

MEMORANDUM FOR Students, USARAK NCO Academy, Fort Richardson, AK 99505

SUBJECT: Policy Letter #3, Open Door Policy

1. An essential element of any organization is maintaining two-way communication by allowing the members of a unit the opportunity to communicate with the chain of command. You are encouraged to utilize the student and cadre chain of command to resolve problems and issues; however, there may be occasions which someone requires access to me. My door is always open to all military, civilian, family members, and student members of the USARAK NCO Academy.
2. I am available at any time during duty hours and accessible through the SDNCO at any time after duty hours should the need arise. If you feel access to me is being restricted or denied, report the circumstances to me immediately.

RONNIE GARRETT
CSM, USA
Commandant