The Judge Advocate Officer Basic Course
Student Handbook

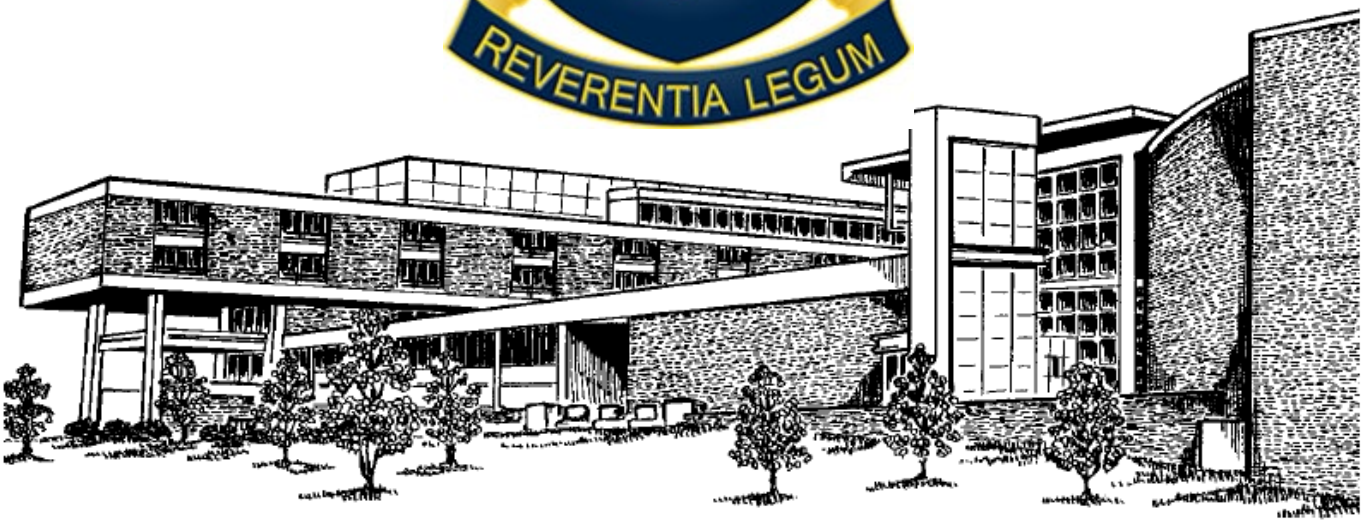


Table of Contents

1. WELCOME 2

2. INTRODUCTION 2

3. OVERVIEW OF THE JAG CORPS 2

   a. History 2

   b. Mission & Vision 2

   c. The JAG Corps' Four Constants 3

4. JUDGE ADVOCATE OFFICER BASIC COURSE 4

   a. Mission & Vision 4

   b. JAOBC Overview 4

   c. International Students 4

   d. Packing List 5

   e. Uniform Requirements 7

   f. Traveling to JAOBC 8

   g. Lodging 8

   h. Leave, Passes, and Class Excusal 9

   i. Administrative Requirements 10

5. FINANCIAL ENTITLEMENTS 11

   a. Military Pay and BAH. 11

   b. Government Travel Charge Card 11

   c. Travel Reimbursement 12

   d. Army Base Pay 12

   e. Basic Allowance for Housing (BAH) 12

   f. Initial Clothing Allowance 13

   g. Additional Uniform Allowance 14

   h. Permanent Change of Station Entitlements 14

6. CONCLUSION 15

1. WELCOME

Welcome to the Judge Advocate General's Corps.

Congratulations on your selection to become a member of the JAG Corps family. The Judge Advocate General's Legal Center and School (TJAGLCS) faculty and staff are excited to welcome you to your new regimental home in Charlottesville, Virginia. Your combined experience at Fort Sill and TJAGLCS will be personally and professionally rewarding.

Review this handbook and attached policy memorandums thoroughly. This document is your primary reference for all questions about your training in Charlottesville. Pay particular attention to the sections on uniforms, required documents, lodging, and transportation.

2. INTRODUCTION

Individuals selected to be Judge Advocates attend approximately sixteen weeks of initial training. This training is conducted in two phases: The Direct Commission Course (DCC) and the Judge Advocate Officer Basic Course (JAOBC). DCC is a four-week course conducted at Fort Sill, Oklahoma. At DCC, Judge Advocates are introduced to Soldier and leadership training designed to instill the Warrior Ethos, develop basic Soldier skills, and build esprit de corps. JAOBC is a 12-week course conducted at TJAGLCS, in Charlottesville, Virginia. JAOBC is focused on military law and is taught in a law school environment. This student handbook establishes the expectations, policies, and procedures in place during JAOBC.

3. OVERVIEW OF THE JAG CORPS

a. History

The U.S. Army Judge Advocate General's Corps was formed on 29 July 1775, when the Continental Congress elected William Tudor to be Judge Advocate of the Army. The Judge Advocate General's Corps is a single organization made up of lawyers, legal administrators, and paralegals.

b. Mission & Vision

1) Mission: Provide timely expert legal advice and services to the total Army, strengthening readiness and maximizing the warfighter's operational capacity across the competition continuum in support of our Nation's strategic interests.

2) Vision: Decisive legal advantage delivered by a trusted, fit, adaptable, and highly trained team in an increasingly complex and dynamic world.

c. The JAG Corps' Four Constants

1) Principled Counsel: Professional advice on law and policy grounded in the Army Ethic and enduring respect for the Rule of Law, effectively communicated with appropriate candor and moral courage, that influences informed decisions.

2) Mastery of the Law: In-depth knowledge, competence, and skill in our practice areas. Mastery forms through experience, training, and intensive, lifelong learning and professional development. It ensures the provision of clear, timely, and accurate legal advice and counsel necessary for our client to meet present challenges, preserve legal maneuver space, and set the conditions for future victory.

3) Stewardship: Leaders act to improve the organization beyond their own tenure. Improving the organization for the long-term is deciding and taking action to manage people or resources when the benefits may not occur during a leader's tour of duty with an organization.

4) Servant Leadership: Leaders demonstrate servant leadership when they put those they lead before themselves. A leader does this by providing purpose, direction, and motivation; they devote and commit themselves to the well-being and growth of those they serve.



4. JUDGE ADVOCATE OFFICER BASIC COURSE

The Officer Basic Course (OBC) aims to equip selected individuals with the essential foundation to excel as dual professionals in the legal profession and the profession of arms. The course prepares the students to provide mission-focused legal services to the Army and the Nation. It provides students with a baseline of knowledge in our core practice areas (Military Justice, Administrative & Civil Law, Contract & Fiscal Law, National Security Law, Legal Assistance, and Claims) so that new Judge Advocates are qualified to immediately perform mission-focused legal services in a garrison or deployed environment. Additionally, this training will build the officer's pride in being a member of the Army and the JAG Corps.

a. Mission & Vision

1) Mission: The Judge Advocate General's Student Detachment integrates, develops, and inspires officers through consistent, expert mentorship. We deliver fully capable Judge Advocates to the Army who embody the highest leadership standards, stand ready to support our forces, and are prepared to win our Nation's wars.

2) Vision: The Judge Advocate General's Student Detachment is the world's premier Judge Advocate producing organization charged with facilitating, training, and indoctrinating our newest members, concentrating on mentoring officers through deliberate leadership opportunities and developing officers capable of providing principled counsel and legal services to the Army, joint force, and multi-national partners in any operational environment.

b. JAOBC Overview

Normal duty days will consist of 0630-0730 physical readiness training and academic instruction from 0900-1730. Lunch is normally 1200-1330. Additional events, instruction, or requirements may be scheduled during the lunch period or later in the evenings. There is no academic instruction schedule for weekends or federal holidays. Students are required to attend all scheduled course events and academic instruction.

c. International Students

International students from partner nations often attend the OBC. Their presence brings different viewpoints, traditions, and ways of thinking to the learning environment beyond what is learned from the textbooks. Their unique cultural background enriches the classroom discussions and promotes global awareness on issues facing other nations. International students must abide by the rules and regulations of the International Military Student Office, TJAGLCS, and the Student Detachment. They must meet the exact graduation requirements, which include attending all formal events and physical fitness training. They should also bring serviceable uniforms for the duty day and ceremonies, a laptop, and civilian clothes. They must be prepared to give a country brief during the first week.

d. Packing List

1) The packing list includes required and recommended items as well as minimum and suggested quantities of items. Recommended items and suggested quantities are provided due to limited laundry facilities and absence of an on-site Military Clothing and Sales store.

2) Students are encouraged to order their Army Green Service Uniform (AGSU) or Army Service Uniform (ASU) prior to reporting to JOABC. Students may have uniforms shipped to TJAGLCS prior to the course start date. Alternatively, you may travel at your own expense on a non-duty day to Fort Lee or Fort Belvoir, Virginia to purchase your uniform at the Military Clothing and Sales. All clothing items can be purchased at an Army Military Clothing Store or online from Marlow White at https://www.marlowwhite.com.

3) Review Army Regulation 670-1, Department of the Army Pamphlet 670-1, and https://www.army.mil/uniforms for guidance on the wear and appearance of military uniforms and clothing items.

JAOBC PACKING LIST			
ITEM	**QUANTITY**		**NOTES**
	Required	**Suggested**	
Army Combat Uniform			
Top/Jacket - OCP	1	2+	OCP top/jacket will have the student's last name, U.S. Army, and rank sewn or velcroed on. The U.S. Flag and unit or DCC "Follow Me" patch will be worn as velcro patches only.
Pants - OCP	1	2+	
T-shirts - Coyote Brown	3	3+	
Boot Socks - Coyote Brown	3	3+	
Patrol Cap (PC) - OCP	1	1+	PC will have last name sewn or velcroed on. Rank will be pinned or sewn on.
Belt - Sand or Coyote Brown	1	1+	
Combat Boots	1	1+	Boots must be AR 670-1 compliant
Army Physical Fitness Uniform			
Short Sleeve Shirt - APFU	2	3+	
Long Sleeve Shirt - APFU	2*	3+	
Shorts - APFU	2	3+	
Pants - APFU	1*	1+	
Jacket - APFU	1*	1+	
Microfleece Cap - Black	1*	1	All black with no visible logos or insignia.
Socks - Black or White	3	3	Socks worn in APFUs must be solid in color, no visible logos, and cover the ankle.
Gloves	1*	1	All black with no visible logos or insignia.
Running Shoes	1	1+	
Appropriate Civilian Workout Attire	2	2+	
**Item(s) only required if attending any portion of JAOBC October - March.*			
Army Green Service Uniform or Army Service Uniform**			
Coat	1		JAG Corps sleeve braids will be worn on the ASU coat.
Pants	1		
Skirt	1		Females may elect to wear the skirt or pants.
Shirt - Long or Short Sleeve	1		Soldiers are authorized to wear either the long or short sleeve shirt with the coat. Female Soldiers are authorized to wear the hemmed, "no-tuck" shirt.
Belt	1		
Neck Tie or Neck Tab	1		AGSU: Females are authorized to wear either the neck tie or neck tab. ASU: Females must wear the neck tab.
Dress Socks	1		
Garrison Cap/Beret/Service Cap	1		
Shoes	1		Females may wear oxford low-quarters or pumps in compliance with AR 670-1. Soldiers going to an airborne assignment will wear "jump boots" as authorized by their unit.
Name Plate	2		
U.S. Insignia - Gold	2		
Branch Insignia - JA	2		
Regimental Crest - JAG Corps	2		
Rank - Pin on	2		Only worn with AGSU.
Rank Shoulder Marks	2		
Rank Shoulder Boards	2		Only worn with ASU. Must be JAG Corsp blue.
Unit Patch	1		Only worn with AGSU. Students will wear the unit patch of their gaining unit.
Unit Crests	2		Only worn with AGSU. Students will wear the unit crest of their gaining unit.
Military Awards & Badges			Soldiers may wear any previously awarded ribbons or badges as reflected in their personnel records.
***Either the AGSU or ASU is authorized for wear. Studens will wear the apprpropriate color and type of related items and accessories that correspond with the uniform chosen.*			
Recommended Items			
Civilian Casual Attire	as needed		For wear while off duty.
Backpack	1		To carry issued laptop, charging cord, and belongings to academic instruction. Must be OCP, solid black, or a solid color from the OCP. No visible commercial logos.

e. Uniform Requirements

1) Duty Day: The duty uniform for daily wear is the Army Combat Uniform in the Operational Camouflage Pattern (OCP). You will wear this uniform to class every day.

2) Physical Training: The uniform for physical training is the Army Physical Fitness Uniform (APFU) unless otherwise directed. There may be physical training sessions or events where appropriate civilian workout attire is directed.

3) Dress Uniform: A Soldier's overall appearance is a representation of the Army as a whole. The dress uniform symbolizes the pride, discipline, and professionalism of its members.

a) Students will be required to wear either the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) for the formal reception and graduation at a minimum. There may be additional or special events where the dress uniform is required. Students are not required to have both uniforms.

i. Branch Transfer/FLEP: Officers transferring from a different Army branch will wear the JAG Corps sleeve braid on the ASU.

ii. Direct Commission or Military Branch Transfer: Direct commissionees or officers from a different military branch are encouraged to order their dress uniform through Marlow White online at https://www.marlowwhite.com or at the nearest military clothing and sales store before reporting to JAOBC. Students should visit a reputable tailor or apparel store to have their measurements taken before ordering your ASU or AGSU online. Direct commissionees should purchase First Lieutenant rank (Silver and Black) instead of Second Lieutenant (Copper and Brown).

iii. Prior Enlisted: Prior enlisted Soldiers have the option to either alter their current ASU or AGSU to conform to the commissioned officer uniform requirements or order a new dress uniform.

b) A newly purchased ASU/AGSU may require tailoring and refinement, especially if ordered prior to DCC. Students are encouraged to find tailors on post or near major military installations that are familiar with the specificity of military dress uniform requirements.

c) Students may ship their uniform to TJAGLCS prior to the course start date. Cadre will store OBC packages and distribute them during the first week of OBC.

MAILING ADDRESS:

First & Last Name
The Judge Advocate General's Legal Center and School
Attn: XXXth OBC *[XXX = student's class number]*
600 Massie Road
Charlottesville, VA 22903

d) Students should contact Student Detachment via email at judgeadvocatebasiccourse@army.mil with any uniform questions prior to purchasing any uniform components to avoid unnecessary expenses.

f. Traveling to JAOBC

1) Driving: You can bring your Personally Owned Vehicle (POV) to JAOBC in Charlottesville, if it is allowed in your orders. While you may be not able to drive your POV during your training at Fort Sill, it will be convenient to have it in Charlottesville. Free parking is available. Expenses incurred during your trip from your Home of Record (in your orders) to Fort Sill and Fort Sill to Charlottesville will be reimbursed in accordance with the Joint Travel Regulation (JTR). (The Travel Pay section will provide more guidance). You are entitled four travel days to travel to Charlottesville. The Army will pay for mileage (if orders allow) as well as the hotel cost for three nights at the government rate between Fort Sill and Charlottesville. **Retain copies and any receipts you receive during your travel for reimbursement.**

2) Flying: Airline tickets must be purchased through CWTSato (1-800-709-2190) or other authorized means, such as the Defense Travel System (DTS). **Tickets purchased directly through an airline or third-party booking site will not be reimbursed**.

g. Lodging

1) Directed Lodging: All JAOBC students are required to stay at the lodging location directed by Student Detachment in accordance with Policy Memo 2. Lodging reservations for each student will be made by Student Detachment Cadre. **DO NOT make any lodging arrangements on your own or through DTS.** There is no government lodging (barracks) at TJAGLCS.

a) The primary lodging location is Army lodging co-located with TJAGLCS. If Army lodging is unavailable, the nearby Sonesta ES Suites will be the directed lodging.

b) All students should expect to be housed in a standard room. Standard rooms can accommodate 1 additional adult guest. Students are responsible for the behavior of their guests. Any charges incurred for additional occupants in the room are non-reimbursable and the responsibility of the student.

c) Pets are not permitted at TJAGLCS lodging.

d) Army lodging amenities include a shared laundry, shared kitchens, outdoor grill, and continental breakfast. Feel free to bring pots, pans and plates for your personal use in the shared kitchen.

2) Requests for Exceptions to Policy (ETP): If you have an exceptional circumstance requiring additional space or alternate lodging arrangements beyond the Army lodging standard room, you must submit an ETP request to the Student Detachment using the template available on the OBC webpage no later than 4 weeks prior to the course start date.

a) ETPs are approved on a case-by-case basis. ETP requests must state a bona fide need and specific reasoning to support the request for additional space. ETPs that do not state valid need with a justifiable reasoning are unlikely to be approved. These requests will be viewed critically and only granted in exceptional circumstances.

b) Students attend OBC in a temporary duty status versus a permanent duty assignment. **Approved alternate lodging arrangements will not excuse a student from any course requirements.**

c) ETPs must be sent via email to judgeadvocatebasiccourse@army.mil no later than 4 weeks prior to the course start date. The Student Detachment Commander is the final approval authority for exceptions to this policy.

3) Reserve and National Guard:

a) TJAGLCS lodging is not a barracks facility. Unit administrators assisting with DTS should authorize lodging at the TJAGLCS lodging rate of $85 per night, unless a student is notified that they are directed to stay at an alternate lodging location at a different rate.

b) There is no military dining facility at TJAGLCS or within commuting distance. All students must be authorized the full meals & incidentals rate for Charlottesville, Virginia.

c) National Guard students seeking an ETP must first provide the rates for their requested room to their Unit Administrator (UA) and attach the UA's written approval to their ETP request.

4) Students may be provided the option to stay at TJAGLCS for up to two days following graduation, if there is availability. Please make inquiries 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 made with the GTC. If payment approval is not granted, any additional stay will be at the personal expense of the student.

h. Leave, Passes, and Class Excusal

1) Visit the OBC website to view the commander's leave and pass policy.

2) Leave/Pass. Students are required to attend all scheduled in-person or virtual

academic instruction, course events, and physical training sessions. Students are not authorized to miss any events without prior authorization.

a) Duty Days: Leave or pass during duty days will not be granted except for emergency circumstances.

b) Weekends/Federal Holidays: Students must request a pass to travel more than 150 miles from Charlottesville on weekends or federal holidays, when there are course events schedule. Pass requests may be granted at the discretion of the Student Detachment Commander. **Students will not purchase plane tickets or hotel reservations until a pass has been approved**.

3) Class Excusal: Full-day or partial absences require prior coordination with faculty members and approval by the Student Detachment Commander. Medical appointments for emergent issues (illness or injury) are valid reasons for a class absence request. Preventative medicine appointments (such as completing a PHA) will not be approved during class periods.

i. Administrative Requirements

1) DEERS Enrollment. Original or certified copies of applicable documents required to enroll eligible dependents in DEERs:

a) Marriage Certificate

b) Divorce Decree (with Judge's Signature)

c) Adoption Decree (with Judge's Signature)

d) Birth Certificate (for each eligible dependent)

e) Social Security Card (for each eligible dependent)

f) Letter from Academic Institution (for eligible dependents over 21 years old). Letter must be from the academic institution registrar's office, on school letterhead, stating the dependent is a full-time student and the expected graduation date.

g) Two forms of identification, for eligible dependents over 21 years old. At least one must be a photo ID.

i. Driver's License

ii. State ID

iii. Passport

iv. Social Security Card

v. Voter Registration Card

vi. Birth Certificate

5. FINANCIAL ENTITLEMENTS

a. Military Pay and BAH.

1) Documents required to initiate or correct military pay:

a) DA form 71 (Oath of Office)

b) Orders and all amendments.

i. Active Duty: Permanent Change of Station (PCS) Orders, directing the next duty location.

ii. Reserve and National Guard: Orders to DCC and JAOBC.

c) DD 93 (Record of Emergency Data). Completed within the last 12 months.

d) Servicemembers Group Life Insurance (SGLI) Certificate

e) DD Form 214. As applicable to reflect any prior service.

f) Reserve Retirement Points Report. (Reserve & National Guard)

g) Lease/Mortgage. (Reserve & National Guard) Lease or mortgage must have the Student's name to request housing allowance.

b. Government Travel Charge Card

1) All Students need to possess or apply for a Government Travel Charge Card (GTCC) before arriving to OBC. The GTCC is used to pay for lodging and meals during the course and prevent unnecessary financial burden while attending military training.

2) Students With GTCCs. Students that already possess a GTCC do not need to submit another application. Students are advised to check with CitiBank or their last unit to ensure their GTCC is active, unexpired, and in good standing at least six weeks prior to OBC and attempt to resolve any issues before commencing travel.

3) Active Duty Direct Commissionees. During DCC, Students will receive a welcome email from Student Detachment with instructions to submit a GTCC application. Students should apply for a GTCC as soon as they receive the instructions and have their military identification card.

4) National Guard and Reserve. Apply for a GTCC through your home unit before departing for DCC or contact your unit while in DCC for instructions to apply. National Guard and Reserve Soldiers may mail their GTCC to TJAGLCS if the card will not arrive to their home location prior to departure.

c. Travel Reimbursement

1) Active Duty. Students will receive specific guidance on how to request reimbursement expenses from the finance office. Students must retain copies of all receipts for flights, hotels, and taxi/shuttle/Ubers that were paid for during official travel.

2) National Guard and Reserve. Travel expenses will be funded and reimbursed by the Student's home unit. Students are encouraged to contact their Unit Administrator for more information about DTS, travel entitlements, and the reimbursement process.

d. Army Base Pay

1) Base pay is based on the Student's rank and total time of computed military service. Initial base pay may be delayed due to DFAC processing times. Students experiencing pay or financial hardship, should notify cadre immediately.

2) National Guard Soldiers. It is more advantageous to have a single set of orders that covers DCC and JAOBC training. Students who have separate sets of orders for DCC and then another for JAOBC stand the chance of facing administrative issues that could impact or interrupt their pay and medical coverage.

e. Basic Allowance for Housing (BAH)

1) Basic Allowance for Housing (BAH) provides uniformed service members equitable housing compensation based on housing costs in local civilian housing markets within the Continental United States (CONUS) when government quarters are not provided. A Service member on Active Duty (AD) entitled to basic pay is authorized a housing allowance based on his or her grade, rank, location, and whether he or she has any dependents. BAH varies by geographic duty location, pay grade, and dependency status.

2) Active Duty with Dependents. Active Duty Soldiers with dependents will be paid BAH at the with dependents rate for the geographic location of said dependents at the time of entry onto active duty.

3) Active Duty Soldiers without Dependents. Active Duty Soldiers without dependents

will not receive BAH while in DCC or JAOBC. Soldiers are authorized transit BAH while transferring from the initial training location, between training locations and to the first Primary Duty Station (PDS). Soldiers without dependents that choose to maintain a lease or mortgage elsewhere while in training will not receive the full BAH rate.

4) Active Duty, Dual Military. Initial entry Soldiers married to another service member are not entitled to BAH while in initial entry training, unless the Soldier has dependents.

5) National Guard and Reserve with Dependents. Soldiers are authorized BAH based on the primary residence location/dependent location at the time called/ordered to active duty while attending DCC and OBC.

6) National Guard and Reserve without Dependents. Soldiers without dependents, BAH will be paid based on the primary residence of the Soldier while attending the training, if the Soldier maintains a residence and continues to pay rent or owns residence. A copy of a lease/mortgage with the Soldier's name plus proof of payment must be provided. Soldiers without a valid lease/mortgage in their name will not be entitled to BAH.

7) The BAH location must match the address and zip code on the students' orders. Students must contact JARO (Active Duty/Reserve) or the Unit Administrator (National Guard) to have orders corrected. Students currently residing in Charlottesville, Virginia, or within reasonable commuting distance will NOT be entitled per diem.

8) Soldiers entitled to BAH should be prepared to provide the following documents:

a) DA Form 5960

b) Marriage Certificate

c) Lease or mortgage statement (National Guard and Reserve)

d) Proof of lease or mortgage payment (National Guard and Reserve)

e) Birth Certificate(s) for child(ren)

f) Orders

f. Initial Clothing Allowance

1) All Soldiers commissioned or appointed as officers in the Regular or Reserve Components of the Army are authorized $400 as reimbursement for the purchase of uniform and equipment, regardless of the source of commission or previous enlisted status. The initial uniform allowance is payable only once to an officer upon:

a) The first time an officer reports for active duty for a period of more than 90 days.

b) The first time a Reservist completes at least 14 days of active-duty training.

2) Prior service Soldiers who received an initial uniform allowance in any amount as an officer are not entitled to receive the initial uniform allowance again.

3) Students who complete the initial clothing allowance form at DCC and do not receive the entitlement by their next end-of-month LES at OBC should notify Student Detachment Cadre.

g. Additional Uniform Allowance

1) An additional active-duty uniform allowance of $200 is payable to qualified officers as reimbursement for the purchase of required uniforms and equipment. The additional uniform allowance is payable for each instance of entry or reentry on to active duty, or active duty for training, for more than 90 days. The period served may be under orders specifying active duty for more than 90 days, or under two or more orders requiring a continuous period of more than 90 days active duty.

2) The additional active-duty uniform allowance is not payable when the tour of duty for which payment is being considered began within 2 years after the end of a previous period of active duty, or active duty for training, of more than 90 days.

3) Eligible students will fill out an Additional Clothing Allowance form during OBC in-processing. Students that complete the form and have not received the allowance by day 90 of active-duty training should notify Student Detachment cadre.

h. Permanent Change of Station Entitlements

1) Dislocation Allowance (DLA). The purpose of DLA is to partially reimburse a member, with or without dependents, for expenses incurred in relocating the member's household during a Permanent Change of Station (PCS) move.

2) Temporary Lodging Expense (TLE). TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a PCS move.

3) Temporary Lodging Allowance (TLA). An allowance to partially pay expenses incurred by a member or dependent while occupying temporary lodging Outside the Continental United States (OCONUS). TLA is available when it is necessary for a Soldier or dependent to occupy temporary lodging upon arrival to an OCONUS duty assignment.

4) Mileage Allowance. A payment for POV travel based on the official distance between authorized location that covers all the authorized travelers traveling in the vehicle. Soldiers authorized POV travel in a PCS move are allowed one day of travel for the first 400 miles between authorized official points. If the distance between authorized official points is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.

6. CONCLUSION

The Judge Advocate Officer Basic Course prepares individuals for the responsibilities and challenges of serving as members and leaders in the legal and Army professions within the Judge Advocate General's Corps. As outlined above, proactiveness regarding the requirements and communication with the cadre before your arrival in Charlottesville is one of the most important keys to success.