

AIR NATIONAL GUARD PARALEGAL ACCESSION GUIDE



November
2016

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Section 1 - Purpose

1.1. Purpose. This guide provides instruction on ANG paralegal accessions. Compliance is mandatory. This guide applies to ALL accessions into the ANG paralegal career field including paralegals transferring from the Active duty, the Reserves, and those who have never served in the military (non-prior applicants). Separated airmen who have had a break in service will be accessed on a case-by-case basis.

1.2. Authority. The Judge Advocate General (TJAG) has the authority to designate enlisted members as JAG Corps Reserve paralegals. The ANG Assistant to TJAG, acting on behalf of TJAG is responsible for recommending the selection and assignment of all ANG paralegals. Approval authority is delegated to the ANG Paralegal Career Field Functional Manager (CFFM) on behalf of the ANG Assistant to TJAG. All applicants must have approval from the CFFM before entering the career field.

Section 2 - ANG Unit Paralegal Vacancies

2.1. Unit Vacancies. Paralegal vacancies occur throughout the year for a variety of reasons, such as separation, retirement, and retraining into another career field. Each ANG Wing is manned with two paralegal slots - one master sergeant and one technical sergeant. These slots may be double-manned for a maximum of two years.

2.2. Advertisement. Paralegal vacancies should be advertised using the widest dissemination possible. Some examples are base newspapers, newsletters, base website, and unit-wide email notifications. Also, paralegal vacancies should be shared with first sergeants, Chiefs, and commanders. Using the TJAG website “Hot Notices” link is also an excellent way to advertise as these Notices are widely read and distributed throughout the entire JAG Corps. Also, The ARC Newsletter that is sent out weekly.

2.3. Recruiters. It is important that recruiters understand the requirements for entry into the career field and that an individual cannot be placed into a vacant paralegal slot until they are formally accessed. This is the most common recruiter mistake. When a paralegal vacancy occurs, contact the recruiters to remind them of the requirements and how the accession process works. The paralegal career field, by design, recruits only the best and the accession process ensures this philosophy. Also point recruiters to our recruiting website <http://afreserve.com/JAG/>.

Section 3 - Basic Qualifications

3.1. General Information. ANG paralegals are accessed into the career field in one of three ways: from the active duty military, from the Reserves, and from non-prior candidates. (Note: Separated prior-service members will be accessed on a case-by-case basis.) ANG paralegal candidates must complete an application package and be formally approved and accessed into the paralegal career field.

3.2. Basic Eligibility (Prior Service Applicants). Prior service applicants without a recent Air Force Specialty Code (AFSC) of 5J0X1 must be retrained into the paralegal career field by completing the paralegal apprentice and craftsman course, on-the-job upgrade training and other mandatory training requirements. To apply to be an ANG paralegal, prior service applicants must meet the following basic qualifications:

- 3.2.1. Prior qualification in any AFSC at the 5 skill level or higher is preferred
- 3.2.2. Ability to type at a minimum of 25 words per minute (not required of anyone already possessing a current 5J0X1 AFSC).
- 3.2.3. No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ; or convictions by a civilian court except for minor traffic violations and similar infractions.
- 3.2.4. Have a score of 51 or higher on the Armed Forces Qualification Test.
- 3.2.5. Passing PT Score
- 3.2.6. Two Letters of Recommendation

3.3. Basic Eligibility (Non-Prior Service Applicants). The CFFM is very selective of Non-Prior Service applicants and they will be considered on a case-by-case basis. They must meet the following basic qualifications:

- 3.3.1. Ability to type at a minimum of 25 words per minute.
- 3.3.2. No previous convictions by a civilian court except for minor traffic violations and similar infractions.
- 3.3.3. Have a score of 51 or higher on the Armed Forces Qualification Test.
- 3.3.4. Have two Letters of Recommendation (These may come from supervisors, teachers, guidance counselors, etc.)
- 3.3.5. Non-prior service applicants must also be formally approved and assessed. Non-prior candidates must join the air national guard, complete basic training, and complete the paralegal apprentice and craftsman course, on-the-job upgrade training and other mandatory training requirements.

