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

ATSG-CG

09 APR 2012

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, 4 Aug 11.

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 at 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 This policy will remain in effect until rescinded or superseded.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.

DAVID K. MacEWEN
Brigadier General, U.S. Army
Commanding