



REPLY TO THE  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**9TH LEGAL OPERATIONS DETACHMENT**  
165 N. YEARLING ROAD  
WHITEHALL, OHIO 43213

AFRC-LMD-AH

19 March 2015

MEMORANDUM FOR All United States Army Reserve, National Guard, and Active Component Judge Advocates, Legal Administrators, and Paralegals

SUBJECT: The 2015 Great Lakes Region On-Site Legal Training, Fort Snelling, Minnesota, 12-14 June 2015

1. Conference Invitation: The upcoming 2015 Great Lakes Region On-Site Legal Training (OSLT), hosted by the 9th Legal Operations Detachment, will take place 12-14 June 2015 at the 934th Services Club and the U.S. Army Reserve Center at Fort Snelling, Minnesota.
2. Conference Pre-Registration: Attendees will be able to download the registration packet on JAGCNET beginning on or about 23 March 2015. You must register for this On-Site by completing the registration form and returning it to the 9th LOD via e-mail or regular mail no later than 30 April 2015. Regardless of how you register, a check covering the fee for any optional meals requested and/or for the light refreshments throughout the weekend must be mailed to the address on the registration form. There is no registration fee associated with the OSLT.
3. ATRRS Registration: Attendees must be registered in ATRRS. You can register now for the OSLT in ATRRS (School 181, Course JAO-1, Class 004) through your unit's ATRRS operator.
4. Conference Check-In/Registration: Check-in for the OSLT will take place on Friday, 12 June 2015, from 1000-1250 hours. The OSLT will begin promptly at 1300 hours. The OSLT will continue from 0800 hours until 1700 hours on Saturday, 13 June 2015 and from 0750 hours until 1200 hours on Sunday, 14 June 2015. The uniform for the On-Site is ACU (or service equivalent). Civilian personnel will attend in business attire. Check in at the North Country Lodge will not be available until after the conference has begun. Attendees may change into the duty uniform at the Ft. Snelling gym approximately one block from the North Country Lodge prior to the beginning of the OSLT. Luggage storage is available at the North Country Lodge.

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5. Instruction: Instructors from TJAGLCS as well as other guests will provide continuing legal education and professional development to Judge Advocates, paralegals, legal administrators, and Civilian Attorneys. Topics will include Military Justice; Contract and Fiscal Law; International and Operational Law; Legal Assistance; Claims; Administrative and Civil Law; and Ethics. Enlisted proficiency and refresher training will be conducted for paralegals.
6. Amenities: The North Country Lodge is located at 760 Military Highway, Bldg. 707. The hotel does not serve breakfast.
7. Lodging: Fort Snelling will provide single rooms for attendees. Soldiers will be required a Government Travel Card at check in. LODs within the USARLC shall stay at the North Country Lodge unless specifically authorized by the 9th LOD Commander or his designee. All lodging reservations must be made through their unit's designated registration coordinator. For attendees not assigned to an LOD, please contact SSG Dexter Taylor at dexter.a.taylor10.mil@mail.mil or (614) 692-7593 for specific instructions.
8. Meals: Government meals are not available. Food options on Ft. Snelling are extremely limited. The OSLT will make optional breakfasts available on 13 and 14 June, and an optional lunch available on 13 June. Reservations for any or all of these meals must be made and paid for at the time of conference registration. Lunch on 12 June is available at the 934th Services Club. No prior registration is required for this meal.
9. Transportation: For those attendees arriving by plane, you are responsible for arranging your own transportation to and from Fort Snelling. All attendees are encouraged to utilize the public train which runs from the airport to the front gate of Fort Snelling. Shuttle service will be provided from the front gate to the North Country Lodge. The OSLT conference will end at 1200 on 14 June. Attendees should not make travel arrangements that would require them to depart Ft. Snelling prior to 1200 on 14 June.
10. CLE: Continuing Legal Education will be requested for states within the designated footprint of the assigned LODs.
11. Questions: If you have any questions, please contact LTC Glenn Schmitt at glenn.r.schmitt.mil@mail.mil or (202) 502-4531, or SSG Dexter Taylor at (614) 692-7593 or dexter.a.taylor10.mil@mail.mil.

