



UNITED STATES MARINE CORPS
LEGAL SERVICES SUPPORT TEAM
LEGAL ASSISTANCE OFFICE
BOX 555031
CAMP PENDLETON, CA 92055-5031
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5800
LAO
30 Jan 2013

From: Legal Assistance Office
To: Unit Point of Contact

Subj: LEGAL ASSISTANCE OFFICE PRE-DEPLOYMENT BRIEF

1. Pre-deployment briefs focus on estate planning, powers of attorney, the Servicemembers Civil Relief Act (SCRA), identify theft, and other legal matters in order to assure readiness. The briefing attorney may also be available to notarize powers of attorney after the brief.
2. The briefing attorney will not conduct will executions at the brief. A Marine or sailor who wants a will should first attend an estate planning brief at 0900 on Monday, Wednesday, or Friday at the Legal Assistance Office (Building 22161). Personnel will then receive estate planning questionnaires, which they will complete, and then return to the Legal Assistance Office on a Monday, Wednesday, or Friday at 0730 to execute wills or related documents.
3. The Legal Assistance Office has attorney walk-in hours on Tuesday and Thursday mornings at 0730 and Wednesday afternoons at 1300. As a result, the Legal Assistance Office will be unable to support brief requests during those times.
4. If at least 100 powers of attorney are to be notarized, then the unit must provide a notary. Under 10 U.S.C. § 1044(a) and JAGMAN 0902(d), judge advocates, adjutants, legal officers, assistant legal officers, and O-4s and above may serve as notaries for all persons listed in JAGMAN 0706 as eligible for legal assistance.
5. Follow these guidelines to help ensure a successful brief:
 - a. Fill out and return via fax at (760) 725-5038 the attached worksheet at least two weeks before the requested brief date. Call the Legal Assistance Office at (760) 725-6558 to ensure the fax was received.
 - b. Ensure that all personnel bring DoD identification cards and pens.
 - c. Provide a classroom with PowerPoint capability, to include a projector and computer.
 - d. Provide a primary and secondary point of contact who will be present at the brief.

PRE-DEPLOYMENT BRIEF REQUEST FORM
 Legal Assistance Office, Legal Services Support Team – Camp Pendleton

General Information	
Unit:	Expected Deployment Date:
Primary POC Name:	Primary POC Phone Number (Office and Mobile):
Secondary POC Name:	Secondary POC Phone Number (Office and Mobile):
Requested Date of Brief (Provide Alternates):	Requested Time of Brief (Provide Alternates):
Location of Brief (Building Number):	Number of Personnel to Attend:
Do you want Power of Attorney's to be Notarized? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Notary to be provided if more than 100 Powers of Attorney to be Notarized:

Detailed Driving Directions from 22 Area to Location of Brief

Any Additional Information

I acknowledge my unit's obligations for a Pre-Deployment Brief from the Legal Assistance Office.		
_____	_____	_____
POC 1's Name	POC 1's Signature	POC 1's Email
_____	_____	_____
POC 2's Name	POC 2's Signature	POC 2's Email