



## PARTICIPATION REQUIREMENTS

There are three components that make up the Air Reserve Component (ARC) Paralegal Program:

- Category A or Traditional Unit Reservists
- Category B or Individual Mobilization Augmentees (IMAs)
- Air National Guard members or ANG



## ANNUAL TRAINING

Traditional Unit Reservists and Air National Guard members serve one weekend per month (Unit Training Assembly) and two weeks per year (Annual Tour) with a unit near their home.

IMAs are assigned to an Active Duty Wing office near their home and have more flexibility in performing Inactive Duty Training (IDTs) and their two week Annual Tour (AT). IMAs are not constrained to the Unit Training Assembly (UTA), but must work within the assigned Active Duty office duty hours.

## PARALEGAL DUTIES

### Paralegals:

- Assist attorneys in providing legal counsel to commanders, first sergeants and other key personnel on a broad spectrum of legal and quasi-legal matters
- Under the supervision of an attorney, provide assistance to eligible clients
- Support all areas of a legal office, including military justice, claims, civil law, legal assistance, contracts, environmental and operations law

### Paralegals must:

- Project a professional image
- Be able to communicate effectively orally and in writing

### Paralegals do not:

- Give legal advice
- Try a court martial



## PARALEGAL CAREERS IN THE AIR RESERVE COMPONENTS



### Enhance Your Future and Career!

For more information on the Reserve and Guard Paralegal Programs, please call:

866-213-0497

or email:

[USAF.ARCJAGRecruiting@mail.mil](mailto:USAF.ARCJAGRecruiting@mail.mil)

[AFReserve.com/JAG](http://AFReserve.com/JAG)





## Non-Prior USAF Requirements

- No previous convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, Regular Air Force and Special Category Accessions
- Minimum General AQE score of 51
- Ability to communicate effectively in writing
- Ability to speak clearly and distinctly
- Minimum typing speed of 25 wpm
- Have a formal interview by the Staff Judge Advocate and the Law Office Superintendent
  - CAT A/ANG: at the Reserve or Guard unit's legal office of application
  - IMA: at any base-level active duty USAF legal office
- Meet all medical, classification and other standards and qualifications
- Submit the following:
  - Biography and/or résumé
  - Letters of recommendation (minimum of 2) from former or current supervisors
  - Proof of AQE score
  - Proof of typing speed
  - All civilian appraisals/evaluations or other awards/achievements you wish to be considered
  - Paralegal Retraining Counseling Acknowledgement (ANG only)
  - Further documentation as required

## Retraining Requirements

- Meet all listed "Non-Prior USAF Service Requirements," plus:
  - E-6 or below, or willing to accept reduction to E-6 (for IMA positions only)
  - At least a 5-level in current AFSC
  - Current passing physical fitness test score
- Submit all listed "Non-Prior USAF Requirements" items, plus:
  - AF Form 1288, Application for Ready Reserve Assignment
  - Fitness Summary report
  - RIP showing you are at least a 5-level in your current AFSC
  - AF Form 422 showing medical qualification for retraining
  - AF Form 3920, Voluntary Application for Retraining
  - All EPRs or equivalents

All Air Reserve Component (ARC) paralegals have the same upgrade and proficiency training requirements as their active duty counterparts.

ARC paralegals are required to attend periodic training in addition to the minimum active and inactive duty training.

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## Prior-Service Paralegals

- Meet all listed "Non-Prior USAF Requirements" and all listed "Retraining Requirements"
- Submit the following:
  - AF Form 1288, Application for Ready Reserve Assignment
  - Biography and/or résumé
  - Letters of recommendation (minimum of 2) from former or current supervisors
  - All EPRs
  - Fitness Summary report
  - AF Form 422 showing medical qualification for retraining
  - RIP showing you are at least a 5-level in your current AFSC
  - Paralegal Retraining Counseling Acknowledgement (ANG only)
  - Further documentation as required

