



THE JBSA JURIST

VOLUME 4, ISSUE 6

JUNE 2018

Tips to Ensure a Smooth Move

PCS season is upon us. All across Joint Base San Antonio Military members will be packing up all their household goods in preparation for moving to their next duty station. Most of the time, military moves are accomplished with very little damage to the member's household goods but on occasion, the move does not go well. There have been incidents where the member's furniture suffers extensive damage, items are lost or stolen or on rare occasions, the member loses everything in his shipment due a fire on the moving van or the warehouse. A little preparation before you move, will help you substantiate your damages or loss in the event you need to file a claim when you arrive at your new duty station.

If you need to file a claim, you will need documentation of what you own, the condition of those items, and the value of those items. Make an inventory of what you own, it can be in writing or through photographs/video. If the worst happens, you want to be able to easily provide a list of everything you owned. If you decide to do a video inventory, make sure you open all the cabinets and closets to show what type of items you have stored there (the extent of your wardrobe, DVD collection, kitchenware, etc.). Try to capture the labels or brands to document the quality of the items you own. To help document the value of what you own, gather any purchase receipts you have in one file. This is particularly important with high-dollar and unusual items. If you own any antiques, make sure you have an appraisal from a qualified expert in the event the item is damaged. Finally, make a list of your high value items, to include the serial number if there is one.

Would you be able to replace the jewelry you inherited from your grandmother or a comic book collection you spent your entire childhood collecting or your child's baby pictures? If not, it is advisable to either hand-carry these items to your next destination or mail them (insured) to your new location. Make sure any of the items you are going to hand-carry or mail are removed from your home prior to the movers' arrival. You can lock them in your POV or ask a friend to hold them for you.

When the movers arrive, make sure they accurately list all the items on the inventory. If the mover simply lists "box" on the inventory without providing information about what is in the box, you will have difficulty substantiating your loss when you file a claim if the box is lost. Make them list "DVDs" and how many or "pots and pans," etc. Make sure they list every electronic item with the serial number on the inventory. The movers will frequently list codes on the line next to individual furniture items. Review these codes. If you recently purchased a new piece of furniture and it is still in pristine condition and there is a long list of codes which indicate it is scratched, scuffed and otherwise banged up, you need to object on the bottom of the inventory sheet. Do not sign the inventory until you have reviewed it and are sure it accurately reflects what you own.

When you arrive at your new duty station and your household goods are delivered, make sure all the damage you notice and missing items are annotated on the form the carrier will give you. If you notice additional damage or missing items as you unpack, you have 75 days to notify the carrier in writing.

AREA DEFENSE COUNSEL

ADCs are experienced judge advocates outside the local chain of command to allow Airmen completely confidential legal advice for criminal and adverse matters.

Ft Sam Houston: DSN 471-9679

Lackland: DSN 473-2924/2926

Randolph: DSN 487-2274

SPECIAL VICTIMS' COUNSEL

SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault claims.

JBSA (LAK, FSH, RND): DSN 473-4748

**PREPARE FOR YOUR
LEGAL ASSISTANCE APPOINTMENT**

LOG ONTO: <https://aflegalassistance.law.af.mil>

Wills & Power of Attorney Powers of Attorney

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

Legal Assistance

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment!
3. Please complete online survey!

**TO SCHEDULE AN APPOINTMENT CALL
ONE OF THE OFFICES BELOW**

JBSA-Ft Sam Houston

502 FSG/JA
2422 Stanley Road

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Tues 0800-1000 All eligible clients
Thurs 0800-1000 Active Duty only

Notary and Powers of Attorney

Mon-Thurs 0730-1630
Fri 0730-1200

**DSN 420-0169
Comm: 210-808-0169**

JBSA-Randolph

502 SFLSG/JA
1 Washington Circle, Bldg 100

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Tues 0900-1000 All eligible clients
Thurs 0900-1000 Active Duty only

Notary and Powers of Attorney

Mon-Fri 0800-1500

**DSN 487-6781
Comm: 210-652-6781**

JBSA-Lackland

502 ISG/JA
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Wed 0830-0930 All eligible clients

Notary and Powers of Attorney

Mon, Tues, Thurs, Fri 0830-1530
Wed 0830-1230

**DSN 473-3362
Comm: 210-671-3362**



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