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| **ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****105 Airlift Wing****Stewart ANGB****One Maguire Way****Newburgh, NY 12550** | ANNOUNCEMENT #: FY25-122 |
| **DATE: 17 JUNE 2025** |
| **CLOSING DATE:** Until filled |
| **UNIT:** 105 AW | **AFSC:** 5J0X1 |
| **MIN GRADE**: None **MAX GRADE**: E6 | **AREA OF CONSIDERATION:** Nationwide  |
| **POSITION TITLE:** Paralegal(Traditional / Drill Status Guardsman (DSG)) |
| **SPECIALTY SUMMARY (DAFECD, 30APR2025)** Manage and perform substantive and procedural legal work as authorized by law, which work, in the absence of the paralegal, would be performed by an attorney, in compliance with American Bar Association (ABA) Model Rules of Professional Conduct, Air Force Instruction 51-110, Professional Responsibility Program and Department of the Air Force Instruction 51-101, The Air Force Judge Advocate General’s Corps (AFJAG) Operations, Accessions and Professional Development. Paralegals provide legal services for commanders, service members and other eligible beneficiaries as authorized by congress and policy; conduct legal research, analysis, and writing; perform leadership and technical functions in the military justice, civil law, operational and international law domains to include review of legal memoranda or other legal instruments; assist attorneys with trial, defense and/or victim advocacy as directed; prepare, review, execute, and maintain legal documents, including but not limited to powers of attorney, wills and notaries; communicate professionally with all personnel to include government agencies or officials and senior leaders.**DUTIES AND RESPONSILBILITIES (DAFECD, 30APR2025)**2.1. Perform, plan, and organize, legal services in the areas of military justice, civil law, operational and international law, and office, program and personnel management; establish standards and evaluate completed actions to determine accuracy, content, and compliance with governing directives, instructions, and statutes; prepare written communications, process correspondence and maintain suspense files; compile, input, update, retrieve, and interpret statistical data; prepare and present statistical reports on legal activities in various forums; create graphic presentations; conduct legal research by reviewing and analyzing available precedents; prepare legal reviews and memoranda and make final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney; maintain, stage, and dispose of official records; perform self-inspections and correct deficiencies; develop and maintain legal assistance materials and resources for clients; prepare for and participate in Inspector General and Article 6, UCMJ inspections; maintain confidentiality, protect personally identifiable and protect confidential unclassified information and classified material in accordance with applicable guidance; complete reporting requirements. 2.2. Military Justice. Under the supervision of an attorney, provide administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters, to include other administrative actions according to applicable laws and instructions, the *Manual for Courts-martial (MCM*) and other guidance whether part of the government, defense or victim teams; examine preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assist commanders and first sergeants with determining appropriate forum for disciplinary actions; perform legal research and draft charges and specifications for courts-martial and Article 15 actions; prepare, process, and secure all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action assist attorneys with investigating leads, conducting witness/victim interviews, to include witness/victim care and travel, reviewing case status, and developing case strategy; examine all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; review and assemble transcripts of legal proceedings; use the applicable case management systems and detailed checklists to accurately capture case details, monitor case progress, analyze military justice programs and prepare status of discipline presentations for commanders; process administrative separation actions in accordance with applicable laws, instructions and other guidance; perform legal research and prepare legal reviews for decision making authorities; to track and provide reports on the administrative separations of Department of Air Force members. 2.3. Civil Law. Under the supervision of an attorney, provide legal support in ethics, standards of conduct, environmental, labor and employment, claims, contract law and other areas under the civil law domain; perform research and draft legal reviews and briefs as needed; process line of duty determinations, report of survey investigations and off-duty employment requests; interview clients and determine eligibility for legal assistance; consult clients to obtain facts, background information, and data to determine conflict and/or appropriate assistance or referral to other agencies; prepare documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; function as notary public under federal law (Title 10 USC); use the applicable case management systems for claims adjudication and program management and Legal Assistance Website to manage legal assistance appointments, prepare documents and generate reports; receive, examine, adjudicate, process, and settle claims filed for and against the United States Government pursuant to Air Force  |
