



FAQs



Q. HOW DO I GET A POWER OF ATTORNEY OR NOTARY?

A. The legal office is still providing powers of attorney and notaries on a walk-in basis Monday – Friday, 0730-1630. To limit the amount of time spent at the legal office please go to the Legal Worksheets link online at: <https://aflegalassistance.law.af.mil>. Once you have completed the worksheet, you will be given a ticket number. Please bring your ticket number with you when you stop by the office to expedite the process.

Q. I NEED LEGAL ASSISTANCE OR A WILL DRAFTED. HAVE THE PROCEDURES CHANGED?

A. While we are still offering legal assistance by appointment, in an attempt to reduce in-person contact, we are prioritizing in-person appointments for those deploying.

If you are not deploying and require legal assistance, please contact our office at 722-5322. We will make every attempt to provide you legal assistance via WebEx video chat when feasible. WebEx is accessible via a desktop computer with camera capabilities at Webex.com or from your smart phone by downloading the app from the App Store. You do not need a WebEx account to participate in a video chat. Please have your DoD ID card available so that we can verify your eligibility.

When requesting assistance in obtaining a will, please complete the applicable worksheet(s) online at: <https://aflegalassistance.law.af.mil>. Once you have completed the worksheet, you will be given a ticket number. Please provide that number to us when you call (722-5322) to make an appointment. Doing so will help minimize the amount of time required in our office.

Q. WHAT IF I NEED AN ARTICLE 137 REENLISTMENT BRIEFING?

A. The legal office is no longer holding our normally scheduled group Article 137 Reenlistment Briefing. Instead, please send your reenlistment worksheet to the JA org box at 4fw.ja1@us.af.mil along with a contact phone number and personal email address. Someone from the legal office will email you the Article 137 Reenlistment Briefing slide show and follow-up with a phone call. After you speak to a legal representative, they will email you your signed reenlistment worksheet.

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Q. WHAT IF MY CURRENT LEASE IS UP, AND I AM UNABLE TO MOVE DUE TO THE TRAVEL RESTRICTIONS?

A. Residential leases typically include a standard clause stating that any holding over after the term of the lease agreement expires will, with the Landlord's consent, create a month-to-month tenancy, which either party may terminate by giving written notice to the other party at least 30 days prior to the intended termination date (subject to any applicable local laws).

Consequently, as long as your landlord agrees, you may be able to extend your lease agreement under the same terms (i.e., no change in amount of rent) on a month-to-month basis for as long as the current emergency lasts. You should communicate your intent to your landlord as soon as possible (preferably in writing, or verbally with written notice to immediately follow).

If you have invoked your rights to terminate your lease agreement early pursuant to the Servicemembers' Civil Relief Act (SCRA), you need to provide supplemental written notice of your intent to remain to your landlord without delay.

In the end, prompt and clear written communications with your landlord about your intent and the expected duration of your continued stay at the leased residence are essential to making sure that you are able to remain through the duration of the current emergency.

Q. WHAT IF I HAVE PCS ORDERS AND I WILL NEED TO BREAK MY LEASE PRIOR TO MY PCS, BUT MY PCS IS CURRENTLY ON-HOLD DUE TO COVID-19?

A. Servicemembers and their dependents that are currently on or expecting to receive Permanent Change of Station (PCS) orders, both CONUS and OCONUS, should put their landlord on notice of their orders but are encouraged to delay submitting Servicemembers Civil Relief Act (SCRA) notices of lease termination until after the stop movement order has been lifted. This will help to ensure you can continue to reside in your current residence, because although SCRA allows Servicemembers to terminate residential leases pursuant to military orders, including PCS orders, it does not require landlords to re-lease those premises to the Servicemembers and their dependents following a validly tendered termination.

Please contact the legal office if you find yourself in this situation, and we can advise you based on your unique circumstances.

Q. WHAT IF I ALREADY BROKE MY LEASE OR PROVIDED NOTICE OF MY INTENT TO VACATE USING SCRA PROTECTIONS, AND I AM UNABLE TO MOVE DUE TO THE TRAVEL RESTRICTIONS?

A. A servicemember who has provided written notice to his/her landlord pursuant to SCRA and is unable to move should immediately contact his/her landlord, advise them of the situation, and see if the landlord will agree to the servicemember holding over and extending the lease on a month-to-month basis.

If your landlord is not receptive to this, please contact the legal office and we can advise you based on your unique circumstances.

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Q. WHAT IF I WAS SCHEDULED TO PCS AND I ALREADY SIGNED A LEASE AT MY NEW DUTY STATION, BUT I AM UNABLE TO MOVE DUE TO THE TRAVEL RESTRICTIONS?

A. A Servicemember in this situation should immediately contact their landlord in order to request a modification of the lease agreement due to the current circumstances. Our office may be able to assist you with requesting a modification by sending a letter to your landlord on your behalf.

*Please note: Parties that enter into a contract are generally bound by the terms of a contract absent an agreed upon modification. While there is no requirement that your landlord will grant the requested accommodation, we will assist you in working with your landlord in an attempt to come to a mutually agreeable solution.

Q. HOW SHOULD I CAPTURE ANY MODIFIED AGREEMENT WITH MY LANDLORD?

A. Best practice is to ensure all terms agreed upon by a landlord and tenant are reduced to writing and signed (or acknowledged) by both parties. Ensure that when you communicate with your landlord, you do so in writing (or follow up with something in writing if you discuss terms verbally).

If you have any questions about how to interpret a provision of your lease agreement, please contact the legal office and we can advise you based on your unique circumstances.

Q. WHAT IF I NEED TO CANCEL TRAVEL PLANS, OR RESCHEDULE A MAJOR EVENT THAT IS ALREADY PAID FOR?

A. Unfortunately, if you have not purchased separate travel insurance, any refund you receive will be determined by the terms of your ticket/purchase agreement. Contact the travel agency/airline/vendor directly and request that they allow you to cancel or reschedule due to the global emergency.

In addition, if you purchased your tickets with a credit card, you may be able to contact your credit card company to see if they are able to assist. Some credit card companies offer travel benefits such as insurance.

Again, we are here to support, so if you have specific questions about an event or a purchase, please contact the legal office directly.