



## TRADITIONAL OFFICER VACANCY ANNOUNCEMENT

### PUERTO RICO AIR NATIONAL GUARD 156th WING Muñiz ANGB, PR



**POSITION:** Paralegal

**AFSC:** 5J0X1

**GRADE:** E-1 (promotion potential to E-7)

**LOCATION:** Muñiz ANGB, PR

**CLOSING DATE:** 31 March 2023

**POSITION#:** 080422434

**STATUS:** Drill Status/ Traditional Guardsman (Part-Time Employment)

**AREA OF CONSIDERATION:** Open to all applicants eligible to become members of the Puerto Rico Air National Guard. Applicants older than 35 years of age will need an age waiver.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

**POC:** All questions regarding this announcement should be directed to Lt Col Frances M. Romero Torres at commercial (787) 253-5100 ext.2539242, DSN: 740-9242 or by email, [frances.romero\\_torres.1@us.af.mil](mailto:frances.romero_torres.1@us.af.mil).

#### **APPLICATION SUBMISSION:**

APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Applications may be submitted to the POC via email at [frances.romero\\_torres.1@us.af.mil](mailto:frances.romero_torres.1@us.af.mil) or via hard copy to the following mailing address:

#### **MAILING ADDRESS:**

156 WG/JA, ATTN: Lt Col Frances Romero, 200 Ave. Jose (Tony) Santana, Carolina, Puerto Rico 00979

**FULLY QUALIFIED PARALEGALS WITH ACTIVE DUTY EXPERIENCE HIGHLY DESIRED.  
MUST BE ABLE TO ACT ON BEHALF OF LAW OFFICE SUPERINTENDENT IN THEIR ABSENCE.**

\*\*\* SEE BELOW FOR SUMMARY OF QUALIFICATIONS \*\*\*

#### **POSITION DUTIES:**

**1. Specialty Summary.** Manages and performs legal functions within statutory guidelines and the Air Force Rules of Professional Conduct. Under the supervision of an attorney, performs Performs paralegal tasks including, but not limited to, legal research, writing, analysis interviewing and discovery management in the areas of administrative law, military justice, operational law, claims, and office management. Supervises the administration of legal services and court-reporting. Related DoD Occupational Subgroup: 151200.

NOTE: Paralegals may not provide legal services directly to the public except as permitted by law.

## **2. Duties and Responsibilities:**

2.1. Plans, organizes, and directs legal services personnel in the areas of administrative law, military justice, operational law, claims and office management. Establishes standards and evaluates completed actions to determine accuracy, content, and compliance with governing directives and statutes. Prepares written communications, processes correspondence and maintains suspense files. Compiles inputs, updates, retrieves, and interprets statistical data; prepares and presents statistical reports on legal activities in various forums. Creates graphic presentations. Conducts legal research by reviewing and analyzing available precedents and makes final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains legal assistance materials and resources for clients. Prepares for Inspector General and Article 6, UCMJ inspections.

2.2. Provides administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters according to applicable laws and instructions, and the Manual for Courts-martial (MCM). Under the supervision of an attorney, examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assists commanders and first sergeants with determining appropriate forum for disciplinary actions; performs legal research and drafts charges and specifications for courts-martial and Article 15 actions; prepares and processes all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action; acts as a trial team member by assisting attorneys with investigating leads, conducting witness interviews, reviewing case status, and developing case strategy; examines all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; reviews and assembles transcripts of legal proceedings; and uses the Automated Military Justice Analysis and Management System (AMJAMS) and detailed checklists to monitor case progress and analyze military justice programs for commanders.

2.3. Under the supervision of an attorney; receives, examines, adjudicates, processes, and settles claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments; evaluates basic claims and related documents to ensure compliance with time limits, jurisdiction and liability. Consults with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage. Conducts claims investigations and interviews witnesses to make preliminary determination of liability and extent of damages; settles claims within settlement authority or makes recommendations on settlement; performs legal research as necessary. Prepares claims for forwarding to appropriate activity or echelon; uses the Web-based Armed Forces Claims Information Management System (WebAFCIMS) for claims adjudication and program management..

