

Guide for Completing Air Force Form 24, Application for Appointment as Reserve of the Air Force or USAF without Component

Air Force Form 24 is used by a variety of organizations; not all of the questions on the form are applicable to individuals seeking judge advocate positions in the Air Reserve Component. This guide is intended to assist with some of the more common issues encountered with the completion of Air Force Form 24. For further information, contact us at (866) 213-0497 or by email at USAF.ARCJAGRecruiting@mail.mil.

AF Form 24 is available as a fillable Adobe Acrobat Form:
http://static.e-publishing.af.mil/production/1/af_a1/form/af24/af24.pdf

After filling out the form please print and sign.

Page 1:

Along the top of the first page are three boxes. Check the box marked “Appointment as a Reserve Member of the Air Force.”

Block 1: Enter “AF/JAR”

Block 2: Enter “Law”

Block 13: Check the block marked “To fill an authorized position vacancy in the Ready Reserve.” The initial each of the three boxes below.

Click on this link for information about the Military Service Obligation
<http://www.dtic.mil/whs/directives/corres/pdf/130425p.pdf>

Click on this link for information about Direct Deposit <http://www.dfas.mil/retiredmilitary/manage/direct-deposit.html>

Click on this link for the separation policy (see pages 1-5 and 85-87 of the pdf)
http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2005/afi36-2005.pdf

Block 14: Enter information about each of the institutions you have attended, regardless of whether you earned a degree/diploma. For military education, enter only education (such as professional military education) and training required for qualification in your career field (such as JAG Officer Basic Course). Use page 4 of the form to enter additional items if necessary.

Page 2:

Block 22: If you are pending separation from the military in which you anticipate receiving severance pay, separation, Voluntary Separation Incentive, Special Separation Benefit, or any other form of compensation, check “yes” and explain.

Block 25: Include all employment since graduation from undergraduate school. If you worked in any law-related jobs as an undergraduate, include those positions also.

Page 3:

Block 30(B)(5): Some states grant board certification to attorneys in certain specialties. If you are board certified in this manner, check “yes” and explain. If not, then check “no.”

Block 30(B)(6): This question is not applicable to JAG applicants.

Block 30(B)(7): If you have ever failed a bar examination, be sure to explain the circumstances.

Page 4:

There are two numbered items on page 4. Leave both items blank, at least during the initial application process.