Section 4 - The Accession Package

4.1. Requirements. The completed application package must be submitted electronically in one PDF document. The liaison should be assisting the unit to assemble and do the Certificate of Interview if there is not a LOS in the office. The completed package should be sent via AMRDEC to the MAJCOM Paralegal Manager for verification and completeness. The MAJCOM Paralegal Manager is responsible for quality manpower management. He/she will review the package and request any additional information, if needed. After a thorough review of the package has been done, the unit can then send the package via AMRDEC to the CFFM with a courtesy copy of the package to the Paralegal Liaison and the MAJCOM Paralegal Manager. The accession package must contain the following documents:

- 4.1.1. Cover Letter
- 4.1.2. Certificate of Interview(Statement of a Background Check)

- 4.1.3. Proof of Typing Ability
- 4.1.4. Paralegal Retraining Counseling Acknowledgement
- 4.1.5. Applicant's RIP (Prior Service Only)
- 4.1.6. Applicant's Resume/Biography
- 4.1.7. Two Letters of Recommendation
- 4.1.8. Passing PT Score (Prior Service Only)
- 4.1.9. Official Military Photo (For non-prior service applicants, include a photo in business attire)
- 4.1.10. ROSTER preferred Information Sheet

A checklist for conducting interviews is included in this guide for your convenience (See Figure 1). This checklist details various factors and mandatory requirements that must be considered before making a recommendation. Below are details of each document:

4.2. The Cover Letter. The application package should include a cover letter addressed to the ANG Paralegal CFFM. This should be written on unit letterhead and includes:

- 4.2.1. Item 1 explains who submitted the package.
- 4.2.1. Item 2 lists the application contents.
- 4.2.1. Item 3 is simply an affirmation of the unit's willingness to help in any way possible to assure the expedient processing of this applicant's package. Weekday contact information should be provided.
- 4.2.1. Signature Block - Signed by the member compiling and submitting the package.

4.3. Certificate of Interview. This is a summary of relevant information and should be addressed to the unit's Staff Judge Advocate (SJA), signed by the Law Office Superintendent (LOS), and include the SJA's indorsement of the LOS recommendation.

4.3.1. Paragraph 1 is the acknowledgment that the LOS has interviewed the applicant and reviewed their military records. If the ANG unit does not have a LOS (MSgt) or the LOS is unavailable, the Paralegal Liaison or Command Paralegal Manager will conduct the interview and make a recommendation. ANG paralegal applicants are not required to be interviewed at an active duty legal office. Note: Paralegal applicants transferring from the active duty or Reserves must also be interviewed. The LOS/SJA should contact the applicant's prior SJA/LOS for a recommendation.

4.3.2. Paragraph 2 is a synopsis of the applicant's duty history. This paragraph must also include the following statement: "Name of Applicant" has not been convicted by court-martial, punished under Article 15 in the past 6 years, or convicted by a civilian court, except for minor

4.3.3. Paragraph 3 is a synopsis of the interview. Here is where it should show the applicant understands the following:

4.3.3.1. Attendance at the in-residence seven week Paralegal Apprentice Course is required within one year of accession, continuous upgrade training, and successful completion of the Career Development Course is mandatory to obtain a 5 Skill level AFSC.

4.3.3.2. Attendance at the in-residence seven week Paralegal Craftsman Course is mandatory.

4.3.3.3. Use and understanding of computers and accessing preferred email minimum of once a week.

4.3.3.4. Understands the continuing education requirements of the position.

4.3.3.5. Understands the nature of the ANG paralegal position requires time and effort outside the normal UTA duty hours.

4.3.3.6. Attendance at the Annual Survey of the Law course (ASL) every other year and Reserve Forces Paralegal Course (RFPC) every 4th year is mandatory.

4.3.3.7. Perform two weeks of duty in an active duty base legal office every 4th year. This is referred to as a Quadrennial(Quad) Tour or Home Station Support(HSS).

4.3.4. Paragraph 4 is the LOS recommendation. *1st Endorsement* is the SJA's concurrence with the LOS recommendation.

4.4. Proof of Typing Ability. Evidence of typing of 25 words per minute or more is required. Some examples include: testing administered by the base training office using a testing via Windows Typing Teacher program or typingtest.com result. A score is required. Proof of typing ability is not required from current paralegals transferring from the Reserves or active duty.

4.5. Paralegal Retraining Counseling Acknowledgement. This document has been modified to reflect TJAG Policy Memorandum for ANG paralegal accessions. Completion of this form is required. The briefer and applicant must sign the document. It ensures that each candidate receives a thorough briefing prior to submitting the application package.

4.6. Applicant's Report In Person (RIP). (Prior Service applicants only) A current RIP is obtained from your unit's Support Squadron (Customer Service section) or the prior service applicant can download it from Virtual MPF. The RIP also shows the General AQE Score and prior AFSCs. Providing documentation with just "Duty" AFSC is not acceptable as it does not reflect the actual skill level.

4.7. Applicant's Resume/Biography. The applicant must present a current resume or military biography. The content and format of the resume is up to the applicant. It should contain relevant

information for consideration of selection to the paralegal career field.

