



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

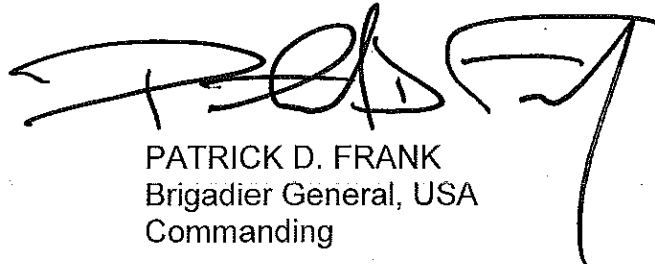
AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 15 - Commander's Open Door Policy

1. It is imperative that Soldiers feel free to voice their problems to their chain of command. As leaders, we must ensure that we let our Soldiers 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 your chain of command. If, however, you feel that 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 facing UCMJ 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.
4. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
5. Proponent: 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 This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

DISTRIBUTION:

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