



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
Unit 25850 BOX 10
APO AE 09033

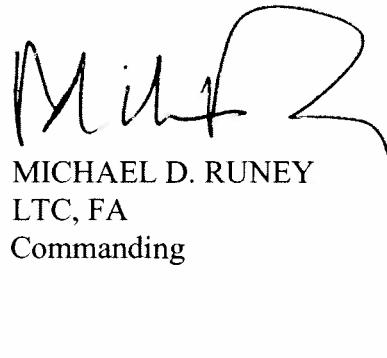
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #01-01, Community Commander's Open Door Policy

1. Applicability. This policy statement applies to all military, civilian and local national personnel of the Schweinfurt Military Community.
2. Policy.
 - a. An essential element of leadership is maintaining two-way communication between leaders and subordinates. Every supervisor must have an "OPEN DOOR" policy.
 - b. Problem solving is an inherent responsibility of command. Soldiers and employees should normally resolve problems and concerns by working through the chain of command. While I do not encourage bypassing levels in the supervisory chain, there may be occasions to do so. If an individual is not willing to discuss a problem with any of their supervisors, there are many other channels available. The Inspector General, Staff Judge Advocate, Chaplain, Employee Assistance Program Works Council, National Association of Government Employees - Equal Opportunity Office, Equal Opportunity Advisor and Army Community Service all provide means of assisting members of this command.
3. Procedures. My door is open to anyone who feels the chain of command has not satisfactorily resolved their problem after seeking assistance from one of the many agencies and activities listed above. For an appointment with me, contact my office at 354-1300 or 09721-961300.
4. Commanders, directors and section chiefs will disseminate this policy and include it in orientation for newly assigned personnel.
5. Proponent. Equal Employment Opportunity Office (EEO), 354-6507 or CIV 09721-966507 and Equal Opportunity Office (EO), 354-6225 or CIV 09721-966225.


MICHAEL D. RUNEY
LTC, FA
Commanding

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