

Air Force ARC JAG Recruiting Package Checklist
Current as of 12 March 2021

Name: _____ **Age:** _____ **DOB:** _____ **Gender:** _____ **Race:** _____

Prior Service? If yes, Component, Rank and Years of Service:

Date of Separation (if applicable)

Preferred Air Reserve Component (if you have one): CAT A IMA ANG **State (if ANG):**

Assemble application as one PDF file with documents in the order below. This completed checklist will be the first document.

- At least 2 letters of recommendation: 1) must be from current supervisor (for RegAF JAGs: your current SJA or rater); and 2) one from a former supervisor or equivalent

One page personal statement (NOT REQUIRED for separating RegAF JAGs)

Resume

Military Bio (if applicable)

Prior military service documents (if applicable):

All military performance reports (OPRs, OERs, EPRs, etc.) AF Form 469 (if applicable)

All DD 214 Forms

- AF Form 24, Application for Appointment as Reserve of the Air Force

Check "Appt as Reserve Member of AF"

Block 25: all employment since grad/undergrad

Block 1-2 : Enter "AF/JAR"/"Law"

Blocks 26-30: "yes" explain, initial Block 30

Block 13: Check "Ready Reserve" & initial

Block 20: if "yes", how many times:

Blocks 14-24: explanations if "yes" checked

- AF Form 2030, USAF Drug and Alcohol Abuse Certificate

Section II, Explanation if you answered "yes" for any

Section III, Initials in all boxes, signature/witness signature

Second page signature blocks left blank

- All official transcripts (NOT REQUIRED for separating RegAF JAGs)

Undergrad Grad JD

- Certificate of good standing from the highest court of a state, territory, or DC; *date* _____ (needs to be dated within one year of application)

- Full length picture in professional attire (NOT REQUIRED for separating RegAF JAGs)

NOTE: Email AF.JA.ARCJAGRecruiting@us.af.mil or arcjagrecruiting@gmail.com to confirm receipt of your application.