



Honors Program

- I. ***Purpose:*** To expose highly motivated OGC attorneys, Grades 13 and higher, to the legal and policy work of the OGC Front Office. Every effort will be made to expose attorneys to areas outside of their primary practice area. Efforts will also be made to expose attorneys to the leadership of the Office of the Secretary and to other Executive Branch offices.

- II. ***Job Description:*** By its nature, the practice of the OGC Front Office is fluid and is driven by the needs and priorities of the Secretary and the White House at a given time. Anticipated duties include legal research, legal writing, and analysis of proposed policy positions.

- III. ***Program Structure:***
 - (a) The Program will be run quarterly. Each quarter will be known as a “Flight.” A new Flight will commence each September 1, January 2, and May 1. One attorney will be selected for each Flight. To the extent that an attorney is not selected for a particular Flight, such attorney will be considered for future Flights for a period of 12 months from the date that the attorney was nominated or applied.
 - (b) An attorney’s tenure in the Program will not exceed 4 months.
 - (c) Attorneys will be supervised and mentored by OGC Front Office attorneys.
 - (d) The first Flight will commence on September 1, 2009.

- IV. ***Selection Process:***
 - (a) Attorneys will be nominated by their Chief Counsel for the Program or may apply with the consent of their Chief Counsel.
 - (b) Nominations and applications will be in the form of a letter to the Deputy General Counsel detailing the qualifications of the candidate and the extent to which the candidate satisfies the selection criteria delineated below. In the event that a candidate applies, a letter evidencing the consent of his or her Chief Counsel must accompany the application.

- (c) The selection period for the first September Flight will run from July 1, 2009 through July 31, 2009.

- (d) The nomination period for subsequent Flights is as follows:
 - i. November 1-30 January Flight
 - ii. March 1-31 May Flight
 - iii. July 1-31 September Flight

- (e) Selection Criteria:
 - i. Demonstrated leadership ability
 - ii. Exceptional client service
 - iii. Exceptional performance evaluations over a two year period
 - iv. Excellent writing and oral advocacy skills
 - v. Exceptional analytical ability
 - vi. Tenure with OGC of two or more years

- (f) The selection committee will be comprised of OGC Front Office attorneys.