Reserve Application Checklist – AD Applicant

5J AFSC (Paralegal)

Reference: AFI 51-101

_____ **Step 1**: Applicant must contact the In-Service Recruiter at his/her current base. The applicant should notify the recruiter that he/she is interested in a reserve paralegal position and provide the Reserve Paralegal Program Manager's contact information to the recruiter. The recruiter must forward an AF Form 1288 to the Reserve Paralegal Program Manager, once the recruiter has determined that the applicant is eligible to join the Air Force Reserve. The Reserve Paralegal Program Manager's contact info is as follows: AFRC/JAR, Robin AFB, GA, DSN 497-0469, email: hqafrc.ja.rppmworkflow@us.af.mil

_____ **Step 2**: Applicant must gather the following documents for the reserve retraining package:

- ☐ Resume OR military biography
- ☐ At least two letters of recommendation from former or current supervisors. The letters may be addressed to AFRC/JAR.
- ☐ Copy of all EPRS, if applicable
- ☐ AFFMS II Fitness Summary Report
- ☐ Typing Test results (test may be completed online using any free typing test website)
- ☐ AF Form 422 stating whether member is medically qualified for continued service and retraining. The 422 may be obtained from the member's servicing MTF.
- ☐ Record Review Rip (Go to vMPF, click "Self-Service Actions," then click "Personal Data," then click "Record Review/Update," then "View/Print All Pages."
- ☐ I acknowledge and understand that to be eligible for Paralegal Apprentice Course, I must have a current, passing fitness test to attend the first available class.
- ☐ I acknowledge and understand that I must be scheduled for, and attend the Paralegal Apprentice Course within 12 months of assignment effective date (EDCSA), or face possible return to prior AFSC. (AFI 36-2626, *Airman Retraining Program*, dated 3 Jun 2013, Ch 6, para 6.3.10.2)

_____ **Step 3**: **Schedule Interview.** Applicant must schedule an interview with the Law Office Superintendent and Staff Judge Advocate at the nearest Air Force active duty installation level legal office (for IMA positions) or at the unit of application (TR positions). Contact HQ AFRC/JAR at DSN 497-0469 or (478) 327-0469 to determine the appropriate interview location.

Interviews are normally conducted face-to-face; however, a telephone interview may be allowed if the applicant lives a great distance from the interviewing office. The interview is normally conducted in two-parts (informal and formal portion). When scheduling the interview, the applicant should let the interviewing office know that he/she would like to complete the informal and formal interview during the same day. That will eliminate the need for the applicant to travel back to the interviewing office a second time. The applicant should ask the interviewing office which uniform type he/she should wear to the interview.

_____ **Step 4**: **Complete Interview.** Applicant will submit the retraining package (as listed in step 2) to the interviewing office during the interview. The interviewing office may request that the application documents be forwarded prior to the interview. If so, the applicant should comply with that request.

_____ **Step 5**: Applicant should notify the Reserve Paralegal Program Manager at hqafrc.ja.rppmworkflow@us.af.mil of the date that the interview was completed. The interviewing office will forward the package along with a certificate of interview to AFRC/JAR, Robins AFB, GA. The Program Manager will monitor the progress of the package to ensure it reaches AFRC/JAR in a timely manner. Once the package has arrived at AFRC/JAR, it will be routed to The Judge Advocate General (TJAG) for approval consideration. It could take up to 60 days to get a decision. The Program Manager will notify the applicant and recruiter via email once a decision has been reached on the application. The Program Manager will then endorse the AF Form 1288 and return it to the recruiter.

_____ **Step 6**: If the applicant's application is approved, the recruiter will establish the transfer effective date and schedule a date for the applicant to enlist into the Air Force Reserve. The applicant should inform his/her recruiter to forward the enlistment documents to The Program Manager via email.

_____ **Step 7**: The Program Manager will send a welcome package to the applicant via email once he/she has been officially gained into the Air Force Reserve position. The package will contain information to assist the applicant with his/her transition to the new position. The applicant may not inprocess with the new unit until he/she has been officially gained.

Please direct any questions to the Reserve Paralegal Program Manager, AFRC/JAR, Robin AFB, GA, email: hqafrc.ja.rppmworkflow@us.af.mil or 478-327-0469/DSN 497-0469.