degree using Tuition Assistance (TA), can I still apply?

A6. Officers who have used Tuition Assistance for a postgraduate degree are still eligible to attend a fully-funded postgraduate program, so long as the JAG Corps has a need for officers with the prospective degree, and the JAG Corps does not have a need for officers with the degree earned by using TA.

So, for example, if an officer uses TA to earn an MBA or other graduate degree, there is no issue. However, if you use TA to earn an LL.M degree in one of the subspecialties for which we send students to fully-funded PG school, BUPERS may object to those orders. If you have any questions related to your use of TA, please contact your Detailer.

Q7. Where can I find more information on the PG School Program?

A7. Look on the [JAG Detailers](http://www.bupers.navy.mil/pers4/pers4416/p4416home.htm) [<http://www.bupers.navy.mil/pers4/pers4416/p4416home.htm>] web site. We are updating this page as quickly as we can with new information about detailing and assignments.

6. **Detailer "Line Up":**

**Senior Officer (O-5/O-6) Detailer (Pers -4416)**: CAPT Jon Fink, 901-874-4081 (DSN 882); [jonathan.fink@navy.mil](mailto:jonathan.fink@navy.mil)

**O-4/Augmented O-3 Detailer (Pers -4416b)**: LCDR Jim Protin, 901-874-4082 (DSN 882); [james.protin@navy.mil](mailto:james.protin@navy.mil)

**O-3/LDO Law Detailer (Pers -4416c)**: LCDR Caren McCurdy, 901-874-4083 (DSN 882); [caren.mccurdy@navy.mil](mailto:caren.mccurdy@navy.mil)

**Accessions Detailer (Pers -4416e)**: LCDR(sel) Bob Passerello, 901-874-4084 (DSN 882); [robert.passerello@navy.mil](mailto:robert.passerello@navy.mil)