

**UNCLASSIFIED**

78th Legal Operations Detachment  
Los Alamitos, CA  
141300UDEC15

**OPERATION ORDER 16-001 (Western Region On-Site Legal Training)**

**(U) References:**

- a. Army Regulation 27-1, Judge Advocate Legal Services, 30 SEP 96 (RAR 001, 13 SEP 2011).
- b. USAR Legal Command, USARLC Command Training Guidance (CTG) for Training Year 2016, 20 JAN 2015.
- c. USAR Legal Command WARNO 15-016, TY16 On-Site Legal Training, 02 AUG 15.
- d. TJAG Memorandum, Active/Reserve Component (AC/RC) Partnerships, 9 SEP 15.
- e. USAR Legal Command OPORD 15-017, TY16 On-Site Legal Training Events, 29 SEP 15.
- f. USAR Legal Command FRAGO 001 to OPORD 15-017, TY16 On-Site Legal Training Events, 13 OCT 15.
- g. 78th LOD WARNO 16-001, Western Region On-Site Legal Training, 29 OCT 15.
- h. USAR Legal Command FRAGO 002 to OPORD 15-017, TY16 On-Site Legal Training Events, 10 NOV 15.
- i. USAR Legal Command FRAGO 003 to OPORD 15-017, TY16 On-Site Legal Training Events, 10 NOV 15.

**Time Zone Used Throughout the Order: Uniform (PDT)**

**1. (U) SITUATION.** The 78th Legal Operations Detachment (LOD) will conduct the TY16 Judge Advocate General's Corps Western Region On-Site Legal Training (OSLT) from 22-24 JAN 16. All United States Army Reserve Legal Command (LC) personnel (Officer and Enlisted) are encouraged to attend an OSLT each year, although there is no regulatory requirement to do so. All Active Component, National Guard and Reserve Judge Advocates (JAs), Legal Administrators and Paralegals, all JAs assigned to an Individual Ready Reserve (IRR) or Individual Mobilization Augmentation (IMA) position, and all Legal Administrators and Paralegals assigned or attached to other United States Army Reserve (USAR) units (embedded JAs) are encouraged to attend.

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**2. (U) MISSION.** The 78th LOD will plan and execute the Western Region OSLT from 22-24 JAN 16 at Los Angeles Air Force Base, El Segundo, California, in order to enhance awareness and expertise in at least four (4) of the six (6) core competencies. See **ANNEX B** for the official invitation letter.

**3. (U) EXECUTION.**

**a. Commander's Intent.** The 78th LOD, with the assistance of additional Subject Matter Experts (SMEs) and guest speakers, shall conduct an OSLT from 22-24 January 2016 that will provide relevant, timely and high quality training and updates on four (4) of the six (6) core competencies, with an emphasis on Reserve application(s). The OSLT also will include specific required briefings. The end state will be "One Team" of legal professionals, highly qualified to apply critical legal skills in support of current and future military operations.

**b. Concept of Operations.**

(1) **Location.** The 78th LOD has secured the Gordon Conference Center at Los Angeles Air Force Base in El Segundo, California as the host location for the Western Region OSLT.

(2) **Sessions.** The Western Region OSLT shall last three (3) days and generally follow the Training Schedule to be published separately as a FRAGO to this OPOD. Attendance at all sessions is mandatory for all USAR Soldiers attending as participants, unless excused by the Commander of the 78<sup>th</sup> LOD. All sessions will start and end on time. The 78<sup>th</sup> LOD will provide the registration list to each participating LOD so that all registered Soldiers may be accounted for by their respective Commands. Attendees should not make travel arrangements requiring departure prior to noon on Sunday, 24 JAN 16.

(3) **Registration.** The 78th LOD Commander is responsible for maintaining a complete and accurate list of all attendees, including instructors, supporting staff and special guests. Soldiers attending the Western Region OSLT will complete and return the Western Region OSLT Registration Form AND register for enrollment through the Army Training Requirements and Resources System (ATRRS) no later than (NLT) 1 JAN 16. See **ANNEX C** for Western Region OSLT registration and ATRRS forms, which also are available through JAGCNET. The USARLC G7 will disapprove all requests for ATRRS enrollment that fail to meet the 1 JAN 16 suspense.

