



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LOUISIANA 71459-5339


AFZX-CG

NOV 21 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 11 -
Commander's Open Door Policy

1. It is imperative that Soldiers, Family members, and Civilian employees feel free to voice their problems to the appropriate supervisory chain of command. As leaders, we must ensure that we let our teammates know we are here to listen to their concerns.
2. My door is open at any time to discuss problems with any Soldier, Family member, or Civilian employee of this command. I strongly encourage you to first raise the issue with the appropriate chain of command. If, however, you feel your chain of command is unresponsive or the matter is too sensitive to discuss at the unit level, you may make an appointment to come see me by contacting my Secretary at (337) 531-1706.
3. For Soldiers currently the subject of an investigation, UCMJ proceeding or other administrative action upon which I will be acting, I will generally not consider an open door meeting until all available appeals and remedies have been exhausted. For Civilian employees currently the subject of an investigation, disciplinary action, or other administrative action upon which I may be acting, or who have a pending administrative or legal proceeding, such as an EEO complaint, MSPB appeal, or union grievance, I will generally not consider an open door meeting until all available appeals and remedies have been exhausted.
4. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
5. The point of contact for this policy is the Office of the Staff Judge Advocate, Chief, Military Justice Division, at (337) 531-0977.
6. This policy will remain in effect until superseded or rescinded.



DAVID W. GARDNER
Brigadier General, USA
Commanding

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