



DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201


IMPR-ZA

12 December 2011

MEMORANDUM FOR ALL US Army Parks Reserve Forces Training Area Personnel

SUBJECT: PRFTA Policy#3, Commander's Open Door Policy

1. REFERENCE. AR 600-20, Army Command Policy, 13 May 2002.
2. PURPOSE. To provide guidance to Civilian and military personnel assigned to and under the operational control of the Parks Reserve Forces Training Area (PRFTA) Commander.
3. APPLICABILITY. These procedures are applicable to Civilian and military personnel assigned to and under the operational control of the PRFTA Commander.
4. POLICY.
 - a. All Soldiers, employees, supervisors, and management officials have the opportunity to voice their concerns to their chain of command. It is my belief that leaders should make themselves accessible and are receptive to the concerns of their subordinates. My door is open to anyone.
 - b. Before seeking to use the Open Door Policy, I encourage you to surface the issue with your chain of command utilizing grievance, appeal, and complaint procedures. I understand when an issue is of a sensitive nature: you may feel compelled to seek my immediate assistance. If this is the case, I will not turn you away if you utilize the Open Door Policy first.
 - c. I do ask that you advise your immediate supervisor if you plan to see me or have seen me under the provisions of this policy. You are not required to reveal the nature of your problem or the context of our discussion with your Supervisor. You may make an appointment to see me by contacting the Deputy to the Garrison Commander at (925)875-4675.
5. PROPONENT. The proponent for this policy is the office of the Garrison Commander at (925)875-4650.


DAVID R. JAMES
LTC, LQ
Commanding