19 July 2023

MEMORANDUM THRU Detachment Commander, Judge Advocate Officer Basic Course (JAOBC), The Judge Advocate General's Legal Center and School, 600 Massie Rd Charlottesville, VA 22903-1781

FOR Commander, The Judge Advocate General's Legal Center and School (TJAGLCS), 600 Massie Rd Charlottesville, VA 22903-1781

SUBJECT: Exception to Policy Letter #2 - Lodging

1. I respectfully request an exception to Policy Letter #2’s requirement that I reside at TJAGLCS lodging during the 221st JAOBC.

2. I respectfully request that I be permitted to stay at off-post lodging with [my spouse], [my children], Name(s), during my time at JAOBC.

3. The basis for my request is the following.

5. I certify that the above statements are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. If you have any questions or concerns, please do not hesitate to contact me.

6. The POC for this memorandum is the undersigned at (xxx) xxx-xxxx (mobile),and email@email.com.

 FIRST M. LAST NAME

 1LT, BRANCH

 Student, 221st JAOBC