



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

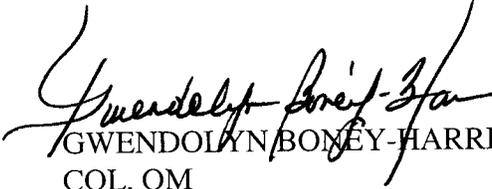
08 JUN 2004

AESG-AG

MEMORANDUM FOR Soldiers, Civilian Employees and Family Members of the 6th ASG

SUBJECT: 6th ASG Command Policy Letter 2, Commander's Open Door Policy

1. Members of the 6th Area Support Group (soldiers, civilians and their family members) seeking assistance are encouraged to use their Chain of Command (military or civilian) and NCO Support Channel to resolve their problems at the lowest possible level. However, this recommendation to use the Chain of Command will not be interpreted as a restriction against seeing the Commander or Command Sergeant Major.
2. All personnel should feel free to approach me or the Command Sergeant Major for the purpose of discussing personal problems or suggestions during my visits to units, in barracks, at training sites or during other unit activities.
3. If a problem should arise during duty hours that does not require an immediate solution, an appointment can be arranged by calling my office. Sometimes, a problem may be so pressing that my immediate attention is required. In this case, personnel are encouraged to contact me at my office, Building 3315, Room 220. During non-duty hours, we can always be reached through the Patch Barracks Military Police Desk Sergeant (430-5261/5262) or the 6th ASG's Installation Operations Center (421-2601).
4. I fully support the Chain of Command and will use it to resolve most problems brought to me. For this reason, consider seeing your immediate Chain of Command first.
5. This letter will be permanently posted on all 6th ASG unit bulletin boards.
6. Point of contact for this policy is the Adjutant at DSN 421-2535.


GWENDOLYN BONEY-HARRIS
COL, QM
Commanding