

# Nicole Marie Provo

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## PROFESSIONAL EXPERIENCE

### United States Air Force Judge Advocate General's Corps

Major, *Staff Attorney, Civil Law, Ethics and Policy Division*

JAG Legal HQ, Joint Base Andrews, MD

Sept 2022 – present

- Drafts substantive legal reviews for the Chief of Staff of the Air Force, the Chief of Space Operations, and The Judge Advocate General of the Air and Space Forces.
- Responsible to draft legal reviews on various policy and ethics questions, including: USERRA; religious accommodation requests; personal social media use by DoD personnel; gifts to the Air Force and/or government employees from outside sources; and United States Space Force senior leadership participation in industry events.

Captain, *Staff Attorney*

Hanscom Air Force Base, MA

Jan 2019 – Sept 2022

- Preliminary hearing officer for AWOL felony court-martial with officer accused.
- Mentored and trained law student interns on the court-martial process, evidence, and trial advocacy; prepared their performance reports for leadership review.
- Legal advisor for Equal Employment Opportunity Commission sexual harassment case and federal government employee misconduct commander-directed investigation.

Captain, *Chief of Civil Law*

Hanscom Air Force Base, MA

July 2017 – Jan 2019

- Advised senior leaders on various matters, including: complaints of discrimination, ethics, HIPAA issues, real estate reimbursement claims, post-government employment, FOIA, Privacy Act, fundraising, and privatized housing.
- Special Assistant U.S. Attorney in Federal Magistrate's Court, resolving 170 criminal cases and securing fines for government.
- Negotiated new memorandum of agreement between MASSPORT and Hanscom AFB.
- Led #1 recruiting program in the USAF JAG Corps—supervised team of four attorneys who presented briefings at seventeen law and undergrad schools to over 1,000 students.

Captain, *Chief of Military Justice*

Joint Base Charleston, SC

May 2016 – July 2017

- Directed and supervised team of three attorneys, four paralegals, a court reporter and a discharge clerk (military and civilian personnel) to prosecute twenty-one discharges, twenty-eight Article 15 misdemeanors, and eight felony courts-martial.
- Worked with the Air Force Office of Special Investigations and Department of Justice to secure witness immunity for confidential informants in drug ring cases.
- Provided legal assistance to over 300 Airmen, family members and retirees on family law, property law, and tax issues; drafted over 150 wills.

1st Lieutenant, *Chief of Operations Law*

Joint Base Charleston, SC

June 2015 – May 2016

- Provided legal guidance and ethics advice to senior leaders following regional terrorist activity, an F-16 crash, and historic flooding, allowing them to make timely decisions mitigating crisis impact—received the unit award for Operations Officer of the Quarter.

## **United States Air Force Judge Advocate General's Corps**

*Law Student Intern*

JAG Legal HQ, Joint Base Andrews, MD

June 2011 – Aug 2011

- Wrote three appellate briefs and three motions to the USAF Court of Criminal Appeals.
- Created a comprehensive 50 state legal review on the professional responsibility requirements of trial defense counsel in responding to allegations of ineffective assistance of counsel; developed a corresponding reference and training manual for practitioners.
- Received the first civilian commendation ever given to a law student intern by the Air Force Judge Advocate General's Legal Operations Headquarters.

## **Internal Revenue Service**

*Law Student Intern*

National Office, Washington, D.C.

Jan 2011 – Dec 2012

- Authored memoranda on current cases in litigation; reviewed appellate briefs, injunction referral letters, and new tax forms for Procedure and Administration Division.

## **American University Washington College of Law**

*Research Assistant to Professor Ira P. Robbins*

Washington, D.C.

May 2010 – Apr 2011

- Helped to revise Prof. Robbins' book, *Habeas Corpus Checklist*, and draft *Scholarship Highlight: The Supreme Court's Misuse of Per Curiam Opinions*, SCOTUSblog (Oct.5, 2012, 11:13 AM), <http://www.scotusblog.com/2012/10/scholarship-highlight-the-supreme-courts-misuse-of-per-curiam-opinions/>.

## **Independent Nonprofit Consultant**

Jan 2006 – June 2009

Worked with: *Aspire; Invisible Children; Cultivate Charities; the option; RiseUP International*

- Initiated research and funding proposals for South African programs; conducted demographic research of Johannesburg township to create a statistical baseline.
- Interviewed dozens of North Korean refugees along the Chinese/North Korean border; authored a magazine article about a refugee's life; wrote screenplay for short documentary film; initiated media-based advocacy program and fundraising events.
- Restructured budgets to save a Nicaraguan organization 80% of its operating budget; hired new employees involved in operations and food production; developed rehabilitation and mentoring program for drug-addicted, orphan boys.
- Directed new education program in northern Uganda with \$1 million operating budget.

