



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. Use it as a guide and checklist. Pay particular attention to the sections on uniforms, required documents, lodging, and transportation.

One of the most important things you can do to prepare for DCC is to get yourself in good physical condition. DCC is not intended to get you into shape, you need to be physically and mentally prepared upon arrival. Familiarize yourself with the six-event Army Combat Fitness Test. If you are not a runner, begin a walk-to-run or beginner running program. At DCC, you will conduct regular physical training and spend extensive time in the field. You will complete a four and six-mile road march in boots and uniform carrying a thirty-five pound rucksack. The ACFT will be administered at DCC and OBC.

I know your combined experience at Fort Moore 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.

CPT Keith Jaworski
Student Detachment Commander

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 Moore, 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 The Judge Advocate General's Legal Center and School (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.

PURPOSE OF THE STUDENT HANDBOOK

- To set expectations for individuals selected to be Judge Advocates for their training at Fort Moore, GA, and TJAGLCS, Charlottesville, Virginia
- To ensure new Judge Advocates are aware of policies and procedures in effect while attending DCC and JAOBC
- To inform all students of U.S. Army standards, policies, and procedures

U.S ARMY JAG CORPS

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.

The Corps' uniform membership is led by all three categories, Enlisted Soldiers, Warrant Officers, and Commissioned Officers. The JAG Corps' membership spans all three components, Regular Army, Army Reserve, and the Army National Guard. They are also members of two honorable professions: the profession of arms and the profession of law. The Regiment's civilian attorneys and office managers, paralegals, and court reporters are a growing and ever-increasing part of the Army's legal force structure.

The JAG Corps competencies are: 1) Legal Support for the Army, and 2) Legal Support for Soldiers and Family Members. Legal Support for the Army includes Administrative and Civil Law; Contract and Fiscal Law; Military Justice; and National Security Law. Legal Support for Family Members includes Soldier and Family Legal Services and Trial Defense Services.

In 1890, General Order No. 53 approved the wear of the "sword and pen crossed and wreathed" as the Regimental Distinctive Insignia for the Judge Advocate General's

Corps. The pen denotes the recording of testimony; the sword symbolizes the military character of the Judge Advocate's mission; and the wreath, the traditional symbol of accomplishment.

Although Judge Advocate Officers were authorized to wear the insignia in 1890, enlisted personnel had to wait until 1968 to officially wear the insignia. Warrant Officer Legal Administrators were not authorized to wear the insignia until 2004.



THE ARMY VALUES

LOYALTY – Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers. Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. A loyal Soldier is one who supports the leadership and stands up for fellow Soldiers. By wearing the uniform of the U.S. Army you are expressing your loyalty. And by doing your share, you show your loyalty to your unit.

DUTY – Fulfill your obligations. Doing your duty means more than carrying out your assigned tasks. Duty means being able to accomplish tasks as part of a team. The work of the U.S. Army is a complex combination of missions, tasks, and responsibilities — all in constant motion. Our work entails building one assignment onto another. You fulfill your obligations as a part of your unit every time you resist the temptation to take “shortcuts” that might undermine the integrity of the final product.

RESPECT – Treat people as they should be treated. In the Soldier's Code, we pledge to “treat others with dignity and respect while expecting others to do the same.” Respect is what allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs and fulfilled their duty. And self-respect is a vital ingredient with the Army value of respect, which results from knowing you have put forth your best effort. The Army is one team and each of us has something to contribute.

SELFLESS SERVICE – Put the welfare of the nation, the Army, and your subordinates before your own. Selfless service is larger than just one person. In serving your country,

you are doing your duty loyally without thought of recognition or gain. The basic building block of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort.

HONOR – Live up to Army values. The nation’s highest military award is the Medal of Honor. This award goes to Soldiers who make honor a matter of daily living — Soldiers who develop the habit of being honorable and solidify that habit with every value choice they make. Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity, and personal courage in everything you do.

INTEGRITY – Do what’s right, legally and morally. Integrity is a quality you develop by adhering to moral principles. It requires that you do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

PERSONAL COURAGE – Face fear, danger or adversity (physical or moral). Personal courage has long been associated with our Army. Physical courage is a matter of enduring physical duress and at times risking personal safety. Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others. You can build your personal courage by daily standing up for and acting upon the things you know are honorable.

THE JAG CORPS' 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.

THE JAG 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.

THE SOLDIER'S CREED

I am an American Soldier.

I am a warrior and a member of a team.

I serve the people of the United States, and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

THE ARMY SONG

“The Army Goes Rolling Along” is played at the conclusion of every U.S. Army ceremony and all Soldiers are expected to stand and sing.

<https://www.army.mil/values/song.html>

Verse: March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We’re the Army and proud of our name!
We’re the Army and proudly proclaim:

Chorus: First to fight for the right,
And to build the Nation’s might,
And the Army Goes Rolling Along.
Proud of all we have done,
Fighting till the battle’s won,
And the Army Goes Rolling Along.

Refrain: Then it’s hi! hi! hey!
The Army’s on its way.
Count off the cadence loud and strong;
For where’er we go,
You will always know
That the Army Goes Rolling Along.

DCC/JAOBC PURPOSE/OBJECTIVES

PURPOSE. To provide individuals selected to become Judge Advocates (JAs) with the foundation for success as a member of the Judge Advocate General's Corps (JAGC), imbued with the Warrior Ethos, and prepared to deliver mission-focused legal services to the Army and the Nation.

OBJECTIVES.

- DCC and JAOBC are designed to transform civilian volunteers into Army officers capable of leading, upon arrival, at their first unit of assignment; and to instill the skills, knowledge, and attributes required for Army lawyers to contribute meaningfully and provide principled counsel in their first assignment.
- Provide students with a baseline knowledge in our core competencies so that new JAs will become qualified and certified under Article 27(b), UCMJ, and will be ready to begin performing mission-focused legal services immediately in garrison and deployed.
- Build the officer's pride in being a member of the Army and the JAGC.
- Build a cohesive class that demonstrates teamwork, leadership, and officership.
- Build and improve physical fitness and inculcate the Warrior Ethos.

DCC COMPANY COMMAND OPERATIONS

Students at DCC fall under E Company, 3d Battalion, 11th Infantry Regiment (Officer Candidate School). E Co. is in Building 83, 6510 McVeigh Drive, Fort Moore, GA. The "GuideOn" App on your smartphone is useful for navigating Fort Moore. You will be able to enter the installation with a copy of your orders and a photo ID.

Please take all instructions from the DCC Cadre regarding their guidelines and guidance.

JAOBC STUDENT DETACHMENT OPERATIONS

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.

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.

The Student Detachment is in Room 112, International Hallway, at The Judge Advocate General's Legal Center and School (600 Massie Road, Charlottesville, VA).

