



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

REPLY TO
ATTENTION OF

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 78th LOD via email at 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.

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 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.

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 or DSN 562-795-2699, or SSG Carlo Lazo via email at 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.

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DAVID B. WALLACE
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Commanding