(4) **Eligibility.** LOD Soldiers who are mobilized are not eligible to attend the Western Region OSLT at USARLC expense. LOD Commanders will ensure that only those Soldiers who are not flagged and who have a current APFT, current PHA, and possess a valid security clearance will be considered eligible to attend.

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(5) **Attorney Instruction.** Designated instructors and SMEs will be scheduled to provide at least seven (7) hours of CLE-level legal instruction and one (1) optional hour of professional responsibility instruction. The training will cover four (4) of the six (6) core competencies: International and Operational Law; Administrative and Civil Law; Criminal Law; and Contract and Fiscal Law.

(6) **Warrant Officer Instruction.** At least seven (7) hours of separate legal operations training will be provided for Legal Administrators assigned to DCO West. Training will be coordinated by the USARLC G-7 Training Division, ICW TJAGLCS, the USARLC Command Chief Warrant Officer and the Warrant Officer of the JAG Corps.

(7) **Paralegal Instruction.** At least seven (7) hours of separate legal training will be provided for Paralegals. Training will be coordinated by the USARLC G-7 Training Division ICW the USARLC G-7 SGM, the USARLC CSM, and the TJAGLCS CSM. Each participating LOD will identify at least one (1) but no more than two (2) JA Commissioned Officer(s) (MAJ or below) to participate in the entire JAGEX during the enlisted breakout and will serve as notional Brigade Judge Advocates.

(8) **Required Legal Briefings.** In addition to the training described above, the following required non-legal briefings will occur: Commanding General, USARLC; AC General Officer; Regional Council of Colonels (RCC) – AC/RC Regional Leads (addressing the plenary session); Personnel Plans & Training Office (PPTO); DIILS Strategic Overview; US Army Reserve Command (USARC); and a set-aside block for AC/RC Senior Leader breakout(s) (comprised of only those that typically participate in that RCC and any General Officers that wish to attend, and will occur during plenary sessions).

(9) **CLE Credit.** Continuing Legal Education will be requested for the states of Washington, California, Oregon, Alaska, Idaho, Arizona, and Utah. Maximum Continuing Legal Education (CLE) credit will be sought for as many participants as reasonably possible. Each participating LOD will be responsible for designating an Assistant CLE Coordinator and working to pursue the maximum CLE for the states covered by their respective LOD. Once appointed, the Assistant CLE coordinator will contact the 78th LOD CLE Coordinator, CPT Matthew Dill, for further instructions.

(10) **Attending LODs.** Within the USARLC, the Western Region OSLT is the designated on-site legal training for Soldiers assigned to the 6th, 75th, 78th, 87th, and 117th LODs, as well as all Legal Administrators assigned to DCO West. Requests for exceptions may be approved for exigent circumstances, and should be submitted in writing to the USARLC G7.

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(11) **Course Materials and OSLT Information.** All course materials for the Western Regional OSLT, as well as maps and information about the local area, will be available to download on JAGCNET/JAGU NLT 15 Jan 16.

(12) **Course Evaluations.** Course evaluations will be collected from all participants, and will be requested prior to departure from the OSLT.

(13) **After Action Report.** An After Action Report (AAR) will be submitted to the LC G7 within 30 days of completion of the Western Region OSLT.

**c. Tasks to Supporting/Attending LODs.**

(1) **Rental Cars.** Participating LOD Commanders will submit a roster of all attendees, indicating which personnel have been selected to have a rental car, to MSG Joanne Sykes at [joanne.sykes.mil@mail.mil](mailto:joanne.sykes.mil@mail.mil) for RFO approval NLT 18 December 2015.

(2) **Assistant On-Site Training Coordinator.** Participating LOD Commanders will designate an Assistant On-Site Training Coordinator (OSTC), who will provide liaison and assistance to the 78<sup>th</sup> LOD, as requested. Submit names to the overall OIC (LTC Smith) NLT 3 Jan 16.

