



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
6TH LEGAL OPERATIONS DETACHMENT
9700 TANK TRAIL ROAD
JOINT BASE LEWIS-MCCHORD, WA 98433

AFRC-LMD-AE

25 January 2015

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

SUBJECT: The 2015 Western Region On-Site Legal Training, Armed Forces Reserve Center, Moffett Field, California, 17-19 April 2015

1. **Invitation:** The 2015 Western Region On-Site Legal Training, hosted by the 6th LOD, will take place 17-19 April 2015 at the Armed Forces Reserve Center, Moffett Field, CA. 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 6 March 2015. Please note that space at the On-Site is extremely limited. Once capacity is reached, we will not be able to add additional attendees and we do not expect to have room for walk-ins to attend. Send pre-registration forms to the 6th LOD via email at erin.m.marrero2.mil@mail.mil.

3. **ATRRS Registration:** All attendees must be registered in ATRRS. You can now register for the On-Site in ATRRS (School 181, Course JAO-1, Class 002) through your unit's ATRRS Operator.

4. **Check-In/Registration:** On-Site registration will be Friday, 17 April 2015, 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, 18 April 2015, and from 0800 until 1200 hours on Sunday, 19 April 2015. The uniform for the On-Site is ACU (or service equivalent). 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 the six core competencies. Topics will include updates in Military Justice; Contract and Fiscal Law; International and Operational Law; Legal Assistance; Claims; and Administrative and Civil Law. Enlisted proficiency and refresher training will be conducted for Paralegals through break-out sessions also covering core competency subjects.

6. **Lodging:** The Legal Command, in conjunction with the 6th LOD, is currently attempting to contract for lodging. As such, the 6th LOD has reserved a block of rooms at three separate

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locations (listed in para. 7 below). These blocks of rooms will be available until 27 March 2015. Absent a statement of non-availability issued by the 6th LOD, Legal Command Soldiers must lodge at one of these three 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 designated below for their LOD, or if that hotel is full, at one of the other two designated hotels. Legal Command Soldiers in the rank of 2LT to LTC, and PVT to MSG, 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 6th LOD NLT 27 March 2015. Attendees from units outside Legal Command may reserve a room at any of the listed hotels.

a. **75th and 78th LOD:** Navy Lodge Moffett, 593 Vernon Avenue, Mountain View, California 94043. Make reservations by calling the Navy Lodge at 650-962-1542. Please indicate that you are with the Western Region On-Site. The Navy Lodge is the most convenient location in relation to the Armed Forces Reserve Center, the NASA Ames Research Center, and Moffett Field. The Lodge has just completed renovations to all rooms.

b. **6th & 87th LOD:** Sheraton Sunnyvale, North Mathilda Avenue, Sunnyvale, California 94089. Make reservations by calling 408-745-6000 (Hotel) or 1-800-325-3535 (Central Reservations) or via the web at <https://www.starwoodmeeting.com/Book/JAGregional>. Please provide the **Group Code JD16AA**. The Sheraton will provide guests with the option of a buffet breakfast for an additional \$10 per day (regular price is \$20). Please notify the hotel at the time of check-in if you intend to use this option. The hotel will also, depending on availability, provide a shuttle from the San Jose Airport to the hotel. Please contact the hotel at 408-745-6000 in advance of arrival to schedule the shuttle.

c. **117th LOD:** Hampton Inn & Suites Mountain View, 390 Moffett Boulevard, Mountain View, California 94043. Make reservations by calling the hotel at 650-988-0300. Please provide the **Reservation Code C_600**. The Hampton Inn & Suites is the most convenient location for visiting downtown Mountain View.

8. **Transportation:** San Jose International Airport (SJC) is approximately 15 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 San Francisco International (SFO) and Oakland International (OAK). 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 names of attendees selected to have a rental car to MSG Mungaray at claudio.a.mungaray.mil@mail.mil for RFO approval NLT 6 March 2015. Commercial transportation is also available to and from

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the airport. Super Shuttle offers transportation to and from the San Jose Airport to the designated hotels for approximately \$25 one way. Reservations can be made at <https://reservations.supershuttle.com>.

9. **Luncheon:** Depending on interest and availability, the 6th LOD is considering organizing an optional catered buffet lunch on Saturday, 18 April 2015. Please indicate on the pre-registration form if you are interested in the catered lunch. The cost would be \$10 to \$15 per person. Please plan to bring cash or check to pay for the luncheon at the time of registration.

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

11. **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 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.

12. For further information or if you have additional questions, please contact SFC Erin Marrero at 253-477-3252, or via email at erin.m.marrero2.mil@mail.mil. On-Site OIC is LTC Neil Floyd at 253-653-2781, or via email at charles.n.floyd@ice.dhs.gov.

Encl

RONDA W. SUTTON
COL, JA
Commanding