



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

GENERAL RICHARD G. STILWELL UNITED STATES ARMY RESERVE CENTER
HEADQUARTERS, 22ND Legal Operations Detachment (LOD)
1920 HARRY WURZBACH HIGHWAY
SAN ANTONIO, TX 78209-6097

S: 01 April 2013

AFRC-RRC-LAM

11 February 2013

MEMORANDUM FOR All Active Component and National Guard/Reserve Component Judge Advocates, Paralegals, and Department of the Army Civilian Attorneys in the USAR Legal Command.

SUBJECT: The Judge Advocate General's Reserve Component TY 2013 Southwest Regional On-Site Legal Training Conference (OSLTC).

1. **Conference Invitation**: The upcoming TY 2013 Southwest Regional On-Site Legal Training Conference will be hosted by the 22d Legal Operations Detachment (LOD), at the Lavern E. Weber Professional Education Center (hereafter "PEC"), Camp Robinson, North Little Rock, Arkansas, from 19-21 April 2013. This invitation is extended to distinguished guests from TJAGLCS, USARLC, PP&TO, USARC, USACCA, the 63rd RRC, and to the Commanders and Service Members of the 1st, 117th and 128th LODs.

2. **To All Judge Advocates and Paralegals assigned to the DCO-West**. An Attendee's LOD Commander must preapprove any excusal from this training. Although space for attendance at the OSLTC will be limited to two-hundred and fifty (250) personnel from all services, including Active, National Guard and Reserve, civilian attorneys are cordially invited to attend. Late registrants shall call MSG Shirley Dawber at the 22d LOD (210-221-5264) to determine availability prior to arrival. The uniform for the OSLTC is "ACU" or appropriate business attire for civilians.

3. **OSLTC Pre-Registration**: Attendees will be able to access the registration packet on JAGCNET and at the PEC's website referenced in paragraph # 10 below beginning on or about 15 February 2013 until 01 April 2013. You must register for this OSLTC NLT the **suspense date of 01 April 2013** by completing and returning the registration form.¹ If you are participating in the voluntary luncheon, please follow directions provided on the registration form. The cost to participate in the luncheon is \$9.00. Please do not send cash through the mail and note that there will be no registration fee associated with this OSLTC.

¹ The National Guard PEC event registration site uses AKO authentication - but NOT CAC authentication - to process lodging reservation requests. Therefore, if personnel do not know, and cannot retrieve or change, their AKO password, they will instead need to use the "Alternative Registration" method also shown on the registration site. Please note that this method limits the registrants access to event documents contained on the NGPEC website.

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4. **Two-Step Registration Process:** There is a two-step registration process **Attendees MUST complete.** First, Attendees must register through the PEC's website. After registering through this website, the PEC will send Attendees a confirmation email informing them that they have successfully registered for the OSLTC and provide their confirmation numbers, which is for their room. Second, the Attendee must also complete the registration form in the PEC's "event files" or on JAGCNET and return the registration form as directed. Attendees may complete both registration steps on the PEC's website. However, if Attendees access, complete, and return the OSLTC registration form on JAGCNET, they must also register through the PEC to secure a room. **AN ATTENDEE MUST REGISTER ON THE PEC'S WEBSITE TO SECURE A ROOM.**

5. **ATRRS Registration:** Attendees must be registered in ATRRS. You can register now for the On-Site in ATRRS (JAO-1, Class 003, School code 181) through your unit's training NCO or UA.

6. **Conference Check-In/late Registration:** Check-in and OSLTC registration is Friday, 19 April 2013, from 0800-1300 hours. The OSLTC will begin promptly at 1300 hours. We will publish the Agenda for the OSLTC shortly.

