



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 34

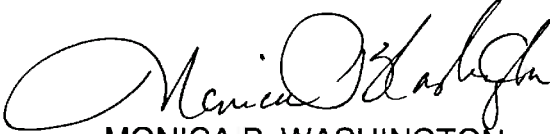
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Open Door Policy

1. **REFERENCE:** Army Regulation 600-20, Army Command Policy, 6 November 2014.
2. **PURPOSE:** To provide guidance to all US Army Soldiers, Korean Augmentee to the US Army (KATUSA) Soldiers, and Civilian employees assigned and/or attached to US Army Garrison (USAG) Yongsan – Casey.
3. **APPLICABILITY:** This policy applies to USAG Yongsan – Casey and all subordinate units.
4. **BACKGROUND:** I want all Soldiers, KATUSAs and Civilian employees to understand that they have access to me to seek redress concerning issues of a professional or personal nature. As such, my door remains open to all USAG Yongsan – Casey Soldiers, KATUSAs, Civilian employees, and their Family members.
5. **DISCUSSION:**
 - a. I encourage every Soldiers, KATUSA and Civilian employee with an issue or concern to attempt to resolve matters through his or her chain of command before using my open door policy. I firmly believe that most issues can be resolved most effectively at the lowest levels. On occasions in which issues are not satisfactorily resolved by the chain of command or in the event of circumstances such that the Soldier, KATUSA, Civilian employee or Family members feels a compelling need to speak directly to me, he or she may do so without fear of reprisal.
 - b. Soldiers, KATUSAs and Civilian employees do not require permission from their chain of command to see me. While I do not require appointments for the use of my open door policy, I ask that Soldiers, KATUSAs and Civilian employees work with my personal staff or the Executive Officer to identify the best available time to schedule a meeting.

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Commander's Open Door Policy

6. The point of contact for this memorandum is the USAG Yongsan – Casey Equal Opportunity office at DSN 730-3988, commercial 0503 330-3988, or by Government Cell 010-3740-0354.



MONICA P. WASHINGTON
COL, LG
Commanding
