DEPARTMENT OF THE ARMY
BRAVO COMPANY, TRAINING SUPPORT BATTALION
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF:

ATSG-SB-B 27 October 2009

MEMORANDUM FOR RECORD

SUBJECT: POLICY STATEMENT #1 Commander's Open Door Policy

1. Any Soldier or family member of Bravo Company, Training Support Battalion, desiring to speak with me may do so at any time. My door is always open. Problems arise which require my immediate attention; you have every opportunity to discuss issues with me.

2. Although it is not necessary to go through the chain of command or the NCO support channel to use the "open door" policy, it is recommended so that problems may be resolved at the lowest level possible. Provide your leadership the opportunity to resolve your concerns. The chain of command and NCO support channel are effective methods of problem solving.

3. All Soldiers have access to the following agencies: Inspector General, Equal Opportunity, Staff Judge Advocate, Chaplain and the Provost Marshal. In addition, the Battalion Commander's open door policy (Training Support Battalion Policy Memorandum #2) may be used at any time; however, use the chain of command or the NCO support channel first. Access to these agencies and individuals will be without prejudice.

4. All division chiefs and section leaders will ensure a copy of this policy is posted on bulletin boards and students are aware of the scope of this policy.

5. The point of contact for this memorandum is the undersigned at 751-8755.

PAUL A. NOCE
CPT, AG
Commanding