(3) **Notional BJAs.** Participating LOD Commanders will identify at least one (1) but no more than two (2) JA Commissioned Officer(s) (Major or below) that will participate in the entire JAGEX during the enlisted breakout and will serve as notional Brigade Judge Advocates. Efforts should be made to identify volunteers who are not concerned about CLE. LODs that have not submitted names to the overall OIC (LTC Smith) and NCOIC (SSG Lazo) must do so immediately. The overall OIC will submit the names to LC NLT 3 Jan 16.

(4) **Assistant CLE Coordinator.** Participating LOD Commanders will designate an Assistant CLE Coordinator, who will pursue the maximum CLE for the states covered by their respective LOD. LODs that have not submitted names to the Action OIC (CPT Dill) must do so immediately.

(5) **ATRRS.** Participating LOD Commanders are responsible for ensuring that only "eligible" Soldiers attend (i.e., Soldiers who are not flagged and who have a current APFT, current PHA and possess a valid security clearance), and that those Soldiers have registered for the Western Region OSLT through ATRRS, and submitted their registration form, NLT 3 JAN 16. The Western Regional OSTL course number for ATRRS is School: 181, Course: JAO-1. **The attending Soldier's unit, not the 78th LOD, is responsible for processing their Soldiers in ATRRS. ATRRS no-shows will be reported to the LC.**

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(a) Email the completed registration form to SFC Juan Andrade at [juan.d.andrade.mil@mail.mil](mailto:juan.d.andrade.mil@mail.mil), telephone 562-795-2699.

(b) SFC Andrade will acknowledge receipt of the registration form via return E-mail. If you do not receive an E-mail within 72 hours, then the registration form was not received.

(6) **DTS.** Participating LOD Commanders must ensure their attending Soldiers have initiated travel authorizations in DTS NLT 22 Dec 15.

(7) **Participant Roster.** Attending LOD Commanders should maintain a list of participants from their units. Such lists should be submitted to the 78th LOD NLT 3 JAN 16. LOD Commanders are responsible for the safe movement of all personnel attending the OSLT.

(8) **Lodging.** Attending LOD Commanders must ensure that Soldiers who require lodging have reservations NLT 3 JAN 16. Once the lodging contract process is complete, lodging information will be published separately as a FRAGO to this OPORD.

**d. Coordinating Instructions.** Uniform is ACU for military and appropriate civilian attire for civilians. Headgear is the patrol cap.

**4. (U) SUSTAINMENT.**

**a. Funding.**

(1) **Attendee Status.** IAW LC guidance, this OSLT will be planned to minimize expenses to the United States Army Reserve. Soldiers will attend in an AT status unless an exception applies. See Legal Command OPORD 15-017 for more information relevant to orders and attendee status.

(2) **TDY and Per Diem.** Soldiers who reside outside of a 50-mile radius from the OSLT are entitled to TDY for Friday, Saturday and Sunday, including lodging for Friday and Saturday night. Soldiers who reside outside of a 300-mile radius from the OSLT may receive TDY for Thursday, including lodging, unless travel arrangements can be made for timely arrival at the OSLT NLT 1300 Friday. Every effort must be made to mitigate travel expenses (e.g., compare flight options and airport options, limit rental car use, if authorized rental, maximize occupants, etc.). **Travel Authorizations must be initiated (through DTS) by individual travelers NLT 22 Dec 15.**

(3) No registration fees for instructional materials will be assessed.

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**b. Transportation/Lodging.**

(1) **Transportation.** Los Angeles International Airport (LAX) is approximately 10 minutes from the On-Site location and is recommended due to its proximity and convenience in regards to arranging ground transportation. Other airport options include Long Beach Airport (LGB) and John Wayne Airport, Orange County (SNA). Attendees arriving by plane are responsible for their own transportation from the airport to the hotel and back. Commercial transportation is also available to and from local airports. Super Shuttle offers transportation to and from LAX to the designated hotels for approximately \$16 one way. Reservations can be made at <https://reservations.supershuttle.com>.

