



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND, G-3/5/7
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION
FORT BRAGG, NORTH CAROLINA 28310-5000

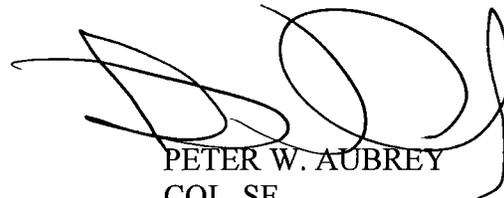
AOJK-SA

19 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1 (Commander's Open Door Policy)

1. PURPOSE: To establish the Commander's Open Door Policy
2. SCOPE: This policy applies to all military personnel (active and reserve), Department of the Army civilian employees, assigned, attached, or on temporary duty to USASATMO.
3. GENERAL:
 - a. It is the right of every individual in this command to have access to his/her commander or supervisor to discuss a personal problem, express a complaint or make suggestions on unit policy. All leaders and supervisors in this unit are directed to maintain an "open door" program that will assist our soldiers and DA civilians in solving problems and enhance their trust and confidence in the chain of command.
 - b. Normally, a first line Supervisor, NCO, or leader can resolve most individual problems. Therefore, everyone must first use his or her chain of command in attempting to resolve a problem or make a suggestion. However, in the event that there is a problem that cannot be resolved by the chain of command, I am available.
 - c. No one in the chain of command has the authority to deny a soldier/DA civilian the access to his/her commander, nor will they take any reprisals against someone who decides to use the "open door" policy.
4. PROCEDURE: Personnel desiring to see me may do so by contacting the Chief, Human Resource Management Branch or the Deputy Commander. They will coordinate an appointment for you. The nature of the business need not be announced.


PETER W. AUBREY
COL, SF
Commanding

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