4.8. Background Check. After the SJA/LOS has verified that the applicant has no prior criminal convictions, through documentation from security forces, an AMJAMS search from a local active duty legal office, local police/sheriff check, etc., a statement regarding no prior convictions is all that is needed in the Certificate of Interview(sample statement in 4.3.1).

4.9. Two Letters of Recommendation. Include any letters of recommendation from former and current supervisors, people who have known the applicant for a considerable amount of time, or anyone else who can attest to the applicant's attributes. They are extremely helpful in understanding the applicant's past performance. Letters of recommendations must be from outside the gaining legal office. Letters from the interviewing LOS or SJA are not acceptable. Non-prior service letters of recommendation may come from teachers, guidance counselors, employment supervisors, etc.

4.10. Current Passing PT Score. (Prior service applicants only) Submit a copy of the fitness score from the Air Force Fitness website.

4.11. Official Military Photo: Include an official military photo in the service dress uniform is needed for ROSTER. This photo is required and should be included with the accession package. Non-prior applicants should include a head and shoulder photo in business attire. E-mail the photo in jpeg format.

4.12. ROSTER Preferred Information: Complete this form and include in the application package. Once an applicant is approved, the CFFM will enter the individual into the ROSTER database. Certain information is required to be entered and must be provided on the information sheet.

Section 5 - After Accession Has Been Approved

5.1. CFFM Actions. The CFFM will send the unit SJA a formal notification letter on behalf of the ANG Assistant to TJAG.

5.1.1. The notification letter is the formal approval that the member can now officially be moved into the paralegal slot.

5.1.2. The CFFM will set up the new accession in the ROSTER database.

5.2. Unit LOS/SJA Responsibilities. The unit LOS/SJA is responsible for showing the new accession how to access WebFLITE, ROSTER, and explain all the information and details that need to be inputted. Note: WebFLITE and ROSTER access is covered in the Paralegal Apprentice Course.

5.2.1. If there is no LOS, then it is the SJA's responsibility to ensure the new accession knows how to access WebFLITE, the Roster, and ARCSTARS2. Contact your Paralegal Liaison for assistance. It is very important that the LOS/SJA train the new accession on how to navigate and update ROSTER within 60 days of accession.

5.2.2. WebFLITE password will be sent to the unit email address indicated in ROSTER.

Please ensure that a unit email address has been entered and is accessible by the LOS and SJA

Section 6 – Paralegal Apprentices Course

6.1. Attendance. It is the responsibility of the LOS/SJA to arrange for the new accession to attend the PAC in-residence school by submitting the request through the unit training office (BETM). **DO NOT contact the JAG School or NGB directly.**

6.2. Scheduling. Individuals cannot be scheduled to attend school until accession has been approved. BETM MUST REQUEST SEAT AT LEAST 30 DAYS PRIOR TO START DATE OF CLASS.

6.2.1. Upon approval, NGB will be notified and the new accession's name will be added to the accession list.

6.2.2. NGB will approve only those individuals whose name appears on the list.

6.2.3. The JAG School schedule can be found at the JAG School page in FLITE at link: <https://afjags.jag.af.mil/afjags/index.php>. Any problems encountered by the BETM with getting a slot for school should be reported immediately ANG Senior Paralegal Manager to the Judge Advocate General's School or the CFFM. He/she will try their best to obtain a slot for the individual's desired school date. **Do not contact the JAG School or NGB directly to get into a class.**

6.3. Cancellation. If a school slot has already been assigned, contact your BETM (**THIS SHALL BE DONE NLT 45 DAYS PRIOR TO THE CLASS START DATE.**)

6.3.1. You need to cancel the slot so that you can be officially removed from the course; otherwise you will be considered a "no show" and your wing will have to explain your failure to attend.

6.3.2. Moreover, you shall contact either the ANG Paralegal Manager to the JAG School or the CFFM. They may have the name of another paralegal willing to take your slot on short notice.

