DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944

REPLY TO
ATTENTION OF

ATFL-CMDT

JUN 2 3 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commandant's Open Door Policy

1. Reference. AR 600-20, Paragraph 2-2, Army Command Policy, 4 August 2011, subject: Open Door Policy.

2. Purpose. To promote awareness and inform appropriate action by commanders and senior supervisors in situations with the potential to affect good order and discipline, morale or mission effectiveness, where resort to the chain of command or to other avenues of redress have been exhausted. This policy is intended to facilitate resolution of issues and reinforce a genuine concern for the morale and welfare of DLIFLC personnel on the part of commanders and supervisors by granting access in appropriate circumstances.

3. Applicability. This policy applies to all military and Department of Defense civilian personnel assigned, attached or employed, whether temporarily or permanently, by the Defense Language Institute Foreign Language Center (DLIFLC) . This policy does not apply to disciplinary issues nor substitute for, or used in place of, processes prescribed by other applicable laws, regulations and policies. Examples include, but are not limited to, issues raised to the Inspector General, the Equal Opportunity Office or Equal Employment Opportunity Office, the DLIFLC Chaplains, the Presidio of Monterey (POM) Legal Assistance Office, the POM Army Community Service, the California Medical Detachment, the Employee Assistance Program, the Civilian Personnel Advisory Center, and the Union, AFGE Local 1263.

4. Procedure:

a. Commanders and supervisors at all levels shall establish an open door policy which allows subordinates to raise personal and professional issues of concern to the Command. At a minimum, their policies will set forth procedures for subordinates to follow to request a meeting, and will provide an expected reply time to subordinates' requests.

b. Prior to requesting a meeting with me, an individual should first allow his or her immediate chain of command the opportunity to resolve the issue. If the immediate chain of command does not address the issue to the individual's satisfaction, the

employee may send a written request to meet with me to the Assistant Commandant, or for enlisted personnel, the DLIFLC Command Sergeant Major. The request should state the nature of the issue, why my personal attention is required, and the steps already taken to attempt to resolve the issue. Each request will be evaluated on an individual basis, with input from the chain of command. Requesters may expect a reply from my office within seven business days after receipt of the request.

DAVID K. CHAPMAN
COL, AD
Commandant

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