

OPERATION ORDER 15-01 (Midwest Regional OSLTC)

ANNEX B



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
1st LEGAL OPERATIONS DETACHMENT
GENERAL RICHARD G. STILWELL UNITED STATES ARMY RESERVE CENTER
1920 HARRY WURZBACH HIGHWAY
SAN ANTONIO, TX 78209-6097

AFRC-LMD-AA

16 March 2015

MEMORANDUM FOR All Active Component, National Guard and Reserve Judge Advocates, Legal Administrators and Paralegals Located in the Midwest Region

SUBJECT: The 2015 Midwest Region On-Site Legal Training Conference, Fort Leavenworth, Kansas, 15-17 May 2015

- 1. Conference Invitation:** The upcoming 2015 Midwest Region On-Site Legal Training Conference (OSLTC), hosted by the 1st LOD, will take place 15-17 May 2015, at the Frontier Conference Center, Fort Leavenworth, Kansas.
- 2. Conference Pre-Registration:** Attendees will be able to download the registration packet on JAGCNET beginning about 16 March 2015 until about 1 May 2015. You must register for this on-site by completing the registration form and returning it to the 1st LOD via email to CPT Nichole Stahl (see para. 11). Please do not send cash through the mail. There will be no registration fee associated with this On-Site.
- 3. ATRRS Registration:** Attendees must be registered in ATRRS. You can register now for the On-Site in ATRRS (School 181, Course JAO-I, Class 003) through your unit's training NCO or Unit Administrator.
- 4. Conference Check-In/Registration:** OSLTC registration check-in is Friday, 15 May 2015, from 1000-1250 hours. The OSLTC will begin promptly at 1300 hours. The OSLTC will take place from 1300 until 1630 hours on Friday; from 0800 until 1630 hours on Saturday; and from 0830 until 1100 hours on Sunday, 17 May 2015. The uniform for the OSLTC is ACU (or service equivalent). Civilian personnel will attend in business attire. Check in at the Hilton Kansas City Airport is at 1500 hours, so changing areas will be available prior to the beginning of the On-Site.
- 5. Instruction:** Instructors from TJAGLCS as well as other distinguished guests will provide continuing legal education and professional development to Judge Advocates, paralegals, legal administrators, and civilian attorneys. Topics will address Judge Advocate core competencies.

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6. **Hotel Reservations:**

a. Make your reservations directly with the Hilton Kansas City Airport at 8801 NW 112th Street, Kansas City, Missouri 64153, by calling (816) 891-8900 and inform them that you are attending the “**Army Midwest Regional On-Site**” or group code “**JAG**” from 15-17 May 2015. Rooms are reserved at the government rate of \$106.00 per night. Reservations need to be made by 1 May 2015 to ensure room availability. Hilton provides a complimentary shuttle from the Kansas City Airport to the hotel, but not from the hotel to Fort Leavenworth. The hotel is located approximately 21 miles from the Frontier Conference Center.

b. **For personnel assigned to the USARLC:** Officers in grades O5 and below and Enlisted in grades E8 and below are required to register with a roommate. LOD commands are responsible for coordinating roommate assignments for their assigned personnel. Single occupancy is not allowed per LC guidelines. Only one Soldier will pay and be reimbursed for lodging. Please note your roommate on the registration form.

7. **Transportation:** For those attendees arriving by air, you are responsible for your own transportation from the airport to the OSLTC and return. LODs are responsible for providing ground transportation for their assigned Soldiers, and are encouraged to utilize 15-passenger vans.

8. **Ice Breaker:** There will be an ice breaker at the Hilton Hotel Friday, 15 May 2015, at the Hilton Hotel from 1800-2000. Attendance is voluntary. A cash bar will be available.

9. **CLE:** Continuing Legal Education will be requested for the states of Texas, Oklahoma, Missouri, and Kansas.

10. Attendees will need to provide a copy of their military orders at registration.

11. For further information, please contact CPT Nichole Stahl at nichole.m.stahl.civ@mail.mil/619-436-8725 or MSG Beth Kissee at elizabeth.a.kissee.mil@mail.mil/512-627-3514.



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