DEPARTMENT OF THE ARMY
HEADQUARTERS, TRAINING SUPPORT BATTALION
3360 EARLY STREET
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF

ATSG-SB

12 July 2010

MEMORANDUM FOR All Training Support Battalion (TSB) Personnel

SUBJECT: Policy Memorandum #2 - Open Door Policy

1. My door is open to any member of this command, military or civilian, who has an issue or problem that cannot be satisfactorily resolved by their respective chain of command. Subordinate commanders in the Training Support Battalion have established similar open door policies, but on occasion it may be necessary to bring matters to my attention.

2. To ensure my availability and to best utilize the hours within your duty day, coordination is to be made through the Battalion Executive Officer or Battalion Command Sergeant Major.

3. Units will display this memorandum on all unit bulletin boards and will announce provisions of the open door policy to Soldiers on a periodic basis.

4. ***One Team, One Mission!***

SULA L. IRISH
LTC, AG
Commanding