| publications, applicable laws, and international agreements with foreign governments; evaluate basic claims and related documents to ensure compliance with time limits, jurisdiction and liability; consult with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage; conduct claims investigations and interview witnesses to make preliminary determination of liability and extent of damages; settle claims within settlement authority or make recommendations on settlement; prepare claims to forward to appropriate activity or echelon; applicable for claims adjudication and program management. 2.4. Operations and International Law. Under the supervision of an attorney, assist commanders to ensure Department of the Air Force personnel are familiar with their Law of War obligations and are able to fulfill current training requirements with the DoD Law of War Program in accordance with governing directives and statutes; monitor the reporting, investigation, and processing of any record of alleged law of war violation involving Department of Air Force personnel; ensure the timely review, processing, and filing of legal reviews involving weapons and weapons systems; coordinating Status of Forces Agreement requirements with the Operations and International Law Directorate, Civil Law & Litigation Directorate, Department of State and other Federal agencies for foreign claims processing or investigation personnel involved with an aircraft or ground safety investigation outside the United States; track criminal incidents occurring outside the United States involving US personnel (including service members, dependents, US civilians, and contractors) arrested, tried or imprisoned by another nation's criminal system; track criminal actions within the United States in State or Federal courts, involving foreign military members stationed within the United States; assist in the production of evidence or witnesses before the court and ensure pertinent information involving the alleged criminal charges is updated in the Foreign Criminal Jurisdiction database for higher headquarters visibility; track requests to negotiate, conclude and process all international agreements that fall under their organization; ensure all proposed international agreements are properly coordinated with appropriate agencies and reported in a timely manner as required by Federal law; serve as emergency preparedness coordinator for legal personnel participating in the AF Crisis Action Team, Operations Centers and Continuity of Government programs; review NATO and other Allied publications, Air Force and Joint Doctrine documents for legal sufficiency; assemble, coordinate, and provide information at the appropriate level to assist the Judge Advocate General's Article, UCMJ inspection program. 2.5. Manage resources. 2.5.1. Personnel. Identify requirements, develop position descriptions, hiring actions and assign workload; professionally develop, train and mentor total force, junior officers, enlisted and civilian personnel; monitor performance feedback and reporting; manage attached reserve component requirements and training; manage quarterly, annual, functional, and other award and recognition programs. 2.5.2. Fiscal. Assess program priorities and fiscal support capabilities; identify resource requirements, ascertain appropriate funding sources, submit, review and coordinate budget execution, implement adjustments and conduct follow-up; allocate resources and administer fiscal internal controls. 2.5.3. Facilities. Assess and process requests for facility maintenance, modification, and new construction to meet requirements; develop and coordinate self-help projects; schedule and evaluate facility usage and maintenance. **Specialty Qualifications**3.1. Knowledge. Keyboard and computer operations; UCMJ, MCM, and applicable Department of Air Force Instructions and other governing directives. English grammar and composition; math; functional organization of a military legal office; interview techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research, writing, and utilization of legal publications and reference files; civil law matters to include claims processing; Air Force organization and administration; and office management. 3.2. Education. For entry into this specialty, completion of high school is required. Confirmed graduation from an Associate or higher program as documented in the Military Personnel Data System will suffice in lieu of high school diploma or GED. Completion of college level courses in English comprehension, math, and human resources is desirable. Familiarization with computer programs such as Microsoft Word, Excel, PowerPoint, and vital platforms is recommended. 3.3. Training. The following formal training is mandatory for award of the AFSC indicated: 3.3.1. 5J031. Completion of the Paralegal Apprentice Course. 3.3.2. 5J051. Completion of the Paralegal Journeyman Course (CDCs). 3.3.3. 5J071. Completion of the Paralegal Craftsman Course. 3.3.4. 5J091. Completion of the Paralegal Superintendent Course. 3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 5J051. Qualification in and possession of AFSC 5J031. Basic to intermediate level competency in organizational management (training, leadership, personnel and office management), compliance (records, and case management), legal tenants (communication, legal research and analysis, legal writing, interview protocol), and areas of practice (civil law and litigation, military justice and discipline, operations and international law). 3.4.2. 5J071. Qualification in and possession of AFSC 5J051. Intermediate to advanced level competence in organizational management (training, leadership, personnel and office management), compliance (records and case management), legal tenants (communication, legal research and analysis, legal writing, interview protocol), and areas of practice (civil law and litigation, military justice and discipline, operations and international law). 3.4.3. 5J091. Qualification in and possession of AFSC 5J071. Advanced to expert level competency in organizational management (training, leadership, personnel and office management), compliance (records and case management), legal tenants (communication, legal research and analysis, legal writing, interview protocol), and areas of civil law and litigation, military justice and discipline, operations and international law).  |
