



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 June 2025

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

SUBJECT: Policy Memorandum # 01-25, Commander's Open Door Policy

1. Reference AR 600-20, Army Command Policy, 6 February 2025.
2. Leaders at every level share in the responsibility to care for their Soldiers and Families. I am committed to addressing the concerns of all members of our organization. Although I am a strong advocate of using the chain of command to resolve issues arising in the Judge Advocate Officer Basic Course (JAIBC), I am available to discuss any issue that requires my personal attention. In order to support this process, I have an open door policy that encourages JAIBC Students and Family Members to speak with me to discuss their issues, whether professional or personal, whenever they believe their fellow classmates, student leadership, or immediate chain of command are unable to assist.
3. Effective leaders help solve their Soldiers' problems either directly or by putting them in touch with agencies who can assist. If an individual is reluctant to discuss a problem with a member of his/her supervisory chain, other resources available include the Inspector General (IG), Chaplain, TJAGLCS Command Judge Advocate, Equal Opportunity (EO) representative, and TJAGLCS faculty advisors and mentors. The Fort Gregg-Adams Inspector General's Office may be reached at (804) 765-1550; complaints may be filed electronically at <https://cascom.army.mil/staff/ig/>.
4. The point of contact for this memorandum is the undersigned at ellen.s.walburn.mil@army.mil or 434-971-3305.

ELLEN S. WALBURN
CPT, JA
Commanding