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AFI 51-301, 1 July 2002, is supplemented as follows: (This supplement does not apply to the Air National Guard and United States Air Force Reserve units.) **The OPR for this supplement is AMC/JA (Major Kevin Greenfield).**

SUMMARY OF REVISIONS

This issuance updates the Air Mobility Command supplement by supplementing paragraphs **1.8.**, **1.8.5.**, **3.8.1.**, **3.12.**, **3.13.2.**, **3.15.**, **3.16.1.**, **5.5.1.**, **5.6.2.**, and **6.3.1.** There are no other significant revisions to this supplement. A bar (|) indicates revision from previous edition.

1.3. Report all requests for Department of Justice representation to HQ AMC/JA immediately after receipt of such requests.

1.8. When telephonic or message notification to AFLSA or Air Force Headquarters is required by the basic instruction, that notification will be provided to HQ AMC/JA and the appropriate Numbered Air Force (NAF)/JA. Information copies of all reports requests, statements, analyses, and other documents required by the basic instruction to be submitted to AFLSA or Air Force Headquarters will be sent to HQ AMC/JA and the appropriate NAF/JA.

1.8.5. When documents that may be of evidentiary value are in the possession of various staff agencies or other base units, and, therefore, subject to destruction through annual clearance of files or inadvertence, such documents should be removed to the associated legal office for preservation.

1.8.6. Information copies of litigation reports sent under this instruction will also be sent to the appropriate NAF/JA.

2.2.1. Notify HQ AMC/JA and appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACT or /JACE.

2.2.2. Send one copy to HQ AMC/JA and one copy to NAF/JA.

- 2.2.3.1. Send information copies to HQ AMC/JA and the appropriate NAF/JA.
- 3.6.3. Send information copies of the litigation report to HQ AMC/JA and the appropriate NAF/JA. Do **not** include supporting documents with these information copies unless specifically requested.
- 3.8.1. Send information copies of the litigation report to HQ AMC/JA and the appropriate NAF/JA. Do **not** include supporting documents with these information copies unless specifically requested.
- 3.9. Notify HQ AMC/JA and the appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACL.
- 3.10.4. Notify HQ AMC/JA and appropriate NAF/JA in the same manner immediately after notifying AFLSA/JACL(ULT).
- 3.12. Notify HQ AMC/JA and appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACL.
- 3.13.2. Any tax dispute letters, taxes, and environmental taxes must be reported through HQ AMC/JAC.
- 3.15. Notify HQ AMC/JA and appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACL
- 3.16.1. Notify HQ AMC/JA and appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACL.
- 4.2. Notify HQ AMC/JA and the appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACN.
- 5.5.1. Notify the appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACE and HQ AMC/JA.
- 5.6.2. Notify HQ AMC/JA and appropriate NAF/JA in the same manner and immediately after notifying AFLSA/JACL(ULT) and AFLSA/JACE.
- 6.3.1. Send an information copy to the appropriate NAF/JA.
- 7.1.2. Notify HQ AMC/JA and the appropriate NAF/JA immediately after notifying AFLSA/JACN.
- 9.3.4. Coordinate telephonically with HQ AMC/JA before consulting with HQ USAF/JAI or the appropriate division of AFLSA/JAC.

KEVIN J. CORCORAN, Colonel, USAF
Deputy Staff Judge Advocate