Checklist for Non-Prior Service Applicants– AF Reserve Paralegal Position

Reference: Air Force Instruction 51-101, Section D

_____ **Step 1:** Applicant must contact a local Air Force Reserve recruiter. The applicant should notify the recruiter that he/she is interested in an Air Force Reserve paralegal position and provide the Reserve Paralegal Program Manager's contact information to the recruiter. The recruiter should notify the Reserve Paralegal Program Manager's once the applicant has been determined eligible to enlist into 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**: Once the recruiter has informed the applicant that he/she has been deemed eligible to join the Air Force Reserve, the applicant must gather the following documents to complete the paralegal application:

- ☐ Resume
- ☐ At least two letters of recommendation from former or current supervisors. The letters may be addressed to: HQ AFRC/JAR, Robins AFB, GA
- ☐ All civilian appraisals/evaluations or other awards/achievements the applicant desires to be considered
- ☐ Typing Test results (test may be completed online using any free typing test website)
- ☐ Proof of ASVAB Score (the applicant may obtain this info from the recruiter)
- ☐ 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. The applicant must schedule an interview with the Staff Judge Advocate and Law Office Superintendent at the nearest Air Force installation level active duty legal office (for IMA positions) OR the unit of application (for TR positions). Contact HQ AFRC/JAR at DSN 497-0469 or (478) 327-0469 to determine the appropriate interview location. 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 wear appropriate business attire to the interview.

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 interviewing office will provide the applicant a tour of the legal office, as well as discuss the day-to-day duties of an Air Force paralegal. The applicant may also be provided an opportunity to meet other paralegals in the office. The interview will provide a great forum for the applicant to ask any questions he/she may have about the career field.

_____ **Step 4**: Complete Interview. The applicant must submit the documents listed in Step 2 to the interviewer at the interview.

_____ **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 Reserve Paralegal 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 Reserve Paralegal Program Manager will notify the applicant and recruiter via email once a decision has been reached on the application.

_____ **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. It is recommended that the applicant enlist for a minimum of three years to ensure he/she has the required retainability to attend Basic Military Training and tech school.

_____ **Step 7:** The recruiter will coordinate with the applicant with regards to attendance to Basic Military Training and Paralegal Apprentice Course. The applicant will have 12-months from the assignment date into the paralegal career field to attend Basic Military Training and the Paralegal Apprentice Course. The paralegal course is held at Maxwell AFB and is 6-weeks long. BMT is located at Joint Base San Antonio-Lackland, Texas, and is 8-weeks long.

For questions regarding the application process, please contact the Reserve Paralegal Program Manager, AFRC/JAR, Robin AFB, GA, email: hqafrc.ja.rppmworkflow@us.af.mil or 478-327-0469/DSN 497-0469.