If you are having a problem with lodging, family, pay, personal or spiritual well-being, contact your DCC or JAOBC cadre ASAP, so we can help you resolve the problem.

GETTING TO DCC/OBC

Should I bring my car to DCC/OBC?

- First, check to ensure a Personally Owned Vehicle (POV) is authorized on your orders. Many students do prefer to bring a POV for use during the JAOBC phase in Charlottesville.
 - **Note that you are authorized to drive your POV to DCC, but you may not be able to use it during DCC. There is a place to park your car near the barracks for storage while at DCC.**
- If authorized to bring a POV, you will be reimbursed based on the mileage between your Home of Record (as listed on your orders) to Fort Moore, Fort Moore to Charlottesville, and your onward travel back to your Home of Record (Guard/Reserve) or first duty station (POV). Gas receipts are not required, but it is recommended that you keep them.
- Regular Army and Army Reserve Soldiers are NOT authorized in-and-around-mileage. National Guard students can only claim in-and-around mileage if authorized by your individual State or Territory.
- Free parking is available while attending your training in Charlottesville at your lodging location. While not a necessity, students typically enjoy the flexibility of having a car at OBC as there are many great outdoor areas to explore, including Shenandoah National Park. COVID conditions may dictate whether you can share your car/receive rides from fellow students while at OBC. However, a POV is not necessary for success at OBC – there are grocery stores and restaurants within walking distance of your OBC lodging.
- If you choose to rent a car and it is not expressly authorized in your orders, you will NOT be reimbursed. Active Duty and Reserve students are NOT authorized rental cars.

What if I prefer to fly?

- If you plan to fly from your Home of Record to training, you MUST schedule all flights through the Carlson Wagonlit SATO Office (or the Defense Travel System through your National Guard unit). Tickets purchased on your own will NOT be reimbursed.
- <https://www.cwtsatotravel.com/contact/military-contact.html>
- CWT SATO: 1-800-709-2190

LODGING/HOTEL DURING DCC/OBC

Phase I, DCC (Fort Moore, GA): Lodging will be provided in the barracks at Fort Moore at no cost to the student. Lodging for family members is not provided and family members are not authorized to visit. No pets are permitted.

- What to expect:
 - Barracks-style rooms, 2 to 3 students assigned per room.
 - Each student will have access to a closet or a locker to secure their belongings. Bring a lock.
 - There is an en-suite bathroom/shower in each room.
 - Beds are twin-sized; sheets will be issued, but you may bring your own (neutral colors/neat conditions). You must bring your own towel and shower shoes. Remember rooms will be inspected regularly for order and cleanliness.
 - Laundry facilities are available on-site. The machines are free (no coins required), but student must provide their own detergent and any other needed laundry supplies.
 - Bring 6 weeks' worth of laundry supplies/personal hygiene items. You can receive mail and packages, but delivery can be delayed as all mail is sorted through the post mail system before delivery to the company area.

Phase II, JAIBC (Charlottesville, VA): Lodging will be provided at the TJAGLCS. Reservations will be made by the Student Detachment. DO NOT make any lodging arrangements on your own. Rooms can accommodate 1 additional adult guest. Provide your requested guest information when completing your in-processing sheet. Pets are not permitted. If you have an exceptional circumstance requiring alternate lodging arrangements, submit a request to Student Detachment for Exception to Policy using the provided template.

- What to expect:
 - Hotel-style rooms, one student per room.
 - Shared laundry facilities at the end of each hallway (no coins required, but students must provide their own detergent).
 - Each room contains a microwave, coffee maker, and minifridge. Small kitchens are located at the end of each hallway containing a small stovetop and full-size fridge.
 - Kitchen appliances (crockpots, air fryers, etc.), are NOT authorized for use in hotel rooms, but may be plugged in for use in the shared kitchens. There is also an outdoor area with outlets that students have used for cooking appliances in the past.

National Guard Students: Do NOT book a room through DTS (or your unit). You may request the Lodging Policy Memorandum from the Student Detachment if your unit requests prices or additional information. Any lodging booked by the Student Detachment will fall at or under the authorized lodging rate for the area.

OTHER HELPFUL PACKING TIPS

Students have found the following items to be useful while at DCC/JAOBC. While not required, these items are offered for your consideration.

- Laundry detergent and toiletries (plan to bring a 6-week supply at DCC). Books and board games (remember you may be restricted to the DCC footprint).
- Sheets (twin size) for DCC barracks (optional, a set will be issued).
- Towels and shower shoes.
- A personal tablet, laptop, or smartphone (a government-issued laptop is provided at JAOBC).
- Sunscreen and bug spray.
- Sports equipment.
- Hiking/outdoor equipment (TJAGLCS is located approx. 30 minutes from Shenandoah National Park).

LEAVE AND PASS POLICY

Do not purchase plane tickets or make hotel reservations until a pass has been approved.

While at DCC: Leave and pass are not authorized, with the exception of emergency leave. Address any emergencies with your DCC cadre. While at DCC, emergency leave requests require a Red Cross Message:

– How to Contact the Red Cross for Assistance – (877) 272-7337 (toll-free)

An immediate family member should call the Red Cross office upon notification of an emergency involving a Service Member stationed at Fort Moore, GA. When calling the Red Cross, please provide the following information about the service member:

- Full name
- Rank/rating
- Branch of service (Army)
- Social security number or date of birth
- Military address

While at OBC: Travel requests during non-duty times (weekends, holidays) may be granted at the discretion of the Student Detachment. Leave during duty days will not be granted except for emergency circumstances.

Notify cadre immediately of any emergencies (hospitalizations, interaction with law enforcement, COVID-19 like symptoms) involving your family, to include the death or serious illness of an immediate family member (Parent, Spouse, Child, Sibling, person standing in *loco parentis*). A Red Cross message is not required while at OBC.

OBC CLASS ABSENCES

You are expected to be in class. 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.

PAY AND BENEFITS

If you are an Active Duty, Reserve, or National Guard Soldier conducting active duty training, you are entitled to certain benefits. The information that follows explains which of those you will earn while attending DCC and OBC.

You are strongly encouraged to have enough money for 60 days of living expenses. It can take a month or longer to start your pay after reporting to DCC. Be prepared for the worst case scenario. In addition, you should also have as much as \$2,000 available when you arrive at DCC to purchase uniforms. If you are experiencing financial hardship, notify cadre immediately. All lodging and meals at DCC are covered by the Army (you will not have to make any payments).

*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 your pay and your medical coverage.

TRAVEL PAY

Upon arrival at Fort Moore, GA (Phase I) you will 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.

(Regular Army and Army Reserve Soldiers) When in Charlottesville, you will receive reimbursement for lodging and meals (per diem). Reimbursement may take up to four weeks after filing each travel voucher. The current per diem rate for meals and incidentals in Charlottesville is \$69/day plus the authorized lodging reimbursement (up to \$126/day for FY 23 and \$133 for FY24). Make sure you save all lodging and travel receipts for reimbursement (you do not need to save food receipts).

