

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy (Post Command Policy 24-9)

1. The Open Door Policy is designed to give members of the Fort Richardson community an opportunity to discuss with me any problem, grievance, or situation he or she may encounter. No member of our community will be denied the opportunity to discuss with me, or any other of his or her commanders, any problem he or she may have under the provision of this Open Door Policy.
2. Any member of our installation who desires to see me should inform their chain of command. I encourage and expect all members of the installation to use their chain of command to resolve issues. A soldier's Command Sergeants Major or First Sergeant will immediately contact the Post Sergeant Major to schedule an appointment. An officer's Battalion Commander of Company Commander should contact the Post Commander's assistant at 384-2280.
3. Fort Richardson commanders will ensure all soldiers and officers are briefed on this policy.

//signed//
DAVID L. SHUTT
LTC, AR
Post Commander

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A, FRA