

MCRC FROST CALL 006-24

From: Commanding General, Marine Corps Recruiting Command

Subj: PLATOON LEADERS CLASS-LAW AND NAVAL RESERVE OFFICERS TRAINING
CORPS-LAW POST-BAR AND PRE-TBS INTERNSHIP INITIATIVES

Ref: (a) MCRCO 1131.1 (Law Programs Order)
(b) MCO 6100.13A CH-4 (PFT/CFT)
(c) MCO 6110.3A CH-3 (Body Composition)
(d) MCO 1001.59A (Active Duty Operational Support)
(e) MCO 1050.3J (Regulations for Leave and Liberty)
(f) Joint Travel Regulations (JTR)
(g) MCO 1130.62C (Permissive Temporary Additional Duty)
(h) MCO P1400.31C CH-1 (Marine Corps Promotion Manual)
(i) MCO 5800.16 CH-7 (Legal Support and Administration Manual)
(j) 10 U.S.C. 1074 (Medical Coverage)
(k) MCRCO 1100.2A (Officer Commissioning Manual)
(l) 10 U.S.C. 10206 (Members: Physical Examinations)

Encl: (1) Template for Post-Bar Examination and Pre-TBS Internship
Request
(2) 4401 PTAD Addendum to Service Agreement

1. Purpose. To establish procedures for requesting the following
Platoon Leaders Class-Law (PLC-Law) and Naval Reserve Officers
Training Corps-Law (NROTC-Law) pre-accession internships:

- a. Post-Bar Examination Internship.
- b. Pre-The Basic School (TBS) Internship.

2. Background

a. Reference (a) establishes Marine Corps Recruiting Command's
(MCRC) Post-Bar and Pre-TBS Internship Initiatives. These initiatives
authorize MCRC to select student judge advocates for placement in an
internship following completion of the bar examination and prior to
their execution of orders to TBS.

b. Post Bar and Pre-TBS Internship Initiatives provide student
judge advocates with practical experience and on-the-job training that
prepares them to excel at Naval Justice School (NJS) and in their
first tour assignments.

c. This FROST CALL cancels MCRC FROST CALL 014-23 and will remain
in effect until further notice.

3. Information

a. Eligibility. To apply for a Post-Bar and/or Pre-TBS
Internship, student judge advocates must be in their final year of law
school and be scheduled to take the first available bar exam in any
state, U.S. territory, or the District of Columbia.

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(1) Post-Bar Examination Internship. Prior to reporting for a Post-Bar Internship, student judge advocates must have successfully graduated from law school and taken the first scheduled bar exam in any state, U.S. territory, or the District of Columbia. Applicants will be required to submit their final law school transcripts to the Law Programs Manager.

(2) Pre-TBS Internship. Prior to reporting for a Pre-TBS Internship, student judge advocates must have passed a bar exam and obtained a license to practice law in any state, U.S. territory, or the District of Columbia. Applicants will be required to submit proof of bar licensure to the Law Programs Manager.

(3) Security Clearance. Student judge advocates must possess an active secret clearance. Applicants are required to verify the status of their clearance with their Officer Selection Officer (OSO) prior to applying.

(4) Height/Weight and PFT Requirement. Student judge advocates must run a Physical Fitness Test (PFT) and pass height and weight (HT/WT) measurement within thirty (30) days of submitting their application. Pursuant to reference (c), Marines will receive a HT/WT measurement upon check in and will be required to comply with annual PFT and Combat Fitness Test (CFT) requirements while on active duty.

b. Procedures

(1) Application

(a) Student judge advocates must submit Post-Bar and Pre-TBS Internship requests, enclosure (1), to their OSO No Later Than (NLT) 60 days before sitting for the bar exam. Applicants may request deadline extensions to the Law Programs Manager. Applicants will make appropriate edits to all highlighted portions of enclosure (1) in order to reflect their personal information and preferences. Final applications should have highlighting removed and be free of errors.

(b) Under paragraph 2 of enclosure (1), applicants will indicate whether they wish to complete a Post-Bar and/or a Pre-TBS Internship.

(c) OSOs must endorse and route internship requests through the chain of command to the MCRC Law Programs Manager NLT 30 days after submission by the applicant.

(d) OSOs must state in their endorsement that they have verified the requesting Marine's security clearance with their security manager.

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(e) OSOs are encouraged to provide a detailed recommendation for their Marines.

(2) Post-Bar Examination Internship

(a) Post-Bar Examination Internships will be executed as Active Duty Operational Support (ADOS) orders. Pursuant to references (d)-(f), the number of available Post-Bar Internship assignments is dependent on MCRC funding. Therefore, the selection process for these internships is competitive.

