

**MCRC FROST CALL 010-23 DATED 2 DECEMBER 2022**

From: Commanding General, Marine Corps Recruiting Command

Subj: FISCAL YEAR 2023 PLATOON LEADERS CLASS-LAW SUMMER INTERNSHIP INITIATIVE

Ref: (a) MCRCO 1131.1  
(b) MCO 5800.16  
(c) 10 U.S.C. 1074  
(d) MCO 1001.59A  
(e) 10 U.S.C. 10206  
(f) MCO 6100.13A

Encl: (1) Template for Summer Internship Request

1. Purpose. To establish procedures for requesting Platoon Leaders Class-Law (PLC-Law) Summer Internships for Fiscal Year 2023 (FY23).

2. Background

a. Reference (a) establishes the PLC-Law Summer Internship Initiative. This initiative authorizes MCRC to select PLC-Law student judge advocates for placement in a summer internship between law school academic years.

b. The PLC-Law Summer Internship Initiative provides PLC-Law student judge advocates with practical experience and on-the-job training, and prepares student judge advocates to excel at Naval Justice School and in their first tour assignments.

3. Information

a. Eligibility. Consistent with reference (a), Marines currently in the PLC-Law pool may apply to intern during the of summer 2023. Marines commissioned through the Naval Reserve Officer Training Corps (NROTC) - Law program may also apply for an internship under this initiative.

(1) Prior to executing orders, PLC-Law student judge advocates must have successfully completed at least one year of law school and maintained the academic standards prescribed by their law school.

(2) PLC-Law Marines must possess an active secret clearance.

(3) PLC-Law Marines must run a Physical Fitness Test (PFT) and pass height and weight (HT/WT) measurement within thirty (30) days of submitting their request. Marines will receive a HT/WT measurement upon check in and may be required to take an additional PFT while on active duty.

b. Procedures

(1) PLC-Law student judge advocates must submit a summer internship request, enclosure (1), to their Officer Selection Officer (OSO) No Later Than (NLT) **10 March 2023**.

(2) OSOs must endorse and route internship requests through the chain of command to the MCRC Law Programs Manager **NLT 24 March 2023**.

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

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(4) OSOs are encouraged to provide a detailed recommendation for Marines requesting competitive placements.

c. Internship Placement. Marines 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), Legal Services Support Sections (LSSS), 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).

The summer internship selection process is competitive. Selection for a summer internship is based on the "whole person." This includes but is not limited to: law school grade point average (GPA), current physical fitness test (PFT) score, resumes, personal statement, and other quality indicators.

The following list contains potential placement opportunities for PLC-Law Marines. 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 (b).

(1) Office of the Staff Judge Advocate. An OSJA's main function is to provide critical legal advice to the unit's Commanding General (CG), Command 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.

(a) OSJA Placements: I Marine Expeditionary Force, Camp Pendleton, CA; Marine Forces Central Command, Tampa, FL; 1st Marine Division, Camp Pendleton, CA; Marine Forces Reserve / Marine Forces South, New Orleans, LA; 1st Marine Logistics Group, Camp Pendleton, CA; Marine Forces Command / Marine Forces North, Norfolk, VA; Training and Education Command, Quantico, VA; Marine Corps Recruit Depot San Diego / Parris Island, and others.

(2) Legal Services Support Section. An LSSS and its subordinate offices and legal services support teams (LSST) 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)). LSSS/T's 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) LSSS Placements: LSSS-West (Camp Pendleton, Miramar, Twentynine Palms); LSSS-East (Camp Lejeune, Cherry Point, Parris Island); LSSS-National Capital Region (NCR) (Quantico).

(3) 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

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

(4) 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. 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, Uniform Code of Military Justice (UCMJ) preliminary hearing officers.

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.

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 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.

d. Funding and Travel Considerations

(1) MCRC will assign PLC-Law student judge advocates to one of several Marine Corps bases or stations within the United States. Geographic assignment will depend on available funding, the Marine's qualifications, and the needs of the Marine Corps. MCRC will consider other factors when determining assignment locations, to include geographic proximity to an officer's law school or primary residence.

(2) Primary residence means where the Marine is currently living at the time the Marine submits his or her application. The Marine's primary residence will typically be at or near the law school the Marine is currently attending. Marines will be required to enclose proof of primary residence with their application. Exceptions to primary residence may only be granted in accordance with current Marine Corps policies and regulations.

(3) Summer internships are temporary, the orders will typically not exceed seventy days, and there is no entitlement, contractual or implied, for continued assignments, active duty retirement, or other career incentives.

