



REPLY TO
ATTENTION OF :

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY, FORT DIX
5417 ALABAMA AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5000

IMDI-ZA

10 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity, Fort Dix Command Policy Memorandum #1 -
Commander's Open Door

1. This policy memorandum supersedes US Army Support Activity, Fort Dix Command Policy Memorandum #1 - Commander's Open Door, dated 14 August 2015.
2. REFERENCE: Army Regulation 600-20, Army Command Policy, dated 06 Nov 2014.
3. PURPOSE: To provide guidance to all personnel **assigned** or attached to the US Army Support Activity (USASA), Fort Dix and Devens Reserve Forces Training Area (DRFTA) my open door policy.
4. BACKGROUND: Every Soldier and Civilian is afforded the right and opportunity to bring suggestions, grievances and concerns that affect USASA, Fort Dix and DRFTA directly to my attention through my open door policy.
5. DISCUSSION: You may approach me as I move around USASA, Fort Dix and DRFTA; however, your chain of command is the primary source for problem resolution and assistance requests. Use your chains of command to resolve all matters at the lowest possible level and to allow your leaders the opportunity to assist you. Leaders and supervisors of your unit or organization have the ability to address any issue that may arise at your level. If you are unsuccessful in resolving matters at the lowest level through your chain of command, you may contact my secretary for an appointment at (609) 562-2256 or 2458.

MARTIN F. KLEIN
COL, LG
Commanding

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