

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 51-504**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**9 August 1996**

*Law*

**LEGAL ASSISTANCE, NOTARY, AND  
PREVENTIVE LAW PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Phil Donohoe)  
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This supplement implements and extends the guidance of Air Force Instruction (AFI) 51-504, 1 May 1996. It incorporates specific mission-related legal assistance requirements for Reserve members and their dependents and establishes annual statistical reporting requirements for Category A Reserve judge advocates. The AFI is printed word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

There were no changes to previous supplemental text.

1.4.2. In order to ensure Reserve members and their spouses are prepared for short notice deployment of the Reserve members, legal assistance involving wills and powers-of-attorney is permitted for spouses of those Reservists who are subject to short notice deployment. Staff Judge Advocates and Wing Commanders set priorities and decide whether these services can be provided.

1.5.3. In order to ensure Reserve members and their spouses are prepared for short notice deployment of the Reserve members, legal assistance involving wills and powers-of-attorney is permitted for spouses of those Reservists who are subject to short notice deployment. Staff Judge Advocates and Wing Commanders set priorities and decide whether these services can be provided.

1.10. In lieu of filing AF Form 435, Category A Reserve judge advocates are required to report the following legal assistance statistics each calendar year: total number of clients, total number of client visits, total number of wills prepared, total number of powers-of-attorney prepared, and total number of notarizations accomplished. Report these statistics concurrently to the NAF/JA and HQ AFRC/JAC no later than 31 January of the next year.

1.10.1. Category A Reserve judge advocates comply with the annual statistical reporting requirements related to deployment related legal assistance. The statistics required are the total number of deployment eligible personnel, the total number of personnel briefed on legal needs or who received deployment related legal assistance, and the percentage of personnel contacted. Report these statistics concurrently to the NAF/JA and HQ AFRC/JAC no later than 31 January of the next year.

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Assistant Vice Commander