



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

3 August 2017

MEMORANDUM FOR SEE DISTRIBUTION

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

1. This policy memorandum supersedes US Army Support Activity (USASA), Fort Dix Command Policy Memorandum #01 - Commander's Open Door, dated 10 June 2016.
2. Reference: Army Regulation 600-20, Army Command Policy, dated 6 Nov 2014.
3. I am committed to addressing the concerns of all members (military, Civilian and contractors) of my command. Although I am a strong advocate of using the chain of command and the supervisory chain to resolve issues I am available to discuss any issue that requires my personal attention.
4. This policy does not apply to disciplinary issues and matters appropriately addressed by an existing procedure, a subordinate command, or a staff principal. Examples include, but are not limited to, Equal Employment Opportunity issues, Army Regulation 15-6 investigations, assignments, Inspector General Inquiries, and Civilian grading issues and grievances.
5. Any request, by a member of this command, to discuss an issue with me should be addressed to the Deputy Commander, Deputy to the Commander or Command Sergeant Major in writing. The request should describe the nature of the issue, why my personal attention is required, and the steps already taken to resolve the issue. Each request will be reviewed on an individual basis. Enlisted personnel, however, will first attempt to resolve specific concerns with the USASA, Fort Dix Command Sergeant Major before raising the matter to the Deputy Commander.


JAMES E. MARTIN, JR.
COL, AD
Commanding

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