



AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt or the application is over 4MB, please forward via <https://safe.amrdec.army.mil/safe/> to the above address

ANNOUNCEMENT NUMBER: 20-092

CLOSE OUT DATE: Open until filled

POSITION TITLE: ANGRC Paralegal

POSITION INFORMATION: Length: 30 Sep 20
Tour intent is FY
Pending Funding and Airman's continued eligibility.
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: TSgt/E-6

AFSC REQUIREMENT: 5J0X1

SECURITY CLEARANCE REQ: SECRET
(Member must have appropriate clearance for the position)

LOCATION: Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

POC Position: Col Barbra S. Buls, 240-612-8001,
Barbra.s.buls.mil@mail.mil

Position Description (Duty Description): A. Assists Chief, 201st MSS ADCON and ANGRC Administrative Law in providing administrative assistance on military justice, drafting legal briefs, and

conducting research for the ANGRC attorney, and Wing JAs on the full spectrum legal support on military personnel and administrative law matters at the ANGRC

B. Provides legal support and administrative services for opinions, and assistance on military personnel and administrative law issues.

C. Accomplishes Reports, Briefings, and Presentations. Collects, analyzes, and evaluates a variety of data; summarizes, and presents findings in the form of reports, recommendations, and briefings to senior staff officials in formulating command level decisions. Presentations must exhibit sound technical judgment, conclusions, and recommendations

D. Performs other duties as assigned

E. Ensures the prompt and accurate delivery of legal services across the spectrum of core legal domains.

F. Works closely with the Senior Paralegal and monitors TMT to ensure that legal reviews and other tasking requirements with a short suspense are processed timely.

Designation by the Judge Advocate General, USAF, as a paralegal is required. Prior experience at the State Headquarters level and/or as an AGR is highly desired. This positions requires the expertise of the National Guard paralegal to understand the nuances of T32, T10 and State Active Duty.

