DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO ATTENTION OF:

JAN 21 2011

AFZX-JA

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 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 surface 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 unit level, you may make an appointment to see me by contacting my Command Sergeant Major at 531-6699.

3. A copy of this memorandum will be posted on the permanent section of all bulletin boards.

4. This policy will remain in effect until superceded or rescinded.

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

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