(4) Depending on the location of their assignment, interning Marines will rate Travel, Lodging and Per Diem in addition to basic pay and allowances. Due to recent administrative changes/improvements, all travel, lodging and per diem may be paid via the Defense Travel System (DTS). Marines

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will be required to set up a DTS account and obtain a Government Travel Charge Card (GTCC). The Law Programs Manager will provide further instructions upon notice of selection.

e. Medical

(1) Pursuant to reference (c), PLC-Law student judge advocates in the Individual Ready Reserve (IRR) rate full TRICARE coverage for themselves, but not for their dependents, while awaiting orders to The Basic School. PLC-Law Student judge advocates on summer internship orders over thirty days will rate full TRICARE coverage for themselves and their dependents during the duration of the orders.

(2) In accordance with references (d) and (e), if not otherwise complete, PLC-Law student judge advocates must complete a Preventive Health Assessment or provide another acceptable form of approved medical documentation prior to commencing their summer internship orders. PLC-Law Officers will also be required to be in conformance with all applicable vaccination requirements to include vaccination for COVID-19.

f. Physical Fitness. In accordance with reference (f), PLC-Law student judge advocates activated on orders for a summer internship are required to comply with the active component annual PFT and Combat Fitness Test (CFT) requirements. In accordance with reference (d), PLC Officers requesting a summer internship must submit a HT/WT measurement and PFT score within 30 days of submitting their application.

g. Transportation. Rental cars will not be authorized for the duration of summer internships. Additionally, PLC-Law student judge advocates are not to begin traveling to their expected summer internship location in advance of receipt of their summer internship orders. Selected Marines will receive specific instructions regarding travel to and from their internship location.

4. Action

a. G-1, MCRC

(1) Assist in the generation of orders for PLC-Law Officers selected for summer internships.

(2) Advocate for and manage funding of the PLC-Law Summer Internship Initiative.

b. G-3 Officer Programs, MCRC

(1) Maintain cognizance of the summer internship initiative.

(2) Ensure that all PLC-Law student judge advocates authorized for summer internships have accurate component codes, and that transfer entries are run to the correct Reporting Unit Code (RUC).

(3) Upon completion of summer internships, assist with returning officers to the correct RUC.

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

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c. G-8, MCRC

(1) Allocate and oversee funding for the PLC-Law Summer Internship Initiative.

(2) Oversee and manage DTS accounts and authorizations for interning PLC-Law Officers.

(3) Oversee and manage GTCC accounts for interning PLC-Law Officer.

d. Law Programs Manager

(1) Receive and review PLC-Law student judge advocate summer internship application packages.

(2) Select participants and assign them to summer internship locations.

(3) Notify G-1, and G-3 OP, MCRC of the PLC-Law student judge advocates selected for summer internships.

(4) Assist in the generation, administration, and dissemination of orders for PLC-Law student judge advocates' summer internships, and ensure their receipt.

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

c. 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.

d. 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 summer internship.

e. 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 summer internship.

(2) Endorse summer internship requests and route to the Law Programs Manager, MCRC **NLT Friday, 24 March 2023.**

f. PLC-Law Student Judge Advocates

(1) If desired, submit a summer internship request, enclosure (1), to their OSO **NLT 10 March 2023.** Officers must make all necessary changes to enclosure (1) before submitting the request, including providing all required information and removing all highlighting.

(a) Provide a current law school transcript, if available (first-year law students must provide a law school transcript once first semester grades are released).

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(b) Provide a personal statement explaining reasons for requesting a summer internship and any other factors believed important to selection and subsequent assignment to a particular duty station, if one is requested.

(2) If selected for a summer internship, acknowledge receipt of orders and advise the OSO prior to reporting to the summer internship location.

5. The point of contact for the PLC-Law Summer Internship Initiative is the Law Programs Manager, MCRC, Captain Jhonathan J. Morales, reachable by phone at (703) 432-9262, or by e-mail at [jhonathan.moralesnajera@marines.usmc.mil](mailto:jhonathan.moralesnajera@marines.usmc.mil).