Section 7 - ANG Senior Paralegals

ANG Paralegal Career Field Functional Manager: CMSgt Jo-Ann Decker jodecker12@gmail.com

ANG MAJCOM Paralegal Manager to ACC/JA: CMSgt Julie Stubblefield juliestubblefield@gmail.com

ANG MAJCOM Paralegal Manager to AMC/JA: vacant

ANG Paralegal Manager to The JAG School: SMSgt Robin Warner robinmwarner@gmail.com

ANG Paralegal Manager for IG: SMSgt William Fergus wfergus@hotmail.com

ANG Paralegal Manager for Home Station Support: SMSgt Eric Jones eric.l.jones@hotmail.com

ANG Paralegal Manager for Special Victims Counsel: SMSgt Lisa Gonzalez Lmgz0903@gmail.com

Section 8 - References

- AFMAN 36-2108, Atch 34 (pg 319-320)
- AFPD 51-8
- AFI 51-802
- TJAG Policy Memorandum: Pers-2 and attachments

**FIGURE 1
REQUIREMENTS FOR ENTRY INTO THE PARALEGAL CAREER FIELD
APPLICANT PACKAGE CHECKLIST**

In accordance with AFPD 51-8 and AFI 51-802, the following should be forwarded to the ANG Career Field Functional Manager for approval prior to an individual being placed in any unit paralegal position.

- 1. Cover Letter _____
- 2. Certificate of Interview (Must be conducted by LOS(MSgt or higher, not SJA), endorsed by SJA and/or DSJA) _____
- 3. Evidence of Typing Ability 25 wpm or greater(typingtest.com) _____
- 4. Paralegal Retraining Counseling Acknowledgement _____
- 5. Applicant RIP (from vMPF or DD-214 if Rip is not available) Evidence of applicant having at least a 5-skill level in a prior AFSC. Duty position from vMPF does not reflect AFSC held. Evidence of a General AQE score of 51 _____
- 6. Applicant Resume and/or Biography _____
- 7. Two Letters of Recommendation _____
- 8. Passing PT Score (Prior service only) _____
- 9. Official Military Photo (For non-prior applicants, include a photo in business attire) _____
- 10. ROSTER Preferred Information _____

The applicant must also understand the following mandatory requirements for the career field IAW AFI 51-801 and must sign a statement of acknowledgement.

Attendance at the seven-week 5J0X1 Paralegal Apprentice Course (M5ABO5J031 0P3A) at Maxwell Air Force Base, Alabama within one year of appointment _____

Attendance at the seven-week Paralegal Craftsman Course (M5ACO5J071 0P7A) at Maxwell Air Force Base, Alabama _____

Attendance at the Annual Survey of the Law Course (ASL) (MAFJAG 621) every two years _____

Attendance at the one week Reserve Forces Paralegal Course (RFPC) (MAFJAG 623) at Maxwell Air Force Base, Alabama every four years _____

Two continuous weeks of Annual Training at an active duty base legal office during a four year training cycle(Quadrennial Tour) _____

After the ANG Asst to TJAG and the CFFM reviews and approves the package, the CFFM will send a Letter of Appointment to the SJA, LOS, Executive Committee Members, JAG School Paralegal Manager,

and the liaison. If the appointment is for an E8 or E9 the name will be forwarded to TJAG for final approval, prior to the above process.

Questions regarding this process should be directed to:

CMSgt Jo-Ann Decker – jodecker12@gmail.com

FIGURE 2
PARALEGAL RETRAINING COUNSELING ACKNOWLEDGEMENT

1. I must attend the 6-week Paralegal Apprentice Course at Maxwell AFB, Alabama, within **1 year** of appointment. I further understand that my course date could be several months after approval of my retraining and the possibility exists for a short-notice class date for attending the Paralegal Apprentice Course.

Initials_____

2. I understand and acknowledge that I will be required to attend the 6-week Paralegal Craftsman Course in residence at Maxwell AFB, Alabama.

Initials_____

3. I am fully aware of the need for confidentiality in the Paralegal Career Field and will honor and obey the need for confidentiality.

Initials_____

4. I understand that as an ANG paralegal there will be times when I am required to perform work on my own time in preparation for the UTA weekend.

Initials_____

5. I understand that it is my responsibility to maintain my personal information in ROSTER and ensure it is complete, accurate and current.

Initials_____

6. I understand that in order to stay informed of all JAG Corps news and information, including short notice requirements, I will provide a preferred e-mail address in ROSTER and check that email daily.

Initials_____

7. I was briefed on the following ANG Paralegal Career Field continuous training requirements.

a. Attend the Annual Survey of the Law Course every other year.

b. Perform a two-week active duty tour at an active duty base legal office every four years.

Initials_____

8. The duties of an ANG paralegal have been explained to me. I also understand there are mobility requirements and the possibility of deployments.

Initials_____

9. I have considered all the requirements of retraining to the Paralegal Career Field and I wish to retrain.

Initials_____

10. I understand that I will not be promoted to Master Sergeant until I have received my 7-level without obtaining the approval of the ANG Paralegal CFFM.

