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

REPLY TO
ATTENTION OF
ATZP-CDR

APR 18 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Open Door Policy

1. Reference: Paragraph 2-2, AR 600-20, Army Command Policy, 13 May 2002.

2. Purpose: It is imperative to the good order and discipline of this installation that the chain of command provide a strong responsive atmosphere for dealing with subordinates' issues, concerns, and problems. My open door policy will assist me to ensure those concerns are addressed.

3. Applicability: This policy applies to all military and Department of Defense civilian personnel assigned, attached, located or employed on the Defense Language Institute Foreign Language Center and Presidio of Monterey.

4. Procedure:

a. I encourage you to allow your leaders and supervisors a fair opportunity to address your concerns. I also encourage everyone associated with this installation to take advantage of the services provided to assist you, including the Legal Assistance Division of the Office of the Staff Judge Advocate, Army Community Services, the Installation Chaplain, the Inspector General, the Union, the Equal Opportunity Office, the Equal Employment Opportunity Office and the Better Opportunities for Single Service members line.

b. If your chain of command and these agencies do not appropriately address a personal problem, or there is an unresolved conflict with the chain of command, you should feel free to contact my office at 242-5200 during normal duty hours to request use of the open door policy. I will make every reasonable effort to see you within three calendar days.

SUE ANN SANDUSKY
COL, AG
Commanding

DISTRIBUTION:
G