

## Position Description

**The Office of the Air Force General Counsel is offering an externship in the Pentagon primarily to assist in the standards of conduct (ethics) program within this high-profile law office. The individual will work under the supervision of ethics officials who provide legal counsel to the Air Force.**

**Office Description:** The General Counsel of the Air Force is appointed by the President, confirmed by the Senate, and serves as the chief legal officer for the entire Department of the Air Force. The Office of the General Counsel consists of approximately 50 senior attorneys located in the Pentagon and metro D.C. area, who assist the General Counsel. The individual will work within the Fiscal & Administrative Law Division.

The Office is analogous to that of a corporate General Counsel's office; however, our client has an annual budget of over \$100 billion and over 500,000 full-time employees and has a key role in protecting the citizens of the United States.

**The Position:** The Ethics Program in the Air Force is not related to advice and counsel on professional responsibility questions. Instead, the practice of "government ethics" stems from the Oath of Loyalty which every federal government employee must take upon commencing civil service and the 14 general principles of Ethical Conduct laid out at 5 C.F.R. § 2635.101(b). Practically, this means that the Ethics Program and attorneys charged with carrying out the mission of the office advise Air Force employees on issues ranging from advice to the Public Affairs office, such as questions regarding logistical support to movies such as Transformers and the IMAX feature Red Flag to post-government employment advice to clients and analysis of criminal conflicts of interest laws. Attorneys answer questions on Constitutional issues such as the Emoluments Clause and on questions related to Political Activities such as the rights of and restrictions on civilian and military employees related to the upcoming 2008 election. The practice is charged with training all Air Force employees on ethics issues. In particular, the attorneys in the Air Force General Counsel's Office provide training, advice and counsel to senior leaders at Headquarters including the Secretary of the Air Force and other political appointees appointed by the President and confirmed by the Senate.

Externs in the Office of the General Counsel for the Department of the Air Force will work with attorneys at The Pentagon through research and writing on immediate real world issues to support the Air Force mission. Externs will have the opportunity to interact with civilian and military Air Force officials, learn about the mission and function of the Department of the Air Force, the Department of Defense, and other federal government agencies. General responsibilities will include preparation and presentation of day-to-day advice and counsel to Headquarters Air Force clients under the supervision of ethics attorneys in the Fiscal & Administrative law division. Particular focus will be placed on drafting memoranda related to the U.S. Code, the C.F.R. and the Joint Ethics Regulation.

**Interested candidates should forward a resume via e-mail to Kerri A. Cox, Counsel, [kerri.cox@pentagon.af.mil](mailto:kerri.cox@pentagon.af.mil). Questions should also be directed to Ms. Cox via email.** Additional information about the General Counsel's Office may be found at [www.safgc.hq.af.mil](http://www.safgc.hq.af.mil).