To be reimbursed for temporary duty (TDY) related expenses while at DCC/OBC, a travel voucher must be completed and submitted to the Defense Finance and Accounting Service (DFAS).

Sometime within the first two weeks of OBC, Active Duty Soldiers and Reserve

component students will attend a travel voucher brief to fill out an initial travel voucher and begin obtaining reimbursement for lodging/per diem in Charlottesville. Note that for Active Duty component students, reimbursement for travel to DCC and travel between DCC and OBC does not occur until the completion of all DCC/OBC-related travel (i.e., when you report to your permanent duty station).

(National Guard Soldiers) You are also entitled to the same per diem and lodging rates as listed above. However, you will receive your reimbursements through the Defense Travel System (DTS) managed by your State or Territory.

Army Reserve and National Guard Soldiers are reimbursed actual lodging expenses for stops en route from DCC to OBC. Receipts are required.

Active Duty Soldiers are reimbursed at a standard rate for travel days between DCC and OBC, regardless of actual expenses. This will be reimbursed at your first duty station. No receipts are required, but you are encouraged to save your gas receipts.

After the initial travel brief at OBC you will attend additional briefs every 30 days to fill out travel vouchers to be reimbursed for lodging and meals.

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. BAH varies by geographic duty location, pay grade, and dependency status.

References for BAH rates can be found at:

<https://www.travel.dod.mil/allowances/basic-allowance-for-housing/bah-rate-lookup/>

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.

Regular Army (RA) 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. 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. An **Active Component Soldier with dependents** will be paid BAH for the dependent's location at the time of entry onto active duty.

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 (BAH) 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**, or (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). 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.

INITIAL CLOTHING ALLOWANCE

I strongly encourage you to purchase AR 670-1 compliant, "coyote brown" color boots, and a good pair of running shoes prior to arriving at the Direct Commission Course (DCC) at Fort Moore, Georgia. In addition, be prepared to spend as much as \$2,000 on uniforms when you arrive at DCC.

Officers are entitled to an initial uniform allowance and/or an additional active duty uniform allowance as reimbursement for the purchase of required uniforms and equipment. 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, they will receive their Initial Clothing Allowance
- A Reservist will receive Initial Clothing Allowance the first time they complete 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 again receive the initial uniform allowance.

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.**

ADDITIONAL CLOTHING ALLOWANCE

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 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.

PRIOR SERVICE CALCULATION (DA FORM 1506)

Those with prior periods of military service, especially those with a break in service, will find that their years of service are not accurately reflected in your pay (paid as an O-2 with zero years in service). This requires submission of records and a prior service calculation (DA Form 1506) with your gaining unit. **It may take upwards of 180 days to reflect in your pay (you will receive backpay).**

National Guard/Reserve Officers should check their LES as soon as possible following drill weekends to ensure your prior service is accurately reflected. If it is incorrect, contact your unit ASAP to complete the 1506 process.

Active Duty Officers with a break in service should review the first LES received after reporting to DCC. If your years of service are incorrect, you'll likely need to be patient and **wait until you arrive at your gaining unit to process the 1506** based on the regulation requirements.

The regulation AR 637-1 requires specific personnel (such as a retention NCO) to be involved with reviewing and processing these actions, and we do not have those positions organically here at TJAGLCS.

FINANCE FAQs

Q: How do I request a copy of my Leave Earning Statement (LES)?

A: Once you are in the system and being paid, you should receive an LES at the middle and end of every month. In order to access your LES you must register at the DFAS website: <https://mypay.dfas.mil/>. If you do not receive an LES after your first month at DCC and *you are being paid*, fill out a pay inquiry form and request your LES. The form should be submitted to the Student Detachment during JAOBC in processing.

Q: How much should I get for basic pay, BAH, and BAS?

A: There are several helpful websites with pay scales:
<https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/>
<https://www.travel.dod.mil/allowances/basic-allowance-for-housing/bah-rate-lookup/>
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Q: How much is my clothing allowance?

A: The Initial Clothing Allowance is \$400. The Additional Clothing Allowance is \$200. However, you must be on an Active Duty tour for at least 90 days to receive the Additional Clothing Allowance.

Q: How do I get my clothing allowance?

A: You will fill out paperwork for the allowance during the personnel briefing as part of in processing. However, you won't receive your allowance until towards the end of JAOBC due to the high volume of students needing to be processed. If you have already received your clothing allowance upon entering active duty, you will not get it again.

Q: How long will it take for me to get paid once I arrive to DCC?

A: It could take as long as two to three months for your pay to be processed correctly. Come prepared to not get paid for *at least* two months. You will be briefed on this during in processing.

Q: My LES shows my years in service but I am not receiving my years in service pay.

A: If you are prior service, anticipate you will need to submit documentation for a DA Form 1506 packet to calculate your prior service time; until the 1506 process is complete, you will be paid as an O2 or O3 (as applicable), but without credit for years of service. The 1506 processing can take 60-90 days once all documentation is received. It is in your best interest to collect and provide your service records in a timely manner, as the process cannot be initiated without all required documents. If you are missing service records, you may be able to request some records electronically (using a CAC) at <https://www.va.gov/records/get-military-service-records/>.

Q: What is a partial settlement?

A: A partial settlement (accrual) is a form filled out a minimum of every 30 days. It is sent to DFAS with your billeting receipt and a copy of your TDY orders so that you are reimbursed for your food and lodging expenses periodically during JAOBC.

Q: I am a USAR/ARNG Soldier attending DCC/JAOBC. How will I be paid for the leave I accrue while at DCC/JAOBC?

A: Reserve and National Guard Soldiers will need to work with their home unit upon graduation to sell leave accrued during training. Alternatively, the leave can be used during a subsequent Active Duty tour (i.e. mobilization) within 12 months. If no action is taken the leave will expire 12 months after it was accrued.

Q: How do I look into a pay problem if I think I'm being overpaid or underpaid?

A: Review your LES, including the "Remarks" section. Complete a pay inquiry form and attach a copy of your most recent LES, submit them to the Student Detachment.

Q: What is DLA and am I qualified to receive it when I move after DCC/OBC?

A: DLA is Dislocation Advance, which is offered to cover Permanent Change of Station (PCS) expenses including shipment of household goods and family members. The following are the guidelines concerning DLA:

- You are not qualified if you are new to the Army and have been here in a TDY status (i.e. If DCC/OBC is your first time ever on active duty)
- If you had been at a duty station prior to DCC/OBC for more than 20 weeks (in PCS status), you are qualified for DLA. You should request DLA at your next duty station during in processing.
- ***Active Duty prior service (enlisted and officers) should request DLA at your permanent duty station.***

DOCUMENTS REQUIRED FOR PERSONNEL/FINANCE INPROCESSING

IF YOU ARE MISSING ANY OF THESE ITEMS IT WILL DELAY YOUR PAY BEING STARTED AND YOUR FAMILY BEING ENROLLED INTO THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)

Must be hand-carried

DA form 71 (Oath of Office) – 3 copies

New Active Duty personnel will complete an Oath of Office on Day 1 of DCC which will be transmitted directly from DCC to JAOBC cadre. If you have a Reserve, National Guard, and/or active duty oath, bring copies.

