



DEPARTMENT OF THE ARMY
THE JUDGE ADVOCATE GENERAL'S LEGAL CENTER AND SCHOOL
STUDENT DETACHMENT
600 MASSIE ROAD
CHARLOTTESVILLE, VA 22903-1781

ALCS-ADD-SD

11 June 2025

MEMORANDUM FOR Judge Advocate Officer Basic Course Students, The Judge Advocate General's Legal Center and School, Charlottesville, VA 22903

SUBJECT: Policy Memorandum # 02-25, Housing Policy

1. All Judge Advocate Officer Basic Course (JAOBC) students will reside in Army Lodging at The Judge Advocate General's Legal Center and School (TJAGLCS) while attending JAOBC in Charlottesville.
2. If the class size exceeds the number of available rooms, the Student Detachment Cadre, in conjunction with Army Lodging personnel, will make alternate lodging arrangements at a local hotel. At no time will a student make their own lodging arrangements for JAOBC.
3. Absent an exception to policy (ETP), all students will be housed in a standard room at TJAGLCS or a studio room at a local hotel as described in paragraphs 1 and 2. The maximum occupancy for these rooms is two adults. A limited number of junior suites are available at TJAGLCS with a maximum occupancy of four. Junior suites, if available, will be assigned to students based on family size and special circumstances, which must be annotated on the JAOBC in-processing sheet.
4. Additional Guests. Students are solely responsible for the behavior of their guests. Students do not require an ETP for guests to stay with them if they do not exceed the maximum occupancy of the room. For example, a student's spouse may reside at TJAGLCS with the student in a standard room without an ETP. However, if the student desires to reside with their spouse and a child, an ETP is required. Any charges incurred for additional occupants in the room are non-reimbursable and the responsibility of the student.
5. Before requesting to stay in anything other than a standard TJAGLCS room, you must call the Lodging Desk at (434) 972-6452 to confirm the rate for your requested room. **National Guard students seeking an ETP must also provide the rates for their requested room to their Unit Administrator (UA) and attach the UA's written approval to their ETP.**

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6. Exceptions to this policy will be considered on a case-by-case basis. An exception to policy memorandum must be forwarded through the Student Detachment Executive Officer no later than 10 days before reporting to OBC. The Student Detachment Commander is the final approval authority for exceptions to this policy.

7. Students will be reimbursed in accordance with the JTR for TDY lodging expenses through the completion of the OBC course. Students may be provided the option to stay at TJAGLCS for up to 2 days following graduation if there is availability. Inquire with the TJAGLCS lodging desk as to availability for extra nights at least 3 weeks prior to graduation day and obtain approval from your unit if payment for those extra nights will be paid for with the GTC. If payment approval is not granted, any additional stay will be at the personal expense of the student.

8. The point of contact for this memorandum is CW2 Chrystal Littleton at crystal.a.littleton.mil@army.mil or 434-971-3211.

ELLEN S. WALBURN
CPT, JA
Commander