

ANG PARALEGAL ACCESSIONS GUIDELINE AND SAMPLES

This guide applies to ALL accessions into the ANG Paralegal career field including paralegals transferring from the AF Reserve and Active Duty.

I. RETRAINING REQUIREMENTS:

- Prior qualification in any AFSC at the 5-skill level or higher is preferred
 - ANG Paralegal Career Field Manager is very selective in “Non-Prior Service applicants”
 - NPS applicant must be “Outstanding” candidate having AFQT score of 70 or higher and have very strong recommendations.
 - NPS applicants will be considered on a case-by-case basis.
- Ability to type at a minimum of 25 words per minute (not required of anyone already possessing a 5J0X1 AFSC).
- No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ; or convictions by a civilian court except for minor traffic violations and similar infractions.
- Approval authority is delegated to the ANG Paralegal Career Field Manager on behalf of the ANG Assistant to TJAG. All applicants must have approval from CFFM before entering career field including those transferring from the Active Duty or Reserves.

II. RECRUITERS: It is important that every legal office ensure recruiters understand the requirements for entry into the career field, and that they understand an individual cannot be placed in the vacant slot until they have been formally accessed. This is the most common mistake made. When a vacancy occurs, it's best to contact the recruiters to remind them of the requirements and how the accession process works. This career field, by design, recruits only the best and the accession process ensures this philosophy.

III. CHECKLIST FOR CONDUCTING RETRAINING INTERVIEWS: This checklist details various factors and mandatory requirements that must be considered before making a recommendation.



IV. PARALEGAL RETRAINING COUNSELING ACKNOWLEDGMENT: This document has been modified from the TJAG Policy Memorandum for ANG paralegal accessions. Completion of this form is required. Briefer and applicant must sign the document. It ensures that each candidate receives a thorough briefing prior to submitting the application package.



V. THE APPLICATION PACKAGE: The completed application package is preferred to be submitted electronically, or it can be mailed or faxed to the ANG Paralegal Career Field Manager. The CFM has