2.4. Interviews clients and determines eligibility for legal assistance. Under the supervision of an attorney, consults clients to obtain facts, background information, and data to determine appropriate assistance or referral to other agencies; prepares documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; functions as notary public under federal law (Title 10 USC); uses Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website for managing legal assistance appointments, preparing documents, and generating reports.

2.5. Under the supervision of an attorney, performs duties in international, operational, and fiscal law arenas to include conducting Law of Armed Conflict (LOAC) training, evaluating compliance with LOAC, and determining wartime Rules of Engagement.

2.6. Under the supervision of an attorney, performs duties as needed in the ethics/standards of conduct, environmental, labor and employment, contract, international, operational, and fiscal law arenas and drafts legal reviews and briefs as needed. Processes administrative separation actions, line of duty determinations, report of survey investigations, off-duty employment requests and drafts legal reviews and briefs as needed. Performs duties as a paralegal in Magistrate Court. Manages Magistrate Court Program and assists with representing USAF in proceedings.

2.7. Manages resources.

2.7.1. Manpower, personnel and volunteer programs. Identifies manpower requirements, develops position descriptions and assigns workloads. Manages attached reserve component personnel requirements and

training. Trains and mentors junior officers and enlisted personnel. Manages quarterly, annual, functional, and other award and recognition programs.

2.7.2. Fiscal. Assesses program priorities and fiscal support capabilities. Identifies resource requirements, ascertains appropriate funding sources, submits budgets, reviews and coordinates budget execution, implements adjustments and conducts follow-up. Allocates resources and administers fiscal internal controls.

2.7.3. Facilities. Assesses and processes requests for facility maintenance, modification and new construction to meet requirements. Develops and coordinates self-help projects. Schedules and evaluates facility usage and maintenance.

### **3. Specialty Qualifications:**

3.1. General Information. ANG paralegals are accessed into the career field in one of three ways: from the active duty military, from the Reserves, and from non-prior candidates. ANG paralegal candidates must complete an application package and be formally approved and accessed into the paralegal career field.

3.2. **Basic Eligibility (Prior Service Applicants).** Prior service applicants without a recent Air Force Specialty Code (AFSC) of 5J0X1 must be retrained into the paralegal career field by completing the paralegal apprentice and craftsman course, on-the-job upgrade training and other mandatory training requirements. To apply to be an ANG paralegal, prior service applicants must meet the following basic qualifications:

3.2.1. Prior qualification in any AFSC at the 5 skill level or higher is preferred

3.2.2. Ability to type at a minimum of 25 words per minute (not required of anyone already possessing a current 5J0X1 AFSC).

3.2.3. 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.

3.2.4. Have a score of 51 or higher on the Armed Forces Qualification Test.

3.2.5. Passing PT Score

3.2.6. Two Letters of Recommendation

3.3. **Basic Eligibility (Non-Prior Service Applicants).** The CFFM is very selective of Non-Prior Service applicants and they will be considered on a case-by-case basis. They must meet the following basic qualifications:

3.3.1. Ability to type at a minimum of 25 words per minute.

3.3.2. No previous convictions by a civilian court except for minor traffic violations and similar infractions.

3.3.3. Have a score of 51 or higher on the Armed Forces Qualification Test.

3.3.4. Have two Letters of Recommendation (These may come from supervisors, teachers, guidance counselors, etc.)

3.3.5. Non-prior service applicants must also be formally approved and accessed. Non-prior candidates must join the air national guard, complete basic training, and complete the paralegal apprentice and craftsman course, on-the-job upgrade training and other mandatory training requirements.

### **4. The Accession Package**

4.1. Requirements. The accession package must contain the following documents:

4.1.1. Cover Letter. The application package should include a cover letter addressed to the Puerto Rico Air National Guard Legal office. This should be written on font Times New Roman size 12.

4.1.2. Proof of Typing Ability. Evidence of typing of 25 words per minute or more is required. Some examples include: testing administered by the base training office using a testing via Windows Typing Teacher program or typingtest.com result. A score is required. Proof of typing ability is not required from current paralegals transferring from the Reserves or active duty.

