

LEGAL ASSISTANCE CHEAT SHEET

- 22ARW.JA@US.AF.MIL / Phone: 316-759-3590

- **Location:** McConnell Law Center (Building 810) is directly across from the Base Theater
 - **Hours of operation:** 0830-1600 Monday - Thursday/ Closed Friday

POWERS OF ATTORNEY & NOTARY SERVICES - walk-ins

- 0830- 1600 Monday - Thursday

LEGAL ASSISTANCE W/ A LICENSED ATTORNEY - by appointment only (call or email to request)

- Tuesday 0900-1030 & Thursday 1300-1430

WILLS - by appointment only (and *only with a valid ticket number*)

- <https://aflegalassistance.law.af.mil/lass/lass.html>
 - Fill out will (or POA) worksheets
 - Obtain *case-sensitive* ticket number
 - Call [759-3590](tel:759-3590) or email 22ARW.JA@us.af.mil to request a will appointment & provide ticket number

WILL: A last will and testament is a written declaration of how you want your property and personal belongings to be distributed to your heirs and names executor(s) to manage the distribution of your estate

POWER OF ATTORNEY: POAs allow you to give another person the authority to perform acts on your behalf, (get your child medical care, register your car, or sell specifically listed property, etc.)

ADVANCED MEDICAL DIRECTIVES & HEALTHCARE POWERS OF ATTORNEY (Healthcare Proxy): An advanced medical directive expresses your desires regarding medical treatment and termination of life support in the event of a terminal, incurable medical condition. HPOAs appoint a trusted person to make medical care decisions if you cannot speak for yourself. (i.e. you are in a coma and cannot give doctors consent to perform a surgery)

FILING YOUR HOUSEHOLD GOODS CLAIM (with the Air Force Claims Service Center)

<https://claims.jag.af.mil>

Key Dates to Remember

Not Later Than 180 DAYS FROM DELIVERY - File your Notification of Loss or Damage After Delivery directly with your Transportation Service Provider (TSP) in the DPS Claims Module at www.move.mil (you must log into your DPS account to do so).

Not Later Than 9 MONTHS FROM DELIVERY - File your claim directly with the carrier for Full Replacement Value protection.

Not Later Than 2 YEARS FROM DELIVERY (but after 9 months) - File your claim directly with the Claims Center under the standard depreciation rules.

Not later than 30 DAYS FROM THE DATE OF PICKUP AT THE VEHICLE PROCESSING CENTER - Contact the base legal office if you find additional vehicle damage and it was NOT annotated on the Vehicle Inspection and Shipping Form. They will inspect your vehicle and document the later discovered damage.

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Children's Passports

DS-305 Statement of Consent: state department document needed for obtaining a passport for a child with only one parent present.

- <https://eforms.state.gov/Forms/ds3053.pdf>