



JFA – Civil and Administrative Law

Billet: JCA Civil and Administrative Law

Type: IMA

Home Training Center: Arlington ,VA

Area of Operations: Pentagon, JA Division

Grade: O-3 to O-5

PMOS: 4402

Start Date: Immediate

BIC: MS511500171

Application Deadline: Immediate

Billet Description: The Judge Advocate Division is looking for a Reserve Judge Advocate to assist the OIC of the Civil & Administrative Law Branch (JCA). This Judge Advocate will review and evaluate professional responsibility complaints for legal sufficiency and ethical violations, perform legal review of drafts of Marine Corps orders and other DoD and DoN issuances, and provide advice to field practitioners on ethics-related matters and other civil law topics. Responsibilities also include representing JCA at various meetings, responding to HQMC tasks via MCATS and MCEITS tracking system, review and prepare endorsements for civil and administrative law issues and for court-martial convening authority requests, and conduct legal research as required by SJA to CMC.

Application Process: To apply for this billet, please forward your Reserve Qualification Summary (RQS) and Professional Summary (ProSum) to JAD_IMA@usmc.mil ONLY by the application deadline. Do not copy anyone on your submission. Do not submit additional documents. Please combine both documents into one PDF.

POC for more information: Col Paul Kovac @ paul.kovac@usmc.mil or paul.kovac@ssa.gov