(2) **Lodging.**

(a) The Legal Command, in conjunction with the 78th LOD, is currently in the process of contracting for lodging. Once the lodging contracts have been finalized, further guidance will be published as a FRAGO to this OPOD. At that time, absent a statement of non-availability issued by the 78th LOD, Legal Command Soldiers must lodge at one of the identified locations. Soldiers who lodge elsewhere without first obtaining a statement of non-availability will not receive reimbursement of lodging fees.

(b) To facilitate travel arrangements and ensure the responsible use of travel funds, Legal Command Soldiers will be lodged at the hotel that will be designated for their LOD, or if that hotel is full, at another designated hotel. Legal Command Soldiers in the rank of 2LT to MAJ, WO1 to CW3 and PVT to SFC, will be required to share a room. LOD Commanders will develop On-Site manning rosters that indicate room sharing arrangements and submit them to the 78th LOD NLT 4 January 2016. Attendees from units outside Legal Command may reserve a room at any of the hotels to be identified, if they choose to do so. See **ANNEX D** for possible local hotel options for non-Legal Command personnel. Recommend using these hotels, as opposed to Air Force Inns at Fort MacArthur, or other hotels in San Pedro, as they may be too far away in Los Angeles traffic.

(3) **Rental Cars.** Within Legal Command, one rental car will be authorized for every four attendees. Attendees with authorization for rental cars will be responsible for the transportation of other attendees sharing the rental. LOD Commanders will submit a roster of all attendees, indicating which personnel have been selected to have a rental car, to MSG Joanne Sykes at [joanne.sykes.mil@mail.mil](mailto:joanne.sykes.mil@mail.mil) for RFO approval NLT 18 December 2015.

**5. (U) COMMAND AND CONTROL.**

a. All units/staff will work through their appropriate command channels.

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b. COL David Wallace, Commander of the 78th LOD, will be the OSLT host, and will coordinate with Commanders of attending units as per LC OPORD 15-017. Commanders and special staff can reach COL Wallace at [david.b.wallace.mil@mail.mil](mailto:david.b.wallace.mil@mail.mil); 562-795-2699.

**ACKNOWLEDGE:** Acknowledge receipt of this order to LTC Jeannine Smith at [jeannine.m.smith4.civ@mail.mil](mailto:jeannine.m.smith4.civ@mail.mil) NLT 18 Dec 15.

WALLACE  
COL

OFFICIAL:  
LTC Jeannine Smith  
78<sup>th</sup> LOD On-Site OIC

ANNEXES:  
Annex A (78th LOD Key Personnel Listing)  
Annex B (Western Region OSLT Invitation Letter)  
Annex C (Western Region OSLT Registration and ATRRS Forms)  
Annex D (Local Hotel Options for Non-Legal Command Personnel)

DISTRIBUTION:  
6th LOD  
75th LOD  
87th LOD  
117th LOD  
USARLC  
    G357  
    G4  
    G8

CF:  
TJAG (DAJA-ZA)  
DJAG (DAJA-ZB)  
AJAG for MLO (DAJA-ZD)  
CDR, USALSA (JALS-ZA)  
CDR, TJAGLCS (ALCS-ZA)  
Sp.Asst. to TJAG  
PP&TO (DAJA-PT)

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USATDS, (JALS-TD)  
USARC SJA (ARRC-JA)  
WO of the Corps (DAJA-PTW)  
Regimental CSM (DAJA-SM)  
CSM/Commandant of NCO Academy (ALCS-ZA)  
Executive, Reserve (IMA), OTJAG