Orders (PCS, TDY) and all amendments – 10 copies

Active Duty officers will typically have two sets of orders – your Permanent Change of Station (PCS) Orders which take you to your next assignment, as well as your temporary duty (TDY) orders (labeled as a DD Form 1610 in the bottom left corner). Reserve and National Guard personnel typically only have one set of TDY orders. It is very important to report with 10 copies of all orders.

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.

DD 93 (Record of Emergency Data) – 2 copies

If you have one completed within the last 12 months with an HR rep, bring it with you to in-processing. If you do not have one, you will complete the DD93 during in-processing. If you already have one in the system, but not with you, you will complete another one.

Servicemembers Group Life Insurance (SGLI) Certificate – 2 copies

If you have one, bring it with you to in-processing. If you do not have one, you will complete the SGLI form during in-processing. If you already have one in the system, but not with you, you will complete another one.

DD Form 214 (if applicable) showing any prior service – 2 copies

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; therefore, 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.

USAR/ARNG ONLY:

Lease/Mortgage with Officer’s name– 2 copies

This is necessary to obtain housing allowance for dependents.

DA Form 5960 (BAH) – 2 copies

Must be signed by your command prior to arrival.

ENROLLING IN DEERS AND ID CARD

IF YOU ARE MISSING ANY OF THESE ITEMS IT MAY DELAY YOUR PAY BEING STARTED OR YOUR FAMILY BEING ENROLLED INTO DEERS

***** ALL DOCUMENTS 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)

TIPS FOR SUCCESS AT DCC/JAIBC

1. **Remember we are all on the same team.** Look to your left and right – these are your battle buddies. Learn from each other – a combination of your skills and background will strengthen your team and help you achieve your goals. Treat everyone with dignity and respect.
2. **Observe all safety protocols.** Violations will not be tolerated. It's about protecting yourself and those around you.
3. **Be an effective peer leader.** When in charge, take charge. When not in charge, listen and contribute to the group. Support each other.
4. **Be Professional.** Conduct yourself appropriately, both on and off duty. Be accountable for not only your actions; but also the actions of others.
5. **Be on time.** "On time" is prior to start time for an event. If you will be late for some reason, notify your student chain of command. Lateness will not be tolerated.
6. **Share personal issues so we can help.** Let the leadership know if something happens to you or your family at home that will affect your performance.
7. **Conduct meaningful after-action reviews.** This process is one of the things that makes our Army different. We try to learn from our mistakes and improve. You have an important role and should not keep your opinions to yourself.
8. **Be considerate.** Things that will not be tolerated: sleeping in class, talking while someone is briefing, texting or utilizing your cell phone during class, not paying attention and finally, skipping class.
9. **Remain resilient and flexible.** The schedule will change. This is a part of the military you will need to embrace. You will be informed of the changes as soon as possible.
10. **Keep a sense of humor.** It's alright to laugh and have fun with what you're doing. However, know when to balance between having fun and learning the material.
11. **Know your reputation matters.** You begin building your reputation from day 1 at DCC.
12. **Be responsive.** Check emails frequently and provide timely responses to cadre and faculty. If we are requesting information, it's to help us help you.

PHYSICAL FITNESS

- Information on preparing for the ACFT can be found at: <https://www.army.mil/acft/>.
- At DCC and JAOBC you will be required to conduct a four and six mile ruck march in full uniform with a thirty-five pound ruck sack.
- **Begin preparing yourself physically TODAY!** Use the resources and suggested preparation exercises on the website above. Invest in a good pair of running shoes prior to reporting (from a running store, where a specialist will fit your shoes).
- Make sure you can meet height/weight standards: https://www.armyresilience.army.mil/abcp/pdf/ARN7779_AR600-9_FINAL.pdf
- **Compliance with Army height/weight standards is a graduation requirement for OBC. Failure to meet these standards may result in dismissal from the course and separation from the Army.**

