Reserve Paralegal Application Checklist – AD Paralegal Applicant

_____ **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. For IMA positions only, the recruiter must forward an AF Form 1288 to the RIO/Det 5 bucket in AFRISS-TF once the AF Form 1288 has been **signed and processed** by the Reserve Paralegal Program Manager at AFRC/JAR. 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 application package:

- ☐ Resume OR military biography
- ☐ At least three letters of recommendation, two must be from current SJA and LOS, and from former or current supervisors. The letters may be addressed to HQ AFRC/JA.
- ☐ Copy of all EPRS, if applicable
- ☐ AFFMS II Fitness Summary Report
- ☐ AF Form 422 stating whether member is medically qualified for continued service. The applicant must schedule an appointment with a military provider at the local MTF to obtain the AF Form 422.
- ☐ Record Review Rip (Go to vMPF, click "Self-Service Actions," then click "Personal Data," then click "Record Review/Update," then "View/Print All Pages."

_____ **Step 3**: **Schedule Interview.** Applicant must schedule an interview with the LOS and SJA at the nearest installation level legal office (for IMA positions) OR the unit of application (for Traditional Reserve positions). IAW AFI 51-101, unless the applicant holds a current Air Force paralegal assignment and the Staff Judge Advocate and Law Office Superintendent are personally familiar with the applicant's performance and qualifications, in which case an interview is not required but additional letters of recommendation from the current staff judge advocate and law office superintendent are required.

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

_____ **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 Program Manager will monitor the progress of the package to ensure it reaches AFRC/JAR in a timely manner. Once the package arrives 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 via email once a decision has been reached.

_____ **Step 6**: If the applicant's application is approved, the recruiter will 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, hqafrc.ja.rppmworkflow@us.af.mil.

_____ **Step 7**: The Reserve Paralegal Program Manager will send the applicant a welcome package via email once he/she has been officially gained into the Air Force Reserve position. The package will contain information to assist with the applicant's 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.