



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE  
10000 HAMPTON PARKWAY  
FORT JACKSON, SOUTH CAROLINA 29207-7050

ATSG-CG

06 DEC 2013

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum 1-1, Open Door Policy

1. Reference Army Regulation 600-20, Army Command Policy, 18 Mar 08, Rapid Action Revision Issued 20 Sep 12.
2. My door is open to any member of this command, military or civilian, who has a concern that cannot be satisfactorily resolved at lower echelons of command. Subordinate commanders in the Soldier Support Institute will establish similar open door policies, but on occasion it may be necessary to bring matters to my attention.
3. Appointments may be scheduled by contacting my Executive Assistant, Mrs. Tonya Rogers, at [tonya.a.rogers.civ@mail.mil](mailto:tonya.a.rogers.civ@mail.mil), or 803-751-8000.
4. Commanders and supervisors will ensure that their personnel are aware of this policy.
5. This policy will remain in effect until rescinded or superseded. The proponent for periodic review of this policy is the undersigned.

  
PAUL A. CHAMBERLAIN  
Brigadier General, U.S. Army  
Commanding