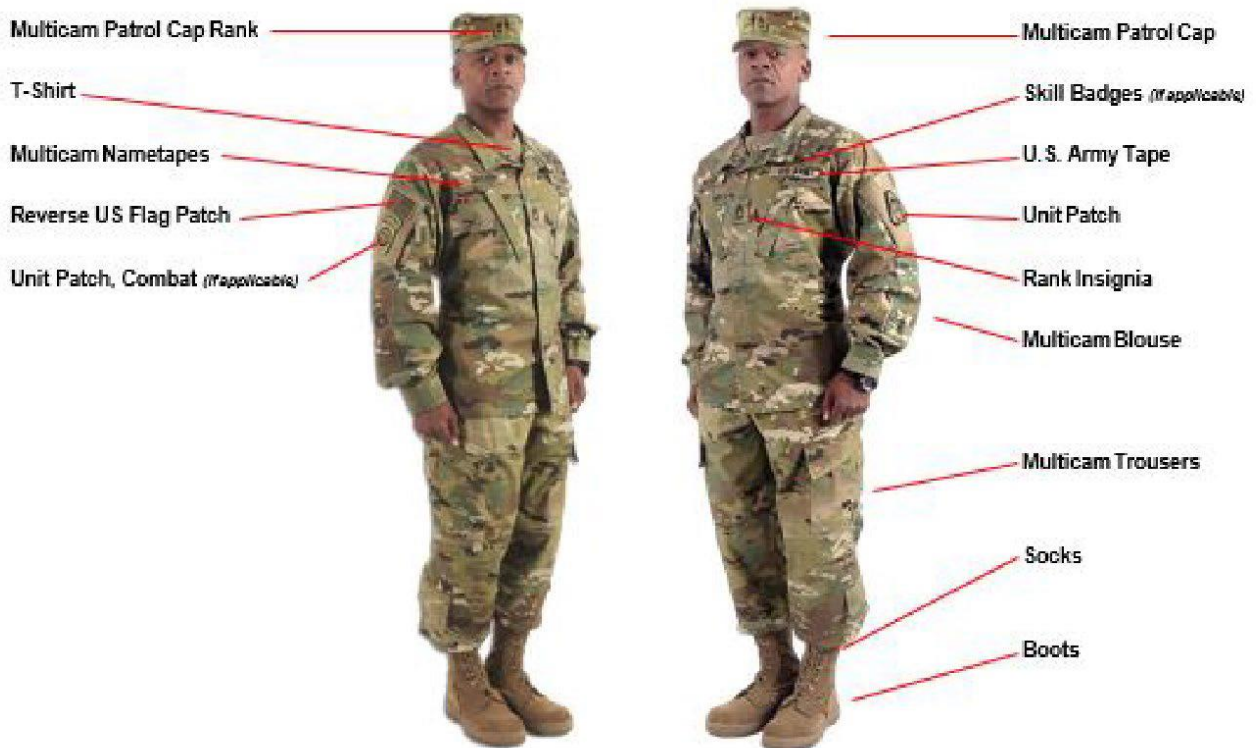
UNIFORMS

- Visit <https://www.army.mil/uniforms/> for an interactive overview of Army uniform components.
- The duty day uniform for DCC/JAOBC Soldiers is the **Army Combat Uniform (ACU) Operational Camouflage Pattern (OCP)**.
- At JAOBC, your current or future unit of assignment patch is to be worn on the left sleeve of the ACU. If you do not have a unit of assignment, you should wear the TJAGLCS patch.
- Soldiers are authorized to wear the Improved Physical Fitness Uniform (IPFU)/Army Physical Fitness Uniform (APFU), Army Service Uniform (Blue Formal Uniform), Army Green Service Uniform (AGSU) at the discretion of the chain of command.
- Upon receipt of your orders, you may visit the nearest Army & Air Force Exchange Service Clothing & Sales store to begin purchasing your uniform items. You can also purchase your uniform items when you arrive at Fort Moore—DCC cadre will accompany the class to Clothing & Sales. **If you are not familiar with the fit of the ACU, it is strongly encouraged that you wait to purchase uniforms until your arrival at DCC.** When purchasing your uniforms, be sure to acquire First Lieutenant rank (Silver and Black) instead of Second Lieutenant (Copper and Brown) Further guidance regarding the

ASU/AGSU is forthcoming. Note ASU/AGSU require tailoring and it is recommended that you use tailors on post or near major military installations who are familiar with the ASU/AGSU.

ARMY COMBAT UNIFORM CHECKLIST

- Army Combat Uniform (OCP) consisting of trousers and blouse
- Patrol Cap, (OCP)
- Belt, Web with open-faced Black Buckle in tan or OD green
- Boots, coyote (color)
- Undershirt, coyote (color)
- Socks, OD Green
- Skill Badges (i.e. Airborne, Air Assault, EFMB), if applicable (*subdued pin-on*)
- Unit Patch
- Grade Insignia (Velcro)
- Grade Insignia, (*subdued, pin-on* for head gear)
- Name Tapes (Velcro)



WEAR OF HEADGEAR

- The Patrol Cap is worn with the Army Combat Uniform.
- Soldiers will wear the Patrol Cap straight on the head, so that the cap band creates a straight line around the head, parallel to the ground.
- Rank will be centered on front of cap and name tape will be placed on back of cap.

Link below has information regarding all wear and appearance of the Military Uniform.https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1020639

ASU vs. AGSU

Do I need a dress uniform at OBC?

Yes! You will be required to have a complete set of EITHER the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). If you already own ASUs, that meets the OBC requirement, as they are authorized for wear through 30 SEP 2027 (after that date, they become optional for wear on formal occasions).

If you need to purchase a uniform, know that they are often backordered, so you should do so as soon as possible. You can either purchase through AAFES Military Clothing and Sales at your nearest Army installation (using a copy of your orders and a photo ID if you do not yet have a military ID [Common Access Card]), or you can purchase via Marlow White (this is not an endorsement and provided for informational purposes only). AGSUs and ASUs are based on your individual measurements but will ALWAYS require tailoring. You will be set up for success if you have a uniform in hand when you arrive at OBC, even if tailoring is still required.

ARMY SERVICE UNIFORM (ASU)

The Army Service Uniform (ASU) is the military uniform worn by United States Army personnel in situations where formal dress is called for. It is worn in most situations, in which business dress would be called for. The ASU can also be worn at most public and official functions.

The blue ASU has its roots in the "army blue" uniform, which dates back to the Revolutionary War, in which the Continental Army outfitted its' Soldiers in blue to distinguish them from the red uniform coats of the British Army. It also recalls the Civil War Union Army's blue uniforms.



ARMY GREEN SERVICE UNIFORM (AGSU)

The current Army Blues Uniform will return to being a formal dress uniform, while the Army Greens will become the everyday business-wear uniform for all Soldiers. The Army Combat Uniform - also known as the Operational Camouflage Pattern (OCP) - will remain the Army's duty/field uniform.

The Army Green Service Uniform was inspired and based off the uniform worn by America's "Greatest Generation" as they won World War II. Now, America's next greatest generation will wear a modern version of this uniform as they develop into the smart, thoughtful, innovative leaders of character outlined in the Army Vision.

The uniform will be required for mandatory possession by 1 October 2027.



ARMY PHYSICAL FITNESS UNIFORM

Summer:

- S/S Shirt (Short Sleeve Shirt)
- Trunks (Shorts)
- Above ankle socks (solid white or black, no logos)
- Running Shoes



Winter:

- L/S Shirt (Long Sleeve Shirt)*
- Jacket
- Trunks (Shorts)
- Above ankle socks (solid white or black, no logos)
- Running Shoes
- Black fleece cap*
- Solid black gloves *

*May be added/changed based on temperature



BOOTS

- Boots will be diagonally laced, with the excess lace tucked into the top of the boot under the bloused trousers or wrapped around the top of the boot.
- Boots must comply with AR 670-1. *Personnel are encouraged to purchase boots at a Military Clothing and Sales Stores located on a military installation to ensure regulatory compliance.
- You will be required to possess two pairs of boots.
- UNAUTHORIZED BOOTS:
 - Boots with zipper inserts
 - Metal cleats & side tabs

BAGS

- Backpacks, civilian rucksacks, gym bags or like articles may be carried, worn over one shoulder, or both shoulders while in uniform. They may not be slung across the body with the strap over the opposite shoulder.
- All items worn over the shoulder **must be black/OCP pattern** with no other colors and may not have any logos. Logos include Army agency/organization seals, insignias, and crests. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized.



RUNNING SHOES

Having at least one good pair of running shoes at the start of DCC is key to your success. You are **STRONGLY** encouraged to visit your local running store (not a large sports store) to get fitted for running shoes that match your gait/stride. Running in shoes that are either not designed for running, are not fitted to you, or are worn out can quickly cause injuries that will hinder your ability to graduate from DCC. Remember you will not have the ability to buy running shoes once you report to DCC, so you need to come with them in hand.

