



**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

16 April 2025

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

SUBJECT: Policy Memorandum # 03-25, Leave and Pass Policy

1. Students will not be permitted to take leave/pass during duty days absent exceptional circumstances. All requests for leave or special passes during duty days will be granted on a case-by-case basis. Any JAOBC student who requires leave or a special pass is encouraged to bring the circumstance directly to the Student Detachment's attention.
2. Students will generally be permitted to take passes during non-duty days. Passes are authorized absences for two, three, or four days (consecutive non-duty days). The pass period begins at the end of normal working hours on the last duty day of the week and ends at 2200 hours the night prior to accountability formation.
3. Passes are required for anyone who travels over 150 miles "as the crow flies" one-way from The Judge Advocate General's Legal Center and School (TJAGLCS). Students who are staying within 150 miles but staying overnight outside of their assigned lodging will notify their Student S-1. The Student S-1 will compile a list of those traveling, contact numbers, intended destination, the date/time of travel, and expected return. The list will be provided to the Student Detachment Inbox NLT 1200 on the last duty day prior to the departure date.
3. All JAOBC students will submit pass requests through the Student S-1 to the Student Detachment Inbox no later than (NLT) close of business (COB) on the Monday prior to the desired start, unless otherwise stated. All requests will be typewritten and submitted on a DA Form 31. If driving, remarks section of DA Form 31 must reflect mileage to the intended leave/pass location as the crow flies. If flying, remarks section of DA Form 31 must include a tentative flight itinerary. The Student Detachment Commander may deny or revoke any leave and passes based on this policy memorandum, other applicable policy criteria, and mission requirements.
4. Personnel unable to return from pass within the authorized time will notify the Student Detachment Cadre as soon as possible to provide notification of the delay and request an extension. An extension that exceeds the maximum limit for the authorized pass will be charged as leave IAW AR 600-8-10.

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5. If flying, the pass must be approved prior to the purchase of any airline ticket. You will be responsible for any expenses incurred due to purchasing a ticket for pass that is not approved.

6. Pass submissions will be regularly reviewed and acted on by the cadre. The cadre will provide the Student S-1 with updates to be provided to the student. Students will get a copy of their DA Form 31 from the student S-1 on the last duty day prior to departure. All personnel on pass must have their approved DA Form 31 in their possession at all times.

7. The point of contact for this memorandum is 1SG Keenan McAfee at keenan.r.mcafee.mil@army.mil or (434) 971-3134.

KEITH A. JAWORSKI  
MAJ, JA  
Commanding