DAVID A. SHIVELY  
COL, JA, USAR  
Commanding



**2015 Great Lakes On-Site Legal Training  
Registration Form  
12-14 June 2015  
PLEASE RETURN WITH APPROPRIATE FEES**



1. Please completely and legibly fill out your registration form.
2. Fees: There is no registration fee for the conference. See page two for fees for optional meals and snacks.
3. All Registration Forms must be received no later than **30 April 2015**. Make checks payable to 2015 Great Lakes On-Site Legal Training. Return form by email to the following email address: dexter.a.taylor10.mil@mail.mil or by fax to (614)-692-7890. Forms and checks may be mailed to:

9th Legal Operations Detachment  
ATTN: SSG Dexter Taylor  
165 N. Yearling Road  
Whitehall, Ohio 43213

**PERSONAL INFORMATION:**

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

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

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

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

E-mail Address: \_\_\_\_\_ Component: TPU \_\_\_\_\_ IMA \_\_\_\_\_ IRR \_\_\_\_\_ AC \_\_\_\_\_

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

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

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

State Bar(s) Admitted: \_\_\_\_\_ I will be staying at: \_\_\_\_\_ North Country Lodge Another Location: \_\_\_\_\_

I have registered in ATRRS: \_\_\_\_\_ Yes \_\_\_\_\_ No (You must register with ATRRS to receive credit for this course, Soldiers not on ATRRS will be denied attendance).

DATA REQUIRED BY THE PRIVACY ACT: Authority: 10 U.S.C. § 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 (ATRRS), 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 or get the requisite credit for attendance.

## Great Lakes On-Site Meal Plan

Please initial by all snack and meals that you would like to purchase. Checks and money orders can be made out to 2015 Great Lakes On-Site Legal Training. Mail your completed registration form, meal plan form, and check or money order to:

9th Legal Operations Detachment  
ATTN: SSG Dexter Taylor  
165 N. Yearling Rd.  
Whitehall, OH 43213

**Please be advised that any selected but unpaid meals will not be provided.**

Conference snack package (includes morning coffee and granola bar, and afternoon soft drink and cookie) - \$16.00 \_\_\_\_

No breakfast meal available on Friday.

Friday Lunch Buffet is available at the 934<sup>th</sup> Service Club. No reservation required. Payment can be made at time of service.

