



DEPARTMENT OF THE NAVY  
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WASHINGTON, DC 20350-3000

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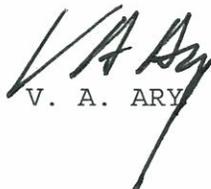
17 SEP 2010

From: Staff Judge Advocate to the Commandant of the Marine Corps  
To: Functional Area Inspector 091-SJA Office, Law Center, Legal Services Support Section

Subj: FUNCTIONAL AREA INSPECTION INSTRUCTIONAL GUIDE FOR AUTOMATED INSPECTION REPORTING SYSTEM CHECKLIST 091

Encl: (1) 091 Instructional Guide of 18 Aug 10

1. In May 2010, MARADMIN 276/10 implemented Automated Inspection Reporting System (AIRS) Checklist 091; "Staff Judge Advocate Office, Law Center, and Legal Services Support Section," providing Commanders and their Staff Judge Advocates with a tool to inspect the legal readiness of general legal services providers within their command.
2. To reinforce the efficiency, effectiveness, and credibility of this functional area inspection checklist and to assist with regulating the conduct of the AIRS 091 inspection, I directed the functional area manager to create enclosure (1). There will be differences in the staffing and legal services mission of the three different organizations inspected using the AIRS 091 checklist. For those functional areas that do not apply to a particular legal services provider, the inspector will simply mark the question as "not applicable." For those functional areas that do apply, the inspector is directed to follow the instructions provided in bold for each applicable question in enclosure (1).
3. The legal mission is constantly evolving; so too will the inspection process. The Judge Advocate Division will continue to seek better ways to improve both the services we provide as a community and the way in which we determine mission capabilities. Accordingly, all inspectors and inspected organizations are strongly encouraged to provide feedback to the AIRS 091 functional area manager on ways to improve the AIRS 091 checklist and the overall inspection process.
4. The Judge Advocate Division point of contact for all matters related to the AIRS 091 inspection process is the functional area manager, Chief Warrant Officer 4 Robert M. Hall at [robert.m.hall2@usmc.mil](mailto:robert.m.hall2@usmc.mil) or at extension (703) 693-8159.

  
V. A. ARY