



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

ATFL-CMDT

3 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #1 - Commandant's Open Door

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1. Reference. AR 600-20, Paragraph 2-2, Army Command Policy, 24 July 2020, subject: Open Door Policy.
2. Applicability: This policy applies to all military personnel and Department of the Defense Civilian personnel who are assigned, attached, or employed by the Defense Language Institute Foreign Language Center. This policy supersedes all previous policies and remains in effect until updated or rescinded.
3. Policy: Soldiers are responsible for ensuring that the Commander is aware of problems that affect discipline, morale, and mission effectiveness; an open door policy allows members of the command to present facts, concerns, problems of a personal or professional nature, or other issues which the individual has been unable to resolve through his/her chain of command. For this reason, as the DLIFLC Commandant, I will ensure that my door always remains open to listen to and help resolve issues of concern. It is critical to the success of our mission and to our individual well-being that problems, real or perceived, be promptly addressed. This command will not tolerate any adverse activity, real or implied, for utilizing this open door policy.
 - a. Most problems are best resolved at lower levels and can be rapidly solved through established military channels; therefore, it is highly encouraged to utilize the chain of command and Inspector General by all personnel. My open door policy does not replace the chain of command, nor can my open door policy be used to replace or interfere with an ongoing investigation or disciplinary process. Each of these processes has avenues of redress that should be used fully and properly. However, on occasion, issues arise that are of such a nature as to cause individuals to feel that they cannot comfortably use the chain of command.
 - b. This policy does not apply to disciplinary issues, nor will it substitute processes or programs prescribed by other applicable laws, regulations and policies. These include,

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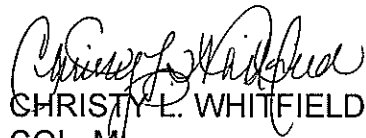
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but are not limited to, issues raised to the Inspector General, the Equal Opportunity Office or Equal Employment Opportunity Office, the DLIFLC Chaplains, the Presidio of Monterey (POM) Legal Assistance Office, the POM Army Community Service, the California Medical Detachment, the Employee Assistance Program, the Civilian Personnel Advisory Center, the Union, and AFGE Local 1263.

c. Commanders and supervisors at all levels shall establish an open door policy which allows subordinates to raise personal and professional issues of concern to the Command. At a minimum, their policies will set forth procedures for subordinates to follow to request a meeting and will provide an expected reply time to subordinates' requests.

d. Any requests should be submitted to my office for an appointment. The request should state the nature of the issue, why my personal attention is required, and the steps already taken to attempt to resolve the issue. Requesters may expect a reply from my office within seven (7) business days after receipt of the request.

e. This policy allows protected communication and prohibits retaliatory actions in accordance with United States Code, Section 1034 (10 U.S.C. 1034), 5 USC 2302, and DoD Directive (DoDD) 7050.06, "Military Whistleblower Protection." Those exercising their right of protected communication can always communicate directly to a member of Congress, the Inspector General, a member of a DoD audit, inspection, investigation, or law enforcement, or any person in the complainant's chain of command.


CHRISTY L. WHITFIELD
COL, MM
Commandant

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