6. This FROST Call will terminate on 30 September 2023.



E. W. SPITZNOGLE  
By direction



## UNITED STATES MARINE CORPS

**[OFFICER SELECTION STATION]**

**[STREET ADDRESS]**

**[CITY, STATE ZIP CODE]**

IN REPLY REFER TO:

1131

PLC

**[DATE]**

From: **[RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME; EDIPI/4401 USMC]**

To: Commanding General, Marine Corps Recruiting Command (G-3, OP)

Via: (1) Officer Selection Officer, **[Recruiting Station]**

Subj: REQUEST FOR SUMMER INTERNSHIP ASSIGNMENT IN THE CASE OF  
**[RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME; EDIPI/4401 USMC]**

Ref: (a) MCRCO 1131.1

Encl: (1) Current Law School Transcript  
(2) Current PFT or CFT score  
(3) Personal Statement  
(4) Resume  
(5) Primary Residence Form  
(6) **Letters of Rec, writing sample, or other supplemental materials (optional)**

1. Pursuant to the reference, I request to be assigned to a summer internship beginning on **[DATE]** and ending no later than **[DATE]**, for a period not to exceed 70 days.

2. As a commissioned Marine Corps officer currently enrolled in an ABA accredited law school, I certify that I meet the eligibility requirements for a summer internship. Enclosure (1) verifies my current status and academic progress in law school. I understand that if I am a first-year law student, I will submit a letter of good standing from my law school if a transcript is not available.

3. Law school currently attending: **[Response]**

4. Current cumulative Grade Point Average: **[Response]**

5. Last day of current school year: **[Response]**

6. Anticipated date of graduation: **[Response]**

7. Anticipated bar examination jurisdiction: **[Response]**

8. I have provided a current **PFT/CFT** score in enclosure (2).

9. Enclosure (3) contains my personal statement explaining why I am requesting a summer internship. Enclosure (4) contains my up-to-date resume.

Enclosure (1)

10. I understand that this is only a request and that assignment to a summer internship, number of days assigned, dates assigned, and location of assignment are not guaranteed. All such decisions will be made based upon the needs of the Marine Corps.

11. I request to be assigned to the following Marine Corps base or station, in order of preference: (1) **[LOC]**; (2) **[LOC]**; or (3) **[LOC]**.

12. Based upon the reasons contained in my personal statement, I request the following work assignments in order of preference: **[LSSS/SJA/JAD/Judicial]**

13. If assigned to my first choice of location, I **[do/do not]** plan on traveling by air; if assigned to my second choice, I **[do/do not]** plan on traveling by air; and if assigned to my third choice, I **[do/do not]** plan on traveling by air.

14. I understand that rental cars will not be authorized at any location. I understand that I will be required to drive my personally owned vehicle or procure a rental vehicle or other form of transportation at no expense to the government.

15. Depending on my assigned location and available lodging, I understand that I may be directed to live on base. This may include lodging aboard the installation on which my assigned office is located or at a different installation that is a reasonable driving distance from my assigned location.

16. With regard to my assignment to a summer internship, I understand that transportation of dependents and permanent change of station weight allowances are not authorized.

17. I understand that I am to report for my summer internship in the Service "A" uniform. I also understand that I am to procure the Service "C" and utility uniforms, and that in the event that I cannot purchase these items prior to reporting for my summer internship, I must contact my assigned sponsor at least one month beforehand to seek appropriate guidance on uniform procurement.

18. My primary residence, as evidenced in enclosure (5), telephone number, and e-mail address are:

**[HOME OF RECORD]**

**[TELEPHONE NUMBER]**

**[EMAIL ADDRESS]**

19. My school address, telephone number, and e-mail are:

**[SCHOOL ADDRESS]**

**[TELEPHONE NUMBER]**

**[EMAIL ADDRESS]**

20. I understand that I will receive orders to my summer internship and orders returning from my summer internship based on my primary residence. The nearest major airport to my primary residence is: **[Response]**

21. I understand that I may be required to submit my most up-to-date medical record to my assigned location's medical unit.

22. Since I will be activated for duty, I understand that I will be subject to all physical, medical, and administrative requirements prescribed by my gaining command. This includes but is not limited to PFT



and CFT tests, vaccination requirements (including COVID-19), medical screenings, dental screenings, annual trainings, leave and liberty policies, and others.

23. My most recent HIV examination date: **[Response]**

24. My most recent medical examination took place on [ **Date** ]. I understand that I must notify my OSO and the Law Programs Manager of any injuries which may limit my abilities to be activated for duty.

25. I understand that I am required to update all my information on the various administrative websites described in the PLC Law Smartpack at least sixty (60) days prior to check in.

26. Point of Contact for this matter is: **[Rank, Name, email, and Phone of you OR your OSO]**

***[Signature]***  
***[F. M. LASTNAME]***