(b) All requests will be evaluated based upon funding, the needs of the Marine Corps, prior internship opportunities, applicant qualifications, personal statement, timeliness and completeness, proximity to internship location, and applicant preference.

(c) Post-Bar Examination Internship orders will end No Later Than (NLT) the last day of the fiscal year (30 September). Orders may end earlier or be extended into the new fiscal year depending on funding.

(d) ADOS orders rate per diem and travel reimbursement, in addition to basic pay and allowances.

(e) If a Post-Bar intern fails the bar examination, his or her internship orders will be terminated within 30 days of official notice.

(3) Pre-TBS Internship

(a) Pre-TBS Internships may be executed as Permissive Temporary Additional Duty (PTAD) orders pursuant to references (e)-(g), OR in accordance with orders issued by the Officer Assignments (OA) section. Student judge advocates will access to active duty on the date they execute PTAD orders. Therefore, student judge advocates requesting a Pre-TBS Internship will be required to provide proof of bar-licensure prior to executing PTAD orders. Delays in licensing will result in delays in orders processing.

(b) All requests will be considered based upon the needs of the Marine Corps, prior internship opportunities, applicant qualifications, personal statement, timeliness and completeness, proximity to internship location, and applicant preferences.

(c) PTAD orders for student judge advocates selected for Pre-TBS Internships will be written in conjunction with those officers' permanent change of station (PCS) orders to The Basic School (TBS). Student judge advocates executing PTAD orders in conjunction with their PCS orders to TBS will access to active duty on the date they report to their Pre-TBS internship assignment. Pursuant to

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reference (h), student judge advocates are eligible to receive constructive service credit for their time in law school. However, such credit will not be given until they are certified as judge advocates upon completion of Naval Justice School (NJS). Additionally, time served on internship orders will not count towards the student judge advocate's obligated active duty service. Pre-TBS interns will acknowledge this policy by signing enclosure (2).

(d) Travel and per diem are not authorized for PTAD orders. However, student judge advocates may receive PCS reimbursement for travel from their home of record (HOR) to TBS upon checking in to TBS. Accordingly, all officers are encouraged to keep receipts and to contact the Quantico Distribution Management Office (DMO) for more detailed information on moving Household Goods (HHG).

(e) During the execution of PTAD orders, **student judge advocates who do not have dependents will rate Basic Allowance for Housing, Transit (BAH-T). BAH-T is typically much lower than most standard BAH rates.** Officers who have dependents will rate standard regional BAH with dependents based their dependents' primary residence. Student judge advocates may view BAH rates at:

<https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate%2%ADLookup/>.

(4) Assignment to TBS Class. Regardless of whether they choose to request a Post-Bar and/or Pre-TBS Internship, student judge advocates will be assigned to a TBS class in the fiscal year immediately following their bar licensing. Student judge advocates must remain in constant communication with the Law Programs Manager in order to coordinate assignment to a TBS Class. Assignment to a TBS class is subject to many factors including but not limited to: the officer's ability to license; TBS class allocations; NJS class allocations; fleet assignment requirements; current Marine Corps end strength considerations; funding; current mission requirements; applicant preference; and others.

c. Placement Locations. Student judge advocates shall be placed in a Marine Corps legal office engaged in the gainful and substantial practice of law. This includes Offices of the Staff Judge Advocate (OSJA), Installation Law Centers, Judge Advocate Division (JAD), and Navy-Marine Corps trial and appellate courts. Unless otherwise authorized, all placements will be within the continental United States (CONUS).

d. Selection Criteria. Selection for a Post-Bar and/or Pre-TBS Internship is based on the "whole person." This includes but is not limited to law school grade point average (GPA), current PFT score, resume, personal statement, and other quality indicators. The applicant's prior Marine Corps internship experience, proximity to

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internship locations, and personal preferences will also be considered.

e. Placement Opportunities. The following list contains potential placement opportunities for student judge advocates. For detailed information on legal support, structure, and administration within the Marine Corps, applicants are encouraged to review the Marine Corps Legal Services and Administration Manual, reference (i).

(2) Office of the Staff Judge Advocate. An OSJA's main function is to provide critical legal advice to the unit's Commanding General (CG), Commanding Officer (CO), and/or staff sections in accordance with the unit's respective mission. This includes but is not limited to: overseeing all command military justice matters, advising on investigations, processing administrative separations, processing courts-martial, reviewing command policies, conducting legal research, drafting legal memoranda, serving as the unit's ethics counselor, and ensuring total unit compliance with all applicable departmental and service regulations.