Initials_____

11. I was briefed by_____and I feel all areas of the career field were realistically explained to me. No one has made any promises or guarantees for applying to retrain into the Paralegal Career Field. I am voluntarily applying for retaining into the Paralegal Career Field.

Initials_____

Printed Name of Applicant

Printed Name of LOS/SJA

Signature of Retraining Applicant Date

Signature of LOS/SJA Date

FIGURE 3
SAMPLE APPLICATION PACKAGE COVER LETTER

(LETTERHEAD)

MEMORANDUM FOR ANG Paralegal Career Field Functional Manager *(Name)* *(DATE)*

FROM: *(UNIT)*/SJA

SUBJECT: Paralegal Application Package for *(applicant name)*

1. Attached please find the application package for your review for the vacant paralegal position in our office.

2. This package includes:

Certificate of Interview (LOS) with SJA indorsement. Statement of a
 Background Check(sample statement 4.3)

Applicant's Resume/Biography

Two Letters of Recommendation

Evidence of typing ability 25 wpm or more

Paralegal Retraining Counseling Acknowledgement
 (located in this Guide)

Applicant's RIP

PT Score (prior military only)

Official Military Photo (or business attire for non-prior applicants) in "jpeg" format

Roster Preferred Information Sheet (located in the Guide)

3. If I may be of assistance to further expedite this package, please contact me.

(Name)(Rank), __ANG
 Staff Judge Advocate
 or Law office Superintendent

Attachments as listed above

FIGURE 4
FORMAT FOR CERTIFICATE OF INTERVIEW

(Letterhead)

(date)

MEMORANDUM FOR (Organization)/SJA

FROM: (Office symbol)

SUBJECT: Certificate of Interview

1. I have interviewed (*applicant's name, rank, and SSN*) and reviewed *his/her* military records.
2. **Synopsis of duty history:** Include comments from former supervisors, first sergeant, commander, etc. Summarize contents of EPRs, training records, PME and civilian education records, written biographical information, any known violations in the last 6 years, etc.

Sample: *TSgt Smith has been in the military for 14 years and has worked in many different career fields within Maintenance. The first eight years TSgt Smith was in the Air Force and since then he has been a member of the North Dakota Air National Guard. Both his records and actions reflect dependability, professionalism, flexibility and self-motivation. In fact, he has been recognized repeatedly for this performance and professionalism throughout his military career. TSgt Smith has not been convicted by Court-Martial, punished under Article 15, or convicted by a civilian court except for minor traffic violations in the past six years.*

3. **Synopsis of interview:** Briefly describe applicant's desires to enter the career field, goals, past performance, and other pertinent information.

Sample: *TSgt Smith is currently pursuing a degree in Political Science which will be completed in May of 1998. After this is completed, he will begin working on his Master's Degree in Public Administration. TSgt Smith has spent an extended period of time working in the Maintenance career field and has decided that he would like to concentrate on an area more closely related to his educational pursuits. TSgt Smith is computer literate and has been briefed and understands the retraining and continuing educational requirements of the position.*

4. **Recommendation:** Set forth specific reasons and rationale for selecting applicant. (This paragraph is extremely important. Tailor your comments to each applicant. Do not use "canned" statements.)

Sample: *TSgt Smith's 14 years of experience proves his capability, professionalism and self-motivation. He is genuinely interested and eager to learn and explore the paralegal career field. I genuinely believe that TSgt Smith will prove to be an invaluable addition if given the opportunity. Therefore, I strongly recommend TSgt William T. Smith, III for the position of paralegal with the North Dakota Air National Guard.*

Name, rank, __ANG
Law Office Superintendent

1st Ind, (*Organization*)/SJA

(date)

To: ANG ASSISTANT TO TJAG (*Name*)

I have personally interviewed (*applicant*) and (*express concurrence with the recommendation and add additional comments, if desired.*)

Sample: *I have personally interviewed TSgt Smith and I concur with MSgt LOS' recommendation. I am looking forward to working with TSgt Smith. I have no doubts that he will be an excellent addition to the _____ Legal Office and to the Paralegal Career Field.*

*Name, rank, __ANG
Staff Judge Advocate*

FIGURE 5
ROSTER PREFERRED INFORMATION FOR
NEW ANG PARALEGAL ACCESSIONS (Required)

FULL NAME (First, Middle Initial, Last):

EMAIL ADDRESS

1. Individual's Unit Email Address:

2. Preferred Email Address:

3. Alternate Email Address(s):

MAILING ADDRESS

1. Preferred Mailing Address:

2. Unit Mailing Address:

TELEPHONE NUMBERS

1. Preferred Civilian Cell Number:

2. Other Telephone numbers:

Home:

Work:
