



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 July 2023

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

SUBJECT: Policy Memorandum # 03-23, Leave/Pass and Visitor Policy

1. All JAOBC students will submit leave and 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.
2. Personnel unable to return from pass within the authorized time will call 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.
3. Passes are authorized absences for two days, three days, 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 2300 hours the night prior to accountability formation.
4. 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 will, however, notify their student leadership travel plans within the 150-mile radius of TJAGLCS. Student leadership 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 Operations NCO no later than 1200 on the last duty day prior to the departure date.
5. Students will not drive farther than 300 miles one-way while on a two-day pass, 400 miles one-way while on a three-day pass, or 500 miles one-way while on a four-day pass.
6. If flying, the pass must be approved prior to the purchase of any airline ticket. Travel outside of the United States is not authorized at any time.

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7. 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.

8. The approval authority for travel outside a 150-mile radius of TJAGLCS is the Student Detachment Commander. All requests for visitors will require an exception. The Student Detachment Commander is the approval authority for overnight visitors in TJAGLCS lodging and Sonesta Suites on non-duty days, not to exceed three days. The approval authority for all visitors staying overnight in TJAGLCS lodging and Sonesta Suites rooms beyond four days is the Dean. All requests for exceptions to this policy will be forwarded through the Student S-1 to the Student Detachment Operations NCO IAW timelines in paragraph 1.

9. All requests for leave or special passes during duty days, or other exceptions to this policy, will be considered on a case-by-case basis. Any JAOBC student who requires leave or a special pass is encouraged to bring the circumstance directly and expeditiously to the Student Detachment's attention.

10. The point of contact for this memorandum is CW2 Appolinaire Kombassere at Appolinaire.w.kombassere.mil@mail.mil or (434) 971-3211.



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Commanding