HAIR STANDARDS (GENERAL)

There are many hair styles that are acceptable in the Army, so long as the Soldier's hair is worn in a neat and conservative manner, the acceptability of the style will be judged solely by the criteria described in AR 670-1 Chapter 3 (Appearance and Grooming Policies) and ALARACT 055/2023 (United States Army Appearance and Grooming Modifications). You can also find more general appearance guidelines at the link below:

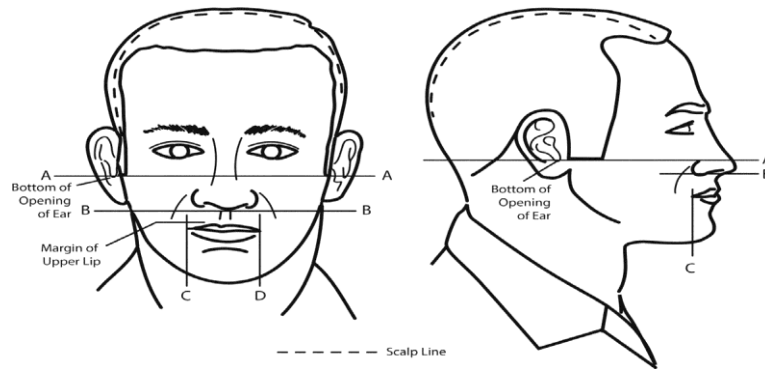
<https://www.goarmy.com/how-to-join/requirements/appearance.html>

HAIR STANDARDS (MALE)

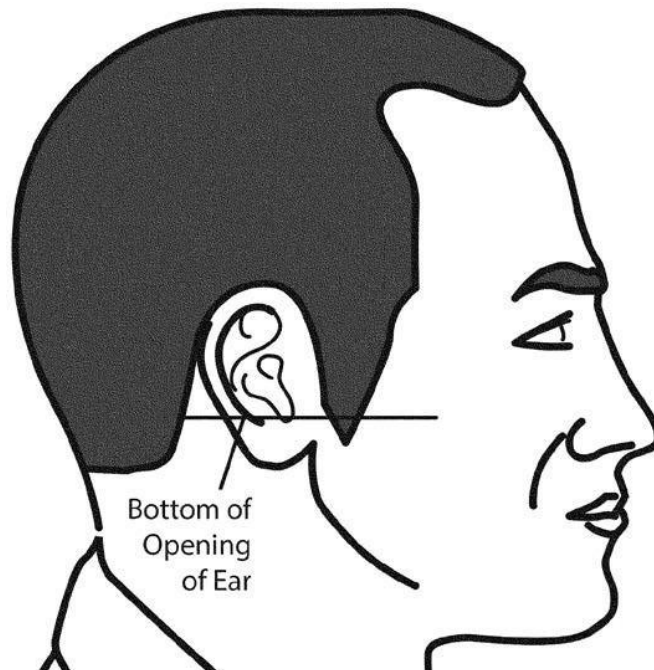
- Hair on top of the head must be neatly groomed.
- Length and bulk of hair may not be excessive and must present a neat and conservative appearance.
- Authorized to wear highlights (a uniform blend of colors) as long as presents a professional and natural appearance. Colors must blend naturally together as to not display a vast difference between shades of natural color. Prohibited/unnatural colors are those such as, but not limited to purple, blue, green, pink, bright red, and fluorescent/neon colors.
- Must present a tapered appearance.

- Blocked cut fullness in the back is permitted, in moderate degree, as long as the tapered look is maintained.
- Sideburns will not extend below the bottom of the ear opening.

- No mustache will extend sideways beyond a vertical line drawn upward from the corners of the mouth (C,D)
- No portion of the mustache will cover the upper lip line or extend beyond (B,C, or D)



- Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head
- Sideburns will not extend below the bottom of the ear opening
- Sideburns will not be styled to taper, flair, or come to a point
- The length of an individual hair of the sideburn will not exceed 1/8" when fully extended



UNAUTHORIZED MALE HAIRSTYLES

- Not authorized to wear braids, cornrows, twists, dreadlocks, or locks while in uniform or in civilian clothes on duty.
- Haircuts with a single, untapered patch of hair on the top of the head (not consistent with natural hair loss) are considered eccentric and are not authorized.

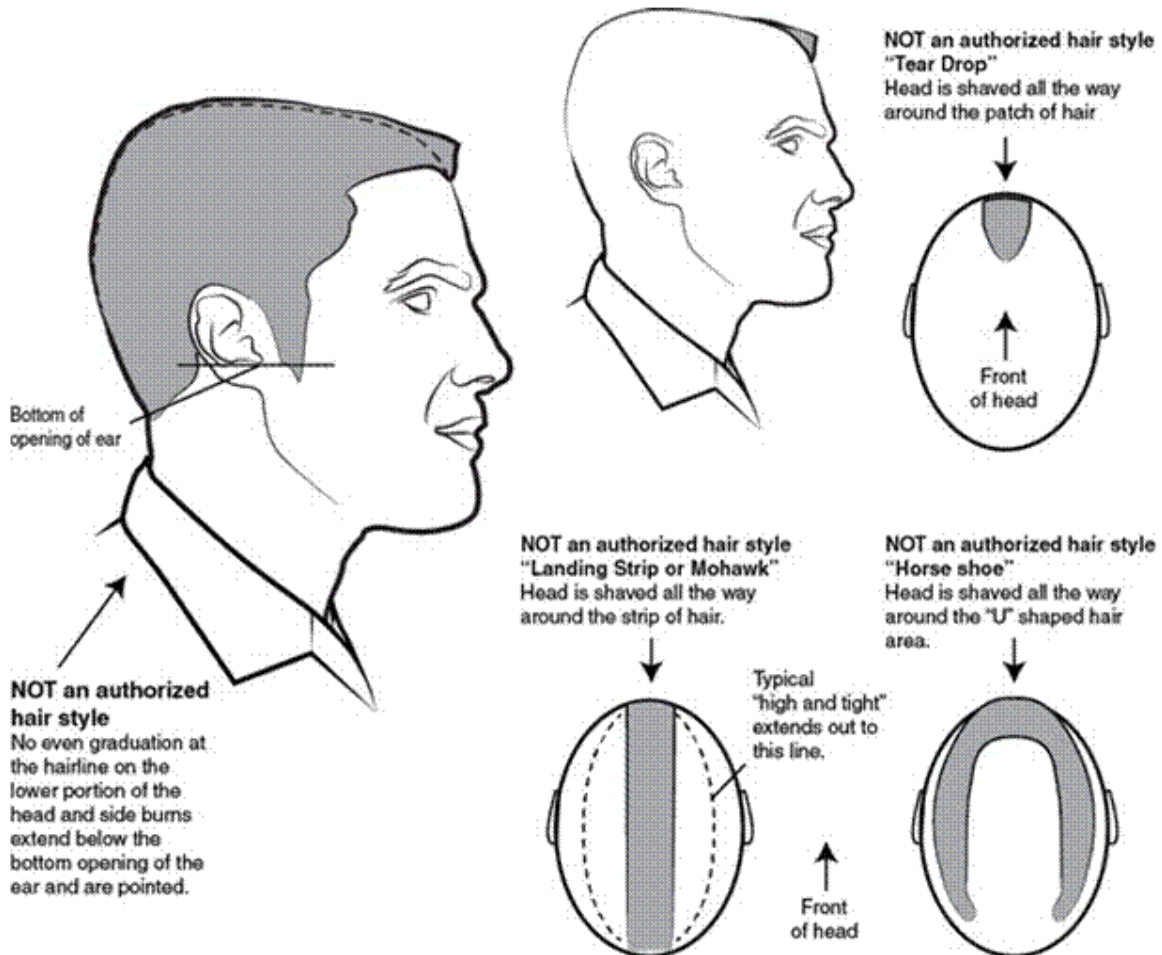


Figure 3-3. Prohibited male haircuts

HAIR STANDARDS (FEMALE)