4.1.3. Paralegal Retraining Counseling Acknowledgement. This document has been modified to reflect TJAG Policy Memorandum for ANG paralegal accessions. Completion of this form is required. The briefer and applicant must sign the document. It ensures that each candidate receives a thorough briefing prior to submitting the application package.

4.1.4. Applicant's RIP (Prior Service Only). A current RIP is obtained from your unit's Support Squadron (Customer Service section) or the prior service applicant can download it from Virtual MPF. The RIP also

shows the General AQE Score and prior AFSCs. Providing documentation with just “Duty” AFSC is not acceptable, as it does not reflect the actual skill level.

4.1.5. Applicant’s Resume/Biography. The applicant must present a current resume or military biography. The content and format of the resume is up to the applicant. It should contain relevant information for consideration of selection to the paralegal career field.

4.1.6. Two Letters of Recommendation. Include any letters of recommendation from former and current supervisors, people who have known the applicant for a considerable amount of time, or anyone else who can attest to the applicant’s attributes. They are extremely helpful in understanding the applicant’s past performance. Letters of recommendations must be from outside the gaining legal office. Letters from the interviewing LOS or SJA are not acceptable. Non-prior service letters of recommendation may come from teachers, guidance counselors, employment supervisors, etc.

4.1.7. Passing PT Score (Prior Service Only). Submit a copy of the fitness score from the Air Force Fitness website.

4.1.8. Official Military Photo (For non-prior service applicants, include a photo in business attire). Include an official military photo in the service dress uniform is needed for ROSTER. This photo is required and should be included with the accession package. Non-prior applicants should include a head and shoulder photo in business attire. E-mail the photo in jpeg format.

4.1.9. ROSTER Preferred Information Sheet. Complete this form and include in the application package. Once an applicant is approved, the CFFM will enter the individual into the ROSTER database. Certain information is required to be entered and must be provided on the information sheet.

4.1.10. WebFLITE Access Requirements Letter. The applicant must review and sign this letter certifying he/she understands and will comply with access requirements pertaining to WebFLITE. Include this letter in the application package.

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection process. Applicants will be notified by phone of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

#### **EVALUATION PROCESS:**

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

**REASONABLE COMMUTING DISTANCE:** Selectees will normally be filled from personnel who are within or are willing to move within reasonable commuting distance of the military unit (Not to exceed 100 miles). Exceptions will be made by the 156th Wing Commander.

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Puerto Rico Air National Guard as shown above. This position is being announced in accordance with applicable policies and regulations, and is a Traditional Guardsman (part-time) employment opportunity.

**The applicant must also understand the following mandatory requirements for the career field IAW AFI 51-801 and must sign a statement of acknowledgement:**

\_\_\_\_\_ Attendance at the eight-week Basic Military Training Course at Lackland Air Force Base, Texas within one year of appointment (if not prior service)

\_\_\_\_\_ Attendance at the seven-week 5J0X1 Paralegal Apprentice Course (M5ABO5J031 0P3A) at Maxwell Air Force Base, Alabama within one year of appointment

\_\_\_\_\_ Attendance at the seven-week Paralegal Craftsman Course (M5ACO5J071 0P7A) at Maxwell Air Force Base, Alabama

\_\_\_\_\_ Attendance at the Annual Survey of the Law Course (ASL) (MAFJAG 621) every two years

\_\_\_\_\_ Attendance at the one week Reserve Forces Paralegal Course (RFPC) (MAFJAG 623) at Maxwell Air Force Base, Alabama every four years

\_\_\_\_\_ Two continuous weeks of Annual Training at an active duty base legal office during a four year training cycle(Quadrennial Tour)

