



SHAKEY'S

LAW CORNER

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ANDERSEN LEGAL OFFICE



AIR FORCE SMOOTH MOVE WEBSITE



AIR FORCE LEGAL ASSISTANCE WEBSITE



SERVICES

Walk-in Legal Assistance:
Tuesdays - 1300-1400

Legal Assistance Appointments:
Thursdays - 1300-1430

Wills:
Wednesdays - 1330-1430

Notary & Power of Attorney:
Walk-in Monday-Friday

ANDERSEN LEGAL OFFICE HOURS

Monday & Tuesday	0900-1600
Wednesday	1200-1600
Thursday	1000-1600
Friday	0900-1600



Closed Weekends, Holidays, & PACAF Family Days.

CONTACT

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VISIT

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Bldg. 23003 (36th Wing HQ - First Floor)
Andersen AFB, Guam



UNDERSTANDING YOUR RESPONSIBILITIES AS AN EQUIPMENT CUSTODIAN



WHY THIS MATTERS

BEING AN EQUIPMENT CUSTODIAN = ACCOUNTABILITY FOR ASSETS
FAILURE CAN RESULT IN

- FINANCIAL LIABILITY
- DISCIPLINARY ACTION
- OR BOTH

YOUR CORE RESPONSIBILITIES

- ENSURE ALL EQUIPMENT IS SECURELY STORED
 - PROTECTED FROM THEFT, DAMAGE, MISUSE
- IMMEDIATELY REPORT:
 - MISSING ITEMS
 - SECURITY ISSUES
- YOU REMAIN RESPONSIBLE UNTIL OFFICIALLY RELIEVED IN WRITING

MISSING EQUIPMENT = SERIOUS ACTION

MISSING ITEMS MAY TRIGGER:

- FINANCIAL LIABILITY INVESTIGATION (FLIPL)
- LOST/STOLEN EQUIPMENT MUST BE INVESTIGATED

PCS/DEPLOYMENT ACTIONS

NOTIFY LEADERSHIP ASAP WHEN YOU:

- PCS
- DEPLOY



COMMANDER RESPONSIBILITIES

APPOINT RELIABLE CUSTODIANS

ENSURE:

- INITIAL & ANNUAL INVENTORIES ARE COMPLETED
- ENFORCE USE OF AF FORM 1297



INVENTORY RESPONSIBILITIES

- CONDUCT A FULL INVENTORY:
 - WITH OUTGOING CUSTODIAN
 - ANNUALLY THEREAFTER
- NEVER SIGN AN INVENTORY UNLESS:
 - YOU HAVE PHYSICALLY SEEN ALL ITEMS

EQUIPMENT ISSUE RULES

USE AF FORM 1297 FOR:

- TEMPORARY ISSUE OF EQUIPMENT

REAL-WORLD EXAMPLE

POOR ACCOUNTABILITY LED TO:

- **\$1.7 MILLION** IN LOST/STOLEN EQUIPMENT
- INVESTIGATION BY OSI

KEY REGULATIONS TO KNOW

- DODI 5000.64: ACCOUNTABILITY OF DOD EQUIPMENT (NON-IT)
- DAFI 23-111: EQUIPMENT ACCOUNTABILITY & MANAGEMENT
- DAFMAN 17-1209: IT ASSET MANAGEMENT (ITAM)

Car Renters **BEWARE!**



You could owe THOUSANDS if you don't understand your rental contract.

Two Airmen were charged \$28K+ and \$10K+ for damages to Taico rental cars. They only had limited liability insurance through personal insurance.

Taico Rent-A-Car (aka Japan Rent-A-Car) is one of the most popular rental companies because they are generally the cheapest. However, they have some of the worst contract terms for renters.

WHAT MOST RENTERS DON'T REALIZE

- **Even if you opt to pay extra for Collision Damage Waiver (CSW), you are still NOT fully covered**
- **You may still pay out of pocket for:**
 - **Total loss or theft**
 - **Hit-and-run damage**
 - **Broken windows/vandalism**

HOW TO PROTECT YOURSELF

- **Inspect the car BEFORE leaving the lot**
- **Take time-stamped photos/videos**
- **Make sure ALL damage is documented in your contract**
- **Check if your credit card offers rental coverage**
- **Consider full coverage insurance**

BOTTOM LINE

If you don't verify your coverage, you are financially responsible.



DRIVE SAFE!



STATUS of Discipline

JAN & FEB '26

Air Force Docket
<https://legalassistance.law.af.mil/AMJAMS/PublicDocket/docket.html>



NONJUDICIAL PUNISHMENTS

Andersen AFB commanders administered 3 Nonjudicial Punishment actions under Article 15 of the Uniform Code of Military Justice (UCMJ) for the following offenses:

Larceny: An A1C was caught on camera taking money from a lost wallet at his dormitory building. The Airman was issued a NJP, however, it was later downgraded to a LOR after the A1C admitted his crime, returned the money, and took full responsibility.

Underage Drinking; Assimilated Crimes Act: An Amn was caught in possession of an alcoholic beverage while under the age of 21. The Amn received a reduction to the rank of AB, suspended forfeiture of pay of \$1,203.00 for 2 months, restriction to base, 15 days extra duty, and a reprimand.

Willfully disobeying superior commissioned officer: A TSgt violated a no contact order and disobeyed a lawful command given by his superior commissioned officer. The TSgt received a reduction to the grade of SSgt and a suspended forfeiture of \$2,210.00 pay per month for 2 months.

ADMINISTRATIVE DISCHARGES

Andersen AFB commanders processed 4 Administrative Discharges.

Misconduct, Minor Disciplinary Infractions: A SrA was separated with an Under Honorable Conditions (General) service characterization for continuously showing up to work and various appointments late and forging documents.

Unsatisfactory Performance: An A1C was discharged due to unsatisfactory duty performance and failure to perform assigned duties. This member received multiple LORs and LOCs for failing to keep his dorm room clean.

Drug Abuse: An Airman was separated with an Under Honorable Conditions (General) service characterization for wrongfully ingesting Delta-8 Tetrahydrocannabinol (THC-8) and for wrongfully using marijuana.

Misconduct, Minor Disciplinary Infractions: An AB was separated with an Under Honorable Conditions (General) service characterization, for continuously showing up late to work, making false official statements, being drunk on duty, and submitting fake quarters slips.



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