**ANNEX A**  
**2016 WESTERN REGION ONSITE**  
**HOSTED BY 78TH LOD, 22-24 JAN 2016, LA AFB, CA**

<b>POSITION / POC INFORMATION</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>COMMANDER</b>	COL Dave Wallace	david.b.wallace.mil@mail.mil dave.wallace@usdoj.gov	619-944-2017 cell
<b>DEPUTY COMMANDER</b>	LTC David Larson	david.p.larson.mil.@mail.mil david.p.larson@usps.gov	801-209-5933 cell
<b>TRAINING NCO (AGR)</b>	SFC Juan Andrade	juan.d.andrade.mil@mail.mil	562-795-2699 office 410-924-1122 cell
<b>ACTION OIC</b>	LTC Jeannine Smith	jeannine.m.smith4.civ@mail.mil jeannine.m.smith4.mil@mail.mil jeanninemsmith@gmail.com	703-296-0246 cell (US) 619-793-8100 home (US) 01149-6308-994-8424 home (Germany)
<b>ACTION WARRANT OFFICER (No Warrant Officer at the 78th)</b>	CPT Jessica Rivas	jessica.c.rivas.mil@mail.mil jdeleon@nyu.edu	661-904-7824 cell
<b>ACTION NCOIC</b>	SSG Carlo Lazo	carlo.m.lazo.mil@mail.mil emailcarlolazo@gmail.com	714-723-7222 cell
<b>A/V COORDINATOR / JAGU POCs</b>	SGT Yoo	brian.h.yoo.mil@mail.mil commit2apply@yahoo.com	818-470-7076 cell
	SPC Annette Hidalgo	annette.s.hidalgo.mil@mail.mil	
<b>CLE COORDINATOR</b>	CPT Matthew Dill	matthew.g.dill3.mil@mail.mil	661-400-8108 cell
<b>PROTOCOL OFFICER</b>	CPT Joel Lofton	joel.l.lofton.mil@mail.mil loftonjl@yahoo.com	818-730-3605 cell
<b>GO ESCORT</b>	CPT Jessica Rivas	jessica.c.rivas.mil@mail.mil jdeleon@nyu.edu	661-904-7824 cell
<b>GO ESCORT</b>	CPT Michael Chen	michael.h.chen.mil@mail.mil mhhchen@gmail.com	626-253-5661 cell
<b>BJA FOR ENLISTED BREAKOUT JAGEX</b>	CPT David Malone	david.l.malone16.mil@mail.mil david.l.malone@cbp.dhs.gov	

In case of emergency, Gordon Conference Center personnel (area code 310): SSgt Sinclair - 653-2150, SrA Bridges - 653-2063, SrA Copeland - 653-2482, Mr. Kindred - 653-2077, Ms. Harris – 653-2062, Ms. Green – 653-2060, Mr. Barton – 653-2149

## ANNEX B



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
78TH LEGAL OPERATIONS DETACHMENT  
4201 SARATOGA AVE, BLDG 17  
JOINT BASE LOS ALAMITOS  
LOS ALAMITOS, CA 90720

AFRC-LMD-AO

23 November 2015

MEMORANDUM FOR All Active Component and National Guard/Reserve Judge Advocates and Paralegals

SUBJECT: The 2016 Western Region On-Site Legal Training, Los Angeles Air Force Base, El Segundo, California, 22-24 January 2016

1. **Invitation:** The 2016 Western Region On-Site Legal Training, hosted by the 78th LOD, will take place 22-24 January 2016 at the Gordon Conference Facility at the Los Angeles Air Force Base in El Segundo, California. USAR and National Guard Judge Advocates and Paralegals within the Western Region are invited to attend. Active Component Staff Judge Advocates within the Western Region and their staffs are also invited.

2. **Pre-Registration:** Attendees must submit a pre-registration form (enclosed) as soon as possible, but NLT 1 January 2016. Please note that space at the On-Site is extremely limited. Once capacity is reached, we will not be able to add additional attendees. Send pre-registration forms to the 78<sup>th</sup> LOD via email at [carlo.m.lazo.mil@mail.mil](mailto:carlo.m.lazo.mil@mail.mil). Please note that there is no registration fee associated with this On-Site.

3. **ATRRS Registration:** All attendees must be registered in ATRRS NLT 1 January 2016. Requests for ATRRS enrollment after 1 January 2016 will not be approved. You can now register for the On-Site in ATRRS (School 181, Course JAO-1, Class 001) through your unit's ATRRS Operator, using the enclosed form.

4. **Check-In/Registration:** On-Site registration will be Friday, 22 January 2016, from 1000-1250 hours. The On-Site will begin promptly at 1300 hours. The On-Site will be conducted from 0800 until 1700 hours on Saturday, 23 January 2016, and from 0800 until 1200 hours on Sunday, 24 January 2016. The uniform for the On-Site is ACU (or service equivalent) with patrol cap. Civilian personnel will attend in business attire. Attendees will need to provide a copy of their military orders at registration.

