

Non-Prior USAF Requirements

- No previous convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*
- Minimum General AQE score of 51
- Ability to communicate effectively in writing
- Ability to speak clearly and distinctly
- Minimum typing speed of 25 wpm
- Have a formal interview by the Staff Judge Advocate and the Law Office Superintendent
 - CAT A/ANG: at the Reserve or Guard unit's legal office of application
 - IMA: at any base-level active duty USAF legal office
- Meet all medical, classification and other standards and qualifications
- Submit the following:
 - AF Form 1288, Application for Ready Reserve Assignment
 - Biography and/or résumé
 - Letters of recommendation (minimum of 2) from former or current supervisors
 - Proof of AQE score
 - Proof of typing speed
 - All EPRs or equivalents
 - Paralegal Retraining Counseling Acknowledgement (ANG only)
 - Further documentation as required

Retraining Requirements

- Meet all listed “Non-Prior USAF Service Requirements,” plus:
 - E-6 or below or willing to accept reduction to E-6 (for IMA positions only)
 - At least a 5-level in current AFSC
 - Current passing physical fitness test score
- Submit all listed “Non-Prior USAF Requirements” items, plus:
 - Proof of current passing physical fitness test score
 - A RIP showing you are at least a 5-level in your current AFSC

All Air Reserve Component (ARC) paralegals have the same upgrade and proficiency training requirements as their active duty counterparts.

ARC paralegals are required to attend periodic training in addition to the minimum active and inactive duty training.



Contact your local Recruiters
AF Reserve Recruiter: 1-800-257-1212
Air Guard Recruiter: 1-800-864-6264

Prior-Service Paralegals

- Meet all listed “Non-Prior USAF Requirements” and all listed “Retraining Requirements”
- Submit the following:
 - AF Form 1288, Application for Ready Reserve Assignment
 - Biography and/or résumé
 - Letters of recommendation (minimum of 2) from former or current supervisors
 - All EPRs
 - Proof of current passing physical fitness test score
 - A RIP showing you are at least a 5-level in your current AFSC
 - Paralegal Retraining Counseling Acknowledgement (ANG only)
 - Further documentation as required



Participation Requirements

Most Air Force Reserve and all Air National Guard members are Category A (“traditional”) Reservists, meaning they serve one weekend per month and two weeks per year with a unit near their home.

Another category of Air Force Reserve members are Individual Mobilization Augmentees (IMAs), or Category B Reservists, who may serve for varying time periods. This service may or may not be on a military base. IMA positions are usually held by members who have prior active duty Air Force experience.

Annual Training

Traditional Reserves and Guard

15 days per fiscal year with the assigned unit

IMAs

12 consecutive days per fiscal year with the assigned active duty office

Inactive Duty Training (IDT) & Unit Training Assemblies (UTAs)

Traditional Reserves and Guard

One prescheduled weekend per month with the assigned unit = 24 days of duty

IMAs

12 days per fiscal year in the assigned active duty office

Paralegal Duties

Paralegals:

- Assist attorneys in providing legal counsel to commanders, first sergeants and other key personnel on a broad spectrum of legal and quasi-legal matters
- Under the supervision of an attorney, provide assistance to eligible clients
- Support all areas of a legal office, including military justice, claims, civil law, legal assistance, contracts, environmental and operations law

Paralegals must:

- Project a professional image
- Be able to communicate effectively orally and in writing

Paralegals do not:

- Give legal advice
- Try a court martial



Enhance Your Future and Career!

For more information on the Reserve and Guard Paralegal Programs, contact:

**HQ AFRC/JAR
255 Richard Ray Blvd.
Robins AFB GA 31098**

Toll Free 1-800-223-1784 x 71251

Reserve Email: afrc.jar@us.af.mil

Guard Email: Maryalice.Rebis@ang.af.mil



U.S. AIR FORCE

Paralegal Careers



**in the
Air Reserve
Components**

