



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5940

REPLY TO
ATTENTION OF

AMSAC

19 January 2010

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.7 –
Open Door Policy

1. All USASAC employees may request an appointment to see the Commander, USASAC to surface complaints, requests for assistance or other concerns that they are unable to resolve through their chain of command. Employees may request an open door appointment by contacting the Chief of Staff at 256-450-5508, DSN 320-5508, or by contacting the Commander's secretary at 256-450-5506, DSN 320-5506.

2. The chain of command is the mechanism by which this Command exercises leadership. A proactive chain of command, which is aware of and able to solve the problems that surface within its organization, defines its trust and credibility. While it is recognized there are occasions when it may be difficult to approach your supervisors or when they are unable to address problems affecting our workforce, the employee's chain of command should be used before scheduling the open door meeting. Open door appointments will not be shown on the Commanding General's calendar to maintain their confidentiality.

3. All directors are to establish and practice open door policies within their respective directorates to enable employees an additional avenue to bring issues forward at the lowest level. This policy memorandum applies to all USASAC employees and should be posted in a public area to facilitate open communications.

4. This Policy Memorandum supersedes USASAC Policy Statement Number 101.7,
6 October 2005.

*Good organizations
leave good communicators!
Please talk to your supervisors
and me when you have concerns
or recommendations.*
BT


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding