

The Judge Advocate Officer Basic Course Student Handbook

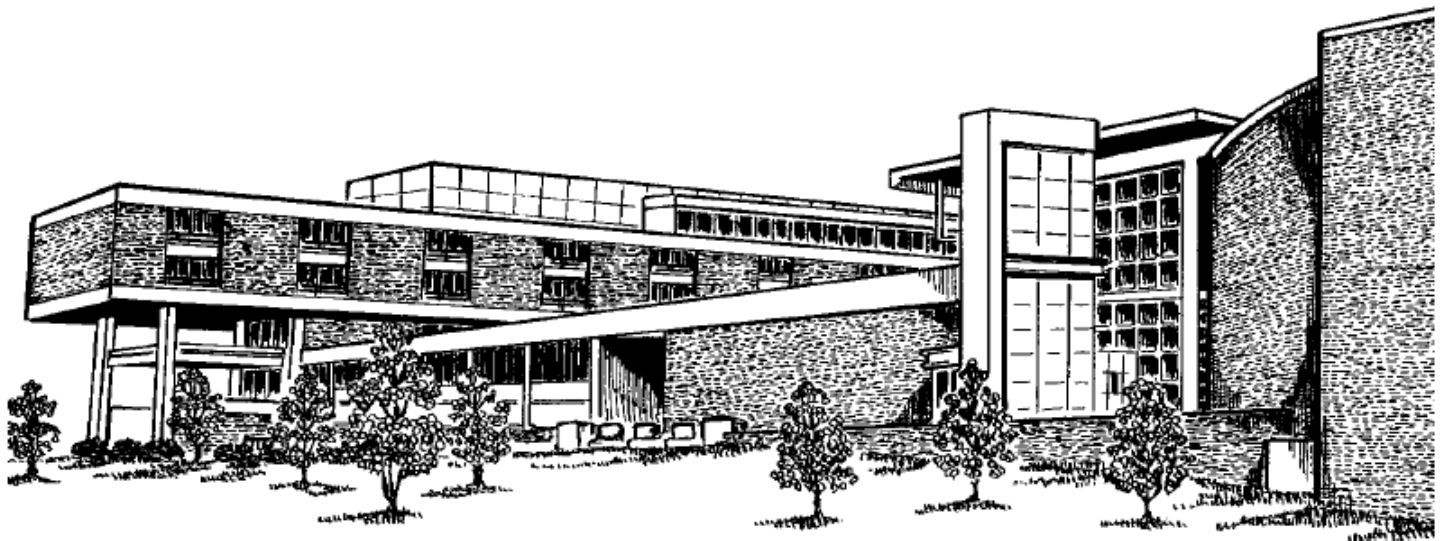


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WELCOME

Congratulations on your selection to become a member of the Judge Advocate General's Corps. I have the privilege of serving as your Detachment Commander during your training at The Judge Advocate General's Legal Center and School (TJAGLCS) in Charlottesville, VA.

Take some time to carefully review this handbook and the attached policy memorandums. 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.

I know your combined experience at Fort Benning and TJAGLCS will be personally and professionally rewarding. The entire faculty and staff look forward to meeting you and overseeing your development as part of our Army's next great Judge Advocate class. Welcome to the Judge Advocate General's Corps.

INTRODUCTION

Individuals selected to be Judge Advocates attend approximately eighteen 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 conducted at Fort Benning, GA, for six weeks. 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 conducted at TJAGLCS, in Charlottesville, VA, for a total of 55 training days. 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.

I. SECTION I. OVERVIEW OF THE JAG CORPS

I.1. 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.

I.2. Mission

Provide principled counsel and premier legal services as committed members and leaders in the legal and Army professions, in support of a ready, globally responsive, and regionally engaged Army.

I.3. Vision

The JAG Corps of 2030 will be the most highly trained and values-based team of trusted legal Army professionals who excel in our Army and Joint Force missions in an increasingly

complex and legally dynamic world.

I.4. The CORPS' Four Constants

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.

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.

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.

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.

Click [here](#) to learn more about the JAG Corps.

II. SECTION II. THE 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.

II.1. Mission

The Judge Advocate General's Student Detachment integrates, develops, inspires, and provides officers with consistent and expert mentorship; delivering fully capable Judge Advocates, nested within the highest standards and values of officers and leaders, to the Army who are ready to support our forces and win our Nation's wars.

II.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.

II.3. JAOBC Overview.

You should expect to be in the classroom receiving instruction every duty day from 0800-1200 and 1330-1730. Additional events may occur during the lunch period or in the evenings, though you will generally have these times free. You will conduct unit physical readiness training from 0630-0730 on Mondays, Tuesdays, Wednesdays, and Fridays.

II.3. Packing List

All JAOBC student are required to have at least one of each of following items:

1) Operational Camouflage Uniform (OCP)

Uniforms will have the student's last name, U.S. Army, and ranks attached, either sewn on or by the Velcro, on the front. Additionally, students will wear the U.S. Flag on their right shoulder (**do not** sew on) and either their units patch or the DCC "Follow me" patch on their left shoulder (**do not** sew on). The Patrol Cap is the standard headgear, and "coyote brown" color boots will be worn. The uniform includes a sand color belt, green socks, a green undershirt. All items can be purchased at an Army Military Clothing Store. Do not buy civilian equivalents as they may not conform to the Army standard.

2) Army Physical Fitness Uniform (APFU)

Uniforms include the APFU shirt and shorts, and a reflective yellow belt. Students are required to have either black or white (above the ankle) socks and a pair of running shoes. Students should have the APFU jacket, pants, and microfleece black cap. All items can be purchased at an Army Military Clothing Store.

3) Army Service Uniform (ASU)/Army Green Service Uniform (AGSU)

Students will be required to wear their service uniform for the JAOBC Graduation and reception. The Uniform includes a jacket, an undershirt, trousers (skirts are optional for females), a belt, a necktie, socks, dress shoes, and headgear. At a minimum, the jacket will include a name plate, two U.S. insignias, two JAG Corps insignias, shoulder marks (JAG Corps specific) or rank, and JAG Corp regimental crest. Your unit patch should be sewn on the left shoulder on the AGSU. Prior service students are authorized to wear earned military awards and badges. All items can be purchased at an Army Military Clothing Store or online from Marlow White at <https://www.marlowwhite.com>. See section II.6. below for additional information.

For the above items, students should review Army Regulation 670-1, Department of the Army Pamphlet 670-1, and <https://www.army.mil/uniforms> for guidance on Uniform Wear and Appearance.

Other than the above items, students should pack appropriate civilian clothes and personal items similar to packing for an extended stay trip. While at JAOBC, students will have access to local department and grocery stores for additional personal items.

II.4. Traveling to JAOBC

II.4.1. 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 Benning, 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 Benning and Fort Benning to Charlottesville will be reimbursed in accordance with the Joint Travel Regulation (JTR). (The Travel Pay section will provide more guidance). You are entitled two travel days to travel to Charlottesville. The Army will pay for mileage (if orders allow) as well as the hotel cost for one night at the government rate at/around the midway point (Charlotte, NC) between Fort Benning and Charlottesville. Please maintain any receipts you receive during your travel.

II.4.2. Flying

Active Duty students who plan to fly from their Home of Record to Fort Benning and from Fort Benning to Charlottesville **MUST** book their flight(s) through SATO (1-800-709-2190).

Reserve and National Guard students **MUST** make travel arrangement through their units. Tickets purchased on your own will **NOT** be reimbursed.

II.5. Lodging while in Charlottesville

There is no government lodging at TJAGLCS. Units are responsible for reimbursing lodging expenses for OBC students. Current and future GSA rates can be found [here](#). The lodging amenities include a shared laundry, shared kitchens, outdoor grill etc. Feel free to bring some pots, pans and plates for your personal use in the shared kitchen.

Lodging reservations will be made on your behalf by the Student Detachment. **DO NOT make any lodging arrangements on your own.** All students should expect to be housed in a standard room. Standard rooms can accommodate 1 additional adult guest. A limited number of suites may be available at TJAGLCS. If you have special circumstances requiring extra space, you must clearly annotate it in the Student Data Form located on our website [here](#). Family member(s) or guest(s) may stay with the student without an Exception to Policy (ETP) if they do not exceed the maximum occupancy of the room. However, students are reminded that lodging is co-located with this military school and they 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. Pets are not permitted at TJAGLCS lodging.

If you have an exceptional circumstance requiring alternate lodging arrangements, submit a request to the Student Detachment for [Exception to Policy](#) using the provided template.

Visit the TJAGLCS Army page at <https://tjaglcs.army.mil/lodging> for more information.

National Guard Students: Do NOT book a room through DTS (or your unit). Please read the [Lodging Policy Memorandum](#) attached to this handbook or request a copy from the [Student Detachment](#). 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.