5. **Instruction:** Instructors from TJAGLCS as well as other distinguished guests will provide continuing legal education and professional development focused on four of the six core competencies. As of this date, topics will include updates in Military Justice; Contract and Fiscal Law; International and Operational Law; and Administrative and Civil Law. Enlisted proficiency and refresher training will be conducted for Paralegals through break-out sessions also covering core competency subjects. Legal Administrators also will receive dedicated training.

ANNEX B

## ANNEX B

AFRC-LMD-AO

SUBJECT: The 2016 Western Region On-Site Legal Training, Los Angeles Air Force Base, El Segundo, California, 22-24 January 2016

6. **Lodging:** The Legal Command, in conjunction with the 78th LOD, is currently in the process of contracting for lodging. Once the lodging contracts have been finalized, further guidance will be issued regarding specific accommodations. At that time, absent a statement of non-availability issued by the 78th LOD, Legal Command Soldiers must lodge at one of the identified locations. Soldiers who lodge elsewhere without first obtaining a statement of non-availability will not receive reimbursement of lodging fees.

7. **Hotel Reservations:** To facilitate travel arrangements and ensure the responsible use of travel funds, Legal Command Soldiers will be lodged at the hotel that will be designated for their LOD, or if that hotel is full, at another designated hotel. Legal Command Soldiers in the rank of 2LT to MAJ, WO1 to CW3 and PVT to SFC, will be required to share a room. LOD Commanders will develop On-Site manning rosters that indicate room sharing arrangements and submit them to the 78th LOD NLT 4 January 2016. Attendees from units outside Legal Command may reserve a room at any of the hotels to be identified, if they choose to do so.

8. **Transportation:** Los Angeles International Airport (LAX) is approximately 10 minutes from the On-Site location and is recommended due to its proximity and convenience in regards to arranging ground transportation. Other airport options include Long Beach Airport (LGB) and John Wayne Airport, Orange County (SNA). Attendees arriving by plane are responsible for their own transportation from the airport to the hotel and back. Within Legal Command, one rental car will be authorized for every four attendees. Attendees with authorization for rental cars will be responsible for the transportation of other attendees sharing the rental. Submit a roster of all attendees, indicating which personnel have been selected to have a rental car, to MSG Joanne Sykes at [joanne.sykes.mil@mail.mil](mailto:joanne.sykes.mil@mail.mil) for RFO approval NLT 18 December 2015. Commercial transportation is also available to and from local airports. Super Shuttle offers transportation to and from LAX to the designated hotels for approximately \$16 one way. Reservations can be made at <https://reservations.supershuttle.com>.

9. **CLE:** Continuing Legal Education will be requested for the states of Washington, California, Oregon, Alaska, Idaho, Arizona, and Utah.

10. **Administrative Information:** Additional administrative information and training materials will be provided electronically by means of the Western Region On-Site page on JAG University (JAGU) (<https://jagu.army.mil>). The Western Region On-Site JAGU page will be available to attendees no later than one month prior to the On-Site. We will send you additional instructions on accessing the page once it becomes available.

## ANNEX B

AFRC-LMD-AO

SUBJECT: The 2016 Western Region On-Site Legal Training, Los Angeles Air Force Base, El Segundo, California, 22-24 January 2016

11. For further information, or if you have additional questions, please contact SFC Juan Andrade at [juan.d.andrade.mil@mail.mil](mailto:juan.d.andrade.mil@mail.mil) or DSN 562-795-2699, or SSG Carlo Lazo via email at [carlo.m.lazo.mil@mail.mil](mailto:carlo.m.lazo.mil@mail.mil). The On-Site OIC is LTC Jeannine Smith at DSN 314-590-2131, or via email at [jeannine.m.smith4.civ@mail.mil](mailto:jeannine.m.smith4.civ@mail.mil).

