



Paralegal Application Checklist

1) Download Paralegal Careers Brochure and/or ANG Paralegal Accession Guide from this website

2) Complete all required forms and documents listed in this checklist:

- Biography and/or resume
- Letters of Recommendation (minimum of two from former or current supervisors)
- AF Form 1288 (**Air Force Reserve only**), Application for Ready Reserve Assignment (fillable pdf with Adobe Acrobat X or better)
- Proof of AQE score
- Proof of typing speed
- Further documentation as required

Include prior service documents (as applicable):

- All military performance reports (APRs, EPRs, etc.)
- DD Form 214, Certificate of Release or Discharge from Active Duty
- Proof of current passing physical fitness test score
- A RIP showing you are at least a 5-level in your current AFSC
- Paralegal Retraining Counseling Acknowledgement (ANG only)

3) Submit your application:

Choose one of two options for submission of application:

- a) Preferred method:** Create an Account on the Attorney Application page
Download, sign, and scan your completed application modules then upload to the website
- b) Alternative electronic submission:** Scan all completed documents and email to:
USAF.ARCJAGRecruiting@mail.mil

Questions? Contact the ARC Advisor to The Judge Advocate General: call 866-213-0497
or email: USAF.ARCJAGRecruiting@mail.mil