



UNITED STATES AIR FORCE

PARALEGAL



DIGITAL EDITION

LAW AND ORDER

Just as in the civilian world, it's essential that Airmen have access to excellent legal services throughout their careers. Our Air Force legal team includes Paralegals who are highly trained to provide those services.

Under the supervision of Judge Advocates (attorneys), our Paralegals work in a wide range of legal practices — from criminal and civil law, international and operational law to legal assistance. They help uphold justice for people who defend it throughout the Air Force.

PARALEGAL DUTIES

- Assist attorneys in providing legal guidance to commanders
- Draft legal reviews for a variety of topics, including: administrative discharges, Freedom of Information (FOIA) requests, private organizations, base barments and other adverse actions
- Conduct legal research in several areas of law
- Manage the Legal Assistance Program
- Interview victims, witnesses and suspects
- Perform notary services
- Draft wills and other legal assistance documents
- Prepare non judicial punishment and courts-martial records
- Provide defense services
- Provide special victim services
- Process claims for and against the U.S. government
- Ensure International and Operational Law compliance



“ MY JOB AS A PARALEGAL IS BUILT ON A FOUNDATION OF CRITICAL THINKING, A KEEN ATTENTION TO DETAIL, THE ABILITY TO QUICKLY SOLVE PROBLEMS, EXCELLENCE AND A RICH HISTORY OF HIGHLY SKILLED AIRMEN WHO ARE LEADING THE WAY AND AIMING HIGH.

- TSGT. TIFFANY HOLLINGTON ”



SPECIALTY OPPORTUNITIES

As an Air Force Paralegal, your first assignment will be in a base/wing legal office. It's responsible for providing legal services to eligible personnel, assistance to law enforcement investigating criminal activity, and to commanders, first sergeants and other key personnel.

As you gain experience and receive advanced training, you'll have opportunities to work in one of these Paralegal specialties:

Defense Paralegal — You'll manage the Office of the Area Defense Counsel and assist defense attorneys in a wide variety of duties, including: drafting motions, investigating facts and circumstances of alleged offenses, and develop preventive law materials and deliver legal briefings.

Disability Paralegal — You'll provide paralegal, legal assistance and office administration support to attorneys for individuals being processed through the Air Force Disability Evaluation System (DES). You'll guide Airmen through DES, educate them on return to duty, severance pay and retirement pay options.

Special Victims' Paralegal — You'll be responsible for all paralegal and office management functions for the Special Victims' Counsel (SVC) office, and supporting local and visiting counsel. The SVC delivers victim-centered advice and advocacy through comprehensive, independent representation to sexual assault victims.

Enlisted Court Reporter — You'll be responsible for documents on everything that is said and done during trials, depositions, administrative hearings and other legal proceedings. You'll record the proceedings and prepare or supervise preparation and assembly of typewritten, summarized or verbatim transcripts.



QUALIFICATIONS

To be a Paralegal in the Air Force, you must meet these qualifications:

- Have a high school diploma or a GED with 15 semester hours of college credit
- No previous convictions by civilian court except for minor traffic violations and similar infractions
- Minimum ASVAB “General” Air Force Qualification Test score
- Ability to communicate effectively in writing
- Ability to speak clearly and distinctly
- Minimum keyboarding speed of 25 words per minute
- Complete an interview with the law office superintendent
- No record of substance abuse, domestic violence or child abuse
- No record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the paralegal duty function or risk to the mission
- Certification by the law office superintendent and staff judge advocate that the individual is acceptable for entry into the career field
- Be a U.S. citizen
- Must be between ages 17 and 39
- Completion of BMT

TECHNICAL TRAINING

After you complete Basic Military Training (BMT), you'll attend the Paralegal Apprentice Course at Maxwell Air Force Base, Alabama. This 13-week immersion into the career field is designed to provide you with the foundational skills necessary to perform duties as a Paralegal in a base/wing legal office. Training includes instruction on legal research and writing, ethics, general law, operational and international law, military justice and claims.

COMMISSIONING PROGRAM

If you have a bachelor's degree and wish to pursue a law degree leading to a career as an officer in the Air Force Judge Advocate General Corps, the Enlisted to Funded Legal Education Program (E-FLEP) is a pathway for you to earn your commission.

As an E-FLEP selectee, you'll complete Officer Training School (OTS) prior to attending an American Bar Association-approved law school. Upon graduation from law school and with the admission to practice law, you will be designated as a JAG.

To be eligible for E-FLEP, you must have between two and six years active-duty service, must meet the OTS commissioning requirements and obtain qualifying scores on the Air Force Officer Qualification Test. Applicant selections are made based on a review of the entire application package using a "whole person" concept, including but not limited to, job performance, leadership, professional competence, job responsibility, education and specific achievements.





BENEFITS

Along with learning important job skills in the Air Force, you'll receive some great benefits like:

- 30 days of vacation with pay each year.
- Opportunities for advanced education with up to 100 percent tuition assistance and Post 9/11 GI Bill.
- Comprehensive medical and dental care.
- Tax-free food, clothing and housing allowances.
- Use of base recreational and sports facilities.
- Live, work and travel worldwide.
- Generous retirement program that includes benefits similar to many private-sector 401(k) plans.

(Note: The above benefits are available to those serving full time. Not all benefits are available for part-time service. See your recruiter for more details.)



MULTIPLE WAYS TO SERVE

You can choose one of several paths that allows you to serve your country either full-time or part-time. No matter which path you select, you'll become a member of our global Air Force family. For more information, contact a recruiter today.

AIRFORCE.COM
1-800-423-USAF

AFRESERVE.COM
1-800-257-1212

GOANG.COM
1-800-TO-GO-ANG



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FIND A RECRUITER



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Please check with your recruiter for updates.