

**Air Force ARC JAG Recruiting Package Checklist  
Current as of December 2024**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_

**Prior Service? If yes, Component, Rank and Years of Service:**

**Date of Separation (if applicable):** \_\_\_\_\_ **Home Address (City, State):** \_\_\_\_\_

**Preferred Air Reserve Component (if you have one):** CAT A    IMA    ANG    **State (if ANG):** \_\_\_\_\_

**Assemble application as one PDF file with documents in the order below. This completed checklist will be the first document.**

- At least 2 letters of recommendation: 1) must be from current supervisor (for RegAF JAGs: your current SJA or rater); and 2) one from a former supervisor or equivalent

One page personal statement (NOT REQUIRED for separating RegAF JAGs)

Resume

Military Bio (if applicable)

Prior military service documents (if applicable):

All military performance reports (OPRs, OERs, EPRs, etc.)      AF Form 469 (if applicable)

All DD 214 Forms

- AF Form 24, Application for Appointment as Reserve of the Air Force

Check "Appt as Reserve Member of AF"

**Block 25:** all employment since grad/undergrad

**Block 1-2 :** Enter "AF/JAR"/"Law"

**Blocks 26-30:** "yes" explain, initial Block 30

**Block 13:** Check "Ready Reserve" & initial

**Block 20:** if "yes", how many times:

**Blocks 14-24:** explanations if "yes" checked

- AF Form 2030, USAF Drug and Alcohol Abuse Certificate

**Section II,** Explanation if you answered "yes" for any

**Section III,** Initials in all boxes, signature/witness signature

All official transcripts (NOT REQUIRED for separating RegAF JAGs)

Undergrad    Grad    JD

- Certificate of good standing from the highest court of a state, territory, or DC; *date* \_\_\_\_\_ (needs to be dated within one year of application)

- Full length picture in professional attire (NOT REQUIRED for separating RegAF JAGs)

How did you hear about our program?

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**NOTE: Email application to [AF.JA.ARCJAGRecruiting@us.af.mil](mailto:AF.JA.ARCJAGRecruiting@us.af.mil).**