| 3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this AFSC: 3.5.1.1. Pre-accession. The applicant must be interviewed by the legal office Superintendent at Air Force Recruiting Service (AFRS) or another representative as designated by the Career Field Manager (CFM) or Senior Enlisted Advisor (SEA) to The Judge Advocate General. 3.5.1.2. Post-accession Certification by the AFRS Staff Judge Advocate and representative that the individual has been interviewed and is acceptable for entry and approved by the CFM or SEA. 3.5.1.3. Active Duty retraining only. Must complete 10 duty-day observation period with the wing legal office and have a memorandum/recommendation signed by the Wing Staff Judge Advocate and Superintendent/NCOIC Legal Office summarizing assessment activities forwarded to the MAJCOM Functional Manage. Note: MAJCOM/FLDCOM Functional Managers may waive the 10 duty-day observation period for cause (in writing). 3.5.1.4. Certification by the Wing Staff Judge Advocate and Superintendent/NCOIC. Legal Office that the individual has been interviewed and is acceptable for entry and recommended for acceptance by the MAJCOM/FLDCOM Functional Manager or CFM (in certain circumstances). 3.5.1.5. See attachment 4 for additional entry requirements. 3.5.1.6. No nonjudicial punishment under the provisions of Article 15, UCMJ in the previous 6 years. 3.5.2. For entry, award, and retention of this AFSC: 3.5.2.1. Ability to communicate effectively orally and in writing. 3.5.2.2. Ability to keyboard at a minimum rate of 25 words per minute. 3.5.2.3. Ability to speak clearly and distinctly. 3.5.2.4. No significant record of emotional instability, personality disorder, or other unresolved mental health concerns that may result the impairment of the paralegal duty function, or risk to the mission, as diagnosed by a certified medical provider. 3.5.2.5. No record of substance abuse, domestic violence, or child abuse. 3.5.2.6. No convictions by courts martial. 3.5.2.7. No convictions by a civilian court except for minor traffic violations and similar infractions listed DAFMAN 36-2032, Military Recruiting *Accessions*. *3.5.2.8.* No nonjudicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse or unprofessional or inappropriate relationship as defined in AFI 36-2909, Air Force Professional Relationships and Conduct. 3.5.2.9. No nonjudicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, Record of Individual Counseling) reflecting a lack of integrity, and/or for violating ethical standards and/or professional responsibilities as defined in DAFI 51-110, Professional Responsibility Program and DAFI 51-101, The Air Force Judge Advocate General’s (AFJAG) Corps Operations, Accessions and Professional Development. 3.5.2.10. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.* *3.5.2.11.* Specialty may require routine access to Tier 3 (T3) information, systems, or similar classified environments (a current T3 Investigation required IAW DoDM 5200.02, DAFMAN 16-1405, *Air Force Personnel Security Program,* ***NOTE****:* Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, DAFMAN 16-1405. 3.5 Air Reserve Forces Only: 3.6.1. Must complete the Paralegal Reserve Orientation Course (ROC) within 18 months of accession. 3.6.2. Must attend the Annual Survey of the Law every three years, starting three years after their accession to The Judge Advocate General’s Corps or three years after their first attendance at the Reserve Forces Paralegal Course, whichever occurs sooner. 3.6.3. Must attend Reserve Forces Paralegal Course (RFPC) once every four years.**APPLICATION PROCEDURES**Applicants will prepare and email their application package in one (1) PDF titled as follows FY25 122 LAST, FIRST (ex. FY25 122 SMITH, JOHN).Interested members will submit the following:Last 3 EPR's, Resume (Military and/or Civilian), Official AF Biography, myFitness Report, vMPF RIP (record review – ALL pages), NOTE: Reference Letters are NOT required. If provided, limit to no more than (3)E-Mail application packages to: SMSgt Anastasia Guard and MSgt Zugiel Soto anastasia.guard.1@us.af.milzugiel.soto.2@us.af.mil **APPLICATION PROCEDURES**Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in one (1) PDF titled as followsFYXX XXX LAST FIRST (ex. FY25 121 SMITH JOHN). Interested members will submit the following:Last 3 EPR's, Resume (Military and/or Civilian), Official AF Biography, myFitness Report, vMPF RIP (record review – ALL pages), NOTE: Reference Letters are NOT required. If provided, limit to no more than (3)E-Mail application packages to: CMSgt Amanda Shafer - amanda.shafer.1@us.af.mil |
| **INTERVIEW*** Applicants will be informed of date and time to appear.
* Selecting Official – Lt Col Edward Harington
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