(3) Installation / Station Law Center. A Law Center and its subordinate offices are responsible for providing legal support to commands within their assigned regions, to include conducting and administering military justice proceedings such as courts-martial. This includes, but is not limited to: prosecuting cases on behalf of the United States (Trial Services Organization (TSO)), defending Marines facing Courts-Martial or administrative separation (Defense Services Organization (DSO)), and representing victims of sexual assault and domestic violence (Victims Legal Counsel Organization (VLCO)). Law Centers also have Legal Assistance Offices whose mission is to assist Marines and their dependents with various legal matters including but not limited to wills, powers of attorney, divorce, immigration, consumer protection, and others.

(a) Law Center Placements: Marine Corps Installation (MCI)-West (Camp Pendleton, Miramar, Twenty-nine Palms); MCI-East (Camp Lejeune, Cherry Point, Parris Island); MCI-National Capital Region (NCR) (Quantico).

(4) Judge Advocate Division. The Staff Judge Advocate to the Commandant (SJA to CMC) directly supervises and manages Judge Advocate Division (JAD), which oversees the entire Marine Corps legal community. The SJA to CMC assists the CMC and Headquarters Marine Corps (HQMC) in executing Title 10 responsibilities to train, organize and equip organic legal support, and identifying capabilities, deficiencies, and policy solutions related to legal support structure and staffing. The SJA to CMC also serves as the functional supervisor for the legal support mission within the Marine Corps (provision of command legal advice and legal services across multiple functional areas), as well as oversees professional responsibility of the Marine

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Corps legal community, JAD interns will be placed at the Pentagon or other HQMC offices in Arlington, VA.

(5) Navy-Marine Corps Trial/ Appellate Courts. The Navy-Marine Corps Trial Judiciary (NMCTJ) is a joint Navy-Marine Corps activity led by a Chief Trial Judge who serves as Officer-in-Charge (OIC). Its mission is to provide certified military judges for Navy and Marine Corps general and special courts-martial and hearing officers for sanity hearings on confined prisoners. In addition, military judges sometimes serve as Article 32, preliminary hearing officers.

(a) The Navy-Marine Corps Court of Criminal Appeals (NMCCA) reviews courts-martial in which the sentence includes a punitive discharge, confinement above a certain amount, or death; interlocutory appeals by the government; sub-jurisdictional cases sent to the court by the Judge Advocate General of the Navy; petitions for new trials; petitions by crime victims to enforce their rights at a court-martial or preliminary hearing, and extraordinary writs filed under the All Writs Act.

(b) Marines assigned to a Navy-Marine Corps judicial internship will require excellent legal research and writing skills. Placement to a judicial internship is highly competitive and will require submission of a writing sample that is no less than three but no more than six than pages in length. Placements include the Judicial Circuits located in Camp Pendleton, CA and Camp Lejeune, NC, and the NMCCA located in Washington, DC.

(6) Funding and Travel Considerations. MCRC will assign PLC-Law student judge advocates to one of several Marine Corps bases or stations within the United States. Factors influencing assignment include but are not limited to: available funding, the Marine's qualifications and preferences, the needs of the Marine Corps, and geographic proximity to an officer's law school or primary residence.

(7) Primary Residence. A Marine establishes primary residence by submitting a Primary Residence Authorization form which is enclosure (1) of the internship Request. Two supporting documents must be included. These may be utility bills, driver's license, vehicle registration, bank statements, etc. If the Marine has dependents, supporting documentation must also establish the dependents' primary residence. Primary residence is used to calculate travel reimbursement for Post-Bar/ADOS orders.

(8) Home of Record. This is the address listed on a Marine's original service documents signed prior to attending basic training. Home of Record (HOR) is different than primary residence. HOR's do not change.

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(9) Defense Travel System. Due to recent administrative changes and improvements, all travel, lodging and per diem will be paid via the Defense Travel System (DTS). Marines will be required to set up a DTS account and obtain a Government Travel Charge Card (GTCC) prior to executing internship orders. Marines will use their GTCCs throughout the rest of their Marine Corps careers. Through DTS, student judge advocates executing Post-Bar/ADOS orders will submit a travel voucher to receive reimbursement for travel and entitlements. The Law Programs Manager will provide further instructions upon notice of selection.

e. Medical

(1) Pursuant to references (j) and (k), student judge advocates in the Individual Ready Reserve (IRR) rate TRICARE coverage while finishing law school and executing Post-Bar/ADOS orders. Marines will not rate TRICARE coverage for their dependents until they access to active duty upon reporting to a Pre-TBS/PTAD Internship or TBS.