Encl  
as



DAVID B. WALLACE  
COL, JA, USAR  
Commanding



## ANNEX C

2016 Western On-Site Legal Training

Pre-Registration Form

22-24 January 2016



1. Please fill out the pre-registration form completely and legibly.
2. Pre-registration forms must be sent to SSG Carlo Lazo at [carlo.m.lazo.mil@mail.mil](mailto:carlo.m.lazo.mil@mail.mil) **NLT 1 JAN 2016**.

### PERSONAL INFORMATION

Prefix/Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Component (TPU/AGR/IMA/IRR/AD): \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

Unit of Assignment: \_\_\_\_\_ Unit Phone Number: \_\_\_\_\_

Duty Position: \_\_\_\_\_ Military Service Branch: \_\_\_\_\_ Branch Code/MOS \_\_\_\_\_

State Bar(s) Admitted \_\_\_\_\_ I will be staying at (Hotel) \_\_\_\_\_

I have registered in ATRRS  Yes  No (ATRS registration is Mandatory to attend this course)

\* DATA REQUIRED BY THE PRIVACY ACT: **Authority:** 10 USC 3021 (B) and (G). **Principal Purpose:** To obtain information necessary to administer student participation in training courses. **Routine Use:** Used to process applications for training, record student information in the Army Training Requirements and Resources System (ATRS), maintain student records, and perform administrative functions inherent in student administration. **Disclosure:** Failure to provide information could result in applicant not being able to attend the On-Site course and or get the requisite credit for attendance.

# USAR LEGAL COMMAND

## ATRRS COURSE APPLICATION



Request Date:  Clearance Level  Duty POSN:   
Gender  Component Status  ETS/MRD Date

### APPLICANT DATA

UIC  Rank or GS  SSN  MOS/Branch   
Last Name:  First Name:  Initial:   
Address   
City  State  Zip Code   
Home Phone  Work Phone   
AKO Email   
Comments

### COURSE INFORMATION

FY  School#  Course#  Phase   
Course Title  Location   
Course Length  Distance Learning  Yes  No  
Report Date  Start Date  End Date   
Alternate Course Date: Class #   
Report Date  Start Date  End Date

### ADDITIONAL INFORMATION

Date of Last Passed APFT  Height  Weight  Date of Last PHA   
(Passed APFT/Height/Weight date must be within 12 months of the start date of requested course)  
Profile  No  Yes Yes For   
Flagged  No  Yes Yes For

### I UNDERSTAND THE FOLLOWING:

1. This application will be submitted for enrollment into the above ATRRS course for the dates requested.
2. An application does not guarantee I have a reserved seat for the above ATRR course.
3. I may be required to take and pass an APFT 30, 60, or 90 days prior to the report date of the above ATRRS course.
4. I may be required to be height and weight compliant 30, 60, or 90 days prior to the report date of the above ATRRS course, IAW AR 600-9.
5. If I have any N0-Shows to any course, I can't be enrolled into another course for 12 months from the end date of the course I failed to attend.
6. If I don't meet the prerequisites for the course, I will no be enrolled.
7. My first line leader will ensure that I meet all of the requirements prior to attendance.

Soldier  Date   
First Line Leader  Date   Approve  Disapprove  
Commander  Date   Approve  Disapprove

**ANNEX D**  
**2016 WESTERN REGION ONSITE**  
**HOSTED BY 78TH LOD, 22-24 JAN 2016**  
**LA AFB, CA -- LOCAL HOTEL OPTIONS (FOR NON-USARLC PERSONNEL)**

<b>Hotel</b>	<b>Address</b>	<b>Phone #</b>	<b>Distance To LA Air Force Base</b>
Hilton Garden Inn	2100 E Mariposa Ave., El Segundo, CA 90245	310-726-0100	0.8 Mile
Hyatt Place LAX	750 N. Nash St., El Segundo, CA 90245	310-322-2880	1.2 Miles
Courtyard	2000 E. Mariposa Ave., El Segundo, CA 90245	310-322-0700	1 Mile
Residence Inn	2135 E. El Segundo Blvd., El Segundo, CA 90245	310-333-0888	0.6 Mile
Candlewood Suites	11410 Hawthorne Blvd., Hawthorne, CA 90250	310-973-3331	3.0 Miles