



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

8 February 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 and Pass 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 (two consecutive non-duty days). Special passes are authorized absences for three days (two consecutive non-duty days and one duty day), or four days (two non-duty days and two duty days). The pass period begins at the end of normal working hours on the last duty day of the week and ends at 2200 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 S-1 of travel plans within the 150-mile radius of TJAGLCS. Student S-1 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 Inbox NLT 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.

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6. If flying, the pass must be approved prior to the purchase of any airline ticket. Travel outside of the continental United States is not authorized at any time.

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. All requests for leave or special passes during duty days will be granted on a case-by-case basis. Any JAOBC student who requires leave or a special pass is encouraged to bring the circumstance directly to the Student Detachment's attention.

9. The point of contact for this memorandum is 1SG Tiffany Diring at tiffany.diring.mil@army.mil or (434) 971-3134.

MARTIEN S. VEST
CW2, JA
Acting Commander



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18 January 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command by Authority of AR 600-20, Paragraph 2-8

1. The undersigned assumes command of the Student Detachment at The Judge Advocate General's Legal Center and School, US Army (W1ETAA), effective 18 January 2023.
2. Point of contact for this memorandum is 1SG Diringer at tiffany.diringer.mil@army.mil or (434) 971-3134.

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MARTIEN S. VEST
CW2, JA
Commanding

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