

Legal Readiness Pre-Deployment Checklist (24 May 18)

Completed by member

Last Name, First Name:	Rank:	Unit:	Branch of Service: (circle) USN USMC USAF USCG USA DoD
Departure Date:	Length of Deployment:	UDM Name/Number:	Unclassified Location(s):
			Eligibility: (circle) Active Duty Reservist Civilian Employee

Completed by JA Staff

	Explanation of Legal Services Available (All Items Optional Except LOAC Training)
Mandatory Law of Armed Conflict Training <input type="checkbox"/> Yes <input type="checkbox"/> No	LOAC training will be conducted as part of the Air Force's Expeditionary Skills Training program in accordance with AFI 36-2201 and AFI 51-401. Refresher training required every three years. Complete training at https://golearn.adls.af.mil/ . LOAC training completion date: _____ Medical personnel or chaplain LOAC training required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will <input type="checkbox"/> Yes <input type="checkbox"/> No	A will is a written declaration of how you want your property and personal belongings to be distributed to your heirs and name trustees to manage your estate and care for your dependents. Complete a will worksheet at https://aflegalassistance.law.af.mil/ . Then, call the Langley Legal Assistance Office with your ticket number at 757-225-6107 to schedule an appointment with an attorney. You can also complete a will worksheet at the legal office, then schedule your appointment in-person. Appointment date/time: _____ Ticket #: _____
Advanced Medical Directive <input type="checkbox"/> Yes <input type="checkbox"/> No	An advanced medical directive expresses your desires regarding medical treatment and termination of life support in the event of a terminal, incurable medical condition. Complete worksheet at https://aflegalassistance.law.af.mil/ . Then, call the Langley Law Center with your ticket number at 757-225-6107 to schedule an appointment with an attorney. You can also complete a worksheet at the legal office, then schedule your appointment in-person. Appointment date/time: _____ Ticket #: _____
Healthcare Power of Attorney <input type="checkbox"/> Yes <input type="checkbox"/> No	HPOAs appoint a trusted person to make medical care decisions if you cannot speak for yourself. Complete a HPOA worksheet at https://aflegalassistance.law.af.mil/ . Then, call the Langley Legal Assistance Office with your ticket number at 757-225-6107 to schedule an appointment with an attorney. You can also complete a worksheet at the legal office, then schedule your appointment in-person. Appointment date/time: _____ Ticket #: _____
Power of Attorney <input type="checkbox"/> Yes <input type="checkbox"/> No	POAs allow you to give another person the authority to perform acts on your behalf, like get your child medical care, register your car, or sell specifically listed property. Complete a POA worksheet at https://aflegalassistance.law.af.mil/ and come in to the Langley Legal Assistance Office, or just stop by the Langley Legal Assistance Office Front Desk from 0730-1630, M-F (opens at 0900 on Thursdays). No appointment necessary for Powers of Attorney.
Legal Consultation <input type="checkbox"/> Yes <input type="checkbox"/> No	Call 757-225-6107 to make an appointment for any necessary legal consultations, including financial responsibilities, domestic relations, and dependent care issues. Update Family Care plan if needed. Single parents be sure you have a court order in place establishing custody during your absence. Family Care plan POAs can be completed at https://aflegalassistance.law.af.mil/ , then come in to the Langley Legal Assistance Office. You can also just stop by the Langley Legal Assistance Office Front Desk from 0730-1630, M-F (opens at 0900 on Thursdays). Appointment date/time: _____

The Langley Legal Assistance Office is located at 45 Nealy Ave, Bldg 15, Wing A, Room 115, Langley AFB, VA, 23665 next to the ID/DEERS office.

Legal Office Staff Member Name: _____ **Signature:** _____ **Date:** _____