- No extreme or exaggerated haircuts or hairstyles.
- Will not extend below the bottom edge of the collar if worn down (i.e., not in a ponytail or bun)
- Bangs, if worn, may not fall below the eyebrows
- There is no minimum hair length for female Soldiers. Hair may have a tapered appearance and if the hair does not part, Soldier may cut a part into the hair, or style the hair with one part. Part will be one straight line, not slanted or curved, and will fall in the area where the Soldier would normally part. The length of the secured hair should not hinder a Soldier's performance and/or increase the risk to safety.
- No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which is worn on the back of the head (centered) and may extend a maximum of 3 ½ inches from the scalp and be no wider than the width of the head.
- Wigs or hairpieces may be worn as long as it is of a natural hair color and the style and length conform to appearance standards.
- Ponytails are authorized in all uniforms on duty.
- Hair will be neatly and inconspicuously secured in a singular ponytail, two braids, or a singular braid and will not extend past the bottom of the shoulder blades when standing at the position of attention.
- Ponytails are not required to be tucked into the Soldier's uniform but should not hinder their physical performance or increase their risk to safety.
- Authorized to wear highlights (a uniform blend of colors) as long as it presents a professional and natural appearance. Colors must blend naturally together as to not display a vast difference between shades of natural color. Prohibited/unnatural colors are those such as, but not limited to purple, blue, green, pink, bright red, and fluorescent/neon colors. This also applies to hair extensions, wigs, and hairpieces.
- Authorized to wear "multiple" hairstyles at once as long as they are neat in appearance and do not impact the proper wear of headgear and equipment.
- All hair-holding devices must be plain and of a color as close to the Soldier's hair as possible or clear.
- Authorized devices include but are not limited to barrettes, combs, pins, plain scrunchies, clips, rubber bands and hair bands.

FINGER NAILS

- Female Soldiers are NOT authorized to wear nail polish that is extreme such as purple, bright pink, red, gold, blue, black, hot pink, green, yellow, white, grey, ombre and fluorescent/neon colors to include French manicure. Colors that are authorized to wear include, but are not limited to, nude/natural shades, American manicure, and light pink. Nail shapes that are extreme are not authorized (such as ballerina, stiletto, arrow, and coffin). Square and rounded are authorized.
- Male Soldiers are authorized to wear clear nail polish while in uniform.
- Male Soldiers will keep nails trimmed so as not to extend beyond the fingertip.
- Female Soldiers will not exceed a nail length of 1/4 inch as measured from the tip of the finger.

JEWELRY

- May wear a conservative wristwatch, a wrist religious or identification bracelet, and a total of two rings (a wedding set is considered one ring).
- May wear one conservative activity tracker, pedometer, or heart rate monitor.
- Bracelets are limited to medical alert bracelets, missing in action, prisoner of war, killed in action (black or silver only), and religious bracelets similar in size and appearance to ID bracelets.
- Only one item on each wrist.
- Female Soldiers are authorized to wear earrings in ACUs. Stud earrings may be screw-on, clip on, or post-type earring in gold, silver, or diamond (round or princess cut). Pearls are not authorized in ACUs but are authorized in formal attire (service or dress uniform).
 - The earring will not exceed 6mm or ¼-inch in diameter and must be unadorned (plain) and spherical (round) or square (ex Princess cut). When worn, the earrings will fit snugly against the ear.
 - Hoop, two-sided, or drop earrings are not authorized. Females may wear earrings only as a matched pair with only one earring per earlobe. Earrings are not authorized to be worn in the cartilage, industrial, transverse lobe, tragus, or conch part of the ear.
 - Earrings will not be worn in field environments, combat related deployments, or locations where access to normal hygiene is not available. Earrings are not authorized for wear while conducting PT or in the PT uniform.
 - **Note this means that earrings will not be permissible at various points while at DCC. Bear that in mind when deciding whether to pack more valuable items.**

COSMETICS

- Authorized to wear cosmetics with all uniforms, provided they are applied modestly and conservatively, and that they complement both the Soldier's complexion and the uniform.
- Authorized to wear solid color shades of lipstick that are not extreme (extreme includes purple, bright pink, bright red, gold, blue, black, hot pink, green, yellow, ombre, and fluorescent/neon colors). Natural colors, including tinted glosses, are authorized. The optional wear of lip liner is authorized, but colors must match the shade of lipstick being worn.
- Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above.
 - Eyelash extensions are not authorized unless medically prescribed.

DENTAL ORNAMENTATION

- The use of gold caps, platinum caps, or caps of any unnatural color or texture (permanent or removable) for purposes of dental ornamentation is prohibited
- Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, and so forth
- Unnatural shaping of teeth for nonmedical reasons is prohibited

ID TAGS AND GLASSES

- Soldiers will always wear identification tags while on duty in uniform unless otherwise directed by the commander
- Commanders may authorize sunglasses in formations or field environments, as appropriate
- Sunglasses and eyeglasses may not have conspicuous initials, designs, or other adornments. Lenses may not be extreme or trendy colors, such as red, yellow, blue, purple, bright green, or orange
- Eyeglass restraints/bands are only authorized when required for safety purposes.
- Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform
- Glasses may not be worn on top of the head at any time
- Soldiers are authorized to wear ballistic spectacle eye protection issued by the Army, including lens colors or logos in garrison or field environments unless otherwise directed by their chain of command

TATTOOS

Tattoos and brands are permanent markings that are difficult to reverse in terms of financial cost, discomfort, and effectiveness of removal techniques. Before obtaining either a tattoo or a brand, Soldiers should talk to unit leaders to ensure they understand the Army tattoo and brand policy.

1. Army Tattoo Policy (Army Regulation 670-1) and Army Directive 2022-09 (Soldier Tattoos)

The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on a Soldier's body:

(1) *Extremist*. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law (see AR 600–20).

(2) *Indecent*. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.

(3) *Sexist*. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.