## Attachment 1

### PARALEGAL RETRAINING COUNSELINGACKNOWLEDGEMENT

Initials

- \_\_\_\_\_ 1. I must attend the 7 week Paralegal Apprentice Course at Maxwell AFB, Alabama, within **1 year** of appointment. I further understand that my course date could be several months after approval of my retraining and the possibility exists for a short-notice class date for attending the Paralegal Apprentice Course.
- \_\_\_\_\_ 2. I understand and acknowledge that I will be required to attend the 7-week Paralegal Craftsman Course in residence at Maxwell AFB, Alabama.
- \_\_\_\_\_ 3. I am fully aware of the need for confidentiality in the Paralegal Career Field and will honor and obey the need for confidentiality.
- \_\_\_\_\_ 4. I understand that as an ANG paralegal there will be times when I am required to perform work on my own time in preparation for the UTA weekend.
- \_\_\_\_\_ 5. I understand that it is my responsibility to maintain my personal information in ROSTER and ensure it is complete, accurate and current.
- \_\_\_\_\_ 6. I understand that in order to stay informed of all JAG Corps news and information, including short notice requirements, I will provide a preferred e-mail address in ROSTER and check that email daily.
- \_\_\_\_\_ 7. I was briefed on the following ANG Paralegal Career Field continuous training requirements.
- a. Attend the Annual Survey of the Law Course every other year, starting 2 years after accession.
- b. Perform a two-week active duty tour at an active duty base legal office every four years.
- \_\_\_\_\_ 8. The duties of an ANG paralegal have been explained to me. I also understand there are mobility requirements and the possibility of deployments.
- \_\_\_\_\_ 9. I have considered all the requirements of retraining to the Paralegal Career Field and I wish to retrain.
- \_\_\_\_\_ 10. I understand that I will not be promoted to Master Sergeant until I have received my 7-level without obtaining the approval of the ANG Paralegal CFFM.
- \_\_\_\_\_ 11. I was briefed by and I feel all areas of the career field were realistically explained to me. No one has made any promises or guarantees for applying to retrain into the Paralegal Career Field. I am voluntarily applying for retaining into the Paralegal Career Field.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of LOS/SJA

\_\_\_\_\_  
Signature of Retraining Applicant      Date

\_\_\_\_\_  
Signature of LOS/SJA      Date

## Attachment 2

### **ROSTER PREFERRED INFORMATION FOR NEW ANG PARALEGAL ACCESSIONS** (Required)

FULL NAME (First, Middle Initial, Last):

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EMAIL ADDRESS

1. Individual's Unit Email Address:

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2. Preferred Email Address:

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3. Alternate Email Address(s):

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**MAILING ADDRESS**

1. Preferred Mailing Address:

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2. Unit Mailing Address:

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**TELEPHONE NUMBERS**

1. Preferred Civilian Cell Number: \_\_\_\_\_

2. Other Telephone numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

### Attachment 3



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111

MEMORANDUM FOR ALL ANG PARALEGALS

FROM: HQ WI/JA

SUBJECT: WebFLITE Access Requirements

1. You may retain your WebFLITE access as a new accession, prior to attending 3 level by accomplishing the following within **30 days of getting WebFLITE access**:
  - a. Update and certify annually your individual ROSTER page on WebFLITE with current and accurate information and periodically review your biography, digital photo, contact information and any other details as required.
  - b. Accomplish and certify annually that you have reviewed the : 1) AF Rules of Professional Conduct; 2) AF Standards of Civility in Professional Conduct; and 3) AF Standards for Criminal Justice.
  - c. You must be responsive to TJAG requests for information and various certification requests and requirements.
2. **The link to obtain Web FLITE access will be emailed to you at your unit email address within one month of your unit email address being provided to me. When prompted, please choose the non-email certificate.**
3. Please complete the certification below confirming that you understand these requirements.

//SIGNED//

LIZA GONZALEZ, CMSgt, USAF/ANG  
ANG Paralegal Career Field Manager

#### I CERTIFY THAT:

I have reviewed and understand the principles and requirements for WebFLITE access. I must comply with the same confidentiality requirements applicable to regular legal office staff. I understand that unauthorized disclosure of protected information is a serious infraction and that by doing so may result in disciplinary action against me. I understand that non-compliance of any of the aforementioned requirements will result in loss of WebFLITE access. I have kept a personal copy of this acknowledgement for my records.

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RANK/NAME

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DATE