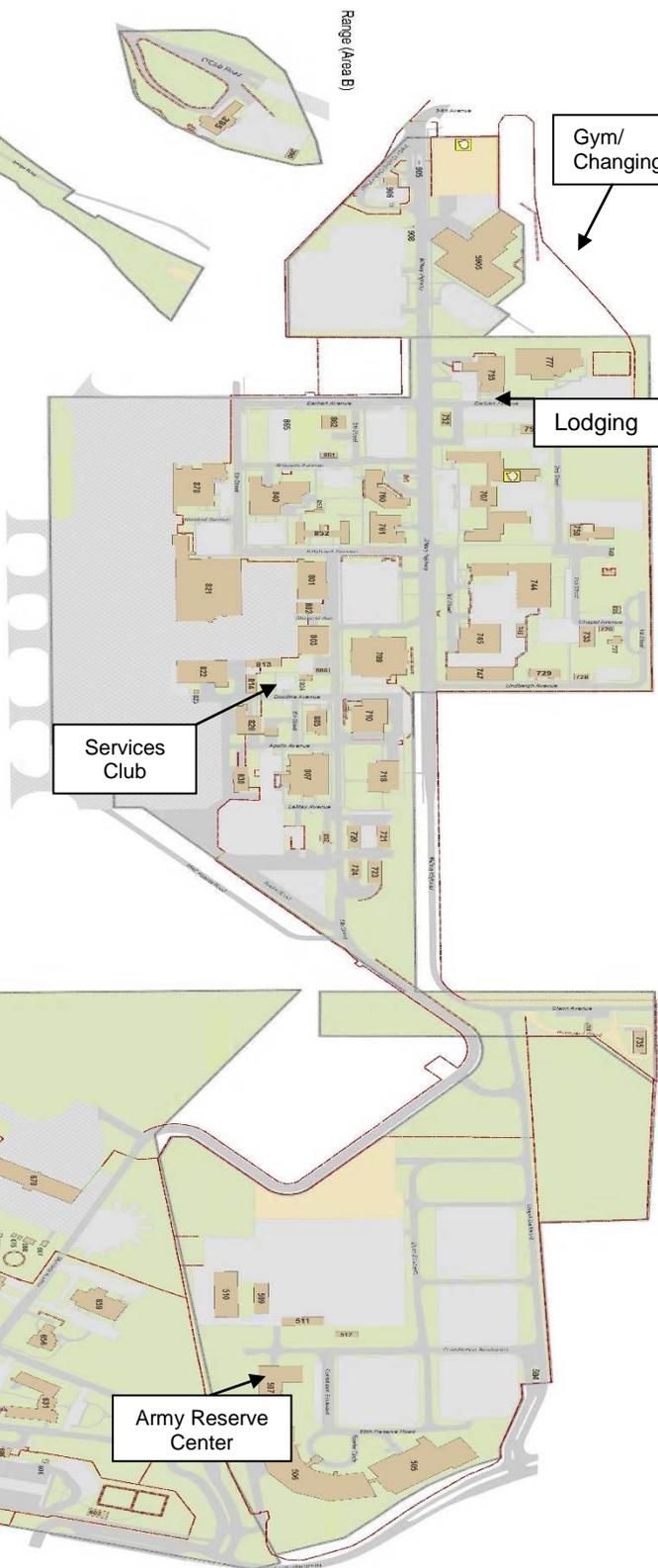
Saturday Breakfast (includes Coffee, Bagel, Danish, Juices, Water, and Banana) -- \$7.00 \_\_\_\_

Saturday Lunch Buffet -- \$10.00 \_\_\_\_

Sunday Breakfast (includes Coffee, Bagel, Danish, Juices, Water, and Banana) -- \$7.00 \_\_\_\_

Total \$\_\_\_\_\_ enclosed

# MINNEAPOLIS/ST. PAUL ARS



## TAB C-1

### Installation Layout All Areas



DATE SOURCE  
MINNEAPOLIS/ST. PAUL ARS GEODATABASE  
NOV 1988 SuperHome Minnesota State FRS 2237 Rev.

Date: 11-Dec-14 Author: M. W. Trosien

**MINNEAPOLIS/ST. PAUL ARS Geobase**  
This data was derived from a vector file of the installation layout. The data was digitized from a 1:25,000 scale map. The data was then converted to a geodatabase. The data is intended for use in a GIS application. The data is not to be used for navigation or other purposes. The data is provided as a service to the user. The user is responsible for the accuracy and reliability of the data. The user should consult the metadata for more information. The data is provided as a service to the user. The user is responsible for the accuracy and reliability of the data. The user should consult the metadata for more information.

- 824 Range Station
- 824 Storage
- 825 P.O. Office
- 827 A&E Office
- 810 Storage
- 811 Helium Storage
- 812 Army National Guard
- 813 Base Operator
- 814 Base Cell Engineer
- 817 Munition Storage
- 818 Munition Control
- 819 Cold Storage
- 820 Munition Vehicle
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**Legend**

- USIR (Area C)
- USARR (Area N)
- USARR (Area M)
- USARR (Area D)
- USARR - Officer's Club (Area A)
- USARR - Range (Area B)

**Surface Legend**

- Paved Surface
- Unpaved Surface
- Airfield
- Building

**Other Legend**

- Fence
- Wall
- Gate