7. **Military Instructions:** The focus of the OSLTC will be Military Justice and Criminal Law. Most or some of this training will qualify for mandatory continuing legal education credit with most State Bars. Enlisted training will focus on MOS related tasks and will be conducted by instructors from TJAGLCS, USAR LCMD, and USARC. Instructors from TJAGLCS as well as other distinguished guests will provide continuing legal education and professional development to Judge Advocates, paralegals, and civilian attorneys. Topics will include Military Justice, Criminal Law, and Professional Responsibility updates. Enlisted proficiency and refresher training will be conducted for paralegals. There will also be a Senior Leader Dinner on the evening of Saturday, 20 April.

8. **Luncheon and Senior Leader Dinner.** A luncheon featuring a noted speaker is scheduled for 20 April at the PEC. A Senior Leader Dinner will take place on the evening of 20 April 2013 at Boscors Restaurant in downtown Little Rock, Arkansas. More details and options for the luncheon food selections are provided on the registration form. You may access the menu for Boscors by accessing its website, <http://www.boscorsbeer.com/>. Transportation to the restaurant for the Senior Leader Dinner will be provided by the PEC.

9. **Amenities:** The PEC is located near the Downtown area of Little Rock Arkansas. Please refer to the state's website for further information on amenities and attractions in the area at <http://www.arkansas.com/places-to-go/>

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10. **Billeting.** The PEC is a National Guard Professional Education Training Center with hotel accommodations. There are dining facilities nearby. Each Attendee will make his or her own reservation directly with the PEC. There will be no charge to Attendee for rooms. Rooms are available at the PEC for the nights of Friday and Saturday 19-20 April 2013, under the group name of "Southwest Regional Legal Conference".

Attendees shall make individual reservations online at <https://events.pec.ngb.army.mil>. This is the sole method for reserving a room at the PEC. Military Attendees must stay at the PEC unless otherwise authorized by their unit Commander. The PEC's August 6, 2012 Policy Letter # 12, entitled "Billeting Usage", prohibits spouses and guests from staying at the PEC. If a spouse or a guest accompanies an Attendee to the OSLTC, any off-post lodging expenses will be the responsibility of the Attendee and will not be reimbursed.

11. **Ground Transportation from the Bill and Hillary Clinton National Airport in Little Rock, AR.** The PEC provides shuttle services from Little Rock Airport (LRA) to the PEC, buses leaving every hour, from 0500 hours until 2300 hours and from the PEC back to the LRA. The PEC shuttle pickup area is directly outside of the baggage claim area at the LRA. Commercial taxi services are also available and will be paid by the individual soldier. Because the PEC will provide free shuttle service, commercial taxi service fees will NOT be reimbursable.

12. **Parking.** On Camp Robinson, the OSLTC will be held in Militia Hall. Attendees who are authorized a vehicle and those who drive to the OSLTC may park their vehicles in the parking lot of Militia Hall or in the parking lot in the billeting area. Attendees are advised not to park in dedicated staff parking spaces.

13. **CLE:** Continuing Legal Education credits will be requested for the states of Texas, Louisiana, Oklahoma, Colorado, Wyoming, Arkansas, Arizona, California, Washington, Hawaii, and Georgia. If Service Members attending from other states wish to obtain CLE credits, we will provide proof of attendance, the Agenda, and instructors' bios at the OSLTC so that they may submit to their various states for CLE credits. POC for CLE Credits is MAJ Patrick T. Johnson, patrick.t.johnson@us.army.mil or 509-991-9047.

14. **Pay Status and Orders.** All soldiers assigned to other units may attend in an RST, ADT, or AT status as approved by their individual units. **Requests for Orders will be submitted directly to your unit. Do not submit Requests for Orders to the 22d LOD.**

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15. **Additional Information**: For further information, please contact LTC Micheal D. Watson at micheal.watson@us.army.mil, 404-842-7671, CPT DeShun D. Eubanks, mobile 214-766-5591, office 972-343-4134, and email address deshun.d.eubanks.mil@mail.mil, or MSG Shirley Dawber at shirley.j.dawber.civ@mail.mil, 210-221-5264.



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Commanding