## **CLERKSHIP**

### **United States Tax Court**

*Law Clerk to the Hon. David Gustafson, Senior Judge*

Washington, D.C.

May 2013 – Jan 2015

- Authored initial drafts of opinions and orders, reviewed motions and researched topics such as international partnership taxation, estate and gift taxes, and corporate valuation.

## TEACHING AND MENTORING EXPERIENCE

- United States Air Force Judge Advocate General's Corps** 2016 – 2020
- Lead presenter for Military Personnel Issues and First Amendment Law in the USAF and Political Activities for USAF servicemembers at bi-annual Reserve JAG Corp training.
  - Created and delivered new virtual criminal law training for Air Force Office of Special Investigations and civilian Victim Advocates at Hanscom Air Force Base.
  - Revised and enhanced installation legal training, which led to briefing over thirty senior leaders at Hanscom Air Force Base on legal issues in mental health.
  - Provided criminal law training for two magistrates and twenty-seven Air Force Office of Special Investigations and Security Forces agents at Joint Base Charleston.
  - Prepared and delivered legal presentation on government ethics and fundraising to over 200 Air Force and Navy leaders at Joint Base Charleston.
- Roger Williams University School of Law** 2018
- Lead presenter for graduate seminar on military specific issues within family law.
- MIT, WPI, & UMass Lowell** 2017 – 2018
- Taught principles of ethics and military justice course at each university's undergraduate Reserve Officer Training Corps program.
- Charleston Southern University** 2016
- Developed curriculum and taught military justice, ethics, and USERRA course for the Reserve Officer Training Corps program.
- Biola University** 2004 – 2006
- Teaching Assistant for Dr. Sue Russell, Associate Professor of Anthropology and the Chair of the Department of Anthropology.
  - Teaching Assistant for Dr. Murray Decker, Associate Professor of Intercultural Studies.

## EDUCATION

- American University Washington College of Law, J.D., *cum laude*** 2013
- Administrative Law Review*  
*National Security Law Brief*  
Myers Legal Society Scholarship Finalist  
Project LEAD member, Dean of Student's Advisory Council  
Christian Legal Society Member
- Biola University, BA in Anthropology & Biblical Studies, *magna cum laude*** 2006
- Four-year merit scholar  
Excellence in Academic Achievement Award from The School of Intercultural Studies for the top graduating student.
- USAF, Commissioned Officer Training, *Distinguished Graduate*** 2015

#1/139 commissioned officers (including lawyers, doctors, hospital administrators, nurses, and chaplains); <i>Student Leader of the Top Squadron.</i> <b>Judge Advocate Staff Officer Course, Class 15B</b> Certified Trial Counsel	2015
<b>Squadron Officer School</b> (by correspondence)	2022
<b>Air Command and Staff College</b> (by correspondence)	2024

## PUBLICATIONS

Nicole Provo, *Why Congress Should Extend the Expiring Solar Energy Investment Tax Credit*, THE FEDERAL LAWYER, March 2016, at 38.

Nicole Provo, Comment, *What the CFTC Really Needs is a Ferrari: The Regulation of High Frequency and Algorithmic Trading in the Dodd-Frank Era* (Unpublished).

Nicole Provo, *A Pearl Among the Rubble*, RELEVANT MAGAZINE (Jan. 2008), web edition.

## BOARD EXPERIENCE

### HOPE International

*Chair, Executive Campaign Advisory Board* Jan 2021 – Present

- Leading highly-engaged donors in a five-year capital campaign to raise \$20 million. This will serve 800,000 families, or approximately 3.2M individuals around the world.
- Involved in planning the 250+ person biennial national conference and delivered the keynote “ask” at the conference, which garnered \$6.7 million in funds committed.

## HONORS AND AWARDS

Reserve Field Grade Officer of the Year	2023
Air Force Commendation Medal, First Oak Leaf Cluster, for Meritorious Service	Jan 2019
Air Force Commendation Medal, for Meritorious Service	Jun 2017
General Curtis E. LeMay Trophy	Feb 2015
Myers Legal Society Scholarship Finalist	2012
Air Force Civilian Commendation	Aug 2011