(2) Pursuant to reference (k), student judge advocates in the training pipeline must maintain physical fitness for military duty. Upon reporting for a Post-Bar or Pre-TBS Internship, Marines must comply with all active duty health requirements. This includes completion of a Preventive Health Assessment (PHA). Marines will not have PFT or CFT scores ran in the fleet unless their PHA is up-to-date. Student judge advocates will also be required to be in conformance with all applicable vaccination requirements.

f. Physical Fitness. Applications for a Post-Bar/Pre-TBS Internship must include a HT/WT measurement and PFT score ran within 30 days of submission. Pursuant to reference (b) and (C), upon accession to active duty student judge advocates on internship orders will be required to comply with the active component annual PFT/CFT and body composition requirements.

g. Transportation. Student judge advocates will generally be required to travel by personally owned vehicle (POV) to all internships, unless an Authorizing Official grants special permission for alternative means of travel. Pursuant to reference (f), Marines who are authorized travel by POV are allowed one day of travel for the first 400 miles between authorized points. For any distance greater than 400 miles, the Marine is allowed another day of travel for every additional 350 miles. While Marines may wish to travel to their internship location early to move-in and find their way around the installation, they may not be reimbursed or indemnified for travel executed prior to the dates authorized in their orders.

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4. Action

a. G-1, MCRC

(1) Assist in the generation of orders for student judge advocates selected for Post-Bar Internships.

(2) Advocate for and manage funding of the PLC-Law Post-Bar/Pre-TBS Internship Initiative.

b. G-3 Officer Programs, MCRC

(1) Maintain supervision over the Post-Bar/Pre-TBS Internship Initiatives.

(2) Ensure that all student judge advocates authorized for Post-Bar/Pre-TBS Internships have accurate component codes and that necessary diary entries are processed.

(3) Assist with orders and travel claims as needed.

c. G-8, MCRC

(1) Allocate and oversee funding for MCRC's Post-Bar/Pre-TBS Internship Initiative.

(2) Oversee and manage DTS accounts and authorizations for interning student judge advocates.

(3) Oversee and manage GTCC accounts for interning student judge advocates.

d. Law Programs Manager

(1) Receive and review PLC and NROTC-Law student judge advocate Post-Bar and Pre-TBS Internship application packages.

(2) Select participants and assign them to Post-Bar and Pre TBS Internship locations.

(3) Notify G-1, and G-3 OP, MCRC of the PLC-Law student judge advocates selected for Post-Bar and/or Pre-TBS Internships.

(4) Assist in the generation, administration, and dissemination of orders for PLC and NROTC-Law student judge advocates' Post-Bar and/or Pre-TBS Internships, and ensure their receipt.

(5) Assist G-3 OP, MCRC in the completion of its specified tasks,

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e. Eastern and Western Recruiting Regions. Ensure that all eligible PLC-Law student judge advocates are notified of the contents of this Fast Response on Short Transmission (FROST) call.

f. District Commanders. Ensure that all OSOs notify PLC-Law student judge advocates of the information contained in this FROST call, and provide assistance to eligible PLC-Law student judge advocates applying for a Post-Bar and/or Pre-TBS Internship.

g. OSOs

(1) Notify eligible PLC-Law student judge advocates of the information contained in this FROST call, and provide assistance to those interested in applying for a Post-Bar and/or Pre-TBS internship.

(2) Endorse Post-Bar/Pre-TBS Internship requests and route to the Law Programs Manager, MCRC NLT 30 days after submission by the applicant.

h. PLC and NROTC-Law Student Judge Advocates

(1) If desired, submit a Post-Bar and/or Pre-TBS Internship request, enclosure (1), to their OSO NLT 60 days prior to sitting for the bar exam. Applicants must make all necessary changes to enclosure (1) before submitting the request, including providing all required information and removing all highlighting.

(a) Provide the completed Primary Residence Authorization form with two supporting documents for you and your dependents (if applicable). Acceptable documents include utility bills, driver's license, vehicle registration, bank statements, etc.

(b) Provide a current law school transcript.

(c) Provide a personal statement explaining reasons for requesting a Post-Bar and/or Pre-TBS Internship and any other factors believed important to selection and subsequent assignment to a particular duty station.

(d) Provide documentation of HT/WT and PFT completed within 30 days of submitting an internship application. Maintain exceptional physical condition.

(e) Provide a polished and up-to-date resume.

(2) Complete all program requirements necessary for accessing as a 4401 including graduating law school, passing the bar exam, and obtaining a law license.

(3) Keep the Law Programs Manager abreast of all timelines, updates, and changes to your licensing process. Additionally, keep the

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Law Programs Manager informed of any major life events such as marriage, divorce, or change in dependents.

(4) If selected for a Post-Bar and/or Pre-TBS Internship, acknowledge receipt of orders and advise your OSO prior to reporting to the internship location.

(5) Thoroughly read the Law Programs Order, reference (a), in order to establish a complete understanding of the requirements and procedures for accessing as a 4401, Student Judge Advocate.

5. The point of contact for all PLC-Law matters is the MCRC Office of the Staff Judge Advocate, reachable by phone at (703) 432-9262/9694/9317.



E. W. SPITZNOGLE
By direction