(4) *Racist*. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

These provisions are punitive. Violation by Soldiers may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice.

2. Bottom Line

If you have not yet reported to DCC/OBC and have a pre-existing tattoo in violation of the Army's policy, contact the Judge Advocate Recruiting Office (JARO) immediately – 1-866-276-9524. Failure to do so may result in an order to have the tattoo removed.

If you have reported to DCC/OBC, seek consultation with your Chain of Command.

COURTESIES/ELECTRONIC DEVICES

Soldiers will not walk while engaged in activities that would interfere with the hand salute and greeting of the day or detract from a professional image. Examples include but are not limited to walking while eating, using electronic devices, or smoking cigarettes, cigars, or pipes.

Soldiers are not authorized to wear wireless and non-wireless devices such as earpieces while wearing Army uniforms (unless sitting at a desk or otherwise participating in online duty)

Hands-free devices while operating a commercial or military vehicle (to include a motorcycle or bicycle) are allowed if not otherwise prohibited by policy or law IAW AR 385-10

Tobacco-free cigarettes (*or similar devices*) have the same restrictions as cigarettes IAW AR 600-63.

CIVILIAN CLOTHES

When on duty in civilian clothes or off duty and outside their personal dwelling, Army personnel will present a professional image that does not detract from the profession unless specifically exempted by the commander for specific mission requirements.

Civilian PT attire will be required for wear at times while at JAOBC.

UMBRELLAS

Umbrellas are not authorized in formations or when wearing the Army Combat, field, or utility uniforms.

Soldiers may only carry a plain, black umbrella, during inclement weather, when wearing the service dress and mess uniforms.

Commanders may further restrict Soldiers' use of umbrellas, as appropriate.











OFFICER RANK CHART

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

ARMY

										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

MARINES

										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

NAVY

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)










AIR FORCE

										
										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	

























COAST GUARD

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	

ENLISTED RANK CHART

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS				
ARMY													
no insignia Private E-1 (PV1)	 Private E-2 (PV2)	 Private First Class (PFC)	 Corporal (CPL)  Specialist (SPC)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SGM)	 Command Sergeant Major (CSM)	 Sergeant Major of the Army (SMA)		
MARINES													
no insignia Private (Pvt)	 Private First (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSGt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MGSgt)	 Sergeant Major (SgtMaj)	 Sergeant Major of the Marine Corps (SgtMajMC)		
NAVY													
no insignia Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Force or Fleet Command Chief Petty Officer (FORMC) (FLTMC)	 Command Master Chief Petty Officer (CMC)	 Master Chief Petty Officer of the Navy (MCPON)		
AIR FORCE													
no insignia Airman Basic (AB)	 Airman (Amn)	 Airman First Class (A1C)	 Senior Airman (SrA)	 Staff Sergeant (SSgt)	 Technical Sergeant (TSgt)	 Master Sergeant (MSGt)	 First Sergeant (E-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)	 First Chief Master Sergeant (E-9)	 Command Chief Master Sergeant (CCM)	 Chief Master Sergeant of the Air Force (CMSAF)
COAST GUARD													
Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Command Master Chief (CMC)	 Master Chief Petty Officer of the Coast Guard (MCPO-CG)			

WARRANT OFFICER RANK CHART

Officer Paygrade	 Army	 Marine Corps	 Navy	 Air Force	 Space Force	 Coast Guard
	<p style="text-align: center;">Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest-ranking warrant officers serve under a warrant, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.</p>					
W-1	Warrant Officer 1 WO1 	Warrant Officer 1 WO 	USN Warrant Officer 1 WO1 	N/A	N/A	N/A
W-2	Chief Warrant Officer 2 CW2 	Chief Warrant Officer 2 CWO2 	USN Chief Warrant Officer 2 CWO2 	N/A	N/A	Chief Warrant Officer 2 CWO2 
W-3	Chief Warrant Officer 3 CW3 	Chief Warrant Officer 3 CWO3 	USN Chief Warrant Officer 3 CWO3 	N/A	N/A	Chief Warrant Officer 3 CWO3 
W-4	Chief Warrant Officer 4 CW4 	Chief Warrant Officer 4 CWO4 	USN Chief Warrant Officer 4 CWO4 	N/A	N/A	Chief Warrant Officer 4 CWO4 
W-5	Chief Warrant Officer 5 CW5 	Chief Warrant Officer 5 CWO5 	USN Chief Warrant Officer 5 CWO5 	N/A	N/A	N/A

For more information on each rank and their position within Army organizations, visit <https://www.army.mil/ranks/>

To get trained up on other Army basics (i.e. Army 101) also visit <https://www.army.mil/features/#army101>

COMMON ARMY ACRONYMS

AAR	After Action Review
ALARACT	All Army Activities
AO	Area of Operations
AOR	Area of Responsibility
AR	Army Regulation
ARNG	Army National Guard
BCT	Brigade Combat Team
BDE	Brigade
BJA	Brigade Judge Advocate
BN	Battalion
CAV	Cavalry
CCIR	Commander's Critical Information Requirement
CDR	Commander
CG	Commanding General
CO	Company
COA	Course of Action
CONUS	Continental United States
CP	Combat Post or Checkpoint
DA Pam	Department of the Army Pamphlet

DSJA	Deputy Staff Judge Advocate
EPW	Enemy Prisoner of War
FM	Field Manual
FOB	Forward Operating Base
HHC	Headquarters and Headquarters Company
HQ	Headquarters
IAW	In accordance with
ISR	Intelligence, Surveillance, Reconnaissance or Installation Status Report
JTF	Joint Task Force
LA	Legal Assistance
MDMP	Military Decision-Making Process
METT-TC	Mission, Enemy, Terrain (& Weather), Troops, Time, Civil Considerations
Mike	Minute, eg., “5 mikes” means “5 minutes”
MILPER	Military Personnel (used under context of “official messages”)
MJ	Military Justice
MTOE	Modified Table of Organization and Equipment
OCO	Overseas Contingency Operations
OE	Operational Environment
OPSEC	Operational Security
OPTEMPO	Operational Tempo
PL	Platoon Leader
POC	Point of Contact
POI	Point of Impact

POO	Point of Origin
POW/MIA	Prisoner of War/Missing in Action
PRT/PT	Physical Readiness Training/Physical Training
PMESII-PT	Political, Military, Economic, Social, Information, Infrastructure, Physical Environment, and Time
PSG	Platoon Sergeant
RC	Reserve Component
SA	Situational Awareness
SJA	Staff Judge Advocate
SME	Subject Matter Expert
SOP	Standard Operating Procedure
TC	Trial Counsel
TDA	Table Distribution Allowances
TLP	Troop-Leading Procedures
TOC	Tactical Operations Center
UAS	Unmanned Aircraft System
USAR	US Army Reserve
WILCO	Will Comply
XO	Executive Officer