



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 51ST FIGHTER WING (PACAF)  
UNIT 2067  
APO AP 96278-2067

MEMORANDUM FOR RECORD

FROM: 51 FW/JA

SUBJECT: Legal Assistance Policy Memorandum

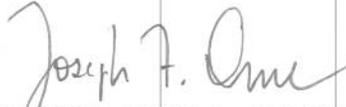
1. Per AFI 51-504, *Legal Assistance, Notary and Preventive Law Programs*, the following individuals are permitted to obtain legal assistance and notary services from the 51 FW/JA office:

- a. Members of the armed forces who are on active duty, reservists on federal active duty under Title United States Code, National Guard members on federal active duty under Title 10 United States Code and contract ROTC cadets on federal active duty under Title 10, United States Code.
- b. Members entitled to retired or retainer pay or equivalent pay and former members of reserve components entitled to retired pay under 10 U.S.C. §12731. This includes members and former members receiving retired pay as a result of retirement due to permanent disability or placement on the temporary disability retired list.
- c. Officers of the commissioned corps of the Public Health Service who are on active duty or entitled to retired or equivalent pay.
- d. Members of reserve components not covered in paragraphs (a) and (b) following release from active duty under a call or order to active duty for more than 30 days issued under mobilization authority (as determined by the Secretary of Defense). Eligibility for legal assistance begins on the date of the release and continues for a period of time equal to twice the length of the period served on active duty under that call or order to active duty. These members must present a copy of the pertinent orders at the legal office to verify eligibility for legal assistance.
- e. Dependents of members and former members listed in paragraphs (a), (b), (c), and (d) who are entitled to an identification card.
- f. Civilian employees, deploying to or in a theater of operations, may be furnished the opportunity and assistance to prepare and execute wills and powers of attorney IAW DoDI 1400.32, *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*.
- g. Civilian contractor personnel, deploying to or in a theater of operations, may be furnished the opportunity and assistance to prepare and execute wills and powers of attorney IAW DoDI 3020.37, *Continuation of Essential DoD Contractor Services During Crisis*.
- h. Inactive Reservists or National Guard Members. Members of the reserve components subject to federal mobilization (National Guard, Ready Reserves, contract ROTC cadets) in an inactive status may receive mobilization and deployment-related legal assistance. Subject areas include wills, advance medical directives, powers of attorney, protections and responsibilities under the Servicemember's Civil Relief Act and Uniformed Services Employment and Reemployment Rights Act, and notary services. This list is not exhaustive. I retain discretion to determine

whether the circumstances of a reserve component member warrant the provision of legal assistance to ensure readiness for mobilization and deployment.

i. Civilian employees of the Department of Defense and the military departments assigned in the Republic of Korea and their dependents residing with them.

2. The highest priority shall be given to Air Force personnel who need mobilization or deployment-related legal assistance that facilitates Command readiness. When it benefits the 51 FW and subject to my discretion, I may authorize legal assistance to specific persons not listed in this policy memorandum. Should any questions arise please contact DSN 784-4131 for further guidance.



JOSEPH F. DENE, Lt Col, USAF  
Staff Judge Advocate