



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
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FORT POLK, LOUISIANA 71459-5339

MAY 04 2016

AFZX-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-01 – Commander's Open Door Policy

1. It is imperative that Soldiers feel free to voice their problems to their chain of command. As leaders, we must ensure that we let our Soldiers know we are here to listen to their concerns.
2. My door is open at any time to discuss problems with any Soldier, Family member, or Civilian employee of this command. I strongly encourage you to first raise the issue with your chain of command. If, however, you feel that your chain of command is unresponsive or the matter is too sensitive to discuss at the unit level, you may make an appointment to come see me by contacting my secretary at (337) 531-1706.
3. For Soldiers currently facing UCMJ or other administrative action upon which I will be acting, I will generally not consider an open door meeting until all available appeals and remedies have been exhausted.
4. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
5. This policy will remain in effect until superseded or rescinded.
6. Proponent: Office of the Staff Judge Advocate, Chief, Military Justice Division, (337) 531-0977.

A handwritten signature in black ink, appearing to read "Gary M. Brito".

GARY M. BRITO  
Brigadier General, USA  
Commanding

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