ETPs must be sent to the Student Detachment at usarmy.charlottesville.hqda-tjaglcs.mbx.tjaglcs-obc-mailbox@army.mil prior to the Direct Commissioning Course. The Student Detachment Commander is the final approval authority for exceptions to this policy. For students not attending DCC, the lodging ETP is due six weeks prior to the OBC start date.

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.

II.6. Uniform Requirement

As an OBC student, your duty uniform is the Operational Camouflage Pattern (OCP). You will wear this uniform to class every day. During physical fitness hours (0630-0730), you will wear the Army Physical Fitness Uniform (APFU) on Tuesdays and Fridays during Cadre PT, and you will wear appropriate civilian workout clothes on Mondays and Thursdays during Fitness Group workouts. You will be expected to workout on your own on Wednesdays, and the expectation is that you will wear appropriate civilian workout clothes.

Additionally, you will be required to wear either your Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). You are not required to have both uniforms. Therefore, it is important that you have your uniform ready as soon as you arrive in Charlottesville.

- If you are an officer transferring from a different Army military occupation specialty (MOS), you must have the JAG Corps sleeve braid on your ASU before you report to Charlottesville.
- For direct commissionees or officers from a different military branch, we highly recommend that you order your uniform through Marlow White online at <https://www.marlowwhite.com> or at your nearest military clothing and sales store upon receipt of your orders. To minimize alterations and expenses, we suggest that you visit a reputable tailor or apparel store to have your measurements taken before ordering your ASU or AGSU online.
- If you are prior enlisted, you have the option to either alter your current ASU and AGSU or order a new set.

When purchasing your uniforms, be sure to acquire First Lieutenant rank (Silver and Black) instead of Second Lieutenant (Copper and Brown). It is important to remember that the

uniform and your overall appearance are a representation of the Army. Therefore, it is essential that you understand the expectations of your uniform and appearance. The uniform symbolizes the pride, discipline, and professionalism of its members. Visit <https://www.army.mil/uniforms/> for an interactive overview of Army uniform components.

Your new ASU/AGSU may require tailoring, and it is recommended that you use tailors on post or near major military installations.

If you will not be able to receive your uniform before you begin training, ship your new uniform to:

First Name Last Name
The Judge Advocate General's Legal Center and School
Attn: 229th OBC
600 Massie Road
Charlottesville, VA 22903

We will collect your uniform and provide it to you upon your arrival at OBC.

II.7. Administrative Requirement

II.7.1. In-processing Requirement

Below are the lists of documents you will need to get your pay started and to get your family members enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). Failure to provide any of these documents will significantly impact your pay and benefits. Ensure you have a digital copy available.

You will need the following documents to get your pay started or corrected:

- 1) DA form 71 (Oath of Office)
- 2) Orders (PCS) and all amendments.
 - a. Active Duty officers must bring their Permanent Change of Station (PCS) Orders, which take you to your next assignment. Reserve and National Guard personnel may have one or two orders covering DCC and OBC. Verify your name, address, and SSN on all orders – if there are any errors, notify your unit or JARO (for Active Duty) immediately to ensure there are no delays in receiving pay/benefits.
- 3) DD 93 (Record of Emergency Data)
 - a. Your DD93 must have been completed within the last 12 months.
- 4) Servicemembers Group Life Insurance (SGLI) Certificate
- 5) DD Form 214 (if applicable) showing any prior service
 - a. If you have at least 4 years + 1 day of prior service, you are eligible for “E-pay” (listed as O-1E on pay charts). Active duty time for Reservists and National Guard Soldiers can count towards “E” pay. Bring your reserve retirement points report, if applicable. In order to qualify for “E-pay” as a USAR/ARNG Soldier, you must have at least 1,640 points.
- 6) USAR/ARNG ONLY: Lease/Mortgage with Officer’s name
 - a. This is necessary to obtain housing allowance for dependents.

7) DA Form 5960 (BAH)

You will need the following documents to enroll a family member in DEERS. Document must be original or certified original (**no copies**). ***

- 1) Social Security Card (Original or Certified Original)
- 2) Marriage Certificate (Original or Certified Original)
- 3) Divorce Decree (Original or Certified Original with Judge's Signature)
- 4) Adoption Decree (Original or Certified Original with Judge's Signature)
- 5) When Enrolling Family Members*, the FOLLOWING ARE REQUIRED:
 - Birth Certificate
 - Social Security Card
- * IF 21 YEARS OLD AND OVER, PHOTO ID IS REQUIRED (MUST PROVIDE LETTER FROM REGISTRAR'S OFFICE STATING THEY ARE FULL-TIME STUDENTS AND HAVE THE EXPECTED GRADUATION DATE – MUST BE ON SCHOOL LETTERHEAD)
- 6) When enrolling stepchildren, the following ARE REQUIRED:
 - Marriage Certificate (Original or Certified Original)
 - Birth Certificate (Original or Certified Original)
 - Social Security Card (Original or Certified Original)
- 7) When an ID is issued, THE FOLLOWING TWO FORMS OF ID ARE REQUIRED:
 - One must be a photo ID: Driver's License, State ID, valid passport
 - Secondary form of ID: Original Social Security Card, Voter Registration Card, or Birth Certificate
- 8) Dual Military must also provide the following, in order to be enrolled under each other's record:
 - Marriage Certificate (Original or Certified Original)
 - Photo ID (Original)
 - Social Security Card (Original or Certified Original)

II.7.2. Leave (or absences) and Passes during OBC

You should expect to be on duty from 0600-1730 on weekdays. There will not be training on federal holidays.

You are expected to be in class on duty days. You are NOT authorized any unexcused absences. This includes all in-person and distributed learning classes. Excused absences require prior coordination with faculty 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 your PHA) will not be approved during class periods.

Leave/pass during duty days will not be granted except for emergency circumstances. During non-duty times (i.e. weekends, holidays), students are able to travel locally without requiring further permission. Passes are required for anyone who travels over 150 miles "as the crow flies" one-way from TJAGLCS. Pass requests may be granted at the discretion of the Student Detachment Commander. Do not purchase plane tickets or make hotel reservations until a pass has been approved.

Click [here](#) to read the commander's leave and pass policy.

II.8. International Students

International students from partner nations often attend the Officer Basic Course at TJAGLCS. 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.

III. FINANCIAL ENTITLEMENTS

III.1. Travel Pay

Upon arrival at DCC, you will receive an email with clear instructions on how to apply for a Government Travel Charge Card (GTCC) to pay for your Charlottesville lodging and meals. The GTCCs typically arrive around the same time as you do in Charlottesville.

(Active Duty) During the first week of OBC, the Finance Office will provide you specific guidance on how to request reimbursement for your travel expenses. Expenses incurred during your trip from your Home of Record to DCC will be processed through the Defense Finance Accounting Service (DFAS) Smart Voucher platform; however, expenses from DCC to OBC and those at OBC will go through the Defense Travel System (DTS). You will be enrolled in DTS upon arrival to OBC. Your travel expenses from your Home of Record to DCC and from DCC to OBC will be reimbursed at your gaining unit once you file your PCS travel voucher. Ensure you save all your lodging receipts for reimbursement purposes.

(National Guard and Reserve Soldiers) You will receive your reimbursements through the Defense Travel System (DTS) managed by your unit. We highly encourage you contact your Unit Administrator for more information about the reimbursement process.

III.2. Your Army Base Pay

Your pay will be based on your rank and time in service. Your initial base pay may be delayed due to processing at DFAS. If you are experiencing financial hardship, notify cadre immediately.

National Guard Soldiers. It is more advantageous for you to have a single set of orders to cover your entire 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 their pay and their medical coverage.

III.3. Basic Allowance for Housing (BAH)

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.

An **Active Component Soldier with dependents** will be paid BAH for the dependents' location at the time of entry onto active duty. **An Active Component Soldier WITHOUT dependent (s) WILL NOT receive full BAH.** An Active Duty Soldier without dependents is authorized transit BAH while transferring from the initial training location, between training locations and to the first Primary Duty Station (PDS). For the duration of time at the training locations, Soldiers will be paid partial BAH at a rate of \$17.70/month for O-2 & O-2E, or \$22.20/month for O-3, & O-3E. **This means that if you choose to maintain a lease or mortgage elsewhere while at DCC/OBC, you will not receive BAH to cover that amount.** Your entitlement to full BAH begins when you sign into your first PDS and you will begin receiving BAH at the authorized rate for your PDS location.

Army Reserve (USAR) & National Guard (ARNG) 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. For USAR and ARNG 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 the Lease/Mortgage with the Soldier's name plus proof of payment must be provided.*** Note that if you live with a parent or other friend/family member and your name is not on the lease, you will not be able to claim BAH.

The BAH location must match the address and zip code on your orders. If the address in your orders is incorrect, contact JARO (Active Duty/Reserve) or your unit administrator (National Guard) to have your orders amended. If you currently reside in Charlottesville, VA, or within reasonable commuting distance, you will NOT be entitled per diem. You will be expected to commute from your residence here.

Be prepared to:

- Complete a DA Form 5960 (Basic Allowance for Housing Authorization and dependency declaration) during your in-processing briefs in DCC and OBC with which you will turn in your
 - (1) **marriage certificate, if you are married,**
 - (2) your lease/ mortgage agreement/ deed and proof of payment, if you are a **single Reserve or National Guard Soldier without dependents,**
 - (3) your child(ren)'s birth certificate if you are a single parent or married to an Active Duty Soldier and you are claiming child(ren).
 - (4) You also will attach a copy of your orders to the DA Form 5960.

- **USAR and ARNG Soldiers:** You must provide a valid lease agreement in order to receive BAH. You cannot receive this entitlement if you lease a portion of a residence or lease from family.
- **USAR and ARNG Soldiers** should have a DA Form 5960 certified/signed by their home unit in order to receive BAH. Review your DA Form 5960 prior to reporting to DCC - if there is an error on your DA Form 5960, get your home unit to correct it prior to your arrival in order to ensure no delays in payment.

References for BAH rates can be found at: <https://www.travel.dod.mil/allowances/basic-allowance-for-housing/bah-rate-lookup/>

III.4. Initial Clothing Allowance

You are encouraged to purchase AR 670-1 compliant, “coyote brown” color boots, and a good pair of running shoes prior to arriving at the DCC. Additionally, you should set aside up to \$2,000 to purchase uniforms. All officer personnel commissioned or appointed 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:

- The first time an officer reports for Active Duty for a period of more than 90 days.
- The first time a Reservist completes at least 14 days of Active Duty training.

Restriction: If you have prior service and received an initial uniform allowance in any amount as an officer, you are not entitled to receive the initial uniform allowance again.

How do you receive this entitlement?

You will fill out an Initial Clothing Allowance form during your in-processing brief in DCC. Notify JAOBC cadre if you do not receive this allowance while at DCC. **Note, this allowance will not be paid in advance of your need to purchase uniforms; consider it as a reimbursement.**

An additional active duty uniform allowance is payable, to qualified officers in the amount of \$200, as reimbursement for the purchase of required uniforms and equipment.

Timing: 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.

Restriction: 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.

How do you receive this additional entitlement?

You will fill out an Additional Clothing Allowance form during your in-processing brief in OBC. If you are not paid your Additional Clothing Allowance by the time you are on day 90 of your active-duty training, notify the OBC cadre.

National Guard/Reserve Officers should work with their units if they have inaccurate pay.

III.5. Regular Army Permanent Change of Station (PCS) Travel

You will be assigned a sponsor from your gaining unit once you get to OBC. That sponsor will help you secure lodging as you prepare to leave Charlottesville. If you are going overseas, call Patriot Express at 804-765-7028 to make your flight arrangements, upon receipt of your orders. Explore the Army PCS Move App “My PCS App” to familiarize yourself with the process.

III.5.1. PCS Entitlements

The Dislocation Allowance (DLA), the Temporary Lodging Expense (TLE), Temporary Lodging Allowances (TLA), and Mileage are some of the entitlements available to Active Duty students as they report to their first duty assignments. 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 PCS move. 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 Permanent Change of Station (PCS) move. TLA is an allowance entitled for Outside Continental United States (OCONUS). The Finance NCO will provide a PCS entitlement brief mid-course on how to use/request these entitlements.

III.5.2. Household good shipment

Coordinate with your transportation office while you are at DCC. We also have a transportation office that can assist you while you are at JAOBC. If you are authorized 600lb HOLD BAGGAGE in your orders and are TDY in route to your duty station, you may claim this entitlement. If you have already reported to your duty station and are TDY in return, you are not eligible for this entitlement. To claim this entitlement, you must secure a FULL weight ticket during your travel time from your Home of Record to DCC, and/or from DCC to JAOBC. If you have questions about the HOLD BAGGAGE process, please contact Ms. Tracy Jones at 434-971-3332 or Tracy.L.Jones1.ctr@army.mil

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.

Student Detachment: usarmy.charlottesville.hqda-tjaglcs.mbx.tjaglcs-obc-mailbox@army.mil