



**USAF ACADEMY LEGAL OFFICE**

2304 Cadet Drive, Suite 2100

USAFA, CO 80840

(719) 333-3920

# **USAFA LEGAL OFFICE INFORMATION**

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In accordance with AFI 51-304, Legal Assistance, Notary, Preventive Law, and Tax Programs, 22 August 2018, “legal assistance is contingent upon the availability of legal staff resources and expertise. The purpose of the legal assistance program is to support and sustain command effectiveness and readiness.”

**All legal assistance services will be provided by appointment only for the following categories:**

- Mobilization and deployment related legal assistance in support of command readiness
- Duty-related legal assistance (e.g., powers-of-attorney for Family Care Plans)
- Legal assistance for victims of crime referred by Victims’ Counsel
- Legal assistance for Exceptional Family Member – Special Education Law
- Legal assistance for wounded, ill, or injured Servicemembers
- Other exceptional circumstances as approved by the SJA

*Call our office at 719-333-3920 to make an appointment.* USAFA/JA does not provide walk-in services for legal assistance to include notary or powers-of-attorney.

**If I do not meet the above criteria, where else can I go for legal assistance?**

Active duty, retired, Air Reserve Component members on active orders, and their dependent family members can contact the following base legal offices for various legal services:

1. Peterson SFB (COS, CO) – 719-556-4872
2. Shriever SFB (COS, CO) – 719-567-5050
3. Fort Carson (COS, CO)– 719-524-4953
4. Buckley SFB (Aurora, CO) – 720-847-6444

For legal resources and information, you may go to the USAF Legal Assistance website at <https://aflegalassistance.law.af.mil> and click “Legal Information”. Useful information on a variety of legal topics, such as consumer affairs, family law, immigration/naturalization, and estate planning, can be found there.

To find a local licensed attorney, you may call the El Paso County Bar Association referral line at 719-473-9700 or visit their website at <https://www.elpasocountybar.org/public-resources> (attorney fees may apply).

**If I meet the criteria for legal services on USAFA and want to make a *Will, Living Will, or Power of Attorney*, where do I start?**

Access <https://aflegalassistance.law.af.mil>, click “Legal Worksheets”, and complete the appropriate legal worksheets prior to calling the legal office. Once you complete the worksheets, you will be given a ticket number. Provide your ticket number(s) to the legal office, so that they may schedule you for an appointment and draft your paperwork.

**When is the USAFA Legal Office open?**

*OFFICE HOURS*

- Monday – Friday, 0730 – 1700
- Closed on federal holidays and approved pass days

*LEGAL ASSISTANCE APPOINTMENT HOURS*

- Monday – Thursday, 0900 – 1500
- Friday, 1200 – 1500

**Contact Information**

Harmon Hall Office:  
2304 Cadet Drive, Suite 2100  
U.S. Air Force Academy, CO 80840  
Phone: 719-333-3920  
Fax: 719-333-3644

*The information provided in this document is meant for the sole use of Active-Duty service members, retirees, their families, and those individuals eligible for legal assistance. The information is general in nature and meant only to provide a brief overview of various legal matters. Rights and responsibility vary widely according to the particular set of circumstances in each case. Laws can vary across states, services, and civilian jurisdictions and laws are changed from time to time. Do not rely upon the general restatements of background information presented here without discussing your specific situation with a legal professional.*