Reserve Retraining Application Checklist – AFR Applicant

5J AFSC (Paralegal)

Reference: AFI 51-101

_____ **Step 1**: Applicant must gather the following documents to complete the retraining package:

- ☐ AF Form 1288 (applicant's commander signs the 1st endorsement --address the endorsement to AFRC/JAR; leave the 2nd & 3rd endorsements blank)

  AF 1288.pdf

- ☐ Resume OR military biography
- ☐ At least two letters of recommendation from former or current supervisors. The letters may be addressed to AFRC/JA.
- ☐ Copy of all EPRS, if any
- ☐ Typing Test results (may be completed online using any free typing test website)
- ☐ AFFMS II Fitness Summary Report
- ☐ AF Form 422 stating whether member is medically qualified for retraining. The 422 may be obtained from the member's servicing Military Treatment Facility (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 2**: Schedule Retraining Interview. Applicant must schedule an interview with the Law Office Superintendent and Staff Judge Advocate at the nearest installation level active duty legal office (for IMA positions) or at the unit of application (for TR positions). Contact HQ AFRC/JAR at (478) 327-0469 or DSN 497-0469 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. 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 3**: Complete Retraining Interview. Applicant must submit the retraining package (as listed in step 1 above) to the interviewing office. The interviewing office may request that the application documents be forwarded prior to the interview. If so, the applicant should comply with that request. 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 speak with the 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. The interviewing office will notify the applicant of which uniform he/she should wear to the interview.

_____ **Step 4**: 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. SMSgt Williams will notify the applicant via email once a decision is reached.

_____ **Step 5**: Applicant must submit an AF Form 3920, Request for Reservist Voluntary Retraining, to his/her CSS, FSS, and commander for signature. Applicant completes Section I—addressed to AFRC/JAR, Robins AFB, GA, signs and dates. Applicant's CSS will complete Section II, the FSS will complete Section IV and the commander will complete Section V. Leave all other sections blank. Please forward the signed form to the Reserve Paralegal Program Manager at hqafrc.ja.rppmworkflow@us.af.mil. *Applicants must have 36-months retainability to retrain. Applicants should contact his/her servicing FSS to determine if an extension or reenlistment is required. If required, the FSS will prepare the extension/enlistment paperwork for completion. The applicant should not extend or reenlist until the retraining application has been approved.*

AF 3920.pdf

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.