



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

7 FEB 2001

MEMORANDUM FOR ALL STAFF JUDGE ADVOCATES

FROM: AF/JA
1420 Air Force Pentagon
Washington DC, 20330-1420

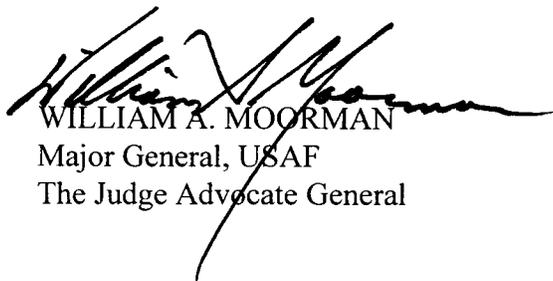
SUBJECT: TJAG Special Subject Letter 2001-2: **Mission Orientation for ARC Judge Advocates and Paralegals Performing Base-Level Special Tours**

Summary. It is essential that Air Reserve Component (ARC) judge advocates and paralegals performing special tours in base-level legal offices receive an orientation covering the missions of the legal office and other organizations on base.

Background. From time to time you may have an ARC judge advocate or paralegal perform a special tour in your legal office in response to your "Share-the-Wealth" request. In addition, all numbered Air Force, headquarters, AFLSA, Category A unit, and Air National Guard judge advocates and paralegals are required to perform their two-week training tour in an active duty base-level legal office at least once every four years. This requirement exists to help maintain their awareness of what is going on at base level. Although all of these tours are intended to help your office do its work, it is essential that you use these opportunities to inform and update our ARC legal professionals on the missions of the legal office and other organizations on base.

Your Role. In keeping with that philosophy, I ask you to plan on spending the better part of a day providing a mission orientation for the member, especially if he or she has never been to your base before. Make sure they not only understand the mission of your office, but the mission of the organizations on your installation as well, including tenants. In addition to using existing resources, such as unit mission briefings and standard tours, look for opportunities to have the ARC member "shadow" the SJA, LOM, and other staff members as they meet with commanders, first sergeants, and other key personnel.

Your efforts to ensure that ARC members gain a better understanding of the important work performed at our installations will make their tours more rewarding than ever.


WILLIAM A. MOORMAN
Major General, USAF
The Judge Advocate General